

# AGREEMENT

*Between*



**SUNNYVALE SCHOOL DISTRICT**

*and*



**CALIFORNIA SCHOOL EMPLOYEES  
ASSOCIATION (CSEA)**

**Chapter 205**

*July 1, 2025 - June 30, 2028*



SUNNYVALE SCHOOL DISTRICT  
SUNNYVALE, CALIFORNIA  
Board of Education

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PREAMBLE

The Board of Education of the Sunnyvale School District of Sunnyvale, California, hereinafter sometimes referred to as the Employer or Governing Board, and the Sunnyvale Chapter No. 205 of the California School Employees Association, hereinafter sometimes referred to as Association, agree as follows:

November 1, 1977

Mr. Harry Jaramillo  
Field Representative, CSEA  
P.O. Box 640  
San Jose, CA 95106

Dear Harry:

Side Letter

This will confirm our oral understanding of October 21, 1977 that the form of the preamble agreed upon, to wit, "The Board of Education of the Sunnyvale School District, hereinafter referred to as "Board" and Chapter No. 205 of the California School Employees Association, hereinafter referred to as "Association" agree as follows: "is not intended to exclude the State Association (CSEA) from representation of Chapter No 205 members in their employment relations under the terms of Government Code Section 3540, et seq."

Very truly yours,

Dr. Wayne A. Spicer  
Board's Representative

## TABLE OF CONTENTS

<b><u>ARTICLE</u></b>		<b><u>PAGE</u></b>
Article 1	RECOGNITION .....	1
Article 2	ASSOCIATION RIGHTS .....	2
Article 3	ORGANIZATIONAL SECURITY .....	5
Article 4	DISTRICT RIGHTS .....	6
Article 5	HOURS .....	7
Article 6	OVERTIME .....	8
Article 7	PAY AND ALLOWANCE .....	10
Article 8	COMPENSATION .....	13
Article 9	SHIFT DIFFERENTIALS .....	15
Article 10	PAID HOLIDAYS .....	16
Article 11	RECLASSIFICATION .....	17
Article 12	BARGAINING UNIT VACANCIES .....	19
Article 13	DISCIPLINARY PROCEDURES .....	21
Article 14	EARLY RETIREMENT .....	26
Article 15	VACATION PLAN .....	29
Article 16	LEAVES .....	32
Article 17	EMPLOYEE STATUS .....	40
Article 18	ASSIGNMENT .....	41
Article 19	LAYOFF AND RE-EMPLOYMENT .....	45
Article 20	GRIEVANCE .....	50
Article 21	SAFETY .....	56
Article 22	EVALUATION PROCEDURE .....	57
Article 23	EMPLOYEE BENEFITS .....	59
Article 24	NO DISCRIMINATION .....	62
Article 25	PROFESSIONAL GROWTH .....	63
Article 26	NEGOTIATIONS PROCEDURES .....	67
Article 27	EFFECT OF AGREEMENT .....	68
Article 28	DURATION .....	69

## EXHIBITS

Exhibit A	Members of the Unit (Schematic List).....	70
Exhibit B	Classified Employee Salary Schedules	
	• 2025 – 2026.....	72
Exhibit C	Personal Necessity Leave Request Form .....	83
Exhibit D	Academic and Teacher Work Day Calendar .....	84
Exhibit E	Evaluation Forms	
	• Exhibit E1 – Formal Evaluation.....	85
	• Exhibit E2 – Informal Evaluation.....	88
Exhibit F	Request for Reclassification Form .....	90
Exhibit G	Certification of Domestic Partnership Form.....	92
Exhibit H	Grievance Statement Form.....	93
Exhibit I	Professional Growth Forms	
	• Exhibit I1 – Stipend Option .....	94
	• Exhibit I2 – Increment Option.....	95
Exhibit J	Catastrophic Leave Forms .....	
	• Exhibit J1 – Request for Donations .....	96
	• Exhibit J2 – Employee Donations .....	97
Exhibit K	Adjunct Duty Stipend Chart.....	98

## ARTICLE 1- RECOGNITION

### 1.1 Inclusions

The Board hereby recognizes Sunnyvale Chapter #205, California School Employees Association, as the exclusive and sole negotiations agent for a unit of classified employees in the position classifications listed on Exhibit A. Exhibit A is attached to and becomes a part of this Agreement.

### 1.2 Exclusions

All management and confidential employees are excluded from this bargaining unit.

1.3 The Board agrees that it will not meet and negotiate with any employee organization other than Chapter #205 of the California School Employees Association concerning employees in this bargaining unit; further the Board agrees not to negotiate with any member of the unit individually during the duration of this Agreement on subject matter to meeting and negotiating.

1.4 Chapter #205 of the California School Employees Association recognizes the Board as the duly elected representative of the people and agrees to negotiate only with the Board or its duly authorized representative designated by the Board to act in its behalf. The Association agrees further that neither it nor any of its members or agents will attempt to negotiate privately or individually with any Board member or Board representative.

1.5 The Association agrees that neither it nor its members or agents, will attempt to represent in any negotiations or grievances, pursuant to this Agreement, the interests of anyone other than the members of the unit.

## ARTICLE 2 - ASSOCIATION RIGHTS

### 2.1 CSEA Rights

CSEA shall have the following rights in addition to the rights contained in any other portion of this Agreement.

2.1.1 The Association shall have reasonable access to employees. When possible, advance notice should be given principals or supervisors of the employee involved.

Principals and supervisors shall grant permission for access to employees unless such a meeting would have a direct and adverse effect on the operation of the District.

2.1.2 The right to use without charge institutional bulletin boards, mailboxes, and the use of the school mail system, and other District means of communication for the posting or transmission of information or notices concerning CSEA matters.

2.1.3 The right to use without charge institutional office equipment, facilities, and buildings at reasonable times.

2.1.4 The right to be supplied with a complete "hire date" seniority roster of all bargaining unit employees on the effective date of this Agreement and annually thereafter. The roster shall indicate the employee's present classification and primary job site.

2.1.5 Both parties shall furnish each other, upon reasonable written request, a copy of documents pertinent to the issues under negotiations, not otherwise privileged at law.

2.1.6 The right to review at reasonable time material in the possession of or produced by the District, such as job descriptions and insurance programs necessary for CSEA to fulfill its role as the exclusive bargaining representative.

2.1.7 The Association shall be granted four hundred dollars (\$400) per person (not to exceed three (3) unit members) to attend the CSEA Annual Conference. CSEA requests for expense reimbursement from the District for unit members attending other professional conferences shall be considered on a case by case basis prior to such attendance. *[Negotiated 2016]*

2.1.8 The Association may initiate grievances concerning Association rights granted by this Article 2 only. Such grievances may be initiated at Level Two of the Grievance Procedure.

2.1.9 The District will notify the CSEA President/designee when a new employee is scheduled to meet with the Human Resources Department to receive orientation information. *[Negotiated 2013]*

2.1.9.1 The CSEA President/designee shall, if available, attend this meeting to provide the employee with CSEA-related information. If the CSEA President/designee is not able to attend, the only CSEA-related information provided to the new employee will be the Association "Welcome Letter." *[Negotiated 2013]*

2.1.9.2 If the CSEA President/designee is not able to attend the meeting, the District shall inform them when and where the new employee will report to work so that the CSEA President/designee can provide the employee CSEA-related information at the work site. *[Negotiated 2013]*

2.1.10 Subject to an agreed upon plan between the District and CSEA, officers and representatives of CSEA shall be granted reasonable release time on SBCP days to address unit members concerning union business and/or to present staff development programs sponsored by CSEA.

2.1.11 A supervisor shall grant leave (released time) to a CSEA representative for the purpose of conducting union business if such leave would not constitute a cost to the District and would not adversely impact the need for work to be completed in a timely manner. Union representatives will notify department supervisors or site administrators of their intent to visit and/or of their arrival at a given work location. They will be permitted entry upon registering as a visitor. In no event shall the release time exceed ten (10) hours per month. Any issues regarding implementation of this section shall be referred immediately to Human Resources for resolution. *[Negotiated 2012]*

## 2.2 Personnel Files

2.2.1 The Human Resources Department shall establish and maintain file(s) for each classified employee. The file(s) shall be the official District repository for classified evaluation records. A working file may also be kept in the building administrator's office. The same provisions pertaining to the official file in the Human Resources Department shall apply.

2.2.2 Materials in personnel files of employees which may serve as a basis for affecting the status of their employment are to be made available for the inspection of the person involved.

Such materials are not to include ratings, reports or records which (1) were obtained prior to the employment of the person involved, (2) were prepared by identifiable examination committee members, or (3) were obtained in connection with a promotional examination.

2.2.3 Every employee shall have the right to inspect such materials upon request, provided that the request is made at a time when such person is not actually required to render services to the employing District.

2.2.4 Information of a derogatory nature, except material mentioned in subsection 2.2.2 of this section, shall not be entered or filed unless and until the employee is given notice and an opportunity to review and comment thereon. Such review shall take place during normal business hours and the employee shall be released from duty for this purpose without salary reduction.

2.3 Distribution of Contract *[Negotiated 2014]*

2.3.1 This contract shall be available on the District's website. *[Negotiated 2013]*

2.3.2 Within thirty (30) days after the execution of this contract, the District shall print or duplicate and provide sixty (60) copies of this contract to the CSEA President. CSEA and the District shall equally share the cost of such duplication, less legally mandated reimbursement from the state.

Should CSEA request additional copies, the parties will share in the duplication costs for those copies.

2.3.3 The District shall also provide three (3) copies of this contract to the Labor Relations Representative for CSEA Chapter #205. *[Negotiated 2013]*

2.4 School Calendar

2.4.1 The District will offer CSEA the opportunity to meet and confer over the annual school calendar prior to the adoption of such calendar. *[Negotiated 2003]*

2.5 District Materials

2.5.1 The Association will receive, at no cost and in a timely manner, all Governing Board packet materials (including attachments and "under separate cover" materials), and all other public documents routinely distributed to any other association, necessary for CSEA to fulfill its role as the exclusive bargaining representative. *[Negotiated 2003]*

## ARTICLE 3 - ORGANIZATIONAL SECURITY

*[Negotiated 2018]*

- 3.1 Any employee covered by this Agreement may sign and deliver to the District an assignment authorizing deduction of California School Employees Association (CSEA) membership dues. The employer shall deduct, in accordance with the CSEA dues schedule, dues from the wages of all employees who are members of CSEA. CSEA shall have the sole and exclusive right to receive the payroll deduction for regular membership dues.
- 3.2 The District shall not interfere with the terms of any agreement between CSEA and the District's employee with regard to that employee's membership in CSEA, including but not limited to automatic renewal yearly unless the worker drops out during a specified window period. The District need not keep track of this period which shall be tracked by CSEA within its membership database. The District shall refer all employee requests to revoke membership to the CSEA Labor Relations Representative and shall obtain their approval on behalf of the union before processing any revocation request.
- 3.3 With respect to all sums deducted by the District pursuant to this Article, the District agrees to promptly remit such monies to CSEA accompanied by an alphabetical list of name of the employees for whom such deductions have been made. CSEA agrees to furnish any information needed by the District to fulfill the provisions of this Article.
- 3.4 If an employee does not have sufficient funds due to them to provide for the payment of dues after all other authorized or mandatory deductions or garnishments have been made, no such sums shall be deducted and CSEA shall assume the duty of direct collection from the employee. CSEA shall assume the same responsibility in all cases where no deductions have been made because an employee's earnings are insufficient during any pay period to pay such dues.
- 3.5
  - (a) CSEA shall defend and indemnify the District for any claims arising from its compliance with this article for any claims made by the employee for deductions made in reliance on information provided by CSEA to the District to cancel or change membership dues authorization. The District shall promptly notify CSEA of any claims made by employees related to dues authorization.
  - (b) CSEA shall have the exclusive right to decide and determine whether any such action or proceeding referred to in paragraph (a) shall or shall not be compromised, resisted, defended, tried or appealed.
- 3.6 If any provision of this Article is invalid under Federal or State law, said provision shall be modified to comply with the requirements of said Federal or State law.

ARTICLE 4 - DISTRICT RIGHTS

- 4.1 The right to manage the School District and to direct its employees and operations is vested in and reserved by the District and shall be unrestricted except that exercise thereof may not extinguish any lawful right or benefit expressly provided for in this Agreement.

## ARTICLE 5- HOURS

- 5.1 The work week for full-time employees shall be five (5) consecutive days, eight (8) hours a day, forty (40) hours per week.
- 5.2 Unless the employee voluntarily agrees otherwise, workdays shall be consecutive. The length of the workday for all full-time and part-time classified assignments shall be designated by the District.
- 5.3 Any employee called in to work on a day when the employee is not scheduled to work shall be compensated for at least two (2) hours of work at the appropriate rate of pay.
- 5.4 Any employee called back to work after completion of their regular assignment on a scheduled workday shall be compensated for at least two (2) hours of work at the overtime rate.
- 5.5 Full-time employees shall be allowed two (2) fifteen minute rest periods. One shall be scheduled during the first four hours (the other would be scheduled during the second four hours). Part-time employees shall have a fifteen minute rest period for each consecutive four hours worked.
- 5.6 Rest periods shall be scheduled for after first hour, and before final hour of a work period, unless by mutual agreement between supervisor and employee another time is scheduled. Rest periods are a part of the regular workday and shall be compensated at the regular rate of pay for the employee.
- 5.7 A duty free uninterrupted lunch period of no less than thirty (30) minutes shall be provided to all unit members working five (5) hours or more. At the start of the school year the supervisor shall determine and post the lunch schedule which they may change from time to time to meet the demonstrated needs of the District and the students. Any dispute over changes to lunch schedules shall be sent to EERC for resolution. *[Negotiated 2012]*
- 5.8 A calendar for each bargaining unit employee shall be provided prior to the end of the previous school year.

## ARTICLE 6 - OVERTIME

- 6.1 Overtime is defined, in accordance with the Fair Labor Standards Act, as work which is suffered or permitted by the employer:
- 6.1.1 In excess of eight (8) hours in any one day;
  - 6.1.2 In excess of forty (40) hours in any calendar week;
  - 6.1.3 On the sixth or seventh day following the commencement of the workweek, for an employee having an average workday of four (4) hours or more, or less than four (4) hours, during the workweek shall be compensated at the overtime rate when required to work on the sixth or seventh day following the commencement of the workweek.

In the event there is a threatened loss of school property resulting from emergency conditions, overtime will be mandatory.

- 6.2 Compensation for overtime work shall be at a rate equal to one and one-half (1 1/2) times the regular pay of the employee designated and authorized to perform the work. Compensation for overtime work on Sundays shall be at two (2) times the regular rate of pay. Holiday compensation for overtime shall be at three (3) times the regular rate of pay.

Overtime compensation will usually be in the form of cash payment, but may, at the option of the employee, be in compensatory time off in rates equal to the above formula. Authorized compensatory time off is to be taken within twelve (12) calendar months following the month in which the overtime was worked. Compensatory time off not used shall be compensated in cash at the current rate of pay. A record of any employee's time off earned shall be kept in a permanent log at each site or department by the supervisor who authorizes overtime for the employee.

- 6.3 Overtime Opportunities *[Negotiated 2025]*

By July 1 of each year, the District shall solicit interest for overtime work from custodians, grounds maintenance workers, and food services workers. Four (4) lists of such interested employees will be maintained Districtwide based upon seniority within each list, as follows:

- (1) Facility use reservation system.
- (2) Substitute Custodian.
- (3) Substitute Custodian (Grounds).
- (4) Food Services Workers.

The above lists apply to overtime work due to events initiated by non-District/outside organizations. The lists do not apply to campus-led or initiated events, unless there are no employees at that campus available for the overtime work.

For each list, opportunities for overtime will be processed as follows:

Opportunities for overtime shall be first offered to the employee with the greatest seniority on their respective list. Upon that employee's refusal of the offer, the opportunity shall then be offered to the next employee on the list in descending order without losing their place on the list. Upon an employee's acceptance of the offer, that employee shall be placed at the bottom of their respective list.

By January 1 of each year, the District shall update the lists to add interested employees or to remove those who are no longer interested in overtime work. If employees are added to the lists, they will be placed at the bottom of their respective list in seniority order. By the following July 1, all employees will be re-sorted based upon seniority order.

In the event of an emergency that threatens the loss of school property, the District reserves the right to assign overtime to employees regardless of the lists.

## ARTICLE 7 - PAY AND ALLOWANCE

### 7.1 Wages [*Negotiated 2025*]

7.1.1 The parties agree to a three percent (3%) salary increase effective July 1, 2025.

If the official Assessed Value Growth percentage rate (“AVG%”) released by the Santa Clara County Assessor’s Office, specifically applicable to the Sunnyvale School District for the relevant tax year exceeds 3.5% but is less than 5%, then the 3% salary schedule increase shall be increased to 4%. If the AVG% is greater than 5%, then the 3% salary schedule shall be increased to 5%. The adjusted increase, if any, shall be effective July 1, 2025.

7.1.2 The parties agree to a three percent (3%) salary increase effective July 1, 2026.

If the official Assessed Value Growth percentage rate (“AVG%”) released by the Santa Clara County Assessor’s Office, specifically applicable to the Sunnyvale School District for the relevant tax year exceeds 3.5% but is less than 5%, then the 3% salary schedule increase shall be increased to 4%. If the AVG% is greater than 5%, then the 3% salary schedule shall be increased to 5%. The adjusted increase, if any, shall be effective July 1, 2026.

7.1.3 The parties agree to a one percent (1%) salary increase effective July 1, 2027.

If the official Assessed Value Growth percentage rate (“AVG%”) released by the Santa Clara County Assessor’s Office, specifically applicable to the Sunnyvale School District for the relevant tax year exceeds 4% but is less than 5%, then the 1% salary schedule increase shall be increased to 2%. If the AVG% is greater than 5%, then the 1% salary schedule shall be increased to 3%. The adjusted increase, if any, shall be effective July 1, 2027.

### 7.2 Adjunct Duty [*Negotiated 2025*]

7.2.1 All pay rates and stipends for this section 7.2.1 including any exhibits shall be increased by any negotiated adjustment to the salary schedule.

Classified employees who choose to engage in the adjunct duties identified in Exhibit K shall be compensated as set forth in that exhibit.

- Overnight Assignments – Paraeducator Priority Assignment
  - Sleep Period – Unit members shall be allowed at least seven (7) hours uninterrupted sleep each day during any overnight assignment. If the seven (7) hour sleeping period is interrupted by a call to duty, the time of the interruption will be counted as hours worked.

- Time Keeping – Unit members shall maintain a daily time record of all time worked during the overnight assignment.

7.3 On-Call Personnel [Negotiated 2025]

- 7.3.1 On-Call time shall begin at 6:00 am on Monday and end at 6:00 am the following Monday and shall include all times the Operations Department is closed. Employees serving on-call will be compensated at the appropriate rate of pay for one hour for each day on call. (A full-time employee serving on call for seven days would be entitled to seven hours of pay at time and one-half.) Any employee called back to work shall be compensated for at least two (2) hours at the appropriate rate, irrespective of the actual time worked. If the employee works more than (2) hours, they will be compensated for the actual time worked.
- 7.3.2 The responsibility for the on-call phone and related duties shall be voluntary and shall be offered to all skilled maintenance positions. The Manager of Operations shall keep a list of participants, and on a quarterly basis write out a rotating schedule adding any new participants by seniority at the end of the existing list. All new participants will meet with existing on-call personnel to be trained on the on-call procedures.
- 7.3.3 Current employees serving on-call shall remain in the current order of rotation until such time as an eligible employee volunteers to the Manager of Operations to be included in the rotation. Any other unit member who accepts responsibility for serving on-call in the future will be added on the basis of seniority.
- 7.3.4 If the employee determines that the call warrants a site visit they shall be paid in accordance with Article 5, sections 5.3 - 5.4 and Article 6, section 6.2 of this contract.

7.4 Mileage

Any employee in the bargaining unit required to use their vehicle on District business shall be reimbursed at the current IRS mileage rate for all miles driven on behalf of the District. The mileage computation shall include mileage necessary to return to the employee's normal job site after the completion of District business.

7.5 Lodging [Negotiated 2025]

Any employee in the bargaining unit who, as a result of a work assignment, must be lodged away from home overnight shall be reimbursed by the District for the full cost of such appropriate lodging. Where possible the District shall provide advance funds to the employee for such lodging. If advance funds are not available or do not cover the full cost of acquired appropriate lodging, the District shall reimburse the employee for out-of-pocket lodging expenses.

Any employee in the bargaining unit who, as a result of a work assignment must have meals away from the District shall be reimbursed for the cost of the meal (actual cost of breakfast, lunch, or dinner, plus reasonable gratuity) consistent with Administrative Regulation 3350, which can be found on the District's website.

## ARTICLE 8 - COMPENSATION

### 8.1 Salary Schedule

8.1.1 A salary schedule of pay ranges and steps, adopted by the Board of Education, shall be published and made available to all classified personnel. (See Exhibits A and B)

### 8.2 Error in Compensation

8.2.1 Whenever it is determined that an error has been made in the calculation or reporting of any classified employee's salary, the District shall, within five (5) working days following such determination, provide the employee with the corrected pay warrant.

### 8.3 Initial Placement *[Negotiated 2025]*

8.3.1 A new employee will be placed on the salary range approved for their position.

8.3.2 A person with prior experience in a comparable position may receive full credit for a maximum of four (4) years. Step placement will be determined by the Human Resources Administrator.

8.3.3 A year of experience shall consist of continuous full-time service in a paid status in the same classification and same employer for 75% or more of a 12 month period.

### 8.4 Step Advancement

8.4.1 If an employee performs his assigned duties satisfactorily, he will receive the applicable salary adjustment each year until Step E of the salary schedule is attained. A salary increment will be effective on the employee's anniversary date, as defined in section 8.4.2 below, provided that he has worked 75% of the working days required in his position.

8.4.2 The purpose of this section is to achieve a common anniversary date upon which salary increments shall be effective for all bargaining unit employees. All employees of the District, as of July 1, 2003, shall have their anniversary dates adjusted to July 1st. For employees hired after July 1, 2003, the anniversary date shall be as follows:

8.4.2.1 Employees whose hire date is on or before March 15th shall have an anniversary date of the immediately preceding July 1st. *[Negotiated 2003]*

8.4.2.2 Employees whose hire date is after March 15th shall have an anniversary date of the immediately following July 1st. *[Negotiated 2003]*

## 8.5 Longevity Increments

8.5.1 The classified employees' salary schedule provides for twelve (12) longevity increments. An employee stays on Step E of the schedule for two (2) years. At the beginning of his seventh (7th) year of service, they receive the first longevity increment. Thereafter, they receive the first longevity increments at the beginning of their 9th, 11th, 13th, 15th, 18th, 20th, 22nd, 24th, 26th, 28th and 30th years of service. Longevity increments are allowed for total years of service in Sunnyvale School District, not years of service in a single position. (See Exhibit B)

ARTICLE 9 - SHIFT DIFFERENTIALS

- 9.1 ~~The District shall pay a five percent (5%) shift differential to full-time employees when 1/2 of their shift occurs after 5:00 pm. [Negotiated 2015]~~
- 9.2 ~~No employee shall lose his differential compensation if temporarily (20 working days or less) assigned to a shift not entitled to such compensation.~~
- 9.3 Effective July 1, 2025, Article 9.1 and 9.2 shall no longer be operative to reflect the Memorandum of Understanding, dated June 10, 2024, regarding the consolidation of the Custodian I and II classifications. [Negotiated 2025]

## ARTICLE 10 - PAID HOLIDAYS

- 10.1 An employee will be paid for a legal or local holiday if he was in a paid status during any portion of the working day immediately preceding or succeeding the holiday. For purposes of ten (10) or ten and one-half (10 ½) month employees, the working day immediately preceding or succeeding December 25 and January 1 shall be considered the working day of their normal assignment.

### HOLIDAYS

Independence Day  
Labor Day  
Veterans Day  
Thanksgiving Day  
Day Following Thanksgiving Day  
Christmas Eve (Local Holiday)  
Christmas Day  
New Year's Eve (Local Holiday)  
New Year's Day  
Dr. Martin Luther King Jr. Day  
Washington Day  
Lincoln Day  
Wednesday of Winter Recess  
Thursday of Spring Recess  
Friday of Spring Recess  
Memorial Day  
Juneteenth

- 10.2 When a holiday falls on a Saturday, the preceding workday shall be deemed to be that holiday. When a holiday falls on Sunday, the following workday shall be deemed to be that holiday.

## ARTICLE 11 – RECLASSIFICATION

- 11.1 Reclassification may be requested by the employee or the supervisor of the employee on the proper form (See Exhibit F). The form may be obtained from the Human Resources Department or the CSEA President/Site Representative.
- 11.2 All reclassification requests shall be proposed and resolved only through the collective bargaining process, either in reopeners or in negotiations on a successor agreement.
- 11.3 Application for reclassification may be submitted once a year during the month of January. The completed form is to be submitted to the CSEA President and Human Resources Department.
- 11.4 Reclassification is a reorganization of duties, the addition or deletion of duties, the gradual assumption of additional responsibilities, or the combination of duties from more than one classification. *[Negotiated 2018]*
- 11.5 Upon reclassification the incumbent will be placed at the same step of the new higher range they would have held in the former range.
- 11.6 CSEA shall have the right to seek redress through the grievance procedure concerning rights conferred by this Article 11.
- 11.7 If the District creates a new classification, the effects of such shall be negotiated with CSEA. The Board of Education shall fix a rate until negotiations are completed.
- 11.8 CSEA or the District may present results of surveys which it has conducted, if it believes such information should be considered by the other party during salary negotiations.
- 11.9 Included for consideration in section 11.8 may be all school districts in Santa Clara County.
- 11.10 Effective Date

The date on which the reclassification takes effect, for purposes of salary and seniority in classification shall be the date on which the reclassification duties commenced, but no earlier than July 1 of the fiscal year in which the reclassification occurs.

- 11.11 Job Description Review *[Negotiated 2013]*

A joint committee, consisting of up to three (3) unit members selected by CSEA and up to three (3) management employees selected by the District, will meet for the purposes of reviewing bargaining unit job descriptions, identifying job descriptions which do not accurately reflect current, actual job duties, and making recommendations to the bargaining team concerning revised job descriptions.

The goal of the committee is to meet at least four (4) times each school year and to complete a review of all job descriptions within a three (3) year cycle.

The committee shall establish its own rules of procedure and schedule its meeting dates and times, but all recommendations of the committee shall be made by a majority vote of all members.

In the event that a recommendation by the committee concerning a job description should involve any meeting and negotiating concerning a salary adjustment or a reclassification, such meeting and negotiating shall only occur pursuant to the reopener provisions of this Contract. This shall not, however, operate to negate or limit reclassification requests submitted to the Human Resources Administrator pursuant to this Article.

## ARTICLE 12 - BARGAINING UNIT VACANCIES

### 12.1 Notice of Vacancies *[Negotiated 2025]*

12.1.1 Notices of vacancies shall be posted by the District for not less than five (5) workdays prior to applicants being interviewed. "Posting" as used in this article means the vacancy is published on the District's digital application platform and employees are notified of the vacancy by email. Hard copies describing how to view vacancies and apply internally shall be made available to each school site and the District Office

12.1.2 The job vacancy notice shall include:

- Job title;
- Brief description of the position and duties;
- Minimum qualifications required for the position;
- Number of hours per day, the months per year assigned to the position;
- Shift times;
- Salary range;
- Deadline for filing to fill the vacancy;
- Date of the posting;
- Location of possible assignment.

### 12.2 Vacancy Applications

12.2.1 Any employee in the bargaining unit may file for the vacancy, whether it is a transfer or promotional opportunity, by using the District's internal digital application system within the deadline attached to the position.

12.2.2 If a unit member is not selected to fill a vacancy, they shall receive feedback from the Human Resources Department regarding strengths and weaknesses, with a view towards improving the unit member's ability to fill future vacancies.

### 12.3 Transfers *[Negotiated 2025]*

Any employee who wishes to be considered for transfer shall apply on the District's digital application platform. Employees who apply for a transfer may notify the Human Resources Administration that they have applied. Employees must apply for each vacant position for which they wish to be considered.

The District may begin interviewing applicants five (5) workdays after notice of the vacancy is posted by the District. In filling transfer vacancies, the District will interview all unit members who applied within the five (5) workday period, and reach a decision on whether or not to accept the transfer request of such unit members, prior to interviewing any outside applicants.

In the event that two or more unit applicants are deemed equally qualified for the position by the immediate supervisor of such position, length of service shall be the determining factor in the filling of the position. Only if none of the unit member applicants for the transfer vacancy is selected by the District will the District interview outside applicants.

#### 12.4 Promotions

12.4.1 All applications (as defined in section 12.2.1) of bargaining unit employees for promotional vacancies shall be reviewed by the District. Such review shall be based upon each applicant's qualifications for the job requirements. Those bargaining unit employees who are selected for interviewing shall have first choice among interview time slots over outside applicants. CSEA shall appoint a unit member to all interview panels. *[Negotiated 2003]*

Any employee whose qualifications for the vacancy are superior or equal to those of an outside applicant shall be offered the position.

12.4.2 Criteria for selection shall include qualifications to meet the job requirements, results of interview, past experience, and testing.

12.4.3 The length of service shall be the determining factor when two or more equally qualified bargaining unit employees file for the vacancy.

#### 12.5 Salary Placement *[Negotiated 2016]*

12.5.1 All promotions will result in placement in the new range at their current step.

12.5.2 Upon demotion, the salary will be adjusted to the appropriate step of the new range.

12.5.3 In no case will an employee lose credit for their years of service (longevity increment) in the District.

12.5.4 Promotional Probationary Period: A permanent employee who accepts a promotion and fails to complete the probationary period as defined in section 17.1 (6 months/130 days of paid service, whichever is longer) for that promotional position, shall be employed in the classification from which the employee was promoted.

ARTICLE 13 - DISCIPLINARY PROCEDURES

13.1 DISCIPLINARY ACTION

The provisions of this Article apply to permanent unit member employees.

- a. Except in circumstances calling for immediate imposition of discipline, the District's intent regarding disciplinary action is to utilize progressive steps.
- b. The following actions may be taken for disciplinary reasons by the District against a permanent employee for the causes as determined by the District against a permanent employee for the causes as determined by the Board of Education:

1. DISMISSAL

Dismissal is removal from the employment of the District.

2. SUSPENSION

Suspension is temporary removal from the employment of the District for a specified period of time without pay.

3. INVOLUNTARY DEMOTION

Involuntary demotion is placement in a lower classification.

- 13.2 Progressive Steps: In handling disciplinary matters, it is intended that the discipline shall be commensurate with the offense and that, whenever possible, progressive steps be utilized unless the incident giving rise to the discipline is of such a nature that more severe action is appropriate. Progressive steps may be as follows:

13.2.1 Warnings: Except in those situations where an immediate suspension is justified under the provisions of the Agreement, an employee whose work or conduct is of such character as to incur discipline shall first be specifically warned in writing by the supervisor. Such warnings shall state the reasons underlying any intention the supervisor may have of recommending any disciplinary action and a copy of the warning shall be sent to the job representative. The supervisor shall give a reasonable period of advance warning to permit the employee to correct the deficiency without incurring disciplinary action.

13.2.2 Suspension

13.2.3 Involuntary Demotion

13.2.4 Dismissal

- 13.3 Causes: Permanent employees shall be subject to disciplinary action for the following causes:
- 13.3.1 Prolonged or permanent physical or mental disability which incapacitates the unit member for the performance of their assigned duties. Incapacity shall be subject to verification of the employee's physician.
  - 13.3.2 Insubordination, inefficiency, incompetence, dereliction of duty or repeated failure or refusal to perform assigned duties in a satisfactory manner.
  - 13.3.3 Willful misuse of or negligent damage to or waste of District property or equipment.
  - 13.3.4 Possession of, ingesting of, or being under the influence of an alcoholic beverage or narcotic on District property or reporting to work under the influence of an alcoholic beverage or narcotic.
  - 13.3.5 Conviction of a narcotics offense.
  - 13.3.6 Unauthorized absence or excessive absence or excessive tardiness.
  - 13.3.7 Falsifying information supplied to the District including, but not limited to, information supplied on application forms, employment records or any other District record.
  - 13.3.8 Discourteous, offensive or abusive conduct or language toward other unit members, students or the public.
  - 13.3.9 Failure to maintain any license or certification needed to perform duties, or failure to meet District insurability requirements.
  - 13.3.10 Knowingly violating California or federal law pertaining to school districts.
  - 13.3.11 Conviction of felony or a misdemeanor involving moral turpitude. A plea or verdict of guilty or a conviction following a plea of nolo contendere, to a charge of a felony or any offense involving moral turpitude shall be deemed to be a conviction within the meaning of this section.
  - 13.3.12 Arrest for a sex offense as described in Education Code Section 45123.
  - 13.3.13 Knowingly making, duplicating or causing to be duplicated any key to any District facility without District authorization.

13.4 The District shall not initiate any disciplinary action for any cause alleged to have arisen prior to the employee becoming permanent nor for any cause alleged to have arisen more than two years preceding the date that the District files the notice of disciplinary action.

13.5 DISMISSALS AND NON-IMMEDIATE SUSPENSIONS

a. An employee who is to have disciplinary action taken against them shall be informed in writing of the following:

1. STATEMENT OF CHARGES

A statement of the specific charges against the employee shall be written in ordinary and concise language of the specific acts and omissions on which the disciplinary action is based and shall include the cause and any rules and regulations which have been violated. No charge, however, shall be made for a cause which occurred prior to the employee's becoming permanent nor more than two years from the filing of this statement of charges, unless such cause was concealed or not disclosed by such employee when it could be reasonably assumed that the employee should have disclosed the facts to the District. The statement of charges shall be served in person or by registered or certified mail to the employee before recommended discipline is imposed except in the case of immediate suspension.

A copy shall be sent to the Union simultaneously; however, inadvertent failure to comply with this requirement shall not constitute reason to affect ultimate disciplinary action, if any. The statement shall also include the disciplinary action being recommended.

2. RIGHT TO REQUEST A HEARING

a. The statement of charges shall notify the employee of their right to a hearing before the Superintendent or designee for suspensions of eight (8) or less work days. The employee may request a hearing in writing within seven (7) working days after service of the statement of charges. A card shall be provided to the employee with the statement of charges, the signing of which shall constitute a demand for a hearing and denial of all charges. Failure to request a hearing within the seven (7) working days shall be deemed to be a waiver of the right to the hearing.

b. In cases of recommended suspension in excess of 8 working days, a demotion, or a notice of dismissal, a statement that the employee has the right to a hearing on the charges before a mutually agreed upon Hearing officer (such as an Administrative Law Judge) or from a list provided by California State Mediation and Conciliation Service. The employee's request for a hearing must be in writing, mailed or delivered to the Superintendent no later than seven (7) working days after the date on which the District's notice of intent is served on the employee; failure to request a hearing within such time shall constitute a waiver of the right to such hearing; and that the

employee has the right to representation of such hearing. The parties shall split the cost of the hearing. Transcripts may be purchased at the requesting parties' expense.

### 3. ACCESS TO MATERIAL

The employee may, upon request, have copies of the material on which the charges are based.

### 13.6 FORMAL HEARING-RECOMMENDED SUSPENSION IN EXCESS OF EIGHT (8) DAYS, DEMOTIONS OR DISMISSAL

- a. The hearing before a mutually agreed upon third party, shall be held within a reasonable period of time but not less than thirty (30) calendar days after the filing of a request for hearing.
- b. The employee may be represented at the hearing by a representative of his or her choice. If the representative or any witnesses required are employees of the District, they shall be released from duty to testify or represent with no loss of pay or benefits.
- c. All hearings shall be before a mutually agreed upon third party with a written recommendation to the Board and the employee.

### 13.7 RESULTS OF THE FORMAL HEARING

The Board will make a final decision as soon as practicable following the Hearing officer recommendation, provide, however, that a unit member shall not remain on unpaid suspension more than ten (10) workdays following the parties' receipt of the recommendation. The employee and CSEA will be advised promptly of the Board's decision in writing.

### 13.8 IMMEDIATE SUSPENSION

An employee may be immediately suspended with pay under circumstances in which retention of the employee in the job would potentially cause harm to students, employees, public property or any other persons, and where the protection of lives becomes a factor.

- 13.8.1 Upon the imposition of the immediate suspension, the employee shall be given verbal notification to go home or to stay home, followed by immediate written notice as stated in section 13.5 of this Agreement.
- 13.8.2 Such suspension shall be with pay until the employee has been given the opportunity to meet with the Superintendent or their designee, who shall explain the reasons for the suspension. At such meeting, the employee may state, orally or in writing, their side of the matter. If the employee's statement is in writing, the District shall enter such statement in the employee's personnel

file, along with the District's notice of suspension and accompanying reasons therefore. Thereafter, whether or not the employee's emergency suspension continues, and whether or not, if it continues, it shall be with pay or without pay, shall be decided by the Superintendent or their designee.

13.9 ADMINISTRATIVE LEAVE

- 13.9.1 Notwithstanding any other provision of this article, an employee may be immediately placed on paid administrative leave pending investigation of incidents and/or pending a hearing for any cause listed in this article.
- 13.9.2 If the incidents giving rise to the administrative leave are not documented in writing, in the employee's personnel file, including the fact that the employee was placed on such leave, neither the incidents nor the fact of such leave may be later used in any disciplinary action against the employee.
- 13.9.3 The employee shall be supplied with a copy of any such written documentation prior to its placement in their personnel file and has the right to respond to the contents of the documentation within ten (10) working days. Any such response shall be attached to and made a permanent part of the documentation.

## ARTICLE 14 - EARLY RETIREMENT

14.1 The District and a unit member, upon the unit member's qualification for early retirement pursuant to this Article, shall enter into an early retirement agreement upon the terms and conditions described below.

14.1.1 To be eligible for the early retirement benefits described in this Article, a unit member hired prior to June 30, 2006 must be at least fifty-five (55) years of age, and not more than sixty-five (65) years of age, at the time early retirement commences. For unit members hired after June 30, 2006, see section 14.2.2.3.

14.1.2 A classified employee hired prior to June 30, 2006 must have a minimum of fifteen (15) years of service in the Sunnyvale School District. For unit members hired after June 30, 2006, see section 14.2.2.3. A year of service shall be the same as the requirement for longevity.

14.1.3 Only unit members who are eligible for a CalPERS service retirement are eligible for the early retirement benefits of this Article.

### 14.2 Early Retirement Benefits

14.2.1 Early Retirements On or Before June 30, 2007: For a unit member who is qualified for the early retirement program, and for one dependent of each such unit member, the District will pay one hundred percent (100%) of the premiums necessary to maintain and continue in effect the health and dental care programs which the unit member was enrolled in during the year immediately prior to the commencement of their early retirement. Such payments shall continue until a unit member attains age sixty-five (65), for a unit member who retires at or prior to age sixty-five (65).

14.2.2 Early Retirements in 2007-2009: For a unit member who is qualified for the early retirement program who retires during the 2007-2009 school years, the District shall assume and pay for the cost of retiree benefit coverage (health and dental, as described in section 14.2.1) at the same level it pays for current employee benefit coverage, effective January 1, 2004. Specifically:

14.2.2.1 The District shall pay the full cost of the retiree's health (medical) care and dental programs for the employee only. The retiree may contribute an additional amount sufficient to purchase dependent dental coverage through direct payment to the District in a manner and frequency to be determined by the District, and subject to any restrictions or prohibitions imposed by the insurance carrier.

14.2.2.2 The District shall pay seventy percent (70%) of the cost of the retiree's health (medical) care program for dependents of the employee. The employee shall contribute the remaining thirty percent (30%) of the

cost of dependent health (medical) coverage through direct payment to the District in a manner and frequency to be determined by the District.

14.2.2.3 Any unit member hired after June 30, 2006 must reach age sixty (60) and have twenty (20) years of cumulative service in order to qualify for early retirement medical benefits. The District shall contribute a maximum of \$10,000 annually to the medical, dental and vision plan of the employee. Benefits will not be offered for dependents.

14.2.2.4 For eligible employees who qualify for partially paid retiree benefits, the District's 70% contribution level shall be prorated by the same percentage that is equivalent to the employee's full-time equivalency (FTE) in the year immediately prior to retirement. For example: For an otherwise eligible employee whose FTE during the year immediately prior to retirement was half-time (.5 FTE or 50% employee), the District would assume and pay for one-half the cost of the retiree's own health premium and one-half of the 70% contribution for dependent coverage (equal to 35% of the cost of dependent coverage). The retiree would contribute one-half their retiree health premium, and the remaining 65% of the premium for dependent coverage.

14.2.3 Early Retirement On or After July 1, 2009: Early retiree benefits for those who qualify and who retire on or after July 1, 2009 are as follows:

14.2.3.1 The District shall pay the full cost of the retiree's health (medical) care and dental programs for the employee only. The retiree may contribute an additional amount sufficient to purchase dependent dental coverage through direct payment to the District in a manner and frequency to be determined by the District, and subject to any restrictions or prohibitions imposed by the insurance carrier.

14.2.3.2 The District shall pay seventy percent (70%) of the cost of the retiree's health (medical) care program for one (1) dependent of the employee. The employee shall contribute the remaining thirty percent (30%) of the cost of dependent health (medical) coverage through direct payment to the District in a manner and frequency to be determined by the District.

14.2.4 The District and the Association are authorized to negotiate changes, including increases, in the amount of employee contributions for retiree benefits. Such changes may be prospective and/or retroactive (i.e. applicable to employees who have already retired), according to the negotiated agreement between the parties.

- 14.2.5 Changes in plan design, such as co-pays and deductibles, shall continue to apply to all retirees, past, present and in the future.
- 14.2.6 The parties acknowledge that an early retiree in 2003-2004 or 2004-2005 for whom the District will assume full retiree benefit costs as set forth in section 14.2.1 above will nevertheless be required to contribute 30% of dependent health coverage cost as an employee prior to retirement. *[Negotiated 2003]*
- 14.3 Applications for participation in this early retirement program must be made through the Human Resources Office thirty (30) calendar days prior to the effective date of retirement. *[Negotiated 2003]*
- 14.4 Revision or suspension of the early retirement program will not modify the status of personnel entering the program prior to the effective date of such revision or suspension.

ARTICLE 15 - VACATION PLAN  
*[Negotiated 2011]*

15.1 Vacation Pay

Pay for vacation days for all unit members shall be the same as that which the unit member receives when in paid status.

15.2 Earned Vacation

Paid vacation time is earned at the rates shown below for all time the unit member is in a paid status and will be prorated for unit members who work less than full time. The schedule is as follows:

Annual Earned Vacation Days for Full Time Employees

<u>Years of Service</u>	<u>12 Month Employee</u>	<u>11 Month Employee</u>	<u>10 Month Employee</u>	<u>9 Month Employee</u>
1-4	12	11	10	9
5-8	16	14.66	13.33	12.00
9-13	19	17.41	15.83	14.25
14-17	22	20.16	18.33	16.50
18-29	25	22.19	20.83	18.75
30+	30	27.5	25	22.50

12.6 Eligibility *[Negotiated 2025]*

All unit members shall be eligible to take vacation days as they are earned with prior approval of their immediate supervisor. Such earned vacation shall not become a vested right until after completion of the initial six (6) months of service in the District. Vacation benefits are earned on a fiscal year basis - July 1 through June 30. If a unit member's anniversary date falls within a school year in which they are eligible to advance to the next step of the above vacation rate schedule, then the increase in vacation shall be applied at the beginning of that school year.

15.3 Vacation Schedule *[Negotiated 2025]*

Vacation requests must be made five (5) working days in advance and must be approved by the unit member's immediate supervisor. The unit member's immediate supervisor must let the unit member know whether the vacation request is granted as soon as possible but no later than two (2) working days after receiving the request. Emergency requests may be submitted at any time. Twelve-month unit members may request that one week (5 days) of their vacation be scheduled for a time when schools are in session. Ten- and Eleven-month unit members who have earned more vacation days than can be used during the Thanksgiving, holiday, winter, and spring recesses may request that such excess days be scheduled for a time when schools are in session. No such requests shall

be denied arbitrarily or capriciously. If a request is denied, the reasons will be stated in writing to the unit member.

#### 15.4 Interruption of Vacation

15.4.1 A unit member shall be permitted to interrupt or terminate vacation leave in order to begin another type of paid leave provided by this Agreement without a return to active service, provided the unit member supplies notice and supporting information regarding the basis for such interruption or termination.

15.4.2 A unit member's vacation shall not be interrupted by the District other than in an emergency.

#### 15.5 Vacation Postponement

15.5.1 If a unit member's vacation becomes due during a period when they are on leave due to illness or injury, they may request that their vacation date be changed, and the District shall grant such request in accordance with the vacation dates available at that time. The unit member may elect to have their vacation rescheduled in accordance with the vacation schedule available at that time.

15.5.2 If, for any reason, a unit member is not permitted to take all or any part of their annual vacation, the amount not taken shall, at the option of the unit member, be carried over for use in the following year.

#### 15.6 Holidays

A holiday falling within a vacation period shall not constitute a vacation day.

#### 15.7 Vacation Carryover

15.7.1 Vacation days must be taken within the year in which vacation was earned. In some circumstances and with the prior written approval of their immediate supervisor, a unit member may carry over into the next year an amount not to exceed one year's earned vacation allowance as set forth in section 15.2.

15.7.2 No unit member shall be permitted to have more than two (2) years of earned vacation at any time. Unit members shall utilize all additional vacation days in excess of such maximum for actual vacation leave.

15.7.3 All such additional vacation leave, above the maximum two (2) years total described above, shall be utilized by the unit member during the year in which it is earned and shall not be carried forward beyond such year.

## 15.8 Vacation Sell Back

- 15.8.1 At the option of the unit member, ten (10) days of vacation earned the previous year may be sold back to the District before the end of each fiscal year.
- 15.8.2 Any unit member whose vacation earned in the previous year results in a total amount of vacation in excess of two (2) years shall be required to “sell back” ten (10) days of vacation, or the earned vacation in excess of two (2) years, whichever is less.
- 15.8.3 Unit members may continue to voluntarily “sell back” up to ten (10) days of vacation during any fiscal year pursuant to section 15.9.1. However, if the unit member has not done so, section 15.9.2 shall apply if the vacation earned in the previous year results in a total amount of earned vacation in excess of two (2) years.
- 15.8.4 Vacation “sell back” shall not exceed ten (10) days per year whether it is voluntary, required, or a combination of both. Required “sell back” of vacation shall be implemented in the June 30 paycheck.

## 15.9 Advance of Vacation

Vacation time can be advanced not to exceed the amount earned during the current school year. If a unit member terminates their employment before completing the year, the pay for any vacation so advanced and not yet earned will be deducted from the final warrant.

## 15.10 Vacation Pay Upon Termination

- 15.10.1 Upon separation from service, a unit member shall be entitled to lump-sum compensation for all earned and unused vacation. If the unit member terminates their employment before completing the year, the pay for any vacation that was advanced and not yet earned will be deducted from their final warrant.
- 15.10.2 Any unit member whose employment is terminated after six (6) months of service shall be paid for all earned but unused vacation in a lump-sum with their final warrant.

ARTICLE 16 - LEAVES

16.1 Illness

16.1.1 Paid leaves of absence for illness shall be earned by full time employees at the rate of one day for each calendar month worked, beginning with the first complete month of employment. Part time employees shall earn sick leave on a prorated basis. Unused illness leave shall be accumulated without limit from year to year.

16.1.2 Classified employees shall be entitled to use, on an annual basis (each school year) the number of sick leave days they would accrue during a six month period to attend to the illness of a child, parent or spouse of the employee. Therefore, since a full time employee would earn six (6) days during six months, they may utilize up to six (6) days for family illness as defined herein. (Reference Labor Code Section 233) An employee may request and the District may, in its discretion, grant the use of accrued sick leave in order to care for a sick family member (as defined in section 16.6.1) or domestic partner (as defined in section 16.6.2).

16.1.2.1 The entitlement provided in this section is separate from the utilization of sick leave days under Section 16.2 – Personal Necessity. This does not increase the total number of sick leave days that an employee can earn under this article.

16.1.2.2 The provisions of Section 16.1.7 apply to the utilization of sick leave days under this section.

16.1.3 Each bargaining unit employee shall be entitled to use a total of the current year's sick leave allowance (section 16.1.1 above) plus one hundred (100) working days, during which time the employee shall receive at least fifty percent (50%) of his salary for absences due to his own illness or injury.  
*[Negotiated 2025]*

16.1.3.1 The 100 working day period of 50% pay begins after use of the current year's sick leave allowance.

16.1.3.2 The 100 working days then run concurrently with accumulated sick leave.

16.1.3.3 Therefore, an employee will receive full pay during the 100 day period for any days covered by accumulated leave, and 50% pay during the 100 day period for any days not covered by accumulated leave. Examples:

16.1.3.3.1 Example 1:

A full time employee who earns 12 sick leave days per year, and who has accumulated 50 sick leave days, will first use the 12 days of current year's allowance (at full pay), then the accumulated 50 sick leave days (at full pay), and finally will utilize the remaining 50 days of the 100 day period (at 50% pay).

16.1.3.3.2 Example 2:

A full time employee who earns 12 sick leave days per year, and who has accumulated 150 sick leave days, will first use the 12 days of the current year's allowance (at full pay), then the accumulated 150 sick leave days (at full pay). The employee will never receive 50% pay since his accumulated leave exceeds the 100 day period. *[Negotiated 2003]*

- 16.1.4 When an employee has used his total allowance of full or half salary payments he will not become eligible for additional half salary sick leave until the employee has been medically cleared and he has returned to his regular duty assignment for at least one day.
- 16.1.5 A probationary employee may not use more than six (6) days of sick leave during the probationary period. Otherwise, sick leave need not be accrued prior to the illness or injury and an employee can be advanced sick leave in an amount not to exceed the amount he will earn during the current fiscal year. If an employee terminates his employment before completing the year, the pay for sick leave so advanced and not yet earned will be deducted from his final warrant.
- 16.1.6 When all accumulated illness leave has been used, vacation leave may be used in lieu of sick leave. Vacation leave shall not be deducted from the 100 working day period, and the 100 days shall not run concurrently with vacation leave. Extended illness leaves, without pay, may be granted at the discretion of the Board for a period not to exceed six months if there is good reason to believe that the employee will be able to return to work by the end of the extended leave. This shall not prevent the Board from granting an employee additional six-month periods of extended illness leave without pay, up to a total period of eighteen (18) months. If he is not able to return to work, he may be terminated with thirty-nine month re-employment preference. *[Negotiated 2025]*
- 16.1.7 The District, when it believes that an employee is utilizing, or attempting to utilize illness leave for non-illness related absences, may require such employee as a condition of receiving paid illness leave, to submit a statement from their physician confirming that the absence is due to illness or injury. In such cases,

supervisors will notify employees that physician verification will be required but will not ask the employees to return to work due to unavailability of substitutes. *[Negotiated 2018]*

16.1.8 The District, at its discretion, may require an employee to submit a statement from their physician regarding their ability to perform the duties of their assignment. When the District makes such requirement it will pay for the physician's services and it will inform the employee, in writing, of its reasons for such requirement. The employee shall suffer no loss of pay for complying with the District's request for such a statement.

16.1.9 Catastrophic Sick Leave *[Negotiated 2022]*

16.1.9.1 Bargaining unit members of CSEA may donate accrued sick leave, earned vacation, or in-lieu days in hourly increments to another eligible bargaining unit member, eligible members of SCCAMP, and eligible members of SEA for use by the member as paid sick leave, pursuant to the requirements of this section. Donations shall be submitted using the Catastrophic Sick Leave Donation Form (Exhibit J2).

Eligibility For Using Donated Time

- a. The member must be off work full-time or part-time (not actually rendering service to the District) for an extended period of time due to a personal serious health condition or for purposes of caring for a member of the employee's immediate family.
- b. The member must have exhausted all accrued sick leave available to them. Catastrophic Leave shall be utilized consecutively with accrued sick leave in Article 16.1.1 and extended sick leave in Article 16.1.3.
- c. Employees shall request a solicitation of Catastrophic Leave on their behalf using the Request for Catastrophic Sick Leave Form (Exhibit J1)

There is no minimum number of days that must be donated, received, or used. The maximum amount of time for which donated leave credits may be used is twelve (12) consecutive months.

16.1.9.2 Procedure For Donation of Hours

16.1.9.2.1 Prior to soliciting donations, CSEA will notify HR of the request and acceptance of the use of catastrophic

leave. If the District disputes the legitimacy of the request then a meeting shall occur to discuss prior to soliciting donations. After the meeting, CSEA will determine whether or not to solicit donations.

16.1.9.2.2 The CSEA President/designee shall inform members on a case-by-case basis when the need for donated time arises.

16.1.9.2.3 CSEA shall be responsible for evaluating, then approving or denying requests. CSEA shall be responsible for collecting donated time. Members shall authorize donations in writing, signed, and dated.

16.1.9.2.4 CSEA shall compile the list of donated time in order of donations received and submit the list to the District along with supporting written authorizations. Once the deadline for submission has passed, then the round will close.

Once the first-round list is received by the District, no more donations will be added to the list. In the event that more donations are needed, the process may be repeated.

16.1.9.2.5 Donated leave credits shall be used in the order donations are received. One (1) day of leave will be used from each donor before a second hour is utilized from any other donor. A “day” donation is equivalent to the daily hours of the donor. This sequential process will be repeated for all donation rounds thereafter.

16.1.9.2.6 The District will convert the donated days to dollar amounts, based on the pay rate(s) of the donor member. Thereafter, the District will deduct sick leave from the donor, according to the list, and credit it to the member on leave, according to the pay rate of the member on leave.

16.1.9.2.7 Donor members on the list whose days were not used will have their original authorization forms returned to them as a confirmation that their donated days were not used.

## 16.2 Personal Necessity *[Negotiated 2025]*

Personal Necessity Leave shall be limited to serious and compelling circumstances that cannot be disregarded, that necessitate immediate attention, and cannot be taken care of after work hours or on weekends. A maximum of ten (10) days of accumulated sick leave may be used in any school year for Personal Necessity Leave. Personal Necessity Leave may not be taken to extend vacation or holiday periods. The Human Resources Department may in its discretion grant exceptions to this rule on a case by case basis in extremely compelling circumstances. A normal two-day weekend does not constitute a vacation or holiday.

If Personal Necessity Leave is for more than three (3) days, or falls on a date immediately preceding or succeeding vacation leave, a holiday, or a non-duty day, then written notice of Personal Necessity Leave shall be submitted on forms prepared by the Human Resources Department (See Exhibit C). Such notice shall be filed with the employee's principal or immediate supervisor, for forwarding to the Human Resources Administrator, at least three (3) working days in advance of the effective date of the leave or as soon in advance as possible, given the nature of the leave.

The employee shall not be required to secure prior permission for Personal Necessity Leave for any of the following reasons:

- 16.2.1 Death or serious illness of a member of the employee's immediate family, as defined in Section 16.6.1 or domestic partner, as defined in Section 16.6.2.
- 16.2.2 Accident involving the employee's person or property, or the person or property of the employee's immediate family, as defined in Section 16.6.1 or domestic partner, as defined in Section 16.6.2.

In an emergency, the employee shall be responsible for contacting the supervisor at their earliest convenience during the first day of leave, and also shall indicate the number of days, which may be required. The employee must enter all absences for Personal Necessity into the automated absence system.

Personal Necessity Leave days shall not be cumulative from year to year.

The District, within ten (10) working days after the date on which the employee has taken Personal Necessity Leave, may request that the employee state in writing the factual basis for such leave.

Within five (5) working days following such request, the employee shall furnish the District with a written statement of the factual basis for such leave.

If the District finds that such factual basis is not true or is not a reason for Personal Necessity Leave, the employee shall not be entitled to a paid leave for the day in

question. If the employee has already been paid for such day, such payment constitutes an erroneous over-payment of the employee, and the District shall be entitled to recover the payment by payroll deduction from the employee's next succeeding pay warrant.

The initial option to reduce illness leave accumulation for purposes of Personal Necessity Leave is that of the employee, and his submittal of Personal Necessity Leave request shall be considered adequate evidence that reduction of illness leave is of his choice.

### 16.3 Industrial Accident and Illness Leave

16.3.1 In addition to any other benefits that an employee may be entitled to under the Worker's Compensation laws of this state, employees shall be entitled to the following benefits:

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

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

16.3.1.3 The industrial accident or illness leave is to be used in lieu of normal sick leave benefits. When entitlement to industrial accident or illness leave under this section has been exhausted, entitlement to other sick leave, vacation or other paid leave may then be used. If, however, an employee is still receiving temporary disability payments under Worker's Compensation laws of this state at the time of the exhaustion of benefits under this section, they shall be entitled to use only so much of their accumulated and available sick leave and vacation leave, which, when added to the Worker's Compensation award, provides for a day's pay at the regular rate of pay.

16.3.1.4 Any time an employee on industrial accident or illness leave is able to return to work, they shall be reinstated in their position without loss of pay or benefits.

16.3.2 An employee has a right to see and be treated by their own physician in case of an Industrial Accident or Illness. The District shall provide a form for the employee to complete listing the employee's physician and address for this purpose. The form shall be placed in the employee's personnel file.

#### 16.4 Personal Business Leave

16.4.1 The Human Resources Administrator shall grant, with no less than one day prior written notice, to a member of the unit one day annually, a leave of absence for the purpose of conducting personal business without loss of any sick leave benefits provided that the District will deduct from the employee's salary, the amount actually paid for a substitute.

#### 16.5 Unpaid Leaves

The Superintendent or designee may grant unpaid leaves of absence not to exceed five (5) working days.

16.5.1 The Board of Education may grant unpaid leaves of absence of longer duration.

#### 16.6 Bereavement Leave *[Negotiated 2025]*

16.6.1 An employee shall be allowed up to five (5) days of absence without loss of pay for the death of any member of his immediate family. Members of the immediate family for this purpose include the parent, grandparent or grandchild of either the employee or the employee's spouse, or the spouse, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister, sister-in-law of the employee, an aunt or uncle of the employee who stands or has stood in loco parentis to the employee, or any relative living in the immediate household of the employee, or a certified domestic partner.

16.6.2 Bereavement Leave as provided in this section shall also apply to the domestic partner of an employee, as defined and verified by the appropriate application form. (See Exhibit G)

16.6.3 The definition of domestic partner referred to in Section 16.6.2 above is exclusively for the purpose of Bereavement Leave, (and Personal Necessity Leave) and no other purpose. Should either party wish to pursue modifications to this agreement regarding domestic partners, this definition shall not be applicable.

16.6.4 Bereavement leave shall be completed within twelve (12) months of the date of the death of the family member. Upon request, the employee shall provide documentation of the death of the family member within thirty (30) days of the first day of the leave.

#### 16.7 Jury Duty

16.7.1 An employee shall be granted paid leave for jury duty or for any court appearance under an official order, in which he is not a litigant. All compensation received by the employee for such an appearance, however, shall

be deposited to the credit of the District. If the employee does not deposit such compensation, the absence shall constitute leave without pay.

16.8 Military Leave

16.8.1 An employee shall be entitled to any military leave provided by law and shall retain all rights and privileges granted by law arising out of the exercise of military leave.

ARTICLE 17 - EMPLOYEE STATUS  
*[Negotiated 2022]*

- 17.1 All unit members initially employed on or after July 1, 2020 shall serve a probationary period not to exceed six (6) months or 130 days, of paid service, whichever is longer. “Days of paid service” as used in this section mean days actually worked, vacations and holidays, but excludes leaves of absence related to illness, industrial accident or pregnancy.

## ARTICLE 18 - ASSIGNMENT

18.1 The assignment of personnel shall be made by the Superintendent and shall be on the basis of qualifications to perform the specific duties of the authorized services and in the best interest of the District.

### 18.2 Out of Class Assignments

When the District assigns a bargaining unit employee to work temporarily at a higher classification, their salary will be adjusted upward for the entire period of the assignment when such assignment exceeds three days within a fifteen (15) working-day period. If an employee has worked temporarily at a higher classification for any three (3) days within a fifteen (15) working-day period and, subsequent to returning to their regular assignment, is assigned in the same school year to work temporarily in that higher classification, the employee's salary shall be adjusted upward for all of the days worked in such subsequent assignment.

If an employee has previously held the higher classification to which they have been temporarily assigned, such employee will be paid the appropriate rate in the higher classification beginning with the first day of reassignment.

Rates for temporary assignments will be at appropriate range and step of the higher classification in accordance with District promotional procedures and at the termination of their temporary assignment, they shall be reassigned to their previous classification and salary. Rates shall be paid in full-day increments.

When a proposed out-of-class assignment includes a shift change which would work undue hardship upon an employee, they may decline the assignment.

18.3 Assignment of personnel in the Transportation Department to initial route assignments upon commencement of a new school year, and extra assignments due to overtime runs, special holiday and vacation trips and athletic events, shall be made on the basis of seniority, as follows:

18.3.1 A seniority list shall be established for all drivers in the Transportation Department, arranged in descending order of employee hire date, with the employee having the earliest hire date at the top of the list. The seniority of an employee who has resigned, retired, or been terminated for cause and is re-employed at a later date shall commence after the re-employment. *[Negotiated 2003]*

18.3.2 Route Assignments: After the establishment of routes, at or before the new school year, the routes will be posted and the employee with the greatest seniority shall be given the opportunity to make the first selection, with subsequent selections made by employees in descending order of seniority, subject to special considerations after driver consultation, for educational, driver and equipment qualifications, special education student needs, or

supervisory problems. Each route assignment shall include: a listing of all designated bus stops and/or addresses associated with each route and associated time schedule. *[Negotiated 2003]*

- 18.3.3 Seniority Lists: There shall be two (2) separate but identical lists for assignment of overtime. Each list shall include the names, in order of seniority, of all the bus drivers as described in 18.3.1. *[Negotiated 2003]*
- 18.3.3.1 Opportunity for overtime of bus runs on holidays and weekend field trips shall be first offered to the employee with the greatest seniority, and upon that employee's refusal of the offer, to the remaining employees on Seniority List A, in descending order.
- 18.3.3.2 Opportunity for overtime of bus runs on weekdays such as scheduled field trips and athletic events shall be first offered to the employee with the greatest seniority and upon that employee's refusal of the offer, to the remaining employees on Seniority List B, in descending order.
- 18.3.3.3 Depending on the type of overtime assignment (weekend runs or weekday runs), once an employee on either Seniority List A or B has had an opportunity for an overtime assignment, that employee's name will be placed at the bottom of that list and the next assignment shall be offered to the next employee on the list, until that list has been exhausted, at which point the employee with the greatest seniority shall be offered the opportunity for the next overtime bid. As an exception to the above, an employee given less than four days advance notice of overtime assignment may refuse the assignment without loss of position on the seniority list. (Notice given by 5:00 p.m. Tuesday for a Saturday assignment).
- 18.3.4 Assignment of regular bus runs beyond the work year as a result of summer school shall be first offered to the most senior employee each year. Opportunity for summer school assignments shall not be rotated year to year.
- 18.3.5 An employee who does not wish to be offered any overtime or other assignments described in Section 18.3.3 above may ask that his or her name be removed from the list. That employee will not be offered overtime or other special assignments until such time as he or she asks that their name be placed again on the list.

18.3.6 Absence Because of Illness

18.3.6.1 If a driver is absent from employment because of illness on the day prior to the overtime assignment which he or she has accepted, the overtime assignment shall be given to another driver pursuant to Section 18.3.3 above. A driver's absence for illness on the day prior to previously accepted overtime assignment shall result in the loss of the assignment, but shall not result in a loss of position on the seniority list.

18.3.6.2 Absence For Reasons Other Than Illness

If a driver is absent from employment because of reasons other than illness on the day prior to the overtime assignment which he or she has accepted, the overtime assignment shall be given to another driver pursuant to Section 18.3.3 above unless the assigned driver informs the Transportation Department on or before the day prior to the overtime assignment that he or she shall be able to perform the overtime assignment. A refusal or failure to notify the Transportation Department concerning previously accepted overtime assigned under this section shall result in a loss of position on the overtime seniority list, pursuant to Section 18.3.3 above.

18.3.7 If the supervisor is unable, after reasonable efforts, to reach an employee because he or she is not at work and is not available by telephone, the next person on the list shall be offered the assignment.

18.3.8 When during the school year new routes are established or routes need to be changed (for example, to accommodate new housing developments, or the loss of an employee), resulting in the need for a new driver, the new driver will be placed to fill the route for the remainder of the school year.

18.3.9 Modifications in existing routes during the school year may be made to accommodate student needs or for the consideration stated in 18.3.2 without re-bidding of routes.

18.3.10 The District will attempt to recruit volunteers when making exceptions to seniority in assigning routes under 18.3.2 or when modifying routes under Section 18.3.8.

18.4 In the event no employee accepts an opportunity for overtime as set forth above, the District may make such assignment as it deems appropriate. Such assignment shall be made in seniority order. The most senior employee will be given the initial assignment as subsequent assignments shall be made to the next most senior employee until such employee shall be so assigned.

18.5 Suspension of Drivers Certificate

Bus drivers shall be entitled to work in a custodial/maintenance capacity during the period between the date of notice of intended suspension of their Bus Driver Certificate and the date on which the DMV renders its decision concerning such notice, or for a period of 30 days/working days, whichever first occurs. In the event the DMV decision is to suspend a driver's certificate, whether or not the bus driver appeals such suspension, the bus driver shall not be entitled to the benefits of the preceding sentence. The administrative assignment may not be used to fill a job vacancy on a permanent basis.

18.6 Bus drivers who work seven (7) hours per day will be entitled to the same benefits as other employees who work eight (8) hours a day. *[Negotiated 1990]*

## ARTICLE 19 - LAYOFF AND RE-EMPLOYMENT

### 19.1 Reason for Layoff

19.1.1 Classified employees may be laid off for the following reasons:

- a. Lack of work.
- b. Lack of funds.

### 19.2 Definition of Class

“Class” refers to each of the classifications set forth in Exhibit A attached hereto as such appendix may later be amended from time to time. “Class” may consist of a single position.

### 19.3 Notice to Employees List

Consistent with Education Code section 45117, employees affected by layoffs shall be given notice no later than March 15 that the employee’s service will not be required for the ensuing year due to lack of work or lack of funds.

A classified employee may request a hearing to determine if there is cause for not reemploying the employee for the ensuing year. A request for a hearing shall be in writing and shall be delivered to the person who set the notice, on or before a date specified in the layoff notice to the employee, which shall not be less than seven days after the date on which the notice is served upon the employee. If an employee fails to request a hearing on or before the date specified, the employee’s failure to do so shall constitute a waiver of the employee’s right to a hearing. The layoff notice provided to the employee shall advise the employee of the provisions of this section.

19.3.1 Notwithstanding section 19.3 above, 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 the information describe in section 10.3.3 below.

19.3.2 Notices of layoff shall contain:

1. A statement of effective date of layoff;
2. A statement that the employee may have displacement rights;
3. A statement of re-employment rights;
4. A reason for the layoff;
5. A statement advising employees of their possible right to unemployment benefits;
6. A notification of the locations of the seniority list for the employee’s review.

19.3.3 A current seniority list showing names, class; hours in that class shall be delivered by the District to CSEA simultaneously with the signing by the parties of this Agreement.

The District shall deliver to CSEA by December 1 of each such year an updated seniority list.

#### 19.4 Order of Layoff

Employees shall be laid off by classification in inverse order of seniority in the class.

19.4.1 Computation of Seniority - Seniority shall be determined by date of hire or initial date of service in a classification, not by hours of employment or paid status in classification.

19.4.2 Seniority - Length of service credit shall be provided for time spent on military leave of absence in the same manner as if the employee had continued to work during the leave.

#### 19.5 Displacement Rights

19.5.1 Employees whose positions are eliminated maintain the right to displace other employees in the same class with less seniority.

19.5.2 In lieu of layoff, senior employees have the right to bump an employee with less seniority in a lower class or equal class in which the first employee has previously served. No bumping is allowed if the senior employee had not previously been granted permanent status in the District.

19.5.3 An employee whose position is eliminated, or who is displaced by a more senior employee, shall have the right to bump that junior employee whose hours are closest in number to the hours of such employee, whether the junior employee be in the same, equal, or a lower classification as the employee's classification.

19.5.4 Displacement rights must be exercised within five (5) days of notice of layoff.

19.5.5 If two (2) employees subject to layoff have equal seniority in a class, the determination as to who will be laid off will be made on the basis of the greater hire date in the District; if that be equal, the determination shall be made by lot.

#### 19.6 Re-employment Rights

19.6.1 Persons laid off are eligible for re-employment to their previous position for a period of thirty-nine (39) months and shall be re-employed in preference to new applicants.

19.6.1.1 Under the provision of Education Code 45298 and 45308 (29-month/63-month reemployment list), CSEA unit members have preferential reemployment rights over any new applicant to available positions for which they are qualified.

19.6.1.1.1 “New Applicant” shall be defined as a person who is a not-district employee, substitute, and/or short-term etc.

19.6.1.1.2 “Qualified” shall be defined as meeting the minimum qualifications of the job description.

19.6.2 If the District re-employs a unit member as a permanent employee under the provisions of this section, it shall disregard the break in service of the employee and classify them as, and restore them to all rights, benefits and burdens of a permanent employee in the class to which they is reinstated or re-employed.

19.6.3 Employees who take voluntary demotions in lieu of layoff, to classes not previously held may apply to vacant positions for which they qualify.

19.6.4 Employees who take voluntary demotions shall maintain re-employment rights pursuant to Education Code Section 45298.

## 19.7 Notification of Re-employment Opening

19.7.1 Any employee who is laid off or who accepts a voluntary demotion in lieu of layoff and is subsequently eligible for re-employment shall be notified in writing by the District as to the date of the opening at their last known address. The employee shall be responsible for notifying the District of any changes in address. A recalled unit member shall notify the District of their intent to accept or refuse re-employment within three working days following receipt of the re-employment notice. If the employee accepts re-employment, the employee must be available to work within ten (10) working days following receipt of the re-employment notice.

## 19.8 Substitute Work

Employees who are laid off may request placement on the substitute list. If such employee actually works as a substitute, they will be compensated at their current rate of pay, and not that of the position in which they substituted. *[Modified 2003 to reflect new legislation AB 918]*

19.9 The District shall continue to pay health and welfare benefits at the current rate for all employees laid off and currently receiving benefits for three (3) months from date of layoff.

- 19.10 If in lieu of layoff an employee accepts a voluntary demotion, and if that employee is over sixty (60) years of age or has been employed by the District for at least twenty (20) consecutive years, the employee's salary will be maintained at the amount of the range at which he was at the time of demotion until such time as the salary of the position into which he was demoted increases to equal the amount of the employee's salary at the time of demotion. During the interim, the employee will receive no increases of any kind, but will remain at the dollar amount he was receiving at the time of demotion. The employee's fringe benefit package will be equal to the benefit package available to any other classified employee.
- 19.11 Bargaining unit members who will continue to work in classifications affected by layoff, reduction or elimination of a position at a work site shall meet and consult with the principal or appropriate division head regarding allocation and equalization of work load. The recommendation of this joint consultation shall be presented to the CSEA and District bargaining teams for consideration in negotiating the effects of a layoff.  
*[Negotiated 2011]*
- 19.11.1 Layoffs/Reduction in Hours: The District shall notify CSEA and the chapter President at least thirty (30) workdays before Board action on any resolution on layoff or reduction in hours in order to negotiate the proposed reduction in hours (decision and effects), and effects specific to the layoff.
- 19.11.2 Other Reductions: The District shall notify CSEA and the chapter President within thirty (30) workdays of a decision to eliminate or suspend hiring in bargaining unit positions ("freeze") in order to discuss the impact of such actions.
- 19.11.3 Impact on Workload: The notices referred to in this section shall include the known, anticipated impact of the bargaining unit reduction on workload, as well as the District's intent regarding elimination and/or reallocation of work.
- 19.12 Employees remaining in employment shall not be required to perform an increased work assignment over and above their regular assignment nor shall such employee be required to perform overtime work as a result of the layoff.
- 19.13 The District shall notify CSEA at least thirty (30) workdays before any Board resolution on layoff in order to negotiate effects specific to that layoff.
- 19.14 Use of Volunteers

The District will meet and confer with the bargaining unit prior to the use of volunteers in the schools and discuss the extent to which the volunteers will be utilized. The use of volunteers shall be limited to service that is over and above that level of service which current employee staffing allocations support. However, volunteers will not perform any duties of classified employees who have been laid off. The occasional use of volunteer labor shall neither displace bargaining unit members nor increase bargaining unit

members' workload. Use of volunteers shall be in compliance with Education Code section 35021. *[Negotiated 2011]*

19.14.1 An agreed upon bargaining unit member will be on site, working in partnership with the volunteers, at the time the volunteers are present. Said bargaining unit member shall be paid for their time at their scheduled rate of pay.

## ARTICLE 20 - GRIEVANCE

- 20.1 Purpose: It is the intent of the parties to equitably resolve grievances at the lowest possible administrative level. It is the intention of the parties to encourage as informal and confidential an atmosphere as is possible in the resolution of the grievance.
- 20.2 Definitions:
- 20.2.1 **Grievance:** A grievance is a claim by one or more employees or by CSEA of an alleged violation, misapplication or misinterpretation of a provision of this Agreement which personally and adversely affects the grieving employee or group of grieving employees. A grievance shall not include, and the grievance procedure shall not apply, to any of the following:
    - 20.2.1.1 Any disciplinary proceeding under Article 13 of this Agreement.
    - 20.2.1.2 Any proceeding for the layoff of a permanent or probationary member of the unit.
    - 20.2.1.3 Any attempt to alter or change the provisions of the Agreement by filing a grievance.
    - 20.2.1.4 The evaluation of members of the unit, except for the violation of procedural matters.
  - 20.2.2 **Grievant:** One or more members of the unit asserting a grievance, or the Association either on behalf of a member or members of the unit, or on its own behalf.
  - 20.2.3 **Party in interest:** The person or persons making the claim, the Association, and any person who might be required to take action or against whom action might be taken in order to resolve the claim.
  - 20.2.4 **Association:** California School Employees Association, Chapter 205.
  - 20.2.5 **Primary Supervisor:** The supervisor most directly involved and against whom the grievance appears to be directed.
  - 20.2.6 **Day:** Normal working days, excludes weekends and holidays.
  - 20.2.7 **Representative:** A member of the unit, administrator, association representative, or legal counsel who shall represent any party in interest at their election.

20.3 Time Limitations:

20.3.1 The informal grievance procedure shall be initiated within 30 days after the aggrieved knew (or should have known) of the acts or conditions forming the basis of the grievance.

20.3.2 Time limitations should be strictly observed. Extensions shall be made only upon mutual written agreement of the parties or in case of a bona fide emergency.

20.4 Procedures: The procedures for resolution of a grievance shall consist of two parts: Informal and Formal.

20.4.1 Informal Procedure: Upon written request of the grievant, the primary supervisor shall schedule a meeting to be held within three (3) days. The two parties shall meet and discuss the information pertinent to the grievance and attempt to resolve the issues. Within three (3) days following the meeting, the primary supervisor shall give the grievant, in writing, their decision and the reasons therefore.

20.4.2 Formal Procedure: If the grievance is not satisfactorily adjusted informally, the grievance may proceed to the formal levels of this article.

20.4.3 Level One: The grievance shall be submitted in writing to the next immediate supervisor. A formal meeting may be requested. The written grievance shall include a clear, concise statement of:

20.4.3.1 The articles and/or sections of the Agreement which have been misapplied or misinterpreted.

20.4.3.2 The person(s) involved in the grievance.

20.4.3.3 The attempt made to resolve the grievance.

20.4.3.4 The remedy desired.

Within ten (10) working days after the submission of the written grievance, the supervisor shall reduce to writing their response to the grievance. The written response shall be submitted to the grievant with a copy to the CSEA representative.

20.4.4 Level Two: If the grievance is not satisfactorily adjusted at Level One, the grievance may be submitted to the Superintendent within ten (10) days of the response from Level One.

- 20.4.4.1 Upon receipt of the appeal, the Superintendent, or their designee, shall schedule a meeting of all parties to be held within ten (10) days after their receipt of the appeal.
- 20.4.4.2 Within five (5) working days after the meeting, the Superintendent shall communicate their decision in writing to all parties.
- 20.4.5 Level Three: If CSEA is not satisfied with the disposition of the grievance at Level Two, CSEA shall request the services of a mediator from the California State Mediation and Conciliation Service. An attempt shall then be made to resolve the grievance through mediation. This Level Three mediation step shall be required prior to the advancement of any grievance to arbitration hereunder. Also, any expenses or fees incurred in mediation shall be borne equally by the parties. Any request by CSEA for mediation hereunder shall be made within ten (10) days of the receipt of the decision at Level Two.
- 20.4.6 Level Four: In the event that the grievance is not satisfactorily adjusted at Level Three, CSEA may submit a request in writing that the grievance be submitted to arbitration.
  - 20.4.6.1 An impartial arbitrator shall be selected jointly by CSEA and the District within ten (10) days of receipt of the written request. In the event that the parties cannot agree, the State Conciliation and Mediation Service shall be requested to supply a list of five names. Alternate names shall be stricken until only one name remains. The remaining name shall be the arbitrator. The process of striking names shall occur within ten (10) days of receipt of the list. All grievances reaching the arbitration level shall be numbered. The odd-numbered grievances will give the employer first elimination; even-numbered grievances will give the association first elimination.
  - 20.4.6.2 No party in interest shall be permitted to assert any grounds or evidence before the arbitrator which was not previously disclosed to the other party. The arbitrator shall consider only those issues which have been carried through prior steps as required by the provisions of this procedure.
  - 20.4.6.3 The arbitrator shall not render any award which conflicts with or alters this Agreement. It is understood, however, that the arbitrator shall interpret the Agreement in accordance with the accepted rules of contract construction.
  - 20.4.6.4 Each party shall bear the full cost for its representation in the arbitration. The cost of arbitration shall be divided equally between the employer and the CSEA. The fees and expenses of

the arbitrator and a court reporter, if required by the arbitrator, shall be shared equally between the District and CSEA. Any additional expenses shall be borne by the party incurring such expenses.

- 20.4.6.5 If any party requests a transcript of the proceedings, that party shall bear the full costs for that transcript. If the parties request one transcript, the total cost of the transcript shall be divided equally between the employer and the aggrieved.
- 20.4.6.6 Once the arbitrator has been selected, hearings shall commence at the convenience of the arbitrator. Hearings shall be confined to working days.
- 20.4.6.7 The arbitrator shall conduct the hearing in accordance with the voluntary arbitration rules of the American Arbitration Association and the provisions of this procedure.
- 20.4.6.8 Witnesses will be assured that their testimony will be kept confidential unless they choose to make it public.
- 20.4.6.9 The arbitrator shall determine disputed interpretation of terms actually found in the Agreement or determine disputed facts upon which the application of the Agreement depends. The arbitrator may not decide any issue not submitted and may not interpret or apply the Agreement so as to change what can fairly be said to have been the intent of the parties as determined by generally accepted rules of contract construction. The arbitrator shall not render any decision or award merely because, in the arbitrator's opinion, such decision or award is fair and equitable.

The decision of the arbitrator shall be based solely upon the evidence and arguments presented by the parties in the presence of each other and upon arguments presented in briefs. The arbitrator shall have no power to alter, amend, change, add to, or subtract from any of the terms of this Agreement but shall determine only whether or not there has been a violation, misinterpretation, or misapplication of this Agreement as alleged by the grievant or grievants.

- 20.4.6.10 The arbitrator's decision will be in writing and will set forth the arbitrator's findings of fact, reasoning and conclusions on the issues submitted. The arbitrator will be without power or authority to make any decision which requires the commission of an act prohibited by law or which is a violation of the terms of this Agreement. However, it is agreed that the arbitrator is empowered

to include in any award such financial reimbursement or other remedies the arbitrator judges to be proper. The award of the arbitrator will be final and binding on the parties and a copy will be submitted to the Superintendent, the aggrieved and the Association.

## 20.5 In General

- 20.5.1 Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time specified, however, may be extended by mutual consent.
- 20.5.2 A member of the unit may be represented at all stages of the grievance procedure up to arbitration by himself, by legal counsel, and/or by a representative(s) at any level during the grievance process as long as the change is communicated in writing to the other party within a reasonable time. Only the Association may represent a grievant at mediation or arbitration.
- 20.5.3 When the aggrieved is not represented by the Association, the Association shall have the right to be present and to state its view on the grievance at all stages of the grievance procedure.
- 20.5.4 Forms for filing grievances (Exhibit H) and other related documents will be developed jointly by the Superintendent and the Association and shall be available at the District Office, and each school.
- 20.5.5 Records: All records of the proceedings shall be retained by the Human Resources Administrator in a separate grievance file.
- 20.5.6 Aggrieved members of the unit not under the supervision of a principal or immediate supervisor may start at Level II.
- 20.5.7 When hearings, as provided in this article, are held during working hours of the aggrieved or their representative, the aggrieved and one representative shall be permitted to attend without loss of pay. Exceptions to this limitation may be made by the Human Resources Administrator upon receipt of a request from the aggrieved.
- 20.5.8 If the Association and the Superintendent, or the Superintendent's designee, agree in writing, the grievance may be brought directly to mediation or arbitration.
- 20.5.9 Grievances of a similar or like nature may be joined as a single grievance by mutual agreement of the District and the Association.

- 20.5.10 The parties in interest agree to make available to each other all pertinent information in their possession or control which are relevant to the issues raised by the grievance, not privileged under law, or employer policies.
- 20.5.11 **Grievance Without Intervention:** An employee may present a grievance without the intervention of CSEA as long as the adjustment is not inconsistent with the terms of this Agreement. CSEA shall be provided copies of any grievances filed by an employee directly and any responses by the District. Prior to any resolution of any grievance CSEA shall be provided with a copy of the proposed resolution for review. CSEA shall be given an opportunity to file a written response to the proposed resolution. Any disagreement concerning whether the settlement is inconsistent with the terms of this Agreement shall be subject to the Grievance Procedure.
- 20.5.12 **Grievance Witnesses:** The District shall make available for testimony in connection with the grievance procedure any District employees whose appearance is requested by the grievant or CSEA. Any employee witnesses required to appear in connection with this article shall suffer no loss of pay.
- 20.5.13 **Initiate Grievance - Level Two:** The grievance arises from action or inaction on the part of a member of the administration at a level above the primary supervisor, the grievance shall be submitted in writing to the Superintendent or their designee.
- 20.5.14 **Reprisals:** No reprisals shall be taken by or against any participant in the grievance procedure by reason for such participation.

## ARTICLE 21 - SAFETY

- 21.1 The employer and its employees shall comply with the provisions of the California Occupational Safety and Health Act (CAL/OSHA) and compliance or non-compliance with its provisions shall be determined in accordance with investigatory and adjudicatory procedures provided for in CAL/OSHA.
- 21.2 Neither the employer nor its employees shall knowingly violate the provisions of the California Fire Code.
- 21.3 District shall have a permanent Safety Committee, consisting of three (3) District appointed members, and two (2) CSEA appointed members. The chairperson shall be appointed by the committee members.
- 21.4 The District Safety Committee shall meet a minimum of two (2) times per school year in the fall and spring. By mutual agreement of the committee members additional meetings may be scheduled.

Safety Committee meetings shall be held during regularly scheduled work hours. Release time will be provided for CSEA members.

- 21.5 The purpose of the Safety Committee is:
- a. To insure compliance with District policies, city, county, state and federal safety regulations.
  - b. Advise District on current and new workplace regulations regarding safety concerns to insure a safe and healthy work environment.
  - c. Recommend Education and Training Programs regarding workplace safety.
- 21.6 Employees shall report safety concerns to their immediate supervisor and/or to any member of the Safety Committee.

## ARTICLE 22 - EVALUATION PROCEDURE

*[Negotiated 2022]*

Introduction: The District and the Association believe evaluations should be meaningful to the employer and employee, foster success and accountability in job performance, and provide an effective communication process. This process should provide struggling employees with a plan regarding areas in need of improvement. It should also enable successful employees and their supervisors to discuss an employee's job performance, their professional goals as they relate to the goals of school sites/departments, information about employee contributions, and District support in the work place.

The following procedure is intended to meet these purposes by establishing two kinds of evaluation. First, the FORMAL EVALUATION system is for newer employees, employees in need of improvement, and employees (or supervisors) who request a more structured process. Second, the INFORMAL EVALUATION system is for employees who "exceed requirements" or "meet requirements" in all performance areas listed on the formal evaluation form. A successful employee may remain in the Informal Evaluation process for an indefinite length of time, subject to Section 22.3 below.

- 22.1 Probationary employees serving a six (6) month probationary period shall be formally evaluated at the end of three (3) months and five (5) months from the latest date of employment.
- 22.2 Permanent employees shall be evaluated annually on or before the last day of the month according to their job classification (as reflected in Exhibit A of this Agreement), as follows:
- Cafeteria Classes: End of January  
Fiscal, Clerical and Other: End of January  
Maintenance and Trade Classes: End of July
- 22.3 Formal evaluations shall be made when the supervisor deems appropriate or when requested by the employee.
- 22.4 Any area the supervisor marks as "approaching standard" or "does not meet standard" shall also give, in writing, the specific reason why so marked and shall give the employee specific suggestions for meeting the standard of the position. If the overall rating is "does not meet standard" an additional evaluation shall be completed at the end of two (2) months.
- 22.5 All evaluations shall be on the District's form attached hereto as Exhibit E1 (Formal) or E2 (Informal).
- 22.6 All evaluations shall be reviewed and discussed by the evaluator with the employee.

- 22.7 The person being evaluated and the evaluator shall sign the evaluation. The employee's signature indicates only receipt of the evaluation and does not necessarily indicate agreement with all factors of the evaluation.
- 22.8 The original copy of the evaluation shall be given to the person being evaluated and another copy shall be placed in their personnel file. The employee shall have the right to respond to any part of the evaluation within ten (10) working days prior to the evaluation being placed in the personnel file. Such response shall be attached to the evaluation.

## ARTICLE 23 - EMPLOYEE BENEFITS

- 23.1 The Board of Education shall provide the following plans of employee benefits for members of the unit:

Unit members employed for fewer than twenty (20) hours per week shall not be eligible for health and welfare benefits, except that those employees whose hours have involuntarily been reduced to fewer than twenty (20) hours per week, and who are currently participating in an insurance plan shall have the option of continuing to participate at the appropriate level of cost contribution by the employee. *[Negotiated 2003]*

23.1.1 Term Life Insurance & Accidental Death & Dismemberment:

Trustmark Insurance Company, \$50,000, with the employer paying 100% of the premium for members of the unit employed full time. The premium will be prorated for employees working less than full time.

23.1.2 Dental Insurance: Delta Dental Service, *[Negotiated 2018]*

Effective January 1, 2019, the District will offer the Delta Dental “premium” (Group # 07102-11192), “high” (Group # 07102-11194), and “low” (Group # 07102-11196) plans offered by the SCCSIG and incorporate rule of those plans. The plans effective prior to January 1, 2019 will no longer be offered.

For members of the unit employed .5 FTE to less than .75 FTE, the District shall pay 100% of the premium cost of the “low” dental plan for the employee only.

For members of the unit employed .75 FTE or more, the District shall pay 100% of the premium cost of the “high” dental plan for the employee only.

Employees will continue to have the option to cover dependents at their own cost, and the option to choose the “low” or “premium” plans.

Employees choosing the “premium” plan will pay the cost difference between the employee only “high” or “low”, whichever is applicable and their selected plan (employee, employee plus one, or family).

Employees choosing the “low” plan will pay the cost difference between the employee only “high”, if entitled to that plan and their selected plan (employee plus one, or family).

The District will not provide cash in lieu of accepting Dental benefits and / or if an employee selects the “low” plan when entitled to “high”.

Employee must remain in selected plan for minimum of three years unless notified by SCCSIG of earlier modification period.

23.1.3 Health Insurance:

- 23.1.3.1 Health and Welfare benefits shall be provided through the Anthem Blue Cross Plans or through the Kaiser Foundation Health Plans of the Santa Clara County Schools Insurance Group.
- 23.1.3.2 Vision Service Plan (VSP): Effective January 1, 2020, the District will offer the VSP “premium”, “high”, and “low” plans offered by the SCCSIG and incorporate the rules of those plans. The employer will pay 92% of the premium for the “premium” plan for the full time unit member and his or her family, and the unit member will pay 8%. Employees choosing the “high” or “low” plans will pay the cost difference between the District contribution to “premium” plan and their selected plan, if any. The employer’s premium contribution will be prorated for employees working less than full time OR vision coverage will be provided through Kaiser per the following section:  
*[Negotiated 2018]*
- 23.1.3.3 Vision Service, Kaiser Foundation Health Plan: Coverage under the Kaiser Traditional (High) Health Plan includes health care, a vision plan and prescription benefits. Employer and unit member contributions shall be as provided in section 23.1.4.3.

23.1.4 District and Unit Member Shared Contribution For Health Premiums *[Negotiated 2016]*

- 23.1.4.1 The District shall assume and pay for the full cost of dental and life insurance benefits provided in the Agreement through the 2018-2019 school year.
- 23.1.4.2 The District shall assume and pay for the cost of vision insurance benefits for Vision Service Plan provided in the Agreement through the 2018-2019 school year.
- 23.1.4.3 The District shall assume and pay for the full cost of health (medical) insurance benefits provided in the Agreement through December 31, 2018. Payroll deductions will be made, as necessary, through the 2018-2019 school year. The District and employee contributions for health insurance premiums shall be as follows:
  - a. The District shall assume and pay for the full cost of health (medical) insurance benefits provided in the Agreement for the employee only, prorated for part-time employees who work at least half-time.

- b. The District shall assume and pay for seventy percent (70%) of the full cost of health (medical) insurance benefits provided in the Agreement for the full-time employee's dependents (i.e., one dependent or family coverage). The employee shall contribute the remaining thirty percent (30%) of the cost of dependent coverage through automatic payroll deduction.

For eligible part-time employees (see section 23.1.4.3(A) above), the District's 70% contribution level shall be prorated by the same percentage representing the part-time employees full-time equivalency (FTE). For example: For a half-time (.5 FTE or 50% employee), the District would assume and pay for one-half the cost of the employee's own health premium and one-half of the 70% contribution for dependent coverage (equal to 35% of the cost of dependent coverage). The employee would contribute one-half their employee health premium, and the remaining 65% of the premium for dependent coverage.

- c. The parties agree that their common interest is to contain the overall cost of health and welfare benefits while preserving a quality health plan. Accordingly, the parties acknowledge and agree that, depending on the demographics of the bargaining unit regarding health coverage (employee only and dependent coverage), aggregate cost savings may be achieved by changing the manner or design by which premiums are assessed and paid to the insurance carriers, i.e., composite or three tiered rate structures. The parties agree it is in their mutual interest to maximize cost savings in this manner. The District will consult with the Association through the Health and Welfare Committee prior to deciding to implement such a change in premium design.
- d. The parties agree to pursue aggressively changes in plan design, e.g., co-pays, deductibles, prescription co-pay configurations, etc., so as to contain, mitigate and offset increases in health and welfare benefit premiums. Such changes shall be explored through the Health and Welfare Committee, which shall issue recommendations to the District and bargaining units for consideration and potential adoption. *[Negotiated 2003]*

ARTICLE 24 - NO DISCRIMINATION

- 24.1 No employee shall absent himself from work for the purpose of disrupting, stopping, or otherwise interfering with the activities of the schools.
  
- 24.2 Neither the District nor CSEA shall interfere with, intimidate, restrain, coerce, or discriminate against employees because of the exercise of rights to engage or not to engage in CSEA activity.

ARTICLE 25 – PROFESSIONAL GROWTH  
*[Negotiated 2022]*

- 25.1 Purpose: The purpose of the professional growth plan is to encourage employees to become lifelong learners; informed and active citizens who are positive role models; and who are knowledgeable, self-directed members of the workplace.
- 25.2 Definition: Professional Growth means pursuing units to attain a career goal in the district or pursuing course work, workshops or seminars to improve job skills or to advance technological literacy. Courses taken to fulfill a plan for improvement on an unsatisfactory evaluation will not be credited toward any professional growth increments or credit.
- 25.3 Eligibility: All permanent classified members shall be eligible to participate in the professional growth program. Approval by the employee’s immediate supervisor is required to ensure that the course is in alignment with the definition of Professional Growth in section 25.2. All forms will also be sent to the Human Resources Department for final approval. [See Exhibit I1 – Stipend Option – Professional Growth Form and Exhibit I2 – Increment Option – Professional Growth Form.]
- 25.4 Professional Growth Options: There are two professional growth options: The professional growth stipend option and the professional growth increments option.

Stipend Option:

- Clock hours shall be used to measure professional growth. One (1) professional growth unit is earned upon completion of each clock hour of course work or training.
- Completion of a professional growth stipend shall entitle the employee to a one-time professional stipend of \$20.00 per hour upon completion of a qualified professional growth seminar, workshop or conference.
- Employee must submit proof of completion to the Human Resources office within sixty (60) days of completion of the course.
- If this option is chosen, this particular course will not be credited toward any other professional growth increments or credit.
- Professional growth seminars, workshops, or conferences paid for by the District are not eligible for the Stipend Option.

Increment Option

- Each increment earned through this program shall consist of successful completion of eight (8) semester units or twelve (12) quarter units. (Grade of “C”

or better, pass designation, or certificate of completion). Seven (7) semester units or equivalent hours must be taken from college courses, District professional growth courses, accredited correspondence courses, adult education courses, trade schools and/or workshops and conferences. No more than two (2) semester units in any one increment may be earned in individual research, or lecture series. Only one (1) semester unit may be earned by the employees published work. Any classified employee leading or conducting the workshop or seminar shall receive double credit.

- Professional growth seminars, workshops, or conference paid for by the District are not eligible for the Increment Option.
- Conversion from quarter to semester units is as follows:  
Quarter units multiplied by two (2) divided by three (3) equals total semester units.

Example:

Ten (10) quarter units multiplied by two (2) equals twenty (20), divided by three (3) equals six point sixty seven (6.67) semester units.

- Credit for adult education courses, trade school courses, professional growth courses, workshops, conferences, and seminars shall be equated as follows:

<u>Total Hours in Course</u>	<u>Semester Units Granted</u>
7-14	½
15-22	1
23-29	1 ½
30-36	2
37-44	2 ½
45-51	3
52-59	3 ½
60 +	4

- Individual Research – An outline must be submitted to the Human Resources Director.
- Lecture Series – Unit values shall be the same for adult education courses providing these lectures relate to the employee’s area of employment or employment goal. A maximum of one (1) semester unit may be earned in this manner for each growth increment.
- Published Work – A maximum of one (1) semester unit may be earned in this category.

- Other programs approved in accordance with the definition set forth in Section 25.2 of this Article.
- Increments shall be \$55.00 per month. All increments are permanent. Increments will commence the first of the month at least thirty (30) days after the employee submits evidence of meeting the requirements. Increments shall increase at the same rate as salary increases starting in the 2025-2026 school year. *[Negotiated 2022]*
- A maximum of eight (8) increments can be earned during an employee's tenure with the District.

## 25.5 Procedures:

### 25.5.1 Stipends

- Approval by the employee's immediate supervisor is required to ensure that the course is in alignment with the definition of Professional Growth Definition outlined in section 25.2
- Any disagreement over non-pre-approved coursework may be appealed as set forth section 25.5.3.
- Stipends will be submitted on the District's Professional Growth Stipend Form (See Exhibit I(1) – Stipend Option – Professional Growth Form) obtained from the Human Resources Office or on the District's website upon completion of the course with the instructor's signature or a letter or certificate of completion. Sign in sheets provided for District Professional Growth courses will suffice as the official record and by design are pre-approved.

### 25.5.2 Increments

- Increments will be submitted on the District's Professional Growth Increment Form (See Exhibit I (2) – Increment Option – Professional Growth Form), obtained from the Human Resources office. Prior approval of the Human Resources Administrator must be obtained. Upon completion of the course the instructor's signature or transcript must be submitted to the Human Resources office. Sign in sheets provided for District Professional Growth courses will suffice as the official record and by design are pre-approved. For workshops, seminars, and conferences, a letter or certificate of completion must be submitted to the Human Resources office. For adult schools, colleges and trade schools an official transcript must be provided. Should any problem arise in complying with the above, the Human Resources office will take time to conduct an evaluation.

### 25.5.3 General

- It is the responsibility of the employee to apply for Professional Growth credit and to verify completion of the course work with the Human Resources Administrator.
- Professional Growth appeal process will be in accordance with the grievance procedure defined in Article 20, but only through Level II.

## ARTICLE 26 - NEGOTIATIONS PROCEDURES

- 26.1 The Association and the employer will meet and negotiate in good faith on matters within the scope of representation. The scope of representation shall be limited to matters relating to wages, hours of employment, and other terms and conditions of employment. Terms and conditions of employment mean health and welfare benefits as defined by Section 53200, Leave and Transfer policies, safety conditions of employment, class size, procedures to be used for the evaluation of employees, organizational security pursuant to Section 3546, and procedures for processing grievances pursuant to Sections 3548.5, 3548.6, 3548.7 and 3548.8 of the Government Code of the State of California and other items which have been agreed to by the parties.
- 26.1.1 The Association and the employer may utilize the services of outside consultants to assist in negotiations.
- 26.1.2 The Association and the employer may discharge their respective duties by means of authorized officers, individual representatives or committees.
- 26.1.3 Negotiations will take place at mutually agreeable times and places.
- 26.1.4 The Association may designate not more than five (5) employee representatives who will be empowered to negotiate with the employer. When negotiations with the District are scheduled during the working hours of employee representatives, they will be released from work without loss of pay.
- 26.1.5 During negotiations when tentative agreement is reached on an item it will be reduced to writing and signed by the parties. Tentative agreements may be withdrawn by either party at any time. When the Association and the employer reach tentative agreement on all matters being negotiated, the complete agreement shall be submitted to the membership of the Association and to the Board of Education for ratification. When the membership of the Association and the Board of Education have ratified the agreement, it shall be implemented in accordance with its terms.

## ARTICLE 27 - EFFECT OF AGREEMENT

- 27.1 All matters within the scope of bargaining have been negotiated and agreed upon. The terms and conditions set forth in this Agreement represent the full and complete understanding and commitment between the Association and the Employer.
- 27.2 If any provisions of this Agreement shall be found to be contrary to law, then such provisions shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions shall continue in full force and effect.
- 27.3 All other items of this Agreement will be effective upon ratification by the membership of the Association and adoption by the Board of Education.
- 27.4 This Agreement shall be subject to change, amendment or supplement at any time by mutual consent of the parties. Any such change, amendment, or supplemental agreement shall be reduced to writing, signed by the parties, and submitted to the Board of Education and members of the Association for ratification. When ratified by the Board of Education and by members of the Association, the change, amendment or supplement will be implemented.

ARTICLE 28 - DURATION  
*[Negotiated 2025]*

28.1 Length of Agreement

The District and the Association hereby agree to a three (3) year Agreement effective July 1, 2025 to June 30, 2028.

This agreement is a closed contract which resolves negotiations for the 2025-2026 through 2027-2028 school years. However, either party may elect to open Article 11 (Reclassification) in each year for the term of this agreement.

Each party shall submit initial interest statement proposals to the other party no later than March 1 of the appropriate year if they have elected to open Article 11 (Reclassification) and have followed the timelines/procedures therein.

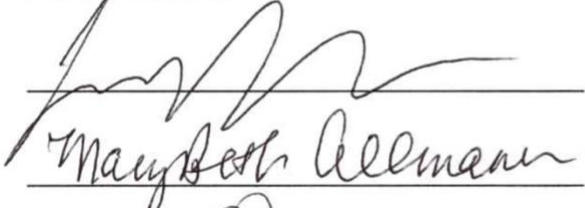



The parties will continue to use the collaborative process for problem solving during the term of this Agreement.

28.2 Ratification and Adoption

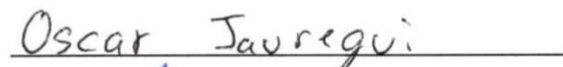

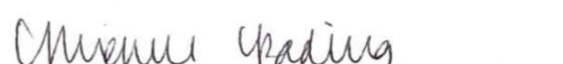
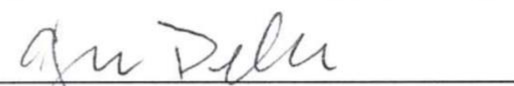
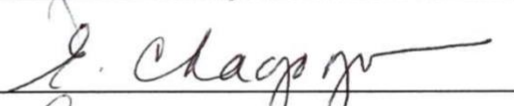
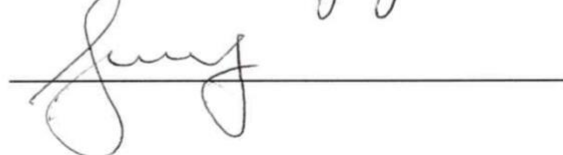
This Agreement shall be effective upon ratification by CSEA and by the Governing Board and was signed by the parties on the date(s) set forth below:

Date: 5/23/25

For the District:

  
\_\_\_\_\_  
Maybeth Allmann  
  
\_\_\_\_\_  
  
\_\_\_\_\_  
  
\_\_\_\_\_

For the Association:

  
\_\_\_\_\_  
Oscar Javregui  
  
\_\_\_\_\_  
  
\_\_\_\_\_  
Mirella Yading  
  
\_\_\_\_\_  
  
\_\_\_\_\_  
E. Chacop  
  
\_\_\_\_\_

**SUNNYVALE SCHOOL DISTRICT  
SCHEMATIC LIST OF CLASSES AND SALARY RANGE FOR CLASSIFIED POSITIONS  
EFFECTIVE July 1, 2025**

<b><u>FOOD SERVICES</u></b>	<b><u>RANGE</u></b>	<b><u>SALARY (A-E)</u></b>	<b><u>CALENDAR</u></b>
Staff Secretary-Child Nutrition	28	5282.64 - 6450.18	261
Food Service Lead	29	4777.04 – 5842.01	186
Food Services Assistant II	25	4338.98 – 5276.73	185
Food Services Assistant I	23	4103.78 – 5001.82	185
<b><u>FISCAL, CLERICAL, TECHNOLOGY AND OTHER CLASSIFIED POSITIONS</u></b>			
Occupational Therapist (11mts)	65	10793.24 – 11304.70	212
Occupational Therapist (10mts)	65	10345.75 – 10836.00	185
Network Systems Specialist	45	8056.20 - 9817.08	261
Student Data Systems Technician	44	7861.32 - 9597.84	261
Information Systems Technician	44	7861.32 - 9597.84	261
Behavior Specialist (11 mts)	42	6738.23 – 8209.33	208
Behavior Specialist (10 mts)	42	6568.80 – 8002.91	185
Assessment & Student Data Systems Tech. (12 mts)	42	7483.74 - 9117.60	261
Assessment & Student Data Systems Tech. (11 mts)	42	7444.64 – 9069.96	211
Human Resources Specialist	40	7134.00 – 8659.98	261
Attendance Technician	36	6457.14 - 7863.06	261
Educational Materials Technician	36	6457.14 - 7863.06	261
Accounting Assistant II	35	6295.32 - 7671.66	261
Department Administrative Assistant	34	6142.20 - 7483.74	261
Human Resources Technician	34	6142.20 - 7483.74	261
Student Services & Special Education Technician	34	6142.20 - 7483.74	261
Speech Language Pathologist Assistant	34	5391.27 – 6568.80	185
Assessment Data & Student Information Assistant	34	6142.20 - 7483.74	261
Accounting Assistant I	31	5696.76 – 6958.26	261
School Administrative Assistant II	31	4976.48 – 6078.48	202
District Office Assistant	29	5416.62 - 6624.18	261
KLAS Site Coordinator	29	4754.40 – 5814.33	185
Administrative Assistant – Preschool Program	30	4865.52 – 5921.92	202
Computer Specialist	28	5282.64 – 6450.18	261
Para Educator – Behavior Technician (11mts)	28	4756.40 – 5807.63	208

Para Educator – Behavior Technician (10mts)	28	4636.80 – 5661.60	185
Printing/Mailroom Technician	27	5148.66 - 6295.32	261
School Administrative Assistant I	27	4497.68 – 5499.36	202
Middle School Attendance Clerk	27	4497.68 – 5499.36	202
Mental Health and Wellness Associate	42	6568.80 – 8002.91	185
Learning Resource Center Specialist	26	4401.92 – 5365.60	202
Health Assistant	25	4338.98 – 5276.73	185
Para-Educator – Early Learning	24	4209.16 – 5125.53	185
Para-Educator - Special Ed.	24	4209.16 – 5125.53	185
Para-Educator - Music Department	23	4103.78 – 5001.82	185
Bilingual Para-Educator	23	4103.78 – 5001.82	185
School Outreach Assistant	23	4103.78 – 5001.82	185
Para Educator - Preschool	20	3805.96 – 4636.80	185
Campus Assistant	20	3805.96 – 4636.80	185
Para-Educator - Regular	20	3805.96 – 4636.80	185
Para Educator - KLAS	20	3805.96 – 4636.80	185
Yard Duty/Noon Aides who are also employed in another classified position	18	23.79 per hour	183
Student Assignment Analyst	44	7861.32 - 9597.84	261

**MAINTENANCE AND TRADE CLASSES**

Head Mechanic	42	7483.74 - 9117.60	261
Skilled Maintenance Worker II	42	7483.74 - 9117.60	261
Skilled Maintenance Worker I	40	7134.00 - 8659.98	261
Mechanic	35	6295.32 – 7671.66	261
Lead Bus Driver	33	5983.86 – 7292.34	261
Custodian	31	5696.76 – 6958.26	261
Bus Driver/Maintenance Worker	30	5100.26 – 6207.63	212
Grounds Maintenance Worker	30	5569.74 – 6779.04	261
Warehouse Worker/Delivery Driver	27	5148.66 – 6295.32	261

Revised 7/29

12 Month  
244 + 17 = 261 days

Sunnyvale School District  
Classified Employee Salary Schedule  
3% Increase Effective 7/01/2025

1.00 FTE = 8 hours per day

Print/Mailroom Tech, Warehouse Worker/Delivery Driver - Range 27																		
Range 27		A	B	C	D	E	L7	L9	L11	L13	L15	L18	L20	L22	L24	L26	L28	L30
244 days/yr	Monthly	\$5,148.66	\$5,416.62	\$5,698.50	\$5,983.86	\$6,295.32	\$6,547.62	\$6,674.64	\$6,796.44	\$6,867.78	\$6,930.42	\$6,993.06	\$7,114.86	\$7,241.88	\$7,365.42	\$7,490.70	\$7,619.46	\$7,873.50
17 holiday	Per Diem	\$236.72	\$249.04	\$262.00	\$275.12	\$289.44	\$301.04	\$306.88	\$312.48	\$315.76	\$318.64	\$321.52	\$327.12	\$332.96	\$338.64	\$344.40	\$350.32	\$362.00
261 days/yr	Hourly	\$29.59	\$31.13	\$32.75	\$34.39	\$36.18	\$37.63	\$38.36	\$39.06	\$39.47	\$39.83	\$40.19	\$40.89	\$41.62	\$42.33	\$43.05	\$43.79	\$45.25
2088 hr/yr	O/T Rate	\$44.39	\$46.70	\$49.13	\$51.59	\$54.27	\$56.45	\$57.54	\$58.59	\$59.21	\$59.75	\$60.29	\$61.34	\$62.43	\$63.50	\$64.58	\$65.69	\$67.88
Computer Specialist, Staff Secretary - Range 28																		
Range 28		A	B	C	D	E	L7	L9	L11	L13	L15	L18	L20	L22	L24	L26	L28	L30
244 days/yr	Monthly	\$5,282.64	\$5,569.74	\$5,839.44	\$6,142.20	\$6,450.18	\$6,705.96	\$6,836.46	\$6,966.96	\$7,031.34	\$7,093.98	\$7,161.84	\$7,292.34	\$7,415.88	\$7,544.64	\$7,673.40	\$7,802.16	\$8,063.16
17 holiday	Per Diem	\$242.88	\$256.08	\$268.48	\$282.40	\$296.56	\$308.32	\$314.32	\$320.32	\$323.28	\$326.16	\$329.28	\$335.28	\$340.96	\$346.88	\$352.80	\$358.72	\$370.72
261 days/yr	Hourly	\$30.36	\$32.01	\$33.56	\$35.30	\$37.07	\$38.54	\$39.29	\$40.04	\$40.41	\$40.77	\$41.16	\$41.91	\$42.62	\$43.36	\$44.10	\$44.84	\$46.34
2088 hr/yr	O/T Rate	\$45.54	\$48.02	\$50.34	\$52.95	\$55.61	\$57.81	\$58.94	\$60.06	\$60.62	\$61.16	\$61.74	\$62.87	\$63.93	\$65.04	\$66.15	\$67.26	\$69.51
District Office Assistant - Range 29																		
Range 29		A	B	C	D	E	L7	L9	L11	L13	L15	L18	L20	L22	L24	L26	L28	L30
244 days/yr	Monthly	\$5,416.62	\$5,698.50	\$5,983.86	\$6,295.32	\$6,624.18	\$6,885.18	\$7,017.42	\$7,149.66	\$7,215.78	\$7,281.90	\$7,349.76	\$7,483.74	\$7,609.02	\$7,746.48	\$7,880.46	\$8,010.96	\$8,280.66
17 holiday	Per Diem	\$249.04	\$262.00	\$275.12	\$289.44	\$304.56	\$316.56	\$322.64	\$328.72	\$331.76	\$334.80	\$337.92	\$344.08	\$349.84	\$356.16	\$362.32	\$368.32	\$380.72
261 days/yr	Hourly	\$31.13	\$32.75	\$34.39	\$36.18	\$38.07	\$39.57	\$40.33	\$41.09	\$41.47	\$41.85	\$42.24	\$43.01	\$43.73	\$44.52	\$45.29	\$46.04	\$47.59
2088 hr/yr	O/T Rate	\$46.70	\$49.13	\$51.59	\$54.27	\$57.11	\$59.36	\$60.50	\$61.64	\$62.21	\$62.78	\$63.36	\$64.52	\$65.60	\$66.78	\$67.94	\$69.06	\$71.39
Grounds Maintenance Worker - Range 30																		
Range 30		A	B	C	D	E	L7	L9	L11	L13	L15	L18	L20	L22	L24	L26	L28	L30
244 days/yr	Monthly	\$5,569.74	\$5,839.44	\$6,142.20	\$6,450.18	\$6,779.04	\$7,050.48	\$7,191.42	\$7,327.14	\$7,398.48	\$7,464.60	\$7,527.24	\$7,664.70	\$7,800.42	\$7,934.40	\$8,070.12	\$8,204.10	\$8,479.02
17 holiday	Per Diem	\$256.08	\$268.48	\$282.40	\$296.56	\$311.68	\$324.16	\$330.64	\$336.88	\$340.16	\$343.20	\$346.08	\$352.40	\$358.64	\$364.80	\$371.04	\$377.20	\$389.84
261 days/yr	Hourly	\$32.01	\$33.56	\$35.30	\$37.07	\$38.96	\$40.52	\$41.33	\$42.11	\$42.52	\$42.90	\$43.26	\$44.05	\$44.83	\$45.60	\$46.38	\$47.15	\$48.73
2088 hr/yr	O/T Rate	\$48.02	\$50.34	\$52.95	\$55.61	\$58.44	\$60.78	\$62.00	\$63.17	\$63.78	\$64.35	\$64.89	\$66.08	\$67.25	\$68.40	\$69.57	\$70.73	\$73.10
Custodian, Accounting Assistant - Range 31																		
Range 31		A	B	C	D	E	L7	L9	L11	L13	L15	L18	L20	L22	L24	L26	L28	L30
244 days/yr	Monthly	\$5,696.76	\$5,983.86	\$6,295.32	\$6,624.18	\$6,958.26	\$7,238.40	\$7,372.38	\$7,520.28	\$7,588.14	\$7,650.78	\$7,720.38	\$7,861.32	\$8,002.26	\$8,137.98	\$8,284.14	\$8,418.12	\$8,698.26
17 holiday	Per Diem	\$261.92	\$275.12	\$289.44	\$304.56	\$319.92	\$332.80	\$338.96	\$345.76	\$348.88	\$351.76	\$354.96	\$361.44	\$367.92	\$374.16	\$380.88	\$387.04	\$399.92
261 days/yr	Hourly	\$32.74	\$34.39	\$36.18	\$38.07	\$39.99	\$41.60	\$42.37	\$43.22	\$43.61	\$43.97	\$44.37	\$45.18	\$45.99	\$46.77	\$47.61	\$48.38	\$49.99
2088 hr/yr	O/T Rate	\$49.11	\$51.59	\$54.27	\$57.11	\$59.99	\$62.40	\$63.56	\$64.83	\$65.42	\$65.96	\$66.56	\$67.77	\$68.99	\$70.16	\$71.42	\$72.57	\$74.99
Lead Bus Driver - Range 33																		
Range 33		A	B	C	D	E	L7	L9	L11	L13	L15	L18	L20	L22	L24	L26	L28	L30
244 days/yr	Monthly	\$5,983.86	\$6,295.32	\$6,620.70	\$6,958.26	\$7,292.34	\$7,588.14	\$7,729.08	\$7,859.58	\$7,948.32	\$8,019.66	\$8,096.22	\$8,240.64	\$8,385.06	\$8,531.22	\$8,675.64	\$8,825.28	\$9,117.60
17 holiday	Per Diem	\$275.12	\$289.44	\$304.40	\$319.92	\$335.28	\$348.88	\$355.36	\$361.36	\$365.44	\$368.72	\$372.24	\$378.88	\$385.52	\$392.24	\$398.88	\$405.76	\$419.20
261 days/yr	Hourly	\$34.39	\$36.18	\$38.05	\$39.99	\$41.91	\$43.61	\$44.42	\$45.17	\$45.68	\$46.09	\$46.53	\$47.36	\$48.19	\$49.03	\$49.86	\$50.72	\$52.40
2088 hr/yr	O/T Rate	\$51.59	\$54.27	\$57.08	\$59.99	\$62.87	\$65.42	\$66.63	\$67.76	\$68.52	\$69.14	\$69.80	\$71.04	\$72.29	\$73.55	\$74.79	\$76.08	\$78.60

12 Month  
244 + 17 = 261 days

Sunnyvale School District  
Classified Employee Salary Schedule  
3% Increase Effective 7/01/2025

1.00 FTE = 8 hours per day

Assess Data & Student Info Assistant, Depart Admin Assistant, Human Resources Technician, Student Services & Special Education Tech - Range 34																		
Range 34		A	B	C	D	E	L7	L9	L11	L13	L15	L18	L20	L22	L24	L26	L28	L30
244 days/yr	Monthly	\$6,142.20	\$6,450.18	\$6,779.04	\$7,135.74	\$7,483.74	\$7,781.28	\$7,930.92	\$8,078.82	\$8,148.42	\$8,233.68	\$8,305.02	\$8,459.88	\$8,604.30	\$8,753.94	\$8,901.84	\$9,054.96	\$9,354.24
17 holiday	Per Diem	\$282.40	\$296.56	\$311.68	\$328.08	\$344.08	\$357.76	\$364.64	\$371.44	\$374.64	\$378.56	\$381.84	\$388.96	\$395.60	\$402.48	\$409.28	\$416.32	\$430.08
261 days/yr	Hourly	\$35.30	\$37.07	\$38.96	\$41.01	\$43.01	\$44.72	\$45.58	\$46.43	\$46.83	\$47.32	\$47.73	\$48.62	\$49.45	\$50.31	\$51.16	\$52.04	\$53.76
2088 hr/yr	O/T Rate	\$52.95	\$55.61	\$58.44	\$61.52	\$64.52	\$67.08	\$68.37	\$69.65	\$70.25	\$70.98	\$71.60	\$72.93	\$74.18	\$75.47	\$76.74	\$78.06	\$80.64
Accounting Assistant II, Mechanic - Range 35																		
Range 35		A	B	C	D	E	L7	L9	L11	L13	L15	L18	L20	L22	L24	L26	L28	L30
244 days/yr	Monthly	\$6,295.32	\$6,624.18	\$6,958.26	\$7,292.34	\$7,671.66	\$7,977.90	\$8,131.02	\$8,289.36	\$8,360.70	\$8,440.74	\$8,515.56	\$8,665.20	\$8,827.02	\$8,971.44	\$9,126.30	\$9,279.42	\$9,597.84
17 holiday	Per Diem	\$289.44	\$304.56	\$319.92	\$335.28	\$352.72	\$366.80	\$373.84	\$381.12	\$384.40	\$388.08	\$391.52	\$398.40	\$405.84	\$412.48	\$419.60	\$426.64	\$441.28
261 days/yr	Hourly	\$36.18	\$38.07	\$39.99	\$41.91	\$44.09	\$45.85	\$46.73	\$47.64	\$48.05	\$48.51	\$48.94	\$49.80	\$50.73	\$51.56	\$52.45	\$53.33	\$55.16
2088 hr/yr	O/T Rate	\$54.27	\$57.11	\$59.99	\$62.87	\$66.14	\$68.78	\$70.10	\$71.46	\$72.08	\$72.77	\$73.41	\$74.70	\$76.10	\$77.34	\$78.68	\$80.00	\$82.74
Attendance Technician, Educational Materials Technician - Range 36																		
Range 36		A	B	C	D	E	L7	L9	L11	L13	L15	L18	L20	L22	L24	L26	L28	L30
244 days/yr	Monthly	\$6,457.14	\$6,787.74	\$7,130.52	\$7,476.78	\$7,863.06	\$8,178.00	\$8,343.30	\$8,505.12	\$8,595.60	\$8,679.12	\$8,832.24	\$8,983.62	\$9,143.70	\$9,303.78	\$9,463.86	\$9,630.90	\$9,949.32
17 holiday	Per Diem	\$296.88	\$312.08	\$327.84	\$343.76	\$361.52	\$376.00	\$383.60	\$391.04	\$395.20	\$399.04	\$406.08	\$413.04	\$420.40	\$427.76	\$435.12	\$442.80	\$457.44
261 days/yr	Hourly	\$37.11	\$39.01	\$40.98	\$42.97	\$45.19	\$47.00	\$47.95	\$48.88	\$49.40	\$49.88	\$50.76	\$51.63	\$52.55	\$53.47	\$54.39	\$55.35	\$57.18
2088 hr/yr	O/T Rate	\$55.67	\$58.52	\$61.47	\$64.46	\$67.79	\$70.50	\$71.93	\$73.32	\$74.10	\$74.82	\$76.14	\$77.45	\$78.83	\$80.21	\$81.59	\$83.03	\$85.77
Skilled Maintenance Worker I, Human Resources Specialist - Range 40																		
Range 40		A	B	C	D	E	L7	L9	L11	L13	L15	L18	L20	L22	L24	L26	L28	L30
244 days/yr	Monthly	\$7,134.00	\$7,483.74	\$7,861.32	\$8,254.56	\$8,659.98	\$9,013.20	\$9,183.72	\$9,357.72	\$9,446.46	\$9,535.20	\$9,616.98	\$9,789.24	\$9,961.50	\$10,138.98	\$10,316.46	\$10,481.76	\$10,834.98
17 holiday	Per Diem	\$328.00	\$344.08	\$361.44	\$379.52	\$398.16	\$414.40	\$422.24	\$430.24	\$434.32	\$438.40	\$442.16	\$450.08	\$458.00	\$466.16	\$474.32	\$481.92	\$498.16
261 days/yr	Hourly	\$41.00	\$43.01	\$45.18	\$47.44	\$49.77	\$51.80	\$52.78	\$53.78	\$54.29	\$54.80	\$55.27	\$56.26	\$57.25	\$58.27	\$59.29	\$60.24	\$62.27
2088 hr/yr	O/T Rate	\$61.50	\$64.52	\$67.77	\$71.16	\$74.66	\$77.70	\$79.17	\$80.67	\$81.44	\$82.20	\$82.91	\$84.39	\$85.88	\$87.41	\$88.94	\$90.36	\$93.41
Head Mechanic, Skilled Maintenance Worker II, Assess & Student Data Tech-Range 42																		
Range 42		A	B	C	D	E	L7	L9	L11	L13	L15	L18	L20	L22	L24	L26	L28	L30
244 days/yr	Monthly	\$7,483.74	\$7,861.32	\$8,254.56	\$8,659.98	\$9,117.60	\$9,481.26	\$9,663.96	\$9,843.18	\$9,933.66	\$10,027.62	\$10,114.62	\$10,302.54	\$10,480.02	\$10,660.98	\$10,847.16	\$11,029.86	\$11,393.52
17 holiday	Per Diem	\$344.08	\$361.44	\$379.52	\$398.16	\$419.20	\$435.92	\$444.32	\$452.56	\$456.72	\$461.04	\$465.04	\$473.68	\$481.84	\$490.16	\$498.72	\$507.12	\$523.84
261 days/yr	Hourly	\$43.01	\$45.18	\$47.44	\$49.77	\$52.40	\$54.49	\$55.54	\$56.57	\$57.09	\$57.63	\$58.13	\$59.21	\$60.23	\$61.27	\$62.34	\$63.39	\$65.48
2088 hr/yr	O/T Rate	\$64.52	\$67.77	\$71.16	\$74.66	\$78.60	\$81.74	\$83.31	\$84.86	\$85.64	\$86.45	\$87.20	\$88.82	\$90.35	\$91.91	\$93.51	\$95.09	\$98.22
Information Systems Technician, Student Data Systems Technician, Student Assignment Analyst - Range 44																		
Range 44		A	B	C	D	E	L7	L9	L11	L13	L15	L18	L20	L22	L24	L26	L28	L30
244 days/yr	Monthly	\$7,861.32	\$8,254.56	\$8,659.98	\$9,117.60	\$9,597.84	\$9,975.42	\$10,165.08	\$10,359.96	\$10,460.88	\$10,547.88	\$10,648.80	\$10,843.68	\$11,031.60	\$11,226.48	\$11,410.92	\$11,607.54	\$11,995.56
17 holiday	Per Diem	\$361.44	\$379.52	\$398.16	\$419.20	\$441.28	\$458.64	\$467.36	\$476.32	\$480.96	\$484.96	\$489.60	\$498.56	\$507.20	\$516.16	\$524.64	\$533.68	\$551.52
261 days/yr	Hourly	\$45.18	\$47.44	\$49.77	\$52.40	\$55.16	\$57.33	\$58.42	\$59.54	\$60.12	\$60.62	\$61.20	\$62.32	\$63.40	\$64.52	\$65.58	\$66.71	\$68.94
2088 hr/yr	O/T Rate	\$67.77	\$71.16	\$74.66	\$78.60	\$82.74	\$86.00	\$87.63	\$89.31	\$90.18	\$90.93	\$91.80	\$93.48	\$95.10	\$96.78	\$98.37	\$100.07	\$103.41

12 Month  
244 + 17 = 261 days

Sunnyvale School District  
Classified Employee Salary Schedule  
3% Increase Effective 7/01/2025

1.00 FTE = 8 hours per day

Network Systems Specialist - Range 45																		
Range 45		A	B	C	D	E	L7	L9	L11	L13	L15	L18	L20	L22	L24	L26	L28	L30
244 days/yr	Monthly	\$8,056.20	\$8,468.58	\$8,898.36	\$9,350.76	\$9,817.08	\$10,208.58	\$10,403.46	\$10,601.82	\$10,702.74	\$10,800.18	\$10,897.62	\$11,092.50	\$11,289.12	\$11,484.00	\$11,682.36	\$11,878.98	\$12,268.74
17 holiday	Per Diem	\$370.40	\$389.36	\$409.12	\$429.92	\$451.36	\$469.36	\$478.32	\$487.44	\$492.08	\$496.56	\$501.04	\$510.00	\$519.04	\$528.00	\$537.12	\$546.16	\$564.08
261 days/yr	Hourly	\$46.30	\$48.67	\$51.14	\$53.74	\$56.42	\$58.67	\$59.79	\$60.93	\$61.51	\$62.07	\$62.63	\$63.75	\$64.88	\$66.00	\$67.14	\$68.27	\$70.51
2088 hr/yr	O/T Rate	\$69.45	\$73.01	\$76.71	\$80.61	\$84.63	\$88.01	\$89.69	\$91.40	\$92.27	\$93.11	\$93.95	\$95.63	\$97.32	\$99.00	\$100.71	\$102.41	\$105.77

11 Month  
211 + 16 + 11 = 238 days

Sunnyvale School District  
Classified Employee Salary Schedule  
3% Increase Effective 7/01/2025

1.00 FTE = 8 hours per day

Accounting Assistant 1 - Range 31																Off July		
Range 31		A	B	C	D	E	L7	L9	L11	L13	L15	L18	L20	L22	L24	L26	L28	L30
211 days/yr	Monthly	\$5,667.00	\$5,952.60	\$6,262.43	\$6,589.57	\$6,921.91	\$7,200.58	\$7,333.86	\$7,480.99	\$7,548.49	\$7,610.81	\$7,680.04	\$7,820.25	\$7,960.45	\$8,095.46	\$8,240.86	\$8,374.14	\$8,652.81
16 holiday	Per Diem	\$261.92	\$275.12	\$289.44	\$304.56	\$319.92	\$332.80	\$338.96	\$345.76	\$348.88	\$351.76	\$354.96	\$361.44	\$367.92	\$374.16	\$380.88	\$387.04	\$399.92
11 vac/ yr	Hourly	\$32.74	\$34.39	\$36.18	\$38.07	\$39.99	\$41.60	\$42.37	\$43.22	\$43.61	\$43.97	\$44.37	\$45.18	\$45.99	\$46.77	\$47.61	\$48.38	\$49.99
238 days/yr	O/T Rate	\$49.11	\$51.59	\$54.27	\$57.11	\$59.99	\$62.40	\$63.56	\$64.83	\$65.42	\$65.96	\$66.56	\$67.77	\$68.99	\$70.16	\$71.42	\$72.57	\$74.99
1904 hrs/yr																		
Range 34																Off July		
Range 34		A	B	C	D	E	L7	L9	L11	L13	L15	L18	L20	L22	L24	L26	L28	L30
211 days/yr	Monthly	\$6,110.11	\$6,416.48	\$6,743.62	\$7,098.46	\$7,444.64	\$7,740.63	\$7,889.48	\$8,036.61	\$8,105.85	\$8,190.66	\$8,261.63	\$8,415.68	\$8,559.35	\$8,708.20	\$8,855.33	\$9,007.65	\$9,305.37
16 holiday	Per Diem	\$282.40	\$296.56	\$311.68	\$328.08	\$344.08	\$357.76	\$364.64	\$371.44	\$374.64	\$378.56	\$381.84	\$388.96	\$395.60	\$402.48	\$409.28	\$416.32	\$430.08
11 vac/ yr	Hourly	\$35.30	\$37.07	\$38.96	\$41.01	\$43.01	\$44.72	\$45.58	\$46.43	\$46.83	\$47.32	\$47.73	\$48.62	\$49.45	\$50.31	\$51.16	\$52.04	\$53.76
238 days/yr	O/T Rate	\$52.95	\$55.61	\$58.44	\$61.52	\$64.52	\$67.08	\$68.37	\$69.65	\$70.25	\$70.98	\$71.60	\$72.93	\$74.18	\$75.47	\$76.74	\$78.06	\$80.64
1904 hrs/yr																		
Range 40																Off July		
Range 40		A	B	C	D	E	L7	L9	L11	L13	L15	L18	L20	L22	L24	L26	L28	L30
211 days/yr	Monthly	\$7,096.73	\$7,444.64	\$7,820.25	\$8,211.43	\$8,614.73	\$8,966.11	\$9,135.74	\$9,308.83	\$9,397.11	\$9,485.38	\$9,566.73	\$9,738.09	\$9,909.45	\$10,086.01	\$10,262.56	\$10,427.00	\$10,778.37
16 holiday	Per Diem	\$328.00	\$344.08	\$361.44	\$379.52	\$398.16	\$414.40	\$422.24	\$430.24	\$434.32	\$438.40	\$442.16	\$450.08	\$458.00	\$466.16	\$474.32	\$481.92	\$498.16
11 vac/ yr	Hourly	\$41.00	\$43.01	\$45.18	\$47.44	\$49.77	\$51.80	\$52.78	\$53.78	\$54.29	\$54.80	\$55.27	\$56.26	\$57.25	\$58.27	\$59.29	\$60.24	\$62.27
238 days/yr	O/T Rate	\$61.50	\$64.52	\$67.77	\$71.16	\$74.66	\$77.70	\$79.17	\$80.67	\$81.44	\$82.20	\$82.91	\$84.39	\$85.88	\$87.41	\$88.94	\$90.36	\$93.41
1904 hrs/yr																		
Assessment and Student Data Systems Technician - Range 42																Off July		
Range 42		A	B	C	D	E	L7	L9	L11	L13	L15	L18	L20	L22	L24	L26	L28	L30
211 days/yr	Monthly	\$7,444.64	\$7,820.25	\$8,211.43	\$8,614.73	\$9,069.96	\$9,431.72	\$9,613.47	\$9,791.75	\$9,881.76	\$9,975.23	\$10,061.77	\$10,248.71	\$10,425.27	\$10,605.28	\$10,790.49	\$10,972.23	\$11,333.99
16 holiday	Per Diem	\$344.08	\$361.44	\$379.52	\$398.16	\$419.20	\$435.92	\$444.32	\$452.56	\$456.72	\$461.04	\$465.04	\$473.68	\$481.84	\$490.16	\$498.72	\$507.12	\$523.84
11 vac/ yr	Hourly	\$43.01	\$45.18	\$47.44	\$49.77	\$52.40	\$54.49	\$55.54	\$56.57	\$57.09	\$57.63	\$58.13	\$59.21	\$60.23	\$61.27	\$62.34	\$63.39	\$65.48
238 days/yr	O/T Rate	\$64.52	\$67.77	\$71.16	\$74.66	\$78.60	\$81.74	\$83.31	\$84.86	\$85.64	\$86.45	\$87.20	\$88.82	\$90.35	\$91.91	\$93.51	\$95.09	\$98.22
1904 hrs/yr																		

11 Month  
 208 + 16 + 11 = 235 days  
 12 month payroll

Sunnyvale School District  
 Classified Employee Salary Schedule  
 3% Increase Effective 7/01/2025

1.00 FTE = 8 hours per day

Para Educator - Behavior Technician - Range 28																		
Range 28		A	B	C	D	E	L7	L9	L11	L13	L15	L18	L20	L22	L24	L26	L28	L30
208 days/yr	Monthly	\$4,756.40	\$5,014.90	\$5,257.73	\$5,530.33	\$5,807.63	\$6,037.93	\$6,155.43	\$6,272.93	\$6,330.90	\$6,387.30	\$6,448.40	\$6,565.90	\$6,677.13	\$6,793.07	\$6,909.00	\$7,024.93	\$7,259.93
16 holiday	Per Diem	\$242.88	\$256.08	\$268.48	\$282.40	\$296.56	\$308.32	\$314.32	\$320.32	\$323.28	\$326.16	\$329.28	\$335.28	\$340.96	\$346.88	\$352.80	\$358.72	\$370.72
11 vac/ yr	Hourly	\$30.36	\$32.01	\$33.56	\$35.30	\$37.07	\$38.54	\$39.29	\$40.04	\$40.41	\$40.77	\$41.16	\$41.91	\$42.62	\$43.36	\$44.10	\$44.84	\$46.34
235 days/yr	O/T Rate	\$45.54	\$48.02	\$50.34	\$52.95	\$55.61	\$57.81	\$58.94	\$60.06	\$60.62	\$61.16	\$61.74	\$62.87	\$63.93	\$65.04	\$66.15	\$67.26	\$69.51
1880 hrs/yr																		
Behavior Specialist - Range 42																		
Range 42		A	B	C	D	E	L7	L9	L11	L13	L15	L18	L20	L22	L24	L26	L28	L30
208 days/yr	Monthly	\$6,738.23	\$7,078.20	\$7,432.27	\$7,797.30	\$8,209.33	\$8,536.77	\$8,701.27	\$8,862.63	\$8,944.10	\$9,028.70	\$9,107.03	\$9,276.23	\$9,436.03	\$9,598.97	\$9,766.60	\$9,931.10	\$10,258.53
16 holiday	Per Diem	\$344.08	\$361.44	\$379.52	\$398.16	\$419.20	\$435.92	\$444.32	\$452.56	\$456.72	\$461.04	\$465.04	\$473.68	\$481.84	\$490.16	\$498.72	\$507.12	\$523.84
11 vac/ yr	Hourly	\$43.01	\$45.18	\$47.44	\$49.77	\$52.40	\$54.49	\$55.54	\$56.57	\$57.09	\$57.63	\$58.13	\$59.21	\$60.23	\$61.27	\$62.34	\$63.39	\$65.48
235 days/yr	O/T Rate	\$64.52	\$67.77	\$71.16	\$74.66	\$78.60	\$81.74	\$83.31	\$84.86	\$85.64	\$86.45	\$87.20	\$88.82	\$90.35	\$91.91	\$93.51	\$95.09	\$98.22
1880 hrs/yr																		

11 Month  
 202 + 15 + 11 = 228 days  
 12 month pay

Sunnyvale School District  
 Classified Employee Salary Schedule  
 3% Increase Effective 7/01/2025

1.00 FTE = 8 hours per day

LRC Specialist - Range 26																		
Range 26		A	B	C	D	E	L7	L9	L11	L13	L15	L18	L20	L22	L24	L26	L28	L30
202 days/yr	Monthly	\$4,401.92	\$4,614.72	\$4,865.52	\$5,101.12	\$5,365.60	\$5,579.92	\$5,686.32	\$5,792.72	\$5,850.48	\$5,902.16	\$5,955.36	\$6,060.24	\$6,166.64	\$6,274.56	\$6,384.00	\$6,487.36	\$6,703.20
15 holiday	Per Diem	\$231.68	\$242.88	\$256.08	\$268.48	\$282.40	\$293.68	\$299.28	\$304.88	\$307.92	\$310.64	\$313.44	\$318.96	\$324.56	\$330.24	\$336.00	\$341.44	\$352.80
11 vac/yr	Hourly	\$28.96	\$30.36	\$32.01	\$33.56	\$35.30	\$36.71	\$37.41	\$38.11	\$38.49	\$38.83	\$39.18	\$39.87	\$40.57	\$41.28	\$42.00	\$42.68	\$44.10
228 days/yr	O/T Rate	\$43.44	\$45.54	\$48.02	\$50.34	\$52.95	\$55.07	\$56.12	\$57.17	\$57.74	\$58.25	\$58.77	\$59.81	\$60.86	\$61.92	\$63.00	\$64.02	\$66.15
1824 hrs/yr																		
School Administrative Assistant I, Middle School Attendance Clerk - Range 27																		
Range 27		A	B	C	D	E	L7	L9	L11	L13	L15	L18	L20	L22	L24	L26	L28	L30
202 days/yr	Monthly	\$4,497.68	\$4,731.76	\$4,978.00	\$5,227.28	\$5,499.36	\$5,719.76	\$5,830.72	\$5,937.12	\$5,999.44	\$6,054.16	\$6,108.88	\$6,215.28	\$6,326.24	\$6,434.16	\$6,543.60	\$6,656.08	\$6,878.00
15 holiday	Per Diem	\$236.72	\$249.04	\$262.00	\$275.12	\$289.44	\$301.04	\$306.88	\$312.48	\$315.76	\$318.64	\$321.52	\$327.12	\$332.96	\$338.64	\$344.40	\$350.32	\$362.00
11 vac/yr	Hourly	\$29.59	\$31.13	\$32.75	\$34.39	\$36.18	\$37.63	\$38.36	\$39.06	\$39.47	\$39.83	\$40.19	\$40.89	\$41.62	\$42.33	\$43.05	\$43.79	\$45.25
228 days/yr	O/T Rate	\$44.39	\$46.70	\$49.13	\$51.59	\$54.27	\$56.45	\$57.54	\$58.59	\$59.21	\$59.75	\$60.29	\$61.34	\$62.43	\$63.50	\$64.58	\$65.69	\$67.88
1824 hrs/yr																		
Staff Secretary - Range 28																		
Range 28		A	B	C	D	E	L7	L9	L11	L13	L15	L18	L20	L22	L24	L26	L28	L30
202 days/yr	Monthly	\$4,614.72	\$4,865.52	\$5,101.12	\$5,365.60	\$5,634.64	\$5,858.08	\$5,972.08	\$6,086.08	\$6,142.32	\$6,197.04	\$6,256.32	\$6,370.32	\$6,478.24	\$6,590.72	\$6,703.20	\$6,815.68	\$7,043.68
15 holiday	Per Diem	\$242.88	\$256.08	\$268.48	\$282.40	\$296.56	\$308.32	\$314.32	\$320.32	\$323.28	\$326.16	\$329.28	\$335.28	\$340.96	\$346.88	\$352.80	\$358.72	\$370.72
11 vac/yr	Hourly	\$30.36	\$32.01	\$33.56	\$35.30	\$37.07	\$38.54	\$39.29	\$40.04	\$40.41	\$40.77	\$41.16	\$41.91	\$42.62	\$43.36	\$44.10	\$44.84	\$46.34
228 days/yr	O/T Rate	\$45.54	\$48.02	\$50.34	\$52.95	\$55.61	\$57.81	\$58.94	\$60.06	\$60.62	\$61.16	\$61.74	\$62.87	\$63.93	\$65.04	\$66.15	\$67.26	\$69.51
1824 hrs/yr																		
Administrative Assistant Pre-School Program - Range 30																		
Range 30		A	B	C	D	E	L7	L9	L11	L13	L15	L18	L20	L22	L24	L26	L28	L30
202 days/yr	Monthly	\$4,865.52	\$5,101.12	\$5,365.60	\$5,634.64	\$5,921.92	\$6,159.04	\$6,282.16	\$6,400.72	\$6,463.04	\$6,520.80	\$6,575.52	\$6,695.60	\$6,814.16	\$6,931.20	\$7,049.76	\$7,166.80	\$7,406.96
15 holiday	Per Diem	\$256.08	\$268.48	\$282.40	\$296.56	\$311.68	\$324.16	\$330.64	\$336.88	\$340.16	\$343.20	\$346.08	\$352.40	\$358.64	\$364.80	\$371.04	\$377.20	\$389.84
11 vac/yr	Hourly	\$32.01	\$33.56	\$35.30	\$37.07	\$38.96	\$40.52	\$41.33	\$42.11	\$42.52	\$42.90	\$43.26	\$44.05	\$44.83	\$45.60	\$46.38	\$47.15	\$48.73
228 days/yr	O/T Rate	\$48.02	\$50.34	\$52.95	\$55.61	\$58.44	\$60.78	\$62.00	\$63.17	\$63.78	\$64.35	\$64.89	\$66.08	\$67.25	\$68.40	\$69.57	\$70.73	\$73.10
1824 hrs/yr																		
School Administrative Assistant II - Range 31																		
Range 31		A	B	C	D	E	L7	L9	L11	L13	L15	L18	L20	L22	L24	L26	L28	L30
202 days/yr	Monthly	\$4,976.48	\$5,227.28	\$5,499.36	\$5,786.64	\$6,078.48	\$6,323.20	\$6,440.24	\$6,569.44	\$6,628.72	\$6,683.44	\$6,744.24	\$6,867.36	\$6,990.48	\$7,109.04	\$7,236.72	\$7,353.76	\$7,598.48
15 holiday	Per Diem	\$261.92	\$275.12	\$289.44	\$304.56	\$319.92	\$332.80	\$338.96	\$345.76	\$348.88	\$351.76	\$354.96	\$361.44	\$367.92	\$374.16	\$380.88	\$387.04	\$399.92
11 vac/yr	Hourly	\$32.74	\$34.39	\$36.18	\$38.07	\$39.99	\$41.60	\$42.37	\$43.22	\$43.61	\$43.97	\$44.37	\$45.18	\$45.99	\$46.77	\$47.61	\$48.38	\$49.99
228 days/yr	O/T Rate	\$49.11	\$51.59	\$54.27	\$57.11	\$59.99	\$62.40	\$63.56	\$64.83	\$65.42	\$65.96	\$66.56	\$67.77	\$68.99	\$70.16	\$71.42	\$72.57	\$74.99
1824 hrs/yr																		

10 Month  
 186 + 15 + 10 = 211 days  
 11 month payroll

Sunnyvale School District  
 Classified Employee Salary Schedule  
 3% Increase Effective 7/01/2025

1.00 FTE = 8 hours per day

Range 26																		
Range 26		A	B	C	D	E	L7	L9	L11	L13	L15	L18	L20	L22	L24	L26	L28	L30
186 days/yr	Monthly	\$4,444.04	\$4,658.88	\$4,912.08	\$5,149.93	\$5,416.95	\$5,633.32	\$5,740.73	\$5,848.15	\$5,906.47	\$5,958.64	\$6,012.35	\$6,118.23	\$6,225.65	\$6,334.60	\$6,445.09	\$6,549.44	\$6,767.35
15 holiday	Per Diem	\$231.68	\$242.88	\$256.08	\$268.48	\$282.40	\$293.68	\$299.28	\$304.88	\$307.92	\$310.64	\$313.44	\$318.96	\$324.56	\$330.24	\$336.00	\$341.44	\$352.80
10 vac/ yr	Hourly	\$28.96	\$30.36	\$32.01	\$33.56	\$35.30	\$36.71	\$37.41	\$38.11	\$38.49	\$38.83	\$39.18	\$39.87	\$40.57	\$41.28	\$42.00	\$42.68	\$44.10
211 days/yr	O/T Rate	\$43.44	\$45.54	\$48.02	\$50.34	\$52.95	\$55.07	\$56.12	\$57.17	\$57.74	\$58.25	\$58.77	\$59.81	\$60.86	\$61.92	\$63.00	\$64.02	\$66.15
1688 hrs/yr																		
Food Service Lead - Range 29																		
Range 29		A	B	C	D	E	L7	L9	L11	L13	L15	L18	L20	L22	L24	L26	L28	L30
186 days/yr	Monthly	\$4,777.04	\$5,025.64	\$5,277.30	\$5,551.99	\$5,842.01	\$6,072.20	\$6,188.82	\$6,305.45	\$6,363.76	\$6,422.07	\$6,481.92	\$6,600.08	\$6,710.57	\$6,831.80	\$6,949.96	\$7,065.05	\$7,302.90
15 holiday	Per Diem	\$249.04	\$262.00	\$275.12	\$289.44	\$304.56	\$316.56	\$322.64	\$328.72	\$331.76	\$334.80	\$337.92	\$344.08	\$349.84	\$356.16	\$362.32	\$368.32	\$380.72
10 vac/ yr	Hourly	\$31.13	\$32.75	\$34.39	\$36.18	\$38.07	\$39.57	\$40.33	\$41.09	\$41.47	\$41.85	\$42.24	\$43.01	\$43.73	\$44.52	\$45.29	\$46.04	\$47.59
211 days/yr	O/T Rate	\$46.70	\$49.13	\$51.59	\$54.27	\$57.11	\$59.36	\$60.50	\$61.64	\$62.21	\$62.78	\$63.36	\$64.52	\$65.60	\$66.78	\$67.94	\$69.06	\$71.39
1688 hrs/yr																		
Range 30																		
Range 30		A	B	C	D	E	L7	L9	L11	L13	L15	L18	L20	L22	L24	L26	L28	L30
186 days/yr	Monthly	\$4,912.08	\$5,149.93	\$5,416.95	\$5,688.56	\$5,978.59	\$6,217.98	\$6,342.28	\$6,461.97	\$6,524.89	\$6,583.20	\$6,638.44	\$6,759.67	\$6,879.37	\$6,997.53	\$7,117.22	\$7,235.38	\$7,477.84
15 holiday	Per Diem	\$256.08	\$268.48	\$282.40	\$296.56	\$311.68	\$324.16	\$330.64	\$336.88	\$340.16	\$343.20	\$346.08	\$352.40	\$358.64	\$364.80	\$371.04	\$377.20	\$389.84
10 vac/ yr	Hourly	\$32.01	\$33.56	\$35.30	\$37.07	\$38.96	\$40.52	\$41.33	\$42.11	\$42.52	\$42.90	\$43.26	\$44.05	\$44.83	\$45.60	\$46.38	\$47.15	\$48.73
211 days/yr	O/T Rate	\$48.02	\$50.34	\$52.95	\$55.61	\$58.44	\$60.78	\$62.00	\$63.17	\$63.78	\$64.35	\$64.89	\$66.08	\$67.25	\$68.40	\$69.57	\$70.73	\$73.10
1688 hrs/yr																		

10 Month  
185 + 15 + 10 = 210 days  
11 month payroll

Sunnyvale School District  
Classified Employee Salary Schedule  
3% Increase Effective 7/01/2025

1.00 FTE = 8 hours per day

Campus Assistant, Para Educator - Reg Ed, KLAS, & Pre-School - Range 20																		
Range 20		A	B	C	D	E	L7	L9	L11	L13	L15	L18	L20	L22	L24	L26	L28	L30
185 days/yr	Monthly	\$3,805.96	\$4,012.15	\$4,209.16	\$4,422.98	\$4,636.80	\$4,829.24	\$4,917.82	\$5,014.04	\$5,062.91	\$5,105.67	\$5,151.49	\$5,244.65	\$5,333.24	\$5,430.98	\$5,521.09	\$5,615.78	\$5,802.11
15 holiday	Per Diem	\$199.36	\$210.16	\$220.48	\$231.68	\$242.88	\$252.96	\$257.60	\$262.64	\$265.20	\$267.44	\$269.84	\$274.72	\$279.36	\$284.48	\$289.20	\$294.16	\$303.92
10 vac/yr	Hourly	\$24.92	\$26.27	\$27.56	\$28.96	\$30.36	\$31.62	\$32.20	\$32.83	\$33.15	\$33.43	\$33.73	\$34.34	\$34.92	\$35.56	\$36.15	\$36.77	\$37.99
210 days/yr	O/T Rate	\$37.38	\$39.41	\$41.34	\$43.44	\$45.54	\$47.43	\$48.30	\$49.25	\$49.73	\$50.15	\$50.60	\$51.51	\$52.38	\$53.34	\$54.23	\$55.16	\$56.99
1680 hrs/yr																		
Range 21																		
Range 21		A	B	C	D	E	L7	L9	L11	L13	L15	L18	L20	L22	L24	L26	L28	L30
185 days/yr	Monthly	\$3,899.13	\$4,103.78	\$4,311.49	\$4,519.20	\$4,754.40	\$4,946.84	\$5,040.00	\$5,139.27	\$5,182.04	\$5,235.49	\$5,275.20	\$5,376.00	\$5,470.69	\$5,568.44	\$5,661.60	\$5,754.76	\$5,947.20
15 holiday	Per Diem	\$204.24	\$214.96	\$225.84	\$236.72	\$249.04	\$259.12	\$264.00	\$269.20	\$271.44	\$274.24	\$276.32	\$281.60	\$286.56	\$291.68	\$296.56	\$301.44	\$311.52
10 vac/yr	Hourly	\$25.53	\$26.87	\$28.23	\$29.59	\$31.13	\$32.39	\$33.00	\$33.65	\$33.93	\$34.28	\$34.54	\$35.20	\$35.82	\$36.46	\$37.07	\$37.68	\$38.94
210 days/yr	O/T Rate	\$38.30	\$40.31	\$42.35	\$44.39	\$46.70	\$48.59	\$49.50	\$50.48	\$50.90	\$51.42	\$51.81	\$52.80	\$53.73	\$54.69	\$55.61	\$56.52	\$58.41
1680 hrs/yr																		
Range 22																		
Range 22		A	B	C	D	E	L7	L9	L11	L13	L15	L18	L20	L22	L24	L26	L28	L30
185 days/yr	Monthly	\$4,012.15	\$4,209.16	\$4,422.98	\$4,636.80	\$4,888.80	\$5,078.18	\$5,177.45	\$5,273.67	\$5,327.13	\$5,376.00	\$5,423.35	\$5,519.56	\$5,617.31	\$5,716.58	\$5,815.85	\$5,912.07	\$6,107.56
15 holiday	Per Diem	\$210.16	\$220.48	\$231.68	\$242.88	\$256.08	\$266.00	\$271.20	\$276.24	\$279.04	\$281.60	\$284.08	\$289.12	\$294.24	\$299.44	\$304.64	\$309.68	\$319.92
10 vac/yr	Hourly	\$26.27	\$27.56	\$28.96	\$30.36	\$32.01	\$33.25	\$33.90	\$34.53	\$34.88	\$35.20	\$35.51	\$36.14	\$36.78	\$37.43	\$38.08	\$38.71	\$39.99
210 days/yr	O/T Rate	\$39.41	\$41.34	\$43.44	\$45.54	\$48.02	\$49.88	\$50.85	\$51.80	\$52.32	\$52.80	\$53.27	\$54.21	\$55.17	\$56.15	\$57.12	\$58.07	\$59.99
1680 hrs/yr																		
Food Service Assistant I (FSAI); Para Educator- Bilingual & Music Department; School Outreach Assistant - Range 23																		
Range 23		A	B	C	D	E	L7	L9	L11	L13	L15	L18	L20	L22	L24	L26	L28	L30
185 days/yr	Monthly	\$4,103.78	\$4,311.49	\$4,519.20	\$4,754.40	\$5,001.82	\$5,195.78	\$5,302.69	\$5,398.91	\$5,450.84	\$5,499.71	\$5,550.11	\$5,647.85	\$5,747.13	\$5,850.98	\$5,947.20	\$6,048.00	\$6,249.60
15 holiday	Per Diem	\$214.96	\$225.84	\$236.72	\$249.04	\$262.00	\$272.16	\$277.76	\$282.80	\$285.52	\$288.08	\$290.72	\$295.84	\$301.04	\$306.48	\$311.52	\$316.80	\$327.36
10 vac/yr	Hourly	\$26.87	\$28.23	\$29.59	\$31.13	\$32.75	\$34.02	\$34.72	\$35.35	\$35.69	\$36.01	\$36.34	\$36.98	\$37.63	\$38.31	\$38.94	\$39.60	\$40.92
210 days/yr	O/T Rate	\$40.31	\$42.35	\$44.39	\$46.70	\$49.13	\$51.03	\$52.08	\$53.03	\$53.54	\$54.02	\$54.51	\$55.47	\$56.45	\$57.47	\$58.41	\$59.40	\$61.38
1680 hrs/yr																		
Para Educator Early Learning; Para Educator Special Ed - Range 24																		
Range 24		A	B	C	D	E	L7	L9	L11	L13	L15	L18	L20	L22	L24	L26	L28	L30
185 days/yr	Monthly	\$4,209.16	\$4,422.98	\$4,636.80	\$4,888.80	\$5,125.53	\$5,328.65	\$5,434.04	\$5,533.31	\$5,586.76	\$5,638.69	\$5,687.56	\$5,792.95	\$5,892.22	\$5,997.60	\$6,098.40	\$6,200.73	\$6,403.85
15 holiday	Per Diem	\$220.48	\$231.68	\$242.88	\$256.08	\$268.48	\$279.12	\$284.64	\$289.84	\$292.64	\$295.36	\$297.92	\$303.44	\$308.64	\$314.16	\$319.44	\$324.80	\$335.44
10 vac/yr	Hourly	\$27.56	\$28.96	\$30.36	\$32.01	\$33.56	\$34.89	\$35.58	\$36.23	\$36.58	\$36.92	\$37.24	\$37.93	\$38.58	\$39.27	\$39.93	\$40.60	\$41.93
210 days/yr	O/T Rate	\$41.34	\$43.44	\$45.54	\$48.02	\$50.34	\$52.34	\$53.37	\$54.35	\$54.87	\$55.38	\$55.86	\$56.90	\$57.87	\$58.91	\$59.90	\$60.90	\$62.90
1680 hrs/yr																		
Food Service Assistant II (FSAII); Health Assistant - Range 25																		
Range 25		A	B	C	D	E	L7	L9	L11	L13	L15	L18	L20	L22	L24	L26	L28	L30
185 days/yr	Monthly	\$4,338.98	\$4,555.85	\$4,784.95	\$5,024.73	\$5,276.73	\$5,487.49	\$5,598.98	\$5,710.47	\$5,768.51	\$5,825.02	\$5,927.35	\$6,031.20	\$6,136.58	\$6,245.02	\$6,353.45	\$6,463.42	\$6,672.65
15 holiday	Per Diem	\$227.28	\$238.64	\$250.64	\$263.20	\$276.40	\$287.44	\$293.28	\$299.12	\$302.16	\$305.12	\$310.48	\$315.92	\$321.44	\$327.12	\$332.80	\$338.56	\$349.52
10 vac/yr	Hourly	\$28.41	\$29.83	\$31.33	\$32.90	\$34.55	\$35.93	\$36.66	\$37.39	\$37.77	\$38.14	\$38.81	\$39.49	\$40.18	\$40.89	\$41.60	\$42.32	\$43.69
210 days/yr	O/T Rate	\$42.62	\$44.75	\$47.00	\$49.35	\$51.83	\$53.90	\$54.99	\$56.09	\$56.66	\$57.21	\$58.22	\$59.24	\$60.27	\$61.34	\$62.40	\$63.48	\$65.54
1680 hrs/yr																		

10 Month  
185 + 15 + 10 = 210 days  
11 month payroll

Sunnyvale School District  
Classified Employee Salary Schedule  
3% Increase Effective 7/01/2025

1.00 FTE = 8 hours per day

Range 26																		
Range 26		A	B	C	D	E	L7	L9	L11	L13	L15	L18	L20	L22	L24	L26	L28	L30
185 days/yr	Monthly	\$4,422.98	\$4,636.80	\$4,888.80	\$5,125.53	\$5,391.27	\$5,606.62	\$5,713.53	\$5,820.44	\$5,878.47	\$5,930.40	\$5,983.85	\$6,089.24	\$6,196.15	\$6,304.58	\$6,414.55	\$6,518.40	\$6,735.27
15 holiday	Per Diem	\$231.68	\$242.88	\$256.08	\$268.48	\$282.40	\$293.68	\$299.28	\$304.88	\$307.92	\$310.64	\$313.44	\$318.96	\$324.56	\$330.24	\$336.00	\$341.44	\$352.80
10 vac/ yr	Hourly	\$28.96	\$30.36	\$32.01	\$33.56	\$35.30	\$36.71	\$37.41	\$38.11	\$38.49	\$38.83	\$39.18	\$39.87	\$40.57	\$41.28	\$42.00	\$42.68	\$44.10
210 days/yr	O/T Rate	\$43.44	\$45.54	\$48.02	\$50.34	\$52.95	\$55.07	\$56.12	\$57.17	\$57.74	\$58.25	\$58.77	\$59.81	\$60.86	\$61.92	\$63.00	\$64.02	\$66.15
1680 hrs/yr																		
Para Educator - Behavior Technician - Range 28																		
Range 28		A	B	C	D	E	L7	L9	L11	L13	L15	L18	L20	L22	L24	L26	L28	L30
185 days/yr	Monthly	\$4,636.80	\$4,888.80	\$5,125.53	\$5,391.27	\$5,661.60	\$5,886.11	\$6,000.65	\$6,115.20	\$6,171.71	\$6,226.69	\$6,286.25	\$6,400.80	\$6,509.24	\$6,622.25	\$6,735.27	\$6,848.29	\$7,077.38
15 holiday	Per Diem	\$242.88	\$256.08	\$268.48	\$282.40	\$296.56	\$308.32	\$314.32	\$320.32	\$323.28	\$326.16	\$329.28	\$335.28	\$340.96	\$346.88	\$352.80	\$358.72	\$370.72
10 vac/ yr	Hourly	\$30.36	\$32.01	\$33.56	\$35.30	\$37.07	\$38.54	\$39.29	\$40.04	\$40.41	\$40.77	\$41.16	\$41.91	\$42.62	\$43.36	\$44.10	\$44.84	\$46.34
210 days/yr	O/T Rate	\$45.54	\$48.02	\$50.34	\$52.95	\$55.61	\$57.81	\$58.94	\$60.06	\$60.62	\$61.16	\$61.74	\$62.87	\$63.93	\$65.04	\$66.15	\$67.26	\$69.51
1680 hrs/yr																		
KLAS Site Coordinator - Range 29																		
Range 29		A	B	C	D	E	L7	L9	L11	L13	L15	L18	L20	L22	L24	L26	L28	L30
185 days/yr	Monthly	\$4,754.40	\$5,001.82	\$5,252.29	\$5,525.67	\$5,814.33	\$6,043.42	\$6,159.49	\$6,275.56	\$6,333.60	\$6,391.64	\$6,451.20	\$6,568.80	\$6,678.76	\$6,799.42	\$6,917.02	\$7,031.56	\$7,268.29
15 holiday	Per Diem	\$249.04	\$262.00	\$275.12	\$289.44	\$304.56	\$316.56	\$322.64	\$328.72	\$331.76	\$334.80	\$337.92	\$344.08	\$349.84	\$356.16	\$362.32	\$368.32	\$380.72
10 vac/ yr	Hourly	\$31.13	\$32.75	\$34.39	\$36.18	\$38.07	\$39.57	\$40.33	\$41.09	\$41.47	\$41.85	\$42.24	\$43.01	\$43.73	\$44.52	\$45.29	\$46.04	\$47.59
210 days/yr	O/T Rate	\$46.70	\$49.13	\$51.59	\$54.27	\$57.11	\$59.36	\$60.50	\$61.64	\$62.21	\$62.78	\$63.36	\$64.52	\$65.60	\$66.78	\$67.94	\$69.06	\$71.39
1680 hrs/yr																		
Speech/Language Path Assistant - Range 34																		
Range 34		A	B	C	D	E	L7	L9	L11	L13	L15	L18	L20	L22	L24	L26	L28	L30
185 days/yr	Monthly	\$5,391.27	\$5,661.60	\$5,950.25	\$6,263.35	\$6,568.80	\$6,829.96	\$6,961.31	\$7,091.13	\$7,152.22	\$7,227.05	\$7,289.67	\$7,425.60	\$7,552.36	\$7,683.71	\$7,813.53	\$7,947.93	\$8,210.62
15 holiday	Per Diem	\$282.40	\$296.56	\$311.68	\$328.08	\$344.08	\$357.76	\$364.64	\$371.44	\$374.64	\$378.56	\$381.84	\$388.96	\$395.60	\$402.48	\$409.28	\$416.32	\$430.08
10 vac/ yr	Hourly	\$35.30	\$37.07	\$38.96	\$41.01	\$43.01	\$44.72	\$45.58	\$46.43	\$46.83	\$47.32	\$47.73	\$48.62	\$49.45	\$50.31	\$51.16	\$52.04	\$53.76
210 days/yr	O/T Rate	\$52.95	\$55.61	\$58.44	\$61.52	\$64.52	\$67.08	\$68.37	\$69.65	\$70.25	\$70.98	\$71.60	\$72.93	\$74.18	\$75.47	\$76.74	\$78.06	\$80.64
1680 hrs/yr																		
Behavior Specialist; Mental Health and Wellness Associate - Range 42																		
Range 42		A	B	C	D	E	L7	L9	L11	L13	L15	L18	L20	L22	L24	L26	L28	L30
185 days/yr	Monthly	\$6,568.80	\$6,900.22	\$7,245.38	\$7,601.24	\$8,002.91	\$8,322.11	\$8,482.47	\$8,639.78	\$8,719.20	\$8,801.67	\$8,878.04	\$9,042.98	\$9,198.76	\$9,357.60	\$9,521.02	\$9,681.38	\$10,000.58
15 holiday	Per Diem	\$344.08	\$361.44	\$379.52	\$398.16	\$419.20	\$435.92	\$444.32	\$452.56	\$456.72	\$461.04	\$465.04	\$473.68	\$481.84	\$490.16	\$498.72	\$507.12	\$523.84
10 vac/ yr	Hourly	\$43.01	\$45.18	\$47.44	\$49.77	\$52.40	\$54.49	\$55.54	\$56.57	\$57.09	\$57.63	\$58.13	\$59.21	\$60.23	\$61.27	\$62.34	\$63.39	\$65.48
210 days/yr	O/T Rate	\$64.52	\$67.77	\$71.16	\$74.66	\$78.60	\$81.74	\$83.31	\$84.86	\$85.64	\$86.45	\$87.20	\$88.82	\$90.35	\$91.91	\$93.51	\$95.09	\$98.22
1680 hrs/yr																		

10 Month  
 185 + 15 + 10 = 210 days  
 11 month payroll

Sunnyvale School District  
 Classified Employee Salary Schedule  
 3% Increase Effective 7/01/2025

1.00 FTE = 8 hours per day

Occupational Therapist - Range 65																		
Range 65		A	B	C	D	E	L7	L9	L11	L13	L15	L18	L20	L22	L24	L26	L28	L30
185 days/yr	Monthly	\$10,345.75	\$10,541.24	\$10,638.98	\$10,739.78	\$10,836.00	\$11,028.44	\$11,226.98	\$11,419.42	\$11,616.44	\$11,810.40	\$12,201.38	\$12,395.35	\$12,593.89	\$12,787.85	\$12,975.71	\$13,175.78	\$13,565.24
15 holiday	Per Diem	\$541.92	\$552.16	\$557.28	\$562.56	\$567.60	\$577.68	\$588.08	\$598.16	\$608.48	\$618.64	\$639.12	\$649.28	\$659.68	\$669.84	\$679.68	\$690.16	\$710.56
10 vac/ yr	Hourly	\$67.74	\$69.02	\$69.66	\$70.32	\$70.95	\$72.21	\$73.51	\$74.77	\$76.06	\$77.33	\$79.89	\$81.16	\$82.46	\$83.73	\$84.96	\$86.27	\$88.82
210 days/yr	O/T Rate	\$101.61	\$103.53	\$104.49	\$105.48	\$106.43	\$108.32	\$110.27	\$112.16	\$114.09	\$116.00	\$119.84	\$121.74	\$123.69	\$125.60	\$127.44	\$129.41	\$133.23
1680 hrs/yr																		

10 Month  
 183 + 15 + 10 = 208 days  
 11 month payroll

Sunnyvale School District  
 Classified Employee Salary Schedule  
 3% Increase Effective 7/01/2025

1.00 FTE = 8 hours per day

Noon Aides (Employed in another classified position) - Range 18																		
Range 18		A																
183 days/yr	Monthly	\$3,598.78																
15 holiday	Per Diem	\$190.32																
10 vac/ yr	Hourly	\$23.79																
208 days/yr	O/T Rate	\$35.69																
1664 hrs/yr																		
Range 18		A	B	C	D	E	L7	L9	L11	L13	L15	L18	L20	L22	L24	L26	L28	L30
183 days/yr	Monthly	\$3,598.78	\$3,769.72	\$3,973.93	\$4,169.08	\$4,380.86	\$4,559.36	\$4,644.07	\$4,731.81	\$4,775.68	\$4,818.04	\$4,861.91	\$4,952.67	\$5,035.87	\$5,125.12	\$5,211.35	\$5,305.13	\$5,473.05
15 holiday	Per Diem	\$190.32	\$199.36	\$210.16	\$220.48	\$231.68	\$241.12	\$245.60	\$250.24	\$252.56	\$254.80	\$257.12	\$261.92	\$266.32	\$271.04	\$275.60	\$280.56	\$289.44
10 vac/ yr	Hourly	\$23.79	\$24.92	\$26.27	\$27.56	\$28.96	\$30.14	\$30.70	\$31.28	\$31.57	\$31.85	\$32.14	\$32.74	\$33.29	\$33.88	\$34.45	\$35.07	\$36.18
208 days/yr	O/T Rate	\$35.69	\$37.38	\$39.41	\$41.34	\$43.44	\$45.21	\$46.05	\$46.92	\$47.36	\$47.78	\$48.21	\$49.11	\$49.94	\$50.82	\$51.68	\$52.61	\$54.27
1664 hrs/yr																		

**CLASSIFIED**  
**PERSONAL NECESSITY LEAVE FORM**  
***(Deducted from Sick Leave)***

Exhibit C

*Sunnyvale School District*  
*Sunnyvale, California*

NAME \_\_\_\_\_ DATE \_\_\_\_\_

SCHOOL \_\_\_\_\_

Directions: Please read the definition below, complete this form and give it to your immediate supervisor for forwarding to the Human Resources Office at least three (3) working days prior to the effective dates of the leave. If the reason for the leave is beyond prediction, it should be reported in the same manner as an illness leave and this form submitted within five (5) days of your return.

Check the reason for the leave: A statement of reason must be given for A, B, and C. A statement of reason must be given for 'D' when the day(s) immediately precede(s) or follow(s) a holiday, recess or vacation period.

- \_\_\_\_\_ A. Death or serious illness of a member of the employee's immediate family or domestic partner.
- \_\_\_\_\_ B. Accident involving the employee's person or property, or the person or property of the employee's immediate family or domestic partner.
- \_\_\_\_\_ C. Appearance in court as a litigant, or a witness, under an official order.
- \_\_\_\_\_ D. Professional or personal matters that conform to the definition of Personal Necessity as defined below:

1. An action or activity that is serious and compelling in nature, that cannot be disregarded; that admits no choice of conduct; and requires immediate attention.
2. An action or activity that cannot be accomplished except during working hours.
3. An action or activity characterized by presenting an unavoidable choice as compared with a weighing of advantages which would be characteristic of a personal convenience.
4. May not be taken to extend vacation or holiday periods. (A normal two (2) day weekend does not constitute a vacation or holiday.)

DATES FOR THE LEAVE: \_\_\_\_\_

STATEMENT OF REASON, IF ANY: \_\_\_\_\_

\_\_\_\_\_

I certify that this Personal Necessity leave conforms to the information printed above.

\_\_\_\_\_  
(Signature)

Date: \_\_\_\_\_ Signature of Supervisor: \_\_\_\_\_

Complies with contract: \_\_\_\_\_

Revised 2/04



ACADEMIC AND TEACHER CALENDAR  
2025-2026 (UPDATED VERSION 06.18.25)

187 Duty Days  
181 Student Days

2025

JULY				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

2026

JANUARY (19)				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

1-New Years Day

13-TLD Elementary Early Release

19-Martin Luther King, Jr. Day

20-Staff Development Day

AUGUST (13)				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

11-12 Optional Teacher PD

13-Teachers' First Day

18-Students' First Day (TK-4)

FEBRUARY (15)				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

10-TLD Elementary Early Release

16-Presidents' Day

16-20 Winter Recess

SEPTEMBER (21)				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

1-Labor Day

2 - First Full Day for TK

9-TLD Elementary Early Release

MARCH (21)				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

6-Trimester Ends (TK-4)

10-TLD Elementary Early Release

16-Teacher Non-Duty Day

3/30-4/3 TK Only Grade Conference Week

OCTOBER (23)				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

6-10 TK-6th Grade Conference Week

13-Staff Development Day

21-TLD Elementary Early Release

APRIL (17)				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

3/30-4/3 TK Only Grade Conference Week

7-TLD Elementary Early Release

13-17 Spring Recess

NOVEMBER (13)				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

4-TLD Elementary Early Release

7-Trimester Ends (TK-4)

10-Teacher Non-Duty Day

11-Veterans Day Observed

24-28 Thanksgiving Recess

MAY (20)				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

12-TLD Elementary Early Release

25-Memorial Day

DECEMBER (15)				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

12/23-1/2 Holiday Recess

JUNE (10)				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

11-Students' Last Day (TK-4)

12-Teachers' Last Day

## Classified Employee Formal Evaluation

Name: \_\_\_\_\_

Position Title: \_\_\_\_\_

Site: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Status:

- Probationary, 3 month
- Probationary, 5 month
- Permanent

Conference Date: \_\_\_\_\_

**Instructions:** Using the examples of descriptors as guidelines, supervisors will choose a rating that is most descriptive of the employee's performance in each category. If the supervisor selects a rating of "Does Not Meet Standard", or "Approaching Standard", comments in the "Narrative" section are required. If "Meets or Exceeds Standard" is selected, comments in the narrative are optional.

1. Job-Related Performance	Meets or Exceeds Standard	Approaching Standard	Does Not Meet Standard
<ul style="list-style-type: none"> <li>Demonstrates knowledge and skills appropriate for the job</li> <li>Work is thorough and accurate</li> <li>Exercises sound problem-solving and decision-making skills</li> <li>Is effective under pressure</li> <li>Requires minimal supervision</li> <li>Demonstrates initiative to improve skills, implements feedback</li> </ul>			
<b>Narrative:</b>			
2. Work Habits	Meets or Exceeds Standard	Approaching Standard	Does Not Meet Standard
<ul style="list-style-type: none"> <li>Uses time effectively</li> <li>Organizes work</li> <li>Meets deadlines</li> <li>Follows directions / complies with rules</li> <li>Demonstrates flexibility and initiative</li> <li>Maintains accurate records</li> <li>Maintains work area and equipment</li> </ul>			
<b>Narrative:</b>			

3. Interpersonal Skills	Meets or Exceeds Standard	Approaching Standard	Does Not Meet Standard
<ul style="list-style-type: none"> <li>• Works cooperatively with students, staff, and community.</li> <li>• Coordinates work with colleagues</li> <li>• Communicates effectively and professionally, even in difficult situations.</li> <li>• Accepts feedback and is receptive to new ideas</li> <li>• Shows enthusiasm, pride in work</li> <li>• Respects confidential and personal information, understands professional / personal boundaries</li> </ul>			
<b>Narrative:</b>			
4. Attendance and Punctuality	Meets or Exceeds Standard	Approaching Standard	Does Not Meet Standard
<ul style="list-style-type: none"> <li>• Adheres to arrival, departure, and break times</li> <li>• Absences adhere to contractual guidelines</li> <li>• Follows proper procedures to report absences</li> </ul>			
<b>Narrative:</b>			
5. Overall Performance Rating	Meets or Exceeds Standard	Approaching Standard	Does Not Meet Standard
If the overall performance rating is “Does Not Meet Standard”, a formal evaluation must be completed within two months			
<b>Overall Performance Narratives</b>			
<b>Commendations:</b>			
<b>Areas for Growth:</b>			
<b>Methods for Improvement (if needed):</b> Specific directives / supports for improvement if needed			

**Next Evaluation:**

- Formal (with 2 months)
- Formal (Annual)
- Informal (Annual)

**Evaluator Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Employee Signature\*:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\*This signature indicates that the employee has seen and discussed this evaluation report. It does not necessarily indicate agreement with all factors of the evaluation

**Employee Comments: (Optional)**

### Evaluation Terms and Definitions

**Probationary Employee:** Employee with less than six (6) months or 130 days of paid service in the position, whichever is longer. "Days of paid service" means days actually worked, vacations and holidays, but excludes leaves of absence related to illness, industrial accident or pregnancy.

**Permanent Employee:** Has satisfactorily completed the probationary period.

**Formal Evaluation:** Process used for Probationary Employees. For Permanent Employees, this process may be initiated by the evaluator or at the request of the employee.

**Informal Evaluation:** Process used for Permanent Employees unless otherwise requested by evaluator or employee

**Exceeds/Meets Standard:** Performance exceeds basic requirements / Performance meets standards. Opportunities for growth exist.

**Approaching Standard:** Standard is not yet met, but employee is making satisfactory progress towards meeting standard OR is close to meeting standard. (This rating may be commonly used for new employees).

**Does Not Meet Standard:** Performance does not meet standard and needs improvement to merit retention in this position.

**N.O:** Not Observed

### Evaluation Timelines (for Permanent Employees)

**Cafeteria Classes:** End of January

**Fiscal, Clerical, Other:** End of January

**Maintenance and Trade Classes:** End of July

## Classified Employee Informal Evaluation

The Informal Evaluation Process is a mutually agreed upon process between Evaluator and Permanent Employee, only eligible to Permanent Employees who rated an overall “Meets or Exceeds Requirements” on their most recent Formal Evaluation.

Name: \_\_\_\_\_

Position Title: \_\_\_\_\_

Site: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Conference Date: \_\_\_\_\_

<b>Instructions:</b> The Evaluator will complete this form based on discussion with the Employee.
<b>1. What is working with your job / department? What contributions have you made to your site/dept over the past year?</b>
<b>2. What challenges exist with your job/department?</b>
<b>3. What goals do you have for next year?</b>
<b>4. What supports do you need to improve your practice and support your goals?</b>

<b>Additional Comments by Evaluator</b>
<b>Additional Comments by Employee</b>

**Next Evaluation:**

- Formal (Annual)
- Informal (Annual)

**Evaluator Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee Signature\*:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\*This signature indicates that the employee has seen and discussed this evaluation report. It does not necessarily indicate agreement with all factors of the evaluation

<b>Evaluation Terms and Definitions</b>	
<p><b>Probationary Employee:</b> Employee with less than six (6) months or 130 days of paid service in the position, whichever is longer. "Days of paid service" means days actually worked, vacations and holidays, but excludes leaves of absence related to illness, industrial accident or pregnancy.</p> <p><b>Permanent Employee:</b> Has satisfactorily completed the probationary period.</p> <p><b>Formal Evaluation:</b> Process used for Probationary Employees. For Permanent Employees, this process may be initiated by the evaluator or at the request of the employee.</p> <p><b>Informal Evaluation:</b> Process used for Permanent Employees unless otherwise requested by evaluator or employee</p>	<p><b>Exceeds/Meets Standard:</b> Performance exceeds basic requirements / Performance meets standards. Opportunities for growth exist.</p> <p><b>Approaching Standard:</b> Standard is not yet met, but employee is making satisfactory progress towards meeting standard OR is close to meeting standard. (This rating may be commonly used for new employees).</p> <p><b>Does Not Meet Standard:</b> Performance does not meet standard and needs improvement to merit retention in this position.</p> <p><b>N.O:</b> Not Observed</p>
<b>Evaluation Timelines (for Permanent Employees)</b>	
<p><b>Cafeteria Classes:</b> End of January <b>Fiscal, Clerical, Other:</b> End of January <b>Maintenance and Trade Classes:</b> End of July</p>	

## **Classified Personnel Request for Reclassification Process**

### ***Introduction:***

The CSEA – Sunnyvale School District Agreement (Article XI – Reclassification) states reclassification may be requested by the employee or the supervisor of the employee on the proper form (See Reverse).

Applications for reclassification may be submitted once a year in January.

The completed form is to be submitted to the CSEA President and Human Resources Department.

### ***Definition of Reclassification:***

Reclassification is a reorganization of duties, the addition or deletion of duties, the gradual assumption of additional responsibilities, and/or the combination of duties from more than one classification.

Classification, reclassification, salary level, workload and performance are often confused. Employees sometimes think that submission of this form will provide them with a resolution to a question or concern they might have related to their salary, workload or performance, but these issues are not addressed through the reclassification review process. The reclassification review process is solely to determine if an employee is performing higher-level work.



Exhibit F



### SUNNYVALE SCHOOL DISTRICT Classified Personnel Request For Reclassification

\_\_\_\_\_  
**Name: Last First Date**

Current Job Title: \_\_\_\_\_ Salary Grade: \_\_\_\_\_

#### **Significant and Consistent Change of Duties Not in Current Job Description.**

Please refer to you current job description and list the significant and consistent change of duties not in your current job description. List these changes of tasks and duties separately and indicate the amount of time (hours or percent) that you spend on these tasks/duties each day, week or month. Indicate the unit per day, per week or per month.

\_\_\_\_\_ Time \_\_\_\_\_

\_\_\_\_\_ Time \_\_\_\_\_

\_\_\_\_\_ Time \_\_\_\_\_

\_\_\_\_\_ Time \_\_\_\_\_

\_\_\_\_\_ Time \_\_\_\_\_

\_\_\_\_\_ Time \_\_\_\_\_

Please list any additional information below:

State any changes in the qualifications for your position (skills, knowledge, ability).

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I certify that I have read the guidelines, that the entries made above (or attached) ARE MY OWN and to the best of my knowledge are accurate and complete. (Attachments must be dated and signed.)

\_\_\_\_\_  
**Signature of Employee**

**Date**

**CERTIFICATION OF DOMESTIC PARTNERSHIP FOR USE OF LEAVE BENEFITS FOR CLASSIFIED EMPLOYEES (CSEA AGREEMENT, SECTION 16.6.2)**  
(To be printed, completed, and returned to Human Resources)

**Section One – Identifying Information**

**Employee**

Last Name	First Name	MI	Social Security No

**Domestic Partner**

Last Name	First Name	MI	Social Security No

**Section Two – Domestic Partnership Certification**

I hereby certify that the person listed above is my domestic partner in that: (1) there exists between us a long-standing mutual committed relationship; (2) we share the common necessities of life; and (3) we are at least eighteen years of age or older; (4) we are not related by blood closer than would bar marriage in my state of residence and we are mentally competent to consent to contract; and (5) we are each other’s sole domestic partner and intend to remain so indefinitely, neither of us is legally married to another person, and we are jointly responsible for our common welfare. I further certify that at least three (3) of the following conditions are met (please circle those that apply):

1. This relationship has been in existence for a period of at least six (6) consecutive months.
2. We have joint ownership of a residence.
3. We have at least two (2) of the following:
  - A. Joint ownership of a motor vehicle
  - B. Joint checking, bank or investment account
  - C. Joint credit account
  - D. Lease for a residence identifying both partners as tenants
4. We have designated each other as the beneficiaries of our will and/or life insurance policies.

Documentation sufficient to prove the above listed conditions is attached.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**Section Three – General Information and Employee Attestation**

**Change in Status.** I agree to notify Sunnyvale School District in writing within thirty (30) days of the termination of my relationship with my domestic partner. I agree that it shall be my responsibility to provide a copy of said notice to my domestic partner.

**False Certification.** I understand that any false, incorrect, or misleading statement made in this certification can result in the loss of leave benefits and may result in disciplinary action. I authorize the District to deduct from my pay and/or any other monies owed me, the cost of any and all leave benefits improperly paid to me based on false, incorrect, or misleading information provided by me.

**Section Four – Attestation**

I solemnly declare and affirm under penalty of perjury that information provided in this certification is true and correct.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

White Copy – Human Resources

Yellow Copy – Payroll

Pink Copy – Employee



***Sunnyvale School District***

**CLASSIFIED PROFESSIONAL GROWTH**  
**STIPEND FORM**

*(One-time Stipend – Per CSEA Agreement, Article XXV – Professional Growth)*

**Instructions:**

Upon completion of course, complete form and submit to the Human Resources Department with proof of attendance, or instructor’s signature, or letter or certificate of class completion, within sixty (60) days of completion of the course.

NAME OF EMPLOYEE: \_\_\_\_\_

SITE/POSITION: \_\_\_\_\_

Name of Course	Instructor’s Signature	Date	Clock Hours
1.			
2.			
3.			
4.			

***Total Clock Hours*** \_\_\_\_\_

\_\_\_\_\_  
 Signature of Employee

Date Submitted: \_\_\_\_\_

\_\_\_\_\_  
 Signature of Supervisor:

\_\_\_\_\_  
 Approved by Human Resources Administrator

Date: \_\_\_\_\_

***(For Payroll Use Only)***

$$\frac{\text{Clock hours}}{\text{Clock hours}} \times \$20.00 = \frac{\text{Stipend total}}{\text{Stipend total}}$$





### REQUEST FOR CATASTROPHIC SICK LEAVE

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Work Site: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Home Address: \_\_\_\_\_

Verification by physician attached:  Yes  No

Anticipated length of sick leave needed:

\_\_\_\_\_ days \_\_\_\_\_ unable to determine at this time

Additional information if desired:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Received by CSEA on \_\_\_\_\_

Approved  Not approved

Signature of CSEA President/Designee: \_\_\_\_\_ Date: \_\_\_\_\_



Exhibit J2

California School Employees Association

### CATASTROPHIC LEAVE DONATION FORM

For Employee Name: \_\_\_\_\_

Donor Information:

Name: \_\_\_\_\_ Work Site: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Home Address: \_\_\_\_\_

Number of Sick Hours donated: \_\_\_\_\_ Number of Vacation Hours donated: \_\_\_\_\_

I understand that sick and vacation days will be used in order that they are received and on an “as needed basis” for any classified employee that meets the catastrophic leave requirements and submits an application. The Chapter will send postings to each site when they receive an application that meets the requirements. I will then have the opportunity to donate time. If the donated time is not used or needed at the end of the current school year this form will be returned to me and no time deducted from earned or accrued sick or vacation leave. If the time is used, it will be permanently deducted from my earned or accrued vacation leave.

Donor signature: \_\_\_\_\_ Date: \_\_\_\_\_

CSEA Received: \_\_\_\_\_ Date: \_\_\_\_\_

CC: Employee

**SUNNYVALE SCHOOL DISTRICT  
CLASSIFIED ADJUNCT DUTY STIPEND CHART  
For Work Outside of the Classified Member Workday  
2025-2026**

<u>Committees/Leads</u>	<u>Pay</u>	<u>Site/District</u>	<u>Payment Schedule</u>
Perm Member of SSC	\$795.72/yr	District	End of Year
Perm Member of MTSS Team	\$1,360.94/yr	District	End of Year
Perm Member of PBIS Team	\$795.72/yr	District	End of Year
Student Council Advisor (Elem)	\$1,360.94/yr	Site	End of Year
Student Council Advisor (Middle)	\$1,814.13/yr	Site	End of Year
Yearbook Advisor (Elem)	\$906.42/yr	Site	End of Year
Yearbook Advisor (Middle)	\$1,814.13/yr	Site	End of Year
Athletic Director	\$5,566.13/yr	Site	Semi-Annually
<u>Overnight Assignments</u>	<u>Pay</u>		
Overnight student supervision	\$198.93/day		
Sleep period (7hs) interrupted for duty	\$44.31/hr		