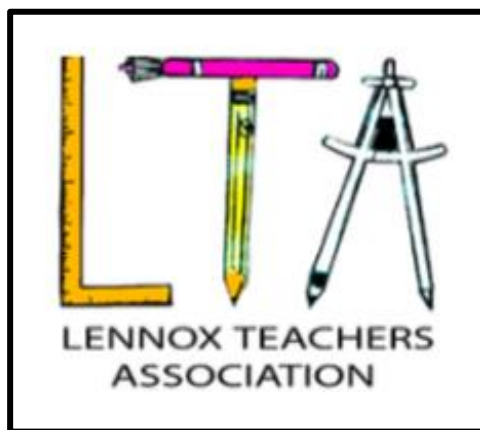


LENNOX SCHOOL DISTRICT



Collective Bargaining Agreement with the Lennox School District



July 1, 2025 – June 30, 2028

Revised March 2026

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Language revised through the duration of this contract is noted below and indicated in BOLD within each article.

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ARTICLE 1

Recognition

(Revised 2025-2026)

- 1.1** The District confirms its recognition of the Association as the exclusive representative for that unit of employees recognized by the District per its Resolution dated May 11, 1976, with positions updated on December 8, 1997 and June 4, 2021. Employees currently represented by the Association include: General Education and Special Education classroom teachers, Specialists, Speech/Language Pathologists, Adapted Physical Education Teachers, School Psychologists, Counselors, School Nurses, and Occupational Therapists, excluding all other employee classifications, including, but not limited to substitutes, classified, management, supervisory and confidential employees.

ARTICLE 2
District Rights

- 2.1** It is understood and agreed that the District retains all of its powers and authority to direct, manage and control to the full extent of the law. Included in, but not limited to, those duties and powers are the right to: Determine its organization; direct the work of its employees; determine the times and hours of operation; determine the kinds and levels of services to be provided, and methods and means of providing them; establish its educational policies, goals and objectives; ensure the rights and educational opportunities of students; determine staffing patterns; determine the number and kinds of personnel required; maintain the efficiency of District operations; determine the curriculum; build, move or modify facilities; establish budget procedures and determine budgetary allocations; determine the methods of raising revenue; contract out work; and take action on any matter in the event of an emergency, as defined in 2.3 herein below.
- 2.2** The exercise of the foregoing powers, rights, authority, duties, responsibilities by the District, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith, shall be limited only by the specific and express terms of this Agreement of law, and then only to the extent such specific and express terms are in conformance with law.
- 2.3** The District retains its right to amend, modify or rescind policies and practices referred to in this Agreement in cases of emergency, which shall be considered only when there is a clear and present danger to the safety of students or employees, or when failure to act would result in cessation of operation of the District.

ARTICLE 3

Association Rights

(Revised 2025-2026)

- 3.1** The Association shall have the right to use one bulletin board at each site located at a mutually agreed upon place.
- 3.2** The Association shall have access to use of the school mailboxes and the school mail system as described below. The Association shall be allowed to place materials in the mailboxes of unit members. The District's school-to-school delivery system shall not be used for distribution of Association newsletters and related items which in any way would circumvent the use of the United States Postal Service.
- 3.3** The use of District telephones and email shall be available for Association related business when not otherwise in use for school operations and when it does not interfere with instructional programs and/or duties of the unit members, contingent upon compliance with the District's Electronic Use Policy, Technology Use Agreement and applicable law.
- 3.4** The second Thursday of each month will be reserved for LTA business to be conducted outside of contract hours. The District agrees not to schedule any business that could interfere with a bargaining unit member's right to attend LTA meetings on that day. In the event of an unavoidable schedule conflict, the District will obtain prior consent from the LTA President.
- 3.5** The Association shall have the right to use institutional facilities for the purpose of conducting Association business when not otherwise in use for educational functions.
- 3.6** The Association, upon request, shall be furnished any public material in the possession of, or produced by, the District necessary for the Association to fulfill its role as the exclusive bargaining representative.
- 3.7** In the event that a variance from, or a waiver to, current contract language is being sought, the LTA President or designee will be notified to meet with the School Leadership Committee (as described in Article 16). At this point, or at any other point in the process, the Lennox Teachers Association and/or Superintendent can exercise veto power and no further discussion with either the Committee or the full teaching staff with the intention of implementing a waiver will take place within that school year. If it is agreed that the process should continue, the Association will have the option of having representatives present at any further discussion. If in future discussions the School Leadership Committee (or staff) and principal agree that it is desirable to pursue implementation of the variance from the contract, the Association will administer a vote with the staff utilizing a ballot that has been mutually agreed upon by the Association and the Superintendent or designee. The voting process will be under the control of the Lennox Teachers Association's President, and he/she will notify the Superintendent or designee of the outcome. If 75% of the

teachers in attendance when the vote is taken support the proposal, it may be implemented, subject to final approval from the Association President and the Superintendent. Changes which are to be instituted must be in writing and need to be approved through this same process each subsequent year.

- 3.8** The Association may take up to fifteen (15) release days with the constraint that there will be a 48-hour advance notice to the Superintendent; no one unit member may be out for more than three (3) days per year; the days will be in full day increments; and no more than five (5) unit members per day.
- 3.9** The Association may designate one (1) representative per school site to serve on the following committees: Instruction and Professional Development (IPD), Professional Relations (PR), and Special Education. In addition, the Association may designate one (1) at-large representative for each of the committees listed above who work across grade levels or do not have a student roster assigned.
- 3.10** Prior to seeking any waiver of state or federal law which recommends Association support, the District shall discuss the waiver with the Association.
- 3.11** The LTA President may utilize up to 40% release time, either as two days per week or two periods per day. The Association will reimburse the District for a corresponding percentage of the salary cost of a Step I, Column 1 teacher.
- 3.12** Effective July 1, 2017, the District shall conduct a one-half (½) day new employee orientation during the work day for newly hired bargaining unit members within the first month of each instructional year. The last hour of the new employee orientation shall be reserved for the Association to meet with new unit members. In addition, the District shall provide notice to the Association of the date and time the “onboarding” (orientation) process will occur for unit members hired after the start of the school year, to provide an opportunity for the Association to independently meet with the new unit members.
- 3.13** The District shall provide the Association with the name, job title, department, and work location of newly hired employees for whom the Association acts as the exclusive representative within thirty (30) days of employment, or at the first pay period following employment. In addition, during this time, the District shall provide the home address, work, home and personal cellular telephone number, and personal email address of new unit members on file with the District. Upon request of the Association President, the District shall provide this information for all unit members to the Association President or designee within five (5) working days of the request.

ARTICLE 4
Grievance Procedure

4.1 Definitions

4.1.1 A "grievance" is an allegation by a unit member or the Association that either party has been adversely affected by a violation, misinterpretation or misapplication of the specific provisions of this Agreement. Other matters which are not defined as grievances above for which a specific method of review is provided by law, by the rules and regulations of the Board of Trustees, or by the Administrative regulations and procedures of this School District are not within the scope of this procedure.

4.1.2 A "day" is a day in which students are in regular session.

4.1.3 The "principal" is the site administrator having immediate jurisdiction over the grievant and who has been designated by the District to adjust grievances.

4.2 Purpose

4.2.1 The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to grievable problems. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at all levels of the procedure.

4.3 Informal Level

4.3.1 Before filing a formal written grievance, the grievant shall attempt to resolve the grievance by an informal conference with the grievant's principal, at which time the grievant shall make a declaration that such conference represents the informal level of the grievance procedure.

4.3.2 At the completion of the informal grievance conference, a unit member may implement the formal Level 1 grievance step or pursue informal problem solving through Professional Relations. Both the Association President and the Superintendent must agree to address the problem in this forum. Within the time frames provided at Level 1, a unit member utilizing the professional relations option may opt to move directly to formal grievance proceedings.

4.4 Formal Level

4.4.1.1 Level 1

4.4.1.1 Within thirty (30) days after the occurrence of the act or omission, giving rise to the grievance, the grievant must present such grievance in writing on the appropriate district form to the principal. In the event the

Superintendent cancels the monthly Professional Relations meeting immediately following the date of the occurrence of the act or omission thereby not allowing discussion on this issue to occur, this timeline shall extend an additional twenty (20) days and the item in question shall appear on the subsequent Professional Relations agenda for discussion.

- 4.4.1.2** This statement shall be a clear, concise statement of the grievance, the circumstances involved, the decision rendered at the informal conference, and the specific remedy sought.
- 4.4.1.3** The principal shall meet, in an attempt to solve the problem, with the grievant and communicate a decision to the grievant in writing within ten (10) days after receiving the grievance. If the principal does not respond within the time limits, the grievant may appeal to the next level.
- 4.4.1.4** If the same grievance has been filed by more than one grievant, the grievance shall be consolidated into a single grievance and processed by one of the grievants on behalf of the other grievants. Any resolution of grievance shall be applicable to all unit members.

4.4.2 Level II

- 4.4.2.1** Commencing with Level II, timelines shall be extended upon written notification by either party so long as the basis for the extension of time, or the amount of time extended, is reasonable. Such notification must be provided prior to the expiration of the currently operative timeline.
- 4.4.2.2** In the event the grievant is not satisfied with the decision at Level I, the grievant may appeal the decision on the appropriate district form to the Assistant Superintendent of Personnel or designee within ten (10) days. This statement shall include a copy of the original grievance, the decision rendered, and a clear, concise statement of the reasons for the appeal.
- 4.4.2.3** The Assistant Superintendent of Personnel or designee shall meet with the grievant in an attempt to resolve the grievance.
- 4.4.2.4** The Assistant Superintendent of Personnel or designee shall communicate a decision in writing within ten (10) days after receiving the appeal. If the Assistant Superintendent of Personnel or designee does not respond within the time limits, the grievant may appeal to the next level.

4.4.3 Level III

- 4.4.3.1** In the event the grievant is not satisfied with the decision at Level II, the grievant may appeal the decision on the appropriate district form to the Superintendent or designee within ten (10) days. This statement shall include a copy of the original grievance, the decision rendered, and a clear, concise statement of the reasons for the appeal.

4.4.3.2 The Superintendent or designee shall meet with the grievant in an attempt to resolve the grievance.

4.4.3.3 The Superintendent or designee shall communicate a decision in writing within ten (10) days after receiving the appeal. If the Superintendent or designee does not respond within the time limits, the grievant may appeal to the next level.

4.4.4 Level IV

4.4.4.1 If the grievant is not satisfied with the decision at Level III, the grievant, with the approval of the Association, may within ten (10) days submit a request in writing to the Superintendent for arbitration of the dispute.

4.4.4.2 The grievant and the District shall attempt to agree upon an arbitrator. If no agreement can be reached, they shall request the State Conciliation Service or American Arbitration Association to supply a panel of five (5) names of persons experienced in hearing grievances in public schools. Each party shall alternately strike a name until only one name remains. The remaining panel member shall be the arbitrator. The order of the striking shall be determined by lot.

4.4.4.3 The fees and expenses of the arbitrator and the hearing shall be borne equally by the District and the Association. All other expenses shall be borne by the party incurring them.

4.4.4.4 The arbitrator shall, as soon as possible, hear evidence and render a decision on the issue submitted to him. If the parties cannot agree upon a submission agreement, the arbitrator shall determine the issues by referring to the written grievance and the answers thereto at each step.

4.4.4.5 The arbitrator will have no power to add to, subtract from or modify the terms of this Agreement or the written policies, rules, regulations and procedures of the District.

4.4.4.6 After a hearing and after both parties have had an opportunity to make written arguments, the arbitrator shall submit in writing to all parties the findings which shall be binding on the parties, except for grievances relating to a violation of Article 6, in which case the findings and recommendations shall be advisory to the parties. Grievances relating to a violation of Article 6 may be appealed to the Board of Trustees under Article 4.4.5.

4.4.5 Level V

4.4.5.1 In the event that either party is not satisfied with the recommendation or recommendations of the arbitrator relating to a violation of Article 6, that party may appeal the decision in writing within ten (10) days to the Board of Trustees.

- 4.4.5.2** The Board of Trustees has the power to render a final decision of a grievance on Article 6 which shall be binding on all parties, subject only to substantive and procedural judicial review.

4.5 Miscellaneous

- 4.5.1** The grievant shall be entitled upon request to representation by the Association at all grievance meetings; however, the grievant must be present at each level of the grievance procedure. In situations where the Association has not been invited to represent the grievant, the District shall not agree to a final resolution of the grievance until the Association has received a copy of the grievance and proposed settlement and has been given the opportunity to file a response to the matter.
- 4.5.2** No adverse action shall be taken against any unit member as a result of his or her participating in the grievance procedure.
- 4.5.3** All documents, communications and records dealing with the processing of a grievance will be filed in a separate grievance file and will not be kept in the grievant's personnel file.

ARTICLE 5
Payroll Deductions

- 5.1** The District shall deduct from the pay of Association members and forward to the California Teachers Association the normal and regular monthly Association membership dues as voluntarily authorized in writing by the employee on the District form subject to the following conditions:
- 5.1.1** Such deduction shall be made only upon submission of the District form to the designated representative of the District duly completed and executed by the employee and the Association.
 - 5.1.2** The District shall not be obligated to put into effect any new, changed or discontinued deduction until the pay period commencing fifteen (15) days or more after such submission.
 - 5.1.3** The District reserves the right to assess the Association an amount no greater than the actual costs incurred by the District in making Association dues deductions.
 - 5.1.4** Association dues, once payroll deduction is authorized by a member, are to be deducted monthly unless a member leaves the District, elects to pay the dues through some other means, or rescinds the authorization at the end of the school year.

ARTICLE 6
Compensations and Benefits
(Revised 2025-2026)

- 6.1** Unit members will be paid on a twelve-month, once a month system, for a total of 12 checks. Effective July 1, 2025, unit member salary schedules shall be increased by 3%. In addition, the district shall provide an off schedule one-time payment of 2% for unit members employed by the District as of July 1, 2025 paid on or before June 30, 2026.

Effective July 1, 2025, the Fully Credentialed Teacher's Salary Schedule (Schedule D) shall be restructured from a current maximum of 25 steps to a maximum of consist of 20 steps.

- 6.1.1** Credit for prior teaching experience, not to exceed ten (10) years, shall be granted to new unit members at the time of initial placement, effective July 1, 2015.
- 6.1.2** For fully-credentialed Speech and Language Pathologists (SLPs), credit for all years of prior credentialed SLP experience in any setting shall be granted to new unit members at the time of initial placement, effective July 1, 2015.
- 6.1.3** Any accrued interest on revenue ultimately used for retroactive salary increases shall be used to offset District expenses for the implementation and administration of the IRC 125 Plan, Catastrophic Illness Leave and twelve-month, once a month check system.
- 6.2** The District shall provide a comprehensive benefits program which includes:
- A vision plan for each full-time unit member and all dependents,
 - A dental plan for each full-time unit member and all dependents with an annual maximum of \$1,500 each for the unit member and dependents, and orthodontia for each full-time unit member and all dependents with a lifetime maximum of \$1,500 each for the unit member and all dependents,
 - An income protection plan for each full-time unit member, and
 - A medical plan with optional dependent coverage to be selected by full-time unit members from a list of plans offered by the District. All medical plans will include a chiropractic supplement and will be offered at two tiers. Contingent upon the medical plan selected, and the possible inclusion of dependents, an employee contribution may be necessary.
- 6.2.1** Each subsequent year, the District will adjust the amount of its contribution toward the cost of medical benefits so that the cost of the lowest cost Tier II employee-only plan identified in Appendix C will be fully paid by the District. The same dollar amount necessary to adjust the District's contribution to the lowest cost Tier II employee-only plan shall also be added to the District's previous year's contribution to all other plans.

- 6.2.2** Newly hired unit members shall be required to select from the Health Maintenance Organization carriers for medical insurance for the first year of employment. Thereafter they shall be eligible to select from the full range of medical plans.
- 6.2.3** For the purposes of this Collective Bargaining Agreement, domestic partners will fall under the category of “dependents” unless explicitly stated otherwise and will enjoy the same rights and privileges as spouses/ dependents. A domestic partner shall be defined in terms consistent with the County of Los Angeles Statement of Domestic Partnership (Los Angeles County Code, Chapter 2.210). The employee and domestic partner must execute a formal affidavit, Statement of Domestic Partnership, with Los Angeles County and that document must be on file with the County. The affidavit affirms that the terms of the definition have been met. This arrangement may have tax implications for either partner, but will not carry tax implications for either the District or LTA. Affidavit forms for domestic partnership will be available at the District Office.
- 6.2.4** Additions of dependents may only take place at open enrollment time with the following exceptions: Unit members experiencing a change in dependent coverage due to marriage, formal affidavit/statement of domestic partnership, divorce, birth, adoption, loss of spouse's insurance or over-age dependents. These changes must be reported to the Personnel Office within thirty (30) days of the event. Separate forms must also be filled out for any changes to the dental and/or vision plans.
- 6.2.5** The District will implement a premium conversion plan as allowed by Internal Revenue Code Section 125, to provide unit members the opportunity to pay for their contribution on a before tax basis.
- 6.2.6** Annually, the District will distribute a survey to all unit members to assess their level of satisfaction with the insurance providers. The Association will designate a representative to provide input into the development of the survey form and to review the results.
- 6.2.7** The District shall establish a Health and Welfare Benefits Committee that shall include three (3) representatives chosen by LTA and three (3) representatives chosen by the District. The purpose of this committee shall be to identify options included but not limited to employer-employee trusts, for reducing health benefit cost increases and improving employee healthcare. The Health and Welfare Benefits Committee shall serve in an advisory capacity to the represented parties and meet every-other month during the school year, beginning each October, unless by mutual agreement of the parties.
- 6.2.8** Benefits plans and providers will be selected by the District after consultation with the Health and Welfare Benefits Committee.
- 6.3** Regular full-time permanent employees who retire from the District are eligible to continue enrollment in the District's hospital-medical, vision and dental plans approved by the Board of Trustees provided:

- a) The employee has completed fifteen (15) years of full-time service in the Lennox School District.
 - b) The employee has retired from District service in accordance with the rules and regulations then in effect in the retirement system of which he/she is a member (STRS/PERS).
 - c) The employee is at least fifty-five (55) years of age and is receiving retirement allowance from STRS/PERS.
 - d) The employee was enrolled in approved District hospital-medical, vision and dental plans at the time the retirement became effective.
- 6.3.1** The District will provide hospital-medical, vision and dental benefits for the eligible retiree and his/her spouse in the same manner as a full-time employee until the retiree reaches sixty-five (65) years of age, or is deceased.
- 6.3.2** Failure of the retiree to submit payment for retiree's share of premiums or to provide information as required by the District may disqualify retiree and dependents from further participation in these benefits.
- 6.4** Stipends for non-regular assignments, including but not limited to, department chairs, site specific chairs, grade level chairs and grant stipends will be based on the teacher hourly rate of pay not to exceed an established number of hours. Effective July 1, 2026, the non-regular assignment hourly rate shall be \$55.00 per hour.
- 6.5** If a teacher is assigned a grade-level combination class, they shall receive a stipend of \$2,250 per year to be divided into three installments prorated for each trimester worked in the grade-level combo.
- 6.6** Effective July 1, 2024 unit members assigned to teach an SAI or SDC class shall receive an annual stipend of \$1,200 for case management activities including but not limited to assessing students, preparing for IEP meetings, service minute tracking, and documenting student progress. This stipend shall be paid at the end of the school year. Unit members who work less than a whole school year shall receive a prorated stipend.
- 6.7** Effective July 1, 2024 unit members holding a Doctorate shall receive a \$1,000 yearly stipend. This stipend shall be paid at the end of the school year. Unit members who work less than a whole school year shall receive a prorated stipend.
- 6.8** Effective July 1, 2024 unit members holding a National Board certification shall receive a \$1,000 yearly stipend. This stipend shall be paid at the end of the school year upon submission of proof of active National Board Certification status by April 30th of every school year. Unit members who work less than a whole school year shall receive a prorated stipend.

ARTICLE 7

Work Year and Hours of Employment

(Revised 2025-2026)

- 7.1** The annual number of scheduled work days for unit members exclusive of Psychologists and Counselors shall be one hundred eighty-three (183) days. Psychologists shall work two hundred (200) days. Counselors shall work two hundred eleven (211) days.
- 7.1.1** Each year, a joint calendar committee of three (3) LTA appointees and three (3) District appointees shall be established to review all work calendars for the district. The specific calendars of work days shall be determined by the District after consultation with the joint calendar committee.
- 7.2** If a unit member's initial schedule for the year, agreed to prior to the beginning of school, is designed for more days than what is described in 7.1, extra days in the schedule will be paid at the unit member's per diem rate.
- 7.3** Unit members selected to serve the District on non-scheduled workdays shall be compensated at the non-regular assignment hourly rate.
- 7.4** The regular on-site workday for unit members shall be as follows:
- All teachers and speech/language pathologists: 7:45 a.m.-3:15 p.m., which shall include a 45-minute duty free lunch
- Enrichment Learning Opportunity Program (ELOP) Counselors: 10:00 a.m.-6:30 p.m., which shall include a one-hour duty free lunch.
- Psychologists and Counselors: 7:30 a.m.-4:15 p.m. which shall include a one-hour duty free lunch.
- Nurses and occupational therapists shall have an on-site workday of eight (8) hours which shall include a one-hour duty free lunch.
- The workday for Psychologists, Counselors, and ELOP Counselors may be temporarily modified in consultation with the site administrator or ELOP Program Administrator, in order to meet student and programmatic needs, but shall not exceed eight (8) hours except where the District identifies extenuating circumstances that necessitate the expertise of a Counselor, ELOP Counselor, or Psychologist. Extenuating circumstances shall not be interpreted to include normal day-to-day responsibilities.
- 7.4.1** On inclement weather days the site administrator shall have the prerogative to reduce the lunch period to 30 minutes.
- 7.4.2** Excluding Counselors and Psychologist, no mandatory meetings shall be scheduled Fridays between student dismissal and the end of the unit member's workday.
- 7.4.3** On days when unit members are scheduled to work, but students are not present, the workday shall be no less than the normal on-site workday stipulated in 7.4.

- 7.4.4** Site administrators shall have the prerogative of allowing unit members to leave the site for good and sufficient reasons if all professional duties have been completed.
- 7.5** Regular student dismissal times shall be:
- Kindergarten – 2:00 p.m.
 - Elementary schools – 2:52 p.m.
 - Middle school – 2:38 p.m.
- 7.6** A minimum day for all sites shall be defined as a student dismissal time of 1:38 p.m.
- 7.6.1** Elementary unit members shall have a minimum day scheduled each Wednesday from 8:15 a.m. - 1:38 p.m. Middle school unit members shall have a minimum day scheduled each Wednesday from 8:15 a.m. - 1:48 p.m. On these minimum days, unit members may be required to participate in the following duties: staff meetings, grade-level and/or department meetings, collaboration, staff development activities, parent conferences, committee assignments, and/or district meetings from 2:00 p.m. - 3:15 p.m. A principal has the option of not scheduling any duties during this time. If no duties are scheduled, unit members shall utilize the time on-campus for self-directed collaboration, planning, and/or grading.
- 7.6.2** The first Friday of each month (for a total of nine (9) occasions) shall be a minimum day. On this day, if all professional duties have been completed, unit members will be allowed to leave campus at 1:55 p.m.
- 7.6.3** The AM instructional session for Special Education Preschool shall be 8:00 a.m. – 11:00 a.m. and the PM instructional session shall be 12:00 p.m. – 3:00 p.m., Monday through Friday, including Wednesdays. The first Friday of each month shall be scheduled as a pupil-free day to be used for staff development, meetings and collaboration. The normal on-site teacher work day shall remain 7:45 a.m. – 3:15 p.m. daily except for the first Friday minimum days, when teachers may leave at 1:55.
- 7.6.3.1** Special Education Preschool teachers will not attend Wednesday general faculty meeting due to working instructional hours, but will attend their staff meeting on their pupil-free Friday.
- 7.6.4** The District shall schedule up to a 3-hour Counselor meeting per month at which time Counselors shall be entitled to up to one (1) hour for collaboration, planning, case management, and/or program evaluation.
- 7.7** A super minimum day for all sites shall be defined as a student dismissal time of 11:35 a.m.
- 7.7.1** Super minimum days shall be scheduled on the first and last day of instruction for all schools.
- 7.7.2** A super minimum day shall be scheduled at all schools for the spring Parent Conference Day with unit members at the elementary schools supervising students

in their rooms for lunch from 11:35 - 11:50 a.m.; the unit members' duty-free lunch will follow thereafter.

- 7.8** The District may utilize other modified dismissal schedules as it deems necessary.
- 7.9** Unit members may be required to perform up to eleven (11) hours of Adjunct Duty per year.
 - 7.9.1** Prior to the end of the fifth week of school of each school year, the principal or supervisor at each site shall schedule an optional meeting with all interested teachers, counselors, and psychologists to develop a preliminary list of Adjunct Duties. This list will consist of activities which enhance the overall school program. Community needs and school district expectations will also be considered. Additional activities may be included on the list based on bargaining unit member input and interest.
 - 7.9.2** The preliminary list of Adjunct Duties shall be shared with and approved by the School Leadership Team at each school site.
 - 7.9.3** Adjunct duty credit will be given on the site-level adjunct duty list to teachers who participate in District new teacher training and any school site level new teacher training. Principals will limit any other adjunct duty responsibilities that are required of those teachers.
- 7.10** Unit members may be required to participate in one (1) Back to School Night, one (1) Open House Night, and one (1) Parent Conference Day that may extend beyond the normal on-site workday per year. Back to School Night shall be limited to 90 minutes and Open House Night shall be limited to 60 minutes. Back to School Night and Open House Night shall be scheduled to begin no later than 6:00 p.m. In the event that Parent Conference Day is scheduled to extend beyond the normal on-site workday, it shall end no later than 5:00 p.m., and unit members shall not be required to work more than 6.75 hours on that day.
- 7.11** Excluding counselors and psychologists, the District agrees to permit unit members to utilize ten (10) hours for planning and preparation at the beginning of the school year. The first 7½ hours shall be scheduled within the two pupil-free pre-service days. The remaining 2½ hours will be scheduled, exclusive of lunch, after student dismissal on the first day of instruction.
- 7.12** Special Education teachers, Speech and Language Pathologists and Occupational Therapists shall receive one (1) day of pay at the bargaining unit member hourly rate prior to the start of each new school year for participating in case management and planning activities such as, but not limited to, completing IEP-related documentation, collaborating with colleagues, scheduling, and classroom development. This work day shall be optional and will occur within five (5) work days of the first work day for Special Education teachers, Speech Language Pathologists, and Occupational Therapists. The date and time of this work day shall be selected by district administration and shared with the above identified service providers by the last work day of the preceding school year.

- 7.13** A unit member who seeks additional support to complete critical deadlines and/or unforeseen job-related responsibilities, may request such support from the site principal/District Administrator for non-site unit members. The site principal//District Administrator for non-site unit members has the sole discretion to approve or deny such additional support. This support, if approved, may include, but is not limited to, release days, compensated non-work days, and/or increased staff assistance. If denied by the site principal/District Administrator, the unit member shall receive a written response for the denial upon request.

ARTICLE 8

Assignments, Reassignments, and Transfers

(Revised 2025-2026)

8.1 Definitions

- 8.1.1** An “assignment” is the placement of a unit member by the Personnel Office in a school, grade level or grade-level combination, subject area or room.
- 8.1.2** A “reassignment” is a change in grade level or subject area, including a combination class within a school made at the discretion of the principal. At the middle school level, a reassignment is a change in two courses on or after the first day of the school year.
- 8.1.3** A “transfer” is a change between schools. A transfer may be requested by either a unit member or an administrator, and shall be made at the discretion of the Superintendent.
- 8.1.4** A "vacancy" is any vacated or newly created position.
- 8.1.5** The term “team partners” shall be used where two or more teachers are working as a unit to meet the educational needs of a defined group of students.
- 8.1.6** The term "seniority" shall mean, for the purpose of this section, the length of service an individual has provided in any certificated capacity to the Lennox School District.
- 8.1.7** A "school year" shall be defined as the period of time between the first day of school and the last day of school.

8.2 Assignments/Reassignments

- 8.2.1** All assignments and reassignments shall be made to serve the best interests of the District, school and student population, and shall be subject to a final decision by the Superintendent.
 - 8.2.1.1 No later than May 1 of each school year, site administrators will survey bargaining unit members regarding their interests in teaching at another grade level at the school to which they are currently assigned. Should reassignments be necessary the following year, site administrators shall review the submissions of teachers prior to making any decisions. If a reassignment is necessary, the site administrator shall meet with the impacted unit member(s) to explain their decision.
 - 8.2.1.2 Except for extenuating circumstances as determined by the District, no elementary unit member shall be reassigned for three (3) consecutive years without their consent.

8.2.1.3 If an elementary general education teacher is reassigned to a grade level that they have not taught within the previous five (5) years, they will be entitled to two (2) paid planning days before the start of the school year in order to prepare. Unit members who are reassigned within the school year shall be given two (2) days of release time for preparation prior to the effective date of the reassignment.

8.2.1.4 If any special education teacher is reassigned from *an SAI to a SDC program or an SDC to a SAI program* that they have not taught within the previous five (5) years, they will be entitled to two (2) paid planning days before the start of the school year in order to prepare.

8.2.1.5 If a Middle School teacher is assigned to teach a course in a department in which they have not taught within the previous five (5) years, they will be entitled to two (2) paid planning days in order to prepare, upon the teacher's request.

8.2.2 Each unit member shall be given written notice, not later than six (6) working days prior to the end of the current school year of the following years' tentative assignment. Such assignments shall specify the school, grade level or grade-level combination, subject area and room. Assignments shall be made through a fair and equitable process based on criteria, such as credentials, training and experience, bilingual needs and ability, the previous year's assignment, and unit member preference for school, grade level, subject area, team partners and room. All other qualifications being equal as determined by the District, seniority will prevail.

8.2.2.1 Unit members shall receive notification from the Personnel Office no later than six (6) days prior the end of the school year, or by June 15, whichever comes first, advising them of their right to request reassignment or transfer to a vacant positions, and their right to submit a letter to the Personnel Office requesting that they be notified of any vacant positions throughout the District. The District shall notify individuals with letters on file of all vacant teaching positions prior to the closing of those positions.

8.2.3 In the event of a reassignment during the school year that does not involve a room change, five (5) days prior notice shall be given to the unit member and one (1) day of release time shall be granted. Additional time may be arranged by mutual agreement with the principal.

8.2.4 The Personnel Office shall maintain a current list of all unit member vacancies throughout the District which shall be made available to unit members and the Association President upon written request.

8.2.4.1 All known unit member positions throughout the District for the upcoming school year shall be posted no later than six (6) days before the end of the school year, or by June 15. All certificated postings shall be delivered to the Association building representatives and Association President.

- 8.2.5** Under most circumstances, the following certificated openings shall be posted for no fewer than five (5) working days prior to the closing date: Principal, Assistant Principal, Counselor, Director, Coordinator. Unit members shall be able to keep on file in the Personnel Office a statement indicating their ongoing interest in any of these positions. In the event that the five-day posting is impractical, the District shall notify those individuals with letters on file and the Association President of the opening in question, prior to the filling of the position. All known unit member assignments throughout the District for the upcoming year shall be posted prior to June 15 for each successive year. All certificated postings shall be emailed to all unit members and to the Association President.

8.3 Voluntary Transfers

- 8.3.1** All requests for voluntary transfers shall be made in the best interest of the District, the schools involved, and the student population; and shall be subject to review by the Superintendent. In considering a request for a transfer, the wishes and rationale of the requesting unit members shall be given consideration.
- 8.3.2** The unit member considering a transfer shall meet and discuss the proposed transfer with the current principal and thereafter meet with the prospective principal. At the meeting with the prospective principal, the unit member and the prospective principal shall review existing practices and policies at that site and mutual expectations.
- 8.3.3** Unit members desiring a transfer shall complete a District Request for Transfer Form which will include comments from their current and prospective principals and thereafter forwarded to the Assistant Superintendent of Personnel.
- 8.3.3.1** Requests for transfer shall remain valid until withdrawn, denied, or fulfilled.
- 8.3.3.2** A request for transfer may be withdrawn at any time.
- 8.3.4** If more than one unit member has requested a vacant position, the unit member determined most qualified with regard to credentials, skill, training and experience, bilingual ability, and prior years' assignments shall be selected. If the District determines all qualifications are equal, seniority in the District shall prevail.
- 8.3.5** Unit members requesting a transfer shall be notified of the status of their request on or before June 30 of the school year in which the request is made.
- 8.3.5.1** If a request for a transfer is denied, the unit member requesting the transfer may schedule a conference with the appropriate principal to discuss reason(s).
- 8.3.6** Unit members who are transferred within the school year shall be given one (1) day of release time for preparation prior to the effective date of the transfer. The transferring unit member may meet with the principal at the receiving school to determine if additional release time is warranted.

- 8.3.7** District shall provide a transferring unit member assistance with moving materials from site to site.

8.4 Involuntary Transfers

8.4.1 Principal-Initiated

- 8.4.1.1** A principal desiring to transfer a unit member shall complete and submit a District Request for Transfer Form to the Superintendent with the full knowledge of the unit member involved.
- 8.4.1.2** Involuntary transfers of unit member shall only be made for educational needs and/or legal requirements of the District as determined by the District. Where such a transfer becomes necessary, consideration will first be given to any qualified unit member who wishes to voluntarily accept the transfer. All other qualifications being equal as determined by the District per Article 8.3.4, seniority shall prevail.
- 8.4.1.3** Unit members being transferred under this provision shall meet with the principal to discuss the reasons for the transfer. The principal shall provide the transferring unit member an explanation of the educational need and/or legal requirements causing the transfer to occur.
- 8.4.1.4** Unit members have the right to request another unit member be present during transfer discussions with the principal.
- 8.4.1.5** Disposition of principal-initiated transfers shall be made as soon as practicable.
- 8.4.1.6** In the event a transfer becomes a matter of grievance, such transfers will take effect while the grievance procedure is in process.
- 8.4.1.7** Unit members who are involuntarily transferred within the school year shall be given two (2) days of release time for preparation prior to the effective date of the transfer. The transferring unit member may meet with the principal at the receiving school to determine if additional release time is warranted.
- 8.4.1.8** District shall provide a transferring unit member assistance with moving materials from site to site.

8.4.2 Superintendent-Initiated

- 8.4.2.1** Notice of transfer by the Office of the Superintendent shall be given to the unit member as early as practicable.
- 8.4.2.2** Unit members transferred under this provision shall first meet with the Superintendent to discuss the reasons for transfer. Transfer options available to the unit member will be discussed at this meeting.
- 8.4.2.3** Unit members have the right to request another unit member to be present during transfer discussions with the Superintendent.

8.4.2.4 In the event a transfer becomes a matter of grievance, such transfers will take effect while the grievance procedure is in process.

8.4.2.5 Unit members who are transferred within the school year shall be given two (2) days of release time for preparation prior to the effective date of the transfer. The transferring unit member may meet with the principal at the receiving school to determine if additional release time is warranted.

8.5 Room Changes/Relocation

8.5.1 In the event of a room change during the school year, five (5) days prior notice shall be given to the unit member and two (2) days of release time shall be granted. Additional time may be arranged by mutual agreement with the principal.

8.5.2 In the event of a room change at the end of the school year, six (6) days prior notice shall be given to the unit member and no release time shall be granted. Additional time may be arranged by mutual agreement with the principal.

8.5.3 If a reassignment or transfer necessitating a room change is made during summer or a vacation period, and a unit member is required to make that change during this time, the unit member will be compensated at the District hourly rate for up to one (1) day. Additional time may be arranged by mutual agreement with the principal.

8.5.4 The District shall provide all transferring unit members with assistance in moving materials from site to site.

8.6 Grade Level Combination Classes

8.6.1 In the event that the District determines that grade-level combos become necessary at the elementary level, the site administrator will ask for volunteers from the affected classes before assigning a teacher for the class.

8.6.2 The District will make a reasonable attempt to give teachers an opportunity to provide input on placement of students in the combination class(es).

ARTICLE 9

Class Size

- 9.1** The District will maintain a staffing ratio at each school of one full-time teacher for each 29.0 pupils.
 - 9.1.1** Upon request the District shall provide the LTA President with a class enrollment count for each school site and a class-size average report for each grade span delineated in 9.1.
- 9.2** A full-time teacher is defined as a teacher assigned to supervising and/or instructing students for 100% of each instructional day.
- 9.3** The local site administrator shall determine the local staffing pattern generated by the aforementioned allocation formula after consultation with the staff at a general staff meeting.
- 9.4** The District will consult with the LTA President in respect to the need for the application of class size waivers and provide a copy of said waiver if submitted.

ARTICLE 10

Leave Provisions

(Revised 2025-2026)

- 10.1** The leave benefits which are expressly provided by this section, Article 10, are the sole leave benefits which are part of this collective agreement, and it is agreed that other statutory or regulatory leave benefits are not incorporated, either directly or implied, into this agreement, nor are such other benefits subject to the grievance procedure, Article 4.

10.2 Personal Illness and Injury Leave

- 10.2.1** Full-time unit members shall be entitled to ten (10) days leave with full pay each school year for purposes of personal illness or injury. Unit members employed for less than 75% of a full year (137 or fewer days), whether as a result of a partial contract or employment after the school year has started, shall be entitled to one (1) day of leave for each tenth of an instructional year period (18.3 days) the unit member is scheduled to work. Unit members working more than 183 days at their per diem rate shall receive credit for one (1) additional day of leave for each additional 18.3 days worked. (Example: 202 days = 11 days of leave)
- 10.2.2** After all accumulated leave is exhausted; additional non-accumulated leave shall be available annually for a period, not to exceed one hundred (100) work days, exclusive of vacation time, provided that the provisions of 10.2.4 below are met. The amount deducted for leave purposes from the unit member's salary shall be the amount actually paid a substitute employee employed to fill the position during the leave, or, if no substitute is employed, the amount which would have been paid to a substitute. If an employee is ill or injured for an extended period of time, he/she may be subject to dismissal pursuant to the provisions of Education Code 44932.
- 10.2.3** Pursuant to Education Code 44977, a unit member shall not be provided more than one hundred (100) work day leave per illness or accident whether or not it is part of the same school year. When a unit member has exhausted all available sick leave, including accumulated sick leave, and continues to be absent on account of illness or injury, the employee shall be placed on a re-employment list pursuant to Education Code 44978.1.
- 10.2.4** If previously requested by the District, a unit member may be required to present medical verification of absence. If evidence concerning the legitimacy of the reason for a unit member's absence is present, the District may inquire as to the circumstances of the absence. Should it become evident that a unit member has falsified his/her reasons for absence, the District retains the right to discipline the employee.
- 10.2.5** When the District has substantial evidence of suspected falsification of absence and wishes to take disciplinary action, then the phrase in Article 10.2.4, "if previously requested," may be set aside.

- 10.2.6** In the event of a serious illness or accident, a medical authorization to return to work may be required by District Management.
- 10.2.7** Whenever possible, a unit member must notify the District in accordance with district established procedures as soon as the need to be absent is known, but in no event less than one-and-a-half (1½) hours prior to the start of the work day to permit the District time to secure a substitute service. Failure to provide adequate notification shall be grounds for denial of leave with pay or other disciplinary action.
- 10.2.8** A unit member who is absent for one-half (½) day or less shall have deducted one-half (½) day from the accumulated leave; and if the absence exceeds more than one-half (½) day, a full day shall be deducted from accumulated leave.
- 10.2.9** Pursuant to Labor Code section 233 and in addition to personal necessity leave, unit members shall be entitled to use five (5) days of accrued and available sick leave each school year to attend to an illness of a child, parent, parent-in-law, spouse, registered domestic partner as defined by Family Code section 297, grandparent, grandchild, or sibling for the following reasons: Diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee's family member; and for an employee who is a victim of domestic violence, sexual assault, or stalking, the purposes described in Labor Code Sections 230(c) and 230.1(a).

10.3 Personal Necessity Leave

- 10.3.1** A maximum of seven (7) days of absence for illness or injury leave earned pursuant to the Sick Leave provisions of this Agreement may be used by the employee, at his/her election, in case of personal necessity (P1), as defined below:
- a) Death or serious illness of a member of the employee's immediate family, as defined in Section 10.4.2 herein.
 - b) Accident, involving the employee's person or property, or the person or property of a member of the immediate family.
 - c) Other reasons of compelling personal importance at the discretion of the Superintendent, or his designee, which shall include, but not be limited to, a funeral of close friends or relatives not within the bereavement leave; attendance at the wedding of a close friend or relative; graduation ceremony of a member of the immediate family; some adoption requirements; and observance of recognized religious holidays, provided that under no circumstances shall a personal necessity leave be available for purposes of personal convenience, for matters which can be taken care of outside the work hours, or for recreational activities. In the event of a highly personal circumstance in which the assurance of confidentiality is critical, a verbal or written request may be presented directly to the Superintendent or his designee.

- d) In the event of a serious verifiable medical necessity which requires a member to care for a sick child, a unit member may use up to 12 days of accrued sick leave within one school year as follows: seven (7) unused days of personal necessity and five (5) additional days of “medical necessity.”

10.3.2 Before the utilization of personal necessity leave, a unit member must obtain prior written approval from the school site administrator except in cases of "a" and "b" above, and the unit member shall make every effort to comply with District procedures to enable the District to secure a substitute.

10.3.3 Unit member shall request and verify in writing on a District provided form that the personal necessity leave was used only for purposes as set forth in 10.3.1 above.

10.3.4 Notwithstanding any provision in 10.3, a unit member may use four (4) of the seven (7) available personal necessity days per school year for personal business reasons (P2) at the unit member's discretion provided that these Personal Necessity Days may not be used before or after a holiday, to extend a District break, or on New School Year Prep Day, the first and last student days of school, Back-to-School Night, Open House, and Parent Conference Day. Such leave is not cumulative from year to year. However, under no circumstance will this leave be granted to more than 2% of the bargaining unit district-wide on a given day. Leaves will be granted on a first come, first served basis. Unit members must notify the District Personnel Office no later than 3:15 p.m. on the workday prior to the leave, and at that time confirm if the 2% limit has already been reached.

10.4 Bereavement Leave

10.4.1 Unit members shall be entitled to a maximum of three (3) days leave of absence without loss of salary, on account of the death of any member of their immediate family.

10.4.1.1 If out-of-state travel is required, five (5) days leave of absence will be available without loss of salary.

10.4.1.2 If out-of-state travel is not required, the unit member is entitled to an additional two (2) days of leave using available paid leave pursuant to Section 10.3 (Personal Necessity Leave). In the absence of available personal necessity leave days, and provided the employee has worked for the District for at least 30 days, the employee may use two (2) unpaid leave of absence days.

10.4.2 For purposes of this provision, an immediate family member shall be limited to parent, step-parent, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandmother, grandfather, brother, step-brother, sister, step-sister, child, step-child, or grandchild of the employee or of the spouse or registered domestic partner of the employee, and the spouse or registered domestic partner of the employee, or any relative living in the immediate household of the employee.

10.5 Leave for Child Bearing

- 10.5.1** Unit members are entitled to use sick leave as set forth in 10.2.1 and 10.2.2 for disabilities caused or contributed to by pregnancy, miscarriage, childbirth and recovery therefrom on the same terms and conditions governing leaves of absence from other illness or medical disability. Such leave shall not be used for child care, child rearing, or preparation for child bearing, but shall be limited to those disabilities as set forth above. The length of such disability leave, including the date on which the leave commences, shall be determined by the unit member and the unit member's physician. In order to progress from one salary step to the next, unit members must work 75% of the student days of their regular work year, exclusive of time worked as a substitute. The unit member shall notify the Personnel Office, as soon as possible, of her pregnancy. The Personnel Office shall provide the unit member with a packet of forms containing District Procedures for Child Bearing Leave. The packet shall include: Notice to Attending Physician, District Procedure for Maternity and Child Rearing Leave of Absence, Verification of Anticipated Beginning Date, Verification of Actual Beginning Date, Authorization for Return to Work and Request for Child Rearing Leave.
- 10.5.2** Unit members are entitled to leave without pay or other benefits up to four (4) months for disabilities because of pregnancy, miscarriage, childbirth, or recovery therefrom when sick leave, as set forth in 10.2.1 and 10.2.2, has been exhausted. The date on which the employee shall resume duties shall be determined by the unit member on leave and the unit member's physician.
- 10.5.3** The unit member on leave for pregnancy disability shall be entitled to return to a position for which member is credentialed and qualified. Whenever practicable, the position shall be the same as to school and grade that was held at the time the leave commenced.
- 10.5.4** Unit members wanting to add a new child to their insurance coverage, as a dependent due to birth or adoption, must make that request to the Business Office within 30 days of the event.
- 10.5.5** Any leave taken for child bearing under this section shall be used concurrently with any leave entitlement under the California Pregnancy Disability Leave Act (PDLA) and the federal Family and Medical Leave Act (FMLA). Leave taken for pregnancy-related disability shall be in addition to any leave entitlement for child rearing or child bonding under the California Family Rights Act (CFRA) and Section 10.6.1 of this Article.

10.6 Leave for Child Rearing (Child Bonding)

- 10.6.1** For purposes of this section, "parental leave" means leave for reason of the birth of a child of the unit member, or the placement of a child with a unit member in connection with the adoption or foster care of the child by the unit member.

Parental leave does not include leave taken for the unit member's disability due to pregnancy, childbirth or related medical conditions.

- 10.6.2** Unit members shall be entitled to use all current and accumulated sick leave for parental leave, for a period of up to twelve (12) workweeks.
- 10.6.3** When a unit member with at least one year of District service has exhausted all current and accumulated sick leave and continues to be absent on account of parental (child-bonding) leave under the California Family Rights Act (CFRA), he/she shall be entitled to substitute differential pay or 50% of the unit member's regular pay, whichever is greater, for any of the remaining twelve (12) workweek period. To be entitled to this pay, the unit member must be eligible for leave under the California Family Rights Act, except that he/she is not required to have worked 1,250 hours in the twelve (12) months immediately preceding the leave.
- 10.6.4** Except for extenuating circumstances, a unit member shall give at least thirty (30) calendar days' notice of the birth of a child and intent to take parental leave under this section.
- 10.6.5** Leave shall be taken in increments of at least two (2) weeks' duration except on two (2) occasions. Leave under this section must be completed within twelve (12) months of the birth of the child or placement for adoption or foster care.
- 10.6.6** Parental leave under this section runs concurrently with parental (child bonding) leave under the California Family Rights Act (CFRA). The total amount of parental leave per member may not exceed 12 workweeks in any 12-month period.

10.7 Industrial Accident Leave

- 10.7.1** Unit member will be entitled to industrial accident and illness leave according to the provision in Education Code Section 44984 which has qualified for worker's compensation under the provisions of Alliance of Schools for Cooperative Insurance Programs (ASCIP).
- 10.7.2** Such leave shall not exceed sixty (60) days during which the schools of the District are required to be in session or when the employee would otherwise have been performing work for the District in any one fiscal year for the same industrial accident or illness.
- 10.7.3** A unit member claiming an industrial accident or illness leave shall be subject to examination by a physician designated by the District's insurance carrier to assist in determining the qualification and the length of time during which the teacher will be temporarily unable to perform assigned duties, and the degree to which a disability is attributable to the injury or illness involved.
- 10.7.4** During any industrial accident or illness paid leave of absence, the unit member shall endorse to the District the temporary disability and indemnity checks received on account of the industrial accident or illness. The District, in turn, shall issue the

unit member appropriate salary warrants for payment of salary less normal deductions.

10.8 Judicial Leave

- 10.8.1** A unit member shall be provided with paid judicial leave in accordance with the guidelines established by the Superior Court of Los Angeles County for regularly called jury duty. In order to support the democratic principle of a wide distribution of participation of the citizenry in the jury process, the District will provide leave to individual unit members on a maximum one time per year basis. Appearance as a witness in court, other than as a litigant, for reasons not brought about through the connivance or misconduct of the unit member, shall also be provided judicial leave. The unit member shall submit a written request for an approved absence to the Personnel Office for any judicial leave as soon as practical after his or her knowledge of such required service.
- 10.8.2** The unit member shall receive his or her regular earnings from the District. In the case of jury service, the unit member shall transmit to the District as soon as possible all fees, exclusive of mileage, received for such service.
- 10.8.3** Unit members should request a witness fee at the initial moment of the subpoena. Every reasonable effort shall be made to recover daily statutory witness fees and remit said fees to the District. In the event that a unit member does not request witness fee upon initial subpoena, unit member shall: (1) Request witness fee from party originating subpoena. (2) If the witness fee is not forthcoming in a reasonable period of time, then the unit member shall, if the District so requests, send the District form letter to the party originating the subpoena by registered mail and return the signed receipt to the District Office.
- 10.8.4** Unit members called for jury duty during their regular work year who elect to voluntarily defer their jury service to non-required service days shall be compensated by an amount equal to the District's daily substitute teacher rate of pay for each day of served jury duty, up to a maximum of ten (10) days. In order to receive the substitute pay, the unit member must submit a copy of the original summons, the notification of postponement of service, and the dated proof of jury service. Any fee, except travel allowance, paid to the employee for jury duty shall be remitted to the District.

10.9 Leaves Without Pay

- 10.9.1** The applications for and granting of such leaves of absence shall be in writing. Unit members on leaves without pay shall be permitted participation in the District Insurance Programs by making premium payments directly to the District. In addition, a unit member on such leave shall notify the District Personnel Office by March 1st of the school year as to an intent to return to employment in the District. Failure to so notify shall be considered an abandonment of position and forfeiture of all insurance benefits.

10.9.2 Child Bearing Preparation and Child Rearing

- 1092.1** Leave without pay or other benefits may be granted to a unit member for preparation of child bearing, for child rearing, or adoption.
- 1092.2** The unit member shall request such leave as soon as practicable, but under no circumstances less than thirty (30) work days prior to the date on which the leave is to begin. Such request shall be in writing and shall include a statement as to the dates the employee wishes to begin and end the leave without pay. In the case of an adoption, if an acceptable, qualified substitute can be secured prior to the expiration of the 30-day period, the number of days may be reduced.
- 1092.3** The determination as to the date on which the leave shall begin and the duration of such leave shall be made at the discretion of the Superintendent when considering the scheduling and replacement problems of the District.
- 1092.4** The duration of such leave shall consist of no more than twelve (12) consecutive months and shall automatically terminate on June 30th in the school year in which such leave is granted. An extension of leave may be granted, not to exceed an additional twelve (12) months.
- 1092.5** The unit member is not entitled to the use of any accrued sick leave or other paid leave while such employee is on unpaid child bearing preparation leave or unpaid leave for child rearing, whether or not the illness or disability is related to a pregnancy, miscarriage, childbirth or related medical conditions.
- 1092.6** There shall not be a diminution of employment status for child bearing or child rearing except that no person shall be entitled to compensation or increment, nor shall the time taken on parental leave count toward credit for probationary teachers in earning tenure status. Leave taken under this section shall not be considered a break in service.
- 1092.7** If a teacher is on leave for child bearing or child rearing and in the event of a miscarriage or death of child subsequent to childbirth, the unit member may request an immediate assignment to a unit position. If there is no vacancy for which a unit member is qualified, the District will assign the teacher to a position as soon as practicable.
- 1092.8** Leave taken for child rearing under this section shall be in addition to any taken for child rearing under Section 10.6.2, Family Care and Medical Leave.

10.9.3 Family Care and Medical Leave

- 1093.1** Under California Family Rights Act (CFRA) and the federal Family Medical Leave Act (FMLA), eligible unit members have the right to an unpaid family care and medical leave for the following reasons:

- The birth of a child, or for the placement of a child for adoption or foster care;
- The serious health condition of their child, parent or spouse, or registered domestic partner (CFRA leave only);
- Their own serious health condition which makes them unable to perform the essential functions of their job;
- The serious illness or injury sustained in the line of duty on active duty by a military service-member who is the spouse, child, parent, or next of kin of the employee; or
- A qualifying exigency arising out of the fact that a spouse, child or parent of the employee is a covered service-member on covered active duty or had been notified of an impending call or order to covered active military duty (FMLA only).

10932 Unit members who have been employed by the district for at least 12 months (which need not be consecutive) and have worked at least 1,250 hours for the District during the 12-month period immediately prior to the commencement of the leave are eligible for leave under this section. Full-time bargaining unit members are presumed to work 1,250 hours unless proven otherwise.

10933 Eligible unit members are entitled to 12 work-weeks of leave in a fiscal year (July 1 through June 30). Eligible unit members may take up to 26 work-weeks of leave in a 12-month period to care for an injured service-member, with the 12-month period commencing on the first date of leave.

10934 Employees who take a leave under this provision are guaranteed reinstatement to the same or comparable position at the end of the leave, subject to any exceptions or limitations provided by law.

10935 If possible, at least 30 calendar days written advance notice must be provided for foreseeable events such as the expected birth of a child or the planned medical treatment of the unit member or a family member. For events which are unforeseeable 30 days in advance, the District must be notified as soon as practicable. Failure to comply with these notice rules is grounds for, and may result in, denial or deferral of the requested leave until this notice policy is complied with. A complete description of the terms, conditions and procedures related to Family Care and Medical Leave exists in Board Policy 4161.8/4261.8/4361.8.

109.4 Miscellaneous Leaves Without Pay

109.4.1 Upon recommendation of the Superintendent and approval by the Board of Trustees, leave without compensation, increment or tenure credit, may be granted for a period not to exceed one school year for the following purposes: care for a member of the immediate family who is ill, long-term illness of the unit member, service in an elected public office, educational

travel, professional study or research or public service. Extension of such leaves may be granted at the sole discretion of the District.

10.10 Catastrophic Sick Leave

10.10.1 A certificated employee may request the donation of leave credit for his or her use in the event of a catastrophic illness or injury to him or herself or a member of his or her immediate family as defined in Article 10.4.2.

10.10.2 Definitions

10.10.2.1 “Catastrophic illness or injury” means an illness or injury which would require the employee to be absent from work for an extended period of time, at least ten (10) days. This illness or injury could incapacitate the employee, a child or a member of the employee’s family, requiring the employee to be absent in order to provide health care.

- a) The employee – The extended absence creates a financial hardship for the certificated employee because he or she has exhausted his or her accrued sick leave.
- b) A child – Once the provisions of Article 10.3.1a have been exhausted, the employee may apply for additional days under Catastrophic Leave for a total of 20 days
- c) Spouse or other family member – Once the provisions of Article 10.3.1 have been exhausted, the employee may apply for additional days under Catastrophic Leave for a total of 20 days.

10.10.3 The donation of eligible leave credits for Catastrophic Leave must be requested by the employee in writing.

10.10.4 An employee who requests Catastrophic Leave shall provide verification by means of a letter, dated and signed by the ill or injured person’s physician, indicating the incapacitating nature and probable duration of the illness or injury.

10.10.5 Any certificated employee who applies for Catastrophic Leave understands that he or she waives any right to privacy concerning the communication of the circumstances and factors related to the catastrophic illness. This information will be kept confidential by the committee defined in Article 10.10.6.

10.10.6 A committee composed of two (2) teachers and two (2) administrators shall be formed. The committee will cause a donation list to be generated and administer the use of donor names and user names, informing the donors when their days are used and informing the staff when the donor list drops below thirty 30 days. The committee, by majority opinion, shall determine that the employee is unable to work due to a catastrophic illness or injury of self or family member and has exhausted all accrued paid leave credits. When verification and determination have been made, the committee may then approve the transfer of sick leave credits. All information is to be kept confidential and decisions reached by the committee are final.

- 10.10.7** The maximum benefit to be received by any employee for any single catastrophic illness or injury is twenty (20) days per school year.
- 10.10.8** Participation in the Catastrophic Leave Program is voluntary on the part of both donors and applicants. In order to participate in the Catastrophic Leave Program the certificated employee must waive any and all claims against the Association and/or the Lennox School District arising from the administration for the Catastrophic Leave Program by signing the waiver and release which reads as follows:
- “As a requirement, and as consideration for my participation in the Catastrophic Leave Program, detailed in Article 10.10 of the collective bargaining agreement between the parties, I (name) hereby waive and release any and all claims I have or may have in the future, known or unknown, against the Lennox Teachers Association and/or the Lennox School District in connection with the administration of the Catastrophic Leave Program.”
- 10.10.9** The Catastrophic Leave Program shall not be subject to the Grievance Procedures of this agreement.
- 10.10.10** Employees may join a Donor’s List for the use of certificated employees in the event that an employee or a member of his or her immediate family suffer from a catastrophic illness or injury as defined in Article 10, when the employee is unable to work and has exhausted all accrued paid sick leave credits.
- 10.10.11** Certificated employees may donate up to five (5) days to the donor list. At no time will a certificated employee have more than five of his/her sick days on the donor list. Employee names will be used at the rate of one day at a time. As the day is deducted from the donor, his or her name will be moved to the bottom of the list if he or she has any days remaining. When new donors are solicited, their names will be added at the bottom of the list. The minimum number of days on the donor list to maintain the program will be thirty 30. If the number of days drops below thirty 30, the committee will recruit for additional days. A minimum of 100 days is necessary to begin the Catastrophic Leave Program. Donors may have their names removed from the Donor’s List at any time upon written request.
- 10.10.12** In order to ensure that employees retain sufficient accrued sick leave to meet the needs that normally arise, donors shall preserve their accumulated sick leave at a minimum of fifteen (15) days.

ARTICLE 11

Evaluation

(Revised 2025-2026)

11.1 Evaluation of all unit members shall be as objective as possible and scheduled on a continuing basis as follows:

- Temporary contract – each school year, if employed for 75% or more of the school year;
- Probationary – each school year;
- Permanent – every other school year, unless the unit member meets the requirements of 11.1.1 below.

11.1.1 Unit members with permanent status who have been employed by the District for at least ten (10) years and whose previous evaluation was rated as meeting or exceeding standards shall, by mutual agreement of the administrator and the unit member, be evaluated every five (5) years. Pursuant to the terms of Education Code Section 44664, the permanent unit member or the evaluator may withdraw consent and reduce this time period at any time. This decision shall be communicated in writing by either party.

11.2 Notification

11.2.1 Unit members scheduled for evaluation shall be notified not later than the end of the **third** week of the unit member's work year in which they are to be evaluated.

11.3 Evaluation Procedures

11.3.1 The standard evaluation form to be used shall be prepared by the District after consultation with the Association. Counselors shall be evaluated based on goals and objectives set forth in the California Standards for the School Counseling Profession. Psychologists shall be evaluated based on goals and objectives set forth in the National Association of School Psychologists.

11.3.2 No later than the end of the eighth week of the unit member's work year in which evaluation is to take place, the evaluator and the certificated employee shall meet and mutually develop goals and objectives upon which evaluation is to be based, and plan for observations and conferences.

11.3.3 After consultation with the staff, the site administrator shall have the authority to adopt additional evaluation and assessment guidelines or criteria at the local level. Such guidelines shall be reviewed with the employee during the meeting held to establish goals and objectives.

11.3.4 Notation used at the school site for monitoring and documenting employee performance are at the discretion of the site administrator, whereas evaluations will be done on the standard evaluation form to be provided by the District.

- 11.3.5** During the course of the evaluation period, mitigating circumstances may arise which require modification of the goals and objectives. A review of the goals and objectives may be initiated by either the evaluator or evaluatee.
- 11.3.6** Periodic conferences may be scheduled by the evaluator during the evaluation period to discuss observations, progress toward meeting objectives, improvement, and/or revision of objectives.
- 11.3.7** As soon as there is evidence that an employee is performing his/her duties in an unsatisfactory manner according to the standards prescribed by the Governing Board, the District shall notify in writing of such fact, and describe such unsatisfactory performance. Within two weeks of this notification, the principal, with input from the employee, shall develop a written performance improvement plan to correct the unsatisfactory performance. The plan must specify what steps will be taken by the employee and the District to improve the employee's performance. During the time the employee is assessed as working in an unsatisfactory manner, he/she shall receive annual evaluations.
- 11.3.8** Non-administrative certificated personnel shall not be required to participate in the evaluation of other non-administrative certificated personnel nor shall they be required to assess their own performance for purposes of this evaluation procedure.

11.4 Final Evaluation Conference

- 11.4.1** The evaluator will discuss each component of the evaluation and provide a written evaluation to the evaluatee no later than thirty (30) calendar days before the end of the unit member's work year.
- 11.4.2** The evaluatee shall have the option of writing a statement on the evaluation form relative to the final evaluation.

ARTICLE 12

Safety Conditions

(Revised 2025-2026)

- 12.1** The employees shall be responsible to report, in writing, on the appropriate district form, to his/her immediate supervisor any unsafe, hazardous, unhealthy, or potentially dangerous working condition. A response will be provided to the employee within a time frame which reflects the urgency of the concern, but in no event later than two weeks.
- 12.2** The District shall assume the responsibility to investigate all conditions, which are reported to be unsafe, hazardous, unhealthy, or potentially dangerous and shall take necessary steps to have the conditions remedied. The District shall institute such emergency safety precautions as deemed necessary. Classroom air filters will be changed four times annually, or more often, if necessary, due to temporary circumstances (e.g. construction). A record of filter changes will be provided to the LTA President upon request and posted on the LTA bulletin board at each school site.
- 12.3** The school leadership team will make suggestions regarding appropriate exterior lighting on each campus. All exterior lights needed for safe lighting must be maintained in good working order, unless under repair, and will provide safely illuminated areas for unit members while they are on campus after dark. Lighting not repaired within one (1) month will be placed on the district's urgent repair list.
- 12.3.1** Every day, the office staff at each school will make an all-call informing the teachers when they are leaving for the day. Teachers must then inform the office if they are staying, so that appropriate lights will be left on.
- 12.4** Unit members who elect to drive students on an extracurricular field trip shall have the prior approval of the principal. All drivers shall present a valid driver's license and proof of liability insurance. As required by State law, in case of accident the driver's insurance shall be primary; the District's secondary. Other local administrative guidelines may appear in the Teacher's Handbook from the unit member's school site.
- 12.5** The District shall provide a reasonable amount of off-street, fenced and lockable parking at each site. Employees shall continue to assume liability for their own vehicles.
- 12.6** The school administration and staff at each site will mutually develop procedures for locking gates and maintaining a secure campus.
- 12.7** At least two (2) full time campus safety personnel will be assigned to Lennox Middle School. If an individual regularly employed in this position is not present on campus, a suitable replacement will be provided.
- 12.8** Should a unit member's automobile be damaged or stolen on school property, the District, on a case-by-case basis, will work with the employee in an effort to recover damages.
- 12.9** Personal property which is to be used within the classroom for instructional use must be registered in the school office and authorized by the administrator in charge before being

brought onto the campus. All such items must be insured by the unit member. The District will be responsible for damages or theft to said items up to the amount of the insurance deductible.

- 12.10** Site administrators shall annually review procedures for reporting incidents as well as post-incident responses from the District to the extent required by the Workplace Violence Prevention Plan.

ARTICLE 13

Probationary Employee Assistance and Training

(Revised 2025-2026)

- 13.1** Each probationary certificated employee within the District shall be given an opportunity to increase their competency as a professional educator through a staff development program, performance assessment and in-service training.
- 13.2** A staff development program shall be made available to probationary certificated employees through involvement in organized program planning and activities to provide an opportunity to improve student outcomes and build professional capacity.
- 13.3** Probationary certificated employees may be provided opportunities for attendance at workshops, conferences, seminars, and in-service training.
- 13.4** Probationary certificated employees in teaching positions may also be provided opportunities for classroom visitation and for having lessons modeled in their own classrooms. In-servicing may further be provided via one-on-one interaction with administrators and/or resource teachers. Training may include the following areas:
 - a)** Techniques of effective instruction
 - b)** Concepts of learning theory
 - c)** Day-to-day operations of their school and the district
 - d)** Curricular content for their assigned grade
 - e)** Classroom management
 - f)** Assertive discipline
 - g)** Student assessment
 - h)** Parent communication
- 13.5** Each probationary certificated employee shall be evaluated on a continuing basis, at least once each year in accordance with procedures contained in the current certificated contract.

ARTICLE 14

Parental Complaints

- 14.1** Complainants should first attempt to resolve the complaint informally with the involved employee.
- 14.2** In the absence of informal resolution of a parent or guardian's complaint, the complainant shall direct the complaint to the employee's supervisor who shall hear the complaint.
- a) Within a reasonable period of time following the receipt of a public complaint, the immediate supervisor shall notify the involved employee of any public complaint, which could be reasonably expected to adversely affect the professional reputation of the employee.
 - b) The immediate supervisor shall investigate the complaint, providing both parties every opportunity for explanation, comment and presentation of facts as a basis for assessment and resolution.
- 14.3** If the parent or guardian wishes to appeal the decision of the immediate administrator he/she shall forward the complaint in writing to the office of the Superintendent or designee with a written request for review of the decision. A copy of this request for review shall be sent to the employee concerned.
- 14.4** If the parent or guardian desires to appeal the decision of the Superintendent or designee to the Board of Trustees, he/she shall do so by requesting the opportunity to address the Board in closed session. The employee who is the subject of such a complaint shall be notified and given the opportunity to attend this session. The decision of the Board of Trustees shall be final and binding on all parties.

ARTICLE 15

Savings Provision

- 15.1** If any provisions of this Agreement are held to be contrary to law by a court of competent jurisdiction, such provisions will not be deemed valid and subsisting except to the extent permitted by law, but all other provisions will continue in full force and effect.

ARTICLE 16

School Leadership

(Revised 2025-2026)

- 16.1** Each school shall have a school leadership team made up of the site principal and unit members as described below. Unit members at each elementary school site shall elect a representative from each grade level, preschool through grade 5 and an at-large representative to represent unit members who work across grade levels or do not have a student roster assigned. Unit members at each secondary school site shall elect a representative from each department and an at-large representative to represent unit members who are not assigned to a department.
- 16.2** Unit member representative on the school leadership team shall be elected for one (1) year terms by a formal majority vote of grade level or department members.
- 16.2.1** An LTA site representative or designee appointed by the LTA President, shall be responsible for conducting the annual vote for unit member representatives on each school leadership team, no later than the third week of each school year. If there is no clear majority as the result of a vote, a drawing of names shall be conducted by the LTA site representative, or LTA designee, who conducted the vote.
- 16.3** The principal shall meet with the school leadership team once each month, outside of the instructional day, not to exceed nine (9) times during the unit members' work year, to discuss school wide, grade level, or departmental issues. The unit member representatives shall be responsible for communicating with the unit members whom they represent about the issues discussed or decisions reached during school leadership team meetings.
- 16.4** The principal shall present and discuss the school budget with the school leadership team. This team shall make decisions on the adjunct duties list, site based professional development, and the school calendar of events. Additionally, the principal shall consult with the team on the site assessment calendar, site implementation of the district curriculum, student discipline policies and school safety.
- 16.4.1** The decisions described in 16.4 above shall be made by school leadership teams by consensus, and, in the event that consensus cannot be reached, such decisions shall be made by a majority vote of the team members, including the principal. If there is no majority as the result of a vote by the school leadership team, the decision shall be made by the principal.

ARTICLE 17

Prior Written Approval for Coursework

- 17.1** Prior written approval for coursework is appropriate and necessary since it is the intent of the District to grant credit for those courses which can assist the teacher in increasing their performance in respect to their current assignment or future assignments in our District.
- 17.2** Approval of Course Work Forms shall be submitted fourteen (14) calendar days prior to taking a course for salary schedule credit. The form shall be completed by the unit member, signed by the principal and thereafter submitted to the Assistant Superintendent of Personnel. The Assistant Superintendent of Personnel shall approve or disapprove the course within ten (10) workdays of receipt by the Personnel Office. For approval, the course must be relevant to the District's goals and objectives for student achievement and related to the teacher's current or prospective instructional program.
- 17.3** Transcripts shall be submitted to the District Personnel Office within three-(3) weeks after the conclusion of the course. In the event the completed course transcripts are not timely submitted, credit for salary advancement shall be effective at the beginning of the school year following the submission of the transcripts.
- 17.3.1** Courses taken without prior approval may not be eligible for salary advancement or retroactive compensation.
- 17.3.2** Continuing Education Units purchased by unit members attending educational conferences or workshops approved by the District shall be eligible for salary advancement.
- 17.4** In order for courses to be applicable for movement on the salary schedule, courses shall meet one or more of the following criteria:
- Courses taken to specifically meet the requirements of an advanced educational degree or a credential issued by the State Department of Education.
 - Courses taken to specifically improve performance of the unit member in the area of assignment.
 - Courses taken to prepare the unit member to achieve a District instructional goal or objective.
 - Courses taken upon recommendation of the District and/or as part of an in-service training design.
- 17.5** In the event the course work is denied, the teacher may request a conference with the Assistant Superintendent of Personnel.
- 17.6** For teachers who are newly hired by the District, a copy of formal transcript request or receipt for all transcripts for university coursework and verification of previous employment, must be submitted to the Personnel Office within 30 days in which students are in regular session from the date of hire in order to receive full salary schedule credit retroactive to the date of hire. In cases where transcripts or verification of previous employment are not submitted by the deadline, there will be no retroactive compensation.

- 17.7** Higher placement on the salary schedule will be made effective the first duty day of the calendar month following receipt of official transcripts substantiating such placement.
- 17.8** Course units offered and paid for by the District are not allowable for advancement on salary schedule.

ARTICLE 18

Student Discipline

- 18.1** Unit members are encouraged to use effective practices for addressing student discipline. Each school site shall maintain a local procedure for handling student discipline.
- 18.2** Unit members shall immediately report cases of assault suffered in connection with their employment to their principal or immediate supervisor and to the Sheriff. Notification shall immediately be forwarded to the Superintendent by the supervisor. The Superintendent or designee shall comply with any reasonable request from the unit member for information in the possession of the District relating to the incident or the persons involved and shall act in appropriate ways as liaison between the unit member, Sheriff and the courts.
- 18.3** To ensure the safety of staff and other students, in the event that a student brings a firearm to any school site or brandishes a weapon with the intent to do bodily harm, the administrator will automatically suspend the student until the expulsion hearing and will recommend expulsion. Any student who brings a weapon to a school site will be suspended from school for five (5) days and the administrator will recommend the consideration of expulsion to the Board of Trustees.

ARTICLE 19

Special Education

(Revised 2025-2026)

19.1 Teachers will be informed of and have immediate access to a copy of the Individualized Educational Program (IEP) of each student with exceptional needs enrolled or mainstreamed in their classes by the first instructional day of the school year, or five school days prior to the student's placement in their classroom when reasonably possible, providing that student has been previously enrolled in a program within the Lennox School District.

19.2 When a classroom teacher requests a review of any part of the IEP of a student with exceptional needs the following process will be implemented:

Step 1: An informal meeting of the student's counselor, special education and general education teacher(s) and any other staff member involved with the student's program will be held within five (5) school days of the teacher's request in order to attempt to solve any scheduling or programmatic concerns without a major modification of the IEP.

Step 2: If the concerns cannot be resolved at the informal meeting, a formal meeting of the student's IEP team, including the parent, will be scheduled to review the IEP as soon as practicable, not to exceed fifteen (15) school days after the informal meeting. The Director of Special Education may be called upon by the student's IEP team to assist in resolution of any disagreements over the student's IEP.

19.3 An LSD special education committee, consisting of at least one bargaining unit member from each school site, shall be maintained by the District. The committee shall meet at least four (4) times during the school year to address issues related to service provided for students with exceptional needs. Membership on this committee does not count as an adjunct duty.

19.4 Special education caseloads shall not exceed the following:

- Specialized Academic Instruction (SAI)–28

Speech and Language–55 District-wide average. The maximum caseload for a speech and language specialist providing services exclusively to students between the ages of three and five years, inclusive, shall not exceed forty (40) students.

- Special Day Class (SDC)-14

- Early Education (SDC) -24 (up to 12 in the AM session/ up to 12 in the PM session)

19.4.1 In the event enrollment would result in an individual Special Day Class size exceeding the maximum, the District may place a student(s) in a class for up to twenty (20) school days to provide time for the District to rectify the situation.

- 19.5** To improve communication regarding IEP goals for students transitioning from elementary to middle school, a 5th to 6th grade SAI and SDC articulation meeting will be scheduled each year. A half-day substitute will be provided for one teacher per elementary school and up to two middle school teachers.
- 19.6** For the 2026-27 school year, all Special Education teachers shall receive one (1) on-campus release day per year. This release day shall be used to prepare IEPs, write reports, collect data, meet with teachers regarding student performance, curriculum planning, and other related IEP duties. Requests for the release days shall be submitted to the site principal or designee at least fifteen (15) workdays prior to the requested release day. The release day shall not be used before or after a holiday, before or immediately after a District break, or on New School Year Prep Day, the first and last day student days of school, Mondays, or Fridays. This release day shall not be accumulated from year to year.

ARTICLE 20

Concerted Activity

- 20.1** It is agreed and understood that any strike, work stoppage, slow-down, picketing, or refusal to perform job functions and assigned responsibilities or other interference with the operations of the District is in violation of this Agreement, and the Association agrees it will not call or sanction a strike, work stoppage, slow-down, picketing or refusal to perform job functions and assigned responsibilities. Additionally, it is agreed that there shall be no interference with the operations of the District by the Association or its agents during the term of this Agreement, including compliance with the request of other labor organizations to engage in such activity.
- 20.2** The Association recognizes the duty and obligations of its representatives to comply with the provisions of this Agreement and to make every effort toward inducing all employees to do so. In the event of a strike, work stoppage, slow-down, or other interference with the operations of the District by employees who are represented by the Association, the Association agrees in good faith to take all necessary steps to cause those employees to cease such action.
- 20.3** It is understood that in the event this Article is violated, the District shall be entitled to withdraw any rights, privileges or services provided the Association.

ARTICLE 21

Effect Of Agreement

- 21.1** It is understood and agreed that the specific provisions contained in this Agreement shall prevail over District practices and procedures and over state laws to the extent permitted by state law, and that in the absence of specific provisions in this Agreement, District practices and procedures shall prevail.
- 21.2** It is agreed that the Association will support this Agreement for its term and will not appear before the Board of Trustees to seek change or improvement in any matter subject to the meet and negotiation process except by mutual agreement of the District and the Association.

ARTICLE 22

Completion of Meet and Negotiation

- 22.1** During the term of this Agreement, the District and Association expressly waive and relinquish the right to meet and negotiate and agree that the District and Association shall not be obligated to meet and negotiate with respect to any subject or matter whether or not referred to or covered in this Agreement.
- 22.2** If however, during the life of the contract, the mechanism for funding schools undergoes change which alters the concept of COLA described in Appendix B, both parties will meet to determine an equitable replacement procedure which would keep the intent of the provision intact.

ARTICLE 23

Term

- 23.1** This Agreement shall remain in full force and effect from July 1, **2025**, up to and including June 30, **2028**. The parties shall commence negotiations no later than March 1 of each year. The parties may reopen negotiations for **the 2026-2027 and 2027-2028** school years on Article 6: Compensation and Benefits, Article 23: Term, and up to three (3) additional articles selected by each party.
- 23.2** Any provisions of this Agreement that are not requested to be modified, amended or terminated as indicated in the parties' initial proposal presented for the new Agreement to be negotiated, shall remain in full force and effect and be automatically adopted and incorporated in the new Agreement.

APPENDIX A-1

Fully-Credentialed Teachers Salary Schedule

ANNUAL

LENNOX SCHOOL DISTRICT

FULLY-CREDENTIALLED TEACHER'S SALARY SCHEDULE-2025/2026

Effective July 1, 2025 (including 3%)
Schedule D

STEP	I	II	III	IV	V
1	69,315	69,315	69,318	70,369	73,879
2	69,315	69,318	69,321	72,678	76,611
3	69,318	69,321	71,762	75,984	80,221
4	69,321	70,207	74,753	79,282	83,831
5	69,321	72,889	77,738	82,586	87,441
6	70,394	75,589	80,739	85,894	91,046
7	72,516	78,259	83,739	89,192	94,663
8	75,142	80,958	86,734	92,494	98,281
9	77,517	83,656	89,722	95,801	101,888
10	79,888	86,332	92,716	99,111	105,492
11			95,714	102,397	109,101
12				105,717	112,720
13					116,319
15	82,141	88,589	97,972	107,976	118,580
20	86,441	92,875	102,310	112,267	122,872

Column I Bachelor's Degree and teaching credential

Column II Bachelor's Degree, plus 15 semester units

Column III Bachelor's Degree, plus 30 semester units

Column IV Bachelor's Degree, plus 45 semester units or Master's Degree

Column V Bachelor's Degree, plus 60 semester units, including either Masters' Degree or advanced credential in the area of reading, bilingual/bicultural or special education; or Masters' Degree plus 15 units.

Degree must be from accredited institutions of full collegiate grade. New employees will be placed on Column I, Step 1 until official transcripts and verification of employment are submitted in accordance with above.

In order to progress from one step to another, unit members must work one hundred thirty-five (135)

student days of their regular work year, exclusive of time worked as a substitute.

To qualify for Step 15, employees must have completed fourteen (14) years of credited teaching experience in the District, and for Step 20, nineteen (19) years.

Credit for prior teaching experience, not to exceed ten (10) years, shall be granted unit member in initial placement.

Stipends/Other Duty Pay:

1. Non-regular assignment hourly rate.....	\$50.00**
2. National Board Certification.....	\$1,000.00 (yearly)
3. Doctorate Degree.....	\$1,000.00 (yearly)
4. Special Education Teacher.....	\$1,200.00 (yearly)

Calculations may differ due to rounding

Board Approved: 01/20/2026 cm

** Non-regular assignment hourly rate will change to \$55.00 effective July 1, 2026

APPENDIX A-2

Intern Salary Schedule

ANNUAL

LENNOX SCHOOL DISTRICT

CERTIFICATED UNIVERSITY INTERN SALARY SCHEDULE - 2025/2026

Effective July 1, 2025 (including 3%)

Schedule C

STEP	I	II	III	IV	V
1	64,385	64,385	65,763	69,382	73,002
2	64,385	64,821	68,771	72,679	76,611
3	64,385	67,521	71,762	75,984	80,221
4	65,643	70,207	74,752	79,284	83,830
5	68,022	72,888	77,742	82,584	87,439
6	70,395	75,589	80,739	85,894	91,046
7	72,516	78,259	83,739	89,192	94,663
8	75,142	80,958	86,734	92,494	98,281
9	77,516	83,657	89,722	95,800	101,888
10	79,888	86,332	92,716	99,111	105,493
11			95,714	102,397	109,101
12				105,717	112,720
13					116,319
15	82,141	88,589	97,972	107,976	118,580
20	84,399	90,839	100,276	110,231	120,831
25	86,441	92,875	102,310	112,267	122,872

Column I Bachelor's Degree and teaching credential

Column II Bachelor's Degree, plus 15 semester units

Column III Bachelor's Degree, plus 30 semester units

Column IV Bachelor's Degree, plus 45 semester units or Master's Degree

Column V Bachelor's Degree, plus 60 semester units, including either Masters' Degree or advanced credential in the area of reading, bilingual/bicultural or special education; or Masters' Degree plus 15 units.

Degree must be from accredited institutions of full collegiate grade. New employees will be placed on Column I, Step 1 until official transcripts and verification of employment are submitted in accordance with above.

In order to progress from one step to another, unit members must work one hundred thirty-five (135) student days of their regular work year, exclusive of time worked as a substitute.

To qualify for Step 15, employees must have completed fourteen (14) years of credited teaching experience in the District; for Step 20, nineteen (19) years; and for Step 25, twenty-four (24) years.

Credit for prior teaching experience, not to exceed ten (10) years, shall be granted unit member in initial placement.

Stipends/Other Duty Pay:

1. Non-regular assignment hourly rate.....	\$50.00**
2. National Board Certification.....	\$1,000.00 (yearly)
3. Doctorate Degree.....	\$1,000.00 (yearly)
4. Special Education Teacher.....	\$1,200.00 (yearly)

Calculations may differ due to rounding

Board Approved: 01/20/2026 cm

**Non-regular assignment hourly rate will change to \$55.00 effective July 1, 2026

APPENDIX A-3

ANNUAL

LENNOX SCHOOL DISTRICT CREDENTIALLED SPEECH AND LANGUAGE PATHOLOGIST SALARY SCHEDULE-2025/2026 Effective July 1, 2025 (including 3%) Schedule L

STEP	I	II	III	IV	V
1	76,416	76,416	76,419	77,512	81,161
2	76,416	76,419	76,423	79,912	84,005
3	76,419	76,423	78,960	83,352	87,758
4	76,423	77,342	82,070	86,782	91,512
5	76,423	80,132	85,177	90,218	95,266
6	77,537	82,939	88,296	93,656	99,015
7	79,746	85,718	91,417	97,087	102,778
8	82,475	88,524	94,531	100,521	106,539
9	84,946	91,330	97,640	103,961	110,290
10	87,411	94,112	100,754	107,402	114,039
11			103,870	110,821	117,792
12				114,273	121,555
13					125,300
15	89,754	96,460	106,218	116,622	127,650
20	92,105	98,802	108,614	118,968	129,992
25	94,225	100,917	110,730	121,086	132,115

Column I Bachelor's Degree and teaching credential

Column II Bachelor's Degree, plus 15 semester units

Column III Bachelor's Degree, plus 30 semester units

Column IV Bachelor's Degree, plus 45 semester units or Master's Degree

Column V Bachelor's Degree, plus 60 semester units, including either Masters' Degree or advanced credential in the area of reading, bilingual/bicultural or special education; or Masters' Degree plus 15 units.

Degree must be from accredited institutions of full collegiate grade. New employees will be placed on Column I, Step 1 until official transcripts and verification of employment are submitted in accordance with above.

In order to progress from one step to another, unit members must work one hundred thirty-five (135) student days of their regular work year, exclusive of time worked as a substitute.

To qualify for Step 15, employees must have completed fourteen (14) years of credited teaching experience in the District; for Step 20, nineteen (19) years; and for Step 25, twenty-four (24) years.

Credit for prior teaching experience, not to exceed ten (10) years, shall be granted unit member in initial placement.

Stipends/Other Duty Pay:

- | | |
|--|---------------------|
| 1. Non-regular assignment hourly rate..... | \$50.00** |
| 2. Doctorate Degree..... | \$1,000.00 (yearly) |

Calculations may differ due to rounding

**Non-regular assignment hourly rate will change to \$55.00 effective July 1, 2026

Board Approved: 01/20/2026 cm

APPENDIX A-4

ANNUAL

LENNOX SCHOOL DISTRICT

OCCUPATIONAL THERAPIST SALARY SCHEDULE - 2025/2026

Effective July 1, 2025 (including 3%)

Schedule K

Range	STEP I	STEP II	STEP III	STEP IV	STEP V
10	96,342.04	101,883.69	107,806.85	110,427.61	118,469.26
	183 DAYS	183 DAYS	183 DAYS	183 DAYS	183 DAYS

Stipends/Other Duty Pay:

1. Non-regular assignment hourly rate..... \$50.00**
2. Doctorate Degree..... \$1,000.00 (yearly)

Calculations may differ due to rounding

****Non-regular assignment hourly rate will change to \$55.00
effective July 1, 2026**

APPENDIX A-5

ANNUAL

LENNOX SCHOOL DISTRICT

PSYCHOLOGIST & COUNSELOR SALARY SCHEDULE -

2025/2026

Effective July 1, 2025 (including 3%)

Schedule G

Range	011	018
YEAR	PSYCHOLOGIST	COUNSELOR (ELEMENTARY & LMS)
1	100,315	108,846
2	106,506	115,566
3	112,697	122,282
4	118,891	129,004
5	123,845	134,381
	200 DAYS	211 DAYS

Stipends/Other Duty Pay:

- | | |
|--|---------------------|
| 1. Non-regular assignment hourly rate..... | \$50.00** |
| 2. Doctorate Degree..... | \$1,000.00 (yearly) |

Calculations may differ due to rounding

** Non-regular assignment hourly rate will change to \$55.00 effective July 1, 2026

Board Approved: 01/20/2026 cm

APPENDIX A-6

Language Concerning Work Year Credit

In order to progress from one step to another on the salary schedule or to satisfy requirements in achieving tenure, unit members must work a minimum of 75% of the days school is in session in the District within their contractual work year.

In addition to teaching in the classroom, or functioning within the specification of duties found in the job description for non-classroom unit members, the following activities will be included in meeting the one hundred thirty-five (135) day requirement:

- Approved Release Time for: Conference
Task Force
Teacher Training/Coaching
Mentor Teacher Responsibilities
Curriculum Committee
Classroom or School Visitations
Interview Panels
Transfer or Reassignment
Partnership Meetings

This list is not meant to be all inclusive and would include other related activities of the same nature. Not included for the purposes of meeting the one hundred thirty-five (135) day requirement:

- All types of leaves including: Illness
Personal Necessity
Bereavement
Judicial
Industrial Accident
Non-Paid

In the event of a dispute concerning the eligibility of a day of work counting toward the one hundred thirty-five (135) day minimum, the unit member may appeal the denial of such day to a three-member committee consisting of one continuing member appointed by the Association, one continuing member appointed by the District, and one member selected by the two appointees. The decision of the three-member committee shall be final, providing it is not in conflict with the law.

APPENDIX B
Relative Position Salary Guarantee

Definitions

- a) The school districts used in salary comparisons shall be: Lennox, Hawthorne, El Segundo, Inglewood, Little Lake, Wiseburn, East Whittier, Lawndale, Culver City, and Torrance.
- b) When comparing salary schedules, the dollar summation of Steps I-III, II-IV, III-V, IV-VI, and V-VII shall be used to determine rank order.

APPENDIX C
Certificated Fringe Benefit Contribution
Lennox School District
Fringe Benefits – 2025-2026
Tenthly Monthly Rates Effective January 1, 2026

CERTIFICATED			Employee Deduction	District Contribution	Total Cost
KAISER - PLUS (Tier II) VENDOR # 0000002079	GTN:KPC		204	206	
	Employee	01	8.00	928.00	936.00
	Employee + 1	02	804.90	1,206.10	2,011.00
	Family	03	1,480.68	1,280.32	2,761.00
UNITED HEALTHCARE - Harmony (Tier I)	GTN: UHT		143	144	
	Employee	01	0.00	841.00	841.00
	Employee + 1	02	561.73	1,118.27	1,680.00
	Family	03	1,273.98	1,203.02	2,477.00
UNITED HEALTHCARE - Alliance (Tier II)	GTN: UHC		141	142	
	Employee	01	0.00	928.00	928.00
	Employee + 1	02	711.73	1,118.27	1,830.00
	Family	03	1,480.98	1,203.02	2,684.00
UNITED HEALTHCARE - Journey (Tier III)	GTN: UHO		152	153	
	Employee	01	25.00	928.00	953.00
	Employee + 1	02	707.73	1,118.27	1,826.00
	Family	03	1,453.98	1,203.02	2,657.00
UNITED HEALTHCARE - HSA VENDOR # 0000002230	GTN: HSC		139	140	
	Employee	01	677.39	1,052.61	1,730.00
	Employee + 1	02	2,207.06	1,252.94	3,460.00
	Family	03	3,709.03	1,389.97	5,099.00
DELTA DENTAL #7063-7605 VENDOR # 0000001980	GTN: DDC			175	
	All Employees	03	\$0.00	\$136.25	\$136.25
VSP VISION VENDOR # 0000002250	GTN: VSP		162	163	
	Employee	01	0.00	13.14	13.14
	Employee + 1	02	0.00	19.04	19.04
	Family	03	0.00	34.15	34.15
	Employee	04	9.10	13.14	22.24
	Employee + 1	05	13.18	19.04	32.22
	Family	06	23.66	34.15	57.81
VOYA VENDOR # 0000002466	GTN: IPC		0.00	252	
		01		22.38	22.38