



NORWALK - LA MIRADA
UNIFIED SCHOOL DISTRICT



AFL-CIO

MASTER AGREEMENT

BETWEEN THE

BOARD OF EDUCATION
NORWALK-LA MIRADA
UNIFIED SCHOOL DISTRICT

AND THE

CALIFORNIA SCHOOL EMPLOYEES
ASSOCIATION, CHAPTER 404

EFFECTIVE

JULY 1, 2025 - JUNE 30, 2028

NORWALK – LA MIRADA UNIFIED SCHOOL DISTRICT

AND

**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
(CSEA CHAPTER 404)**

MASTER AGREEMENT

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ARTICLE I – AGREEMENT

- A. This agreement shall constitute a full and complete commitment between both parties and shall become effective on July 1, 2025, and shall continue in effect through June 30, 2028. During the term of this Agreement, the California School Employees Association, (CSEA) Chapter 404 and the Governing Board of the Norwalk-La Mirada Unified School District, (District) expressly waive and relinquish the right to meet and negotiate with respect to any subject or matters whether referred to or covered in this Agreement, even though such subject or matters may not have been within the knowledge or contemplation of either or both the District and CSEA at the time they met and negotiated on and executed the Agreement. However, nothing shall preclude reopening on any subject/article with the approval of both parties.
- B. The parties agree to meet for the purpose of negotiations annually. For 2026-2027 and 2027-2028, each party will have three (3) openers in addition to salary, health and welfare benefits, and calendar.
- C. Within thirty (30) days after all proofreading has been accomplished and ratification of this Agreement by CSEA and the District has occurred, the District shall print and provide the Association with two-hundred (200) copies of the Agreement at no cost to CSEA. The most current Agreement shall be posted on the District website, available to download, and emailed to all current classified employees after final Board approval.
- D. Monthly lists of new employees shall be provided to the CSEA Treasurer.
- E. The Division of Human Resources shall provide new employees with a digital copy of the most current Master Agreement upon date of hire at no cost to the employee or CSEA.
- F. The District shall provide twenty-five (25) smaller versions of the Agreement to the Chapter President.

ARTICLE II - RECOGNITION

- A. The District recognizes CSEA as the exclusive bargaining representation for the following employees in Appendix A of this Agreement.
- B. Excluded from the bargaining unit are the positions found in management, supervisory, confidential, substitute, short-term, playground, apprentice and professional experts employed on a temporary basis for a specific project regardless of length of employment, full-time students employed part-time and part-time students employed part-time in any college work study programs, and Student Youth Employment Program Employees.
- C. In the event that positions are established by the Board of Education which reflect job titles not covered in Section A and B above, and CSEA does not agree with the Board's designation as to inclusion in or exclusion from the recognized bargaining unit, an appeal may be made to the Public Employment Relations Board for review and final decision.
- D. Included in the bargaining unit are the following groups: (For specific job titles, refer to APPENDIX A, Salary Schedule)

- ACCOUNTING GROUP
- ADULT EDUCATION/
PARAEDUCATOR GROUP
- NUTRITION SERVICES GROUP
- CLERICAL GROUP
- CUSTODIAL GROUP
- ITS INTEGRATED TECHNOLOGY
SERVICES GROUP
- GROUNDS GROUP
- GYM ATTENDANT GROUP
- MAINTENANCE GROUP
- PARAEDUCATOR GROUP
(PRE K-12)
- PUBLICATIONS GROUP
- PURCHASING GROUP
- SCHOOL AGED CHILD CARE
GROUP
- SECRETARIAL GROUP
- SECURITY GROUP
- SPECIAL EDUCATION GROUP
- SUPERVISION AIDE/NOON
AIDE GROUP
- TRANSPORTATION GROUP
- WAREHOUSE GROUP

ARTICLE III – ASSOCIATION RIGHTS

- A. Authorized CSEA Representatives shall, in accordance with the conditions noted herein, have the right to receive reasonable periods of released time without loss of compensation for the purpose of investigating and processing grievances beyond Step 2 Formal Level A. One (1), or two (2) representative(s) may investigate and process grievances. Prior to being released to serve in this capacity approval from the immediate supervisor must be obtained a minimum of twenty-four (24) hours in advance unless a safety issue arises or life-threatening emergency. The time line includes two (2) working days regardless of shift, with the first (1st) day of a two (2) day time line beginning the day after the notice is served. If one (1) representative is unable to serve, nothing will preclude another representative from serving or getting an extension of the time line upon request. Upon arriving at a work site, the CSEA representative(s) shall first report to the office of the site administrator supervisor to announce his or her or their presence and the intended purpose and length of visit. CSEA shall send to the District a written list of all authorized CSEA representatives, which shall be kept current by CSEA. Access to work locations will only be granted to CSEA representatives on the current list. Contacts with individual employees concerning CSEA business shall be restricted to non-working hours (lunch time, break time, before or after work). Contacts with individual employees shall not interfere with nor interrupt normal District or campus operations. Advance notification of such contacts should be given to the Superintendent or his/her designee whenever possible.
- B. CSEA shall have reasonable access in the District for the posting or transmission of CSEA material. Any material to be distributed or posted must not be slanderous, libelous, obscene, or hold any individual to ridicule. It must be dated and must identify the person and organization responsible for its content and distribution.
- C. CSEA shall have the right to post notices of CSEA concern on District designated employee organization bulletin boards which shall be placed in areas frequented by employees in the bargaining unit. CSEA shall provide to the District one (1) extra copy of the material no less than one (1) workday before it is to be posted. Mail delivered by CSEA to any work location will be given to the designated CSEA person for distribution. CSEA will provide the District a list of designated persons by July 15 of each year.
- D. The District shall provide to the CSEA President at no cost to CSEA:
1. A semiannual list of names, classifications and work locations of all employees in the unit.
 2. A semiannual list of names and address of employees in the unit if not specifically restricted by an employee in writing.
 3. Labels of names and work locations of all employees in the bargaining unit, when needed for CSEA business.

4. An updated, monthly list of existing and recently vacated jobs and location of jobs.
 5. By May 20th of each year, the District will provide CSEA with a list of the employees selected for Summer School.
- E. CSEA may use District facilities for local chapter meeting in compliance with District rules and regulations governing the use of such facilities.
 - F. An employee of the District may be represented by another employee or a CSEA representative(s) at any-meeting where disciplinary action will be discussed. When disciplinary action is contemplated, the supervisor will so inform the employee at least thirty-six (36) hours in written form prior to the start of the meeting, unless circumstances indicate that a threat to the safety of the employee or other employees, students or staff, property, equipment or materials exists. The meeting may be held earlier at the request of the employee. The time line includes three (3) working days regardless of shift with the first (1st) day of a three (3) day time line beginning the day after the notice is served.
 - G. The District will provide release time as needed to employees within this bargaining unit for the purpose of conducting CSEA business.
 - H. The District will provide a substitute for the CSEA President or designee two (2) days per week.
 - I. The District will provide the two (2) CSEA representatives sitting on the Superintendent's Cabinet release time to attend Cabinet meetings.
 - J. The District will provide release time for one (1) crew member and one (1) high school custodian selected by CSEA to attend monthly CSEA Chapter Meeting(s).

ARTICLE IV – DISTRICT RIGHTS

- A. It is understood and agreed that the District retains all its powers and authority to direct manage and control to the full extent of the law.

- B. The exercise of the foregoing powers, rights, authority, duties and responsibilities by the District, 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 specific and express terms of this Agreement, and then only to the extent such specific and express terms are in conformance with law.

ARTICLE V – DEFINITIONS

- A. Additional/Extra Hours - Hours worked over and above the regularly scheduled daily hours up to eight (8) hours.
- B. Agreement or Master Agreement - Contractual agreement stating the rights, responsibilities, and working conditions for a designated, negotiated time period.
- C. Association and/or CSEA - California School Employees Association.
- D. Bargaining Unit - Employees represented by CSEA as listed in Article II, D.
- E. Board of Education or Board - Duly-elected Governing Board of the Norwalk-La Mirada Unified School District.
- F. Business Day/Working Day - Calendar days exclusive of Saturday, Sunday, legal, and local holidays that the District Office of the Norwalk-La Mirada Unified School District is open for business. As used in this section, business days/working days start the day following the receiving, issuing, or conference regarding any grievance.
- G. Classification - Each position in the classified service shall have a designated title, a regular minimum number of assigned hours per day, days per week, and months per year; a specific statement of the duties required to be performed by the employees in each position, and the regular monthly salary ranges for each such position.
- H. Compensatory (Comp) Time - Time off duty or assignment, in lieu of Overtime, at 1 ½ times the employee’s regular rate of pay.
- I. Department - Groupings of classifications.
- J. District - The Norwalk-La Mirada Unified School District.
- K. Grievance - Formal written allegation by a grievant and or CSEA that has been adversely affected by a violation of the specific provisions of this Agreement. The grievance forms are available in the Division of Human Resources.
- L. Grievant - CSEA or any employee of the District covered by the items of this Agreement who initiates a grievance pursuant to Article XVII, Grievance Procedure.

M. Immediate Family - defined as follows:

Aunt	Brother	Brother-in-law	Daughter	Daughter-in-law
Father	Father-in-law	Grandchild	Grandfather	Grandmother
Mother	Mother-in-law	Nephew	Niece	Stepparents

Sister	Sister-in-law	Son	Son-in-law	Spouse
Stepchild	Uncle			

of the employee or spouse, registered domestic partner of the employee or any relative or person living in the immediate household of the employee.

- N. Immediate Supervisor - Supervisor outside of the bargaining unit who has immediate jurisdiction over the employee.
- O. LRR - Labor Relations Representative from CSEA field office.
- P. Length of Service - Determined by date of hire in a probationary status.
- Q. Negotiated in Good Faith - A sincere and honest effort on the part of each party to reach agreement.
- R. PERB - Public Employment Relations Board
- S. PERS or CalPERS - California Public Employees Retirement System for school and state employees.
- T. Permanent Employee - A regular employee who successfully completes an initial six (6) month probationary period.
- U. Personnel File - Shall refer to evaluations, and all written materials, regarding performance, which have been signed by the employee and properly processed, as defined in Article XVI, referring to an employee's performance and affecting the status of their employment. All personnel files shall be kept confidential and maintained in the Division of Human Resources.
- V. Probationary Employee - A regular employee who will become permanent upon completion of a prescribed six (6) month probationary period.
- W. Regular Rate of Pay - An employee's base pay plus longevity increments.
- X. Seniority - Total length of service that a regular employee has been employed by Norwalk-La Mirada Unified School District and shall include time in class plus time in a higher class.
- Y. Shift - A scheduled period of work or duty within a twenty- four (24) hour period.
- Z. Site - An employee's assigned work location in a district division/school, where an employee normally reports to start his/her work shift.
- AA. Short Term Employee – A person employed to perform a service for the District, upon completion of which, the service required or similar services will not be extended or needed on

a continuing basis not to exceed 75% of the school year, defined as one hundred ninety-five working days (195) in accordance with Ed Code 45103.

- BB. Substitute Employee - Not covered by the CSEA Master Agreement.
- CC. Sunshine - Public presentation of proposal shall be presented at Board of Education meeting and thereafter shall be public record (Govt. Code 3547).
- DD. Tentative Agreement - When agreement is reached on the proposed successor agreement, it will be known as a Tentative Agreement and signed by the Chief Negotiator of CSEA and the Chief Negotiator of the District.
- EE. Unit member - A classified employee who is a member of the appropriate unit as defined in Article II, Recognition and/or Appendix A, Salary Schedule.

ARTICLE VI – CONTINUANCE OF WORK

- A. The California School Employees Association (CSEA) recognizes the duty and obligations of its representatives to comply with the provisions of this Agreement and to make every effort toward inducing all members to do so. It is agreed and understood that there will be no strike, work stoppage, slow-down, picketing during the employee's work hours, or refusal or failure to fully and faithfully perform job functions and responsibilities or other interference with the operations of the District by CSEA or its officers, agents, or unit members during the term of this Agreement.
- B. Any unit member, who fails for any reason to fully perform his/her assigned duties and responsibilities or attempts to interfere with the assigned duties and responsibilities of other District employees or to interfere with the operation of the District, shall be in direct violation of this Agreement.
- C. The District agrees not to lock out unit members.

ARTICLE VII – ORGANIZATIONAL SECURITY

CSEA shall have the sole and exclusive right to have membership dues deducted from employees in the bargaining unit by the District.

All bargaining unit employees, shall either become a member of CSEA or a unit member who declines to become a member of CSEA.

A. DUES DEDUCTION

Bargaining unit employees may make their payment of dues by payroll deduction or by paying dues directly to CSEA.

1. Any member of the bargaining unit who is a member of CSEA or who has applied for CSEA membership, may sign and deliver to the District an assignment form authorizing deduction of CSEA membership dues. Such authorization for payroll deductions for payment of membership dues shall continue in effect until CSEA notifies the District in writing to stop the deduction.
2. District shall refer all employee questions about CSEA or dues to the CSEA President and Labor Relations Representative.

B. NEW EMPLOYEES

Deduction for members of the bargaining unit who commence duties after the beginning of the school year and, therefore, are not subject to deductions until after the beginning of the school year, shall be prorated to the number of school months during the school year in which he/she is a member of CSEA. Dues deductions for new CSEA members will commence at the end of the first (1st) full month of work.

C. TRANSMITTAL OF DUES

1. District Responsibilities
 - a. Dues withheld by the District shall be transmitted to CSEA at the address specified in writing by CSEA for receipt of such funds. The District shall not be obligated to put into effect any new, changed, or discontinued deduction until the pay period commencing fifteen (15) workdays or more after such submission.

D. MEMBERSHIP INFORMATION

The District shall take all reasonable steps to safeguard the privacy of CSEA members' personal information.

E. LIABILITY

CSEA shall indemnify and defend the District to the fullest extent of the law pursuant to California Government Code section 1157.12 for any claims and legal actions made by the employee against the District for deductions made from payroll in reliance on CSEA's certification requesting a deduction or reduction from the employee's wage. CSEA shall pay all legal fees and legal costs the District may incur defending against any court action and/or administrative action pertaining to deduction or reduction from the employee's wage. The District shall promptly notify CSEA of any such claim or legal action. CSEA shall have the exclusive right to determine whether any such action shall be compromised, resisted, defended, tried, or appealed.

ARTICLE VIII - JOB NOTIFICATION

- A. When a newly created job is being considered or when job descriptions are revised, the District shall notify CSEA. The District and CSEA shall come to an agreement within thirty (30) days on revised job notices and thirty (30) days on duties, classification, and salary prior to creation of a new position. Revised job notices shall state "Revised". Verbal changes are not valid. Until a CSEA officer acknowledges in writing the receipt of the document the thirty (30) day timeline shall not start. The CSEA officer will respond with a written receipt immediately upon arrival of document. If no response or changes are submitted within the timeframe, the initial job notification proposal will be deemed approved and final.
- B. Job vacancies or new positions shall be offered to the most qualified candidate for each vacant position. Individuals on a reemployment list for an affected position shall be offered a vacancy before it is opened to current employees or outside applicants.
 - 1. All vacant positions shall first be opened to qualified permanent employees through the interview process.
 - 2. When no qualified permanent employee is recommended for the position, then the position shall be opened to all other qualified applicants inside or outside the District.
 - 3. When two (2) or more permanent employees are equal in the process, the most senior employee shall be offered the position.
 - 4. Job notices for a senior level position shall require three (3) years of experience in a like group within the District, and can only be filled by a permanent employee, unless there are no qualified applicants who apply. In this scenario, District will inform CSEA President and then adjust the requirement to one (1) year experience in a like group for a mutually agreed upon specific time period. These positions shall include Head of Plant, Nutrition Services Cafeteria Lead III, Plant Protection Officer, Head Bus Driver, Crew Leader, and Senior Custodian.
- C. Notices of job vacancies shall be posted for all candidates. All job notices shall be sent by the Division of Human Resources to the President of CSEA.
- D. The District's website shall be updated as positions become available and can be accessed on the Internet at www.nlmusd.org. Classified employees interested in positions during the summer or during alternative calendar breaks shall check the District website for openings and apply.
- E. All notices regarding job vacancies shall be emailed in a timely manner to all sites/department at least five (5) working days prior to closing date; and before winter and spring break.
- F. Whenever a test is required whether it be written, oral or practical application, it shall be announced on the Job Notice.

- G. All tests shall either be purchased from a certified testing agency or testing instruments developed by the Assistant Superintendent of Human Resources or his/her designee, Supervisor/Department head or designee, and a CSEA unit member from the job classification who shall be approved by the CSEA President.
- H. All tests shall be kept under a locked security environment in the Division of Human Resources.
- I. All testing dates, time, and place shall be communicated to applicants to be interviewed by telephone and email. The District shall make a good faith effort to provide applicants with this notice no less than three (3) working days prior to the date of the test.
- J. Applicants shall sign in when taking a test and the proctor administering the test will log the start and completion of the test.
- K. The applicant's test scores shall be made available to the applicant upon request. Also, upon request the span of final scores, for passing tests, shall be given to any applicant.
- L. Applicants may contact the Division of Human Resources and schedule an appointment for general feedback regarding the questions they missed.
- M. Interviews
 - 1. A minimum of two (2) qualified applicants shall be required prior to the commencement of any interview process for all vacant positions unless mutually agreed upon by the Assistant Superintendent of Human Resources or his/her designee and the CSEA President or his/her designee.
 - a. In the event that a candidate who is scheduled to interview cancels or fails to attend, the hiring panel may proceed with the recruitment process. The CSEA President must be notified by email at the time of interviews.
 - 2. Interviewees should be notified of the date, time, and place that the interview shall be held at least two (2) working days prior to interview date.
 - 3. Interviews shall be conducted by a panel approved by the Division of Human Resources and a CSEA representative appointed or approved by the CSEA President.
 - 4. The CSEA President shall be notified of all interview dates. The CSEA President shall be notified two (2) working days prior to the interview that a CSEA employee is needed to serve on an interview panel.
 - 5. The unit person selected and approved by the CSEA President, for the panel should be a person that shall work with the new hire unless there are special circumstances that this

procedure cannot be followed and must be communicated to the Coordinator, Human Resources. The CSEA President must approve all classified employee representative alternates in the event of an emergency.

6. The final selection shall be forwarded to the Division of Human Resources.
- N. Employees who have applied, interviewed, and are not selected for positions are to be sent a letter of regret within five (5) working days or no longer than (10) ten working days from when the selection was made. Internal applicants who are selected for a position shall be notified of their selection as soon as possible.
 - O. A permanent employee who applies for a position but will not be interviewed, shall be notified in writing or by phone by the Division of Human Resources prior to the interview and given the reason upon request.
 - P. Employees who have applied for positions and were not selected are entitled to request a conference with an administrator of the Division of Human Resources and hear verbally why they were not selected and/or ways they may improve their competitiveness for future positions.
 - Q. Any employee who drives a district vehicle must submit to a pre-employment drug/alcohol test as well as post-accident testing.

ARTICLE IX - HOURS

- A. The length of the workday and work shift shall be designated by the District for each unit member in accordance with the provisions set forth in this Agreement.
 - 1. Whenever the length of the workday and work shift or scheduled work hours are to be changed on a permanent basis, the employee and the CSEA President must be notified thirty (30) days prior to the change.
 - 2. If permanent change(s) to the unit member's schedule results in reduction of hours, work shift, and/or workdays, CSEA reserves the right to negotiate the decision and effects and impact of such change.
 - 3. An employee shall when possible be notified five (5) working days in advance on a Staff Development student free and/or a training/conference day when training may necessitate a change in working hours.
- B. The regular workweek for a full-time employee shall be forty (40) hours of work within a period of not more than five (5) consecutive days. The regular work week of a part-time employee shall be less than forty (40) hours. A full-time workday shall consist of eight (8) hours of work.
- C. Four (4) Consecutive Day Work-week for a full-time employee shall consist of a ten (10) hours-per-day, forty (40) hour, four (4) consecutive-day work-week for all, or certain classes of employees, or for employees within a class when, by reason of the work location and duties actually performed by such employees, their services are not required for a work-week of five (5) consecutive days, provided the establishment of such a work-week has the concurrence of the concerned employee, class of employees, or classes of employees as ascertained through CSEA.
- D. Nine (9) Hour-Per-Day, Eighty (80) hour-per-two Week Work Schedule for a full-time employee shall consist of nine (9) workdays, eight (8) of which shall be nine (9) hour days, and one of which shall be an eight (8) hour day provided the establishment of such a work schedule has the concurrence of the concerned employee, class of employees, or classes of employees as ascertained through CSEA.
- E. Any employee who is reassigned from a normal work-week of five (5) consecutive days, eight (8) hours per day, or is assigned to work a schedule of four (4) days per week, ten (10) hours per day or nine (9) hours per day, eighty (80) hours per two (2) weeks, shall not suffer any loss of overtime privileges, sick days, vacation days, or holidays as provided in the current agreement or Ed. Code.
- F. Clerk Typist Juniors, Elementary, Middle School and High School secretaries shall be advised of their required workdays in July and August no later than the preceding June 1. Changes in the schedule shall be made only by mutual consent of the supervisor and the employee.
 - 1. Elementary secretary shall be an eleven (11) month position.

2. Clerk Typist Juniors shall be a ten (10) month position.
- G. Health Care Support Providers are one hundred eighty-one (181) day employees. Department administrator will decide how the one (1) training day is to be used. The training day will consist of an eight (8) hour day for all participants.
- H. Nutrition Services Cafeteria Leads, Central Kitchen Assistant Leads, Central Kitchen Assistants, and Nutrition Services Drivers are one hundred eighty-one (181) day employees. The workday prior to the first day of school shall be a regular workday for preparation.
- I. Licensed Vocational Nurses are one hundred eighty-two (182) day employees. One (1) workday will be added the workday immediately prior to the first day of student return to campus in the regular school year. One (1) workday will be added during an elementary, middle, or high school non-student day not currently identified as a workday for the employee(s), as identified by the Department supervisor(s). The additional days will be for the same number of hours they work per their daily regular shift.

J. **LUNCH PERIOD**

1. Employees who work four (4) hours or more per day shall be granted and shall take an unpaid, uninterrupted meal period of not less than thirty (30) minutes to be scheduled approximately at the halfway point on their work schedule. When an employee's lunch break is interrupted for job-related purposes, compensatory time off or overtime pay will be granted, as determined by management.
2. When a work period of not more than six (6) hours will complete the day's work, a meal period may be waived by mutual consent of the employee and his/her immediate supervisor.

K. **REST PERIOD**

1. All employees shall be entitled to a paid, uninterrupted rest period of fifteen (15) minutes for every four (4) consecutive hours of work or major fraction thereof at times approved by the immediate supervisor. Rest periods should not be scheduled during the first or last hour of the workday, unless approved by the immediate supervisor.
2. All employees having a workday of less than four (4) hours shall not be entitled to a rest period.
3. All employees who work six (6) hours or more a day shall be granted two (2) daily fifteen (15) minute rest periods.
4. Rest period are non-accumulative time periods. Rest periods will be scheduled by management.

L. **ADDITIONAL/EXTRA TIME HOURS FOR NON-EIGHT (8) HOUR EMPLOYEES**

1. Whenever additional/extra time hours of work are available at a site, they shall be distributed, by seniority and rotated on an ongoing basis, to the employees within the same job classification at the site first, providing that the additional hours do not necessitate overtime.
2. When no employee at the site wishes the additional/extra time hours, the hours shall be offered to other employees within the bargaining unit.
3. Additional/extra time hours, when mutually agreed upon, can be used as time off in lieu of payment.
4. An employee shall record approved earned additional extra time hours on a District approved "Additional/Extra Time Record" form. This form is to be given to the supervisor. The form is to be signed by both employee and supervisor and a copy given to the employee.
5. An accurate, approved record shall be kept by the supervisor or designee on all additional/extra time earned, used, and balance available on each employee. Their record of additional/extra time must be kept in a log and the log must be made available upon request by the employee. Records in the log must be kept for three (3) years.

M. **SUMMER SCHOOL HOURS**

1. When it is determined by the District that summer school shall be offered, the Division of Human Resources will advertise all bargaining unit job opportunities to the bargaining unit members only. A job notice shall be issued to include job classification, work location, and the number of hours to be worked per day.
2. No District employee shall work more than two (2) consecutive years unless (1) there is an insufficient number of employees who apply within the employee's same classification; (2) an employee applies and accepts an assignment to work with a specific Special Education student.
 - a. Special Education Staff, including Paraeducators – Special Education, Health Care Support Providers, and Direct Intense Behavior Support Paraeducators (DIBS), assigned to work with a specific special education student during the regular school year, will have priority to work every summer with their student if they apply and elect to work.
3. The Division of Human Resources shall distribute application forms to all unit members by March 1st of each year. Applications shall be returned to the Division of Human Resources

by March 15th.

4. The Division of Human Resources shall make summer school selections from qualified applicants within a classification.
5. When there are no qualified applicants in the desired classification, the Division of Human Resources may hire any other qualified unit member from another classification.
6. Selected applicants working in the same classification as during the regular school year shall receive their same rate of pay.
7. Selected applicants working out of their classification shall be paid at Step B of the classification worked, including longevity, or their regular rate of pay, whichever is greater.
8. The Division of Human Resources shall notify, in writing, those unit members selected and those not selected for employment in summer school assignments on or before May 1st of each year. A list of all members selected for summer employment shall be given to the CSEA President on or before May 20th of each year.
9. Employees shall be paid for any holiday that occurs during the summer school session if they are in paid status the work-day before or the work-day after the holiday.
10. An employee may use earned accumulated sick days, if available, when absent during the summer school session for illness purposes as defined in Article XI-Leaves of Absence. Accumulated sick days are based on the employee's average work hours in the month.
11. Employee Requirement
 - a. Unit members shall indicate on the application their specific District assignments during the regular school year. The unit members shall also indicate his/her past experience on the application and indicate the name of the position he/she is seeking or which he/she desires to work.
 - b. All unit members must indicate that they will be available for the entire summer assignment as a qualification of employment. Employees who work less than half (1/2) of their entire summer assignment will not be eligible for a summer school assignment the following year unless the employee's absence is Board or administratively approved, or an employee takes a leave of absence under the terms of the parties' Collective Bargaining Agreement.
 - c. It shall be the candidate's responsibility to see that the application is complete and in the Division of Human Resources by the deadline date.

12. When an employee is not selected for a position, he or she may request and shall receive a statement of the reason for not being selected.

ARTICLE X – WAGES

- A. The regular rate of pay for each position in the bargaining unit shall be in accordance with the rates established for each class as provided for in Appendix A. The regular rate of pay shall include any longevity increments as found in this Agreement.
- B. Employees shall be paid once per month. When the normal pay date falls on a holiday, the warrant shall be issued on the preceding workday.

- 1. Any error in an employee's earnings shall be corrected as soon as possible, but in no more than five (5) workdays in accordance with Education Code. If Education Code changes, the District will comply with the required timeline.

C. MILEAGE RATE

- 1. Whenever an employee is required by his/her immediate supervisor to use his/her vehicle for District business, the employee is to be reimbursed for mileage.
 - 2. The employee shall be reimbursed not less than the current IRS Mileage Rate or the rate approved by the Board of Education whichever is higher.

D. TRAINING SESSIONS/CONFERENCES

- 1. Employees who receive prior approval and attend training session/conferences during their normal employment hours shall be paid for those normal hours. Employees who attend training session/conferences after their normal employment hours will have the cost of enrollment and materials, if any, of those training session/conferences paid for by the District.

E. STAFF DEVELOPMENT DAYS

- 1. When planned activities are scheduled by site or department for Classified employees on a Staff Development Day, employees are required to attend. Employees, whose site/department has a Staff Development Day and planned activities have not been scheduled to include Classified employees, have the options to work, take a vacation day, if accumulated, take a Personal Business Day (if available), take other Leaves of Absence as appropriate, comp time or take a days deduct.
 - a. On any teacher Non-Contract/Student Free Day/ or Student Free Day, a 180-day employee shall be entitled to take a vacation day (if accumulated), comp time, or an unpaid day if the day falls within their scheduled work year. This includes employees who have training dates added to their work-year but work directly with students.

F. OVERTIME

1. Regular work-week employees whose work-week consist of eight (8) hours per day for five (5) consecutive days shall have any hours in excess of (8) hours per day or forty (40) hours per week defined as overtime. An employee's regular workday begins at the start of their scheduled work shift. Before any employee is scheduled to work other than the regular work-week, the District shall have the concurrence of the concerned employee, class of employees, or classes of employees as ascertained through CSEA.
2. Employees who regularly work less than forty (40) hours per week or less than eight (8) hours per day are paid one and one-half (1 1/2) times their regular rate of pay for any work performed on the sixth (6th) or seventh (7th) day of their week.
3. Employees who are required to work on a holiday designated in this Agreement shall receive the regular pay for the holiday and shall be compensated at the rate of one and one-half (1 1/2) times the regular rate of pay for any time actually worked on the holiday.
4. Employees shall not work overtime unless given direction or authorization to do so by the immediate supervisor.
5. Four (4) consecutive day work-week employees whose work-week consists of ten (10) hours per day for four (4) consecutive days shall have any hours in excess of ten (10) hours per day or forty (40) hours per week defined as overtime.
6. Nine (9) hours per day, eighty (80) hours per two week employees whose work-week consists of nine (9) workdays within a fourteen (14) day period shall have any hours in excess of nine (9) hours on the first eight (8) days defined as overtime and in excess of eight (8) hours on the ninth (9) day defined as overtime. When this schedule is altered, any time the employee works in excess of eighty (80) hours within the fourteen (14) day period, any hours in excess of eighty (80) shall be defined as overtime.
7. For the purpose of computing the number of hours worked, time during which an employee is excused from work because of holidays, sick leave, vacation, compensating time off or other paid leave of absence shall be considered as time worked by the employee.

G. DISTRIBUTION OF OVERTIME

1. Overtime shall be distributed to employees by seniority and rotated within the job classification needed for the assignment on an ongoing basis beginning July 1st and ending June 30th, among employees in the bargaining unit at each work site or department. After exhausting all eligible employees within the classification at the site or department, overtime may be offered to employees by seniority, at the site or department, who perform similar and usual duties within their current classification and who possess the appropriate

specialized skills for the needed assignment.

2. When the employee declines the overtime assignment, it first shall be offered to the next employee within the respective classification by seniority at the site until the assignment is filled. After the exhausting all eligible employees within the classification at the site, overtime may be offered to the employees who possess the same specialized skills at the site, by seniority.
3. An employee may be skipped if his/her usual and customary duties and/or specialized skills do not match that of the overtime assignment. In addition, an employee may be skipped in order to maintain workflow of a current project or assignment or when an emergency arises.
4. Declination by an employee in the bargaining unit of any overtime assignment shall not waive his/her right under this section to be offered any subsequent overtime assignment in the ongoing rotation. Employees who decline recurring overtime opportunities shall submit their declination in writing.
5. Employees who cancel an accepted overtime assignment or fail to report to the overtime assignment may be bypassed in the next overtime rotation unless the absence is due to verified industrial accident or bereavement.
6. An accurate record showing hours worked or assignments refused by the employee (designated by "R") shall be kept by the supervisor or designee on all overtime offered. Additional symbols regarding the distribution of overtime shall be established within sites/departments when agreed upon by both employees and supervisor.
 - a. Monday through Friday overtime shall be posted on a weekly, rotational ongoing basis, by month, for all classified employees at all work sites and/or departments. Records must be kept for three (3) years.
 - b. Saturday, Sunday, and holiday overtime will be posted on a weekly, rotational, ongoing basis, by month, for all classified employees at all work sites and/or departments. Records must be kept for three (3) years.
 - c. Any employee who did not report to work for their entire work shift on the Friday prior to the overtime assignment due to illness, industrial accident or days deduct shall be bypassed for weekend or holiday overtime if they are next in rotation.
7. Distribution of Extra Hours/Trip Time for Transportation Employees Licensed to drive commercial motor vehicles per student calendar for Transportation Division.
 - a. All of the extra hours/trip time assignments discussed below shall be on a voluntary sign-up basis. Thereafter, any eligible employee who signs-up to receive extra hours/trip time shall be placed equal to the employee with the highest number of extra hours/trip time

(effective as of the date the employee signs up).

- b. The following procedures shall be followed for the purpose of assignment of extra hours/trip time for employees qualified to drive District vehicles in the District's Transportation Department.
- c. Extra hours/trip time: Any and all hours worked beyond an employee's regularly scheduled workday/week. Extra hours/trip time shall be inclusive of mandatory meetings and training. The calculation of extra hours/trip time shall be made beginning the first official workday for all transportation employees.
- d. Assignments shall be rotated based on seniority among those qualified employees who have signed up for extra hours/trip time. Rotation based on seniority shall occur for the first rotation only. Thereafter, employees shall be assigned extra hours/trip time based upon the principle that all extra hours/trip time shall be made as equitable as possible. There shall be no more than 20 hours variance amongst drivers for extra hours/trip time assignments per student calendar.
- e. If two (2) employees have equal number of extra hours/trip time worked, they shall be assigned based on seniority.
- f. Employees are required to turn in extra hours/trip time for the workweek, every Friday or Sunday if extra hours/trip time is scheduled for that weekend. Employees not complying with the above stated rule shall, after three (3) warnings, be dropped from the extra hours/trip time list for 30 calendar days.
- g. The District shall post by the 5th workday of each month a list updating the number of hours worked by individuals who have extra hours/trip time. Extra hours/trip time assignments shall be posted on Wednesday or, when Monday is a holiday, third (3rd) working day for the upcoming week (Monday to Sunday).
- h. Refusals of extra hours/trip time shall count as hours worked, provided that employees on jury duty who are assigned extra hours/trip time shall not have such hours/time count as hours worked.
- i. When a driver is assigned trips that require him/her to take chains, he/she will be paid an additional stipend of two dollars and fourteen cents (\$2.14) an hour for the duration of that trip.

H. OVERTIME COMPENSATION

1. No employee shall work overtime without prior approval of the supervisor. Employees who work overtime shall have the choice of being granted:

- a. Pay equal to one and one-half (1 ½) times their regular rate of pay; or
 - b. Compensatory time off in lieu of paid overtime at the rate of one and one-half (1 ½) times the overtime hours worked. Must be mutually agreed upon by management and the employee.
 - c. Authorized compensatory time may be accumulated up to, but not exceed, a total of forty (40) actual hours worked at any given time. All accumulated compensatory time must be used within a twelve (12) month period from the date it was earned. Any compensatory time not used during the required period shall be paid as overtime at the rate earned. When both the employee and the supervisor are in agreement, twelve (12) month deadline for using accumulated compensatory time can be extended.
- 1) An employee shall record approved earned compensatory time on a District approved “Comp. Time Record” form. This form is to be given to the supervisor upon completion. The form is to be signed by both employee and supervisor, a copy given of the employee and earned comp. time is to be recorded in the Comp. Time Log.
 - 2) An employee that wants to take earned comp. time off must fill out a “Time Off Request” form and submit the form to the supervisor. The form is to be presented five (5) days in advance of the requested time off, signed by both employee and supervisor, a copy given to the employee and used comp. time is to be recorded in the Comp. Time Log. In case of emergency the five (5) day prior notice may be waived.
 - 3) An accurate, approved record shall be kept by the supervisor or designee on all additional/extra time earned, used and balance available on each employee. Their record of additional/extra time must be kept in a log on a district approved form and the log must be made available upon request by the employee. Records in the log must be kept for three (3) years.
2. When an employee is selected by the school site and agrees to work at an athletic event in the positions listed below, they will receive a flat rate of \$29.89 per hour or their overtime rate, whichever is greater.

VARSDITY FOOTBALL

- 1 Game timer (3 hrs.)
- 2 Chain Persons (3 hrs.)
- 1 Game Announcer (3 hrs.)
- 4 Gate Attendants (3.5 hrs.)
- 2 Ticket Sellers (3 hrs.)
- 4 Ticket Takers (3 hrs.)

J.V. FOOTBALL

- 1 Game Timer (3 hrs.)
- 1 Chain Person (3 hrs.)

FROSH FOOTBALL

- 1 Game Timer (3 hrs.)
- 1 Chain Person (3 hrs.)

VARSDITY BASKETBALL-BOYS

J.V. BASKETBALL B BOYS

1 Game Timer (2 hrs.)
1 Door Attendant (1.5 hrs.)
1 Ticket Seller (1.5 hrs.)

VARSITY BASKETBALL B GIRLS

1 Game Timer (2 hrs.)
1 Ticket Seller (1.5 hrs.)

WRESTLING

1 Game Timer (3 hrs.)
1 Ticket Seller (1.5 hrs.)

1 Game Timer (2 hrs.)

FROSH BASKETBALL B BOYS

1 Game Timer (2 hrs.)

J.V. BASKETBALL - GIRLS

1 Game Timer (2 hrs.)

TRACK

6 Timers (3 hrs.)
4 Field Events (3 hrs.)

I. LONGEVITY PLAN

Employees covered by this Agreement shall receive additional pay for longevity as follows:

After thirteen (13) years of service	2%
After fifteen (15) years of service	3% for a total of 5%
After twenty (20) years of service	3% for a total of 8%
After twenty-five (25) years of service	2% for a total of 10%

Computing time for years of service need not be consecutive. Military leave (with or without pay) or any other leave of absence with pay shall be included in computing time for years of service. An employee shall begin receiving longevity pay on the first (1st) day of the month following completion of the necessary years of service. No service performed as a temporary, intermittent or substitute employee shall count as a part of the required service.

J. WORKING OUT OF CLASS

Any employee covered by this Agreement who assumes a major portion of duties and responsibilities performed by a higher classification for more than five (5) workdays within a fifteen (15) day period, shall receive the salary of the higher classification for the entire time spent in the higher classification.

K. ADDITIONAL HOURS/EXTRA TIME COMPENSATION FOR NON EIGHT (8) HOUR EMPLOYEES

Employees shall be compensated at the regular rate of pay for any time required to be worked in excess of the regular work schedule in the regular workday or work-week which does not qualify as overtime.

L. CALL BACK TIME

1. Employees who are called back to work on an unscheduled basis, outside their regular work hours or work-week, shall be guaranteed a minimum of three (3) hours pay at the appropriate overtime rate.
2. When overtime is scheduled prior to leaving work, then the employee shall be compensated for a minimum of one (1) hour at the appropriate overtime rate.

Employees who are required by management to extend their regular workday beyond eight (8) hours for a 5/40 work-week, or beyond ten (10) hours for a 4/40 work-week, or beyond nine (9) hours per day or eight (8) hours on the last day worked for a 9/80 work-week, in order to finish their assigned task, shall receive overtime pay to the nearest quarter hour completed.

M. SHIFT DIFFERENTIAL

All employees covered by this Agreement shall receive a five percent (5%) shift differential if fifty percent (50%) of their shift falls after 5:00 p.m. Any employee who is assigned to the 4:30 a.m. shift, or earlier starting time shall receive a five percent (5%) shift differential. An employee receiving shift differential shall continue to be paid the differential if temporarily assigned in the same class to a shift not qualifying for such payment for twenty (20) workdays or less.

N. PAYROLL

1. Once each year, by October 31, employees shall receive a statement from the District indicating accumulated vacation and sick days, and the present vacation rate being earned.
2. All payments for overtime and/or extra time shall be made no later than the tenth (10th) workday of the month following the month in which overtime and/or extra time is earned.
3. The District shall provide the option of direct deposit of the employee's basic assignment monthly pay warrant to an authorized financial institution of the employee's choice.

O. ANNIVERSARY DATE FOR STEP ADVANCEMENT

Each employee shall advance to the next higher step of the salary schedule upon completion of their probationary period. This date establishes their anniversary date for all subsequent advancement on the salary schedule. Reemployed employees shall receive a new anniversary month.

P. HYGIENE DUTY

Effective May 9, 2023, employees supporting students in Grades TK and higher, who are required to change the diaper of one or more students for at least 50% of the student days in any calendar month (e.g., 11 days in a 21-day month), shall be paid a monthly stipend as

follows:

- Regular shift of four or more hours per day: One-Hundred and Sixty-Eight Dollars and Thirty-Two Cents (\$168.32)
- Regular shift of less than four hours per day: Eighty-Four Dollars and Sixteen Cents (\$84.16)
- This stipend shall not apply during the month of June for employees who are working only on their regular calendar.

Q. BILINGUAL STIPEND

Employees who are selected by site administration, except in the Preschool programs, to assist with bilingual translations and/or interpretations as part of their daily normal duties shall receive a bilingual stipend of one-hundred and thirty-four dollars and four cents (\$134.04) per month during the employees' regular work-year. Current bilingual positions shall be eligible for the bilingual stipend, but shall not be required to undertake the qualifying testing requirement outlined below as these employees previously passed the test. Each school site and selected departments will be allocated at least one bilingual stipend. The District will determine the need for additional stipends at each site based on the needs of Spanish-speaking families. Any changes or increases in workload, or regular duties, related to the provision of this bilingual stipend shall be subject to negotiations.

Employees interested in the stipend must meet the following requirements:

Testing:

- Employee must pass the District-administered Bilingual Test.

To be eligible for consideration and testing, the employee must meet the following criterion:

- Employee must not be on any active performance improvement plan.
- Employee must not have been subject to any negative personnel actions within the last six (6) months.
- Employee must not have been a recipient of a negative evaluation from the previous school year.
- The Assistant Superintendent of Human Resources or designee may determine an exception to the criteria above.

Duties:

The employee must be able to:

- 1.) Communicate orally either in person or telephonically in Spanish and English.
- 2.) Translate written text from English to Spanish or from Spanish to English, such as: developing, editing, and filing routine written materials (e.g., e-mails, letters, notices, publicity materials) in Spanish.
- 3.) Interpret orally between Spanish and English speakers.

ARTICLE XI – LEAVES OF ABSENCE

DEFINITION

A leave of absence is an authorization for an employee to be absent from duty for an approved purpose and generally for a specific period of time.

- A. For the following leaves of absence, an employee must notify his/her department or site no later than one (1) hour prior to the start of his/her assignment. When a substitute is required, the employee must also leave a message prior to the start of their regular work shift allowing as much time as possible. The District's Absence Management system is available online, but is limited to Senior Custodians, Custodians, Paraeducator Special Education, Health Care Support Providers, Direct Intense Behavior Support Paraeducator, Paraeducator Preschool, School Secretary, and Security Staff.
 - 1. Sick Leave
 - 2. Bereavement Leave
 - 3. Personal Necessity Leave

B. AFFIDAVIT OF ABSENCE

Within two (2) days after returning from an absence, each employee shall complete an Employee Affidavit of Absence form.

When returning from absence for illness reasons, the absent employee shall complete an Employee Affidavit of Absence form. Additionally, it shall be the prerogative of the District to require verification of absence if the District has reason to believe that the leave day(s) may not have been used for the purpose stated.

- C. A leave protects the employee by holding a place for such employee in the District until the leave expires, with the right to return to the District in the same position at the conclusion of the leave, provided a position remains within the employee's classification or an equivalent position if the original position no longer exists and the employee has sufficient seniority to be entitled to the position. Employees on authorized leaves shall be subject to layoff and bumping in the same manner as if they were working.
- D. The Sick Leave Bank will be used by CSEA members for themselves, their spouse, registered domestic partner or child with a catastrophic illness when the employee has already used all of his or her own accumulated sick leave, if qualified. (Refer to Appendix D).
 - 1. The Sick Leave Bank will receive the sick days to be distributed to the employees through voluntary contributions from CSEA members of their own personal sick leave days.

- 2. The Sick Leave Bank will be administered by the CSEA President, Vice President and three (3) CSEA members at large appointed by CSEA.
- E. The leave benefits which are expressly provided by this article, are the sole leave benefits which are part of this collective Agreement, and it is agreed that other statutory or regulatory leave benefits are not incorporated, either directly or in an implied manner, into this Agreement.
- F. By July 15, of each year, the District shall make available to all employees, position titles of the supervisors by department, who are authorized to approve vacation requests, leaves of absence and evaluations. This excludes leaves which require Board approval.
- G. Employees may request a leave of absence with the leave provisions enumerated below:

- | | |
|---------------------------------|-------------------------------------|
| Sick Leave | Industrial Accident & Illness Leave |
| Bereavement Leave | Family Care Leave |
| Personal Necessity Leave | Parent Obligation Leave |
| Pregnancy and Child Birth Leave | Special Obligation Leave |
| Parental Leave (AB2393) | Training & Study Leave |
| Military Leave | Miscellaneous Leave |
| Jury Duty Leave | |

1. **SICK LEAVE**

- a. Beginning July 1, 2026, sick days will be accrued in accordance to the chart below in hours proportionate to the amount of hours worked. Effective July 1st of each year, while in a paid status for a minimum of eleven (11) days per month, all employees earn one (1) day of sick leave per month, plus an additional (four) 4 days, formerly identified as Family Illness Leave as follows:

(1)	10-month employees	14 days or 1.4 per month
(2)	11-month employees	15 days or 1.363636 per month
(3)	12-month employees	16 days or 1.333 per month
- b. Employees who are absent because of illness or accident and have used up the total number of days of current and accumulated sick leave shall receive fifty percent (50%) of their regular salary during an additional period of absence up to a maximum of one-hundred (100) working days. The one-hundred (100) working days shall exclude all eligible paid holidays.
- c. Employees shall be allowed to use their accumulated sick leave whenever a spouse, registered domestic partner, or child, or child of a registered domestic partner has an illness.

- d. As provided by Labor Code § 233, employees may use up to one-half (1/2) of their annual entitlement of full-paid sick leave for the following reasons: (1) for the diagnosis, care, or treatment of an existing health condition of, or preventative care for an employee's family member; and (b) for an employee who is a victim of domestic violence, sexual assault, or stalking, the purposes described in Labor Code §§ 230(c) and 230.1(a). For purposes of this section, "family member" is defined as the unit member's parent, parent-in-law, grandparent, grandchild, or sibling. All conditions and restrictions on the use of sick leave also shall apply to the use under this section. This leave shall not count against the days of personal necessity, shall not accumulate from year-to-year, and shall come from available sick leave. The intent of this section is to follow the requirements of Labor Code 223. If this law should be amended, the District shall be obligated to comply with the laws' requirements as amended.
- e. Pay for hour(s) or day(s) of illness or injury need not be accrued prior to taking such leave by the employee and such leave may be taken at any time during the employee's assigned work year. When an employee does not have accumulated sick leave on the books, he/she shall be limited to what would have been normally earned in that fiscal year. Probationary employees of the District shall not be eligible to take more than (6) days, or the proportionate amount to which they may be eligible, until the first day after completion of the probationary period.
- f. When an employee does not take/use the full amount of full days sick leave accrued in any one year, the amount not used shall be accumulated from year to year.
- g. In computing pay for sick day, all applicable salary differentials shall be included. Sick day accrual shall continue throughout all paid leave. In the event all accumulated sick leave is exhausted, employees shall be, at their option, entitled to use vacation in lieu of sick leave. In cases of catastrophic illness or injury, refer to Sick leave Bank, Appendix C.

After the use of paid sick leave, employees shall be granted an unpaid sick leave not to exceed six (6) months, plus one (1) six (6) month extension upon certification of employee's personal physician or health care provider (See Section H, Article IX).

- h. Employees absent due to illness or injury must notify their Department or Site of intent to be absent and the anticipated duration of the illness as far in advance of the start of the work shift as possible. If a substitute is required, the employee must also notify the Division of Human Resources. The District's Absence Management system is available online, but is limited to Senior Custodian, Custodian, Paraeducator Special Education, Health Care Support Provider, Direct Intense Behavior Support Paraeducator, Paraeducator Preschool, School Secretary, and Security staff.
- i. The Board of Education or the Superintendent or Superintendent's designee may require the employee to submit to a physical examination by a physician selected by the Board, at any

time during the leave, at District expense. The Board of Education may use the results of the examination in determining if illness leave is appropriate to determine if the employee is capable of returning to work in accordance with ADA regulations.

2. **BEREAVEMENT LEAVE**

- a. The District agrees to grant necessary leave of absence “per death” with pay at the employee’s regular rate not to exceed five (5) days or seven (7) days if the employee lives more than 1,000 miles from the deceased, when the employee travels to attend the services, on account of the death of any member of the “immediate family” or of a registered domestic partner of a member of the bargaining unit (Refer to Article V, Definitions).
- b. Employees may request permission of their immediate supervisor to be absent without pay due to the death of any other relative or friend not designated above.
- c. Employees shall be required to contact their immediate supervisor, school/department office, or the Division of Human Resources prior to the start of their regular work shift to notify that Bereavement Leave will be used. Failure to do so may result in ineligibility for paid leave and may be considered to be an unauthorized absence.
- d. Employees shall be required to complete an Employee Affidavit of Absence leave verification form provided by the District.
 - 1) If the Bereavement Leave extends beyond five (5) workdays, the employee shall be required to provide proof of eligibility to their immediate supervisor.
 - 2) Additionally, it shall be the prerogative of the Division of Human Resources to require verification of absence if the Division of Human Resources has reason to believe that the Bereavement Leave days may not have been used for the purpose stated.
- e. Bereavement Leave must begin at approximately the time the death of the family member occurred or when Memorial Services are conducted.

3. **REPRODUCTIVE LOSS LEAVE**

- a. Effective January 1, 2024, Senate Bill (SB) 848 provides employees with reproductive loss leave. SB 848 provides up to five (5) days of reproductive loss leave following a reproductive loss event.
- b. A “reproductive loss event” is defined as “miscarriage, unsuccessful assisted reproduction, failed adoption, failed surrogacy, or stillbirth.”
 - 1) An unsuccessful assisted reproduction includes method(s) of achieving a pregnancy

through an artificial insemination or an embryo transfer but does not include an attempt to become pregnant through sexual intercourse.

- 2) A failed adoption includes the dissolution or breach of an adoption agreement with the birth mother or legal guardian, or an adoption that is not finalized because it is contested by another party.
 - 3) A failed surrogacy includes both the dissolution or breach of a surrogacy agreement, or a failed embryo transfer to the surrogate.
 - 4) A miscarriage includes not only a miscarriage suffered by the employee or the employee's spouse or registered domestic partner, but also a miscarriage suffered by another individual if the person would have been a parent of a child born as a result of the pregnancy – it would therefore appear, for example, that a miscarriage suffered by a surrogate after an initially successful embryo transfer would qualify as a reproductive loss event for the intended parent(s).
- c. Employees may qualify for this leave up to four (4) times during a twelve (12)-month period, must be taken within three (3) months of the event and may be taken on nonconsecutive days. Employees become eligible for the leave after thirty (30) working days of employment.
- d. Employees are entitled to use a paid leave such as accrued and available vacation, sick leave, or compensation time off, if applicable. In lieu of using a paid leave, employees may take an unpaid leave for this purpose. Within two (2) days after returning from this leave, employees must complete an Employee Affidavit of Absence Form. Additionally, it shall be the prerogative of the District to require verification of absence if the District has a reason to believe that the leave day(s) may not have been for the purpose of this leave.

4. **PERSONAL NECESSITY LEAVE**

- a. Days of absence for illness or injury earned and available to the employee may be used in cases of personal necessity, provided that use of such Personal Necessity Leave does not exceed twelve (12) days in any school year, effective July 1, 2007. Personal Necessity Leave is defined to include the following:
- 1) Death of a member of the immediate family (as defined in Article V, Definitions) when additional leave is required beyond the provisions.
 - 2) Accident, involving the employee or his/her property, or the person or property of a member of the employee's immediate family (as defined in Article V, Definitions).
 - 3) Imminent danger, involving the employee or his/her property, or the person or property

of a member of the employee's immediate family (as defined in Article V, Definitions)

- 4) Appearance in any court or before an Administrative tribunal as a litigant party or witness under subpoena or any order made with jurisdiction.
 - 5) Attendance at high school, college, and/or university level graduation exercises for a member of the immediate family (as defined in Article V, Definitions).
 - 6) Observance of no more than one (1) nationally recognized personal observance day other than those scheduled on the employee work year calendar.
- b. Up to a maximum of six (6) days per year may be utilized in this section for Personal Business, effective July 1, 2007. Personal Business Leave shall not be granted during the first or last week of school, nor any day immediately preceding or following a holiday, a legal or local holiday as enumerated in Article XIII Holidays. Any leave days utilized are subtracted from Personal Necessity Days, and hence from Sick Leave. (Sick Leave need not be accrued prior to taking such leave).

Whenever possible, the employee will obtain advance permission before using Personal Necessity Leave.

- c. Personal Necessity Leave shall not be granted during a scheduled vacation or Leave of Absence with the exception of bereavement as found in 3 a (1).

5. PREGNANCY AND CHILD-BIRTH LEAVE

- a. A unit member disabled by pregnancy, childbirth and related medical conditions shall be entitled to use sick leave, vacation, and other paid and unpaid leaves, under the same terms and conditions as employees suffering from other temporary disabilities. If after exhausting all available leaves, paid and unpaid, a unit member continues to be disabled by pregnancy or child-birth, she may request additional leave.
- b. The period of leave for disability caused by pregnancy, childbirth and related medical conditions shall be determined by the unit member and her physician. A unit member returning to work after a pregnancy or childbirth-related disability shall provide a doctor's verification of the ability to return to work.
- c. Unit members shall provide a least thirty (30) calendar days' notice of the anticipated birth of a child.
- d. Pregnancy disability leave shall not be used for childbirth preparation or child bonding.

The intent of this section is to follow the requirements of the laws that pertain to pregnancy and child

birth. If these laws should be amended, the District shall be obligated to comply with the laws' requirements as amended.

6. PARENTAL LEAVE (AB2393)

- a. Effective January 1, 2017, as provided by Education Code section 45196.1, unit members shall be entitled to parental leave as set forth in this section.
- b. For purposes of this section, "parental leave" shall be defined as leave for reason of the birth of the unit member's child, or the placement of a child with the unit member for adoption or foster care.
- c. Unit members shall be entitled to use all current and accumulated sick leave for parental leave, for a period of up to twelve (12) work-weeks.
- d. When a unit member has exhausted all current and accumulated sick leave and continues to be absent on account of parental (child-bonding) leave under the California Family Rights Act (CFRA), he/she shall be entitled to 50% pay for any of the remaining twelve (12) work-week period. Such 50% pay shall be paid as set forth in Article XI – Leaves of Absence, Section 1. Sick Leave, b., but shall not count against the leave entitlement set forth in that Section. In order to use substitute 50% pay, the unit member must be eligible for leave under the California Family Rights Act, except that he/she is not required to have worked 1,250 hours in the twelve (12) months immediately preceding the leave.
- e. Any leave taken under this section shall count against any entitlement to child-bonding leave under the California Family Rights Act and the aggregate amount of leave taken under this section and CFRA shall not exceed twelve (12) work-weeks in any twelve (12) month period.
- f. A unit member shall not be entitled to more than one (1) twelve (12) week period for parental leave in any twelve (12) month period.
- g. Leave under this section shall be in addition to any leave taken for pregnancy or childbirth-related disability.
- h. A unit member shall give at least thirty (30) calendar days' notice of the birth of a child and intent to take parental leave under this section. Leave shall be taken in increments of at least two (2) weeks' duration except on two (2) occasions. Leave under this section must be completed within twelve (12) months of the birth of the child or placement for adoption or foster care.

The intent of this section is to follow the requirements of Parental Leave AB 2393. If this law should be amended, the District shall be obligated to comply with the law's requirements as amended.

7. **MILITARY LEAVE**

- a. Employees who enlist or are called into the armed forces of the United States shall be entitled to the benefits of Sections 395.01 to 395.01.4 of the California Military and Veterans Code.
- b. Employees employed for one (1) calendar year or more shall receive full pay for the first thirty (30) days of such military service, in accordance with the above listed code sections.
- c. Upon return to service of the District, said employee shall have the right to return to his/her former or comparable position and shall be granted step credit for the period of time while on leave. Said employee shall also have sick leave and unused vacation benefits restored.

8. **JURY DUTY LEAVE**

- a. Employees covered by this Agreement shall be granted a jury duty leave of absence with full pay subject to the provisions of Paragraph (2) below. Jury fees shall be remitted to the District who in turn shall pay the employee his/her full salary. Mileage, parking, and meal allowance may be retained by the employee as well as jury fees earned on days for which the employee does not receive pay from the District. When the daily jury fee exceeds the employee's daily gross earnings for that day, the employee shall remit only the amount equal to his/her daily gross earnings.
- b. To be eligible to receive paid Jury Duty Leave benefits, employees within the unit must comply with the following:
 - 1) Employees shall be required to notify their Supervisor upon receipt of notice of required Jury Duty Service.
 - 2) Employees who serve Jury Duty during the major portion of their working assignment are required to return to work during any day or portion of a day that they are not required to serve as a juror.
 - 3) Employees required to serve as a juror during a minor portion of their workday will be expected to return to work as soon as possible after completing their service as a juror. Employees who serve as a juror during the day who work a major portion of their regular shift will not be required to pay any portion of their jury duty fees to the District.

9. **INDUSTRIAL ACCIDENT AND ILLNESS LEAVE**

- a. Employees who have attained permanency within any classification who sustain an injury or illness arising directly out of and in the course of their employment with the District shall be eligible for a maximum of sixty (60) workdays paid leave in any one (1) school year per accident. This leave shall not be accumulated from year to year. Industrial Accident or Illness

leave shall commence on the first (1st) day of absence.

- b. Payment for wages lost on any day shall not, when added to an award granted under the Workers' Compensation laws of this state, exceed the normal wage for the day. Industrial accident and illness leave will be reduced by one (1) day for each day of authorized absence, regardless of a compensation award made under the Workers' Compensation. When an industrial accident or illness occurs at a time when the full sixty (60) days shall overlap into the next school year, the employee shall be entitled to only that amount remaining at the end of the fiscal year in which the industrial injury or illness occurred, for the same illness or injury.
- c. 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 their sick leave, vacation or other paid leave shall be used. If however, an employee is still receiving temporary disability payments under the Workers' Compensation laws of this state at the time of the exhaustion of benefits under this section, he/she shall be entitled to use only so much of his/her accumulated and available normal sick leave and vacation leave which, when added to the Workers' Compensation award, provides for a day's pay at the regular rate of pay.
- d. The employee shall have the right to request his/her leave be canceled and that he/she be reinstated to his/her position anytime during the first (1st) six (6) months of the leave. The employee shall be reinstated in a position in the same class without loss of status or benefits.
- e. Benefits to permanent part-time employees shall be granted in the proportion that their total time of employment during the year bears to full-time employment.
- f. When an employee is absent from duty on account of an industrial accident or illness, he/she shall submit within the first (1st) seven (7) days of leave, a statement from a licensed physician or other evidence as may be required by the District affirming that the industrial accident or illness does exist.
- g. The Board of Education may require the employee to submit to a physical examination by one of several physicians selected by the Board at any time during the leave, at district expense. The employee must provide medical clearance before returning to work. The Board of Education may use the results of the examination in determining if injury is appropriate or in determining if the employee is capable of returning to work.
- h. No employee in the unit shall suffer any loss of pay or benefits as a result of any delay in returning to work between the time the employee furnishes his/her own medical clearance for return to work and the time the District schedules an examination by a physician selected by the Board.

10. FAMILY AND MEDICAL LEAVE

- a. An employee shall be entitled to up to twelve (12) work-weeks of unpaid leave during a twelve (12) month period if the employee has been employed for at least twelve (12) months and have worked 1,250 hours in the twelve (12) months prior to commencing the leave for the following reasons:
- 1) Birth of the employee's child and to care for the newborn, adopted or foster child of the employee within twelve (12) months after the birth or placement for adoption or foster care.
 - 2) To care for the employee's spouse, registered domestic partner (CFRA leave only), child or parent (including parent-in-law) with a serious health condition, or
 - 3) An employee's serious health condition that makes the employee unable to perform the functions of his or her own position.
 - 4) In addition, paid sick leave may be used to care for a designated person, which may be an individual related by blood or whose association with the employee is equivalent to a family relationship. No more than one designated person shall be named by the employee in any single twelve-month period. The person shall be named by the employee in any single twelve-month period. The person shall be designated by the employee at the time the paid sick leave is requested.
 - 5) Because of any qualifying exigency arising out of the fact that an employee's parent, spouse, or child is a covered military member on active duty (or has been notified of an impending call or order to active duty) in support of a contingency operation (FMLA leave only).
 - 6) Because of a serious injury or illness incurred in the line of duty on active duty in the Armed Forces in support of a contingency operation affecting an employee's spouse, child parent, or next of kin, who is a service member of the Armed forces, including the National Guard Reserves, for whom the employee is needed to provide care (FMLA leave only).
- b. The District shall grant to employees needing leave for the identified qualifying reasons, family care leave up to a twelve (12) work-weeks of leave benefit for each twelve (12) month school year (extending from July 1 through June 30). An employee taking leave to care for an injured service member as set forth in paragraph a(5) above, shall be entitled to twenty-six (26) work-weeks of leave in a twelve (12) month period commencing on the first day leave is taken to care for the service member.
- c. An employee must provide at least 30 days advance notice before leave is to begin if the need for the leave is foreseeable based on an expected birth, placement for adoption or foster

care, planned medical treatment for a serious health condition of the employee or of a family member, or the planned medical treatment for a serious injury or illness of a covered service member. When an employee becomes aware of a need for family and medical leave less than 30 days in advance, the employee shall provide notice to the District as soon as practicable.

- d. The District shall continue all group health coverage plans for an employee on such leave at the same level of benefits and under the same conditions that existed while the employee was working. While on a family and medical leave, an employee remains responsible for and must continue to pay any share of the insurance premiums he/she now pays for which the employee would be responsible if working. If the District changes a health plan during the leave, including any changes in employee or District contributions, the change applies to the employee as if he/she were working.
- e. On or before the first day of an employee's family and medical leave, the employee shall notify the District of his/her anticipated date of return to work. If because of changed circumstances an employee requires more or less leave than originally anticipated, the employee shall give the District at least (2) business days' notice of his/her intent to return to work. Human Resources personnel may call during the leave for an update on the employee's intent to return to work.
- f. The District may require the employee to provide verification of the qualifying reason for the leave and of the family relationship as provided by law. An employee who takes family and medical leave for his/her own serious health condition shall present certification from his/her health care provider to the effect that he/she is able to resume to work.
- g. An employee who takes a family and medical leave shall be reinstated to the same position held before the leave with the same pay, benefits, and terms and conditions of employment on return from FMLA and/or CFRA-protected leave. If the leave extends beyond the end of the employee's FMLA and/or CFRA entitlement, the employee does not have return rights under FMLA and/or CFRA, but may have them under other provisions of this Agreement.
- h. If an employee does not return to work following FMLA and/or CFRA leave for a reason other than: 1) the continuation, recurrence, or onset of a serious health condition which would entitle the employee to FMLA and/or CFRA leave; 2) the continuation, recurrence or onset of a covered service member's serious injury or illness which would entitle the employee to FMLA leave; or 3) other circumstances beyond the employee's control, he or she may be required to reimburse the District for its share of health insurance premiums paid on the employee's behalf during any unpaid portion of the FMLA and/or CFRA leave.
- i. During a family and medical leave, the employee may, at the employee's option, concurrently use any available sick leave, extended illness leave, vacation leave, other accrued time off, or any other available paid leave. Such paid leave may only be used for reasons specified and

under the terms and conditions set forth in this Agreement or applicable laws, policies, and regulations, unless otherwise agreed to by the District and employee.

- j. The intent of this section is to comply with the requirements of the FMLA and CFRA, including the regulations under each law. Where there is a conflict between FMLA and CFRA, the law or regulations that provide the greater benefit to the employee shall apply.

11. PARENT OBLIGATION LEAVE

The Board of Education shall allow employees, who are parents, guardians, or grandparents having custody of one (1) or more children in K-12, inclusive, to take off up to forty (40) hours each school year, not exceeding eight (8) hours in any calendar month of the school year, to participate in school activities of any such child. Employee(s) may utilize personal necessity or personal business leave for such school visits. The employee may also utilize time off without pay to conduct such school visits. The employee shall provide the school District with twenty-four (24) hours advance notice prior to making such a school visit during normal work hours.

12. SPECIAL OBLIGATION LEAVE

Observance of no more than one (1) Special Obligation Day will be recognized for personal observance or personal conviction day other than those scheduled on the employee work year calendar.

13. TRAINING AND STUDY LEAVE

The Board of Education may grant an unpaid leave of absence to an employee for study or retraining, at its discretion. No leave shall be more than six (6) months nor shall any employee receive more than one such leave.

14. MISCELLANEOUS LEAVES

When no other leaves are available, a leave of absence may be granted to an employee, not to exceed one (1) year, on a paid or unpaid basis, at any time, upon terms acceptable to the District.

H. RETURN TO POSITION (AFTER PAID OR UNPAID ABSENCE)

1. An employee authorized to return to work prior to the scheduled end of his/her authorized leave of absence, shall provide at least five (5) days written notice to the District's Division of Human Resources. Employees on authorized leaves of absence shall have a right to return to the same or equivalent position at the end of the authorized leave, unless layoffs have occurred in the affected classification. In such cases, employees on authorized leaves shall have the same rights as if they were working.

2. Exhaustion of Leaves:

- a. A permanent employee who has exhausted all entitlement to sick leave, vacation, compensatory overtime, or other available paid leave and who is absent because of non-work-related accident or illness may be granted additional leave, paid or unpaid, not to exceed six months. The employee shall be notified, in writing, that available paid leave has been exhausted, and shall be offered an opportunity to request additional leave. The Board of Education may renew the leave of absence, paid or unpaid, for two additional six-month periods or lesser leave periods that it may provide but not to exceed a total of 18 months.
 - b. An employee, upon ability to resume the duties of a position within the class to which he/she was assigned, may do so at any time during the leaves of absence granted under this section and time lost shall not be considered a break in service. The employee shall be restored to a position within the class to which the employee was assigned and, if at all possible, to his/her position with all the rights, benefits and burdens of a permanent employee.
 - c. If at the conclusion of all leaves of absence, paid or unpaid, the employee is still unable to assume the duties of his/her position, the employee shall be placed on a reemployment list for a period of 39 months. At that time, during the prescribed 39 months, the employee is able to assume duties of his/her position the employee shall be reemployed in the first vacancy in the classification of his or her previous assignment. The employee's reemployment will take preference of all other applicants except for those laid off for lack of work or funds, in which case the employee shall be ranked according to his/her proper seniority. Upon resumption of duties, the break in service will be disregarded and the employee shall be fully restored as a permanent employee.
3. The Board of Education authorized the Superintendent or his/her designated representative to require medical examinations of employees when, in the District's opinion, the employee is unable to perform the essential functions of his/her job, and to do so in a manner that does not pose a direct threat to the employee or others in the workplace, including students and other staff. This examination is without loss of pay to the employee. When such examination is required, it shall be conducted by a doctor selected by the district and at no cost to the employee. The District may use the results of the examination in determining whether any leave is appropriate or in determining if the employee is able to return to work and perform the essential functions of his/her position with or without reasonable accommodation and without posing a direct threat to himself/herself or others in the workplace.

ARTICLE XII – HEALTH AND WELFARE BENEFITS

- A. The District shall assume full cost for all employees to establish and maintain the Employee Assistance Service for Education (EASE) program. The EASE Program is located at 10630 Downey Ave., #100, Downey, CA 90241. Phone: (562) 922-6683, Website: www.lacoe.edu/ease.
- B. The District shall provide the benefits as shown in Appendix C to all employees in the bargaining unit employed twenty (20) hours or more per week.
- C. Employee's coverage commences upon meeting the eligibility requirements of the insurance program.
- D. Employee's coverage shall terminate in accordance to the various insurance programs in effect at the time an employee leaves the District.
- E. Upon the death of a classified employee, the coverage for the District paid health plan in effect at that time shall remain in effect for the employee's eligible dependents for three (3) months after the end of the month in which the death occurred.
- F. An employee is eligible for retirement with PERS provisions after five (5) years of service and attaining the age of fifty (50).
- G. An employee, may convert unused sick leave to retirement credit in accordance to the PERS and/or STRS provisions.
- H. Any classified employee who retires shall have the opportunity to enroll in a District medical insurance plan at no cost to the District. The retired classified employee shall have the opportunity to continue this medical insurance at his/her cost, for life.
- I. Each classified employee who retires from the Norwalk-La Mirada Unified School District that meets the following provisions will be eligible for certain medical insurance benefits:
 - 1. The retiring employee will receive a retirement allowance from PERS as determined by statute and the PERS Board.
 - 2. The retiring employee has served continuously with no break in service in the Norwalk-La Mirada Unified School District as either a probationary or permanent employee with fifteen (15) years of service.
 - 3. The retiring employee is enrolled in a medical plan at the date of retirement.
 - 4. The retiree shall remain enrolled in the medical plan which is currently being offered to District employees. The retiree may switch to another sponsored medical insurance plan

during the open enrollment period of each year.

5. Employees who are eligible for health benefits and retire, including a spouse, registered domestic partner, or dependent (effective day after Board approval), will make the same contributions as active employees for medical premiums, based on the plan selected for a period of six (6) years or to age sixty-five (65) whichever comes first. (For retirees this is a medical plan only (no vision, dental, or life insurance).
 - a. Upon the death of a classified or retired classified employee having served the District twenty (20) years or more, any surviving spouse or registered domestic partner (as defined by law) shall have the option to enroll or continue health insurance coverage available through the District at no cost to the District in accordance with CalPERS guidelines.
6. A classified employee who experiences a qualifying event, in accordance with CalPERS guidelines, may add or subtract dependents to their selected health benefits plan at any time during the year by completing the necessary forms in the Risk Management Department.
7. Classified employees who work to the end of a complete school year shall have Health and Welfare benefits under the District's Health and Welfare benefit program effective through the last day of August. Classified employees who are employed subsequent to the first day of the school year and who sign the appropriate enrollment forms by the end of the month shall have Health and Welfare benefits commence at the beginning of the month following the signing of the forms which shall be effective through the last day of August.

J. **ALTERNATIVE RETIREMENT PROGRAM FOR PART-TIME EMPLOYEES**

1. Part-time employees with the District are automatically a participant in the Alternative Retirement Program at no cost to the employee.
 - a. The values of the benefits are calculated upon other factors:
 - 1) Annual wages
 - 2) Age at retirement
 - 3) Number of years worked in the District
 - b. If cash value of benefit is under three thousand, five hundred dollars, (\$3,500), benefit will be received in cash lump sum.
2. Part-time classified employees that receive benefits from STRS or PERS are not eligible for this Alternative Retirement Program.

- K. For married couples or registered domestic partner (as defined by law) employed by the District and entitled to health and welfare benefits, or retired with benefits, the District will provide one medical insurance package with no contributions for premiums. (For retirees, this is a medical plan only, no vision, dental, or life).

ARTICLE XIII – HOLIDAYS

- A. CSEA shall give input for the Classified Calendar. Classified Calendar should include the months of July and August, staff development days and holidays for both regular and alternative schools.
- B. All full-time, twelve (12) month per year employees shall be entitled to the following holidays:
 - 1. Independence Day
 - 2. 1st Monday in September (Labor Day)
 - 3. Veteran’s Day
 - 4. The additional day each fiscal year as mutually agreed upon by the parties of the Agreement
 - 5. Thanksgiving
 - 6. Friday after Thanksgiving
 - 7. Christmas Eve
 - 8. Christmas
 - 9. New Year’s Day
 - 10. Martin Luther King, Jr.’s Birthday
 - 11. Lincoln’s Birthday
 - 12. Washington’s Birthday
 - 13. Friday Prior to Spring Recess
 - 14. Last Monday in May - Memorial Day
 - 15. Juneteenth (June 19th)
- C. Persons employed less than twelve (12) months per year shall be granted such holidays as fall in their period of employment.
- D. Employees shall be entitled to any holiday declared by the President of the United States, Governor of California or the Board of Education provided the holiday falls within the employee’s normal work year.
- E. 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 Sunday, the following workday not a holiday shall be deemed to be that holiday.
- F. Employees who work full time in the Adult Education Program and Independent Study Programs on a four (4) day work-week shall be granted compensatory time off for all holidays which fall on a Friday at the rate of 6.5 hours per day. Further, they will receive 6.5 hours compensatory time for Thanksgiving Day. Compensatory time will be taken at a time agreeable to both the employee and the site administrator.
- G. District Security employees whose regularly scheduled day off falls on a District approved holiday have the option to schedule a replacement day within a thirty (30) day period, prior to or after the holiday, at a time agreeable to both the employee and the site/department administrator.

- H. An employee must be in paid status on the workday 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 shall be paid for those holidays provided that they were in a paid status during any portion of the workday of their normal assignment immediately preceding or succeeding the holiday period.
- I. Employees who work less than full-time shall be granted holidays on a proportional time basis.
- J. No holiday shall be scheduled while school is in session for students.

ARTICLE XIV – VACATION

- A. All employees in the bargaining unit shall earn paid vacation under this Article. Vacation benefits are earned on a fiscal year basis: July 1- June 30 (See Article X Wages, M.I).
- B. Except as otherwise provided in this Article, paid vacation shall be granted no later than the fiscal year immediately following the fiscal year in which it is earned. When requested by the employee, and within reasonable work needs of the District as determined by immediate supervisor, the paid vacation shall be granted in the fiscal year in which it is earned.
- C. Vacation time shall be earned and accumulated on a monthly basis in accordance with the following schedules:

Vacation Days Years of Service = Earned per Month	# of vac. Days per year for 12 month employees	# of vac. Days per year for 11 ½ month employees	# of vac. Days per year for 11 month employee	# of vac. Days per year for 10 ½ month employees	# of vac. Days per year for 10 month employees	
1-5	1.25	15	14.38	13.75	13.13	12.50
6-9	1.42	17	16.33	15.62	14.91	14.20
10-11	1.58	19	18.17	17.38	16.56	15.80
12-13	1.67	20	19.21	18.37	17.54	16.70
14-17	1.75	21	20.13	19.25	18.38	17.50
18-19	1.83	22	21.05	20.13	19.22	18.30
20	2.00	24	23.00	22.00	21.00	20.00
21 & On	2.08	25	23.92	22.88	21.84	20.80

In order to earn vacation as per table above, the employee must be in a paid status for a minimum of eleven (11) days per calendar month.

Employees who work less than a full eight (8) hour day, forty (40) hour week, earn vacation on a proportional basis.

- D. At the beginning of each fiscal year, the full amount of vacation leave granted under this section shall be credited to each employee. Credit for vacation leave need not be accrued prior to taking such leave and such leave may be taken anytime during the year if/when mutually agreed upon between the employee and the immediate supervisor. Probationary employees of the district shall not be eligible to take more than the proportionate amount to which they may be eligible, until the first (1st) day after completion of the probationary period.
- E. As of June 30th of each year, any employee working less than twelve (12) months, shall be compensated by cash payment for any balance of accumulated vacation. This payment shall be mailed to the employee by the fifteenth (15th) workday of July of the same year.

- F. Upon separation from employment, the employee shall be entitled to lump sum compensation of all earned and unused vacation time.
- G. Vacation accrual shall continue throughout all paid leaves.
- H. In computing pay for vacation, all applicable salary differentials shall be included and vacations shall be paid at the salary rate in effect at the time the vacation is taken.
- I. When a bargaining unit employee's vacation becomes due during the period when the employee is on bereavement leave, the employee may request that his/her vacation be changed, and the District shall grant such request.
- J. An employee who has been dismissed or resigned after receiving unearned vacation shall have the appropriate amount deducted from their final warrant(s).
- K. It is the intent of the parties that twelve (12) month employees be permitted to take, and actually does take, his/her full accrued vacation. However, if an employee is not permitted to take his/her full annual vacation during the allotted period, the amount not taken shall accumulate for use in the next years.
- L. Vacation may be taken at any time during the year in which it is earned, subject to the vacation approval procedures listed herein.
 - 1. Approval by immediate supervisor or designee is needed.
 - 2. Supervisors must receive in writing requests for vacation at least ten (10) workdays prior to first day of the requested vacation. Exceptions must be mutually agreed upon by both parties.
 - 3. Approval or denial must be given in writing within five (5) workdays of request. Cause for denial must be given in writing. If the response is not given in five (5) workdays, the request shall be approved.
 - 4. If vacation is denied, the employee, when possible, will give the immediate supervisor alternate dates to take vacation.
 - 5. If alternate dates are denied, the employee may appeal to an Administrator of the Human Resources Division.
 - 6. If no work is scheduled, Nutrition Services and Transportation employees may take vacation during Winter Break, Spring Break, or Summer breaks.
 - 7. If no work is scheduled, site Secretaries must take vacation during Winter Break, and Spring

Break.

8. Implementation of f. and g. shall not result in a reduction of the work-year for bargaining unit employees.
 9. Full-time employees may not take more consecutive workdays of vacation than they earn per year unless approved by the immediate supervisor designated to approve vacations.
 10. Vacation may be taken before actually being earned, and vacation so taken must later be earned during the remainder of the fiscal year.
- M. Employees who fail to make the proper arrangements and receive prior approval regarding scheduling of vacations shall have the appropriate amount deducted from their warrants.
- N. Vacations may be interrupted or terminated in order to begin sick leave and bereavement under the following conditions:
1. Notice is given to the District no later than the first (1st) day of the new leave.
 2. Substantiating data to be provided, if requested, to the immediate supervisor.

ARTICLE XV – EVALUATION PROCEDURE

- A. Each permanent employee shall receive a formal, written performance evaluation within the scope of employee’s job description at least once every three (3) years by the employee’s immediate supervisor. If the evaluator is other than the immediate supervisor, the evaluator shall confer with the immediate supervisor prior to the completion of the evaluation. Supplemental performance assessment can occur any time within the three (3) year period.
- B. Evaluations shall be in the form of a completion of a document prepared by the District followed by a conference between the immediate supervisor and the employee only. A copy of the evaluation document shall be provided to the employee at the conference.
- C. Evaluations shall be based on observations and knowledge in accordance with the facts as known at the time of the evaluation. In addition, no evaluation shall be based upon derogatory materials in the employee’s personnel file unless the employee has previously been given sufficient prior notice of same, an opportunity to review and comment upon it, and had such comments attached to the materials. If any derogatory material is to be used or referred to in the evaluation, they shall not be more than two (2) years old.
- D. If or when the employee reasonably believes that the evaluation shall result in, or evolve into, a disciplinary action, said employee has the right to CSEA representation at an evaluation meeting.
- E. Evaluations reflecting “Improvement Needed” or “Unsatisfactory” ratings must be explained in Section B on the evaluation form by the immediate supervisor with specific suggestions for the improvement of the evaluatee’s performance. An evaluation with a rating of three (3) or more “Improvement Needed” (IN) or one (1) “Unsatisfactory” (U) in any category evaluated will result in an overall negative evaluation. An employee’s signature on said materials shall not be construed to represent the employee’s agreement with the content of said material, but only that the evaluation was received.
- F. An employee shall have a period of ten (10) workdays following the evaluation conference to prepare and submit a written response to the evaluation. Such response will become a permanent attachment to the evaluation and be placed in the employee’s personnel file.
- G. PROBATIONARY PERIOD - New employees will serve a six (6) month probationary period per Ed. Code before becoming a permanent employee of the District and shall not include leaves of absences as part of the probationary period.
 - 1. The probationary period for new employees shall be completed the first (1st) day after the completion of six (6) months of active service with the District.
 - 2. The evaluator shall be the immediate supervisor.

3. Each probationary employee shall receive written performance from evaluations at the end of the second (2nd) month and fifth (5th) month of the probationary period or within five (5) workdays of the end of the month from the immediate supervisor.
4. Evaluations delayed from the second (2nd) month, and fifth (5th) month of the probationary period due to the absence of the evaluatee or evaluator are deemed valid.
5. Evaluations delayed by absence should be completed within reasonable time, five (5) workdays after the return of the evaluatee or the evaluator. If the evaluator is other than the immediate supervisor, the evaluator shall confer with the immediate supervisor, prior to the completion of the evaluation.

ARTICLE XVI – PERSONNEL FILES

- A. Materials in personnel files of employees which may serve as a basis for affecting the status of their employment shall be signed, dated when written, and date/time stamped upon receipt by the Human Resource Office and made available to the employee involved. Derogatory materials without employee's knowledge and signature shall not be filed.
- B. Information of a derogatory nature shall not be placed in an employee's personnel file until the employee is supplied with a copy and has had an opportunity to respond within ten (10) workdays and the rebuttal will be attached to the said material. After receipt of the response or ten (10) workdays after the notice was given, whichever occurs first, the document shall be placed in the personnel file.
- C. Derogatory material contained in the personnel file of any employee, may either be removed from the file, or sealed separately, two (2) years after inclusion in the file. Material so sealed may be reviewed only in specific circumstances by the Superintendent or the Assistant Superintendent of Human Resources, after written notification to the CSEA member and in the presence of same and if desired, a CSEA representative.
- D. An employee may inspect materials in his/her personnel file at a time mutually convenient to the employee and the person charged with maintaining the file. Such inspection shall not occur during a time when the employee is actually required to render services to the District. An employee shall have the right to request and obtain copies of any materials in his/her personnel file.
- E. An employee may be accompanied by his/her representative at such time as he/she is given an opportunity to review the material in his/her personnel file. Upon written authorization, the employee's representative may review an employee's personnel file and obtain copies of any materials in the file without the presence of the employee.
- F. An employee desiring to prepare a response to an adverse evaluation, progress report, or other material in his/her personnel file may be released from work for such purposes, approved in advance by the immediate supervisor, not to exceed thirty (30) minutes.

ARTICLE XVII – GRIEVANCE PROCEDURE

DEFINITIONS

- A. A “Grievance” is a formal written allegation by a Grievant and/or CSEA that has been adversely affected by a violation of the specific provisions of this Agreement. The Grievance forms are available in the Division of Human Resources.
- B. A “Grievant” is CSEA or any employee of the District covered by the terms of this Agreement who initiates a grievance pursuant to this Article.
- C. “Business Days/Workdays” means calendar days, exclusive of Saturday, Sundays, legal and local holidays that the central Administrative Office of the Norwalk-La Mirada Unified School District is open for business. As used in this section, business days/workdays start the day following the receiving, issuing, or conference regarding any grievance.
- D. The “Immediate Supervisor” is one who has immediate jurisdiction over the Grievant and the authority to adjust grievances.

FILING LIMITS

- A. An aggrieved employee must inform the appropriate supervisor of the existence of his/her grievance and the facts pertaining to his/her grievance within twenty (20) workdays after the event or within twenty (20) workdays of the time that the employee knew, or should have known, of the event giving rise to the grievance.
- B. Failure by the District to reply to the employee’s and/or CSEA’s grievance within the time limits specified shall permit the Grievant and/or CSEA to proceed to the next step.
- C. Failure of an employee and/or CSEA to appeal from one (1) level to the next within the time limits established in this grievance procedure causes the grievance to be considered settled on the basis of the last decision and the grievance shall not be subject to further appeal or reconsideration.
- D. Any level of review, or any limits established in this procedure, may be waived or extended by mutual agreement and may be so confirmed in writing, if requested by either party.
- E. By mutual agreement, the grievance may revert to a prior level for reconsideration.
- F. The Grievant may request the presence of CSEA member, Union Steward, or LRR in the informal level.
 - a. The Grievant may request the assistance of a CSEA Union Steward and/or LRR in the presence and processing of all formal level grievances.

- b. Any CSEA bargaining unit member, Union Steward, or LRR shall be permitted to attend at the informal level, if so requested by the employee.

- G. If an employee or his/her immediate supervisor or next highest supervisor is absent from his/her position on an approved leave of absence of three (3) months or less or because his/her assignment period is other than a twelve (12) month basis, the proceedings will automatically cease until he/she returns to work and will then resume as though there had been no interruption. If the employee wishes to continue the proceedings when not actually working on the job, mutual agreement between the Grievant and the respondent must be reached to continue the proceedings.

- H. All grievances must be resolved within one (1) year of the filing date of the grievance unless item G or other approved leaves are in effect.

GOVERNING REGULATIONS

- A. The Grievant has the right to CSEA representation at any informal or formal grievance meeting conducted.

- B. The CSEA Union Steward and/or LRR has the right to be present at any informal or formal grievance proceeding that directly involves the interpretation or application of the specific terms and provisions of this contract. A LRR shall accompany the Grievant and Union Steward at Step 3-Formal Level-B Appeal to the Next Highest Supervisor.

- C. No Grievant shall suffer reprisals or loss of salary as a result of having presented a grievance or as a result of appearing as a witness in a grievance procedure.

- D. With mutual consent, individual grievances may be grouped for the purpose of resolving and expediting the procedures.

- E. All records, including documents and communications related to the processing of the grievance, shall be filed with the Grievance Officer in the Division of Human Resources, but separated from the employee's personnel file. The Grievant shall have access to all grievance documents in the grievance file. The records shall be treated as confidential.

- F. Prior to filing a formal grievance, an informal conference must be held.

STEP 1 INFORMAL LEVEL

- A. At least one (1) conference to attempt to resolve the complaint shall be held between the Grievant and his/her immediate supervisor.

- B. Any CSEA bargaining unit member, Union Steward, or LRR shall be permitted to attend at the informal level, if so requested by the employee.
- C. The immediate supervisor shall advise the employee of his/her decision within ten (10) workdays following the conference.

STEP 2 FORMAL LEVEL A – APPEAL TO THE IMMEDIATE SUPERVISOR

- A. If the Grievant is dissatisfied with the decision at the informal conference level, the Grievant within ten (10) workdays from the date he/she received his/her immediate supervisor's decision, may file a formal, written grievance.
- B. Before filing a formal, written grievance, the Grievant shall inform a Union Steward of such intent.
- C. If the Grievant does not wish to be represented by CSEA, the Grievant shall be required to provide CSEA with a signed form waiving their right to CSEA representation.
- D. Step 2 Formal Level A shall be filed on Grievance Form provided by the District which contains the following:
 - 1. Name of Grievant
 - 2. Work location and classification
 - 3. Date alleged grievance occurred
 - 4. Date of informal conference of Step 1 Informal Level
 - 5. Specifics: Article allegedly violated
 - 6. Statement of Grievance: A clear concise statement of specific actions to have contributed to the grievance
 - 7. Remedy: Specify the action sought to remedy the alleged grievance
- E. Step 2 - Formal Level A shall be filed with the Grievance Officer in the Division of Human Resources.
- F. The immediate supervisor shall schedule a conference with the Grievant within ten (10) workdays after receiving the appeal.
- G. Within ten (10) workdays after the conference, the immediate supervisor shall summarize his/her decision in writing and submit the response to the Grievant, the Union Steward, and the Division of Human Resources.
- H. Failure by the immediate supervisor to reply to the Grievant, within ten (10) workdays, shall terminate Step 2-Formal Level A and the Grievant may proceed to Step 3 Formal Level B.

STEP 3 FORMAL LEVEL B – APPEAL TO THE NEXT HIGHEST SUPERVISOR

- A. If the Grievant is dissatisfied with the decision at Step 2 Formal Level A conference or the immediate supervisor fails to reply within the specified time limits, the Grievant, within ten (10) workdays after receipt of the decision or after the decision was due, may appeal to the Superintendent and/or designee who shall designate the next highest supervisor.
- B. A copy of the original grievance, and reason for the appeal shall be attached to Step 3-Formal Level B.
- C. Within ten (10) workdays after receiving the appeal, the next highest supervisor to whom the appeal is being made shall schedule a conference with the Grievant, Union Steward, and LRR.
- D. Within ten (10) workdays after the conference, a summarized statement of his/her findings and the decision shall be in writing and the response submitted to the Grievant, Union Steward, LRR, and the Division of Human Resources.
- E. Failure by the next highest supervisor to reply to the employee within the time limit specified shall terminate Step 3-Formal Level B, the Grievant may proceed to Step 4-Formal Level C.

STEP 4 FORMAL LEVEL C – APPEAL TO ADVISORY ARBITRATION

- A. If the Grievant is dissatisfied with the decision at Step 3-Formal Level B, the Grievant may request that CSEA submit the grievance to an arbitrator within ten (10) workdays after receiving the decision. Request for Advisory Arbitration must be approved by CSEA.
- B. If CSEA concurs with the Grievant's request for Advisory Arbitration, CSEA shall notify the Superintendent and the Grievant in writing. The grievance shall be submitted for Advisory Arbitration.
- C. The parties shall first attempt to select a mutually acceptable arbitrator. In the event the parties cannot accept a mutually acceptable arbitrator, the Superintendent or his/her designee shall request the State Mediation and Conciliation Service to provide the parties with a list of five (5) names from which the parties will attempt to mutually select an arbitrator. If, after ten (10) workdays after receiving the names, the parties cannot agree on an arbitrator, the parties will alternately strike names until there is one name remaining.
- D. Arbitration of a grievance hereunder shall be limited to formal grievance as originally filed by the employee to the extent that said grievance has not been satisfactorily resolved. Arbitration hereunder shall be conducted in accordance with applicable rules and procedures adopted or specified by the American Arbitration Association (AAA) unless the parties hereto mutually agree to other rules or procedures for the conduct of such arbitration. The fees and expenses of the arbitrator, if any, for the conduct of such arbitration shall be shared equally by the District and

the Grievant or CSEA, if CSEA is representing the Grievant.

All other expenses shall be borne by the party incurring them and neither shall be responsible for the expenses of the witnesses called by the other.

- E. The decision of an arbitrator resulting from arbitration of grievances hereunder shall not add to, subtract from, or otherwise modify the terms and conditions of this contract. The arbitrator must rule only on the specific violation of the contract as presented in the grievance and only on the facts presented.
- F. The written decision of the arbitrator shall be sent to the Grievant and the Superintendent. The decision will be rendered within ten (10) workdays of the termination of the arbitration conference. The arbitrator's decision will then be provided to the Board of Education for the final decision.

STEP 5 FORMAL LEVEL D – REVIEW BY THE BOARD OF EDUCATION

- A. The Board of Education may either adopt or reject the recommendations of the arbitrator. Within the next two (2) regularly scheduled meetings of the Board of Education following receipt of the arbitrator's decision, the Board of Education shall render a final decision.
- B. If the arbitration is bypassed by mutual consent of both parties, the Grievant may appeal the decision of the prior level to the Board of Education within ten (10) workdays after receipt by the Grievant of the prior level decision. The Grievant and/or his/her representative may be permitted to make a statement to the Board of Education at the time it is considering the appeal. Within the next two (2) regularly scheduled meetings of the Board of Education following receipt of the grievance appeal by the Board of Education, the Board of Education shall render the final decision.

ARTICLE XVIII – TRANSFERS AND PROMOTIONS

A. VOLUNTARY TRANSFERS AND PROMOTIONS

1. A voluntary transfer is defined as a request by a permanent employee to change his/her worksite or work shift and involves no change in classification nor an increase in pay or hours worked. Such requests will be considered applying the criteria in this section unless the District has determined to fill the vacancy as an involuntary transfer or “Good of the Service” transfer, pursuant to sections B and C, respectively, of this Article. An employee shall have the right to a voluntary transfer from one division to another at the same work site with the exception of:
 - a. In positions which are less than four (4) hours, additional minutes may be added without a selection process, provided that the additional minutes do not increase the position beyond three (3) hours and fifty-nine (59) minutes.
 - b. In positions which are more than four (4) hour, sixty (60) minutes may be added without a selection process, provided that the additional time does not increase the position beyond eight (8) hours.
2. One (1) voluntary transfer per fiscal year may be granted to any individual employee.
3. A “Transfer Request” form can be submitted online to the Division of Human Resources through SharePoint (<https://www.nlmusd.org/departments/hr>). The “Transfer Request” form shall be time stamped by the Division of Human Resources when the form is submitted.
4. An employee may request a voluntary transfer at any time, however, there must not be any pending disciplinary action against the employee or an overall negative evaluation or disciplinary action on file within the last two (2) years. This request must be made on the appropriate form provided by the Division of Human Resources. The Transfer Request form shall be time-stamped by the Division of Human Resources when the form is submitted. The request shall remain in effect until the end of the academic year (July 1 - June 30) in which it was submitted. A new transfer request must be submitted each academic year in order to be valid for that period.
 - a. An employee may request a transfer prior to a vacancy occurring.
 - b. If there is more than one (1) employee transfer request on file for the position, the employee with the most seniority, within the respective classification not having disciplinary action in progress or, pending or an overall negative evaluation or disciplinary action in the last two (2) years, will be assigned the position. In case of a tie, due to seniority, whichever applicant submitted his/her request first (1st) shall be selected.

An employee may request a transfer at any time. A job vacancy shall be posted and all requests for transfer shall be accepted up until the closing date.

- c. When a vacancy is posted for a new or additional position or a vacancy occurs within the same classification an employee may submit a Request for Transfer for the position(s). (Refer to Article XVIII. 1. a or b) The most senior person, not having disciplinary action in progress or, pending or an overall negative evaluation or disciplinary action in the last two (2) years shall be assigned the position. In the event of a tie due to seniority, whichever applicant submitted his/her request first (1st) shall be selected.
 - d. When a vacancy is posted and there are no Requests for Transfer on file, applicants for the position will participate in the District's hiring process of permanent classified employees as stated in Article VIII, Job Notifications.
 - e. Vacancies which are not filled by a permanent employee, will be opened to qualified outside applicants.
5. When an additional position is added, or a vacancy occurs within a classification, unit members currently serving in that classification may apply for the transfer. The vacancy shall be posted for not less than five (5) workdays. Notices of all job vacancies shall be posted on designated bulletin boards in prominent locations at each site.
 6. An employee who meets the criteria outlined in Article XVIII. 4. a, b, c, and d, and has their voluntary transfer request bypassed by an Involuntary Transfer or "Good of the Service" Transfer, shall have the right to appeal the decision to the Assistant Superintendent, Human Resources, or designee. The decision of the HR administrator shall be final. This section does not preclude the employee from exercising their rights under Article XVII – Grievance Procedures regarding the procedural nature of the appeal process.

B. INVOLUNTARY TRANSFERS

1. An involuntary transfer shall be defined as a transfer within the same classification that occurs without the employee's permission or intention to request a change in his/her work location or work shift as determined by the District.
2. No employee shall be subject to an involuntary transfer except for the reasons listed below:
 - a. Improved efficiency of the District, including the need for organizational restructuring or operating changes to increase productivity, streamline processes or enhance educational services.
 - b. A change in enrollment or workload necessitating transfer, including a shift in student enrollment or workload distribution requiring staffing adjustments.

- c. Balance of the work force, including distribution and allocation of employees across worksites for operational and resource efficiency or legal compliance issues.
 - d. Closing of schools or District departments necessitating relocation of affected employees.
 - e. Financial capabilities of the District, including budget constraints and the need to reduce expenditures or reallocate resources.
3. An employee may request a conference with the appropriate administrator. In addition, a written statement regarding the reason(s) for the involuntary transfer shall be provided to the employee.
 4. The District shall give the Association a five (5) workday notice prior to any involuntary transfer.
 5. Displaced special education staff being reassigned due to a change in student needs and/or enrollment will be involuntarily transferred as soon as a new placement is identified. If the new placement requires a permanent change in hours, a five (5) day notice is required but may be waived by the employee at his/her written election.

C. GOOD OF THE SERVICE

1. A transfer which results from the District, the employee, or both, seeking a transfer of the employee to a different work location or work shift for reasons other than those listed in Sections A and B of this Article shall be termed for the “good of the service.”
2. The District and CSEA agree to meet and resolve “Good of the Service” transfers on a case by case basis.
3. For positions that require packing of materials and personal belongings, employees transferred under this section will be provided a two (2) workday notice. This does not apply if discipline was issued that resulted in this transfer.
4. “Good of the Service” transfers shall not be subject to Section A and/or B of this Article.

ARTICLE XIX – LAYOFF PROCEDURES

A. NOTICE OF LAYOFF

1. The Board of Education may layoff and reemploy classified employees in accordance with applicable law and procedures provided in this Agreement. Specifically, classified employees may be laid off or reduced in hours and/or months for lack of work or lack of funds.
 - a. The decision of the Board of Education to lay off is not grievable.
 - b. Lack of work shall mean that the majority of the duties of a position or class of positions are no longer required by the District.
 - c. Lack of funds shall mean that the duties of a position or class of position are still required by the District but adequate funds are not available to sustain the position(s).
 - d. Layoffs/reduction in hours effected under this policy shall be considered involuntary and shall not in any way reflect discredit against the employee.
 - e. When, as a result of a bona fide reduction or elimination of the service(s) being performed by any department, classified employees shall be subject to layoff/reduction in hours, and informed of their displacement rights, if any, and reemployment rights.
2. The District shall, upon request by CSEA, negotiate the decision and effects of any reduction in hours/work year of a bargaining unit employee/position. The District shall, upon request, negotiate the effects of the Governing Board’s decision to layoff an employee or eliminate a position.

B. SENIORITY AND ORDER OF LAYOFF

1. When a classified employee is laid off, the order of layoff within the class shall be determined by the length of service. “Length of Service” shall be defined by date of hire in a probationary status. The employee who has been employed the shortest time in the class, plus higher classes, shall be laid off first (1st). Reemployment shall be in reverse order of layoff.
2. Seniority shall include all regular time in a class plus time in higher classes. In the event of a tie, the tie shall be broken by original District date of hire in a probationary position. Should the employees still be tied, the tie shall be broken using the employees’ employee identification number, with the lowest employee identification number designating the most senior employee.
3. In the event an employee has resigned and is re-employed in the same job classification, only the most recent date of hire will be considered as the seniority date.

4. Time spent on approved leaves with pay (FMLA and/or CFRA) and on (paid or unpaid) military leave shall not interrupt accrual of seniority.
5. No regular employee shall be laid off from any position while employees serving under limited-term appointment are retained in positions of the same class in the same organizational unit unless the regular employee declines the limited-term or substitute position.
6. Only the most recent date of employment shall be counted for employees who have resigned and who have subsequently been reemployed. Resignations due to military service shall be considered as a leave of absence and the time absent shall count toward seniority, providing the employee returns to work within the time limits specified by state and federal law.

C. BUMPING RIGHTS

1. Regular employees who are to be laid off may exercise bumping rights in an equal or lower class in which they have served and hold seniority credit greater than that of an incumbent. The employee to be bumped shall be the one with the least seniority in the class.
2. An employee who has been bumped shall have the same bumping rights afforded by this rule as if his/her position had been abolished or discontinued.
3. Bumping into a lower class shall be considered a voluntary demotion.
4. An employee accepting a position in a lower class in lieu of layoff, shall be placed on a Step in the new Range which is nearest to, but not higher than his/her present salary; and, in any case, shall not exceed the maximum Step of the new Range. The employee shall retain his/her anniversary date for subsequent salary advancement. The number of months worked per year shall have no effect on bumping privileges.

D. DEMOTION TO CLASSIFICATION WITHOUT SERVICE IN THAT CLASSIFICATION

1. An employee who is laid off may elect demotion to a lower classification in which he/she had not served in a permanent or probationary status if there is a vacancy in a lower classification and if he/she qualifies for the vacancy. Such qualifications shall include all factors originally included for the classification.
2. An employee who demotes to a lower classification, in which he/she has not served, shall be considered as probationary in that class.

E. REEMPLOYMENT

1. A re-employment list for each class subject to layoff shall be established and maintained for thirty-nine (39) months for permanent and probationary employees.
2. Employees who take voluntary demotions or voluntary reductions in assigned time in lieu of layoff or to remain in their present positions rather than be reclassified or reassigned, shall be granted the same rights as persons laid off and shall retain eligibility to be considered for reemployment for an additional period of up to 24 months provided that the same test for fitness under which they qualified for appointment to the class still applies.
3. Subsequent vacancies shall be filled from the reemployment lists. The names shall be listed in reverse order of layoff.
4. Laid off employees do not accumulate but do retain seniority credit at time of layoff, while on a reemployment list.
5. Offer of Reemployment - When a vacancy occurs, offer of reemployment in a class, for which a layoff reemployment list has been established, the senior employee shall be notified and given an opportunity to accept the vacancy. The laid off employee may decline the offer of employment and retain his/her position on the list. If he/she twice declines an appointment, his/her name will be removed from the list and he/she forfeits all rights to which he/she would otherwise be entitled. The employee will be notified by U.S. Mail at his/her last known address. He/she must advise the District within ten (10) calendar days of notification whether he/she accepts or not. Failure to respond to notice of a vacancy within the specified timelines shall be deemed a refusal of reemployment. If he/she does accept, he/she must report to work within ten (10) workdays from the day he/she was notified.
6. Additional reasons for the removal of a name from a reemployment list are as follows:
 - a. Conviction of a crime or crimes which would be sufficient to support dismissal of a permanent employee. (Sex offense, Narcotics.)
 - b. Conduct which would cause dismissal under the provisions of Policy 4421 (Suspension).
 - c. Making a false statement or knowingly omitting a statement as to any material fact on an application form or health history form.
 - d. Dismissal for cause from employment subsequent to layoff.
7. Permanent employees laid off shall be reinstated as permanent employees, retain permanent status in the class (and all prior classes in which they had attained permanency) upon reassignment or reemployment and shall be reinstated with all rights and benefits accorded

to him/her at the time of layoff.

8. A probationary employee who is laid off during the probationary period shall, in the event of reemployment within one (1) year, be required to complete only the balance of the probationary period. A probationary employee who is laid off and reemployed more than one (1) year after layoff shall be required to complete the entire probationary period regardless of previous time served.
9. An employee who has been laid off for lack of work or lack of funds and who is on a layoff reemployment list may be employed as a temporary or short-term employee (as that latter term is defined in Education Code) in his/her original class or any other class for which he/she is qualified and such employment shall in no manner jeopardize or otherwise affect his/her status or eligibility for re-employment.
10. Permanent employees who are laid off shall receive a new anniversary date which will be based on the amount of time served on the Step held at the time of layoff so that an employee will be required to spend no more nor less than one (1) calendar year on a Step. Probationary employees who are laid off shall be credited with the time served on the initial step of the salary schedule and their anniversary date shall be adjusted accordingly. Employees who accept a voluntary demotion shall retain their anniversary date.
11. In order to be reinstated, an employee must be capable of performing the normal and customary duties of the job. Employees who, at the time called, suffer from a physical or mental disability that prevents them from being able to perform the essential functions of the job with or without reasonable accommodation, shall be kept on the reemployment list until another vacancy occurs and the employee is able to perform the essential functions of the job with or without reasonable accommodation, or for a period of thirty-nine (39) calendar months from the date of layoff, whichever occurs first.
12. All accumulated sick leave shall be restored unless transferred to a new district as provided by law. In such case, only the sick leave available at the new district shall be restored.
 - a. For twelve (12) month employees returning within forty-five (45) days from their separation, the rate of earned and accumulated vacation shall be the same as at time of layoff. (See Article XIV, Section C.)
 - b. For less than twelve (12) month employees returning from their separation within sixty-one (61) days which occurs in June and July, the rate of earned and accumulated vacation shall be the same as at time of layoff. (See Article XIV, Section C.)

F. EXPIRATION OF 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 XX – SAFETY AND SECURITY COMMITTEE

- A. It is the intent of the District to comply with applicable standards of the Division of Industrial Safety of the State of California and those requirements imposed by state or federal law.
- B. Employees shall be encouraged to report potentially unsafe or existing unsafe conditions to their site Safety and Security Committee or the CSEA representatives of the District Committee. The District level Safety and Security Committee shall comply with all District Safety Standards.
- C. When the work duties of an employee reasonably require use of any equipment or gear to insure the safety or work performance of the employee or others as determined by the District Safety and Security Committee, the District agrees to furnish such equipment or gear.
- D. Any District Safety and Security Committee that meets shall have at least three (3) bargaining unit members. The District level Safety and Security Committee will have three (3) bargaining unit members appointed by CSEA.
- E. The CSEA President shall be provided the scheduled meeting dates and a list of the District Safety and Security Committee members.
- F. The District shall provide a means of communication to acquaint members of the existence of the Safety and Security Committee and the ways unsafe and/or security conditions can be reported.
- G. All safety inspection tours will be made by the site Safety and Security Committee.
- H. The District shall make every effort to see that classified employees shall not be required to perform tasks or work under conditions which jeopardize their safety or cause an employee to be liable.
- I. The District shall take reasonable steps to provide adequate security to insure the safety of employees.
 - 1. Any employee (with the exception of District Safety Officers) called back between 11:00 p.m. and 5:00 a.m. shall be accompanied by a fellow employee or a supervisor.

ARTICLE XXI – REPLACING OR REPAIRING PERSONAL PROPERTY

A. PERSONAL EQUIPMENT

The District shall reimburse employees represented by CSEA to a maximum of five hundred dollars (\$500.00) per incident for any loss, damage, or destruction of personal equipment of the employee on school premises, unless such damage is due to negligence by the employee. To be eligible for reimbursement, the individual must complete a District form, at the time the article is brought to school District department accurately describing the item, and the specific dollar figure of its current replacement value. Claims must be submitted on a form provided by the District within thirty (30) days of the date of the loss. No reimbursement shall be made for mysterious disappearances, accidental damage, or any other loss suffered because of lack of supervision by the owner.

B. PERSONAL PROPERTY

The District shall provide for the payment of the costs of replacing or repairing personal property of an employee, when any such property is damaged in the line of duty without negligence on the part of the employee. Personal property is defined as eyeglasses and clothing only and specifically excludes automobiles or other personal property. The District shall not pay on items of less than twenty-five dollars (\$25.00) with the maximum payment for any loss of three hundred and fifty dollars (\$350.00). The District shall not be financially responsible for any part of eyeglass losses reimbursed by an insurance carrier, District authorized and paid, in part or in full, by District funds. Claims must be submitted to the Business Office within ten (10) workdays after the accident and be verified by the immediate supervisor. The District shall not cover any loss of personal property for which the employee has made a duplicate claim for that same loss of any applicable personal insurance carrier. The employee shall, as a condition of reimbursement, certify in writing that no other claim has been filed and that no reimbursement has been paid or received as a result of the loss.

C. DAMAGES TO AUTOMOBILE

Damage to an employee's purchased and owner driven automobile due to vandalism shall be paid if the site administrator has reasonable cause to believe that the damage occurred within the scope and the course of employment in the District. Vandalism shall include, but not be limited to slashed tires, stolen batteries, broken windows. The District shall reimburse the individual for up to a maximum of nine hundred and twenty-five dollars (\$925.00) per each incident, limited to two (2) claims per year, providing a police report is filed and appropriate District forms are completed and submitted within ten (10) workdays of the incident. All repairs must be made and claims for reimbursement submitted to the Business Office within twelve (12) calendar months following approval of a claim.

D. UNIFORMS

1. The Board of Education requires the wearing of a distinctive uniform by members of the bargaining unit, as identified below. The uniform shall be supplied and repaired or replaced by the Board of Education at no cost to the employee on an as needed basis as determined by the District. Unless otherwise authorized by the supervisor, uniforms must be worn by such employees during the performance of job assignments and duties.
 - a. Maintenance and Operations staff, School Safety staff, Transportation and Mechanics shall be provided uniforms at no cost to the employee on an as needed basis as determined by the District. Warehouse staff, Plant Protection Officers, Security Assistants, Nutrition Services Drivers, Technology Services Technicians, and Gym Attendants will be provided five (5) polo shirts or t-shirts, and Health Care Support Providers and Licensed Vocational Nurse will be provided five (5) smocks annually, at no cost to the employee. Plant Protection Officers and Security Assistants will also be provided with four (4) pants, one pair of shorts, and a hat to complete their uniform at no cost to the employee. Shorts must extend to the knee or no more than two (2) inches above the knee. Shorts must not be excessively tight-fitting or excessively loose. The District-provided hat can be worn at the employee's discretion.
 - 1) All shirts, smocks, pants, shorts, and hats are to be distributed by the end of August of each year.
 - b. District and Campus security personnel shall be provided one (1) windbreaker jacket with liner and lettering identifying the wearer as security personnel. Windbreaker jacket will be replaced as needed through normal wear and tear or damage sustained while performing job duties.
 - c. If a jacket, sweater or other garment is worn over the uniform, the employee must wear District identification displayed in plain view. In the event of a special occasion or circumstance, to be determined by the School District, the employee may wear appropriate clothing for said occasion or circumstance by mutual agreement with the Administrator/Director of the Site/Department. The employee must continue to wear proper identification while on District property.
2. Alternate uniforms for School Safety Officers consisting of four (4) polo shirts will be provided at no cost to the employee and should not be worn during the regular student school session calendar days.
 - a. Employees will provide their own blue jeans and tennis shoes. They must be clean and in good condition.
 - b. During the times School Safety personnel are allowed to wear their alternate attire, they

shall keep a regular uniform in their locker and available to be worn at the direction of the Chief of School Safety.

3. If through the employee's negligence, clothing or equipment supplied by the District is destroyed, lost or damaged, the District will repair or replace it, but the costs will be borne by the employee.
4. All uniforms, shirts, and smocks are the property of the School District and must be returned when the employee separates from the School District.

E. WORK TOOLS

The District shall supply all tools and equipment necessary for safe and proper work performance, as determined by management, for all employees covered by this Agreement.

ARTICLE XXII – PROFESSIONAL GROWTH

- A. Professional Growth Committee is hereby established to be composed of three (3) members appointed by the District and three (3) members appointed by the CSEA President. The professional growth committee shall meet to review and vote on employee requests under this Article at least one time every two months or as needed. The District shall contribute accordingly to cover all expenditures awarded by the Professional Growth Committee to bargaining unit members.
- B. The intent of the program is to assist employees in developing, their skills that relate to their job duties and prospective job duties in the District by allowing bargaining unit members to participate in appropriate courses: university, college, adult school, institutes, conferences, seminars, workshops, and training within the state of California.
- C. Expenses will be compensated for as authorized in the Professional Growth Manual. An individual employee may request up to three thousand dollars (\$3,000) per year. Authorized expenses shall include cost of tuition, conference or seminar fees, cost of textbooks or other written materials and portions thereof. Any other expenses shall not be covered by Professional Growth funding.
- D. A Professional Growth Manual that includes application forms will be distributed through District mail by the District to every bargaining unit employee at no cost to the employee or CSEA.
- E. The decision of the committee on any application is final and not subject to review or grievance.

ARTICLE XXIII – SUPPORT OF AGREEMENT

The Board of Education and CSEA agree that it is to their mutual benefit to encourage the resolution of problems or concerns through the negotiation process. Therefore, it is agreed that the Board of Education and CSEA shall support this Agreement for its term as a demonstration of the cooperation and consistency to this end.

ARTICLE XXIV – SUCCESSOR AGREEMENT

- A. CSEA agrees that it shall make a good faith effort to submit its initial proposal for the successor Agreement to the District no later than June 30th of the year this agreement expires unless mutually agreed in writing to extend the deadline.
- B. The District and CSEA shall make a good faith effort to initiate, meet and negotiate sessions on a successor Agreement no later than June 30th of the year this agreement expires unless mutually agreed in writing to extend the deadline.
- C. Meetings shall be as mutually agreed upon.
- D. Attendance at negotiations shall be limited to nine (9) members of CSEA and the Management team.

Norwalk-La Mirada Unified School District
Classified Salary Schedule

Range	Longevity Increment	MONTHLY SALARY SCHEDULE					HOURLY SALARY SCHEDULE				
		Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E
214	Base	\$3,288.00	\$3,319.00	\$3,476.00	\$3,658.00	\$3,844.00	\$18.90	\$19.07	\$19.99	\$21.00	\$22.10
	After 13 Years	\$65.76	\$66.38	\$69.52	\$73.16	\$76.88	\$0.38	\$0.38	\$0.40	\$0.42	\$0.44
	After 15 Years	\$164.40	\$165.95	\$173.80	\$182.90	\$192.20	\$0.95	\$0.95	\$1.00	\$1.05	\$1.11
	After 20 Years	\$263.04	\$265.52	\$278.08	\$292.64	\$307.52	\$1.51	\$1.53	\$1.60	\$1.68	\$1.77
	After 25 Years	\$328.80	\$331.90	\$347.60	\$365.80	\$384.40	\$1.89	\$1.91	\$2.00	\$2.10	\$2.21
215	Base	\$3,298.00	\$3,351.00	\$3,523.00	\$3,703.00	\$3,893.00	\$18.95	\$19.25	\$20.22	\$21.26	\$22.38
	After 13 Years	\$65.96	\$67.02	\$70.46	\$74.06	\$77.86	\$0.38	\$0.39	\$0.40	\$0.43	\$0.45
	After 15 Years	\$164.90	\$167.55	\$176.15	\$185.15	\$194.65	\$0.95	\$0.96	\$1.01	\$1.06	\$1.12
	After 20 Years	\$263.84	\$268.08	\$281.84	\$296.24	\$311.44	\$1.52	\$1.54	\$1.62	\$1.70	\$1.79
	After 25 Years	\$329.80	\$335.10	\$352.30	\$370.30	\$389.30	\$1.90	\$1.93	\$2.02	\$2.13	\$2.24
216	Base	\$3,307.00	\$3,395.00	\$3,567.00	\$3,749.00	\$3,941.00	\$19.00	\$19.52	\$20.50	\$21.55	\$22.64
	After 13 Years	\$66.14	\$67.90	\$71.34	\$74.98	\$78.82	\$0.38	\$0.39	\$0.41	\$0.43	\$0.45
	After 15 Years	\$165.35	\$169.75	\$178.35	\$187.45	\$197.05	\$0.95	\$0.98	\$1.03	\$1.08	\$1.13
	After 20 Years	\$264.56	\$271.60	\$285.36	\$299.92	\$315.28	\$1.52	\$1.56	\$1.64	\$1.72	\$1.81
	After 25 Years	\$330.70	\$339.50	\$356.70	\$374.90	\$394.10	\$1.90	\$1.95	\$2.05	\$2.16	\$2.26
217	Base	\$3,317.00	\$3,434.00	\$3,613.00	\$3,796.00	\$3,990.00	\$19.06	\$19.76	\$20.75	\$21.82	\$22.91
	After 13 Years	\$66.34	\$68.68	\$72.26	\$75.92	\$79.80	\$0.38	\$0.40	\$0.42	\$0.44	\$0.46
	After 15 Years	\$165.85	\$171.70	\$180.65	\$189.80	\$199.50	\$0.95	\$0.99	\$1.04	\$1.09	\$1.15
	After 20 Years	\$265.36	\$274.72	\$289.04	\$303.68	\$319.20	\$1.52	\$1.58	\$1.66	\$1.75	\$1.83
	After 25 Years	\$331.70	\$343.40	\$361.30	\$379.60	\$399.00	\$1.91	\$1.98	\$2.08	\$2.18	\$2.29
218	Base	\$3,325.00	\$3,476.00	\$3,658.00	\$3,844.00	\$4,041.00	\$19.12	\$19.99	\$21.00	\$22.10	\$23.21
	After 13 Years	\$66.50	\$69.52	\$73.16	\$76.88	\$80.82	\$0.38	\$0.40	\$0.42	\$0.44	\$0.46
	After 15 Years	\$166.25	\$173.80	\$182.90	\$192.20	\$202.05	\$0.96	\$1.00	\$1.05	\$1.11	\$1.16
	After 20 Years	\$266.00	\$278.08	\$292.64	\$307.52	\$323.28	\$1.53	\$1.60	\$1.68	\$1.77	\$1.86
	After 25 Years	\$332.50	\$347.60	\$365.80	\$384.40	\$404.10	\$1.91	\$2.00	\$2.10	\$2.21	\$2.32
219	Base	\$3,351.00	\$3,523.00	\$3,703.00	\$3,893.00	\$4,092.00	\$19.25	\$20.22	\$21.26	\$22.38	\$23.51
	After 13 Years	\$67.02	\$70.46	\$74.06	\$77.86	\$81.84	\$0.39	\$0.40	\$0.43	\$0.45	\$0.47
	After 15 Years	\$167.55	\$176.15	\$185.15	\$194.65	\$204.60	\$0.96	\$1.01	\$1.06	\$1.12	\$1.18
	After 20 Years	\$268.08	\$281.84	\$296.24	\$311.44	\$327.36	\$1.54	\$1.62	\$1.70	\$1.79	\$1.88
	After 25 Years	\$335.10	\$352.30	\$370.30	\$389.30	\$409.20	\$1.93	\$2.02	\$2.13	\$2.24	\$2.35

Norwalk-La Mirada Unified School District
Classified Salary Schedule

Range	Longevity Increment	MONTHLY SALARY SCHEDULE					HOURLY SALARY SCHEDULE				
		Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E
220	Base	\$3,395.00	\$3,567.00	\$3,749.00	\$3,941.00	\$4,140.00	\$19.52	\$20.50	\$21.55	\$22.64	\$23.79
	After 13 Years	\$67.90	\$71.34	\$74.98	\$78.82	\$82.80	\$0.39	\$0.41	\$0.43	\$0.45	\$0.48
	After 15 Years	\$169.75	\$178.35	\$187.45	\$197.05	\$207.00	\$0.98	\$1.03	\$1.08	\$1.13	\$1.19
	After 20 Years	\$271.60	\$285.36	\$299.92	\$315.28	\$331.20	\$1.56	\$1.64	\$1.72	\$1.81	\$1.90
	After 25 Years	\$339.50	\$356.70	\$374.90	\$394.10	\$414.00	\$1.95	\$2.05	\$2.16	\$2.26	\$2.38
221	Base	\$3,434.00	\$3,613.00	\$3,796.00	\$3,990.00	\$4,194.00	\$19.75	\$20.75	\$21.82	\$22.91	\$24.10
	After 13 Years	\$68.68	\$72.26	\$75.92	\$79.80	\$83.88	\$0.40	\$0.42	\$0.44	\$0.46	\$0.48
	After 15 Years	\$171.70	\$180.65	\$189.80	\$199.50	\$209.70	\$0.99	\$1.04	\$1.09	\$1.15	\$1.20
	After 20 Years	\$274.72	\$289.04	\$303.68	\$319.20	\$335.52	\$1.58	\$1.66	\$1.75	\$1.83	\$1.93
	After 25 Years	\$343.40	\$361.30	\$379.60	\$399.00	\$419.40	\$1.98	\$2.08	\$2.18	\$2.29	\$2.41
222	Base	\$3,476.00	\$3,658.00	\$3,844.00	\$4,041.00	\$4,243.00	\$19.99	\$21.00	\$22.10	\$23.21	\$24.39
	After 13 Years	\$69.52	\$73.16	\$76.88	\$80.82	\$84.86	\$0.40	\$0.42	\$0.44	\$0.46	\$0.49
	After 15 Years	\$173.80	\$182.90	\$192.20	\$202.05	\$212.15	\$1.00	\$1.05	\$1.11	\$1.16	\$1.22
	After 20 Years	\$278.08	\$292.64	\$307.52	\$323.28	\$339.44	\$1.60	\$1.68	\$1.77	\$1.86	\$1.95
	After 25 Years	\$347.60	\$365.80	\$384.40	\$404.10	\$424.30	\$2.00	\$2.10	\$2.21	\$2.32	\$2.44
223	Base	\$3,523.00	\$3,703.00	\$3,893.00	\$4,092.00	\$4,298.00	\$20.22	\$21.26	\$22.38	\$23.51	\$24.70
	After 13 Years	\$70.46	\$74.06	\$77.86	\$81.84	\$85.96	\$0.40	\$0.43	\$0.45	\$0.47	\$0.49
	After 15 Years	\$176.15	\$185.15	\$194.65	\$204.60	\$214.90	\$1.01	\$1.06	\$1.12	\$1.18	\$1.23
	After 20 Years	\$281.84	\$296.24	\$311.44	\$327.36	\$343.84	\$1.62	\$1.70	\$1.79	\$1.88	\$1.98
	After 25 Years	\$352.30	\$370.30	\$389.30	\$409.20	\$429.80	\$2.02	\$2.13	\$2.24	\$2.35	\$2.47
224	Base	\$3,567.00	\$3,749.00	\$3,941.00	\$4,140.00	\$4,354.00	\$20.50	\$21.55	\$22.64	\$23.79	\$25.01
	After 13 Years	\$71.34	\$74.98	\$78.82	\$82.80	\$87.08	\$0.41	\$0.43	\$0.45	\$0.48	\$0.50
	After 15 Years	\$178.35	\$187.45	\$197.05	\$207.00	\$217.70	\$1.03	\$1.08	\$1.13	\$1.19	\$1.25
	After 20 Years	\$285.36	\$299.92	\$315.28	\$331.20	\$348.32	\$1.64	\$1.72	\$1.81	\$1.90	\$2.00
	After 25 Years	\$356.70	\$374.90	\$394.10	\$414.00	\$435.40	\$2.05	\$2.16	\$2.26	\$2.38	\$2.50
225	Base	\$3,613.00	\$3,796.00	\$3,990.00	\$4,194.00	\$4,407.00	\$20.75	\$21.82	\$22.91	\$24.10	\$25.30
	After 13 Years	\$72.26	\$75.92	\$79.80	\$83.88	\$88.14	\$0.42	\$0.44	\$0.46	\$0.48	\$0.51
	After 15 Years	\$180.65	\$189.80	\$199.50	\$209.70	\$220.35	\$1.04	\$1.09	\$1.15	\$1.20	\$1.27
	After 20 Years	\$289.04	\$303.68	\$319.20	\$335.52	\$352.56	\$1.66	\$1.75	\$1.83	\$1.93	\$2.02
	After 25 Years	\$361.30	\$379.60	\$399.00	\$419.40	\$440.70	\$2.08	\$2.18	\$2.29	\$2.41	\$2.53

Norwalk-La Mirada Unified School District
Classified Salary Schedule

Range	Longevity Increment	MONTHLY SALARY SCHEDULE					HOURLY SALARY SCHEDULE				
		Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E
226	Base	\$3,658.00	\$3,844.00	\$4,041.00	\$4,243.00	\$4,459.00	\$21.00	\$22.10	\$23.21	\$24.39	\$25.62
	After 13 Years	\$73.16	\$76.88	\$80.82	\$84.86	\$89.18	\$0.42	\$0.44	\$0.46	\$0.49	\$0.51
	After 15 Years	\$182.90	\$192.20	\$202.05	\$212.15	\$222.95	\$1.05	\$1.11	\$1.16	\$1.22	\$1.28
	After 20 Years	\$292.64	\$307.52	\$323.28	\$339.44	\$356.72	\$1.68	\$1.77	\$1.86	\$1.95	\$2.05
	After 25 Years	\$365.80	\$384.40	\$404.10	\$424.30	\$445.90	\$2.10	\$2.21	\$2.32	\$2.44	\$2.56
227	Base	\$3,703.00	\$3,893.00	\$4,092.00	\$4,298.00	\$4,513.00	\$21.25	\$22.38	\$23.51	\$24.70	\$25.94
	After 13 Years	\$74.06	\$77.86	\$81.84	\$85.96	\$90.26	\$0.43	\$0.45	\$0.47	\$0.49	\$0.52
	After 15 Years	\$185.15	\$194.65	\$204.60	\$214.90	\$225.65	\$1.06	\$1.12	\$1.18	\$1.24	\$1.30
	After 20 Years	\$296.24	\$311.44	\$327.36	\$343.84	\$361.04	\$1.70	\$1.79	\$1.88	\$1.98	\$2.08
	After 25 Years	\$370.30	\$389.30	\$409.20	\$429.80	\$451.30	\$2.13	\$2.24	\$2.35	\$2.47	\$2.59
228	Base	\$3,749.00	\$3,941.00	\$4,140.00	\$4,354.00	\$4,571.00	\$21.55	\$22.65	\$23.79	\$25.01	\$26.26
	After 13 Years	\$74.98	\$78.82	\$82.80	\$87.08	\$91.42	\$0.43	\$0.45	\$0.48	\$0.50	\$0.53
	After 15 Years	\$187.45	\$197.05	\$207.00	\$217.70	\$228.55	\$1.08	\$1.13	\$1.19	\$1.25	\$1.31
	After 20 Years	\$299.92	\$315.28	\$331.20	\$348.32	\$365.68	\$1.72	\$1.81	\$1.90	\$2.00	\$2.10
	After 25 Years	\$374.90	\$394.10	\$414.00	\$435.40	\$457.10	\$2.16	\$2.26	\$2.38	\$2.50	\$2.63
229	Base	\$3,796.00	\$3,990.00	\$4,194.00	\$4,407.00	\$4,631.00	\$21.82	\$22.91	\$24.09	\$25.30	\$26.61
	After 13 Years	\$75.92	\$79.80	\$83.88	\$88.14	\$92.62	\$0.44	\$0.46	\$0.48	\$0.51	\$0.53
	After 15 Years	\$189.80	\$199.50	\$209.70	\$220.35	\$231.55	\$1.09	\$1.15	\$1.20	\$1.27	\$1.33
	After 20 Years	\$303.68	\$319.20	\$335.52	\$352.56	\$370.48	\$1.75	\$1.83	\$1.93	\$2.02	\$2.13
	After 25 Years	\$379.60	\$399.00	\$419.40	\$440.70	\$463.10	\$2.18	\$2.29	\$2.41	\$2.53	\$2.66
230	Base	\$3,844.00	\$4,041.00	\$4,243.00	\$4,459.00	\$4,688.00	\$22.10	\$23.21	\$24.39	\$25.62	\$26.93
	After 13 Years	\$76.88	\$80.82	\$84.86	\$89.18	\$93.76	\$0.44	\$0.46	\$0.49	\$0.51	\$0.54
	After 15 Years	\$192.20	\$202.05	\$212.15	\$222.95	\$234.40	\$1.11	\$1.16	\$1.22	\$1.28	\$1.35
	After 20 Years	\$307.52	\$323.28	\$339.44	\$356.72	\$375.04	\$1.77	\$1.86	\$1.95	\$2.05	\$2.15
	After 25 Years	\$384.40	\$404.10	\$424.30	\$445.90	\$468.80	\$2.21	\$2.32	\$2.44	\$2.56	\$2.69
231	Base	\$3,893.00	\$4,092.00	\$4,298.00	\$4,513.00	\$4,748.00	\$22.38	\$23.51	\$24.70	\$25.94	\$27.29
	After 13 Years	\$77.86	\$81.84	\$85.96	\$90.26	\$94.96	\$0.45	\$0.47	\$0.49	\$0.52	\$0.55
	After 15 Years	\$194.65	\$204.60	\$214.90	\$225.65	\$237.40	\$1.12	\$1.18	\$1.24	\$1.30	\$1.36
	After 20 Years	\$311.44	\$327.36	\$343.84	\$361.04	\$379.84	\$1.79	\$1.88	\$1.98	\$2.08	\$2.18
	After 25 Years	\$389.30	\$409.20	\$429.80	\$451.30	\$474.80	\$2.24	\$2.35	\$2.47	\$2.59	\$2.73

Norwalk-La Mirada Unified School District
Classified Salary Schedule

Range	Longevity Increment	MONTHLY SALARY SCHEDULE					HOURLY SALARY SCHEDULE				
		Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E
232	Base	\$3,941.00	\$4,140.00	\$4,354.00	\$4,571.00	\$4,805.00	\$22.65	\$23.79	\$25.01	\$26.26	\$27.62
	After 13 Years	\$78.82	\$82.80	\$87.08	\$91.42	\$96.10	\$0.45	\$0.48	\$0.50	\$0.53	\$0.55
	After 15 Years	\$197.05	\$207.00	\$217.70	\$228.55	\$240.25	\$1.13	\$1.19	\$1.25	\$1.31	\$1.38
	After 20 Years	\$315.28	\$331.20	\$348.32	\$365.68	\$384.40	\$1.81	\$1.90	\$2.00	\$2.10	\$2.21
	After 25 Years	\$394.10	\$414.00	\$435.40	\$457.10	\$480.50	\$2.26	\$2.38	\$2.50	\$2.63	\$2.76
233	Base	\$3,990.00	\$4,194.00	\$4,407.00	\$4,631.00	\$4,862.00	\$22.91	\$24.09	\$25.30	\$26.61	\$27.98
	After 13 Years	\$79.80	\$83.88	\$88.14	\$92.62	\$97.24	\$0.46	\$0.48	\$0.51	\$0.53	\$0.56
	After 15 Years	\$199.50	\$209.70	\$220.35	\$231.55	\$243.10	\$1.15	\$1.20	\$1.27	\$1.33	\$1.40
	After 20 Years	\$319.20	\$335.52	\$352.56	\$370.48	\$388.96	\$1.83	\$1.93	\$2.02	\$2.13	\$2.24
	After 25 Years	\$399.00	\$419.40	\$440.70	\$463.10	\$486.20	\$2.29	\$2.41	\$2.53	\$2.66	\$2.80
234	Base	\$4,041.00	\$4,243.00	\$4,459.00	\$4,688.00	\$4,926.00	\$23.21	\$24.39	\$25.62	\$26.93	\$28.33
	After 13 Years	\$80.82	\$84.86	\$89.18	\$93.76	\$98.52	\$0.46	\$0.49	\$0.51	\$0.54	\$0.57
	After 15 Years	\$202.05	\$212.15	\$222.95	\$234.40	\$246.30	\$1.16	\$1.22	\$1.28	\$1.35	\$1.42
	After 20 Years	\$323.28	\$339.44	\$356.72	\$375.04	\$394.08	\$1.86	\$1.95	\$2.05	\$2.15	\$2.27
	After 25 Years	\$404.10	\$424.30	\$445.90	\$468.80	\$492.60	\$2.32	\$2.44	\$2.56	\$2.69	\$2.83
235	Base	\$4,092.00	\$4,298.00	\$4,513.00	\$4,748.00	\$4,989.00	\$23.51	\$24.70	\$25.94	\$27.29	\$28.69
	After 13 Years	\$81.84	\$85.96	\$90.26	\$94.96	\$99.78	\$0.47	\$0.49	\$0.52	\$0.55	\$0.57
	After 15 Years	\$204.60	\$214.90	\$225.65	\$237.40	\$249.45	\$1.18	\$1.24	\$1.30	\$1.36	\$1.43
	After 20 Years	\$327.36	\$343.84	\$361.04	\$379.84	\$399.12	\$1.88	\$1.98	\$2.08	\$2.18	\$2.30
	After 25 Years	\$409.20	\$429.80	\$451.30	\$474.80	\$498.90	\$2.35	\$2.47	\$2.59	\$2.73	\$2.87
236	Base	\$4,140.00	\$4,354.00	\$4,571.00	\$4,805.00	\$5,052.00	\$23.79	\$25.01	\$26.26	\$27.62	\$29.05
	After 13 Years	\$82.80	\$87.08	\$91.42	\$96.10	\$101.04	\$0.48	\$0.50	\$0.53	\$0.55	\$0.58
	After 15 Years	\$207.00	\$217.70	\$228.55	\$240.25	\$252.60	\$1.19	\$1.25	\$1.31	\$1.38	\$1.45
	After 20 Years	\$331.20	\$348.32	\$365.68	\$384.40	\$404.16	\$1.90	\$2.00	\$2.10	\$2.21	\$2.32
	After 25 Years	\$414.00	\$435.40	\$457.10	\$480.50	\$505.20	\$2.38	\$2.50	\$2.63	\$2.76	\$2.90
237	Base	\$4,194.00	\$4,407.00	\$4,631.00	\$4,862.00	\$5,114.00	\$24.09	\$25.30	\$26.61	\$27.98	\$29.40
	After 13 Years	\$83.88	\$88.14	\$92.62	\$97.24	\$102.28	\$0.48	\$0.51	\$0.53	\$0.56	\$0.59
	After 15 Years	\$209.70	\$220.35	\$231.55	\$243.10	\$255.70	\$1.20	\$1.27	\$1.33	\$1.40	\$1.47
	After 20 Years	\$335.52	\$352.56	\$370.48	\$388.96	\$409.12	\$1.93	\$2.02	\$2.13	\$2.24	\$2.35
	After 25 Years	\$419.40	\$440.70	\$463.10	\$486.20	\$511.40	\$2.41	\$2.53	\$2.66	\$2.80	\$2.94

Norwalk-La Mirada Unified School District
Classified Salary Schedule

Range	Longevity Increment	MONTHLY SALARY SCHEDULE					HOURLY SALARY SCHEDULE				
		Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E
238	Base	\$4,243.00	\$4,459.00	\$4,688.00	\$4,926.00	\$5,176.00	\$24.39	\$25.62	\$26.93	\$28.33	\$29.77
	After 13 Years	\$84.86	\$89.18	\$93.76	\$98.52	\$103.52	\$0.49	\$0.51	\$0.54	\$0.57	\$0.60
	After 15 Years	\$212.15	\$222.95	\$234.40	\$246.30	\$258.80	\$1.22	\$1.28	\$1.35	\$1.42	\$1.49
	After 20 Years	\$339.44	\$356.72	\$375.04	\$394.08	\$414.08	\$1.95	\$2.05	\$2.15	\$2.27	\$2.38
	After 25 Years	\$424.30	\$445.90	\$468.80	\$492.60	\$517.60	\$2.44	\$2.56	\$2.69	\$2.83	\$2.98
239	Base	\$4,298.00	\$4,513.00	\$4,748.00	\$4,989.00	\$5,242.00	\$24.70	\$25.94	\$27.29	\$28.69	\$30.15
	After 13 Years	\$85.96	\$90.26	\$94.96	\$99.78	\$104.84	\$0.49	\$0.52	\$0.55	\$0.57	\$0.60
	After 15 Years	\$214.90	\$225.65	\$237.40	\$249.45	\$262.10	\$1.24	\$1.30	\$1.36	\$1.43	\$1.51
	After 20 Years	\$343.84	\$361.04	\$379.84	\$399.12	\$419.36	\$1.98	\$2.08	\$2.18	\$2.30	\$2.41
	After 25 Years	\$429.80	\$451.30	\$474.80	\$498.90	\$524.20	\$2.47	\$2.59	\$2.73	\$2.87	\$3.01
240	Base	\$4,354.00	\$4,571.00	\$4,805.00	\$5,052.00	\$5,307.00	\$25.01	\$26.26	\$27.62	\$29.05	\$30.50
	After 13 Years	\$87.08	\$91.42	\$96.10	\$101.04	\$106.14	\$0.50	\$0.53	\$0.55	\$0.58	\$0.61
	After 15 Years	\$217.70	\$228.55	\$240.25	\$252.60	\$265.35	\$1.25	\$1.31	\$1.38	\$1.45	\$1.53
	After 20 Years	\$348.32	\$365.68	\$384.40	\$404.16	\$424.56	\$2.00	\$2.10	\$2.21	\$2.32	\$2.44
	After 25 Years	\$435.40	\$457.10	\$480.50	\$505.20	\$530.70	\$2.50	\$2.63	\$2.76	\$2.90	\$3.05
241	Base	\$4,407.00	\$4,631.00	\$4,862.00	\$5,114.00	\$5,375.00	\$25.30	\$26.61	\$27.98	\$29.40	\$30.89
	After 13 Years	\$88.14	\$92.62	\$97.24	\$102.28	\$107.50	\$0.51	\$0.53	\$0.56	\$0.59	\$0.62
	After 15 Years	\$220.35	\$231.55	\$243.10	\$255.70	\$268.75	\$1.27	\$1.33	\$1.40	\$1.47	\$1.54
	After 20 Years	\$352.56	\$370.48	\$388.96	\$409.12	\$430.00	\$2.02	\$2.13	\$2.24	\$2.35	\$2.47
	After 25 Years	\$440.70	\$463.10	\$486.20	\$511.40	\$537.50	\$2.53	\$2.66	\$2.80	\$2.94	\$3.09
242	Base	\$4,459.00	\$4,688.00	\$4,926.00	\$5,176.00	\$5,441.00	\$25.62	\$26.93	\$28.33	\$29.77	\$31.28
	After 13 Years	\$89.18	\$93.76	\$98.52	\$103.52	\$108.82	\$0.51	\$0.54	\$0.57	\$0.60	\$0.63
	After 15 Years	\$222.95	\$234.40	\$246.30	\$258.80	\$272.05	\$1.28	\$1.35	\$1.42	\$1.49	\$1.56
	After 20 Years	\$356.72	\$375.04	\$394.08	\$414.08	\$435.28	\$2.05	\$2.15	\$2.27	\$2.38	\$2.50
	After 25 Years	\$445.90	\$468.80	\$492.60	\$517.60	\$544.10	\$2.56	\$2.69	\$2.83	\$2.98	\$3.13
243	Base	\$4,513.00	\$4,748.00	\$4,989.00	\$5,242.00	\$5,512.00	\$25.94	\$27.29	\$28.69	\$30.15	\$31.67
	After 13 Years	\$90.26	\$94.96	\$99.78	\$104.84	\$110.24	\$0.52	\$0.55	\$0.57	\$0.60	\$0.63
	After 15 Years	\$225.65	\$237.40	\$249.45	\$262.10	\$275.60	\$1.30	\$1.36	\$1.43	\$1.51	\$1.58
	After 20 Years	\$361.04	\$379.84	\$399.12	\$419.36	\$440.96	\$2.08	\$2.18	\$2.30	\$2.41	\$2.53
	After 25 Years	\$451.30	\$474.80	\$498.90	\$524.20	\$551.20	\$2.59	\$2.73	\$2.87	\$3.01	\$3.17

Norwalk-La Mirada Unified School District
Classified Salary Schedule

Range	Longevity Increment	MONTHLY SALARY SCHEDULE					HOURLY SALARY SCHEDULE				
		Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E
244	Base	\$4,571.00	\$4,805.00	\$5,052.00	\$5,307.00	\$5,580.00	\$26.26	\$27.62	\$29.05	\$30.50	\$32.09
	After 13 Years	\$91.42	\$96.10	\$101.04	\$106.14	\$111.60	\$0.53	\$0.55	\$0.58	\$0.61	\$0.64
	After 15 Years	\$228.55	\$240.25	\$252.60	\$265.35	\$279.00	\$1.31	\$1.38	\$1.45	\$1.53	\$1.60
	After 20 Years	\$365.68	\$384.40	\$404.16	\$424.56	\$446.40	\$2.10	\$2.21	\$2.32	\$2.44	\$2.57
	After 25 Years	\$457.10	\$480.50	\$505.20	\$530.70	\$558.00	\$2.63	\$2.76	\$2.90	\$3.05	\$3.21
245	Base	\$4,631.00	\$4,862.00	\$5,114.00	\$5,375.00	\$5,647.00	\$26.61	\$27.98	\$29.40	\$30.89	\$32.47
	After 13 Years	\$92.62	\$97.24	\$102.28	\$107.50	\$112.94	\$0.53	\$0.56	\$0.59	\$0.62	\$0.65
	After 15 Years	\$231.55	\$243.10	\$255.70	\$268.75	\$282.35	\$1.33	\$1.40	\$1.47	\$1.54	\$1.62
	After 20 Years	\$370.48	\$388.96	\$409.12	\$430.00	\$451.76	\$2.13	\$2.24	\$2.35	\$2.47	\$2.60
	After 25 Years	\$463.10	\$486.20	\$511.40	\$537.50	\$564.70	\$2.66	\$2.80	\$2.94	\$3.09	\$3.25
246	Base	\$4,688.00	\$4,926.00	\$5,176.00	\$5,441.00	\$5,717.00	\$26.93	\$28.33	\$29.77	\$31.28	\$32.86
	After 13 Years	\$93.76	\$98.52	\$103.52	\$108.82	\$114.34	\$0.54	\$0.57	\$0.60	\$0.63	\$0.66
	After 15 Years	\$234.40	\$246.30	\$258.80	\$272.05	\$285.85	\$1.35	\$1.42	\$1.49	\$1.56	\$1.64
	After 20 Years	\$375.04	\$394.08	\$414.08	\$435.28	\$457.36	\$2.15	\$2.27	\$2.38	\$2.50	\$2.63
	After 25 Years	\$468.80	\$492.60	\$517.60	\$544.10	\$571.70	\$2.69	\$2.83	\$2.98	\$3.13	\$3.29
247	Base	\$4,748.00	\$4,989.00	\$5,242.00	\$5,512.00	\$5,788.00	\$27.29	\$28.69	\$30.15	\$31.67	\$33.31
	After 13 Years	\$94.96	\$99.78	\$104.84	\$110.24	\$115.76	\$0.55	\$0.57	\$0.60	\$0.63	\$0.67
	After 15 Years	\$237.40	\$249.45	\$262.10	\$275.60	\$289.40	\$1.36	\$1.43	\$1.51	\$1.58	\$1.67
	After 20 Years	\$379.84	\$399.12	\$419.36	\$440.96	\$463.04	\$2.18	\$2.30	\$2.41	\$2.53	\$2.66
	After 25 Years	\$474.80	\$498.90	\$524.20	\$551.20	\$578.80	\$2.73	\$2.87	\$3.01	\$3.17	\$3.33
248	Base	\$4,805.00	\$5,052.00	\$5,307.00	\$5,580.00	\$5,863.00	\$27.62	\$29.05	\$30.50	\$32.09	\$33.70
	After 13 Years	\$96.10	\$101.04	\$106.14	\$111.60	\$117.26	\$0.55	\$0.58	\$0.61	\$0.64	\$0.67
	After 15 Years	\$240.25	\$252.60	\$265.35	\$279.00	\$293.15	\$1.38	\$1.45	\$1.53	\$1.60	\$1.69
	After 20 Years	\$384.40	\$404.16	\$424.56	\$446.40	\$469.04	\$2.21	\$2.32	\$2.44	\$2.57	\$2.70
	After 25 Years	\$480.50	\$505.20	\$530.70	\$558.00	\$586.30	\$2.76	\$2.90	\$3.05	\$3.21	\$3.37
249	Base	\$4,862.00	\$5,114.00	\$5,375.00	\$5,647.00	\$5,936.00	\$27.98	\$29.40	\$30.89	\$32.47	\$34.13
	After 13 Years	\$97.24	\$102.28	\$107.50	\$112.94	\$118.72	\$0.56	\$0.59	\$0.62	\$0.65	\$0.68
	After 15 Years	\$243.10	\$255.70	\$268.75	\$282.35	\$296.80	\$1.40	\$1.47	\$1.54	\$1.62	\$1.71
	After 20 Years	\$388.96	\$409.12	\$430.00	\$451.76	\$474.88	\$2.24	\$2.35	\$2.47	\$2.60	\$2.73
	After 25 Years	\$486.20	\$511.40	\$537.50	\$564.70	\$593.60	\$2.80	\$2.94	\$3.09	\$3.25	\$3.41

Norwalk-La Mirada Unified School District
Classified Salary Schedule

Range	Longevity Increment	MONTHLY SALARY SCHEDULE					HOURLY SALARY SCHEDULE				
		Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E
250	Base	\$4,926.00	\$5,176.00	\$5,441.00	\$5,717.00	\$6,013.00	\$28.33	\$29.77	\$31.28	\$32.86	\$34.56
	After 13 Years	\$98.52	\$103.52	\$108.82	\$114.34	\$120.26	\$0.57	\$0.60	\$0.63	\$0.66	\$0.69
	After 15 Years	\$246.30	\$258.80	\$272.05	\$285.85	\$300.65	\$1.42	\$1.49	\$1.56	\$1.64	\$1.73
	After 20 Years	\$394.08	\$414.08	\$435.28	\$457.36	\$481.04	\$2.27	\$2.38	\$2.50	\$2.63	\$2.76
	After 25 Years	\$492.60	\$517.60	\$544.10	\$571.70	\$601.30	\$2.83	\$2.98	\$3.13	\$3.29	\$3.46
251	Base	\$4,989.00	\$5,242.00	\$5,512.00	\$5,788.00	\$6,087.00	\$28.69	\$30.15	\$31.67	\$33.31	\$34.99
	After 13 Years	\$99.78	\$104.84	\$110.24	\$115.76	\$121.74	\$0.57	\$0.60	\$0.63	\$0.67	\$0.70
	After 15 Years	\$249.45	\$262.10	\$275.60	\$289.40	\$304.35	\$1.43	\$1.51	\$1.58	\$1.67	\$1.75
	After 20 Years	\$399.12	\$419.36	\$440.96	\$463.04	\$486.96	\$2.30	\$2.41	\$2.53	\$2.66	\$2.80
	After 25 Years	\$498.90	\$524.20	\$551.20	\$578.80	\$608.70	\$2.87	\$3.01	\$3.17	\$3.33	\$3.50
252	Base	\$5,052.00	\$5,307.00	\$5,580.00	\$5,863.00	\$6,163.00	\$29.05	\$30.50	\$32.09	\$33.70	\$35.39
	After 13 Years	\$101.04	\$106.14	\$111.60	\$117.26	\$123.26	\$0.58	\$0.61	\$0.64	\$0.67	\$0.71
	After 15 Years	\$252.60	\$265.35	\$279.00	\$293.15	\$308.15	\$1.45	\$1.53	\$1.60	\$1.69	\$1.77
	After 20 Years	\$404.16	\$424.56	\$446.40	\$469.04	\$493.04	\$2.32	\$2.44	\$2.57	\$2.70	\$2.83
	After 25 Years	\$505.20	\$530.70	\$558.00	\$586.30	\$616.30	\$2.90	\$3.05	\$3.21	\$3.37	\$3.54
253	Base	\$5,114.00	\$5,375.00	\$5,647.00	\$5,936.00	\$6,239.00	\$29.40	\$30.89	\$32.47	\$34.13	\$35.85
	After 13 Years	\$102.28	\$107.50	\$112.94	\$118.72	\$124.78	\$0.59	\$0.62	\$0.65	\$0.68	\$0.72
	After 15 Years	\$255.70	\$268.75	\$282.35	\$296.80	\$311.95	\$1.47	\$1.54	\$1.62	\$1.71	\$1.79
	After 20 Years	\$409.12	\$430.00	\$451.76	\$474.88	\$499.12	\$2.35	\$2.47	\$2.60	\$2.73	\$2.87
	After 25 Years	\$511.40	\$537.50	\$564.70	\$593.60	\$623.90	\$2.94	\$3.09	\$3.25	\$3.41	\$3.59
254	Base	\$5,176.00	\$5,441.00	\$5,717.00	\$6,013.00	\$6,316.00	\$29.77	\$31.28	\$32.86	\$34.56	\$36.28
	After 13 Years	\$103.52	\$108.82	\$114.34	\$120.26	\$126.32	\$0.60	\$0.63	\$0.66	\$0.69	\$0.73
	After 15 Years	\$258.80	\$272.05	\$285.85	\$300.65	\$315.80	\$1.49	\$1.56	\$1.64	\$1.73	\$1.81
	After 20 Years	\$414.08	\$435.28	\$457.36	\$481.04	\$505.28	\$2.38	\$2.50	\$2.63	\$2.76	\$2.90
	After 25 Years	\$517.60	\$544.10	\$571.70	\$601.30	\$631.60	\$2.98	\$3.13	\$3.29	\$3.46	\$3.63
255	Base	\$5,242.00	\$5,512.00	\$5,788.00	\$6,087.00	\$6,396.00	\$30.15	\$31.67	\$33.31	\$34.99	\$36.76
	After 13 Years	\$104.84	\$110.24	\$115.76	\$121.74	\$127.92	\$0.60	\$0.63	\$0.67	\$0.70	\$0.74
	After 15 Years	\$262.10	\$275.60	\$289.40	\$304.35	\$319.80	\$1.51	\$1.58	\$1.67	\$1.75	\$1.84
	After 20 Years	\$419.36	\$440.96	\$463.04	\$486.96	\$511.68	\$2.41	\$2.53	\$2.66	\$2.80	\$2.94
	After 25 Years	\$524.20	\$551.20	\$578.80	\$608.70	\$639.60	\$3.01	\$3.17	\$3.33	\$3.50	\$3.68

Norwalk-La Mirada Unified School District
Classified Salary Schedule

Range	Longevity Increment	MONTHLY SALARY SCHEDULE					HOURLY SALARY SCHEDULE				
		Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E
256	Base	\$5,307.00	\$5,580.00	\$5,863.00	\$6,163.00	\$6,477.00	\$30.50	\$32.09	\$33.70	\$35.39	\$37.22
	After 13 Years	\$106.14	\$111.60	\$117.26	\$123.26	\$129.54	\$0.61	\$0.64	\$0.67	\$0.71	\$0.74
	After 15 Years	\$265.35	\$279.00	\$293.15	\$308.15	\$323.85	\$1.53	\$1.60	\$1.69	\$1.77	\$1.86
	After 20 Years	\$424.56	\$446.40	\$469.04	\$493.04	\$518.16	\$2.44	\$2.57	\$2.70	\$2.83	\$2.98
	After 25 Years	\$530.70	\$558.00	\$586.30	\$616.30	\$647.70	\$3.05	\$3.21	\$3.37	\$3.54	\$3.72
257	Base	\$5,375.00	\$5,647.00	\$5,936.00	\$6,239.00	\$6,557.00	\$30.89	\$32.47	\$34.13	\$35.85	\$37.69
	After 13 Years	\$107.50	\$112.94	\$118.72	\$124.78	\$131.14	\$0.62	\$0.65	\$0.68	\$0.72	\$0.75
	After 15 Years	\$268.75	\$282.35	\$296.80	\$311.95	\$327.85	\$1.54	\$1.62	\$1.71	\$1.79	\$1.88
	After 20 Years	\$430.00	\$451.76	\$474.88	\$499.12	\$524.56	\$2.47	\$2.60	\$2.73	\$2.87	\$3.02
	After 25 Years	\$537.50	\$564.70	\$593.60	\$623.90	\$655.70	\$3.09	\$3.25	\$3.41	\$3.59	\$3.77
258	Base	\$5,441.00	\$5,717.00	\$6,013.00	\$6,316.00	\$6,640.00	\$31.28	\$32.86	\$34.56	\$36.28	\$38.14
	After 13 Years	\$108.82	\$114.34	\$120.26	\$126.32	\$132.80	\$0.63	\$0.66	\$0.69	\$0.73	\$0.76
	After 15 Years	\$272.05	\$285.85	\$300.65	\$315.80	\$332.00	\$1.56	\$1.64	\$1.73	\$1.81	\$1.91
	After 20 Years	\$435.28	\$457.36	\$481.04	\$505.28	\$531.20	\$2.50	\$2.63	\$2.76	\$2.90	\$3.05
	After 25 Years	\$544.10	\$571.70	\$601.30	\$631.60	\$664.00	\$3.13	\$3.29	\$3.46	\$3.63	\$3.81
259	Base	\$5,512.00	\$5,788.00	\$6,087.00	\$6,396.00	\$6,721.00	\$31.67	\$33.31	\$34.99	\$36.76	\$38.64
	After 13 Years	\$110.24	\$115.76	\$121.74	\$127.92	\$134.42	\$0.63	\$0.67	\$0.70	\$0.74	\$0.77
	After 15 Years	\$275.60	\$289.40	\$304.35	\$319.80	\$336.05	\$1.58	\$1.67	\$1.75	\$1.84	\$1.93
	After 20 Years	\$440.96	\$463.04	\$486.96	\$511.68	\$537.68	\$2.53	\$2.66	\$2.80	\$2.94	\$3.09
	After 25 Years	\$551.20	\$578.80	\$608.70	\$639.60	\$672.10	\$3.17	\$3.33	\$3.50	\$3.68	\$3.86
260	Base	\$5,580.00	\$5,863.00	\$6,163.00	\$6,477.00	\$6,805.00	\$32.09	\$33.70	\$35.39	\$37.22	\$39.10
	After 13 Years	\$111.60	\$117.26	\$123.26	\$129.54	\$136.10	\$0.64	\$0.67	\$0.71	\$0.74	\$0.78
	After 15 Years	\$279.00	\$293.15	\$308.15	\$323.85	\$340.25	\$1.60	\$1.69	\$1.77	\$1.86	\$1.95
	After 20 Years	\$446.40	\$469.04	\$493.04	\$518.16	\$544.40	\$2.57	\$2.70	\$2.83	\$2.98	\$3.13
	After 25 Years	\$558.00	\$586.30	\$616.30	\$647.70	\$680.50	\$3.21	\$3.37	\$3.54	\$3.72	\$3.91
261	Base	\$5,647.00	\$5,936.00	\$6,239.00	\$6,557.00	\$6,890.00	\$32.47	\$34.13	\$35.85	\$37.69	\$39.62
	After 13 Years	\$112.94	\$118.72	\$124.78	\$131.14	\$137.80	\$0.65	\$0.68	\$0.72	\$0.75	\$0.79
	After 15 Years	\$282.35	\$296.80	\$311.95	\$327.85	\$344.50	\$1.62	\$1.71	\$1.79	\$1.88	\$1.98
	After 20 Years	\$451.76	\$474.88	\$499.12	\$524.56	\$551.20	\$2.60	\$2.73	\$2.87	\$3.02	\$3.17
	After 25 Years	\$564.70	\$593.60	\$623.90	\$655.70	\$689.00	\$3.25	\$3.41	\$3.59	\$3.77	\$3.96

Norwalk-La Mirada Unified School District
Classified Salary Schedule

Range	Longevity Increment	MONTHLY SALARY SCHEDULE					HOURLY SALARY SCHEDULE				
		Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E
262	Base	\$5,717.00	\$6,013.00	\$6,316.00	\$6,640.00	\$6,977.00	\$32.86	\$34.56	\$36.28	\$38.14	\$40.10
	After 13 Years	\$114.34	\$120.26	\$126.32	\$132.80	\$139.54	\$0.66	\$0.69	\$0.73	\$0.76	\$0.80
	After 15 Years	\$285.85	\$300.65	\$315.80	\$332.00	\$348.85	\$1.64	\$1.73	\$1.81	\$1.91	\$2.01
	After 20 Years	\$457.36	\$481.04	\$505.28	\$531.20	\$558.16	\$2.63	\$2.76	\$2.90	\$3.05	\$3.21
	After 25 Years	\$571.70	\$601.30	\$631.60	\$664.00	\$697.70	\$3.29	\$3.46	\$3.63	\$3.81	\$4.01
263	Base	\$5,788.00	\$6,087.00	\$6,396.00	\$6,721.00	\$7,064.00	\$33.31	\$34.99	\$36.76	\$38.64	\$40.59
	After 13 Years	\$115.76	\$121.74	\$127.92	\$134.42	\$141.28	\$0.67	\$0.70	\$0.74	\$0.77	\$0.81
	After 15 Years	\$289.40	\$304.35	\$319.80	\$336.05	\$353.20	\$1.67	\$1.75	\$1.84	\$1.93	\$2.03
	After 20 Years	\$463.04	\$486.96	\$511.68	\$537.68	\$565.12	\$2.66	\$2.80	\$2.94	\$3.09	\$3.25
	After 25 Years	\$578.80	\$608.70	\$639.60	\$672.10	\$706.40	\$3.33	\$3.50	\$3.68	\$3.86	\$4.06
264	Base	\$5,863.00	\$6,163.00	\$6,477.00	\$6,805.00	\$7,152.00	\$33.70	\$35.39	\$37.22	\$39.10	\$41.11
	After 13 Years	\$117.26	\$123.26	\$129.54	\$136.10	\$143.04	\$0.67	\$0.71	\$0.74	\$0.78	\$0.82
	After 15 Years	\$293.15	\$308.15	\$323.85	\$340.25	\$357.60	\$1.69	\$1.77	\$1.86	\$1.95	\$2.06
	After 20 Years	\$469.04	\$493.04	\$518.16	\$544.40	\$572.16	\$2.70	\$2.83	\$2.98	\$3.13	\$3.29
	After 25 Years	\$586.30	\$616.30	\$647.70	\$680.50	\$715.20	\$3.37	\$3.54	\$3.72	\$3.91	\$4.11
265	Base	\$5,936.00	\$6,239.00	\$6,557.00	\$6,890.00	\$7,243.00	\$34.13	\$35.85	\$37.69	\$39.62	\$41.61
	After 13 Years	\$118.72	\$124.78	\$131.14	\$137.80	\$144.86	\$0.68	\$0.72	\$0.75	\$0.79	\$0.83
	After 15 Years	\$296.80	\$311.95	\$327.85	\$344.50	\$362.15	\$1.71	\$1.79	\$1.88	\$1.98	\$2.08
	After 20 Years	\$474.88	\$499.12	\$524.56	\$551.20	\$579.44	\$2.73	\$2.87	\$3.02	\$3.17	\$3.33
	After 25 Years	\$593.60	\$623.90	\$655.70	\$689.00	\$724.30	\$3.41	\$3.59	\$3.77	\$3.96	\$4.16
266	Base	\$6,013.00	\$6,316.00	\$6,640.00	\$6,977.00	\$7,335.00	\$34.56	\$36.28	\$38.14	\$40.10	\$42.14
	After 13 Years	\$120.26	\$126.32	\$132.80	\$139.54	\$146.70	\$0.69	\$0.73	\$0.76	\$0.80	\$0.84
	After 15 Years	\$300.65	\$315.80	\$332.00	\$348.85	\$366.75	\$1.73	\$1.81	\$1.91	\$2.01	\$2.11
	After 20 Years	\$481.04	\$505.28	\$531.20	\$558.16	\$586.80	\$2.76	\$2.90	\$3.05	\$3.21	\$3.37
	After 25 Years	\$601.30	\$631.60	\$664.00	\$697.70	\$733.50	\$3.46	\$3.63	\$3.81	\$4.01	\$4.21
267	Base	\$6,087.00	\$6,396.00	\$6,721.00	\$7,064.00	\$7,423.00	\$34.99	\$36.76	\$38.64	\$40.59	\$42.67
	After 13 Years	\$121.74	\$127.92	\$134.42	\$141.28	\$148.46	\$0.70	\$0.74	\$0.77	\$0.81	\$0.85
	After 15 Years	\$304.35	\$319.80	\$336.05	\$353.20	\$371.15	\$1.75	\$1.84	\$1.93	\$2.03	\$2.13
	After 20 Years	\$486.96	\$511.68	\$537.68	\$565.12	\$593.84	\$2.80	\$2.94	\$3.09	\$3.25	\$3.41
	After 25 Years	\$608.70	\$639.60	\$672.10	\$706.40	\$742.30	\$3.50	\$3.68	\$3.86	\$4.06	\$4.27

Norwalk-La Mirada Unified School District
Classified Salary Schedule

Range	Longevity Increment	MONTHLY SALARY SCHEDULE					HOURLY SALARY SCHEDULE				
		Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E
268	Base	\$6,163.00	\$6,477.00	\$6,805.00	\$7,152.00	\$7,517.00	\$35.39	\$37.22	\$39.10	\$41.11	\$43.19
	After 13 Years	\$123.26	\$129.54	\$136.10	\$143.04	\$150.34	\$0.71	\$0.74	\$0.78	\$0.82	\$0.86
	After 15 Years	\$308.15	\$323.85	\$340.25	\$357.60	\$375.85	\$1.77	\$1.86	\$1.95	\$2.06	\$2.16
	After 20 Years	\$493.04	\$518.16	\$544.40	\$572.16	\$601.36	\$2.83	\$2.98	\$3.13	\$3.29	\$3.46
	After 25 Years	\$616.30	\$647.70	\$680.50	\$715.20	\$751.70	\$3.54	\$3.72	\$3.91	\$4.11	\$4.32
269	Base	\$6,239.00	\$6,557.00	\$6,890.00	\$7,243.00	\$7,611.00	\$35.85	\$37.69	\$39.62	\$41.61	\$43.74
	After 13 Years	\$124.78	\$131.14	\$137.80	\$144.86	\$152.22	\$0.72	\$0.75	\$0.79	\$0.83	\$0.87
	After 15 Years	\$311.95	\$327.85	\$344.50	\$362.15	\$380.55	\$1.79	\$1.88	\$1.98	\$2.08	\$2.19
	After 20 Years	\$499.12	\$524.56	\$551.20	\$579.44	\$608.88	\$2.87	\$3.02	\$3.17	\$3.33	\$3.50
	After 25 Years	\$623.90	\$655.70	\$689.00	\$724.30	\$761.10	\$3.59	\$3.77	\$3.96	\$4.16	\$4.37
270	Base	\$6,316.00	\$6,640.00	\$6,977.00	\$7,335.00	\$7,704.00	\$36.28	\$38.14	\$40.10	\$42.14	\$44.26
	After 13 Years	\$126.32	\$132.80	\$139.54	\$146.70	\$154.08	\$0.73	\$0.76	\$0.80	\$0.84	\$0.89
	After 15 Years	\$315.80	\$332.00	\$348.85	\$366.75	\$385.20	\$1.81	\$1.91	\$2.01	\$2.11	\$2.21
	After 20 Years	\$505.28	\$531.20	\$558.16	\$586.80	\$616.32	\$2.90	\$3.05	\$3.21	\$3.37	\$3.54
	After 25 Years	\$631.60	\$664.00	\$697.70	\$733.50	\$770.40	\$3.63	\$3.81	\$4.01	\$4.21	\$4.43
271	Base	\$6,396.00	\$6,721.00	\$7,064.00	\$7,423.00	\$7,800.00	\$36.76	\$38.64	\$40.59	\$42.67	\$44.84
	After 13 Years	\$127.92	\$134.42	\$141.28	\$148.46	\$156.00	\$0.74	\$0.77	\$0.81	\$0.85	\$0.90
	After 15 Years	\$319.80	\$336.05	\$353.20	\$371.15	\$390.00	\$1.84	\$1.93	\$2.03	\$2.13	\$2.24
	After 20 Years	\$511.68	\$537.68	\$565.12	\$593.84	\$624.00	\$2.94	\$3.09	\$3.25	\$3.41	\$3.59
	After 25 Years	\$639.60	\$672.10	\$706.40	\$742.30	\$780.00	\$3.68	\$3.86	\$4.06	\$4.27	\$4.48
272	Base	\$6,477.00	\$6,805.00	\$7,152.00	\$7,517.00	\$7,901.00	\$37.22	\$39.10	\$41.11	\$43.19	\$45.42
	After 13 Years	\$129.54	\$136.10	\$143.04	\$150.34	\$158.02	\$0.74	\$0.78	\$0.82	\$0.86	\$0.91
	After 15 Years	\$323.85	\$340.25	\$357.60	\$375.85	\$395.05	\$1.86	\$1.95	\$2.06	\$2.16	\$2.27
	After 20 Years	\$518.16	\$544.40	\$572.16	\$601.36	\$632.08	\$2.98	\$3.13	\$3.29	\$3.46	\$3.63
	After 25 Years	\$647.70	\$680.50	\$715.20	\$751.70	\$790.10	\$3.72	\$3.91	\$4.11	\$4.32	\$4.54
273	Base	\$6,557.00	\$6,890.00	\$7,243.00	\$7,611.00	\$7,999.00	\$37.69	\$39.62	\$41.61	\$43.74	\$45.98
	After 13 Years	\$131.14	\$137.80	\$144.86	\$152.22	\$159.98	\$0.75	\$0.79	\$0.83	\$0.87	\$0.92
	After 15 Years	\$327.85	\$344.50	\$362.15	\$380.55	\$399.95	\$1.88	\$1.98	\$2.08	\$2.19	\$2.30
	After 20 Years	\$524.56	\$551.20	\$579.44	\$608.88	\$639.92	\$3.02	\$3.17	\$3.33	\$3.50	\$3.68
	After 25 Years	\$655.70	\$689.00	\$724.30	\$761.10	\$799.90	\$3.77	\$3.96	\$4.16	\$4.37	\$4.60

Norwalk-La Mirada Unified School District
Classified Salary Schedule

Range	Longevity Increment	MONTHLY SALARY SCHEDULE					HOURLY SALARY SCHEDULE				
		Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E
274	Base	\$6,640.00	\$6,977.00	\$7,335.00	\$7,704.00	\$8,098.00	\$38.14	\$40.10	\$42.14	\$44.26	\$46.54
	After 13 Years	\$132.80	\$139.54	\$146.70	\$154.08	\$161.96	\$0.76	\$0.80	\$0.84	\$0.89	\$0.93
	After 15 Years	\$332.00	\$348.85	\$366.75	\$385.20	\$404.90	\$1.91	\$2.01	\$2.11	\$2.21	\$2.33
	After 20 Years	\$531.20	\$558.16	\$586.80	\$616.32	\$647.84	\$3.05	\$3.21	\$3.37	\$3.54	\$3.72
	After 25 Years	\$664.00	\$697.70	\$733.50	\$770.40	\$809.80	\$3.81	\$4.01	\$4.21	\$4.43	\$4.65
275	Base	\$6,721.00	\$7,064.00	\$7,423.00	\$7,800.00	\$8,200.00	\$38.64	\$40.59	\$42.67	\$44.84	\$47.11
	After 13 Years	\$134.42	\$141.28	\$148.46	\$156.00	\$164.00	\$0.77	\$0.81	\$0.85	\$0.90	\$0.94
	After 15 Years	\$336.05	\$353.20	\$371.15	\$390.00	\$410.00	\$1.93	\$2.03	\$2.13	\$2.24	\$2.36
	After 20 Years	\$537.68	\$565.12	\$593.84	\$624.00	\$656.00	\$3.09	\$3.25	\$3.41	\$3.59	\$3.77
	After 25 Years	\$672.10	\$706.40	\$742.30	\$780.00	\$820.00	\$3.86	\$4.06	\$4.27	\$4.48	\$4.71
276	Base	\$6,805.00	\$7,152.00	\$7,517.00	\$7,901.00	\$8,303.00	\$39.10	\$41.11	\$43.19	\$45.42	\$47.71
	After 13 Years	\$136.10	\$143.04	\$150.34	\$158.02	\$166.06	\$0.78	\$0.82	\$0.86	\$0.91	\$0.95
	After 15 Years	\$340.25	\$357.60	\$375.85	\$395.05	\$415.15	\$1.95	\$2.06	\$2.16	\$2.27	\$2.39
	After 20 Years	\$544.40	\$572.16	\$601.36	\$632.08	\$664.24	\$3.13	\$3.29	\$3.46	\$3.63	\$3.82
	After 25 Years	\$680.50	\$715.20	\$751.70	\$790.10	\$830.30	\$3.91	\$4.11	\$4.32	\$4.54	\$4.77
277	Base	\$6,890.00	\$7,243.00	\$7,611.00	\$7,999.00	\$8,406.00	\$39.62	\$41.61	\$43.74	\$45.98	\$48.31
	After 13 Years	\$137.80	\$144.86	\$152.22	\$159.98	\$168.12	\$0.79	\$0.83	\$0.87	\$0.92	\$0.97
	After 15 Years	\$344.50	\$362.15	\$380.55	\$399.95	\$420.30	\$1.98	\$2.08	\$2.19	\$2.30	\$2.42
	After 20 Years	\$551.20	\$579.44	\$608.88	\$639.92	\$672.48	\$3.17	\$3.33	\$3.50	\$3.68	\$3.86
	After 25 Years	\$689.00	\$724.30	\$761.10	\$799.90	\$840.60	\$3.96	\$4.16	\$4.37	\$4.60	\$4.83
278	Base	\$6,977.00	\$7,335.00	\$7,704.00	\$8,098.00	\$8,512.00	\$40.10	\$42.14	\$44.26	\$46.54	\$48.92
	After 13 Years	\$139.54	\$146.70	\$154.08	\$161.96	\$170.24	\$0.80	\$0.84	\$0.89	\$0.93	\$0.98
	After 15 Years	\$348.85	\$366.75	\$385.20	\$404.90	\$425.60	\$2.01	\$2.11	\$2.21	\$2.33	\$2.45
	After 20 Years	\$558.16	\$586.80	\$616.32	\$647.84	\$680.96	\$3.21	\$3.37	\$3.54	\$3.72	\$3.91
	After 25 Years	\$697.70	\$733.50	\$770.40	\$809.80	\$851.20	\$4.01	\$4.21	\$4.43	\$4.65	\$4.89
279	Base	\$7,064.00	\$7,423.00	\$7,800.00	\$8,200.00	\$8,617.00	\$40.59	\$42.67	\$44.84	\$47.11	\$49.51
	After 13 Years	\$141.28	\$148.46	\$156.00	\$164.00	\$172.34	\$0.81	\$0.85	\$0.90	\$0.94	\$0.99
	After 15 Years	\$353.20	\$371.15	\$390.00	\$410.00	\$430.85	\$2.03	\$2.13	\$2.24	\$2.36	\$2.48
	After 20 Years	\$565.12	\$593.84	\$624.00	\$656.00	\$689.36	\$3.25	\$3.41	\$3.59	\$3.77	\$3.96
	After 25 Years	\$706.40	\$742.30	\$780.00	\$820.00	\$861.70	\$4.06	\$4.27	\$4.48	\$4.71	\$4.95

Norwalk-La Mirada Unified School District
Classified Salary Schedule

Range	Longevity Increment	MONTHLY SALARY SCHEDULE					HOURLY SALARY SCHEDULE				
		Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E
280	Base	\$7,152.00	\$7,517.00	\$7,901.00	\$8,303.00	\$8,726.00	\$41.11	\$43.19	\$45.42	\$47.71	\$50.14
	After 13 Years	\$143.04	\$150.34	\$158.02	\$166.06	\$174.52	\$0.82	\$0.86	\$0.91	\$0.95	\$1.00
	After 15 Years	\$357.60	\$375.85	\$395.05	\$415.15	\$436.30	\$2.06	\$2.16	\$2.27	\$2.39	\$2.51
	After 20 Years	\$572.16	\$601.36	\$632.08	\$664.24	\$698.08	\$3.29	\$3.46	\$3.63	\$3.82	\$4.01
	After 25 Years	\$715.20	\$751.70	\$790.10	\$830.30	\$872.60	\$4.11	\$4.32	\$4.54	\$4.77	\$5.01
281	Base	\$7,243.00	\$7,611.00	\$7,999.00	\$8,406.00	\$8,835.00	\$41.61	\$43.74	\$45.98	\$48.31	\$50.76
	After 13 Years	\$144.86	\$152.22	\$159.98	\$168.12	\$176.70	\$0.83	\$0.87	\$0.92	\$0.97	\$1.02
	After 15 Years	\$362.15	\$380.55	\$399.95	\$420.30	\$441.75	\$2.08	\$2.19	\$2.30	\$2.42	\$2.54
	After 20 Years	\$579.44	\$608.88	\$639.92	\$672.48	\$706.80	\$3.33	\$3.50	\$3.68	\$3.86	\$4.06
	After 25 Years	\$724.30	\$761.10	\$799.90	\$840.60	\$883.50	\$4.16	\$4.37	\$4.60	\$4.83	\$5.08
282	Base	\$7,335.00	\$7,704.00	\$8,098.00	\$8,512.00	\$8,946.00	\$42.14	\$44.26	\$46.54	\$48.92	\$51.40
	After 13 Years	\$146.70	\$154.08	\$161.96	\$170.24	\$178.92	\$0.84	\$0.89	\$0.93	\$0.98	\$1.03
	After 15 Years	\$366.75	\$385.20	\$404.90	\$425.60	\$447.30	\$2.11	\$2.21	\$2.33	\$2.45	\$2.57
	After 20 Years	\$586.80	\$616.32	\$647.84	\$680.96	\$715.68	\$3.37	\$3.54	\$3.72	\$3.91	\$4.11
	After 25 Years	\$733.50	\$770.40	\$809.80	\$851.20	\$894.60	\$4.21	\$4.43	\$4.65	\$4.89	\$5.14
283	Base	\$7,423.00	\$7,800.00	\$8,200.00	\$8,617.00	\$9,055.00	\$42.67	\$44.84	\$47.11	\$49.51	\$52.03
	After 13 Years	\$148.46	\$156.00	\$164.00	\$172.34	\$181.10	\$0.85	\$0.90	\$0.94	\$0.99	\$1.04
	After 15 Years	\$371.15	\$390.00	\$410.00	\$430.85	\$452.75	\$2.13	\$2.24	\$2.36	\$2.48	\$2.60
	After 20 Years	\$593.84	\$624.00	\$656.00	\$689.36	\$724.40	\$3.41	\$3.59	\$3.77	\$3.96	\$4.16
	After 25 Years	\$742.30	\$780.00	\$820.00	\$861.70	\$905.50	\$4.27	\$4.48	\$4.71	\$4.95	\$5.20
284	Base	\$7,517.00	\$7,901.00	\$8,303.00	\$8,726.00	\$9,169.00	\$43.19	\$45.42	\$47.71	\$50.14	\$52.70
	After 13 Years	\$150.34	\$158.02	\$166.06	\$174.52	\$183.38	\$0.86	\$0.91	\$0.95	\$1.00	\$1.05
	After 15 Years	\$375.85	\$395.05	\$415.15	\$436.30	\$458.45	\$2.16	\$2.27	\$2.39	\$2.51	\$2.63
	After 20 Years	\$601.36	\$632.08	\$664.24	\$698.08	\$733.52	\$3.46	\$3.63	\$3.82	\$4.01	\$4.22
	After 25 Years	\$751.70	\$790.10	\$830.30	\$872.60	\$916.90	\$4.32	\$4.54	\$4.77	\$5.01	\$5.27
285	Base	\$7,611.00	\$7,999.00	\$8,406.00	\$8,835.00	\$9,285.00	\$43.74	\$45.98	\$48.31	\$50.76	\$53.35
	After 13 Years	\$152.22	\$159.98	\$168.12	\$176.70	\$185.70	\$0.87	\$0.92	\$0.97	\$1.02	\$1.07
	After 15 Years	\$380.55	\$399.95	\$420.30	\$441.75	\$464.25	\$2.19	\$2.30	\$2.42	\$2.54	\$2.67
	After 20 Years	\$608.88	\$639.92	\$672.48	\$706.80	\$742.80	\$3.50	\$3.68	\$3.86	\$4.06	\$4.27
	After 25 Years	\$761.10	\$799.90	\$840.60	\$883.50	\$928.50	\$4.37	\$4.60	\$4.83	\$5.08	\$5.34

Norwalk-La Mirada Unified School District
Classified Salary Schedule

Range	Longevity Increment	MONTHLY SALARY SCHEDULE					HOURLY SALARY SCHEDULE				
		Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E
286	Base	\$7,704.00	\$8,098.00	\$8,512.00	\$8,946.00	\$9,399.00	\$44.26	\$46.54	\$48.92	\$51.40	\$54.01
	After 13 Years	\$154.08	\$161.96	\$170.24	\$178.92	\$187.98	\$0.89	\$0.93	\$0.98	\$1.03	\$1.08
	After 15 Years	\$385.20	\$404.90	\$425.60	\$447.30	\$469.95	\$2.21	\$2.33	\$2.45	\$2.57	\$2.70
	After 20 Years	\$616.32	\$647.84	\$680.96	\$715.68	\$751.92	\$3.54	\$3.72	\$3.91	\$4.11	\$4.32
	After 25 Years	\$770.40	\$809.80	\$851.20	\$894.60	\$939.90	\$4.43	\$4.65	\$4.89	\$5.14	\$5.40
287	Base	\$7,800.00	\$8,200.00	\$8,617.00	\$9,055.00	\$9,519.00	\$44.84	\$47.11	\$49.51	\$52.03	\$54.68
	After 13 Years	\$156.00	\$164.00	\$172.34	\$181.10	\$190.38	\$0.90	\$0.94	\$0.99	\$1.04	\$1.09
	After 15 Years	\$390.00	\$410.00	\$430.85	\$452.75	\$475.95	\$2.24	\$2.36	\$2.48	\$2.60	\$2.73
	After 20 Years	\$624.00	\$656.00	\$689.36	\$724.40	\$761.52	\$3.59	\$3.77	\$3.96	\$4.16	\$4.37
	After 25 Years	\$780.00	\$820.00	\$861.70	\$905.50	\$951.90	\$4.48	\$4.71	\$4.95	\$5.20	\$5.47
288	Base	\$7,901.00	\$8,303.00	\$8,726.00	\$9,169.00	\$9,637.00	\$45.42	\$47.71	\$50.14	\$52.70	\$55.37
	After 13 Years	\$158.02	\$166.06	\$174.52	\$183.38	\$192.74	\$0.91	\$0.95	\$1.00	\$1.05	\$1.11
	After 15 Years	\$395.05	\$415.15	\$436.30	\$458.45	\$481.85	\$2.27	\$2.39	\$2.51	\$2.63	\$2.77
	After 20 Years	\$632.08	\$664.24	\$698.08	\$733.52	\$770.96	\$3.63	\$3.82	\$4.01	\$4.22	\$4.43
	After 25 Years	\$790.10	\$830.30	\$872.60	\$916.90	\$963.70	\$4.54	\$4.77	\$5.01	\$5.27	\$5.54
289	Base	\$7,999.00	\$8,406.00	\$8,835.00	\$9,285.00	\$9,754.00	\$45.98	\$48.31	\$50.76	\$53.35	\$56.09
	After 13 Years	\$159.98	\$168.12	\$176.70	\$185.70	\$195.08	\$0.92	\$0.97	\$1.02	\$1.07	\$1.12
	After 15 Years	\$399.95	\$420.30	\$441.75	\$464.25	\$487.70	\$2.30	\$2.42	\$2.54	\$2.67	\$2.80
	After 20 Years	\$639.92	\$672.48	\$706.80	\$742.80	\$780.32	\$3.68	\$3.86	\$4.06	\$4.27	\$4.49
	After 25 Years	\$799.90	\$840.60	\$883.50	\$928.50	\$975.40	\$4.60	\$4.83	\$5.08	\$5.34	\$5.61
290	Base	\$8,098.00	\$8,512.00	\$8,946.00	\$9,399.00	\$9,880.00	\$46.54	\$48.92	\$51.40	\$54.01	\$56.78
	After 13 Years	\$161.96	\$170.24	\$178.92	\$187.98	\$197.60	\$0.93	\$0.98	\$1.03	\$1.08	\$1.14
	After 15 Years	\$404.90	\$425.60	\$447.30	\$469.95	\$494.00	\$2.33	\$2.45	\$2.57	\$2.70	\$2.84
	After 20 Years	\$647.84	\$680.96	\$715.68	\$751.92	\$790.40	\$3.72	\$3.91	\$4.11	\$4.32	\$4.54
	After 25 Years	\$809.80	\$851.20	\$894.60	\$939.90	\$988.00	\$4.65	\$4.89	\$5.14	\$5.40	\$5.68

POSITION OF CLASSIFICATION TO RANGE, (Appendix A) 2025-2028

RANGE ACCOUNTING GROUP

285	Facilities Accounting Technician II
280	Benefits Technician
280	Lead Accounting Technician
280	Lead Payroll/Retirement Technician
280	Preschool Programs Lead Accounting Technician
265	Educational Services Accounting Technician
265	Fiscal Control Technician/Secretary
260	Mandated Cost Specialist
257	Account Clerk, Senior
257	Payroll Clerk III
250	Account Clerk, Senior First 5/LAUP
250	Senior Nutrition Services Account Clerk
244	Account Clerk Intermediate
244	Medical Account Clerk, Intermediate
240	Nutrition Services Bilingual Account Clerk Junior
240	Payroll Clerk II
239	School Finance Clerk
234	Account Clerk, Junior
232	Payroll Clerk I

RANGE ADULT EDUCATION PARAPROFESSIONAL GROUP

219	Assessment Center Testing Aide – Adult School
219	Career Tech Ed Center Aide – Adult
219	Paraeducator Aide - Adult
219	Paraeducator E.S.L. Aide - Adult
219	Paraeducator Individual Learning Center Aide - Adult
214	Child Care Aide - Adult
214	Child Care Leader - Adult

RANGE CLERICAL GROUP

275	Facilities Planning Technician Special Projects
253	JTPA Senior Program Assistant
250	Human Resources Specialist
249	Energy Management & Maintenance Software Systems Technician
248	Educational Program Technician
247	Bilingual Migrant Education Categorical Technician
247	Categorical Program Assistant

POSITION OF CLASSIFICATION TO RANGE, (Appendix A) 2025-2028

RANGE	CLERICAL GROUP (CONTINUED)
247	McKinney-Vento Categorical Program Assistant
245	Adult School Support Services Technician
245	Assessment Systems Technician
245	Educational Support Services Technician
245	P.D.C. Technician
245	Risk Management Technician
243	Software Technician
240	Personnel Clerk II
239	Headstart/Preschool Fiscal Technician
239	Project Fiscal Technician
238	Assessment & Evaluation Technician
238	Resource Center Technician
238	Workability Specialist
237	District Textbook Clerk
237	School Library Clerk, Senior
237	Special Education Technician
236	Media Technician-Middle School
235	Assessment Center Receptionist
235	Job Development Specialist
235	Records/Receptionist Clerk
235	School Clerk
235	Workability Job Development Specialist
234	Data Technician (Effective 04/28/26)
233	Computer Lab Media Technician
233	Media Technician-Elementary
233	Textbook Clerk
232	Adult School Clerk
232	Clerk Typist, Senior
232	Data Clerk
232	Office Technician, Middle School
232	Registrar Clerk
231	Bilingual District Operator/Receptionist
230	Human Resources Clerk
228	Alternative School Clerk
228	Attendance Clerk
228	Clerk Typist, Intermediate
228	Clerk Typist, Maintenance

POSITION OF CLASSIFICATION TO RANGE, (Appendix A) 2025-2028

RANGE CLERICAL GROUP (CONTINUED)

228	Job Placement Clerk
228	Multi-Media Support Clerk
228	Work Experience Clerk
226	Driver/Clerical Aide
226	Health Clerk
222	Attendance Clerk Jr.
222	Clerk Typist Junior, Bilingual
222	Clerk Typist, Junior
222	Clerk Typist, Workability
219	Career Education Technician
219	Clerk
219	Food Services Clerk
219	P.A.B.X. Operator/Receptionist Assistant

RANGE CUSTODIAL GROUP

258	Crew Leader
258	Head of Plant - Preschool Facilities
258	Head of Plant-Adult Facilities
254	Head of Plant, High School
246	Administration Senior Custodian
245	Custodian Senior, Middle School
243	Custodian Leadperson
242	Custodian Senior, Elementary School
235	Custodian

RANGE GROUNDS GROUP

280	Grounds Foreperson
262	Gardener
262	Irrigation Technician
255	Gardener Assistant
255	Sprinkler Repairperson Assistant
246	Grounds Leadperson
243	Equipment Operator
243	Tree Trimmer/Grounds Specialist
238	Groundsperson

POSITION OF CLASSIFICATION TO RANGE, (Appendix A) 2025-2028

RANGE GYM ATTENDANT GROUP

235 Gym Attendant-Boys
235 Gym Attendant-Girls

RANGE INTEGRATED TECHNOLOGY SERVICES GROUP

282 Database Application Analyst
282 Network Engineer II
280 Instructional Applications Specialist
280 System/Network Analyst
277 Lead Client Support Analyst
273 Network Operations Analyst
273 State Reporting Data Analyst
269 Client Support Analyst
269 Radio Support Technician
269 Telecom. Technician II
260 Student System Technician II
253 Technology Support Technician
252 Network Technician I
252 Telecom Technician I
251 Office Manager/Dispatch
251 Student Information System Support Technician
245 Help Desk Technician

RANGE MAINTENANCE GROUP

283 Environmental Technician
283 Maintenance Foreperson
269 Carpenter Leadperson
269 Early Maintenance Crew Leadperson
269 Electrician Leadperson
269 Fire Alarm/Low Voltage Technician
269 Heating/Refrigeration Mechanic Leadperson
269 Painter Leadperson
269 Plumber Leadperson
265 Cabinetmaker
265 Carpenter
265 Electrician
265 Glazier
265 HVAC-R Technician II

POSITION OF CLASSIFICATION TO RANGE, (Appendix A) 2025-2028

RANGE MAINTENANCE GROUP (CONTINUED)

265	Maintenance Locksmith
265	Office Equipment Repairperson
265	Painter
265	Plumber
265	Welder
262	General Maintenance Technician
262	HVAC-R Technician I

RANGE NUTRITION SERVICES GROUP

265	Head Start Nutrition Specialist
258	Central Kitchen Warehouse Lead
250	Central Kitchen Lead
250	Central Kitchen Warehouse Assistant
243	Nutrition Services Lead III
240	Nutrition Services Driver
240	Nutrition Services Lead, Special Programs
234	Nutrition Services Lead II
225	Central Kitchen Assistant Lead
224	Nutrition Services Lead I
222	Nutrition Services Assistant Lead III
219	Nutrition Services Clerk
218	Nutrition Services Assistant III
216	Central Kitchen Assistant
215	Nutrition Services Assistant II
214	Nutrition Services Worker I

RANGE PARAEDUCATOR GROUP

280	Elementary Student Support Specialist
280	Intervention Specialist
270	Bilingual Early Intervention Specialist
245	Bilingual Parent Community Aide
245	J.T.P.A. Program Assistant
245	McKinney-Vento Intervention Liaison
245	Migrant Special Program Assistant
245	Outreach Liaison Aide
243	Puente Community Mentor Liaison
242	Tobacco Related Prevention Specialist

POSITION OF CLASSIFICATION TO RANGE, (Appendix A) 2025-2028

RANGE	PARAEDUCATOR GROUP (CONTINUED)
238	Bilingual Even Start Community Health Aide
238	Bilingual Translator
238	Child Welfare/Attendance Specialist
238	Outreach Liaison
237	Intervention Activities Assistant, Middle School
232	Bilingual Head Start Family Services Worker
230	Bilingual Community Health Aide
228	Bilingual Student Community Intervention Coach
226	Bilingual Clerk, Liaison of Community Affairs
226	Bilingual Community Liaison
226	Bilingual Health on Wheels Medical Technician
226	Bilingual Home/School Community Liaison
226	Bilingual Home/School Literacy Liaison
226	Community Center School Liaison
226	Head Start/State Preschool Bilingual Community Health Aide
226	Health Education Paraeducator Aide/Driver
226	Health on Wheels Medical Technician
226	Healthy Start Bilingual Community Liaison
226	Home/School Community Aide (CAP)
226	Literacy Assistant
224	Paraeducator Preschool
222	Activities Aide
222	Bilingual McKinney-Vento Parent Aide
222	Community Center Liaison
221	Intervention Activities Aide
221	Specialist Teacher Aide
219	Assessment Center Testing Aide
219	Bilingual Health Aide - Head Start
219	Bilingual Resource Aide
219	Career Ed Technician
219	Classroom Accommodation Assistant
219	Community Resource Aide
219	Computer Technician Aide
219	E.S.L. Reading Aide
219	Headstart Disabilities Aide
219	Health Aide - Headstart

POSITION OF CLASSIFICATION TO RANGE, (Appendix A) 2025-2028

RANGE PARAEDUCATOR GROUP (CONTINUED)

219	Independent Study Aide
219	Lab Resource Aide
219	Learning Lab Resource Aide
219	Learning Lab Technician Aide
219	Math Lab Aide
219	Media Center Aide
219	Paraeducator - Success for All Reading Program
219	Paraeducator Aide - Bilingual
219	Paraeducator Aide - Elementary Reading/Math Coach
219	Paraeducator Aide - ESL
219	Paraeducator Aide - PDC
219	Paraeducator Aide - Regular Classroom
219	Paraeducator Physical Education
219	Parent Involvement Aide
219	Peer Mediation Aide
219	Preparation Time Aide
219	Reading Lab Aide
219	Recovery/Outreach Aide
219	Resource Aide
219	Social Service Aide
218	Paraeducator Reading/Math Tutor
214	Child Care Aide/Bus Monitor Preschool
214	Child Care Aide/Even Start

RANGE PUBLICATIONS GROUP

261	Graphic Specialist
247	Publications Specialist
238	Publications Technician
238	Resource Center Technician

RANGE PURCHASING GROUP

273	Buyer
251	Junior Buyer
250	Purchasing Clerk III
239	Purchasing Clerk II
230	Purchasing Clerk I

POSITION OF CLASSIFICATION TO RANGE, (Appendix A) 2025-2028

RANGE SCHOOL AGED CHILD CARE GROUP

240	Child Care Teacher III
218	Child Care Teacher II
215	Child Care Teacher I
214	Child Care Assistant

RANGE SECRETARY GROUP

257	Administrative Secretary
257	Business Operations Secretary - Construction, Maintenance & Operations
251	Business Services Secretary
251	Child Welfare/Attendance Secretary
251	Educational Services Secretary
251	Facilities Secretary
251	Integrated Technology Services Secretary
251	Maintenance & Operations Secretary (Effective 04/28/25)
251	Nutrition Services Secretary
251	School Operations Secretary
249	Secretary III
249	School Office Manager – Middle (Effective 04/28/26)
247	Categorical Grant Program Assistant
247	Head Start Secretary
247	School Secretary - Middle School
246	Project Secretary - Categorical Aid
246	School Office Manager – Elementary (Effective 04/28/26)
244	School Secretary - Elementary
240	District Guidance Secretary
240	Maintenance Secretary
240	Secretary I

RANGE SECURITY GROUP

265	Lead School Safety Officer (Effective 04/28/26)
263	Lead School Safety Officer
254	Clerk Dispatcher, Senior
254	Senior School Safety Officer
252	School Safety Communications Officer (Effective 04/28/26)
252	School Safety Patrol Officer (Effective 04/28/26)
251	Safety Sargent
252	Communications Officer
252	School Safety Officer

POSITION OF CLASSIFICATION TO RANGE, (Appendix A) 2025-2028

RANGE SECURITY GROUP (CONTINUED)

237 Security Assistant

RANGE SPECIAL EDUCATION GROUP

288 Behavior Specialist

270 Licensed Vocational Nurse

268 Certified Interpreter Deaf & Hard of Hearing

248 Paraeducator/Behavior Support

238 Bilingual Special Education School/Community Specialist

238 Braille Transcriber

238 Interpreter/Deaf and Hard of Hearing

237 Direct Intense Behavior Support Paraeducator

237 Special Education Technician

233 Health Care Support Provider

231 Paraeducator – Special Education*

230 Bilingual Special Education Community Aide

226 Bilingual Special Education Health Aide

226 Bilingual Special Education Home/School Community Aide

226 Paraeducator Aide - Deaf and Hard of Hearing

226 Paraeducator Deaf & Hard of Hearing

226 Paraeducator Special Education – Visually Impaired

226 Special Education Paraeducator Aide/Workability

288 Behavior Specialist

RANGE TRANSPORTATION GROUP

283 Automotive Foreperson

277 Heavy Duty Truck/Bus Technician (Effective 04/28/26)

268 Bus Driver/Instructor

267 Mechanic Leadperson

265 Automotive Mechanic II

257 Head Bus Driver

257 Transportation Dispatcher/Bus Driver

257 Transportation Dispatcher/Clerk

257 Transportation Scheduler

255 Transportation Service Worker

250 Bus Driver

250 Bus Driver/Transportation Account Clerk

250 Senior Transportation Account Clerk

POSITION OF CLASSIFICATION TO RANGE, (Appendix A) 2025-2028

RANGE TRANSPORTATION GROUP (CONTINUED)

244 Account Clerk Intermediate

RANGE WAREHOUSE GROUP

261 Warehouse Foreperson

251 Stock Clerk, Senior

243 Stock Clerk

*Paraeducator – Severely Handicapped

Paraeducator – Non-Severely Handicapped

Paraeducator – RSP

Condensed to Paraeducator - Special Education

**214 Supervision Aide/Noon Aide

Pending Job Description review

NORWALK-LA MIRADA UNIFIED SCHOOL DISTRICT
DIVISION OF BUSINESS SERVICES

ALL BARGAINING UNITS
HEALTH AND WELFARE BENEFITS - APPENDIX C
Effective: January 1, 2026

Employee Medical Plan Elections and associated fees shall be consistent with what is offered through CalPERS.

Medical Plan Elections	Level of Coverage	Tenthly Payroll Deductions
Anthem HMO Select	Employee Only	\$41.77
	Employee + One	\$83.54
	Employee + Family	\$108.61
Anthem HMO Traditional	Employee Only	\$48.97
	Employee + One	\$97.94
	Employee + Family	\$127.32
Blue Shield Access+ HMO	Employee Only	\$39.83
	Employee + One	\$79.66
	Employee + Family	\$103.56
Blue Shield Trio HMO	Employee Only	\$36.99
	Employee + One	\$73.99
	Employee + Family	\$96.18
Health Net Salud y Mas	Employee Only	\$32.11
	Employee + One	\$64.23
	Employee + Family	\$83.50
Kaiser	Employee Only	\$42.05
	Employee + One	\$84.10
	Employee + Family	\$109.33
United Health Care Alliance	Employee Only	\$37.78
	Employee + One	\$75.57
	Employee + Family	\$98.24
United Health Care Harmony	Employee Only	\$33.22
	Employee + One	\$66.43
	Employee + Family	\$86.36
PERS Gold PPO	Employee Only	\$41.66
	Employee + One	\$83.31
	Employee + Family	\$108.31
PERS Platinum PPO	Employee Only	\$62.13
	Employee + One	\$124.26
	Employee + Family	\$161.53

Payroll deduction is authorized for voluntary deductions, i.e., United Way, Credit Unions, Camino, Long Beach School Employees, School's First, and First Financial for CSEA members, voluntary life insurance and flexible spending accounts. The District DOES NOT contribute to these. Direct Deposit is available. Necessary forms for direct check deposit are available in the Payroll Department.

CSEA
APPENDIX C
Health and Welfare Benefits

In order to fund expenses of health plans (health insurance, dental insurance, life insurance and vision insurance) for eligible employees and dependents, as of January 1, 2025 the District agrees to contribute annually a total amount equal to \$11,475 (effective January 2025) per benefited employee contribution effective February 1, multiplied by the number of benefited employees to a fund to be designated the Health and Welfare Self Insurance Fund (an internal service proprietary fund).

The district shall also make a Health and Welfare District Contribution to the Health and Welfare Insurance Fund of \$1,000,000 ongoing that will cover the first \$1,000,000 of any increase in total cost of premiums from plan year to plan year. If total cost of premiums from plan year to plan year exceed \$800,000, the increase will be borne by all eligible active employees on a floating percentage tied to the health benefit plan option selected by the benefited employee (employee only, employee + one and employee plus family) for PPO, HMO and Kaiser plans.

In a plan year where the total cost of premiums does not exceed \$1,000,000, District will still contribute the full amount and use any excess to mitigate employee out of pocket expenses for the upcoming plan year.

All costs attributable to employee health benefits will be expensed to this fund. Any surplus funds at year end shall remain in the fund for the following year to defray any future increases in health benefit costs which may occur. Any rebates of payments shall accrue to the Health and Welfare Self Insurance Fund.

Should health benefit costs exceed the funds in the Health and Welfare Self Insurance Fund, the expenses in excess of the balance in the Fund will be borne by all eligible active employees based on a floating percentage model tied to the health benefit plan option selected by the benefited employee (employee, employee + one and family) for PPO, HMO and Kaiser plans.

A Health Benefit Committee comprised of representatives of employee bargaining units and management is charged with the task of annually reviewing the District's health insurance plans and recommending changes.

The following health and life insurance plans will be provided:

Section A.

1. Health Insurance: CalPERS

The District shall continue to provide the following five health insurance plans for employees:

- Option A – Preferred Provider organization (PPO): Carriers and Plans offered by CalPERS

- Option B – Health Maintenance organization: (HMO): Carriers and Plans offered by CalPERS

2. Dental Insurance

The District shall offer coverage under the Delta Preferred Dental program to include spouses, domestic partners (as defined by law), and dependents. The District shall continue to offer one dental Preferred Provider Organization (PPO) and one dental Health Maintenance Organization (HMO).

3. Life Insurance

The District shall offer a life insurance policy to all benefited employees which shall have a death benefit of thirty thousand dollars (\$30,000) through a fiscally responsible carrier. This policy shall not be a decreasing term policy.

4. Vision Insurance

The District shall continue to provide the policy currently in effect, Vision Service Plan.

SICK LEAVE BANK - APPENDIX D

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION, CHAPTER 404

PREAMBLE:

The purpose of the CSEA sick leave Bank is to assist classified employees, who are members of California School Employees' Association (CSEA) Chapter 404, that earn sick leave from the school district but who have suffered a catastrophic illness or injury and have used up all available sick leave. The intent is to allow employees time to be restored to health so that they may return to work. "Catastrophic" is understood to be a debilitating illness or injury which results in the loss of ability to work a minimum of ten (10) workdays as verified by a physician. Eligible employees shall be able to receive benefits pursuant to this policy when approved by the Sick Leave Bank Committee.

ELIGIBILITY:

1. Employees who suffer a catastrophic illness or injury which results in the employee using all available credit leave (including accrued vacation time as well as sick time), shall become eligible to use the Sick Leave Bank subject to the restrictions and conditions outlined in this policy.
2. The use of this Sick Leave Bank shall only be available to those CSEA classified employees who have made a donation to the Bank. (The exception to this restriction shall be any classified employee who was absent due to an approved catastrophic illness allowed under this policy at the time of the adoption of this policy.)
3. Catastrophic illness or injury to the spouse or registered domestic partner or children of the employee is also covered by this policy.

SICK LEAVE BANK:

CSEA Chapter 404, shall establish a Sick Leave Bank to which all classified employees that are members of CSEA may donate earned and unused sick leave days to the Sick Leave Bank. This donation shall be irrevocable and shall be accomplished by the classified employee filing a CSEA Sick Leave Bank Membership Form". The form shall clearly state that the sick leave days being donated are irrevocable given to the Sick Leave Bank and cannot be rescinded for any reason whatsoever. A donation to the Sick Leave Bank shall be a general donation. Sick leave days donated to the Sick Leave Bank but unused by the end of any contract year shall accumulate from year to year.

DONATION OF DAYS:

1. Employees must contribute a minimum of one (1) day per year to maintain eligibility in the Sick Leave Bank during the enrollment period of benefits.

- a. A Sick Leave Membership Form will be sent by Sick Leave Bank Committee at the beginning of each school year.
 - b. The Sick Leave Membership Form must be returned to CSEA by the last Friday of the second week in October.
 - c. Membership will automatically continue each year with the transfer of a minimum of one day, but not more than two if requested, of their sick leave to the Sick Leave Bank. The Sick Leave Bank Committee will have the discretion to allow membership in any year to continue without any transfer or contribution of day(s) for that year.
 - d. Members who wish to discontinue participation must submit a letter of withdrawal to CSEA by the last Friday of the second week in October.
 - e. Open enrollment will run from May 1st through May 31st each year for the following fiscal year.
2. In addition to the one (1) day eligibility contribution a classified employee may donate up to a maximum of two (2) of their yearly earned sick leave.
 3. For bookkeeping purposes, a sick leave day given by a full-time or part-time employee is considered a day given whether to be used by a full-time or part-time employee.
 4. Employees who plan to retire or separate from the District may donate their accrued sick days to the Sick Leave Bank by a letter of intent to the Sick Leave Bank Chairperson, which will then be submitted to Division of Human Resources for approval.

SICK LEAVE BANK COMMITTEE:

1. The Sick Leave Bank Committee shall consist of five (5) CSEA members. The President, Vice President and three appointed CSEA members at large.
2. The decisions of the Committee shall be final and binding and is not a grievable item.

SICK LEAVE BANK FORMS:

A copy of all Sick Leave Bank forms shall be forwarded to the CSEA President who will be responsible for their distribution to the Committee and Payroll.

- Form A: Sick Leave Bank Membership Form
 Form B: Request for Use of Sick Leave Bank/Physician's Statement
 Form C: Notice of Sick Leave Bank Committee Action

MAXIMUM NUMBER OF DAYS/UNUSED DAYS:

The maximum number of days allowed to be utilized by one employee for a single catastrophic illness or injury shall not exceed one hundred (100) half days or fifty (50%) percent of the total available bank, whichever is less. Allocated Sick Bank days must run concurrently with the District's reduced rate or "half pay" days.

APPROVED DAYS NOT USED:

Any days approved by the Sick Leave Bank Committee that are unused by the employee shall be returned to the Sick Leave Bank.

APPROVED DAY(S) EQUAL TO EMPLOYEE'S REGULAR PAY:

If an employee uses a day from the Sick Leave Bank, pay for that day shall be the same pay the employee would have received had the employee worked that day.

PAID LEAVE STATUS:

Employees who are granted use of Sick Leave Bank days shall be considered in "regular paid status" during such use.

DONATED SICK TIME

1. Classified employees may donate sick leave to another member of the classified employee bargaining unit who qualifies for leave due to an unforeseen event affecting the employee's health, and the employee has exhausted all paid leaves of absence.
2. Employees who choose to donate sick leave may donate from his/her earned sick leave.
3. For this situation, sick leave donation shall be made in terms of hours and shall be utilized in terms of hours.
4. Employees who would like to donate sick hours to a specific employee must complete a Sick Leave Donation form and return said form to the Sick Leave Bank Committee.
5. Donations will be transferred to the recipient as needed in the order they are received by the Sick Leave Bank Committee. Donated sick leave not used by the recipient shall be returned to the individual donors by the end of the fiscal year in question.
6. The recipient of donated sick leave shall be required to exhaust sick leave and vacation as it is credited during the absence due to the unforeseen event, as provided in the Education Code.

7. Nothing in this section shall be interpreted to entitle an employee to a leave of absence, with or without pay. Entitlement to leave shall be regulated by Education Code.

VIDEO SURVEILLANCE PROCEDURE – APPENDIX E

A. The District maintains video surveillance systems on District property to promote the safety and security of students, staff, visitors, and District facilities, and to protect District property and resources. The District may use video surveillance footage for any legitimate District purpose, including but not limited to safety, security, investigation of incidents, and enforcement of District policies, rules, and regulations.

Video cameras shall not be placed in areas where there is a reasonable expectation of privacy, such as restrooms, locker rooms, or employee break rooms. While video cameras shall not be used to routinely evaluate employee work performance, video footage may be reviewed if performance concerns are brought to the District's attention and may be used in connection with investigations or disciplinary actions.

B. The District retains the sole discretion to access, review, and use video surveillance footage at any time. Video footage may be used in the investigation of workplace incidents or misconduct and may serve as evidence in disciplinary proceedings, including those that may lead to disciplinary action up to and including termination.

If video footage is relied upon as part of the basis for discipline, the employee shall be provided an opportunity to view the relevant footage and may request the presence of a CSEA representative during such review.

C. Video surveillance footage is the property of the District. Copies or access to footage shall be provided to employees or their representatives at the District's sole discretion, unless required by law, subject to confidentiality, privacy, and security considerations.