2025-2026
HAWTHORNE SCHOOL DISTRICT
HAWTHORNE FEDERATION OF CLASSIFIED EMPLOYEES (HFCE-AFT)
TENTATIVE AGREEMENT
March 10, 2026

The Hawthorne School District and the Hawthorne Federation of Classified Employees (HFCE) have completed negotiations for the 2025-2026 school year. The District and HFCE agree to maintain the provision of the current collective bargaining agreement, except as modified below.

ARTICLE 7. PAY & ALLOWANCES

Article 7.7 Salary Increase
Unit members covered by this Agreement shall be granted a 3% increase on the master salary schedule, effective July 1, 2025.

Reclassification and Salary Range Adjustment
Effective July 1, 2026, the Telecommunications and Computer Technician classifications shall be reclassified from Range 20 to Range 24 on the Classified Employees Salary Schedule (Exhibit A).

Effective July 1, 2026, the Data Technician classification shall be reclassified from Range 21 to Range 27 on the Classified Employees Salary Schedule (Exhibit A).

To better reflect the current duties and responsibilities and to assist in recruiting for these two positions, human resources will be revising the job descriptions and job titles.

Article 7.2
Payroll errors shall be corrected as soon as possible. Any paycheck that contains errors, is not received, or is lost after receipt shall be reported immediately to Payroll in writing. In the event a paycheck contains errors, is not received, or is reported lost after receipt, the District shall request a stop payment and reissue the check in accordance with County Office of Education and County Treasury procedures.

In accordance with Education Code section 45167, once a payroll error is determined, the District shall provide the employee a statement of the correction and initiate the processing of a supplemental payment within five (5) workdays.

ARTICLE 13. VACATION

Article 13.1
~~No more than seven (7) days vacation may be carried over into the next school year. In order to carry the seven (7) days, a unit member must make the request in writing by completing a PAR form.~~
Unit members may not carry over a cumulative balance beyond the total number of vacation days earned per year by the member.

Article 13.4

If there are conflicting dates of vacation requests, the most senior unit member in the same classification at the same site requesting the date shall be approved for the time off. Should vacation days in excess of the allowable carryover need to be rescheduled, unit members will enter the equivalent number of days into the absence management system for the school year. Employees that have not taken excess vacation (as defined in Article 13.1) as planned by the end of the school year will be directed by their supervisor to take vacation time.

Article 13.6

Ten (10) and eleven (11) month Instructional Aides and Health Clerks must take vacation days during a regular work day, as outlined in 13.3 above. They have the option of using up to ten (10) vacation days during the winter break, with pay.

ARTICLE 18. HEALTH AND WELFARE BENEFITS

Article 18.7

Retiree Medical Insurance Coverage: Effective July 1, 2026, qualified employees who retire from the District and who meet the STRS or PERS minimum retirement age qualifications or who qualify for a disability retirement through STRS or PERS and who have completed at least ten (10) years of service with the District prior to retirement shall be eligible to continue to receive District-sponsored health insurance, for the retiree only, through the age of 65.

An eligible year of service is one in which the retiree was in paid status for at least 75% of their contracted work days for the school year. Medical insurance eligibility for the retiree will extend through the last day of the month in which the retiree turns 65. The retiree may pay for continuous medical insurance coverage for their spouse until the last day of the month in which the spouse turns 65.

ARTICLE 23. TERM OF AGREEMENT

This Agreement shall be in full force and effect through June 30, 2028, and thereafter shall continue in effect year-by-year, unless one of the parties notifies the other, in writing, no later than April 1st, of its request to modify, amend, or terminate the Agreement. The Union and the District may reopen negotiations during the 2026-2027 and 2027-2028 school years on salaries up to two (2) additional articles determined by each party.

Rudy Otzoy, President — Date: 3/12/26

Dr. Brian Markarian, Superintendent — Date: 3/12/26

2025-2026
HAWTHORNE SCHOOL DISTRICT
HAWTHORNE FEDERATION OF CLASSIFIED EMPLOYEES (HFCE-AFT)
MEMORANDUM OF UNDERSTANDING
March 10, 2026

Professional Development

During the 2026–2027 fiscal year, classified employees will have the opportunity to participate in six (6) scheduled voluntary professional development days, compensated at time and one-half (1.5) their rate of pay based on their regular number of work hours.

Early Notification of Intent to Retire

Unit members that formally submit binding notification of their intent to retire from the District to Human Resources by December 1st during the 2025-2026 and 2026-2027 school years shall receive a one-time stipend of $2,000 in their final pay cycle. In the event that the District offers a retirement incentive for which the unit member is eligible, the unit member may forgo the one-time stipend in lieu of the retirement incentive offered.

Rudy Otzoy, President — Date: 3/12/26

Dr. Brian Markarian, Superintendent — Date: 3/12/26

MEMORANDUM OF UNDERSTANDING
Between the Hawthorne School District and the Hawthorne Federation of Classified Employees
Regarding Special Education Instructional Aide Employee Referral Bonus
February 24, 2026

This Memorandum of Understanding ("MOU") is entered into by and between the Hawthorne School District ("District") and the Hawthorne Federation of Classified Employees ("HFCE") (collectively referred to as "the Parties").

The Parties recognize that the District continues to experience difficulty recruiting and filling vacant Special Education Instructional Aide positions. In an effort to support recruitment and increase applicant interest, the District and HFCE agree to establish a temporary referral bonus program for current District employees who refer qualified candidates for employment.

This agreement applies only to referrals resulting in the hiring of new Special Education Instructional Aides. To qualify for the referral bonus:

- The referring individual must be a current Hawthorne School District employee at the time the referral is made and at the time of payout.
- The referred candidate must be hired into a Special Education Instructional Aide position.
- The referred candidate must not be currently employed by the District in any capacity at the time of referral, including as a substitute, temporary employee, contracted worker, non-public agency worker, or other District worker.
- The referral must be formally disclosed at the time the candidate submits their employment application. Referrals submitted after the application has been filed will not be considered.
- The referring employee must have direct professional or personal knowledge of the candidate and must be identified as a reference for the applicant. No referral bonus will be paid for a candidate who was previously employed by the District.
- General solicitation, canvassing, or referral of individuals unknown to the referring employee solely for purposes of obtaining the bonus shall not qualify for payment. The referred candidate must complete their probationary period and be granted permanent status.
- Employees directly involved in the hiring decision, recommendation for hire, or supervision of the position may not be eligible to receive the referral bonus.

Referral Bonus - The District shall provide a one-time referral bonus of one thousand dollars ($1,000.00) to the referring District employee for each eligible referral. The referral bonus shall be paid only after the referred Special Education Instructional Aide completes the probationary period and is granted permanent status. The referral bonus shall be paid through regular payroll and is subject to all applicable taxes and withholdings. No bonus shall be paid if the referred employee resigns, is terminated, or otherwise fails to achieve permanent status. Only one referral bonus shall be paid per newly hired employee, regardless of the number of employees claiming to have referred the same candidate.

Administrative Procedures - The Human Resources Department shall implement procedures necessary to administer this referral bonus program, including required PAR forms and verification processes.

Human Resources shall verify:

1. That the referral was disclosed at the time of application.
2. That the referring employee meets eligibility requirements.

3. That the referred candidate was not previously employed by the District or serving as a substitute at the time of referral.
4. That the referring employee had a bona fide professional or personal relationship with the candidate and was listed as a reference.

Human Resources shall have the authority to determine eligibility for payment consistent with this agreement. Decisions regarding eligibility and verification shall be final and not subject to grievance. The District reserves the right to deny payment in cases of misrepresentation, failure to disclose required information, or abuse of the program.

Term - This agreement shall remain in effect from **March 12, 2026 through June 30, 2027**, unless extended by mutual written agreement of the Parties. This MOU shall expire automatically on June 30, 2027.

To qualify for payment, the referred candidate must be initially hired into the eligible position on or before June 30, 2027. Referrals made during the term of this MOU that do not result in an eligible hire prior to the expiration date shall not qualify for payment. If the referred candidate is hired on or before June 30, 2027, the referral bonus may be paid after the expiration of this MOU upon the candidate's successful completion of the probationary period and attainment of permanent status.

This agreement is non-precedent-setting and shall not establish a past practice. It is limited to Special Education Instructional Aides and applies only for the term stated above.

Hawthorne School District

By: _____

Name/Title: Brian Markarian, Ed.D., Superintendent

Date: 3/24/26

Hawthorne Federation of Classified Employees (HFCE)

By: _____

Name/Title: Rudy Otzoy, HFCE President

Date: 3/24/26