TORRANCE UNIFIED SCHOOL DISTRICT
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS CHAPTER #19

SUCCESSOR YEAR (2024-2025)

Tentative Agreement
March 5, 2025

Article 2 – DEFINITIONS

2.12 **Family shall mean the child, mother, father, grandmother, grandfather, or grandchild of the unit member or of the spouse or registered domestic partner of the unit member; the spouse; registered domestic partner; son, son-in-law; daughter, daughter-in-law; brother or sister of the unit member, spouse, or registered domestic partner; step-child or step-parent of the unit member; foster child; any person who has served as a foster parent or legal guardian to the unit member; any relative living in the immediate household of the unit member; or someone else related by blood or in a family-like relationship "designated person." Under extenuating circumstances, the District may approve persons other than those listed herein.** ~~"Immediate Family" is defined as: mother, mother-in-law, father, father-in-law, spouse, registered domestic partner, son, son-in-law, daughter, daughter-in-law, sister, sister- in-law, brother, brother-in-law, grandfather, grandmother, grandchild, or any relative living in the immediate household of the unit member. For the purposes of this section, relatives by virtue of marriage and relatives by virtue of court action shall be considered as natural and legal relatives.~~

Article 7 – HOURS AND OVERTIME

7.14 Summer and Intersession Assignment

7.14.1 The District will timely post positions that are funded from regular Summer School funding, ~~mainly in the first two weeks of the month of June.~~ To be considered an eligible applicant, the employee must (a) be regularly employed by TUSD on a less than twelve (12) month basis; (b) be available for the complete assignment for summer recess and/or intersession recess, as specified on the application, and (c) meet the qualifications established for the classification by the Personnel Commission. **Employees who are absent more than 15% of the work days of the summer assignment will be placed at the bottom of the eligibility list for assignments the following year.**

Article 8 – PAYMENTS AND ALLOWANCES

8.1 The regular rate of pay for each position in the bargaining unit shall be in accordance with the rates established for each class as provided for in Appendix "A" which is attached hereto and, by reference, incorporated as part of this Agreement. Pay shall also include any shift differential**, stipend,** and/or longevity increment required to be paid under this Agreement.

8.1.2 The Torrance Unified School District shall increase the salary schedule by ~~5%~~ **1%** effective July 1, 2024 ~~2023~~. ~~The Torrance Unified School District shall provide all unit members in paid status on December 1, 2023, with an off-schedule payment of $1,000. The $1,000 amount is for paid status of 1.0 full-time equivalent or greater; less than a 1.0 assignment will have the $1,000 bonus reduced in proportion to the work assignment (e.g. an 80% FTE assignment would receive $800).~~

8.7 A salary survey shall be conducted annually by the Personnel Commission to survey the prevailing salaries being paid**. The benchmark positions and comparable districts shall be determined by mutual agreement.** ~~the benchmark positions listed in Section 8.7 (a) within the comparable Districts listed in Section 8.7 (b).~~

~~a. The benchmark positions shall include: Accounting Specialist~~
~~Health Services Assistant Library Media Technician Office Assistant Purchasing Technician School Staff Assistant I School Staff Assistant II Staff Assistant~~
~~Systems Support Specialist~~

~~b. The comparable school Districts shall include but not be limited to: ABC~~
~~Burbank Downey~~
~~El Segundo Glendale Hacienda/La Puente Redondo Beach~~
~~Palos Verdes Peninsula Manhattan Beach Norwalk/La Mirada Rowland~~

8.9 Classified Professional Growth Incentive Program
The District shall establish a committee to evaluate and revitalize the Classified Professional Growth Incentive Program. CSEA shall be entitled to at least one representative on the committee. **The committee shall make revision recommendations for program implementation and prioritize reimbursement applications. The District shall make an initial allocation of $50,000 to the program. Any unused funds shall continue to be available for subsequent program years. The District shall replenish program funds based on need and fiscal capacity.**

Article 10 – REIMBURSEMENT FOR EMPLOYMENT PROPERTY

10.1 No reimbursement shall be made to any employee in the bargaining unit for mysterious disappearance, accidental damage, or any other loss suffered because of lack of supervision by the owner. The property shall not remain in the District over a weekend, on holidays, or during vacation periods. The maximum reimbursement shall not exceed **$1,000** ~~$400~~ for each separate item.

Article 11 – Evaluation

11.2 Probationary unit members shall be evaluated by their primary administrator prior to recommendations for permanency. Evaluations shall be completed by the 65th working day and the 105th working day prior to a recommendation for permanency on standard evaluation forms. Permanent unit members shall be evaluated ~~on or before the unit member's anniversary date~~ **one time per school year,** unless the immediate supervisor determines it unnecessary, but no less than every other year. **If the supervisor determines it is unnecessary, the unit member shall be considered "proficient."** The District shall provide the necessary evaluation forms to be completed by the administrator.

Article 13 – HOLIDAYS

13.1 The District agrees to provide all regular employees in the bargaining unit with the following paid holidays:

New Year's Day

Martin Luther King, Jr. Day
Lincoln's Birthday
Washington's Birthday (third Monday in February) Memorial Day
Juneteenth
Independence Day
Labor Day
Veterans Day
Thanksgiving Holidays (2)
In lieu of Admission Day (The working day before Christmas) Christmas Day
New Year's Eve

In order to be eligible for holiday pay, an employee shall be in paid status during any portion of the working day immediately preceding or succeeding the holiday. **In the event the negotiated work calendar of a particular classification does not result in a contracted work day immediately preceding or succeeding the Juneteenth holiday, said classifications shall receive the paid holiday following their last contracted work day for the fiscal year.**

Article 14– VACATION

14.1.3 Accumulated vacation time for affected unit members, over the 2 year cap must be taken before June 30 of each year after the first fiscal year.

14.1.6 Vacation schedules will be encouraged, and in some cases established in consultation with one's supervisor. The Superintendent or designee, for the convenience of the District, may extend the time during which earned vacation may be utilized by not more than six (6) months. An employee may not accumulate a vacation balance in excess of the days earned in the current fiscal year and the previous year, and only if the District authorizes the carryover of the previous year's balance for a maximum total vacation balance of two years' earnings. The maximum vacation payout at retirement or termination from the District is capped at two (2) years earned vacation days. **Effective June 30, 2025, any unit member who exceeds the cap shall have half of their balance which exceeds the cap paid out on July 1, 2025. Beginning on June 30, 2026, any unit member who exceeds the cap shall have their entire balance which exceeds the cap paid out at the end of each fiscal year.**

14.1.8 Vacation requests shall be granted, except during periods of time that would unduly interfere with specific operational needs(s) of the District ("blackout periods"). Vacation requests may only be denied during established black out periods or if 50% of a department or sites' unit members have approved vacations.

14.1.8.1 The District shall provide written notification to affected unit members of any blackout periods it determines are unduly disruptive by the beginning of each fiscal year. Unit members may request a meeting with the appropriate supervisor before the time period to discuss the need to restrict vacation.

Article 15– LEAVES

15.1 General Leave Policies: The Board of Education may grant a leave of absence upon the written request of an employee as specified in this article.

15.1.1 Except as otherwise provided in this Agreement. All leaves require prior District approval.

15.1.2 If there is evidence of leave abuse, the District may require supporting documentation of stated reasons for leave. Such evidence shall be required within a reasonable time. Leave abuse shall be grounds for disciplinary action in accordance with the Personnel Commission Rules.

15.1.3 Eligible unit members on paid leave shall continue to receive the benefits provided in Article 12 Health and Welfare Benefits.

15.1.4 Eligible unit members shall for the duration of the unpaid leave be entitled to continue their health and welfare benefit coverage at their own expense, except for Family and Medical Leave Act of 1993 as provided for in 15.2.3.3, providing, all premiums are received by the required due dates.

15.1.5 Break in Service – No absence under any paid leave provisions of this article shall be considered as a break in service for any employee who is in a paid status, and all benefits occurring under the provisions of this Agreement shall continue to accrue under such absences.

15.1.6 The District may require a medical examination at District expense to confirm fitness to perform assigned duties. The scope of the examination shall be related to the cause necessitating the fitness review. If there is a dispute on fitness to perform assigned duties based upon a disagreement between the District's chosen doctor and the unit member's doctor, an independent third doctor shall be chosen by mutual agreement to render the decision on the fitness for duty of the unit member.

15.1.6.1 In the event the examining doctor determines that the unit member is not fit for duty, the unit member shall be entitled to the sick leave provisions of this agreement.

15.1.6.2 In the event the independent doctor determines that the unit member is fit to render service and District's requirement for the additional examination has prevented the unit member's return, the unit member shall be entitled to back-pay for the period of time the unit member was going through the third doctor process.

15.1.7 A unit member who fails to report for duty within five (5) working days after leave has been canceled or expires shall be considered to have abandoned his or her position and may be subject to disciplinary action. This provision is not applicable to military leave.

15.1.8 Family referred to throughout this Article shall mean the child, mother, father, grandmother, grandfather, or grandchild of the unit member or of the spouse or registered domestic partner of the unit member; the spouse; registered domestic partner; son, son-in-law; daughter, daughter-in-law; brother or sister of the unit member, spouse, or registered domestic partner; step-child or step-parent of the unit member; foster child; any person who has served as a foster parent or legal guardian to the unit member; any relative living in the immediate household of the unit member; or someone else related by blood or in a family-like relationship "designated person." Under extenuating circumstances, the District may approve persons other than those listed herein.

15.1 Sick Leave – General Provisions: Every regular employee shall earn one (1) day of sick leave per full month of paid status to a maximum of twelve (12) per year. To qualify for a full month of paid status, the employee must be in paid status for fifty percent (50%) or more of the workdays during the month.

15.1.1 Sick leave of absence with pay due to illness or injury is a privilege granted to school unit members to protect the health and welfare of both unit members and students.

15.1.2 Unit members are encouraged to use their sick leave when they are ill to enable them to regain and remain in good health. Among the reasons for which sick leave may be used are dental care, doctor visits, or other health purposed which require specialized treatment for themselves.

15.1.3 Unit members shall be entitled to leave of absence for illness, accident, quarantine, or injury as provided by the Education Code. Any unused portion of the earned annual sick leave shall be accumulated without limit.

15.1.4 A permanent unit member who resigns and is reemployed within thirty-nine (39) months, shall be reinstated all unused sick leave credit existing at the time of resignation, if any days are available, as provided in the Education Code.

15.1.5 Verification of illness by a medical doctor may be required by the District of any absence of five (5) or more days for which sick leave is claimed.

15.1.6 A Classified Leave Request absence form provided by the District shall be completed by each unit member requesting a leave.

15.1.7 A probationary unit member may not use more than six (6) days of paid sick leave during their initial probationary period. If a probationary unit member does not pass their initial probationary period, a deducting shall be taken from the final pay warrant for use of any unearned sick leave.

15.1.8 At the beginning of each fiscal year, the sick leave account of the bargaining unit member shall be increased by the number of days of paid sick leave, which would normally be earned in the ensuing fiscal year.

15.1.9 In the event of termination prior to completion of the fiscal year, a deduction shall be taken from the final pay warrant for use of unearned sick leave.

15.1.10 An employee who has been an employee of other California school districts for a period of one school year or more and who accepts a position in the Torrance Unified School District within one year of termination from the first school district shall have transferred with them to this school district the total amount of sick leave which was accumulated in the first school district upon written request of the employee.

15.2 Bereavement Leave: A leave of absence with pay and without deductions from accumulated sick leave, not to exceed five (5) days, shall be granted to employees because of the death of any member of the family. Under extenuating circumstances, the District may approve persons other than those listed herein.

15.2.1 Three (3) additional days will be granted to employees if out-of-state travel or three hundred (300) miles intrastate travel is required because of the death of any member of the family.

15.2.2 Any additional days requested beyond those provided by this Agreement must be handled through the provisions of Section 15.10, Personal Necessity Leave, of this Agreement.

15.3 Personal Necessity Leave:
Unit members may use accumulated sick leave in any school year for personal necessity for the following reasons:

15.3.1 The death of a member of the unit member's family when the number of days of absence exceeds the limit provided in the bereavement section of the Agreement. Members of the family are determined in Subsection 15.1.8. Permission to use the bereavement section of this Agreement for other relatives because of extenuating circumstances may be granted by the Superintendent or designee.

15.3.2 Accidents, serious in nature, which:

1) involve a unit member's property or the person or property of a member of the unit member's family;

2) involve circumstances the unit member cannot reasonably be expected to disregard; and

3) require the attention of a unit member during assigned hours of service.

15.3.3 Illnesses or problems of a member of the unit member's family which:

1) are serious in nature and, under the circumstances, the unit member cannot be expected to disregard; and

2) require the attention of unit members during their assigned hours of service.

15.3.4 Imminent danger to the home of a unit member which:

1) is occasioned by a factor such as a flood or fire;

2) is serious in nature which, under the circumstances, the unit member cannot reasonably be expected to disregard; and

3) requires the attention of a unit member during assigned hours of service.

15.3.5 Unit members may use up to seven (7) days of accumulated sick leave in any school year for personal necessity for the following reasons.

a. attendance at the funeral of a close relative or friend not living in the unit member's immediate household;

b. the birth of a child making it necessary for the non-birthing parent to be absent during assigned hours of service;

c. the adoption of a child making it necessary for the adopting parent to be absent during assigned hours of service;

d. personal necessity leave may be used for circumstances which meet all of the following criteria.
   1) one of a serious nature which the unit member cannot be expected to disregard;
   2) one which necessitates the immediate attention of the unit member; and
   3) one which cannot be accommodated during off-duty hours.

e. appearance in court as a litigant;

f. for the observance of religious holidays;

g. to participate in the activities of the school or child care facility of any child of which the unit member is the parent, guardian or custodial grandparent;

h. personal use (no tell) leave may be used according to the following criteria.
   1) up to a maximum of three (3) days per year, with no reason given, may be utilized for personal use (no tell);
   2) unit members must notify the supervisor (2) workdays in advance prior to using personal use (no tell) leave.
   3) unit members shall not use personal use (no tell) leave to "withhold service from the District".

15.3.6 Unit members shall not use personal necessity leave for recreation, vacation, social activities, political activities, and civic or organization activities.

15.3.7 A unit member using personal necessity leave shall submit the absence verification request certifying that the unit member is using personal necessity leave for a purpose provided in this article.

15.4 Extended Illness Benefits: When a regular employee has exhausted all accrued and advance sick leave, unit members shall be entitled to 100 working days of extended illness benefits. Any such days of extended sick leave benefits shall be compensated at no less than 50% (half pay) of the unit member's regular salary.

15.4.1 At the option of the employee, unit members may also use any accrued vacation pay in lieu of half pay illness.

15.4.2 Holidays that fall within the 100 day period shall be compensated at the regular rate of pay and included in the 100 day period. Compensation time will be treated like vacation usage.

15.4.3 When medically cleared to assume the duties of the position during the thirty- nine (39) month period, he/she shall be employed in vacant position in the class of his/her previous assignment over all other available candidates except for a reemployment list established because of lack of work or lack of funds, in which case he/she shall be listed in accordance with seniority regulations.

15.4.4 For any use of extended illness leave, the District may require documentation from a licensed health care provider verifying the leave. Unit members shall only be responsible for verifying days from the date of the verification request forward.

15.5 **STATE DISABILITY INSURANCE (SDI)**

When a unit member is unable to work or must reduce work hours because of sickness, injury, or pregnancy, that is NOT related to his/her job, they are eligible to apply for State Disability Insurance benefits. Unit members must file a "Claim for State Disability Insurance Benefits" within 49 days of the first day of their disability to avoid losing benefits. If the state provides SDI benefits, they shall be coordinated with extended illness benefits but can not result in a unit member receiving more than 100% of their regular pay. (see Appendix for more information.)

15.6 Industrial Accident and Illness Leave: Employees who are absent from duty because of a job-related illness or injury shall be granted leaves of absence for no more than sixty (60) working days in any one fiscal year for the same injury or illness (leave does not accumulate from year to year) with full salary. Leaves resulting from an industrial accident or industrial illness shall be granted in accordance with the provisions of Education Code Sections 44043 and 45195 and this rule.

15.6.1 Industrial injury or illness leave will commence on the first day of absence. Such industrial injury or illness leave will be reduced by one day for each day of authorized absence regardless of a compensation awarded under workers' compensation.

15.6.2 Payment for wages lost on any day shall not, when added to an award granted employees under compensation laws, exceed the normal wage for the day. Employees shall endorse the District wage-loss benefit checks received under the

compensation laws.

15.6.3 The number of days of illness or injury leave under worker's compensation laws shall not be deducted from the number of days of illness or injury leave to which employees are entitled under provisions of the sick leave article (Section 15.6). When entitlement to industrial injury or illness leave has been exhausted, entitlement or other sick leave will be used, buy if employees are receiving workers' compensation, they shall be entitled to use only so much of their accumulated or available sick leave, accumulated compensating time vacation, or other available leave which, when added to the workers' compensation award, provides a full day's wage or salary.

15.6.4 If an industrial injury or illness leave occurs at a time when the sixty (60) days will overlap into the next fiscal year, employees shall be entitled to only that amount of time remaining at the end of the fiscal year in which the injury or illness occurred for the same illness or injury.

15.6.4.1 The District reserves the right to secure proof of industrial illness or injury to an employee.

15.6.5 Any time an employee on industrial injury or illness leave, in paid status, are able to return to work, they shall be reinstated in their position(s) without loss of pay or benefits.

15.6.6 When all available leaves of absence, paid or unpaid, have been exhausted and if the unit member is not medically able to assume the duties of his/her position, he/she shall, if not placed in another position be placed on a reemployment list for a period of thirty-nine (39) months.

15.6.7 When medically cleared to assume the duties of the position during the thirty- nine (39) month period, he/she shall be employed in vacant position in the class of his/her previous assignment over all other available candidates except for a reemployment list established because of lack of work or lack of funds, in which case he/she shall be listed in accordance with appropriated seniority regulations.

15.7 Leave of Absence Without Pay:

15.7.1 Leave of absence without pay may be granted to a permanent unit member upon written request of the unit member, and the approval of the District, subject to the restrictions and conditions outline in this Article.

15.7.2 Leave of absence without pay may be granted for any period not exceeding six (6) months, but may be extended for six (6) months with the approval of the Board of Education.

15.7.3 Leave of absence without pay shall be granted for any of the following reasons:

15.7.3.1 Attending school or college to be trained to improve the quality of service or prepare for promotion, **and may be on an intermittent basis**. Evidence of enrollment must be supplied with the written request.

15.7.3.2 After sick leave benefits have been depleted, a health leave shall be granted to unit members who are incapacitated by illness or injury in

accordance with Education Code 45195. A written statement from the unit member's physician shall be required to establish the leave, and a written clearance shall be required for return to active duty.

15.7.3.3 Eligible unit members may take an unpaid leave of absence, under the Federal Family and Medical Leave Act of 1993 (FMLA).

15.7.3.4 **A leave of absence may also be granted under circumstances when it appears that such leave would be in the best interest of the District and the employee.**

15.7.4 A leave of absence shall not be granted to an employee in the bargaining unit if that the employee makes use of the leave in order to enter into other employment.

15.8 Upon returning from a leave of absence, the District will reinstate the unit member to his/her original position if the leave is 6 months or less. If the leave is longer than 6 months and arrangements have been made and stipulated in writing at the time of leave, the unit member may return to the original position. Otherwise, a unit member returning from leave of absence shall be eligible for reassignment within the classification.

15.9 Pregnancy disability leave shall be granted for a maximum of twelve (12) months upon written request.

15.9.1 A statement from the employee's licensed physician must verify the beginning and ending dates of the period of incapacity. The beginning date of a maternity leave shall be effective when requested and mutually agreed to and verification is provided by the attending physician that the employee is pregnant.

15.9.2 Should the employee's health preclude return to duty at the end of the pregnancy disability leave, a health leave for a maximum of one year may be granted upon written request of the employee.

15.9.3 Unit members adopting a child shall be entitled to a leave after receiving de facto custody of the child or prior to receiving such custody, if necessary, in order to fulfill the requirements for adoption. The same consideration would be granted for extension of the period of leave as provided for employees on pregnancy disability leave.

15.9.4 Sick leave pay during pregnancy disability leave shall be in accordance with Section 15.6 of this Article.

15.10 Military Leave: The Board of Education shall grant a leave of absence to any employee for the duration of military service with the United States of America, subject only to presentation of satisfactory evidence of physical and mental fitness to serve the District on return from military service. Such absence shall not in any way affect the classification of the employee.

15.10.1 In the case of probationary employees, military leave shall not alter the probationary status of the employee, and such absence shall not be construed as a break in the continuity of the service of such employee.

15.10.2 An employee, while absent from duty because he/she is engaged in United States Armed Forces duty, who has been in the service of the District for a period of not less

than one (1) year immediately prior to the day of which the absence begins, shall be entitled initially to receive one month's salary (or part thereof).

15.10.3 Within 180 days after the honorable discharge of such employee from the armed forces of the United States of America, the employee shall be entitled to return to the position held by the employee at the time of the employee's entrance into the military service at the salary to which the employee would have been entitled had the employee continued in the services of the District.

15.10.4 All unit members who are reserve members of the U.S. Armed Forces are requested to make every effort to arrange for active duty for training during their vacation periods. However, if there are circumstances wherein reserve or draft deferred status would thereby be jeopardized, or if there are other extenuating circumstances, the unit member should submit a written request to the Director – Employee Resources giving full particulars therein before requesting orders for active duty training. A copy of the unit member's military orders shall be provided to the immediate supervisor and the Human Resources Department as soon as possible.

15.11 Jury Duty: The District shall grant a leave of absence to an employee who is in a position not requiring certification qualifications and who is called for jury duty in the manner provided by law. No more than two percent (2%) of the employees of the District shall be granted leaves of absence with pay for jury duty at any one time.

15.11.1 The leave shall be granted with pay up to the amount of difference between the employees' regular earnings and any amount the employee receives as jurors' fees.

15.11.2 Request for jury service leave should be made by presenting the official court summons of jury service to the unit member's immediate supervisor.

15.11.3 A unit member who has received a leave of absence under this provision shall make himself/herself available for work at regularly scheduled working hours when his/her presence is not required by court; if the employee can do so and complete at least two (2) hours work during the employee's regular assigned hours, allowing for travel time and a thirty (30) minute meal period if the normal meal period was not provided by the court.

15.11.4 No absence under any paid leave provisions of this article shall be considered as a break in service for any employee who is in a paid status, and all benefits occurring under the provisions of this Agreement shall continue to accrue under such absences.

15.12 Subpoena Leave: Leave of absence to serve as witness in a court case shall be granted a unit member when he/she has been served a subpoena to appear as a witness other that as the litigant or to respond to an official order from another governmental jurisdiction for reasons not brought about through the misconduct of the unit member. The length of the leave granted shall be for the number of days in attendance in court as certified by the clerk or other authorized officer of the court.

15.12.1 Fees, exclusive of mileage, paid by the court or party requiring an employee's appearance shall be paid to the District. Such payment shall not exceed the employee's salary for the period of absence.

15.12.2 Request for a leave of absence to serve as a witness should be made by

presenting the official court summons to the unit member's immediate supervisor and forwarded to the Payroll Department.

15.12.3 No absence under any paid leave provisions of this article shall be considered as a break in service for any employee who is in a paid status and all benefits occurring under the provisions of this Agreement shall continue to accrue under such absence.

15.13 Catastrophic Leave: Catastrophic Leave provisions permit unit members to withdraw sick leave credits from a Catastrophic Leave Bank when that unit member or member of his or her family suffers from a catastrophic illness or injury.

Definitions: 'Catastrophic illness" or "injury" means an illness or injury that is expected to incapacitate the unit member for an extended period of time, or that incapacitates a member of the unit member's family which incapacity requires the unit member to take time off from work for an extended period of time to care for that family member, and taking extended time off work creates a financial hardship for the unit member because he or she has exhausted all of his or her sick leave and other paid time off. It may not be used for elective surgery, personal necessity, normal pregnancy, substance abuse rehabilitation or bereavement. To be eligible for catastrophic leave, the unit member must have exhausted all accrued paid leave.

Rules and Procedures:

1. The Catastrophic Leave Bank shall be administered by a committee comprised of three (3) members appointed by the Association and three (3) members appointed by the District. Committee members shall serve for a three (3) year term with the first appointments being staggered terms of one, two, and three years' duration.

2. All unit members are eligible to contribute to the Catastrophic Leave Bank on a voluntary basis. A unit member's contribution to the Catastrophic Leave Bank is given on a voluntary basis. A unit member's contribution must be made on the appropriate form and shall be authorized by the unit member. Eligible sick leave credits must be donated at a minimum of one day and in full-day increments thereafter. A unit member's assigned work hours shall be considered a full day. All sick leave credit donations made to the Bank are irrevocable and are not designated to any one unit member.

3. Contributions may be made by permanent bargaining unit members at any time during the year**.** Unit members returning from extended leave, which included the enrollment period, will be permitted to contribute within 30 calendar days of beginning work. The District shall make available forms for participation in the Catastrophic Leave Bank.

4. The annual rate of contribution by each participating unit member for each fiscal year shall not exceed ten sick days for a full-time employee or (the number of assigned work hours per day X 10) for a part-time employee. To ensure that unit members retain sufficient accrued sick leave to meet the needs that normally arise, donors shall preserve their accumulated sick leave at a minimum of ten days, except for retiring bargaining unit members who may donate up to their full amount of accrued sick leave at the time of their retirement.

5. A unit member must use all of their accumulated sick leave and vacation leave, but not difference pay as defined in Article 15, Section 15.7 in order to be eligible for a withdrawal from the Catastrophic Leave Bank.

6. If a unit member is incapacitated, applications may be submitted to the Committee on the appropriate form by an agent of the unit member or member of the unit member's family.

7. Withdrawals from the Catastrophic Leave Bank shall be granted in units of no more than twenty (20) days (based on the unit member's assigned work hours)**.** A unit member may submit a request for extension of withdrawals as their prior grants expire. A unit member's withdrawal from the Bank may not exceed the statutory maximum period of twelve consecutive months or the equivalent of the annual salary for the position of the unit member (i.e. 10 month, 11 month, and 12 month).

8. Unit members applying to withdraw or extend their withdrawal from the Catastrophic Leave Bank must submit:

   a) verification by means of a letter, dated and signed by the ill or injured person's physician, that clearly states the unit member is incapable of meeting the responsibilities of his/her normal work assignment due to a devastating personal health circumstances or required to take time off of work to care for a family member. This should include the probable duration of the illness or injury and/or;

   b) a statement describing their financial hardship. All such information shall be kept confidential.

9. The Catastrophic Leave Bank Committee shall have the responsibility of receiving withdrawal requests, verifying the validity of requests, approving or denying the requests, and communicating its decisions, in writing, to the unit member requesting withdrawals of sick leave time, to the CSEA president, and to the Human Resources Department.

10. If the Catastrophic Leave Bank does not have sufficient days to fund a withdrawal request, the Committee is under no obligation to provide days to the unit member. If the Committee denies a request for withdrawal, or an extension of withdrawal, because of insufficient days in the Bank, they shall notify the unit member, in writing, of the reason for the denial.

11. The Committee's authority shall be limited to administration of the Bank. The Committee shall approve all properly submitted requests complying with the terms of this Article. Withdrawals may not be denied on the basis of the type of illness or disability.

12. The Committee shall make every effort to review applications, approve or deny requests, and communicate decisions, in writing, to the applicants within fifteen (15) working days of receipt of the application.

Article 26 – DURATION

~~25.1~~ Length of Agreement: This Agreement shall become effective on July 1, **2024** ~~2021~~, and shall continue in effect to and including June 30, **2027** ~~2024~~.~~, and shall automatically remain in effect for each succeeding twelve (12) months, or until completion of a binding written Agreement by the parties, which shall supersede this Agreement.~~

This tentative agreement is subject to a final approval by Torrance Chapter 19 members and by the Torrance Unified School District Board of Education.

California School Employees Association and its Torrance Chapter 19

Tania Kalemkiarian (Mar 5, 2025 15:11 PST) 03/05/2025

Tania Kalemkiarian Date
President

03/05/2025

Eric Lockhart Date
Secretary

Mary Dunifer (Mar 5, 2025 15:01 PST) 03/05/2025

Mary Dunifer Date
Member

Robert DeWitz 03/05/2025

Robert DeWitz Date
Labor Relations Representative

Torrance Unified School District

Julio Hernandez (Mar 5, 2025 15:04 PST) 03/05/2025

Julio Hernandez, Date
Chief Personnel Officer

Carrie Skoll 03/05/2025

Carrie Skoll Date
Director HR

03/05/2025

Orlino David Date
Manager, Accounting Finance

Keith Butler (Mar 6, 2025 15:20 PST) 03/06/2025

Keith Butler Date
Chief Business Officer

(Calendar and Months in HRS Codes)

205 Day Positions (11B)
Health Services Assistant
Licensed Vocational Nurse

206 Day Positions (11B)
Library/Media Specialists

218 Day Positions (11B)
Office Assistant
Senior Office Assistant *
Tech Voc Assessment

239 School Site Positions (12C)
College-Career Counseling Coord (11&12C)
School Staff Assistant I
Senior Office Assistant *

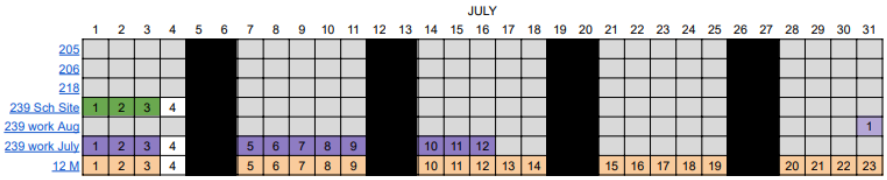
239 Work July Positions (12C)
Special Ed Office Assistant
Staff Secretary *

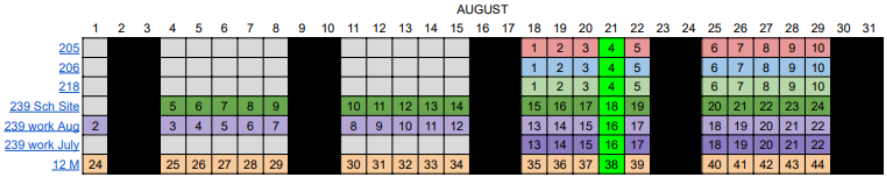
239 Work August Positions (D)
Accounting Assistant (12D)
Accounting Specialist (12D)
Ad Ed Specialist (12D)
Ad Ed Testing Specialist (12D)
AE Assmt & Attendance Tech (12D)
AE Student Support Services Tech (12D)
Career Planning & Placement Coord (11D)
WIA Testing Specialist (12D)
Staff Secretary *

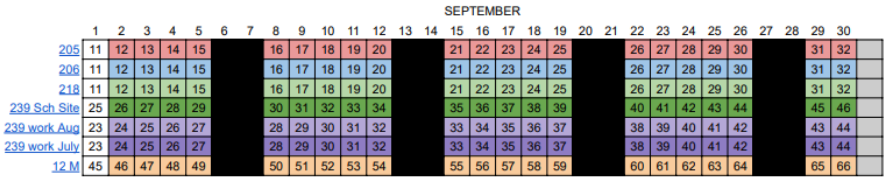
12 Month Positions (12E)		
Administrative Assistant	MAA-LEA Specialist	Senior Fiscal Services Specialist
ASB Accounting Specialist	Network Analyst	State Info Exchange Specialist
Benefits Specialist	Nutrition Services Specialist	Staff Assistant
Buyer	Office Assistant (M&O Sub Desk)	Staff Assistant - Special Educationn
Categorical Fundind Specialist	Payroll - Position Control Coordinator	Staff Assistant - Facilities
Communications Coordinator	Personnel Commission Specialist	Staff Assistant - Student Svcs & Enrollment
Credentials Analyst	Reprographics Technician	Staff Secretary *
Database Analyst	School to Career Employment Assistant	Systems Analyst
Database Specialists IT	School Staff Assistant II	Systems Support Specialist
District Education Testing Coordinator	Senior Admin Assistant - ETIS	Tech Purchasing
District Office Assistant	Senior Admin Assistant - Ed Services	Technology Support Specialist
Enrollment and Student Services Tech	Senior Buyer	Transportation Assistant
Fiscal Services Specialist		Webmaster - Media Specialist
Human Resources Specialist		

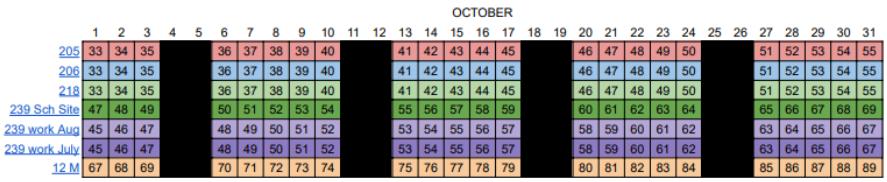
CSEA 19 CP: TK TK CSEA LRR: RD TUSD CBO: KB Keith Butler TUSD CPO: JH JH

CSEA 19 - 2025-2026 - proposed





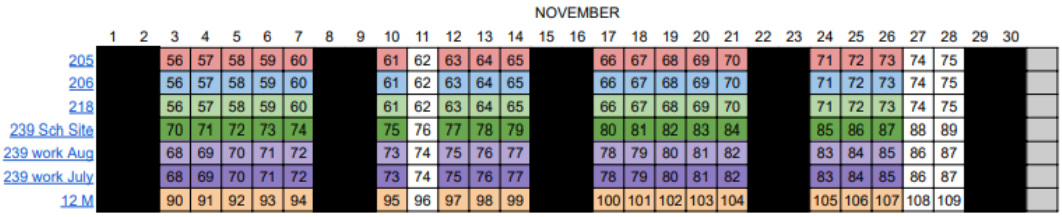


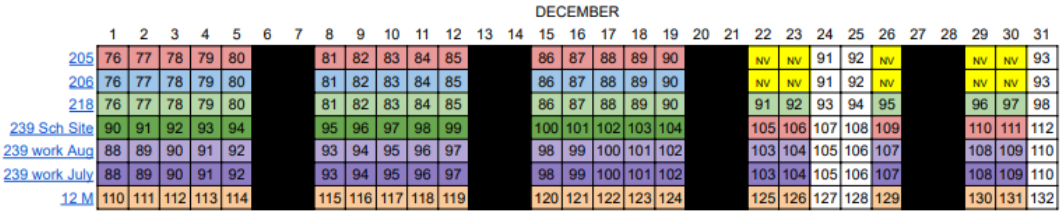


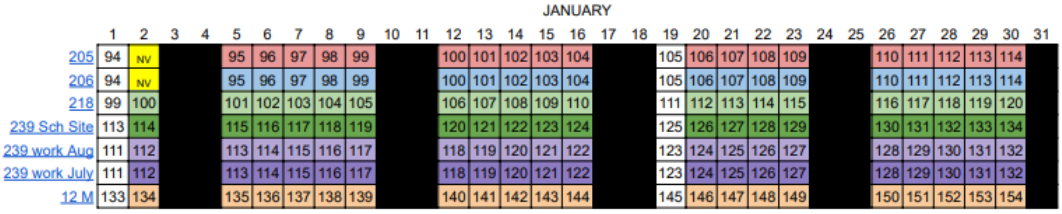
Legal Holidays	Date
Independence Day	July 4, 2025
Labor Day	Sept 1, 2025
Veterans Day	Nov 11, 2025
Thanksgiving	Nov 27-28, 2025
Christmas Eve	Dec 24, 2025
Christmas Day	Dec 25, 2025
New Years Eve	Dec 31, 2025
New Years Day	Jan 1, 2026
MLK Jr. Day	Jan 19, 2026
Lincoln's Birthday	Feb 9, 2026
Presidents' Day	Feb 16, 2025
Memorial Day	May 25, 2026
Juneteenth	June 19, 2026

Instructional Breaks	
Winter Break	Dec 22-23, 2025
	Dec 26-30, 2025
	Jan 2, 2026
Spring Break	Mar 30 - April 3, 2026
Non Instructional Days	Oct 2, 2025
	Nov 10, 2025
	Nov 24-25, 2025
	May 1, 2026
Student Free Days	Sept 19, 2025
	March 6, 2026

Labels	
W	Work
W	First Day of School
W	Last Day of School
H	Holiday
NV	No Work - Vacation







CSEA 19 CP: TK (TK) CSEA LRR: _____ TUSD CBO: KB (Keith Butler) TUSD CPO: JH (JH)

FEBRUARY

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
205		115	116	117	118	119			120	121	122	123	124			125	126	127	128	129			130	131	132	133	134		
206		115	116	117	118	119			120	121	122	123	124			125	126	127	128	129			130	131	132	133	134		
218		121	122	123	124	125			126	127	128	129	130			131	132	133	134	135			136	137	138	139	140		
239 Sch Site		135	136	137	138	139			140	141	142	143	144			145	146	147	148	149			150	151	152	153	154		
239 work Aug		133	134	135	136	137			138	139	140	141	142			143	144	145	146	147			148	149	150	151	152		
239 work July		133	134	135	136	137			138	139	140	141	142			143	144	145	146	147			148	149	150	151	152		
12 M		155	156	157	158	159			160	161	162	163	164			165	166	167	168	169			170	171	172	173	174		

MARCH

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
205		135	136	137	138	139			140	141	142	143	144			145	146	147	148	149			150	151	152	153	154			NV	NV
206		135	136	137	138	139			140	141	142	143	144			145	146	147	148	149			150	151	152	153	154			NV	NV
218		141	142	143	144	145			146	147	148	149	150			151	152	153	154	155			156	157	158	159	160			161	162
239 Sch Site		155	156	157	158	159			160	161	162	163	164			165	166	167	168	169			170	171	172	173	174			175	176
239 work Aug		153	154	155	156	157			158	159	160	161	162			163	164	165	166	167			168	169	170	171	172			173	174
239 work July		153	154	155	156	157			158	159	160	161	162			163	164	165	166	167			168	169	170	171	172			173	174
12 M		175	176	177	178	179			180	181	182	183	184			185	186	187	188	189			190	191	192	193	194			195	196

APRIL

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
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218	163	164	165			166	167	168	169	170			171	172	173	174	175			176	177	178	179	180			181	182	183	184
239 Sch Site	177	178	179			180	181	182	183	184			185	186	187	188	189			190	191	192	193	194			195	196	197	198
239 work Aug	175	176	177			178	179	180	181	182			183	184	185	186	187			188	189	190	191	192			193	194	195	196
239 work July	175	176	177			178	179	180	181	182			183	184	185	186	187			188	189	190	191	192			193	194	195	196
12 M	197	198	199			200	201	202	203	204			205	206	207	208	209			210	211	212	213	214			215	216	217	218

MAY

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
205	174			175	176	177	178	179			180	181	182	183	184			185	186	187	188	189			190	191	192	193	194		
206	174			175	176	177	178	179			180	181	182	183	184			185	186	187	188	189			190	191	192	193	194		
218	185			186	187	188	189	190			191	192	193	194	195			196	197	198	199	200			201	202	203	204	205		
239 Sch Site	199			200	201	202	203	204			205	206	207	208	209			210	211	212	213	214			215	216	217	218	219		
239 work Aug	197			198	199	200	201	202			203	204	205	206	207			208	209	210	211	212			213	214	215	216	217		
239 work July	197			198	199	200	201	202			203	204	205	206	207			208	209	210	211	212			213	214	215	216	217		
12 M	219			220	221	222	223	224			225	226	227	228	229			230	231	232	233	234			235	236	237	238	239		

JUNE

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
205	195	196	197	198	199			200	201	202	203	204							205											
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239 Sch Site	220	221	222	223	224			225	226	227	228	229			230	231	232	233	234			235	236	237	238	239				
239 work Aug	218	219	220	221	222			223	224	225	226	227			228	229	230	231	232			233	234	235	236	237			238	239
239 work July	218	219	220	221	222			223	224	225	226	227			228	229	230	231	232			233	234	235	236	237			238	239
12 M	240	241	242	243	244			245	246	247	248	249			250	251	252	253	254			255	256	257	258	259			260	261

CSEA 19 CP: TK (TK) _____ CSEA LRR: _____ TUSD CBO: KB (Keith Butler) _____ TUSD CPO: JH (JH) _____

TUSD CSEA 19 SUCCESSOR 2024-25 TENTATIVE AGREEMENT MARCH 5 2025

Final Audit Report 2025-03-06

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