

Tentative Agreement
between the
California School Employees Association
and its
Tahoe-Truckee Chapter No. 383 (together "CSEA")
and the
Tahoe-Truckee Unified School District ("District")
2024-2025 Reopener
November 8, 2024

The California School Employees Association and its Tahoe-Truckee Chapter No. 383 ("CSEA") and the Tahoe-Truckee Unified School District ("District") have met and agreed to the following:

- 1) Retroactive to July 1, 2024, all cells of the salary schedule shall be increased by 3.17%. The salary schedule is attached to this agreement as Appendix 1.
- 2) Retroactive to July 1, 2024, the following classifications shall have their range placement increased accordingly:
 - a) Instructional Assistant Bilingual from range 10 to range 13.
 - b) Cook from range 14 to range 18.
 - c) Childcare Development- Instructional Assistant II from Range 13 to Range 14.
 - d) Lead Childcare Development Instructional Assistant from Range 14 to Range 16.

Unit members in these classifications shall maintain their step placement in the new salary range.

- 3) Effective January 1, 2025, the District's annual health benefit contribution shall be increased as follows:
 - a) Employee Only: \$10,551
 - b) Employee + One: \$12,136
 - c) Employee + Family: \$16,438

An updated Article 17: Health and Welfare Benefits is attached as Appendix 2.

- 4) The following classifications shall be added to the CSEA bargaining unit:
 - a) TK Instructional Assistant, placed at Range 13 on salary schedule. Job description is attached as Appendix 3
 - b) Technical Support Specialist, placed at Range 23 on the salary schedule. Job description is attached as Appendix 4
 - c) Community Interpreter/Translator/Liaison, placed at Range 25 on the salary schedule. Job description is attached as Appendix 5.
- 5) Retroactive to July 1, 2024, the employees listed below shall be reclassified from Instructional Assistant to TK Instructional Assistant. The reclassified employees shall carry over their seniority date to the new classification. The FTE, salary step placement, longevity, service credit, and all other rights, benefits, and compensation for the reclassified employee shall remain unchanged.
 - a) Employee # 4598
 - b) Employee # 4490
 - c) Employee # 4931
 - d) Employee # 3185
 - e) Employee # 3939
 - f) Employee # 5150
- 6) Retroactive to July 1, 2024, the employees listed below shall be reclassified from Bilingual Translator .5 FTE/Interpreter and Community Liaison .5 FTE to Community Interpreter/Translator/Liaison 1 FTE. The reclassified employees shall carry over their seniority date to the new classification. The salary step placement, longevity, service credit, and all other rights, benefits, and compensation for the reclassified employee shall remain unchanged.
 - a) Employee # 5269
 - b) Employee # 4670
 - c) Employee # 4961
 - d) Employee # 4707
 - e) Employee # 3645
- 7) Article 5: Association Rights. The updated article is attached as Appendix 6.
- 8) The Winter Stipend Memorandum of Understanding is attached as Appendix 7.
- 9) Article 16: Wages. To include Professional Growth Program language. Language is attached as Appendix 8.

10) Article 3.11: Delayed Start

All classified employees are required to report to work starting at their contracted shift time ~~and~~ or up to two hours after their normal shift begins (with the exception of those employed on the twelve (12) month basis ~~and transportation~~ and food service employees, who are required to report to work at their regularly scheduled time). All employees are expected to work their full contracted hours for that day. If an employee reports later than their normal contracted shift time and chooses to leave earlier than their total, daily contracted hours, they must have approval from their immediate supervisor and submit a signed leave request prior to leaving.

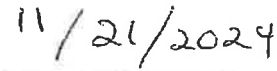
11) Article 16.11: Longevity. Updated article is attached as Appendix 9.

12) "Me Too"

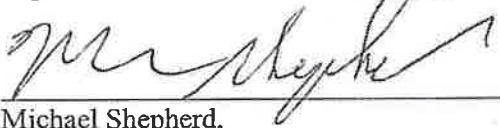
In the event the District enters into an agreement with either the Faculty Association or Management that provides a greater percentage increase (total compensation) or any form of ongoing salary increase or health benefit increase for the 2024-2025 year, this increase shall be provided to CSEA unit members. The District and CSEA shall meet to negotiate how that ongoing salary increase shall be granted to CSEA. This would include and salary increase offered, including either a one-time (off schedule) increase or an ongoing (on schedule) increase.



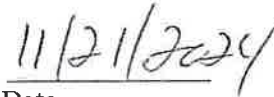
Kerstin Kramer,
Superintendent Chief Learning Officer



Date



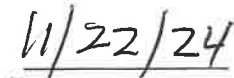
Michael Shepherd,
Executive Director-Human Resources



Date



Malissa Cruz,
Chapter President #383 Tahoe-Truckee



Date



Kristina Fischer,
CSEA Labor Relations Representative



Date

Article 5- Association Rights

5.5 DISTRICT NOTICE TO CSEA OF NEW HIRES

- 5.5.1 The District shall provide CSEA notice of any newly hired employee within 10 days of hire via an electronic mail. The notice will include the following information: full legal name, date of hire, classification, and site.

5.6 EMPLOYEE INFORMATION

- 5.6.1 "Newly hired employee" or "new hire" means any employee, whether permanent, full time, part time, hired by the District, and who is still employed as of the date of the new employee orientation. It also includes all employees who are or have been previously employed by the District and whose current position has placed them in the bargaining unit represented by CSEA. For those latter employees, for purposes of this article only, the "date of hire" is the date upon which the employee's status changed such that the employee was placed in the CSEA unit.
- 5.6.2 The District shall provide CSEA with contact information on the new hires.
- 5.6.3 "Contact information" is defined as: First Name, Middle Initial, Last Name, Suffix (e.g. Jr., III), classification, department, primary worksite, home street address (including apartment number), city, state, zip code (5 or 9 digits), home telephone, work telephone, and personal cellular number (10 digits), personal email address, Employee ID, last 4 numbers of the Social Security number, hire date, and CalPERS status (Y/N).
- 5.6.4 The information will be provided to CSEA electronically via the CSEA-designated FTP site or service, on the last working day of the month in which they were hired, with each field in its own column. The FTP site and login information will be provided to the District by CSEA.
- 5.6.5 This information shall be provided to CSEA regardless of whether the newly hired employee was previously employed by the District.
- 5.6.6 In the event no one is hired in any month, the District shall send an e-mail to CSEA confirming that they did not hire any new staff that month.
- 5.6.7 Periodic Update of Contact Information: The District shall provide CSEA with a list of all bargaining unit members names and contact information (as defined in 5.6.3), with each field in its own column, on the last working day of September, January, and May.

5.7 NEW EMPLOYEE ORIENTATION

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

- 5.7.2 The District shall provide CSEA with mandatory access to its new employee orientations. CSEA shall receive not less than ten (10) days' notice in advance of an orientation.
- 5.7.3 The District shall conduct at least one mandatory monthly group orientation each month. The District and CSEA shall meet each June to collaborate on the monthly orientation schedule for the following fiscal year.
- 5.7.4 CSEA shall have forty-five (45) minutes of paid release time for up to two (2) CSEA representatives, including the Chapter President or designee, to conduct the orientation sessions. Each new employee shall have paid release time for the orientation session. Said release time shall be in addition to reasonable travel time for both CSEA representatives and participating new employees. Said release time shall not be counted against the total release time contained elsewhere in the collective bargaining agreement. The CSEA Labor Relations Representative may also attend the orientation session.
- 5.7.5 All employees will be highly encouraged to attend the first monthly orientation after they are hired. Should extenuating circumstances prevent a new employee from attending the first group orientation after their first day in paid service, the District shall provide CSEA with thirty (30) minutes of paid release time for one (1) CSEA representative to conduct one-on-one orientations with the new employee at the new employee's assigned worksite during their regular working hours. The new employee shall be relieved of their duties for the purpose of this meeting and shall be on paid time. Said release time shall be in addition to reasonable travel time. Said release time shall not be counted against the total release time contained elsewhere in the collective bargaining agreement. The CSEA Labor Relations Representative may also attend the orientation session.
- 5.7.6 The orientation session shall be held on District property during the workday of the employee(s), who shall be on paid time.
- 5.7.7 During CSEA's orientation session, no District manager or supervisor or non-unit employee shall be present.

Purpose

The classified employees' professional growth award program is designed to meet the following objectives

1. Provide incentive for classified employees to learn skills that will increase productivity and the quality of work.
2. Better prepare classified employees for critical jobs within the district and to facilitate promotion from within.
3. Convey a clear message to classified employees that the Board and Administration believes their skills and contribution are important to the mission of the district.

Eligibility

All classified employees within the district shall be eligible to participate in the professional growth program for credit or non-credit.

Courses will be taken on the employee's own time and at the employee's expense.

Applicable Credits

1. Only credit earned after the date of implementation and subsequent to employment shall be applicable.
2. Professional growth credits shall be directly related to the employee's duties as defined by
 - a. The present job classification description; or
 - b. The job classification description of a promotional position within the Tahoe Truckee Unified School District.
3. Applicable units may be earned, with approval, by the successful completion of the following educational activities. Coursework or training must be taken on the employees personal time and expense. Any training or courses provided by the District is excluded from this program.
 - a. Courses taken at a community college or at an accredited four (4) year college or university; with units certified by official transcripts (i.e., fifteen (15) semester hours equal one (1) semester unit).
 - b. Courses taken, when completed, result in the employee receiving a certificate of competency or a certificate of completion from an accredited school or recognized educational institution. (Refer to section a)
 - c. Adult Education courses, outside training programs or workshops as designated and verified by hours of attendance; i.e., fifteen (15) clock hours shall constitute one (1) semester unit.

Non-Credit Courses

Non-Credit courses may be selected from those offered at a community college, at an accredited four (4) year college or university, an adult education program or an outside training program and must be in concert with the purpose of this language.

Approval Procedures

1. The employee and his/her immediate supervisor shall complete the Professional Growth Award Approval form, indicating the specific objectives to be met in the educational program.
2. All requests for professional growth programs, credit or non-credit, for proposed college courses, adult education courses or outside training programs shall be submitted to the Executive Director of Human Resources or designee for prior approval.

Unit Compensation/Professional Growth Stipend

The Executive Director of Human Resources or designee shall approve all compensation requests, for credit or non-credit programs,.

Such compensation shall be subject to state and federal taxes and FICA (Social Security).

1. Compensation for Credit Courses
 - a. Units for approved educational activities shall be compensated in a flat one-time dollar amount. A one time stipend of one hundred (\$100.00) dollars shall be awarded to the employee who earns one (1) semester unit, and each additional unit thereafter.
 - b. No more than six (6) semester units shall be compensated in a fiscal year.
2. Compensation for Non-Credit Courses
 - a. Compensation for non-credits professional growth programs will be paid, in full, upon verification of completion of the course at the rate of one hundred (\$100.00) dollars for each fifteen (15) hours of attendance. Completion may be verified by a competency certificate or certification of completion form from the accredited school or recognized educational institution.

Submission of Units

Verification of units earned for professional growth shall be submitted to the Executive Director of Human Resources or designee for compensation.

1. It is the responsibility of the employee to collect and maintain the applications and verification until such time as they are turned in for payment.

16.11 Longevity

An Annual Longevity Payment, divided evenly across pay periods, will be added to an employee's annual salary starting after the completion of years of service based on the schedule below (i.e. 12 month employee). Less than full time employees will be prorated by hours per day and months per year as compared to a full time twelve (12) month employee.

1. \$1100/year at the completion of the 10th consecutive year, beginning in the 11th year
 - \$91.67 per month for an 11 or 12 month employee
2. \$1600/year at the completion of the 15th consecutive year, beginning in the 15th year
 - \$133.33 per month for an 11 or 12 month employee
3. \$2100/year at the completion of the 20th consecutive year, beginning in the 21st year
 - \$175.00 per month for an 11 or 12 month employee
4. \$2600/year at the completion of the 25th consecutive year, beginning in the 26th year
 - \$216.67 per month for an 11 or 12 month employee
5. \$3100/year at the completion of the 30th consecutive year, beginning in the 31st year
 - \$258.33 per month for an 11 or 12 month employee

Article 17 - Health and Welfare Benefits

Employee Only (Single) \$10,551

(\$959.18 per month for eleven (11) months)

(\$879.25 per month for Twelve (12) months)

Employee + One (1) \$12,136

(\$1,103.27 per month for eleven (11) months)

(\$1,011.33 per month for Twelve (12) months)

Employee + Family \$16,438

(\$1494.36 per month for eleven (11) months)

(\$1,369.83 per month for Twelve (12) months)