Hacienda La Puente Unified School District
15959 East Gale Avenue
City of Industry, California 91745

(626) 933-1000

https://www.hlpschools.org/

AGREEMENT
BETWEEN
BOARD OF EDUCATION OF THE
HACIENDA LA PUENTE UNIFIED SCHOOL DISTRICT

AND

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION

July 1, 2025 – June 30, 2028

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AGREEMENT

This Agreement is made and entered into on this **28th** day of **January 2026**, between the California School Employees Association and its Hacienda La Puente Chapter #115, hereinafter referred to as the Association, and the Hacienda La Puente Unified School District, hereinafter referred to as the Board.

The Association and the Board agreed that it is to their mutual benefit to encourage the resolution of problems or concerns through the negotiation process. Therefore, it is agreed that the Association and the Board will support this agreement for its term as a demonstration of their cooperation and consistency to this end.

For the California School Employees Association:

CSEA Bargaining Team Labor Representative

CSEA Chapter President

Bargaining Team Member

Bargaining Team Member

Bargaining Team Member

Bargaining Team Member

For the Board of Education:

Board Representative Chairperson

Board Representative

Board Representative

Board Representative

Board Representative

Gino Kwok, Esq., President

Adriana Quiñónes, Vice President

Nancy Loera, Clerk

Jeffrey De La Torre, Member

Stephanie Serrano, Member

Article I

Recognition

1.1 The Board recognizes the association as the exclusive representative for the purposes of the Education Employment Relations Act (Government Code Section 3540, et. seq., Title I, Division 4, Chapter 10.7) for the employees in the representation unit.

1.2 The bargaining unit shall consist of all employees in the positions agreed to in the granting of voluntary recognition by the Board on May 11, 1976. For the purpose of negotiations, the list of classifications, which the Board and the association consider as being inclusive of the bargaining unit, are listed below. (Document agreed to by association and district dated May 10, 1976.)

ACCOUNTING/FISCAL

Accounting Technician
Accounting Technician, Senior
ASB Secretary
Budget Technician
Budget Technician, Senior
Billing Clerk
Financial Aide Technician
Payroll Technician
Payroll Technician, Senior
Purchasing Technician
Purchasing Technician, Senior

AIDES/ATTENDANTS

Athletic/P.E. Technician (Female)
Athletic/P.E. Technician (Male)
Child Development Technician
Discrete Trial Program Assistant
Instructional Aide-Auto Mechanics
Instructional Aide-Classroom
Instructional Aide-Classroom/Bilingual
Instructional Aide-Computer Lab
Instructional Aide-Health Programs
Instructional Aide-Hearing Impaired
Instructional Aide-Pet Groomer
Instructional Aide-Refrigeration/Air Conditioning/Electrical Appliance Repairer
Instructional Aide-Special Education I
Instructional Aide-Special Education II
Instructional Aide II-Special Education (Female)
Instructional Aide II-Special Education (Male)
Instructional Aide-Special Education/Bilingual I
Instructional Aide-Special Education/Bilingual II
Instructional Materials Attendant
Language Assessment Technician
Language Assessment Technician, Lead
Liaison, Dropout Prevention
Liaison, School Community
Liaison, Special Education
Media Center Aide

Parent Involvement Liaison
Primary Intervention Child Aide
Rehabilitation Program Assistant
Speech/Language Pathology Assistant

CLERICAL/SECRETARIAL

Attendance Clerk
Correctional Clerk
Correctional Clerk Typist III
Correctional Delivery Clerk
Correctional Programs Assistant
Instructional Media Clerk
Media Center Clerk
Office Assistant
Senior Office Assistant
Receptionist
Records Technician
Registrar
School Office Manager
Secretary I
Word Processing Operator

CUSTODIAL

Custodian I
Custodian II
Lead Custodian

DATA PROCESSING

Assistant Software Engineer
Computer Operator
Computer Trainer/Help Desk Operator
Digital Systems Printer/Operator
Graphic Arts Specialist
Software Engineer
Technology Service Technician
Web Developer

FOOD SERVICES

Cafeteria Worker I
Cafeteria Worker II
Food Service Clerk

LABOR/CRAFTS/TRADES

Grounds Worker I
Grounds Worker II
Grounds Worker, Lead
Heating & Air Conditioning Repairer
Maintenance Carpenter
Maintenance Electrician
Maintenance Glazier

Maintenance Locksmith
Maintenance Materials Specialist
Maintenance Painter
Maintenance Plumber
Maintenance Worker II
Mechanic I
Mechanic II
Mechanic III
Metal Worker
Office Machine and Computer Repairer
Pool Maintenance Worker
Sprinkler Repairer

PERSONNEL COMMISSION

Associate Personnel Analyst
Commission Secretary
Personnel Technician

PURCHASING

Buyer

SECURITY

Campus Security Officer

STORE KEEPING/WAREHOUSE

Stock Delivery Worker
Warehouse Delivery Worker

TRANSPORTATION

Bus Driver
Dispatcher

MISCELLANEOUS

Employment Developer
Family Services Specialist
Health Services Assistant
Piano Accompanist
Sign Language Interpreter-Adult School

RESTRICTED POSITIONS

Instructional Aide-Sewing

1.3 Excluded from the bargaining unit are all other positions not specifically enumerated above which includes, but is not limited to:

PERSONNEL COMMISSION

Personnel Director
Human Resources Analyst

CLASSIFIED MANAGEMENT

Assistant Director, Food Services
Assistant Director, Maintenance & Operations
Assistant Director, Network Systems Manager
Associate Superintendent, Business
Chief of Police and Safety
Chief Technology Officer
Coordinator, Facility Technologies
Coordinator, Risk Management
Database Administrator
Director, Facilities
Director, Finance
Director, Food Services
Director, Purchasing & Warehouse
Director, Transportation
Finance Manager

CLASSIFIED SUPERVISORY

ACCOUNTING/FISCAL

Accounting Supervisor
Budget Supervisor
Payroll Supervisor
Purchasing Supervisor

CLERICAL/SECRETARIAL

Adult School Office Manager
School Office Manager
Secretary I
Secretary II
Secretary, Child Development

CUSTODIAL

Custodial Supervisor
Senior Custodian
Operations Supervisor

DATA PROCESSING

Computer Operations Manager
Computer Field Service Supervisor
Reprographics Supervisor

FOOD SERVICES

Cafeteria Manager I
Cafeteria Manager II

Cafeteria Manager III
Cafeteria Supervisor

LABOR/CRAFTS/TRADES

Adult School Chef
Grounds Supervisor
Maintenance Supervisor
Mechanic Supervisor

PERSONNEL COMMISSION

Personnel Assistant

PURCHASING

Senior Buyer

SECURITY

Police Officer
Senior Campus Security Officer

STORE KEEPING/WAREHOUSE

Warehouse Supervisor

CLASSIFIED CONFIDENTIAL

CLERICAL/SECRETARIAL

Administrative Assistant
Benefits Technician
Executive Assistant to the Superintendent
Office Assistant
Senior Office Assistant

HUMAN RESOURCES

Administrative Assistant to the Assistant Superintendent
Credential Technician
Human Resources Assistant
Human Resources Office Manager
Secretary II
Senior Human Resources Assistant

OTHER

Part-time casuals:

All Regional Occupational Program
Bilingual High School Tutors
Cooperative Teachers
Full time day student employed part time where enrolled in work studies program
Limited Term or Provisional
Noon Aides

Recreation Aides
Student Help
Voluntary Temporary Professional Experts
Work Study Interns

1.4 The district agrees that if, subsequent to this agreement, it creates any new positions or classifications, it shall notify the association of its actions, describing the positions created, the number of positions, and indicate whether the new position/classification is a part of the bargaining unit or excluded therefrom. The association may, within fifteen (15) calendar days of such notification, contest any assignment made by the district to include or exclude such position/classification into or from the bargaining unit. If the association contests the assignment, the parties shall meet toward the goal of achieving agreement.

1.5 If the parties fail to reach agreement on the issue of the inclusion to, or the exclusion from the bargaining unit of a newly created position or classification, the matter may be mutually submitted to the Public Employment Relations Board, hereinafter referred to as PERB, as a change in unit certification according to the rules of the PERB. The decision of the PERB shall be binding on the parties.

1.6 The Board agrees that all supplements to this agreement, hereinafter referred to as agreement, are binding on the parties.

Article II

Duration of Agreement (Term)

2.1 If, during the life of this agreement, there exists an applicable law or any applicable rule, regulation, or order issued by governmental authority other than the district which shall render invalid or restrain compliance with or enforcement of any provisions of this agreement, such provision shall be immediately suspended and be of no effect hereunder so long as such law, rule, regulation, or order shall remain in effect. Such invalidation of a part or portion of this agreement shall not invalidate any remaining portions which shall continue in full force and effect.

2.2 In the event of suspension or invalidation of any article or section of this agreement, the parties agree to meet and negotiate within thirty (30) days after such determination for the purpose of arriving at a mutually satisfactory replacement for such article or section.

2.3 This agreement is effective July 1, 2025, unless specified elsewhere in this contract and shall remain in full force and effect up to and including June 30, 2028. The parties agree to initiate the start of formal bargaining of their successor agreement by January 15, 2028 unless an extension is mutually agreed upon. The Association will submit their initial proposal for the successor year by December 1, 2027.

In a reopener year, there will be a general reopener on up to three articles each for the Association and the District, in addition to a reopener on Article XIII salary compensation and Article XI health and welfare insurance benefits. The Association will submit their initial proposals for reopener negotiations in writing no later than February 1. The parties will initiate bargaining within thirty (30) days of the submission of CSEA's initial proposal unless an extension is mutually agreed upon.

2.4 <u>DEFINITIONS</u>

2.4.1 Successor- negotiations after the term has expired. The parties are able to negotiate all articles within the CBA.

2.4.2 Reopener- negotiations that occur within the term of the CBA.

Article III

Management Rights

3.1 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 exclusive 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 the methods and means of providing them; establish its educational policies, goals and objectives; insure 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 allocation; determine the methods of raising revenue; lawfully contract out work subject to negotiations consistent with Gov. Code Section 3543.2 and *Anaheim Union High School District* (1981) PERB Decision No. 177; and take action on any matter in the event of an emergency. In addition, the Board retains the right to hire, transfer, assign, evaluate, promote, terminate, and discipline employees.

3.2 The exercise of the foregoing powers, rights, authority, duties, and 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, and then only to the extent such specific and express terms are in conformance with law.

3.3 The district retains its right to suspend the provisions of this agreement in cases of emergency for the duration of the emergency. The determination of whether or not an emergency exists is solely within the discretion of the Board. When an emergency is called, the district will notify the association of the reasons for the emergency, the expected duration of the emergency, and the specific articles of the agreement that are suspended by the emergency subject to negotiations consistent with Gov. Code Sections; 3100, 3543.2, and *Anaheim Union High School District* (1981) PERB Decision No. 177. An emergency is a natural or human catastrophe such as fire, earthquake, flood or large-scale student disturbance.

Article IV

Association Rights

4.1 The association and the Board agree that neither party shall practice unlawful discrimination against any employee in the bargaining unit because of race, color, creed, sex, age, religion, physical disability, the exercise of his/her political opinion or affiliation with the association.

4.2 The association shall be entitled to use the official bulletin boards, and other means of communication to employees in the bargaining unit, in compliance with established rights through EERA, subject to the following conditions:

4.2.1 Within each school or building there shall be designated one bulletin board as a CSEA bulletin board. Communications to employees in the bargaining unit shall be posted only on these bulletin boards.

4.2.2 Mailboxes and other district means of distributing information are primarily for use as a means of communication for matters pertaining to the functioning of the district and the school. The association is permitted their use for distribution of materials as long as that use does not interfere with the normal functioning of the school or department. The association may use school equipment for preparation of material as long as the use does not interfere with normal school operations. The association may not use district materials for association business.

4.2.3 Administrators in charge of these bulletin boards and mailboxes are designated as the superintendent's representatives. The association shall provide copies of all general notices and bulletins distributed to the above-mentioned representatives who shall not censor the materials.

4.2.4 Any communication posted on a staff bulletin board, sent through the district system of distribution, or placed in employee mailboxes, shall include the name of the organization sending the communication, the date of posting or distribution, and the name of the association president.

4.2.5 All association business, discussion and activities will be conducted by unit members or association officials outside established work hours; excepting scheduled breaks and scheduled lunch times. The association and its members may request use of school buildings and facilities. Requests shall be made through established district procedures. The use of special facilities (gymnasium, kitchen, etc.) which may require the services of additional personnel or the sponsoring of events at which an admission charge is made, will be subject to a charge covering the cost.

4.2.6 Representatives of the association shall not contact employees during the normal workday excepting scheduled breaks and scheduled lunch times. Official representatives of the association shall report to the school or department office before visiting an employee on the premises of the school or district building.

4.3 The Board shall provide the association with days of district paid-release time each school year**,** as defined below, for use by the chapter president and their designee(s). District paid-release time only applies to CSEA representatives during their regular work schedule. All release time defined below will provide the employee a reasonable amount of time for travel to and from the meeting location in addition to the agreed upon release time. The above is subject to written approval of the superintendent or his/her designee three (3) days prior to such release time. Upon mutual agreement, time limits may be shortened. Additional release time may be authorized by the district or purchased by the association as appropriate.

4.3.1 Committee Meetings (such as, but not limited to- LMI, Safety, Health and Welfare, etc.): Release time will be provided based on the scheduling and the needs of such meetings and the number of representatives allotted to the association by the committee.

4.3.2 Administrative/Department Meetings (such as, but not limited to-Superintendent, Human Resources, Personnel Commission meeting, etc.): Release time for two (2) CSEA representatives will be provided based on the scheduling and the needs of such meetings. Additional representatives may be provided release by the district or purchased by the association as appropriate when requested by the president of the association.

4.3.3 CSEA Conference: Up to five (5) eligible employees elected by the Association will have the right to be released. Additional release time may be purchased for other representatives to attend by the association as appropriate.

4.3.4 New Employee Orientation (NEO): The release time will be provided to two (2) designees from the chapter to facilitate ~~a~~ the group new employee orientation within the first 30 days of a new employee's hire. Release time for group NEO meetings shall not exceed 2 hours per meeting for the chapter designees. Thirty (30) minutes for release time will be provided to one (1) designee for individual NEO meetings. When there is an influx of new employees, the district will work with CSEA to determine the need of additional designees to effectively conduct the individual NEO's. Additional release time may be purchased for other representatives to attend by the association as appropriate.

4.3.5 Bargaining and Bargaining Prep: CSEA bargaining team members will be provided release time for all hours at the bargaining table. The district will provide CSEA bargaining team members with a maximum of one (1) hour to prepare for each bargaining session. Additional release time may be authorized by the district upon request, or purchased by the association as appropriate.

4.3.5.1 CSEA will be provided with necessary release time for (6) members to engage in the ratification process on the day ratification voting occurs. Additional representatives may be provided release by the District when requested by CSEA.

4.3.6 Representational Meetings and Preparation: CSEA representatives will be provided with release time for all hours when engaged in representational meetings, including but not limited to disciplinary proceedings and grievances. The district will provide one (1) CSEA representative no more than thirty (30) minutes to meet with the member in preparation of the representational meetings. Additional release time may be authorized by the district upon request.

4.3.7 CSEA 115 will be provided with five (5) days of release time for association business that is not related to matters outlined in this article (release time deductions will be equivalent to the number of hours taken by an employee, not including travel time). Additional release time may be authorized by the district, or purchased by the association as appropriate.

4.3.8 If an employee on the night shift participates in meetings during a different shift (e.g., night shift employee participating in bargaining from 8 a.m.-3 p.m.), they will be provided the equivalent of release time hours from their regular shift.

4.4 An employee shall be entitled to representation by the association in matters that affect his/her continued employment with the district, and at times when disciplinary action is contemplated/taken, or when reviewing one's personnel file.

4.5 A written list of association officials and representatives, including names and mailing addresses, shall be furnished to the Board at least annually, and the association shall promptly notify the Board of any interim changes of such officials and representatives.

4.6 The district agrees to provide one copy of any public document to the association upon request of the association and upon reimbursement to the district of all clerical and material costs involved in the duplication of the public document.

4.7 The association shall have the sole and exclusive right to have membership dues, initiation, and service fees deducted for employees in the bargaining unit by the district. The association shall receive the deductions on a timely basis. The district shall, upon appropriate written authorization from any employee, deduct and make appropriate remittance for dues, insurance premiums, credit union payments, savings bonds, charitable donations, or other plans or programs jointly approved by the association and the district.

4.8 Employees shall provide their site administrator and the district personnel office their current mailing address and notify the district personnel office within ten (10) days of a change of address.

4.9 In addition, the district shall provide the association with a list of all bargaining unit retirees for the fiscal year by June 30 of each year.

4.10 Within sixty (60) days after execution of this agreement, the district shall post the negotiated agreement on the district's website, (hlpschools.org). A hard copy of the negotiated agreement will be available at each district site for employee access. Upon request, hard copies will be provided to the President of CSEA for distribution to members of the Executive Board and CSEA site representatives. Any employee who becomes a member of the bargaining unit after the execution of this agreement shall be provided with a copy of this agreement without charge at the time of their employment. CSEA members may request to make a copy of the site available contract for personal use and as outlined in 4.2.2 of this article.

4.11 The District shall not negotiate with any other employee organization and/or employee alleging to represent unit members on matters reserved to the Association by law as the exclusive representative.

4.12 The District will make a good faith effort to schedule District/site approved committee meetings during working hours of employees. If the meeting goes beyond the employee's regular workday, they will be paid at the employee's hourly rate including overtime if over eight (8) hours per day.

4.13 When travel is necessary to participate in topics outlined in this article that are outside of district boundaries (e.g., LMI meetings/conferences, Health and Welfare meetings), CSEA representatives will be provided with the current mileage reimbursement.

4.14 Technology

4.14.1 Reservation of Bargaining Rights

CSEA reserves the right to bargain any negotiable effect that arises as a result of the implementation and use of technology and/or workplace automation technologies, once such impacts become known.

Article V

Grievance Procedure

5.1 The purpose of this grievance procedure is to provide, at the lowest administrative level, a means by which a grievance may be resolved in an equitable, efficient manner in an atmosphere of courtesy and cooperation.

5.2 Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum, and every effort should be made to expedite the process. All time limits shall consist of working days. Upon mutual agreement between the Board and the association, these time limits may be extended.

5.3 All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants and shall be treated as confidential material. These materials shall not be reviewed for decisions regarding reemployment, promotion, assignment, or transfer. Both parties agree that no adverse actions shall be taken against the grievant(s) or participants in the grievance process because of the use of this procedure.

5.4 Grievance hearings and meetings shall be conducted at a time that will provide an opportunity for the aggrieved party and all parties of interest to be present. When mutually scheduled hearings are held during the duty day, persons required to participate in the hearing shall be excused without loss of pay or other benefits.

5.5 The aggrieved party shall be present at all meetings and hearings and may be represented at all meetings and hearings at all steps of the grievance procedure by an association representative.

5.6 Definitions

5.6.1 Grievance -- A claim by the association, a member or members of the bargaining unit that there has been a violation, misinterpretation, or misapplication of an express provision of this agreement.

5.6.2 Grievant -- A grievant is the association, a district employee or group of employees in the bargaining unit covered by this agreement who is filing a grievance.

5.6.3 Parties in Interest -- The person or persons making the claim, any person or persons assisting the claimant, and any person or persons who might be required to take action or against whom action might be taken in order to resolve the claim.

5.6.4 Immediate Administrator -- An immediate administrator is the administrator having the first line jurisdiction over the employee who is filing the grievance.

5.7 Grievance Resolution -- Grievances will be processed in accordance with the following steps~~:~~. Should association release time be required to provide representation, approval will be requested from the Assistant Superintendent, Human Resources no less than three (3) days prior to the scheduled meeting. All dates and timelines may be extended by mutual agreement.

5.7.1 Step 1a. Informal Level: Before filing a formal written grievance, the grievant shall identify the grievance and attempt to resolve it by an informal conference with the supervisor within fifteen (15) days. of Step 1b.

Step 1b**.** Any grievant who knew or reasonably should have known of the circumstances which formed the basis for the grievance shall present the

grievance in writing to the immediate supervisor within fifteen (15) days. Failure to do so will render the grievance null and void. The written information shall include:

5.7.1.1 Description of the specific grounds of the grievance, including name, dates, and places necessary for complete understanding of the grievance; and the date Step 1a. took place.

5.7.1.2 A listing of the provisions of this agreement which are alleged to have been violated, misapplied, or misinterpreted.

5.7.1.3 A listing of the specific action requested of the district which will remedy the grievance. The immediate administrator or his designee shall meet with the grievant within five (5) days. The disposition of the grievance shall be indicated in writing within five (5) days of the meeting with copies to the grievant and the association.

5.7.2 Step 2. If the aggrieved party is not satisfied with the disposition at Step 1, the aggrieved party shall send a written copy of the grievance to the supervisor within ten (10) days following the step 1 meeting. The written information shall include:

5.7.2.1 Description of the specific grounds of the grievance, including names, dates, and places necessary for complete understanding of the grievance; and the date Step 1 took place.

5.7.2.2 A listing of the provisions of this agreement which was alleged to have been violated, misapplied, or misinterpreted.

5.7.2.3 A listing of the specific action requested of the district which will remedy the grievance.

5.7.2.4 The supervisor shall meet with the grievant within five (5) days of receiving the written grievance and send a copy of the written response to the grievant within five (5) days following the meeting.

5.7.3 Step 3. If the aggrieved party is not satisfied with the disposition at Step 2, the aggrieved party shall send a written copy of the grievance to the Assistant Superintendent of Human Resources within 5 days of receiving the disposition at Step 2. The written information shall include:

5.7.3.1 A copy of the grievance filled out completely with all documents attached that were used/submitted in Step 1 and 2 of the process.

5.7.3.2 The Assistant Superintendent of Human Resources or his/her designee shall meet with the aggrieved party within ten (10) days of receiving the grievance and render a written response within five (5) days after the meeting.

5.7.4 Step 4. If the aggrieved party is not satisfied with the disposition at Step 3, the aggrieved party shall send a copy to the Superintendent within five (5) days of receiving the disposition at Step 3. The Superintendent or

his/her designed shall meet with the grievant within ten (10) days of receiving the grievance and a written disposition shall be sent to the grievant and association within five (5) days of the meeting.

5.7.4.1 The arbitrator shall have no power to add to, subtract from, disregard, alter, or modify any of the terms of this agreement.

5.7.4.2 The arbitrator shall have no power to establish the structure of the salary schedule.

The fees and expenses of the arbitrator shall be paid by the losing party, association or district, as determined by the arbitrator. All other expenses shall be borne by the parties incurring them and neither party shall be responsible for the expenses of the witnesses called by the other. Either party may request a certified court reporter to record the entire arbitration hearing. The cost of service and the expense of such report shall be paid by the party requesting reporting or shared by the parties if both mutually agree.

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.

After a hearing and after both parties have had an opportunity to make written arguments, the arbitrator shall submit, in writing, to all parties his/her findings as an award which shall be final and binding.

5.7.5 Step 5 if a grievance is not resolved within (10) days after the decision is rendered at Step 4, the grievant may request that the association submit the grievance to mediation. Within five (5) days after receipt of the request from the grievant, the Association will request, in writing, that the district contact the California State Mediation/Conciliation Services and request that a mediator be appointed at no charge to either party. The district will make the request to the Mediation/Conciliation Services within five (5) days of the request by the association. The parties shall attempt to reduce outstanding issues, and if possible, settle the dispute. The mediator shall not have the power or authority to render a decision on the issues(s) or impose a settlement on the parties. If mediation does not satisfactorily resolve the grievance, the grievant may appeal the grievance to Step 6.

5.7.6 Step 6 if a grievance is not resolved in step 5, the grievant may make a request to the association within five (5) days following the last mediation session to submit the grievance to arbitration. The association, within ten (10) days, may by written notice to the Assistant Superintendent of Human Resources, request that the grievance go to arbitration. By mutual agreement between the parties, individual cases with similar facts may be combined before a single arbitrator. The arbitrator shall be selected by the two parties within five (5) days after such notice is given. If the two parties fail to reach agreement on the choice of the arbitrator within three (3) days, the American Arbitrator Association will be requested to supply a list of five names. Each party will alternately strike from the list until only one name remains. The order of striking will be determined by flip of a coin. The rules of the American Arbitrator Association then in force shall be utilized by the parties in the conduct of the hearing. It shall be the function of the arbitrator to make an award to resolve the grievance. The

arbitrator shall be subject to the following limitations:

5.7.6.1 The arbitrator shall have no power to add to, subtract from, disregard, alter, or modify any of the terms of this agreement. The arbitrator shall have no power to establish the structure of the salary schedule.

5.7.6.2 The fees and expenses of the arbitrator shall be paid by the losing party, association or district, as determined by the arbitrator. All other expenses shall be borne by the parties incurring them and neither party shall be responsible for the expenses of the witness called by the other. Either party may request a certified court reporter to record the entire arbitration hearing. The cost of service and expense of such report shall be paid by the party requesting the reporting or shared by the parties if both mutually agree. 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. After a hearing and after both parties have had an opportunity to make written arguments, the arbitrator shall submit, in writing, to all parties his/her findings as an award which shall be final and binding.

Article VI

Organizational Security

6.1 Voluntary Authorization

The Association shall have the sole and exclusive right to District payroll deduction for membership dues and/or association fees for employees in the bargaining unit. The District shall, upon authorization from the Association, deduct dues/fees and pay said dues/fees to the Association, without charge, within fifteen (15) workdays after the deduction. The employer shall not be obligated to put into effect any new or changed deductions until the pay period commencing thirty (30) days after such submission. Authorizations from CSEA shall remain in effect until the member has notified CSEA and subsequently CSEA has notified the District. If the District receives a request to cancel membership, they shall direct the individual to contact CSEA. The District shall rely on information provided by the California School Employees Association regarding whether dues deductions are maintained or canceled.

6.1.1 The District shall not interfere with the terms of any agreement between CSEA and the District's employee with regard to that employee's membership in CSEA, including but not limited to automatic renewal yearly unless the worker drops out during a specified window period. The District need not keep track of this period which shall be tracked by CSEA within its membership database. The District shall refer all employee questions about CSEA or dues over to the CSEA Hacienda La Puente 115 Chapter President and/or Labor Relations Representative.

6.1.2 District Reliance on Association's Dues Schedule: The duty and responsibility to provide the District with a current and accurate dues schedule rests solely with the Association. The dues deducted by District shall be made in accordance with the amounts set forth in the dues schedule provided by the Association.

6.2 Indemnity/Hold-Harmless

The association shall indemnify and hold the District harmless from any and all claims, demands, or suits or any other actions arising from the provisions of this article. CSEA shall have the right to determine and decide all matters relating to settlement and conduct of litigation with respect to this Article. In no case shall District funds be involved in any remedy relating to this Article. The indemnity, defend, and hold-harmless duty shall not apply to actions related to compliance with this Article brought by CSEA against the District. Any overpayments to CSEA resulting from excessive deductions shall be remedied by refund from CSEA.

6.3 Membership Information

6.3.1 The District shall take all reasonable steps to safeguard the privacy of CSEA members personal information, including but not limited to Social Security Numbers, personal addresses, personal phone numbers, personal cellular phone numbers, and status as a union member except as required by law.

6.3.2 The parties understand that the District is compelled to respond to lawful Public Records Act requests. If a third party makes a public records request for employee membership information that implicates the employee's privacy rights, the District shall notify CSEA Chapter President and CSEA Labor Relations Representative of the request as soon as possible.

6.3.3 The District shall use its best efforts to filter out outsiders' emails to work email addresses soliciting against union membership. The District shall only post on

the public portion of its website work email addresses for employees whom the public needs to contact.

6.3.4 The District will furnish any information needed by CSEA to fulfill the provisions of this Article.

6.4 New Employee Orientation

6.4.1 The District will release newly hired employees to the District for up to thirty (30) minutes of work time or paid hourly time to meet with CSEA for the purpose of their New Employee Orientation (NEO). CSEA will notify the District three (3) calendar days prior to conducting individual NEO meetings. Two CSEA designees, determined by the CSEA 115 Chapter president, will be provided with release time to conduct orientations. If the District determines the need for a group in person orientation in lieu of individual meetings the district and CSEA will mutually agree upon the location and scheduled time of group NEO meetings within the first 30 days of an employee's start of employment. The District will provide CSEA Chapter President and CSEA Labor Relations Representative with a list of all new hires on a monthly basis.

Article VII

Transfers

7.1 Definition -- A transfer is defined as a change of job location, but within the same position classification.

7.1.1 Lateral Transfer- A position that is sufficiently related, shall be based on the similarity of duties, minimum qualifications, examination content, salary and other related factors. (Refer to PC Rule 11.1.4) *Request for transfer form attached.

7.2 Voluntary Transfer

The following procedures shall be followed for voluntary transfers.

Any employee in the bargaining unit may apply for a transfer to such position(s) by completing and submitting a transfer request to the Human Resources Office, either by application to a specific vacant position or by placing a letter on file requesting transfer to any new or vacant position(s) in his/her classification.

7.2.1 If an employee desires a transfer, the matter shall first be discussed with the immediate supervisor.

7.2.2 Following the discussion, the employee shall send a transfer request to the Human Resources office on the prescribed form titled Classified Request for Transfer, #1806. The request shall include the employee's training experience, and other qualifications and assignment preferences. Such request shall be kept on file until withdrawn in writing. Such blanket requests shall be valid, however, for no longer than the current school year.

7.2.3 An employee who has requested a transfer and is qualified for the position shall be interviewed for any position that is available in the class which he/she holds. It is the intent of the district to attempt to accommodate voluntary transfer requests of permanent employees and the employee's personnel file shall be reviewed by the official making the selection to assist in this regard.

7.2.4 If a permanent employee, who has been rated satisfactory on his/her last evaluation, feels he/she was denied a lateral transfer for punitive reasons, he/she may grieve it subject to the grievance procedure.

7.3 Involuntary Transfer

Any transfer which is not voluntary shall be discussed with the employee and his/her immediate supervisor prior to the intended transfer.

An involuntary transfer shall not be for punitive reasons and shall be subject to the grievance procedure.

7.4 If the district initiates the transfer of an employee, a notification and explanation of pending transfer shall be made in writing five (5) working days prior to the effective date of the transfer.

7.5 The district may give alternate work when the same is available to an employee who has become medically unable to satisfactorily perform his/her regular job class duties. The alternate work may constitute promotion, demotion, or lateral transfer to a related class, but it shall be

constituted only by mutual agreement with CSEA and concurrence of the employee; and shall be assigned only after efforts have been made to provide a reasonable accommodation to the employee's limitations.

Article VIII

Transportation Department

8.1 Transportation Department

Daily School Bus Routes

1. All regularly scheduled, Monday through Friday home to school transportation shall be considered "Daily school bus routes." Routes and stops shall be established by the Director of Transportation. Routes, stops, and stop times may not be altered without the express written permission of the Director. Work communication will only be dispatched via radio to drivers while enroute (exceptions may be made based on privacy needs of students and/or employees). In the event the drivers have concerns with stops and/or stop times they may request a meeting with the Director.

2. Routes shall be assigned to drivers through a bidding process. Bidding shall be done in seniority order based on employee hire dates, with the most senior driver bidding first. Bus Attendant's will also be given an opportunity to bid on routes complying with the same hire date process as Bus Drivers (note: See section 4 of this 8.1.4)

3. Routes shall be bid no less than three (3) days prior to the first day of student attendance for each K-12 school year. For bidding purposes, the Drivers shall be divided into three (3) groups by seniority, with the first group having two (2) hours, the second group having one and one-half hours, and the third group to have 1 hour. A minimum of two copies shall be made available to drivers to examine routes available for bid. For drivers who are present, the bidding process will include the dry run. The first driver shall have ten (10) minutes to select their route. Each successive bidder shall have ten (10) minutes from the completion of the previous driver's route selection to make their choice. Any driver not present for their turn to bid shall be placed at the end of the list of bidders, unless they have provided written permission for someone else to select their route.

4. The Director may alter or modify routes and stops throughout the year to provide the most effective and efficient possible service to students and schools. If in the judgement of the Director, changes in routes and/or vacancies have created a need, the Director shall rebid routes within 15 days of the route becoming vacant with five (5) days' notice to the association. This does not prevent the parties from engaging in a collaborative discussion regarding why changes have been made. A vacant route will first be offered to bus drivers based on hire date. When a route becomes vacant during the school year, the available route may be dismantled and divided amongst the routes closest in proximity (proximity is defined as: space/time/relation) to the dismantled route, if all of these factors are equal, hire date will be the deciding factor in order to achieve the least disruption to students.

5. For routes that increase by one hour or more after bidding has been completed, the association shall be notified within two (2) working days of the bid being posted. The process shall be completed within fifteen (15) days with the route being awarded to the most senior driver who bids for the route. Transportation will maintain and post a list accessible to employee in the transportation department, of all routes including the start and end times for each route. Changes to start and end times to routes will be maintained on this list.

6. Summer school routes shall be bid on the last student free day prior to the start of summer school, and will follow the bidding process outlined in Section 8.1 (c) above. If no student free day exists between the end of the regular school year and the start of summer school, drivers will bid at least three days prior to the start of summer school during their split.

8.2 Cover Driver

Priority will be placed on ensuring that all regular routes are covered. When there is adequate staffing to have additional cover driver positions, the bidding process will include the needed cover driver positions. If a cover driver position becomes available after bidding has occurred, the cover driver position will be first offered to all bus drivers starting with the most senior driver. The District will inform CSEA of the number of cover drivers they will be assigning each school year. The cover driver start and end time will be determined by the cover driver assignment which is chosen at the time of bid. The assignment (start and end time) times may be adjusted to accommodate coverage with one working day notice, cover drivers will maintain their bid hours at minimum regardless of this adjustment. Coverage assignments shall be rotated amongst Cover Drivers to ensure fair distribution of work and or assignments.

In the absence of a cover driver, assignments that need to be covered temporarily will be offered to drivers based on proximity, availability, and student needs. If all of these factors are equal, seniority will be the deciding factor.

8.3 Additional Hours

1. All assignments that are not part of daily school bus routes shall be considered additional work, including field trips, athletic transportation, etc. Drivers may be required to work additional assignments in the absence of a driver. Acceptance of additional assignments, for these purposes shall not result in a change in working conditions.

2. The Director shall make all additional assignments and may organize additional work to most effectively carry out the work while minimizing the cost of the work. Offers of additional work shall be made in rotating seniority order with the most senior driver in the rotation receiving the first offer provided that the assignment shall be made based on driver availability, capacity of bus and driver on duty hours.

3. Additional assignments during the school week (exclusive of weekends and holidays) shall be made on a rotational basis, starting with the most senior driver provided that the assignment shall be made based on driver availability, capacity of bus and driver on duty hours.

4. Offers of overtime and additional assignments shall be made in the order they are received by the Transportation Department. Each week, Transportation shall maintain and post a log for two (2) weeks, by the first working day of the week. The log of all trip requests which will include additional assignments and overtime received, will include the date of receipt, the date of the scheduled work, the anticipated hours involved in the assignment, and the driver or drivers to whom the offer was made.

5. Additional assignments during weekends and holidays shall be made on a rotational basis, starting with the most senior driver by phone. All additional assignments will be provided to the driver by Friday 5:00 p.m. one (1) week prior to the weekend or holiday. If a driver declines or is not available for an assignment that becomes available after Friday 5:00 p.m., they will not lose their place in the seniority rotation.

6. The additional assignments list shall be maintained and posted for two (2) weeks and updated as needed with correct assignments.

7. If an additional assignment requires the services of a bus attendant, the assignment will be offered to attendants based on employee hire date on a rotating basis.

8.4 Compensable Time

Thirty (30) minutes for checkout of a bus with airbrakes and/or twenty (20) minutes for checkout of a bus with hydraulic brakes shall be included in each route and each trip assignment. Drivers required to drive multiple vehicles during the course of the day, shall thoroughly inspect each vehicle prior to operation. Drivers shall be paid twenty (20) minutes for clean-up of a bus. With prior approval of the Director, additional time may be authorized.

During the 2025-2026 school year, the district will explore options to increase the bus drivers' daily work hours. The district will determine if duties/available positions outside bus drivers' classifications exist that align with the transportation schedule. CSEA and the District agree to meet at least once during the 2025-2026 school year in an effort to discuss options to increase the bus drivers' permanent hours. Nothing in this language prohibits the parties from continuing the conversation beyond the 2025-2026 school year.

8.5 Special Compensation

Bus drivers certified by the Director and possessing all required qualifications to drive all buses shall receive an additional B rate. The Director may require any driver to recertify their qualifications every two (2) years to maintain the B rate compensation.

8.6 The District will compensate bus drivers for the time spent on renewal of required licenses and certifications. This includes classroom and behind the wheel training, the California Special Driver Certificate, DL-51 Medical Examiners Report, and Commercial Driver's License. The District will provide a commercial vehicle for the purpose of behind the wheel training and testing. The District will provide the required CPR/First Aid training for all school bus drivers and will recertify their qualifications every two (2) years or as appropriate.

8.7 The District will update the transportation handbook annually by the start of the school year. Transportation employees and CSEA representatives will have an opportunity to review the handbook and provide input on needed revisions. The District will review and provide employees with a current copy of the transportation handbook on an annual basis.

Article IX

Decrease of Assignment

9.1 Procedures for layoff notice and right to hearing are set forth Ed Code section 45117.

9.2 A reemployment list will be provided to CSEA upon request. This reemployment list is to include the employees hire date, length of time in all classifications worked, and the effective date of layoff or decrease of assignment.

9.3 Whenever a classified employee is laid off, the order of layoff within the class shall be determined by length of service. The employee who has been employed the shortest time in the class, plus higher classes, shall be laid off first. Reemployment shall be in the reverse order of layoff.

Length of service shall be based on the date of hire in the classification.

Nothing contained in this section shall preclude the granting of length of service credit for time spent on military leave of absence, or unpaid illness leave, unpaid industrial accident leave, or FMLA leave.

The date of hire shall not be interpreted to mean any service performed prior to entering into a probationary or permanent status in the classified service of the district except service in restricted positions.

9.4 Persons laid off because of lack of work or lack of funds are eligible to reemployment for a period of 39 months and shall be reemployed in preference to new applicants. In addition, such persons laid off have the right to participate in promotional examinations within the district during the period of 39 months.

Employees who take voluntary demotions or voluntary reductions in assigned time in lieu of layoff or to remain in their present positions rather than be reclassified or reassigned, shall be granted the same rights as persons laid off and shall retain eligibility to be considered for reemployment for an additional period of up to 24 months; provided that the same tests of fitness under which they qualified for appointment to the class shall still apply.

Employees who take voluntary demotions or voluntary reductions in assigned time in lieu of layoff shall be, at the option of the employee, returned to a position in their former class or to positions with increased assigned time as vacancies become available, and without limitation of time, but if there is a valid reemployment list they shall be ranked on that list in accordance with their proper seniority.

Article X

Employee Travel

10.1 The Board will compensate those employees whose contractual obligations require travel between schools or who have been directed in writing (form #1020) by their immediate supervisor to use their automobile for school business. Mileage for use of the employee's personal automobile will be at the IRS Mileage Reimbursement Rate currently in effect.

10.2 Mileage is to be computed daily by the employee and presented to the Business Office by the end of each month on the employee travel form (#1020). Mileage is to be computed beginning at the first site of the employee's daily assignment and terminated at the site at which the employee ends his assigned work day.

10.3 All mileage claims are subject to review before being processed. Claim forms not submitted in a timely manner may not be paid and paperwork will be sent back to claimant. Distances will be calculated using Mapquest.com. Distances traveled within the district will be calculated using the district mileage chart. When traveling outside of the district mileage chart a Mapquest.com form will be needed. Whiteout is prohibited on mileage forms, any forms that have whiteout will be returned.

Article XI

Health and Welfare Insurance Benefits

11.1 Health, vision, dental, and life insurance coverage is available through the district. The district shall make all contributions as approved each year, on behalf of an employee whose assignment is thirty-five (35) hours or more per week on a regular continuous basis or twenty (20) or more hours per week if employed prior to July 1, 1983, and enrolled in the health/welfare insurance program will be $12,900.00 per calendar year effective January 28, 2023.

For those employees hired subsequent to July 1, 1983, whose assignment is twenty (20) or more hours per week through less than thirty-five (35) hours per week, the district will pay 50% toward a health insurance program and full cost of the $20,000.00 life insurance program up to a maximum of $6,450.00 per calendar year effective January 28, 2023. The full cost of the $20,000.00 life insurance program will be provided by the District up to a maximum of $6,450.00 per calendar year.

The employee may enroll for coverage during his/her first month of employment or during the first month he/she qualifies for coverage. Open enrollment shall be during the last month of the school year.

When possible, the district shall notify all employees two (2) weeks prior to the open enrollment period, of all plan changes in the health, dental and welfare insurance coverage offered by the district.

Should any other bargaining unit receive an amount greater than CSEA's 2025-2026 toward Health and Welfare district insurance benefit contributions, CSEA shall receive the same, as well as the same effective date.

11.2 Eligible bargaining unit members (full time and part time) who wish to participate in Internal Revenue Code Section 125 for health benefits may do so effective December, 1993.

The district will process voluntary payroll deductions for eligible employees enrolled in CSEA health plans provided there is no cost to the district beyond normal internal district processing.

11.3 Employees on a non-paid leave of absence of more than one pay period may continue to participate in the district health and dental programs, subject to the carrier’s rules and regulations, by remitting in advance the total remaining cost of such benefit programs for the period of the unpaid leave.

11.4 Employees who retire under the provisions of the Public Employees Retirement System who are under the age of sixty-five (65) may participate in one of the following options:

11.4.1 Employees who have rendered at least ten (10) years of service to the district may continue to participate in the district’s health, dental, or vision insurance programs until age sixty-five (65), unless they participate in option 11.4.3 below, by remitting in advance four payments for the total annual cost of such benefit program.

Retirees shall not be required to provide any services to the district.

11.4.2 Employees who have served in the district for sixteen (16) years at the 30-40 hour per week level shall have 50% of the established health insurance premium for retiree and dependents paid by the district up to a maximum of $6,450.00 per calendar year paid by the district until age sixty-five (65) effective January 28, 2023.

Employees who have served for sixteen (16) years at the 20-29 hour per week level shall have 25% of the established health insurance premium for retiree and dependents paid by the district up to a maximum of $3,225.00 per calendar year until age sixty-five (65) effective January 28, 2023.

Retirees may purchase vision and/or dental insurance at the district rate during the time they are participating in this option.

Retirees shall not be required to provide any services to the district.

11.4.3 Employees hired prior to January 1, 2003 who have had benefits for five years prior to retirement at age fifty-five (55) or later, and who have served in the district for at least ten (10) years, shall have medical benefits paid by the district at the same level as current benefit eligible employees are receiving for a period of up to five (5) years or to age sixty-five (65), whichever comes first. Employees hired on or after January 1, 2003 will be required to have served in the district for at least fifteen (15) years to have this benefit.

Classified bargaining unit members who have served in the district for 25 years or more; received full benefits for five years prior to retirement; and reached the age of 55 and find it necessary to retire on PERS disability, shall have 100% of medical insurance covered for the retiree until age 65 or for five years, whichever comes first.

Retirees may purchase vision and/or dental insurance at the district rate if they have those benefits at the time of retirement during the time they are participating in this option.

Retirees shall not be required to provide any services to the district.

11.5 The district will provide the State Disability Insurance program with the employee paying the premium cost.

11.6 The joint health and welfare benefits committee that was formed in 1990 will continue to meet.

The president of the California School Employees Association Chapter 115 will appoint members to serve on the District Insurance Committee. The number of CSEA representatives on the committee will be in equal proportion to the percentage of the association's benefit eligible members. The District Insurance Committee shall:

- Review utilization data
- Monitor the benefits plans and their cost
- Be responsible for the communication and dissemination of health benefit information to district benefit-eligible employees
- Recommend to the Board of Education the health, dental and vision plans for all benefit-eligible employees.
- Rotate the Classified represented seat annually for the Insurance Advisory Committee (IAC) between CSEA and any other represented classified bargaining unit. One will sit as a member and the other as alternate.

11.7 Health benefits for survivors of a bargaining unit member who had been with the district for a minimum of five years and who had health benefits shall be provided by the district at the rate of one month for each three years of service, limited to a maximum of six (6) months.

Article XII

Professional Growth

This article will become effective upon ratification of this agreement.

The purpose of professional growth is to provide educational and training opportunities for unit members, outside their established work day, to acquire and to refine job skills and abilities that will result in employees providing the highest quality of service to the district within their current job classification and to enhance unit members' promotional opportunities within the classified service. The program will reward unit members with additional compensation for continued growth and development in their positions.

12.1 Eligibility:

All permanent CSEA unit members shall be eligible to participate in professional growth opportunities.

12.2 Approval to Participate

12.2.1 It is each CSEA unit member's responsibility to request and file a college course/workshop/ seminar/conference approval form for professional growth credit and submit all documents required for verification of course credit. Documentation must include a detailed course description and/or syllabus describing the college course/workshop/seminar/conference content.

12.2.2 Professional growth college course/workshop/seminar/conference approval forms are obtained from and must be returned to the Human Resources Department. Written approval must be received prior to beginning any professional growth opportunity. Unit members must complete and submit their approval forms a minimum of one month prior to the beginning of the course of study.

12.2.3 College course/workshop/seminar/conference approval is granted by the Assistant Superintendent, Human Resources or designee. If a unit member elects to participate in the program without receiving prior written approval, he/she assumes the risk of not receiving professional growth point credit.

12.3 Professional Growth Credit

12.3.1 Three (3) points per semester unit will be granted for approved, accredited college, university, adult, and/or trade classes. College and/or university coursework may be taken as on-line classes.

12.3.2 Quarter unit courses will be converted to semester units at the rate of one (1) quarter unit equaling two-thirds (2/3) of a semester unit.

12.3.3 When semester or quarter units are not specified:

- Fifteen (15) hours of in class time = one (1) point
- Seven and one-half (7 1/2) hours of in class time = one-half (1/2) point

- Five (5) hours of in class time = one-third (1/3) point

The above includes job-related workshops and organized professional seminars and conferences that unit members attend during their non-working hours.

This does not include mandatory or required training for licenses and/or certifications required for a unit member's position.

A district subsidy (e.g., payment of district funds for registration and/or attendance) negates eligibility for credit.

12.3.4 Credit toward professional growth shall be given only once for each college course/workshop/seminar/conference title, unless the repeated course is an upgraded version of the prior course and requires the learning of a new set of skills.

12.3.5 Each college course/workshop/seminar/conference submitted for professional growth credit, must include some demonstration of final course mastery. Such demonstration shall include at least one of the following:

- Final examination
- Final project or paper
- Student portfolio assessment
- Final course grade/transcript (a grade of C/Pass or better must be earned in order to have the course considered for Professional Growth credit)
- Certificate of Completion signed by instructor/ presenter provided by the approved, accredited college, university, adult and/or trade class institution.
- Other means of assessment developed by the unit member and instructor and approved by the Assistant Superintendent, Human Resources or designee

12.4 Awarding of Salary Stipend

12.4.1 One (1) professional growth stipend of $100 annually will be awarded after the unit member has accrued ten (10) approved and verified points. Any points earned beyond the necessary ten (10) points in one fiscal year may be carried into the next increment period.

12.4.2 Of the ten (10) points needed to receive one professional growth stipend, all ten (10) points must come from training related directly and specifically to skills required in positions offered within the district.

12.4.3 Up to three (3) points will be grandfathered in for college courses/workshops/ seminars/conferences or four (4) points for one four (4) unit college course taken between July 1, 2008 and June 30, 2009, provided that the college courses/ workshops/seminars/conferences meet both the pre-approval and post demonstration requirements established above.

12.4.4 A unit member may earn up to a total of five (5) professional growth stipends; however, no more than two (2) stipends may be earned during any one (1) full year of service.

12.4.5 The professional growth stipend shall be paid annually at the end of the fiscal year. Employees separating from the district prior to the completion of a full year of service, will receive a prorated stipend amount.

The stipend effective date will be the month following verification of the course credit by the Assistant Superintendent, Human Resources or designee, provided that verification of completion is submitted by the unit member by the 15th of the previous month.

12.5 Professional Development

12.5.1 Beginning in the 2022-2023 school year, two days immediately preceding the start of the school year and one day immediately succeeding the end of the school year will be regular work-days (equal to the number of hours they normally work in a day) for ten (10) month employees.

Professional Development continues to be a priority for CSEA. CSEA and the District will continue to work together to identify professional trainings to continue the development of bargaining unit employees.

12.5.2 The Superintendent or designee may approve employee requests to attend conferences, including but not limited to the annual CSEA Paraeducator Conference and the CSEA Maintenance and Operations Academy, in accordance with the adopted budget. Conference expenses may be reimbursed within limits established by Board administrative regulations. Conference attendees will be selected as determined by CSEA.

Upon approval as noted in 12.5.2, the District shall release the bargaining unit member conference attendees from work with no loss of pay or deduction to contractual leaves to attend each conference if the employee attends a conference during their regular work hours and/or work year.

Article XIII

Salary Compensation

13.1 Unit members will be paid according to the salary schedules attached as Appendix A. Upon initial employment, all new employees shall start at the first step of the rate range for their classification unless they have prior experience. Credit may be given at the discretion of the district for qualified experience on the basis of one (1) year credit on the salary schedule for each one (1) year of qualified experience. Initial placement shall be determined by the district.

13.2 The parties agree to the following language for salary compensation:

13.2.1 A 2.5% on schedule increase for the 2025-2026 school year, effective July 1, 2025. This increase will be applied to all hours paid including, but not limited to, regular hours, additional hours, and overtime hours.

13.2.2 If any other bargaining unit receives a higher on schedule increase or higher one-time, off schedule payment, CSEA bargaining unit members shall receive the same increase/payment and same effective date.

13.3 The district shall continue to pay all service recognition stipends granted to all eligible employees based on their current hourly assignment under the following provisions:

The service recognition stipends will increase by 2.5% for 10, 15, 20, 25 and 30 years effective July 1, 2025.

13.3.1 After ten (10) years of employment in the following category, the following annual service recognition stipend shall be added to the regular salary. Stipend will be paid in a separate check at the end of the year. (Implemented in 1987-88.)

35-40	hours per week	$ 360.80
20-34.99	hours per week	$ 240.88
10-19.99	hours per week	$ 120.95

13.3.2 After fifteen (15) years of employment in the following category, the following annual service recognition stipend shall be added to the regular salary. Stipend will be paid in a separate check at the end of the year. (Implemented in 1987-88.)

35-40	hours per week	$ 720.58
20-34.99	hours per week	$ 360.80
10-19.99	hours per week	$ 240.88

13.3.3 After twenty (20) years of employment in the following category, the following annual service recognition stipend shall be added to the regular salary. Stipend will be paid in a separate check at the end of the year. (Implemented in 1987-88.)

35-40	hours per week	$1,080.35
20-34.99	hours per week	$ 720.58
10-19.99	hours per week	$ 360.80

13.3.4 After twenty-five (25) years of employment in the following category, the following annual service recognition stipend shall be added to the regular salary. Stipend will be paid in a separate check at the end of the year. (Implemented in 1987-88.)

35-40	hours per week	$1,439.10
20-34.99	hours per week	$1,080.35

10-19.99	hours per week	$ 480.73

13.3.5 After thirty (30) years of employment in the following category, the following annual service recognition stipend shall be added to the regular salary. Stipend will be paid in a separate check at the end of the year. (Implemented in 2006-07.)

35-40	hours per week	$1,798.88
20-34.99	hours per week	$1,439.10
10-19.99	hours per week	$ 599.63

13.3.6 A complete year of service will be accepted when an employee serves for at least seventy-five percent (75%) of the number of days of the employee's regular work year.

13.3.7 Only time served in paid status in the district shall apply toward years of service. Service in other school districts shall not apply unless those districts were component districts to the unification that became the Hacienda La Puente Unified School District.

13.4 Any deduction from a pay warrant due a unit member as a result of overpayment due to district error shall be handled in accordance with the following procedure:

- The district shall hold a conference during which the method and terms of repayment shall be discussed with the unit member.

13.5 Effective July 1, 2016, a Bilingual stipend of $300.00 per year shall be provided to unit members, who are certified Bilingual (oral Spanish or Mandarin only) by the Personnel Commission and provide second language services in the performance of their duties and responsibilities as HLPUSD employees. A Bi-literate stipend of $350.00 per year shall be provided to unit members, who are certified Bi-literate (written Spanish or Mandarin only) by the Personnel Commission and provide second language services in the performance of their duties and responsibilities as HLPUSD employees. Total compensation for unit members shall not exceed $650.00 per unit member for both Bilingual and Bi-literate (oral and written) certifications.

The following stipends shall be allotted:

- Elementary & Middle Schools = 1 bilingual ($300) and 1 biliterate ($350) stipend per school
- High Schools = 2 bilingual ($300 each) and 2 biliterate ($350 each) stipends per school
- Adult Education = 2 bilingual ($300 each) and 2 biliterate ($350 each) stipends total
- Child Development Early Childhood Programs = 2 bilingual ($300 each) and 2 biliterate ($350 each) stipends total
- Up to five (5) additional bilingual ($300 each) and five (5) biliterate ($350 each) stipends as needed District-wide

<u>Response to Distasteful Jobs & Bilingual/Bi-Literate Skills</u>:

HLPUSD and CSEA agree to examine alternative compensation and assignment models for individuals with bilingual/bi-literate skills as well as those performing distasteful duties and summer school assignments.

Article XIV

Leaves

14.1 LEAVES

14.1.1 While on a paid or unpaid leave of absence, classified bargaining unit members shall not perform other gainful employment with another employer (except ordered military service or approved vacation leave).

l4.2 VACATION

14.2.1 Classified employees of the bargaining unit will earn vacation on the following basis:

14.2.1.1 For one (1) year through the completion of five (5) years, one (1) day of vacation will be earned per month worked.

14.2.1.2 For six (6) years through the completion of the tenth (10) year, one and one-quarter (1 1/4) days of vacation will be earned per month worked.

14.2.1.3 For eleven (11) years through the completion of the fifteenth (15) year, one and one-half (1-1/2) days of vacation will be earned per month.

14.2.1.4 For sixteen (16) years through the completion of the twentieth (20) year, one and three-fourths (1-3/4) days of vacation will be earned per month worked.

14.2.1.5 For twenty-one (21) years and over, two (2) days of vacation will be earned per month worked.

14.2.2 Every regular classified employee, permanent and probationary, shall earn vacation at the prescribed rate as part of his compensation. Regular employees who are on leave to serve in a limited-term assignment, or who serve in limited-term assignments during periods when they are not regularly assigned, shall earn vacation during such limited-term assignments. Vacation shall also be earned during any paid leave of absence.

14.2.3 By the end of each fiscal year, employees shall not have an earned vacation balance that exceeds more than can be earned in a fiscal year unless the employee has the written approval of the superintendent or his designee. A vacation plan will be submitted by the employee at the time of approval, with the goal of reducing the days down to an amount not to exceed that which an employee earns annually.

14.2.4 Employees may submit vacation requests at any time with approval subject to the needs of the district. Requests shall be submitted on a Classified Vacation Request form (#1820) which shall provide for signed approval by the supervisor(s). Leave requests which are denied shall cite a reason for denial in writing. Responses to leave requests shall be rendered no later than five (5) work days after receipt by the supervisor. Vacation schedules shall be prepared by the administration. If there is a scheduling conflict as to when vacation leave may be taken, the employee may meet and confer with the site administrator. When a classified vacation request is denied and all other considerations, including the nature and urgency of the request are equal, vacation shall be distributed as equally as possible among qualified bargaining unit employees within a classification, at the work site on a rotating basis starting with the most senior employee.

14.2.5 For employees not permitted to take their full annual vacation, the amount not taken shall accumulate for use in the next year under the provision of 13.2.3 or be paid in cash at the option of the district.

14.2.6 The rate at which vacation is paid shall be the employee's current rate. An employee whose vacation is earned and begun under a given status shall suffer no loss of earned vacation salary by reason of subsequent changes in conditions of employment.

14.2.7 Upon separation from the service, employees shall be paid for their accumulated vacation credit at the rate of pay applicable to their last regular assignment.

14.3 PAID SICK LEAVE

14.3.1 Definition: Sick leave is granted because of personal illness or injury to an employee who is in paid status immediately prior to commencement of said leave under this article.

14.3.2 Length of Leave: Leave shall be granted at the rate of one day for each month of paid services on an unlimited accumulated basis for a regular classified employee (probationary and permanent). An employee's accumulated sick leave shall be adjusted if a change of assignment alters the amount of sick leave earnable.

14.3.3 Sick leave may be taken at any time except those employees in a probationary status may use only six days of paid sick leave during their initial probationary period.

14.3.4 Pay for any day of sick leave shall be the same pay the employee would have received if he had worked that day.

14.3.5 Compensation: The employee shall receive full salary for that period of absence covered by current and accumulated sick leave benefits. Employees shall receive difference pay as entitled by statute.

Part-time employees shall earn sick leave time and be paid benefits in proportion to service rendered.

The employee employed late or resigning early shall have sick leave prorated in proportion to service period rendered.

14.3.6 Effect on Benefits: Time spent on paid sick leave shall count towards salary advancement. Time spent on sick leave with or without pay for a probationary employee shall not count as service toward permanency.

14.3.7 Dates of Absence: In order to receive compensation while absent on sick leave, the employee must notify his supervisor of his absence as soon as possible, but no later than one hour prior to the start of the workday unless conditions make notification impossible. The classified bargaining unit member shall call in daily unless a doctor's note has specified the inclusive dates of illness or injury.

14.3.8 Date of return to work: In the event the employee provides notification as required in 14.3.7, and no date of return has been specified, the employee will be expected to return the next work day unless additional notification is provided.

In the event an employee is out for an extended period due to illness or injury, he/she shall contact the employer at least one day prior to his/her scheduled return to work, to confirm the date of return, or to provide notification of an extension of the leave, as per doctor's note.

14.3.9 Special Conditions: Under the provisions of this article, the illness, injury, or incapacity must be of such character as to require absence from duty during the period of sick leave claim. The Board reserves the right to demand proof of illness or injury from any employee to whom sick leave benefits have been extended. Following any period of absence due to illness, a doctor's statement may be required (and in all cases after an absence of five (5) working days). A verification of the extent of illness through a physical examination of the employee by a district appointed physician may be required.

14.3.10 An employee who has been placed on paid or unpaid sick leave may return to duty at any time during the leave, provided that he is able to resume the assigned duties and, if the leave has been for more than 20 working days, provided that he has notified the district of his return at least three working days in advance.

14.3.11 After exhaustion of paid sick leave, an employee who is ill or injured shall use all accumulated vacation, compensatory time, and difference pay prior to being placed on an unpaid leave of absence.

14.3.12 If at the conclusion of all sick leave and additional leave, paid or unpaid granted under this article, the employee is still unable to assume the duties of his position, he will be placed on a reemployment list for a period of 39 months in the same manner as if he were laid off for lack of work or lack of funds.

14.4 TEMPORARY DISABILITY DUE TO PREGNANCY

14.4.1 Definition: Temporary disability leave is granted to an employee who is in paid status immediately prior to commencement of said leave under this article. Temporary disability leave caused or contributed to by pregnancy, miscarriage, childbirth, and recovery therefrom are, for all job-related purposes, temporary disabilities and shall be treated as sick leave. Such leave shall not be used for childcare, child rearing, or preparation for child bearing, but shall be limited to those disabilities as set forth above.

14.4.2 Length of Leave: Leave may be granted at the rate of one day for each month of paid service on an unlimited accumulated basis. The employee who has used all of her current, cumulative, and sick leave with partial pay, and is still unable to return to service shall be placed on illness leave without pay.

14.4.3 Compensation: The employee shall receive full salary for that period of absence covered by current and accumulated sick leave benefits. An employee shall receive difference pay as entitled by statute. Part time employees shall earn sick leave and be paid benefits in proportion to service rendered.

The employee employed late or resigning early shall have temporary disability time prorated in proportion to service period rendered.

14.4.4 Effect on Benefits: Time spent on temporary disability leave shall count towards salary advancement.

Time spent on temporary disability with or without pay for a probationary employee shall not count as service toward permanency.

14.4.5 Request Procedure: An employee making a temporary disability request due to pregnancy shall submit to the school or department head a physician's statement on an approved district form indicating commencement of disability and confinement date within 30 days prior to such date. The request will be forwarded to the personnel

office for review and recommended action.

14.4.6 Return to District Service: An employee returning from temporary disability leave shall file a written request for reinstatement from leave accompanied by physician's written release on an approved district form indicating ability to return to full-time service. These forms shall be filed at least ten (10) days prior to beginning service.

14.4.7 If at the conclusion of all temporary disability leave and additional leave, paid or unpaid granted under this article, the employee is still unable to assume the duties of her position, she will be placed on a reemployment list for a period of 39 months in the same manner as if she were laid off for lack of work or lack of funds.

14.5 INDUSTRIAL ACCIDENT AND INDUSTRIAL ILLNESS LEAVE

14.5.1 Leaves resulting from an industrial accident or industrial illness shall be granted in accordance with the provisions of the Education Code and this article.

14.5.2 An employee in the classified service who is absent from duty because of an illness or injury defined as an industrial accident or industrial illness under provisions of the worker's compensation fund shall be granted paid industrial accident leave for each such accident or illness while receiving temporary disability benefits from worker's compensation fund provided that:

14.5.2.1 He has permanent status.

14.5.2.2 The superintendent or his designated representative has determined that the illness or injury was directly related to the performance of his duties or, if contested by the district, it is ultimately determined to be work connected.

14.5.3 Paid industrial accident leave shall be granted as indicated in the employee's assignment from the first day of absence to and including the last day of absence resulting from each separate industrial illness or industrial accident. A paid industrial accident leave granted under paragraph 13.5.2.1 shall be for not more than 70 working days.

14.5.4 Paid industrial accident leave shall be reduced by one day for each day of authorized absence regardless of the temporary disability allowance made under worker's compensation fund. Days absent while on paid industrial accident leave shall not be deducted from the number of days of paid illness leave to which an employee may be entitled.

14.5.5 If the employee is still unable to return to duty after exhausting paid industrial accident leave, the employee shall be placed on paid sick leave if he is eligible therefore. Accumulated sick leave will be reduced only in the amount necessary to provide a full day's wages or salary, as indicated in the employee's assignment, when added to compensation without penalties from the Worker's Compensation Fund.

14.5.6 After all paid sick leave has been exhausted following a paid industrial accident leave, an employee may choose to receive pay from accrued vacation to the extent necessary to make up the employee's regular salary when receiving a temporary disability allowance without penalties from the Worker's Compensation Fund.

After the expiration of all paid sick leave privileges, the Board may place the employee on an industrial accident leave without pay. The total time of all leave benefits, provided under this article including unpaid industrial accident leave, shall not exceed 36 months for any one industrial accident or industrial illness.

14.5.7 Upon return to service from any paid or unpaid leave resulting from an industrial accident or industrial illness, an employee shall be assigned to a position in his former class ahead of any employee with a lesser amount of seniority. If no vacancy exists in his former class, he may displace the most recently appointed employee in the class with less seniority. If an employee's former class has ceased to exist, the employee may be reassigned or placed on a suitable reemployment list.

14.5.8 An employee returning from such paid or unpaid leave of absence shall not have any loss or gain in status or benefits other than that which is specifically provided in applicable provisions of the Education Code and this article. An employee shall continue to receive seniority credit for all purposes while on such a paid or unpaid leave of absence.

14.5.9 When all paid or unpaid leaves of absence have been exhausted following an industrial accident or industrial illness, the employee's name shall be placed on the reemployment list for the class from which he was on leave for a period not to exceed 39 months.

14.5.10 An employee who fails to accept an appropriate assignment after being medically approved shall be removed from the reemployment list. Appropriate assignment is defined as an assignment to the employee's former class, in his former status and time basis, and in assignment areas in which the employee has made himself available.

14.5.11 While an employee is on any paid leave resulting from an industrial accident or industrial illness, the employee's salary paid by the district shall not, when added to a normal temporary disability allowance award without penalties granted the employee under State Worker's Compensation Insurance laws, exceed the employee's regular salary. A permanent employee's regular salary is computed on the basis of the number of hours and days in his basic daily assignment. An employee who is not permanent shall have his regular salary computed on the basis of the average number of hours worked each month in which the employee was in paid status during the preceding year. An employee who received a shift or other salary differential shall lose the advantage of the differential after 10 consecutive days of paid industrial accident leave for any one accident or illness.

During all paid leaves resulting from an industrial accident or industrial illness, the employee shall endorse to the district all wage-loss benefit checks received under State Worker's Compensation Insurance laws.

The district shall issue to the employee appropriate warrants for payment of wages, loss of benefits, salary, and/or leave benefits and shall deduct normal retirement and other authorized contributions.

Final allowance for permanent industrial disability settlements shall not be subject to remittance to the district under this article.

14.6 BEREAVEMENT LEAVE

14.6.1 Probationary, permanent, and provisional employees in the classified service shall be allowed regular pay for not more than three working days when absent because of the death of any member of his immediate family, except in the circumstance described in 14.6.1.1 and 14.6.1.2.

14.6.1.1 Bereavement leave with pay shall be extended to a maximum of five days when an employee is required to travel a distance (one-way) greater than 300 miles or out of state and travel is necessary in connection with the

bereavement.

14.6.1.2 Bereavement leave with pay may be extended to a maximum of five (5) days, regardless of the distance traveled in connection with the bereavement, by using any available vacation, sick leave, personal necessity leave, or compensatory time to cover the additional two days. If the employee does not have any paid leave balances to utilize, the two additional days of bereavement leave shall be unpaid.

14.6.2 Members of immediate family means:

Mother (Stepmother)	Son-in-law of employee
Father (Stepfather)	Daughter-in-law of employee
Mother-in-law	Brother-in-law
Father-in-law	Sister-in-law
Husband	Grandchild of employee/spouse
Wife	Grandmother of employee/spouse
Son (Stepson)	Grandfather of employee/spouse
Daughter (Stepdaughter)	Legal Guardian of employee
Brother	Foster Children
Sister	Registered Domestic Partner

14.6.3 The superintendent or his designee shall have the discretion to grant bereavement leave to an employee for persons other than those of his immediate family when unusual circumstances exist.

14.7 JURY DUTY AND WITNESS LEAVE

14.7.1 Leave of absence for jury service shall be granted to any classified employee who has been officially summoned to jury duty in local, state, or federal court. Leave shall be granted for the period of the jury service. The employee shall receive full pay while on leave provided that the jury service fee for such leave is assigned to and the subpoena or court certification is filed with the district. Request for jury service leave should be made by presenting the official court summons to jury service to the human resources office.

14.7.2 Leave of absence to serve as a witness in a court case shall be granted an employee when he has been served a subpoena to appear as a witness, not as the litigant in the case. 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. The employee shall receive full pay during the leave period, provided that the witness fee for such leave is assigned to and the subpoena or court certification is filed with the school district. Request for leave of absence to serve as a witness should be made by presenting the official court summons to the human resources office.

14.7.3 The jury service fee and witness fee referred to in 13.7.1 and 13.7.2, respectively, do not include reimbursement for transportation expenses.

14.7.4 An employee who has received leave of absence under this article shall make himself available for work on days when his presence is not required in court.

14.7.5 Any day during which any employee in the bargaining unit whose regular assigned shift commences at 4 p.m. or after, and who is required to serve all or any part of the day on jury duty shall be relieved from work with pay.

14.8 ABSENCE FOR EXAMINATION AND/OR INTERVIEW

14.8.1 Every employee in the classified service shall be permitted to be absent from his duties during working hours in order to take any examination for promotion in the district without deduction of pay or other penalty, provided that he gives two days notice to his immediate supervisor. The same provisions shall apply true for an employee who is to be interviewed for a transfer, promotion or other interview to be held in connection with their employment.

14.9 LEAVE OF ABSENCE WITHOUT PAY

14.9.1 Types of Leave:

1. Illness
2. Maternity
3. Military
4. Personal
5. Childcare

A leave of absence without pay may be granted to a classified employee, upon the written request of the employee and the approval of the superintendent or his designee subject to the following provisions:

14.9.2 Application for Leave of Absence

14.9.2.1 Illness Leave: Upon presentation of a doctor's certificate an employee may request a leave of absence for health reasons. If the leave is granted, it will be no longer in duration time than six (6) calendar months. If, at the expiration of the six calendar months, the employee is still unable to return to the full, unrestricted duties of his position, he may be granted an additional six months leave. If at the end of this period of time, the employee is still not able to return to his position, without limitations or restrictions, he will be asked to resign in order that he may be protected for the 39-month rehire provision. If he should refuse to resign, he will be terminated and lose his right to be rehired.

14.9.2.2 Maternity Leave: A leave of absence for maternity shall be for a period of not more than nine (9) months. As soon as pregnancy is known, the employee is required to place a doctor's certificate on file with the Human Resources office certifying the fact that the employee is in good health and able to continue work. Prior to returning from such leave, the employee must file a doctor's certificate with the Human Resources office verifying the employee's good health and ability to resume the duties of the position.

14.9.2.3 Military Leave: A leave of absence for military service shall be granted as provided in the Military and Veteran's Code and Education Code.

14.9.2.4 Personal Leave: An employee may request a leave of absence for personal reasons not to exceed thirty (30) calendar days. When extenuating circumstances prevail, the superintendent or his designee may grant additional days to the personal leave.

14.9.2.5 Childcare Leave

14.9.2.5.1 Definition: A childcare leave may be granted to enable an employee to be absent from duty because of the need to provide care for their child.

14.9.2.5.2 Length of Leave: A childcare leave shall be for a maximum period of one calendar year.

14.9.2.5.3 Effect on Benefits: Time spent on childcare leave shall not count as service in determining eligibility for other types of leave, salary adjustment, or retirement.

14.9.2.5.4 Request Procedures: Employee shall file a written Request for Leave of Absence with the school principal or division/department head using a district supplied form. The request form will be forwarded to the human resources office for review, recommended action, and presentation to the superintendent and Board of Education.

14.9.2.5.5 Return to District Service: When anticipating return from a one-year leave, the employee must file a written request for reinstatement with the human resources office sixty (60) days prior to requested return.

14.9.3 Return from Illness, Maternity, Military, Personal or Childcare Leave.

14.9.3.1 An employee must give notification of at least ten (10) calendar days prior to the expiration of the leave that he is returning to active service. At the discretion of the superintendent or his designee this time may be reduced.

14.9.3.2 An employee may be assigned to the same position or a vacant position in the same class. Return to the same position requires prior approval before the leave of absence is granted, and only then if the leave of absence is for less than six (6) calendar months or less than one year for a maternity leave. An employee returning from the military service will be placed in his prior position as provided by law.

14.9.3.3 An employee returning from a leave of absence who has not met the provisions of 13.9.3.2 of this section will be assigned to a vacant position in the class in which he holds status. If no vacant position is available, he may return to a vacant position in a class at a lower salary level provided that he is qualified. However, he will be eligible for 39 months to be considered for any vacant position in his former class.

14.9.3.4 If the position or classification has been abolished during the employee's absence, he shall be laid off for lack of work or lack of funds and placed on the reemployment list for the class, effective the date of termination of leave. He may be returned to a vacant position in a class at the same or lower salary level provided he is qualified.

14.9.4 Liability of District

The school district shall be free of any liability for payment of any compensation or damages now or hereafter provided by law for the death or injury of any employee of the district when the death or injury occurs while the employee is on a leave of absence without pay.

14.9.5 Employment While on Leave

An employee while on a leave of absence shall not accept other gainful employment with another employer (except ordered military service) unless previously approved by the human resources office.

14.9.6 The Board of Education may, for good cause, cancel any leave of absence by giving the absent employee due notification.

14.9.7 An employee may make a written request to the Board of Education to return to work prior to the expiration date of the leave. The Board of Education may approve or reject the request.

14.9.8 Failure to report for duty within three working days after a leave has been canceled or expires shall be considered abandonment of position and the employee may be terminated by the Board of Education.

14.10 LEAVE TO SERVE IN AN EXEMPT, TEMPORARY, OR LIMITED TERM POSITION

14.10.1 Any permanent classified employee who accepts an assignment within the district to an exempt, provisional, or limited-term position shall, during such assignment, be considered for status purposes as serving in his regular position, and such assignment shall not be considered separation from service.

14.10.2 The employee may, with the approval of the district, voluntarily return to his position or a position in the class of his permanent status prior to the completion of service in an exempt, provisional, or limited-term position. Failure to complete the required service, unless approved as specified herein, will constitute abandonment of position and may be grounds for disciplinary action by the Board of Education.

14.11 LEAVE OF ABSENCE FOR STUDY

14.11.1 Every regular classified employee who has completed seven consecutive years of service in regular status with the district shall be eligible to apply for a leave of absence for study purposes. The granting of such leave shall be entirely discretionary with the Board of Education. When a study leave has been authorized and taken, an additional seven years of service, after return to duty from the last leave, must be completed before another study leave may be granted.

14.11.2 Study leave can be for any period of time not to exceed one year and may be taken in any time increments as approved by the Board of Education, but must be completed within three years after the initial part of the leave was commenced. If the leave is not continuous, the service performed between the leave intervals shall be credited toward future study/leave eligibility.

14.11.3 Any leave granted and taken under this rule shall not constitute a break in service for any purpose, but the leave time shall not count toward eligibility for a future study leave.

14.11.4 The employee must file an application with the Board of Education for a leave of absence under this rule and must outline:

14.11.4.1 His work history with the district (e.g., positions held and length of service in each).

14.11.4.2 Length of leave requested and time period in which the leave will be completed if granted.

14.11.4.3 The purpose for which the leave is requested. The application must include the complete course of study to be pursued, institutions giving the course, costs involved, degree of credits to be granted, and other pertinent data.

14.11.4.4 Amount of compensation requested while on leave.

14.11.4.5 Service, if any, to be performed by the employee for the district during the leave.

14.11.4.6 The benefits to be derived by the district by the granting of the leave.

14.11.4.7 Willingness by the employee to provide a bond to the district as required by law.

14.11.4.8 Agreement by the employee that he will serve the district for at least two years after termination of the leave.

14.11.4.9 Willingness to provide the district evidence of satisfactory study progress at agreed intervals during the leave. Failure to provide such evidence or to make satisfactory progress may, at the option of the district, result in cancellation of the leave.

14.11.4.10 Agreement by the employee that he will report any employment during the leave to the human resources office, who shall determine whether conflict exists with the purpose of the leave.

14.11.5 If a leave is granted under this article, the employee will be paid, as a minimum, the difference between what his salary or wage would have been had he not been on leave and the salary paid the substitute employee. In lieu of the minimum, the Board and employee may agree, in writing, to greater compensation. If the Board approves compensation greater than the minimum, it shall be not less than one-half of the employee's normal rate of compensation and not more than full compensation.

14.11.6 Compensation shall be paid as follows:

14.11.6.1 If the employee does not provide a bond as determined by the district or provide a written statement indicating that he will serve at least two years with the district upon return from leave, the agreed-to compensation shall be paid in two equal annual installments during the first two years of service to the district following return to duty after expiration of the leave.

14.11.6.2 If the employee provides the required bond, he will be paid monthly in accordance with the agreed-upon compensation in the same manner as if he were in active service with the district. If the employee fails to complete two years of service from the district following return from leave, except as provided below, he may be required to refund to the district a prorated portion of any compensation received while on leave.

14.11.6.3 If an employee has provided a bond and fails to complete the required two years of service because of his death or physical or mental disability, the bond or conditions of the agreement shall be exonerated in the same manner as if the required service had been performed.

14.12 LEAVE OF ABSENCE FOR RETRAINING

In the event that the Board of Education contemplates the abolition of positions in the classified service and creation of new positions because of automation, technological improvements, or for any other reason, it may provide for retraining of displaced employees in accordance with this article.

14.12.1 To be eligible for retraining leave, an employee must:

14.12.1.1 Have served at least three consecutive years in the district.

14.12.1.2 Be serving in a position which the district contemplates abolishing.

14.12.1.3 Show that the retraining will clearly benefit the district.

14.12.1.4 Indicate a willingness to undergo the prescribed training program.

14.12.1.5 Indicate a willingness to serve the district for at least two years after successful completion of the retraining program.

14.12.2 The Board of Education shall prescribe the retraining program and may provide the program internally or designate the institution or place where the program is to be given.

14.12.3 The employee shall be considered a permanent employee for all purposes during the period of the retraining program and shall receive his normal compensation and benefits. The Board may prescribe duties, if any, to be performed by the employee on behalf of the district during retraining leave.

14.12.4 The Board shall provide for reasonable expenses necessary for the prescribed retraining, but may recover costs from the employee if he fails to complete the prescribed retraining program.

14.12.5 The Board may establish retraining programs for purposes other than outlined in this article and grant leaves of absence for retraining in the same manner as for study leaves of absence, except that the three-year service requirement shall prevail. Such programs must be available to all qualified employees of the district, except that approval for such leave shall be discretionary with the Board.

14.13 PERSONAL NECESSITY LEAVE

14.13.1 Definition: A personal necessity leave is granted to enable an employee to absent himself from duty because of unavoidable situations. Such leave shall be granted according to Education Code provisions.

14.13.2 The employee shall not be required to secure advance permission for leave taken for any of the following reasons:

14.13.2.1 Death in the immediate family causing circumstances requiring absence beyond the bereavement allowance. Immediate family is defined to include:

Mother (Stepmother)	Son-in-law of employee
Father (Stepfather)	Daughter-in-law of employee
Mother-in-law	Brother-in-law
Father-in-law	Sister-in-law
Husband	Grandchild of employee/spouse
Wife	Grandmother of employee/spouse
Son (Stepson)	Grandfather of employee/spouse
Daughter (Stepdaughter)	Legal Guardian of employee
Brother	Foster Children
Sister	Registered Domestic Partner

Or any relative living in the immediate household of the employee.

14.13.2.2 Illness of an emergency nature in the immediate family. The employee may be asked to submit a physician's statement or other proof of illness as may be requested by the school principal or division supervisor.

14.13.2.3 Accident of an emergency nature involving the employee's person or property or that of the immediate family.

14.13.3 The employee may also use personal leave for the following reasons after having received advance permission from the Human Resources Office:

14.13.3.1 Court Appearance as a litigant or witness under official order. Attendance dates, other than subpoena date, under such order shall be certified by an authorized court official. Fees received shall be submitted to the payroll office.

14.13.3.2 Paternity Leave for the birth of an employee's child is limited to two days within a thirty (30) day period prior to or following the birth of his child.

14.13.3.3 Emergency Leave for attendance at the funeral of a close relative or friend.

14.13.3.4 Personal Business of an unforeseen and emergency nature and that does not involve payment for the employee's services.

14.13.3.5 Adoptive Parent Leave which necessitates legal adoption procedures during the normal working day or care for the child is limited to two days.

14.13.3.6 Personal Leave of two days be used by an employee to attend to matters which require the attention of the employee and which must be taken care of during the assigned hours of service provided that not more than five percent of the staff of any school or department may be granted a leave under this provision for the same day and that does not involve payment for the employee's services. The days taken off will be at the discretion of the district as to time.

14.13.3.7 Observance of a nationally recognized religious holiday other than those scheduled on the school calendar.

14.13.4 Requirements: Leave shall be drawn from sick leave benefits.

14.13.5 Length of Leave: Leave may be granted for a maximum of seven days and is non-accumulative. Such days shall be deducted from and may not exceed the number of seven leave days entitled to the employee. Normally, leave must be taken in increments of not less than one day unless substitutes are available to cover for a shorter period of time.

14.13.6 Effect on Benefits: Time spent on personal necessity leave shall count toward all benefits as though active service were rendered.

14.13.7 Request Procedure: The employee shall make oral request to the school principal or division supervisor and shall file an Absence Affidavit with the Human Resources Office.

14.13.8 Return to District Service: Employees shall notify the principal or division supervisor as to expected date of return and file a signed Absence Affidavit with the human resources office within five days if they were unable to submit one prior to the leave

for those leaves that do not require advance permission.

14.13.9 Special Conditions: Personal necessity leave shall not be granted during other paid or unpaid leave or vacation. Absence in excess of seven days per year for accumulated sick leave must be taken as personal leave without pay.

14.14 Catastrophic Leave

14.14.1. Employees (or employee's immediate family) may request utilization of Catastrophic Leave by completing a Catastrophic Leave Request Form (1811-F) from the Human Resources Department. A doctor's statement shall be submitted with the Catastrophic Leave Request Form. The employee shall have exhausted all accrued paid leave. An employee may request Catastrophic Leave only once during a school year, and shall be limited to no more than twenty (20) duty days per year.

14.14.2 Employees may donate a portion of their sick leave to another employee who has run out of sick leave and who has a medical emergency. These donations may be made on an as needed basis.

14.14.3. The district will notify employees of an individual's need by way of inter-office memo to all classified employees.

14.14.4. Those employees desiring to donate such sick leave will notify Human Resources in writing by completing a Catastrophic Leave Form (1811-E) as to the number of hours of sick leave they wish to donate.

14.14.5 To contribute to Catastrophic Leave, employees must have at least twenty (20) Accrued paid sick leave days. Employees may pledge a maximum of five (5) sick leave days of their annual accrual.

14.14.6 Upon separation, CSEA employees who are not eligible to receive Public Employee's Retirement System (PERS) service credit may elect to donate, not more than 50% of their unused sick leave days to Catastrophic Leave.

14.15 Family School Partnership Act Leave

14.15.1 A permanent classified employee who is a parent, guardian, or grandparent with custody of one or more K-12 children shall be permitted to take up to forty (40) hours each school year and not more than eight (8) hours in any calendar month to participate in activities of the school where any of his/her children attend(s) under the following circumstances:

14.15.2 The employee may elect to utilize existing vacation, personal leave, compensatory time, or time off without pay for this purpose. Absences shall be taken in units of at least two hours.

14.15.3 The employee shall give reasonable advance notice to his/her immediate supervisor of the planned absence.

14.15.4 The employee will complete the appropriate form following his/her participation in the event.

14.16 Family Care and Medical Leave

The district will comply with state and federal laws and regulations regarding medical leave, including but not limited to the Family and Medical Leave Act (FMLA), California Family

Rights Act (CFRA), and Parental Leave. FMLA and CFRA shall be coordinated with other leaves available under this agreement as permitted by law. The 12-month period used to track Family and Medical Leave Act/California Family Rights Act entitlement will be based on a "rolling" 12-month period measured backward from the date the employee uses any Family and Medical Leave as described in this Section. Leave granted under this Section shall run concurrently with all other accrued paid leaves, including vacation.

14.16.1 Request Procedure: An employee shall request Family and Medical Leave in writing on the district application for Family and Medical Leave. The district application is available in the Human Resources office. Request for Family and Medical Leave must be submitted at least 30 days before the commencement date of the leave. If the leave becomes necessary less than 30 days before its commencement, the employee shall provide such notice as soon as practicable.

In every case in which the necessity for the leave is foreseeable based on planned medical treatment or supervision, the employee shall make a reasonable effort to schedule the treatment or supervision to avoid disruption of district operations.

14.16.2 Return to District Service: Employees who take FMLA and/or CFRA for their own serious health condition shall present certification from their health care provider to the effect that they are able to resume work.

Employees returning from FMLA and/or CFRA will be reinstated in the same or a comparable position. The district may refuse to reinstate an employee returning from leave to the same or comparable position under the following circumstances:

14.16.2.1 The employee is hired for a specific project or term and the project or term is over.

14.16.2.2 The employee's position is eliminated while the employee is on leave and the employer would have laid off the employee if he or she was still working.

14.16.2.3 The employee cannot perform the essential functions of his/her position because of a physical or mental condition.

14.17 Parental Leave

The district will comply with state and federal laws and regulations regarding parental leave. Notwithstanding any other law, during each school year, a classified employee may use his or her sick leave for purposes of parental leave for a period of up to twelve (12) workweeks. The 12-workweek period of parental leave shall be reduced by any period of sick leave, including accumulated sick leave, taken during a period of parental leave. An employee shall not be provided more than one 12-workweek period for parental leave during any 12-month period. Parental leave taken pursuant to this section shall run concurrently with parental leave taken pursuant to Section 12945.2 of the Government Code. The aggregate amount of parental leave taken pursuant to this section and Section 12945.2 of the Government Code shall not exceed 12-workweeks in a 12-month period.

14.18 Reproductive Loss (RL) Leave

An employee may take up to five days of leave from work after a reproductive loss. An employee may take reproductive loss leave following their own reproductive loss event or that of another person – such as a spouse or partner – if the employee would have been the parent of the child born or adopted. Reproductive loss leave days do not have to be taken consecutively.

If an employee experiences more than one reproductive loss event in a year, they are entitled to no more than twenty (20) days of reproductive loss leave in that one year period.

Employees may use any available vacation, sick leave, personal necessity leave, or compensatory time to cover their reproductive loss leave. Reproductive loss leave shall be unpaid if the employee does not have any available paid leave balances to use.

To be eligible for reproductive loss leave, an employee must be employed with the district for at least 30 days. The District shall not require an employee to submit documentation in support of their reproductive loss leave.

14.18.1 Definition:

1. Miscarriage
2. Stillbirth
3. Failed adoption – for example, if a birth mother or legal guardian breaches or dissolves an adoption agreement, or if an adoption is not finalized for another reason
4. Failed surrogacy – for example, if a surrogate breaches or dissolves a surrogacy agreement, or if an embryo transfer fails
5. Unsuccessful assisted reproduction – for example, a failed intrauterine insemination or embryo transfer

ARTICLE XV

Holidays

15.1 The district agrees to holiday benefits to all bargaining unit employees as described below:

- Independence Day
- Labor Day
- Veterans' Day
- Thanksgiving Holidays (2 days)-
  Friday after Thanksgiving is in lieu of Admissions Day.
- Christmas Holidays (2 days)
- New Year's Holidays (2 days)
- Martin Luther King, Jr.'s Birthday
- Lincoln's Birthday
- Presidents' Day
- Spring Break: The Spring holiday will be on the Friday of Spring Break Week
- Memorial Day
- Juneteenth

15.2 All regular classified employees will be entitled to payment for authorized holidays, provided that they were in a paid status during any portion of their regularly scheduled work day immediately preceding or succeeding the holiday.

15.3 In addition any holiday declared pursuant to Education Code 45203 or any holiday declared as a federal holiday, recognized by the State of California or a State holiday as declared by the governor or legislature shall be granted to regular classified employees.

15.4 Any unit member required to work on a day designated as a holiday pursuant to this article shall receive in addition to his/her holiday pay for such hours of work, pay at the rate of one and one-half times his/her regular base rate. Compensatory time may be taken at the same rate.

15.5 The district will provide three additional holidays during the weeks of Winter Break. The district will determine the days on which the holidays will be given.

15.6 If a need is identified by the district, a ten (10) or eleven (11) month employee will be offered the opportunity to work during the breaks for Thanksgiving, Winter, and Spring.

Article XVI

Safety

16.1 The district shall conform to and comply with all health, safety, and sanitation rules and regulations imposed by state or federal law or regulation adopted under state or federal law. In order to provide for employee safety, the district and employees shall comply with the Education Code, California Occupational Safety and Health Act, and Board of Education Policies 4119.11, "Prohibition Against Sexual Harassment by Employees," 5145.7, "Prohibition Against Sexual Harassment of or by Students," and 1311, "Civility Policy" in an attempt to ensure a place of employment which is harassment free and as safe as the nature of the employment duties reasonably permits.

16.2 It shall be the responsibility of the employee to report, in writing, on form #1115, a potentially unsafe or existent unsafe condition to his/her immediate supervisor. Form #1115 shall be readily available at all sites in the Hacienda La Puente Unified School District. Annually, Form #1115 shall be provided in the Annual Employee Reminders. In addition, the process shall be reviewed annually with all administrators.

16.3 No employee shall, in any way, be discriminated against because of reporting any condition believed to be a violation of this article. The employee shall first complete the report as outlined in 16.2.

16.4 The safety committee shall meet at least quarterly beginning in September. No meetings will be held during summer break. The purpose of the safety committee is to review health, safety, sanitation, and working conditions to ensure compliance with this article.

16.5 Safety Sensitive Classifications

The provisions of this article apply to employees whose duties include the driving of a commercial motor vehicle. Bargaining unit classifications with such duties include:

Bus Driver
Mechanic III
Dispatcher

Employees hired or promoted into the following classifications that drive a district vehicle will be subject to the provisions of this article:

Athletic P.E. Technician (Female)
Athletic P.E. Technician (Male)
Food Service Delivery Driver
Technology Service Technician
Grounds Worker I
Grounds Worker II
Grounds Worker, Lead
HVAC Technician
Maintenance Carpenter
Maintenance Glazier
Maintenance Locksmith
Maintenance Painter
Maintenance Plumber
Maintenance Worker
Mechanic I
Mechanic II

Metal Worker
Pool Maintenance Worker
Sprinkler Repairer
Stock Delivery Worker
Warehouse Delivery Worker
Rehabilitation Program Assistant (contingent upon PC revision of duties on Class Description)
Electrician

All employees in all of the above classifications will be required to participate in a drug and alcohol education program.

16.5.1. Employees required to take tests for alcohol and controlled substances will be paid according to their regular pay status.

16.5.2 The parties agree to treat all results as confidential medical records.

16.5.3 CSEA officers may request to purchase time or use their negotiated release time or use personal time to attend the alcohol use and controlled substances training given to supervisors.

16.5.4 The District shall provide an opportunity for CSEA to meet and discuss the various providers prior to the expiration of the contract of the current providers. The opportunity to meet will be within reasonable time lines.

16.5.5 Drivers awaiting results from reasonable suspicion testing will be placed in non-safety sensitive functions pending the outcome of testing.

16.5.6 Persons awaiting test results may apply for leaves as provided in the negotiated agreement.

16.6 Drug Testing Procedures

a) Employees listed in Article 16.6 shall be drug tested randomly, based on reasonable suspicion, or post-accident.
b) There shall be two separate testing pools for random drug testing purposes. Employees requiring a Commercial Drivers' License and employees listed as "Safety Sensitive."
c) Selection from Article 16.6 classifications for random drug testing shall be made one (1) time per quarter during the HLPUSD fiscal year.
d) The District shall use a third party agency to randomly select employees and conduct drug testing for said employees.
e) The Employee (excluding bus drivers, mechanics, and dispatchers) shall have six (6) hours during their work hours to produce a urine sample. The excluded classifications shall have three (3) hours during their work hours to produce a urine sample per Department of Transportation (DOT) standard.
    1. If at the end of the allotted time period, the employee has not produced a proper sample, the employee may:
        a. Request that medical professional provide a drug test via another method (i.e blood sample, etc.) and provide an evaluation of a negative drug test to the medical research officer (MRO) within five (5) working days; or
        b. Inform the medical professional that their failure to produce constitutes a positive test.

f) Selection of employees, test results, and medical information obtained for the purpose of drug testing shall be confidential and the district will not provide the information to other

district employees besides district administrators, supervisors, and the district designated representative.

g) The provisions of this Article shall not waive or abridge unit members' rights under Assembly Bill 2188. The District and unit members shall abide by the provisions of Assembly Bill 2188 with relation to the testing, screening, and use of THC and/or related substances.

16.6.1 Disciplinary Action

Voluntary Admission: Any employee who voluntarily informs the District of a substance abuse addiction shall be afforded rehabilitative resources to aid the employee in recovery to be completed using sick leave, vacation and/or unpaid leave. Upon verified completion of an approved rehabilitative program, the employee must provide the district with verification of completion culminating with a negative drug/alcohol test. The employee may be subjected to random drug testing during their entire employment with the District. The employee shall not be subject to disciplinary action based on their voluntary admissions unless the employee does not complete the entire rehabilitation process outlined in this section.

16.6.2 Positive Test Results:

Any employee subjected to random, reasonable suspicion, or post-accident drug testing methods and who is determined to have a positive test result, shall be subject to disciplinary action, up to and including dismissal.

Positive test results include refusal to test, deliberate interference with the testing process, and failure to produce a sample without a medically verifiable reason. Employees with a medically verifiable reason should provide a doctor's note to the district. Upon verification of a medical reason, the medical professional shall determine an alternate method for drug testing.

16.7 Uniforms

16.7.1 Each of the following classifications shall wear uniforms:

A. Athletic PE Technician
B. Technology Service Technician
C. Cafeteria Worker I & II
D. Food Service Delivery Driver
E. All Positions in:
    1) Custodial
    2) Labor/Craft/Trades
    3) Security
    4) Warehouse
    5) Transportation

16.7.2 In order to provide a safe working environment and to comply with applicable safety regulations, the district may upgrade, replace or implement safety devices and equipment as needed. The use of new developing technologies shall be used to support student achievement, increase work place efficiencies, and improve safety.

16.7.3 Employees working in a number of classifications are exposed to working environments that require the employees to wear uniforms. These environments include conditions in which it is important for students, parents,

school employees, and public safety officers to be able to readily identify the employees quickly and at a distance. In addition, some environments may expose employees to grease, solvents, paint, or other materials that are likely to stain or damage clothing. The district shall furnish uniforms to these employees, based on their classification, as needed to maintain a safe and secure work environment.

Facilities (M&O) (Excluding Clerical Staff)	11 Uniforms, 2 Jackets
NCS	6 Polo Shirts, 6 Pants, 1 Jacket
Cafeteria, including Rehabilitation Program Assistants Food Service, Rehabilitation Program Assistants Landscape and Gardening, and Rehabilitation Program Assistants Building and Maintenance	5 Polo Shirts, 5 Aprons* (*Cafeteria and Rehabilitation Program Assistants Food Service only)
Warehouse	11 Uniforms, 1 Jacket
Security	5 Shirts, 1 Belt, 1 Hat, 1 Jacket, **5 Pants**
Mechanics	11 Uniforms, 1 Jacket or Sweater
Bus Drivers **and Dispatchers**	8 Uniforms, 1 Jacket or Sweater
Bus Attendants	**5 Polo Shirts, 1 Jacket or Sweater**

16.7.4 All employees working in the classification of Rehabilitation Program Assistants (RPA) and Cafeteria Worker I and II, shall wear slip resistant shoes. Each employee shall be issued a voucher in an amount of $100.00 for the purchase of those shoes each fiscal year. The voucher shall be used at a district approved vendor for the purchase of any approved boot or shoe. Employees may select boots and shoes costing more than $100.00 if they choose to pay the additional amount from their own personal funds. Employees may use the amount towards the purchase of more than one pair of shoes. A unit member who provides a doctor's note for special shoes, which are not carried by the vendor, shall be provided a voucher or reimbursement up to $100.

16.7.5 All employees working in Labor, Crafts, Trades, and Warehouse, shall wear safety toe shoes. Campus Security Officers shall wear Tactical boots. Each employee shall be issued a voucher in an amount of $200.00 for the purchase of shoes each fiscal year. The voucher shall be used at a district approved vendor for the purchase of any approved boots or shoes. Employees may select boots or shoes costing more than $200.00 if they choose to pay the additional amount from their own personal funds. Employees-may use the amount towards the purchase of more than one pair of shoes. A unit member who provides a doctor's note for special shoes, which are not carried by the vendor, shall be provided a voucher or reimbursement up to $200.

16.7.6 All employees working in the classification of Custodian II shall wear safety toe shoes. Each employee shall be issued a voucher in an amount of $100.00 for the purchase of those shoes each fiscal year. The voucher shall be used at a district approved vendor for the purchase of any approved boot or shoe. Employees may select boots and shoes costing more than $100.00 if they choose to pay the additional amount from their own personal funds. Employees may use the amount towards the purchase of more than one pair of shoes. A unit member who provides a doctor's note for special shoes, which are not carried by the vendor, shall be provided a voucher or reimbursement up to $100.

16.7.7 Employees working in the aforementioned classifications shall wear the assigned uniform during all working hours, unless authorized otherwise by the appropriate Director.

16.7.8 In order to provide a safe working environment and to comply with applicable safety regulations, the district may upgrade, replace or implement safety devices and equipment as needed. The use of new and developing technologies shall be used to support student achievement, increase work place efficiencies, and improve safety.

16.7.9 In the event the District-provided vendor does not carry the appropriate uniform/shoe size, the District will work with the member to utilize an outside vendor at no cost to the member without exceeding the District allotment. In the event an option cannot be found, the District will accommodate the employee.

Article XVII

Concerted Activities

17.1 It is agreed and understood that there will be no strike, work stoppage, slow-down, or refusal or failure to fully and faithfully perform job functions and responsibilities, or other interference with the operations of the district by the association, or by its officers, agents, or members during the term of this agreement, including compliance with the request of other labor organizations to engage in such activities. The district agrees that it shall not engage in a lockout of bargaining unit employees.

17.2 To this end, the association recognizes the duty and obligation of its representatives to comply with the provisions of this agreement and to make strong continuing effort toward ensuring all employees to comply. 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.

17.3 It is agreed and understood that any employee violating this article may be subject to discipline up to and including termination by the Board.

Article XVIII
Effect of Agreement

18.1 This agreement shall supersede all policies, directives, or practices of the Board which are direct conflict with this agreement during the term of this agreement.

Article XIX

Conclusiveness of Agreement

19.1 During the term of this agreement, both parties expressly waive and relinquish the right to meet and negotiate, except by mutual consent of both parties, with respect to any subject or matter referred to or covered in this agreement, unless the right to negotiate or renegotiate is specifically granted elsewhere in this contract.

Article XX

Personnel Commission Rules and Regulations

20.1 The Board and association agree to abide by the provisions of Education Code Sections 45260 and 45261 for the duration of the agreement.

20.2 In the event, within the duration of the agreement, the merit system is terminated in the Hacienda La Puente Unified School District and the Personnel Commission abolished, the Board and association shall agree to meet within thirty (30) days for the purpose of negotiating which Personnel Commission rules and regulations should be included in this agreement.

Article XXI

Performance Evaluations

Performance evaluations are designed and intended to provide an objective determination of employee skills, ability, performance and work behavior. The employee's overall performance should be considered and evaluated in conjunction with the requirements of their job description and duties.

21.1 WHEN EVALUATIONS ARE TO BE MADE

All regular classified employees shall be evaluated in accordance with the following schedule:

21.1.1 Probationary employees and promoted employees still on probation: At least by the end of their third month and at least by the end of their fifth month.

21.1.2 Permanent employees: At least once each year, no later than April 30.

21.2 WHO MAKES EVALUATIONS

Each immediate supervisor under whom a permanent employee has served for 60 working days or more during the rating period shall provide a performance evaluation, even though the employee may have left his/her control.

21.3 PROCEDURE TO BE FOLLOWED

21.3.1 Performance evaluation reports shall be made on adopted forms and shall be prepared by the employee's immediate supervisor. The form shall be reviewed and signed by the next higher supervisor, if the overall evaluation is unsatisfactory. Any conduct not directly observed by the evaluator will be investigated first by the evaluator before being placed in the evaluation. Information of a derogatory nature shall not be used on the employee's evaluation unless previously presented in writing. Any negative evaluation shall include a specific recommendation for improvement.

21.3.2 The immediate supervisor or next higher-level supervisor shall present the performance evaluation report to the employee and shall discuss it with him/her during an in-person meeting following the timelines outlined in this Article. If both parties agree, the evaluation meeting may be held virtually. The evaluation form shall be signed by the employee to indicate receipt, and he/she shall be given a signed copy. If the employee is unavailable to receive and discuss the annual evaluation due to a leave of absence, time tables will be considered met when a copy of the evaluation is mailed to the employee's mailing address by April 30. Upon the employee's return to duty, the supervisor shall schedule an in-person meeting to discuss the evaluation with the employee. If both parties agree, the evaluation meeting may be held virtually.

An in-person evaluation meeting may be waived, if the evaluation does not include any ratings which are unsatisfactory, and if mutually agreed upon by the supervisor and the employee, however an evaluation shall still be provided following the timelines outlined in this Article.

21.3.3 Performance evaluation reports shall be filed in the employee's personnel records and shall be available for review in connection with promotional examinations and disciplinary actions. All personnel files shall be kept in confidence and shall be available for inspection only to other employees of the district when actually necessary in the proper administration of the district affairs or the supervision of the employee.

21.3.4 If a permanent employee should receive an evaluation with any rating which is unsatisfactory, he/she shall be given a written improvement plan along with the evaluation which shall be effective immediately upon holding an in-person meeting to discuss the improvement plan. The improvement plan, in conjunction with a conference with the employee, will provide guidance to the employee in order to assist him/her in correcting any deficiencies and improving performance.

Within thirty (30) to sixty (60) working days of the effective date of the performance improvement plan, the employee shall be issued a new performance evaluation. Said evaluation shall be attached to the original evaluation and shall fall under the provisions of 21.3.3.

21.4 APPEALS

The employee may appeal through the grievance procedure if he/she received an unsatisfactory on the evaluation. The grievance may deal with violation of agreed to procedures or allege that the content is arbitrary, capricious, or discriminatory.

21.5 SPECIAL EVALUATIONS

A supervisor may issue to an employee a Notice of Outstanding Service or a Notice of Unsatisfactory Service at any time. Such notices shall be made on prescribed forms and shall set forth specific reasons for recognition of outstanding or unsatisfactory service by the employee. The immediate supervisor or the next higher supervisor shall present the special evaluation to the employee and discuss it with him/her. A copy of such notice shall be placed in the employee's personnel file.

Article XXII

Work Periods and Overtime

22.1 WORKDAY AND WORKWEEK

22.1.1 The Maximum number of hours of regular employment of an employee is eight (8) hours a day and forty (40) hours a week. However, the Governing Board may employ persons for lesser periods of time and may, through authorized administrators, order and authorize employees to work in excess of eight (8) hours in one day or forty (40) hours in one week.

22.1.2 All employees working more than four and one-half consecutive hours per day shall be entitled to an unpaid, uninterrupted one-half hour lunch period. All employees required to work during their lunch period shall receive overtime pay for all time worked during the normal lunch period.

22.1.3 Employees shall be assigned one (1) paid rest period during each consecutive four (4) hour work period as specified below:

A. Employees who work six (6) to eight (8) hours per day shall be assigned two (2) fifteen (15) minute rest periods. Rest periods shall be scheduled approximately at the mid-point of each work period, before and after the meal period. Rest periods shall be assigned by the immediate supervisor.

B. Employees working fewer than six (6) but four (4) or more hours per day shall be provided one (1) fifteen (15) minute paid rest period.

C. Employees shall remain at their assigned sites during paid rest period unless authorization to leave the work site has been given by the immediate supervisor. Immediate supervisors are encouraged not to unreasonably withhold authorization

22.2 OVERTIME AND ADDITIONAL HOURS DEFINED

22.2.1 Overtime is ordered and authorized working time in excess of eight (8) hours in one day, or forty (40) hours in one week. No one shall order or authorize overtime unless it is compensable as provided below. Overtime of less than eight (8) minutes shall not be credited; all overtime shall be reported and credited in multiples of fifteen (15) minutes of working time.

Additional hours are defined as hours worked by an employee in addition to what their contractual work hours are, but less than what is defined as overtime hours.

22.2.2 Overtime and/or additional hours must be authorized prior to being performed by any employee. It is the responsibility of an employee to notify his immediate supervisor, that in order to complete work assigned it will require that overtime be necessary to complete assigned task on time.

22.2.3 Under no circumstances will any employee work overtime unless they have received prior approval from the proper supervisor. It must be clearly understood by all employees that any claim for overtime will be rejected unless prior notice has been given and/or proper authorization has been received by the employee, from the proper supervisor.

Employees "Suffered or Permitted" to work: Work not requested but suffered or permitted to be performed is work time that must be paid for by the employer.

California law requires that employers pay overtime, whether authorized or not. The District can discipline an employee if he or she violates the district's policy of working overtime without the required authorization. However, California's wage and hour laws require that the

employee be compensated for any hours he or she is "suffered or permitted to work, whether or not required to do so." California case law holds that "suffer or permit" means work the employer knew or should have known about. Thus, an employee cannot deliberately prevent the employer from obtaining knowledge of the unauthorized overtime worked, and come back later to claim recovery but at the same time, an employer has the duty to keep accurate time records and must pay for work that the employer allows to be performed and to which the employer benefits.

22.3 OVERTIME AND/OR ADDITIONAL HOURS DISTRIBUTION

22.3.1 Overtime and/or additional hours shall be distributed as equally as possible among bargaining unit employees within a classification at the work site on a rotating basis starting with the most senior employee. The work site overtime rotation list will reset each year on the first day of K-12 student attendance.

When bargaining unit members within the classification at the worksite are not available, overtime and/or additional hours shall be distributed as equally as possible among bargaining unit members within the classification district wide on a rotating basis starting with the most senior employee. The district-wide overtime rotation list will reset each year on the first day of K-12 student attendance.

When bargaining unit members within a classification are not available, the district shall make a reasonable effort to offer overtime and/or additional hours to qualified bargaining unit members on a rotating basis starting with the most senior employee. In this context, "qualified" is defined as having the training and experience for the respective classification specific to the overtime and/or additional hours assignment and belonging to the respective job family as the overtime and/or additional hours assignment.

Overtime and/or additional hours shall be offered to substitute employees only when no qualified regular (permanent or probationary) employee is available and willing to work.

22.3.2 Overtime and/or additional hours will be distributed as equally as possible on a rotating basis based on district hire date (starting with the employee with the oldest hire date; when two employees have the same hire date, the president of CSEA, Labor Relations Representative, and an Human Resources administrator will collaborate to identify a non-biased tiebreaking strategy), the hire date list shall be available at each site/department and posted annually by the first day of the K-12 student attendance and whenever updated. A current rotation list will be provided when requested by CSEA. The rotation list will include the names of bargaining unit members, date that overtime/additional hours were worked or declined. On the first day of school for K-12 student attendance, the rotation list will start over with the employee with the oldest hire date at the top of the rotation list.

22.3.3 If an employee is unavailable for overtime and/or additional hours due to their attendance in a district meeting or other district need (i.e. representational meetings, bargaining, etc.), the employee's place in the rotation will be frozen and the employee will be offered the next assignment that doesn't conflict with a district meeting or other district need. Employees that miss multiple opportunities for overtime and/or additional hours due to District meetings will not bank additional opportunities for overtime offerings. (e.g. if the employee is in bargaining for an entire week, and should have been offered overtime 3 times, when available they will be offered the next opportunity and be considered whole.)

22.4 COMPENSATION FOR OVERTIME

22.4.1 A bargaining unit member who works authorized overtime shall be paid at a rate equal to one and one-half (1 1/2) times the amount of overtime worked. A bargaining unit member shall be paid at one and one-half (1 1/2) times their regular rate of pay for the overtime worked or receive compensatory time off at a rate equal to one and one-half (1 1/2) times the amount of overtime worked.

22.4.2 All properly authorized overtime shall be submitted on the proper Overtime Time Sheet and signed by the proper authorized supervisor.

22.5 SHIFT DIFFERENTIAL

It is agreed that any employee whose work schedule consists of a majority of work hours that begin after 6:00 p.m., shall be required to work only a seven and one-half (7 1/2) hour workday, but shall be paid for eight (8) work hours.

22.6 TOOLS

The district will provide necessary tools. No stipend will be provided.

22.7 ALTERED WORK SCHEDULE (Summer and Non-Student Periods)

During the summer months, employees working at K-12 school sites (except custodians), the Instructional Services Center (ISC), the Student Services Center (SSC), and the Gale Avenue District Offices (except Facilities) shall work an altered work schedule. These sites shall work a Monday – Thursday schedule, with closure on Fridays (with the exception of the week of July 4th). Fulltime eleven (11) and twelve (12) month employees shall work ten (10) hours a day, four (4) days a week. Part time eleven (11) and twelve (12) month employees shall have their work hours calculated on a four (4) day workweek. Summer hourly part time employees shall work four (4) days a week in accordance with their summer notice of employment. The district shall determine the start and end dates of the altered work schedule annually. The altered workweek schedule shall in no way negatively impact vacation, sick leave or retirement time.

CSEA and the District agree that changes in Facilities (Maintenance, Operations, Custodial and Grounds); work hours during summer and non-student periods are effective for both parties. Summer and non-student period work hours for Maintenance, Operations, Custodial and Grounds, shall be established by the Shared Decision-Making Committee, subject to the approval of the Executive Director of Facilities and CSEA. The Chapter President shall designate a representative from Facilities to serve on the Facilities Shared Decision-Making Committee.

This section of the agreement supersedes all previous MOUs on *Altered Work Week and/or Altered Work Schedules during non-student periods.*

22.8 SUMMER AND RECESS ASSIGNMENTS

22.8.1 The District shall establish positions and assign personnel to summer and other recess appointments in accordance with Education Code Section 45102 and Personnel Commission Rule 7.3.2.

22.9 REQUEST FOR CHANGE IN WORK HOURS

22.9.1 An individual employee, principal, department head, or appropriate administrator may initiate and submit a Classified Request for Change in Work Hours, Form #1806-A, to Human Resources. Incomplete request forms shall be rejected and returned to the submitter.

22.9.2 For Principal/Department Heads, the Classified Request for Change in Work Hours, Form #1806-A, shall be used to increase our operational efficiency resulting in improved services for our students

22.9.3 Human Resources and CSEA shall approve or deny each Classified Request for Change in Work Hours, Form #1806-A, within fifteen (15) days of receipt of a completed request form. Each party shall have fifteen (15) days from the date of their receipt to act upon the request. Requests not acted upon by a party within fifteen (15) days shall be considered approved by that party, and must be submitted to the other party by end of day on the fifteenth day to maintain the timeline.

The Classified Request for Change in Work Hours, Form #1806-A shall not be approved or denied for punitive reasons.

22.9.4 The employee and CSEA shall receive notification of the decision in writing, including the effective date of the change in hours. A copy of the notification shall be placed in the employee's personnel file.

ASSOCIATION DUES/REPRESENTATIONAL
SERVICE FEE SCHEDULE

Effective October 1, 1997

The Association Dues/Representational Service Fee is 1.5% of the gross salary of an employee in the classified bargaining unit.

APPENDIX

Joint Special Education Committee

HLPUSD and CSEA have a joint interest to convene a special education committee to gain a deeper understanding regarding the challenges associated with workload and caseload facing all bargaining unit members in the Special Education Department.

The purpose of this committee is to address long standing concerns/issues that exist, as well as any additional concerns/issues regarding the delivery of service within the various special education programs. This committee will gather information and data, evaluate concerns, collaboratively problem solve, and be empowered to make recommendations for the CSEA and HLPUSD bargaining teams to consider.

The committee will consist of the CSEA President, Director of Special Education, and four (4) additional members; two (2) members will be appointed by the CSEA President and two (2) members will be appointed by the District.

The committee will meet a total of two (2) times each school year (Fall and Spring).

SCHEDULES/FORMS

1.	Job Classification and Salary Schedules	
2.	CSEA Dues/Service Fee Schedule	
3.	Catastrophic Leave Form (Donation)	#1811-E
4.	Catastrophic Leave Form (Request)	#1811-F
5.	Evaluation Form	#1830
6.	Family School Partnership Act Leave Form	#1811-G
7.	Transfer and/or Change in Assignment Form	#1806
8.	Request for Change in Work Hours Form	#1806-A
9.	Travel Expense Form	#1020
10.	Vacation Request Form	#1820
11.	Absence Affidavit Form	#1013
12.	Unsafe and/or Unhealthful Conditions	#1115

HACIENDA LA PUENTE UNIFED SCHOOL DISTRICT
Bargaining Unit Classifications/Salary Ranges

Classification	Salary Range
Accounting/Fiscal/Purchasing	
Accounting Technician	24
Accounting Technician, Senior	28
Billing Clerk	19
Budget Technician	24
Budget Technician, Senior	28
Buyer	32
Digital Systems Printer Operator	22
Financial Aid Technician	20
Payroll Technician	24
Payroll Technician, Senior	28
Purchasing Technician	24
Purchasing Technician, Senior	28
Instructional Support	
Assessment Technician	17
Child Development Technician	10
DiscreteTrial Program Assistant	20
Employment Developer	24
Family Services Specialist	19
GED Examiner	19
Health Care Assistant	21
Instr. Aide Auto Mechanics	15
Instr. Aide Classroom	13
Instr. Aide Classroom/Bilingual	14
Instr. Aide Computer Lab	14
Instr. Aide Culinary Arts	15
Instr. Aide Health Programs	15
Instr. Aide Hearing Impaired	14
Instr. Aide Major Appliance Repair	15
Instr. Aide I Special Education	15
Instr. Aide I Special Ed./Bilingual	16
Instr. Aide II Special Education	18
Instr. Aide II Spec. Ed. (Male/Female)	18
Instr. Aide II Spec. Ed. Hearing Imp.	21
Instr. Aide II Special Ed./Bilingual	19
Instr. Materials Attendant	15
Language Assessment Technician	17

Classification	Salary Range
Instructional Support	
Language Assessment Tech., Lead	18
Liaison, Dropout Prevention	17
Liaison, Parent Involvement	18
Liaison, School Community	17
Liaison, Special Education	17
Piano Accompanist	25
Primary Intervention Child Aide	15
Rehabilitation Program Assistant	15
Sign Language Interpreter - Adult School	29
Speech Language Pathology Assistant	32
Clerical/Secretarial	
ASB Secretary	20
Attendance Clerk	19
Media Center Aide	12
Media Center Clerk	19
Office Assistant	16
Office Assistant, Senior	20
Office Receptionist	17
Records Technician	20
Registrar	20
Secretary I	20
School Office Manager I	25
Special Education Technician	26
Food Services	
Cafeteria Worker I	5
Cafeteria Worker II	7
Food Services Delive1y Driver	10

HACIENDA LA PUENTE UNIFED SCHOOL DISTRICT
Bargaining Unit Classifications/Salary Ranges

Classification	Salary Range
Maintenance /Operations	
Athletic P.E. Technician Male	21
Athletic P.E. Technician Female	21
Custodian I	15
Custodian II	19
Custodian, Lead	22
Grounds Worker I	19
Grounds Worker II	21
Grounds Worker, Lead	29
HVAC Technician	32
Carpenter	32
Electrician	32
Glazier	32
Locksmith	21
Maintenance Worker	21
Mechanic II	25
Metal Worker	32
Painter	32
Plumber	32
Pool Maintenance Worker	21
Sprinkler Repairer	25
Personnel Commission	
Personnel Technician	
Associate Personnel Analyst	20
	40
Security	
Campus Security Officer	17
Warehouse	
Stock/Delivery Worker	20
Warehouse Delivery Worker	22
Transportation	
Bus Attendant	15
Bus Driver	23
Dispatcher	25
Mechanic II	25

Classification	Salary Range
Networks & Computer Services	
Computer Operator	26
Computer Trainer/Help Desk Operator	26
Information Systems Analyst	50
Software Engineer	50
Technology Service Technician	32
Web Software Engineer	50

CSEA Salary Schedule - Monthly (1)

4% Increase Effective 7/1/2022 (Board Approved 11/09/2023)

Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
001	[redacted]			2777.08	2932.53	3093.77
002			2699.71	2845.26	3003.99	3171.87
003			2761.42	2914.37	3074.85	3245.83
004		2686.56	2834.66	2984.35	3152.08	3324.84
005		2752.41	2906.99	3068.23	3236.83	3414.60
006		2817.36	2976.97	3139.83	3315.81	3500.08
007	2738.38	2890.60	3051.83	3226.94	3393.19	3578.19
008	2806.60	2959.69	3129.05	3302.70	3481.18	3671.94
009	2877.31	3034.57	3200.65	3380.79	3571.67	3765.85
010	2944.05	3109.41	3282.16	3463.92	3657.17	3858.72
011	3018.89	3188.26	3361.88	3553.53	3747.69	3954.10
012	3100.26	3268.88	3450.76	3639.91	3843.06	4057.75
013	3173.49	3348.75	3533.75	3733.65	3936.09	4155.63
014	3247.61	3435.11	3625.88	3823.27	4038.85	4264.29
015	3333.10	3518.25	3714.03	3921.32	4131.87	4362.93
016	3420.35	3603.74	3811.76	4019.93	4243.64	4479.71
017	3501.69	3694.23	3905.66	4120.35	4352.29	4590.01
018	3589.71	3782.97	4000.16	4224.72	4460.82	4705.16
019	3678.61	3876.87	4099.67	4325.88	4566.08	4817.07
020	3769.83	3978.03	4200.07	4435.41	4684.65	4940.37
021	3862.86	4078.42	4306.23	4548.07	4794.80	5059.67
022	3954.10	4178.65	4419.77	4657.48	4920.73	5192.98
023	4063.50	4285.71	4523.41	4777.51	5039.88	5320.41
024	4165.53	4390.96	4637.69	4890.31	5173.20	5458.59
025	4263.42	4502.00	4752.85	5018.60	5295.74	5586.90
026	4371.18	4617.15	4870.53	5140.29	5433.20	5730.13
027	4477.36	4729.82	4991.45	5271.09	5565.64	5869.93
028	4595.76	4850.01	5119.75	5404.40	5702.07	6016.41
029	4705.16	4968.42	5242.31	5535.09	5850.15	6173.51
030	4821.22	5090.97	5371.50	5678.31	5989.97	6319.07
031	4947.01	5225.02	5505.56	5816.49	6144.71	6485.18
032	5065.41	5355.84	5654.38	5966.93	6300.91	6647.29
033	5192.10	5489.02	5790.21	6114.29	6457.28	6812.65
034	5323.79	5622.34	5938.14	6266.36	6621.01	6981.26
035	5457.86	5760.53	6083.73	6422.74	6776.47	7148.25
036	5592.67	5907.74	6236.84	6583.08	6955.73	7336.64
037	5734.25	6054.21	6388.17	6749.31	7124.34	7515.89
038	5873.19	6201.40	6552.66	6916.30	7302.84	7705.91
039	6024.52	6363.52	6712.25	7088.15	7485.46	7899.19
040	6175.13	6514.87	6887.50	7267.54	7674.62	8097.46
041	6331.33	6680.96	7056.13	7451.81	7860.63	8293.24
042	6494.33	6848.85	7233.75	7636.81	8057.16	8500.54
043	6652.16	7019.06	7412.25	7826.84	8257.96	8713.58
044	6815.02	7200.07	7600.64	8023.51	8463.49	8927.54
045	6987.02	7376.95	7787.40	8225.04	8686.43	9165.99
046	7163.91	7561.21	7993.09	8424.04	8899.48	9389.82
047	7340.64	7750.36	8184.73	8643.61	9125.67	9625.89
048	7524.16	7947.75	8389.49	8853.41	9351.14	9865.95
049	7712.55	8148.55	8595.17	9080.49	9580.57	10110.31
050	7905.82	8349.94	8817.23	9309.20	9826.54	10366.17

Note: Redacted rates are below minimum wage effective 1/1/2023

CSEA Salary Schedule - Hourly (1)						
4% Increase Effective 7/1/2022 (Board Approved 11/09/2023)						
Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
001	[redacted]	[redacted]	[redacted]	16.03	16.92	17.85
002	[redacted]	[redacted]	15.58	16.41	17.33	18.30
003	[redacted]	[redacted]	15.93	16.82	17.74	18.73
004	[redacted]	15.50	16.36	17.22	18.19	19.18
005	[redacted]	15.88	16.78	17.70	18.68	19.70
006	[redacted]	16.26	17.17	18.12	19.13	20.20
007	15.80	16.68	17.61	18.62	19.57	20.64
008	16.19	17.08	18.05	19.05	20.08	21.19
009	16.60	17.50	18.47	19.50	20.60	21.73
010	16.98	17.94	18.94	19.99	21.10	22.27
011	17.42	18.40	19.40	20.50	21.62	22.82
012	17.89	18.86	19.91	21.00	22.17	23.41
013	18.30	19.32	20.38	21.54	22.71	23.97
014	18.74	19.82	20.91	22.06	23.31	24.61
015	19.23	20.30	21.42	22.62	23.84	25.17
016	19.73	20.79	22.00	23.19	24.48	25.84
017	20.21	21.31	22.54	23.77	25.11	26.48
018	20.71	21.83	23.08	24.38	25.74	27.14
019	21.23	22.37	23.65	24.96	26.34	27.79
020	21.75	22.95	24.23	25.59	27.03	28.51
021	22.29	23.53	24.85	26.24	27.66	29.19
022	22.82	24.11	25.50	26.87	28.39	29.96
023	23.44	24.72	26.09	27.56	29.08	30.69
024	24.03	25.33	26.76	28.22	29.85	31.49
025	24.60	25.97	27.43	28.95	30.56	32.23
026	25.22	26.63	28.10	29.66	31.35	33.06
027	25.83	27.29	28.80	30.41	32.12	33.86
028	26.51	27.99	29.54	31.18	32.90	34.72
029	27.14	28.66	30.24	31.94	33.75	35.62
030	27.82	29.37	30.99	32.76	34.56	36.45
031	28.54	30.15	31.76	33.56	35.45	37.42
032	29.22	30.90	32.63	34.42	36.35	38.36
033	29.95	31.67	33.41	35.28	37.25	39.30
034	30.71	32.44	34.26	36.15	38.20	40.28
035	31.49	33.24	35.10	37.06	39.09	41.24
036	32.27	34.08	35.98	37.98	40.13	42.33
037	33.08	34.93	36.86	38.94	41.10	43.36
038	33.88	35.78	37.80	39.91	42.13	44.46
039	34.76	36.71	38.73	40.89	43.19	45.57
040	35.63	37.59	39.74	41.93	44.27	46.72
041	36.53	38.54	40.71	42.99	45.35	47.85
042	37.47	39.51	41.74	44.05	46.49	49.05
043	38.38	40.50	42.77	45.16	47.64	50.27
044	39.32	41.54	43.85	46.29	48.83	51.50
045	40.31	42.56	44.93	47.46	50.12	52.88
046	41.33	43.63	46.11	48.60	51.35	54.17
047	42.35	44.71	47.22	49.87	52.65	55.54
048	43.41	45.85	48.40	51.07	53.95	56.92
049	44.49	47.01	49.59	52.39	55.28	58.33
050	45.61	48.17	50.87	53.71	56.69	59.81

Note: Redacted rates are below minimum wage effective 1/1/2023

CSEA Salary Schedule - Monthly (1)						
8% Increase Effective 7/1/2023 (Board Approved 11/09/2023)						
Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
001				2999.25	3167.13	3341.27
002			2915.69	3072.88	3244.31	3425.62
003			2982.33	3147.52	3320.84	3505.50
004		2901.49	3061.43	3223.10	3404.25	3590.83
005		2972.60	3139.55	3313.69	3495.78	3687.77
006	2883.78	3042.75	3215.13	3391.02	3581.08	3780.09
007	2957.45	3121.85	3295.98	3485.10	3664.65	3864.45
008	3031.13	3196.47	3379.37	3566.92	3759.67	3965.70
009	3107.50	3277.34	3456.70	3651.25	3857.40	4067.12
010	3179.57	3358.16	3544.73	3741.03	3949.74	4167.42
011	3260.40	3443.32	3630.83	3837.81	4047.51	4270.43
012	3348.28	3530.39	3726.82	3931.10	4150.51	4382.37
013	3427.37	3616.65	3816.45	4032.34	4250.98	4488.08
014	3507.42	3709.92	3915.95	4129.13	4361.96	4605.43
015	3599.75	3799.71	4011.15	4235.03	4462.42	4711.96
016	3693.98	3892.04	4116.70	4341.52	4583.13	4838.09
017	3781.83	3989.77	4218.11	4449.98	4700.47	4957.21
018	3876.89	4085.61	4320.17	4562.70	4817.69	5081.57
019	3972.90	4187.02	4427.64	4671.95	4931.37	5202.44
020	4071.42	4296.27	4536.08	4790.24	5059.42	5335.60
021	4171.89	4404.69	4650.73	4911.92	5178.38	5464.44
022	4270.43	4512.94	4773.35	5030.08	5314.39	5608.42
023	4388.58	4628.57	4885.28	5159.71	5443.07	5746.04
024	4498.77	4742.24	5008.71	5281.54	5587.06	5895.28
025	4604.49	4862.16	5133.08	5420.09	5719.40	6033.85
026	4720.87	4986.52	5260.17	5551.51	5867.86	6188.54
027	4835.55	5108.21	5390.77	5692.78	6010.89	6339.52
028	4963.42	5238.01	5529.33	5836.75	6158.24	6497.72
029	5081.57	5365.89	5661.70	5977.90	6318.16	6667.39
030	5206.92	5498.25	5801.22	6132.58	6469.17	6824.60
031	5342.77	5643.02	5946.01	6281.81	6636.29	7003.99
032	5470.64	5784.31	6106.73	6444.28	6804.98	7179.07
033	5607.47	5928.14	6253.43	6603.43	6973.86	7357.66
034	5749.69	6072.13	6413.19	6767.67	7150.69	7539.76
035	5894.49	6221.37	6570.43	6936.56	7318.59	7720.11
036	6040.08	6380.36	6735.79	7109.73	7512.19	7923.57
037	6192.99	6538.55	6899.22	7289.26	7694.29	8117.16
038	6343.05	6697.51	7076.87	7469.60	7887.07	8322.38
039	6506.48	6872.60	7249.23	7655.20	8084.30	8531.13
040	6669.14	7036.06	7438.50	7848.94	8288.59	8745.26
041	6837.84	7215.44	7620.62	8047.96	8489.48	8956.70
042	7013.88	7396.76	7812.45	8247.76	8701.73	9180.58
043	7184.33	7580.59	8005.23	8452.99	8918.60	9410.67
044	7360.22	7776.08	8208.69	8665.39	9140.57	9641.74
045	7545.98	7967.11	8410.39	8883.04	9381.34	9899.27
046	7737.02	8166.11	8632.54	9097.96	9611.44	10141.01
047	7927.89	8370.39	8839.51	9335.10	9855.72	10395.96
048	8126.09	8583.57	9060.65	9561.68	10099.23	10655.23
049	8329.55	8800.43	9282.78	9806.93	10347.02	10919.14
050	8538.29	9017.94	9522.61	10053.94	10612.66	11195.46

Note: Redacted rates are below minimum wage effective 1/1/2025

CSEA Salary Schedule - Hourly (1)						
8% Increase Effective 7/1/2023 (Board Approved 11/09/2023)						
Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
001	[redacted]	[redacted]	[redacted]	17.31	18.27	19.28
002	[redacted]	[redacted]	16.83	17.72	18.72	19.76
003	[redacted]	[redacted]	17.20	18.17	19.16	20.23
004	[redacted]	16.74	17.67	18.60	19.65	20.71
005	[redacted]	17.15	18.12	19.12	20.17	21.28
006	16.63	17.56	18.54	19.57	20.66	21.82
007	17.06	18.01	19.02	20.11	21.14	22.29
008	17.49	18.45	19.49	20.57	21.69	22.89
009	17.93	18.90	19.95	21.06	22.25	23.47
010	18.34	19.38	20.46	21.59	22.79	24.05
011	18.81	19.87	20.95	22.14	23.35	24.65
012	19.32	20.37	21.50	22.68	23.94	25.28
013	19.76	20.87	22.01	23.26	24.53	25.89
014	20.24	21.41	22.58	23.83	25.18	26.58
015	20.77	21.92	23.13	24.43	25.75	27.18
016	21.31	22.45	23.76	25.05	26.44	27.91
017	21.83	23.02	24.34	25.67	27.12	28.60
018	22.37	23.58	24.93	26.33	27.80	29.31
019	22.93	24.16	25.54	26.96	28.45	30.01
020	23.49	24.79	26.17	27.64	29.19	30.79
021	24.07	25.41	26.84	28.34	29.87	31.53
022	24.65	26.04	27.54	29.02	30.66	32.36
023	25.32	26.70	28.18	29.77	31.41	33.15
024	25.95	27.36	28.90	30.48	32.24	34.01
025	26.57	28.05	29.62	31.27	33.01	34.81
026	27.24	28.76	30.35	32.03	33.86	35.71
027	27.90	29.47	31.10	32.84	34.69	36.57
028	28.63	30.23	31.90	33.67	35.53	37.50
029	29.31	30.95	32.66	34.50	36.45	38.47
030	30.05	31.72	33.47	35.38	37.33	39.37
031	30.82	32.56	34.30	36.25	38.29	40.41
032	31.56	33.37	35.24	37.17	39.26	41.43
033	32.35	34.20	36.08	38.10	40.23	42.44
034	33.17	35.04	37.00	39.04	41.26	43.50
035	34.01	35.90	37.91	40.03	42.22	44.54
036	34.85	36.81	38.86	41.02	43.34	45.72
037	35.73	37.72	39.81	42.06	44.39	46.83
038	36.59	38.64	40.82	43.10	45.50	48.02
039	37.54	39.65	41.83	44.16	46.65	49.22
040	38.48	40.60	42.92	45.28	47.81	50.46
041	39.45	41.62	43.97	46.43	48.98	51.68
042	40.47	42.67	45.08	47.57	50.21	52.97
043	41.45	43.74	46.19	48.77	51.45	54.29
044	42.47	44.86	47.36	49.99	52.74	55.62
045	43.54	45.97	48.52	51.26	54.13	57.11
046	44.64	47.12	49.80	52.49	55.46	58.50
047	45.74	48.29	51.00	53.86	56.86	59.98
048	46.88	49.52	52.27	55.16	58.27	61.47
049	48.05	50.77	53.56	56.58	59.70	63.00
050	49.26	52.02	54.94	58.01	61.23	64.60

Note: Redacted rates are below minimum wage effective 1/1/2025

ASSOCIATION DUES/REPRESENTATIONAL
SERVICE FEE SCHEDULE

Effective October 1, 1997

The Association Dues/Representational Service Fee is 1.5% of the gross salary of an employee in the classified bargaining unit.

HACIENDA LA PUENTE UNIFIED SCHOOL DISTRICT

CATASTROPHIC LEAVE

To: CSEA Members

From: Assistant Superintendent, Human Resources

Pursuant to Article XIV – Leaves – 14.14 Catastrophic Leave, of the Agreement between the Board of Education of the Hacienda La Puente Unified School District and California School Employees Association, I am notifying the district that I wish to donate _____ hours during the current school year for the use of employees in California School Employees Association who have exhausted sick leave and who have a medical emergency.

I understand that Human Resources will notify me as to whether the hours were used or not; said hours to be used only in the current school year.

_____	_____
Employee Name (Print)	Date
_____	_____
Employee Signature	EID #

HACIENDA LA PUENTE UNIFIED SCHOOL DISTRICT

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION

Catastrophic Leave

Pursuant Article XIV – Leaves – 14.14 Catastrophic Leave, between the Board of Education of the Hacienda La Puente Unified School District and California School Employees Association; I am requesting to participate in the Catastrophic Leave provision.

1. I certify/affirm that I have exhausted all accrued paid leave. _____ (initial)

2. I certify/affirm that I have a medical emergency. _____ (initial)

3. I have submitted verification of medical emergency to Human Resources _____ (initial)

4. I am requesting _____ hours.

I understand that I will be notified by Human Resources should there be employee(s) who wish (es) to donate a portion of their sick leave to me.

_____ _____
Employee Name (Print) Date

_____ _____
Employee Signature EID #

Form #1811-F (10/2018)

Hacienda La Puente Unified School District

Classified Evaluation - Annual

Name

Job Class

Location

Custom ID

Grade, if any

Subject, if any

Permanency

Evaluator

Title

EvalDate

OverallRating

Observations

Observation Date(s)

Classification

School Year

Site

Due Date

Evaluation Period

DEFINITIONS OF RATINGS

O - Outstanding - A commendation for consistently exceeding the expected standards of performance.

A - Above Average - Employee usually exceeds the established standards of performance.

S - Satisfactory - The employee meets the standards established for the job.

M - Marginal - Employee frequently fails to meet the performance standards.

U - Unsatisfactory - Employee needs to improve to meet performance standards.

NOTE TO SUPERVISOR

Comments section must be completed by supervisor for any individual areas designated as outstanding or unsatisfactory.

A written improvement plan covering unsatisfactory areas MUST be attached to this evaluation.

	Outstanding	Above Average	Satisfactory	Marginal	Unsatisfactory
QUALITY OF WORK: Consider the extent to which completed work is accurate, neat, well-organized, thorough, and effective.					

Comments

For ratings with Unsatisfactory or Outstanding, please include explanation below

QUANTITY OF WORK: Consider the extent to which the amount of work produced compares to quantity standards for the job.					

Comments

You can enter your comments or simply enter N/A below

WORK HABITS: Consider the employee's effectiveness in organization and use of time. (If applicable, effectiveness in use of tools, equipment, materials, and in following good practices of vehicle and personal safety, etc.)					

Comments

For ratings with Unsatisfactory or Outstanding, please include explanation below

RELATIONSHIPS WITH PEOPLE: Consider the extent to which the employee treats others with respect and courtesy, inspires their respect and confidence, works cooperatively with co-workers or the public, etc.					

Comments

You can enter your comments or simply enter N/A below

TAKING ACTION INDEPENDENTLY: Consider the extent to which the employee shows initiative in making work improvements, identifying and correcting errors, initiating work activities, consistent with established policies and procedures, etc.					

Comments

You can enter your comments or simply enter N/A below

DEPENDABILITY AND RELIABILITY: Consider the extent to which the employee continues to work in the absence of close supervision and how he/she complies with written and oral instructions in the performance of job duties, completes work assignments, meets deadlines, follows established policies and procedures, etc.					

Comments

You can enter your comments or simply enter N/A below

ATTENDANCE: Consider the extent to which the employee is present and prompt.					

Comments

You can enter your comments or simply enter N/A below

MOTIVATING/DIRECTING/SUPERVISING THE WORK OF OTHERS: (If applicable) Consider the employee's effectiveness in planning and controlling work activities, motivating and developing subordinates, improving work methods and results, etc.					

Comments

General comments or comments on other factors not listed above
It is understood that in signing this evaluation I acknowledge having seen and discussed the report. All written comments have been discussed with me. Signature does not necessarily indicate agreement. If you wish to submit a rebuttal, please submit your written rebuttal to Human Resources. Clicking Sign and Save/Submitt button below indicates your acknowledgement.
Check here if you do not agree with this evaluation and wish to submit a written rebuttal.

Overall Rating

Recommendations

Employee Comments

Employee Rebuttal

Evaluator	**Title**	**Sign and Date/Time**	**Eval Date**

Administrator/Designee Name and Signature **Date**

I have received a copy of this report, but my signature does not necessarily indicate my agreement. I understand that I may attach a written response to this form within ten (10) working days from the date on which the report was received. This written response is to become a permanent part of the report and of my personnel service folder.

Employee Name	**Employee Signature**	**Date**

HACIENDA LA PUENTE UNIFIED SCHOOL DISTRICT
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION

FAMILY SCHOOL PARTNERSHIP ACT LEAVE

Pursuant to Article 14.15 of the Agreement Between the Board of Education and the Hacienda La Puente Unified School District, I request a leave according to the following provisions of the Agreement:

14.15 FAMILY SCHOOL PARTNERSHIP ACT LEAVE

14.15.1 A permanent classified employee who is a parent, guardian, or grandparent, with custody of one or more K-12 children, shall be permitted to take up to forty (40) hours each school year, and not more than eight (8) hours in any calendar month, to participate in activities of the school where any of his/her children attend(s), under the following circumstances:

14.15.2 The employee may elect to utilize existing vacation, personal leave, compensatory time, or time off without pay for this purpose. Absences shall be taken in units of at least two hours.

14.15.3 The employee shall give reasonable advance notice to his/her immediate supervisor of the planned absence.

14.15.4 The employee will complete the appropriate form following his/her participation in the event.

I ELECT TO UTILIZE EXISTING:

_____ Vacation
_____ Personal Leave
_____ Compensatory Time
_____ Time off without pay

_____ I have notified in advance my immediate supervisor.

I am electing to use _____ hours.

_____
EMPLOYEE – PRINT NAME

_____ _____ _____
EMPLOYEE SIGNATURE EID # DATE

_____ _____
PRINCIPAL/DEPARTMENT HEAD SIGNATURE DATE

EMPLOYEE SHALL SUBMIT SIGNED AFFIDAVIT FORM #1013-C TO HUMAN RESOURCES AFTER RETURN TO DUTY.

FOR OFFICE USE ONLY

Classified Agreement Article 14.15 _____

_____ _____
APPROVAL SIGNATURE DATE

NOTE: Final approval pending a verification of unused leave by Payroll where applicable. Complete form in duplicate and send both copies to Office of Assistant Superintendent, Human Resources.

Form #1811-G

HACIENDA LA PUENTE UNIFIED SCHOOL DISTRICT
Human Resources

Classified Request for Transfer and/or Change in Assignment

Employee request must be submitted to Human Resources in accordance with Article VII of the Collective Bargaining Agreement between the Hacienda La Puente Unified School District and Chapter #115, California School Employees Association. **This request shall be valid only for the current school year, unless withdrawn in writing.**

NAME_____Date of Request_____

School/Department_____ Classification_____

Years with District:_____ Length of Service in current Assignment:_____
Current # of hours per week: _____ Current # of months per year (**please circle**): **10 11 12**

I hereby request that I be considered for positions within my classification with:
(**please circle**) **More** or **Less** hours per week. Requested Work hours per week:_____

I hereby request that I be considered for positions within my classification with:
(**please circle**) **More** or **Less** months per year. Requested Months per year: (**please circle**): **10 11 12**

I hereby request that I be considered for a transfer within my classification to:
School/Department _____ (**List specific site or if no preference write "any")**

I hereby request that I be considered for a lateral transfer to (**List desired classification):**
_____ (Approval from Personnel Commission required for lateral transfer requests)

Dates	Training/Experience
_____	_____
_____	_____
_____	_____

NOTE: Employees are advised to periodically update their personnel file with verification of educational, training or other skills/qualifications/accomplishments.

Employee Signature: _____

I am aware of this request _____
Principal/Supervisor

EMPLOYEE RETURN ALL COPIES TO HUMAN RESOURCES FOR PROCESSING
White-Human Resources Canary-CSEA Pink-Immediate Supervisor Goldenrod-Employee

---

ACTION BY HUMAN RESOURCES

DATE RECEIVED _____ EXPIRATION DATE _____

TRANSFERRED TO _____ EFFECTIVE DATE _____

HUMAN RESOURCES OFFICER _____

PERSONNEL DIRECTOR _____ Approved/Denied (**please circle)**

Form #1806 (Rev. 1-24.20)

HACIENDA LA PUENTE UNIFIED SCHOOL DISTRICT
Human Resources

Classified Request for Change in Work Hours

Employee or Principal / Department Head request must be submitted to Human Resources in accordance with the Collective Bargaining Agreement between the Hacienda La Puente Unified School District and Chapter #115, California School Employees Association.

Name:_____ Date of Request:_____

Home Phone: _____-_____ Work: _____-_____

Cell Phone: _____-_____ School/Department:_____

Classification:_____ Date of Hire:_____

Length of Service (this assignment): _____ Work months: 10 11 12

Current Assigned Hours:_____ to _____

I hereby request the employee above be considered for a change in hours:

☐ Proposed Hours _____ to _____

Duration of this change in work schedule:

☐ Temporary: from _____ to _____ ☐ Permanent

Reason request is to be considered: _____

Request initiated by Employee ☐ Supervisor ☐ Other ☐ _____

I am aware of this request:

Employee: _____
Print Name / Signature

Principal/Department Head: _____
Print Name / Signature

EMPLOYEE OR PRINCIPAL / DEPARTMENT HEAD RETURN ALL COPIES TO HUMAN RESOURCES FOR PROCESSING
White-Human Resources Canary-CSEA Pink-Immediate Supervisor Goldenrod-Employee

---

ACTION BY HUMAN RESOURCES

DATE RECEIVED_____ EXPIRATION DATE_____ EFFECTIVE DATE_____

HUMAN RESOURCES OFFICER: _____ CSEA: _____
☐ APPROVED ☐ DENIED ☐ APPROVED ☐ DENIED

Form #1806 - A (9/18/14)

MILEAGE REIMBURSEMENT CLAIM FORM
Hacienda La Puente Unified School District

NAME_____ REQ. NO. _____

HOME ADDRESS_____ JOB TITLE/SITE _____

DATE	DESTINATION/PURPOSE	TOTAL MILES
	Total *Miles* claimed for reimbursement	0.00
	Total *Amount* claimed for reimbursement (_____ x.70 ¢ per mile)	$

Account number(s) to pay mileage reimbursement claim:

- - - - -	$
- - - - -	$

Document Reviewed: _____

I hereby certify that this mileage reimbursement claim is just and true and the mileage driven was done in the course of carrying out job responsibilities for Hacienda La Puente Unified School District

_____ Date _____
Signature of Person Submitting Mileage Reimbursement Claim

_____ Date _____
Claimant's Supervisor's Approval

_____ Date _____
Director of Fiscal Approval

Form#1020 (rev **1/3/2025**

All mileage claims are subject to review before being processed. Mileage claim forms must be submitted within 10 work days after the month claimed on the mileage form. Claim forms not submitted in a timely manner may not be paid and paperwork will be sent back to claimant. Distances traveled within the district will be calculated using the district mileage chart. When traveling outside of the district mileage chart, a MapQuest form will be needed. Whiteout is prohibited on mileage forms; any forms that have whiteout will be returned. By signing this form claimant acknowledges that they understand and accept the reimbursement guidelines.

	District Office	Amar/Child Dev.	Baldwin	Bixby	California	Cedarlane	Del Valle	Dibble	Equity & Access	Facilities	Fairgrove	Glenelder	Grandview	Grazide	Hurley	ISC	Kwis	LPHS	Lassalette	Los Altos El.	LAHS	Los Molinos	Los Robles	Mesa Robles	NCS	Nelson	Newton	Orange Grove	Palm	Palm Canyon	Sierra Vista	Sparks El.	Sparks Middle	SSC/ Hudson	Stimson	Sunset	Temple	Valinda	Valley	Wedgeworth	Willow	WIHS	Winglane	Workman El.	WOHS
District Office		3.0	3.4	1.4	3.2	1.3	2.6	1.0	0.9	1.8	2.8	0.4	4.1	2.1	3.2	0.0	1.9	1.5	3.4	2.5	1.8	2.9	2.1	1.9	0.0	2.2	1.7	2.7	2.3	1.4	2.4	2.2	2.4	1.7	0.8	3.3	2.5	3.5	0.9	2.1	3.2	1.4	3.5	1.9	2.7
Amar/Child Dev.	3.0		1.2	4.3	0.2	4.1	1.3	3.5	3.2	1.7	0.7	3.4	2.5	5.0	4.1	3.0	4.4	1.8	1.2	5.0	3.3	5.4	3.6	4.4	3.0	0.8	4.2	3.6	3.2	2.9	1.3	0.9	0.6	1.5	3.6	0.8	0.5	1.9	3.2	5.0	1.9	4.3	2.5	2.1	2.1
Baldwin	3.4	1.2		4.7	1.2	4.7	1.9	3.9	3.8	2.1	0.6	4.0	2.2	5.4	4.3	3.4	4.9	2.3	2.7	5.5	4.8	5.8	4.9	4.9	3.4	2.1	4.6	5.0	4.5	4.4	1.9	1.6	1.5	2.1	4.0	2.1	1.7	1.5	3.8	5.4	3.2	4.8	2.4	2.4	2.1
Bixby	1.4	4.3	4.7		4.4	0.2	3.8	1.3	2.3	3.0	4.0	1.5	4.7	2.4	3.4	1.4	2.4	2.8	4.6	3.5	3.2	3.2	3.5	1.6	1.4	3.5	2.2	4.1	3.7	2.8	3.7	3.4	3.7	3.1	0.9	4.6	3.8	4.8	2.3	0.7	4.4	0.0	4.3	3.2	5.0
California	3.2	0.2	1.2	4.4		4.5	1.5	3.6	3.3	1.8	0.6	3.6	2.6	5.1	4.3	3.2	4.5	1.9	1.4	5.1	3.4	5.6	3.7	4.5	3.2	1.0	4.3	3.8	3.3	3.0	1.5	1.0	0.7	1.7	3.8	1.0	0.6	2.1	3.3	5.2	2.0	4.5	2.9	2.3	2.3
Cedarlane	1.3	4.1	4.7	0.2	4.5		3.7	1.1	2.2	2.9	3.9	1.4	4.9	2.6	3.6	1.3	2.0	2.7	4.5	2.6	3.0	3.4	3.4	1.5	1.3	3.3	1.8	4.0	3.5	2.6	3.5	3.3	3.5	2.8	0.8	4.4	3.7	4.6	2.2	0.9	4.3	0.2	4.6	3.0	3.9
Del Valle	2.6	1.3	1.9	3.8	1.5	3.7		3.1	3.0	1.3	1.1	3.0	1.7	4.6	3.2	2.6	3.9	1.3	2.4	4.6	3.6	5.0	4.2	4.0	2.6	2.0	3.8	4.7	4.3	3.5	0.4	1.4	1.2	0.9	3.2	2.0	1.6	1.1	3.0	4.7	3.0	3.9	1.5	1.1	0.7
Dibble	1.0	3.5	3.9	1.3	3.6	1.1	3.1		1.4	2.3	3.3	1.2	4.6	1.6	3.5	1.0	1.1	2.0	3.9	1.7	1.3	2.2	2.7	1.0	1.0	2.7	1.0	3.2	2.8	1.9	2.9	2.7	2.9	2.2	0.4	3.8	3.0	4.0	1.4	2.0	3.7	1.3	4.0	2.5	3.3
Equity & Access	0.9	3.2	3.8	2.3	3.3	2.2	3.0	1.4		2.2	3.2	1.4	4.5	2.9	3.4	0.9	2.0	2.0	3.5	2.9	1.3	3.3	1.7	2.3	0.9	2.4	2.1	2.3	1.9	1.0	2.8	2.6	2.8	2.1	1.7	3.5	2.7	3.9	0.0	3.0	3.3	2.3	3.9	2.3	3.2
Facilities	1.8	1.7	2.1	3.0	1.8	2.9	1.3	2.3	2.2		1.4	2.2	2.8	3.7	2.9	1.8	3.1	0.5	2.0	3.7	3.0	4.1	3.4	3.1	1.8	1.1	2.9	4.1	3.7	2.6	1.1	0.9	1.1	0.7	2.4	1.9	1.2	2.2	2.2	4.1	2.7	3.0	2.2	1.3	1.4
Fairgrove	2.8	0.7	0.6	4.0	0.6	3.9	1.1	3.3	3.2	1.4		3.2	2.3	4.8	3.9	2.8	4.2	1.5	2.0	4.8	4.1	5.2	4.3	4.2	2.8	1.6	4.0	4.4	4.0	3.7	1.1	1.0	0.8	1.3	3.4	1.6	1.2	1.7	3.2	4.8	2.6	4.1	2.5	1.9	1.9
Glenelder	0.4	3.4	4.0	1.5	3.6	1.4	3.0	1.2	1.4	2.2	3.2		4.5	2.2	3.0	0.4	2.3	2.0	3.7	2.9	2.2	3.3	2.7	1.6	0.4	2.7	2.1	3.1	2.7	1.8	2.9	2.6	2.9	2.3	0.9	3.6	3.0	3.9	1.4	2.2	3.6	1.5	4.2	2.4	3.2
Grandview	4.1	2.5	2.2	4.7	2.6	4.9	1.7	4.6	4.5	2.8	2.3	4.5		6.1	2.5	4.1	5.4	2.8	3.5	6.1	5.3	6.4	5.8	5.8	4.1	3.1	5.3	5.9	5.5	5.0	2.1	2.5	2.3	2.3	4.7	3.1	2.7	0.7	4.5	4.0	4.2	4.7	0.7	2.5	1.3
Grazide	2.1	5.0	5.4	2.4	5.1	2.6	4.6	1.6	2.9	3.7	4.8	2.2	6.1		4.3	2.1	1.7	3.5	5.3	1.6	2.4	1.3	3.1	1.0	2.1	4.2	1.5	3.4	3.4	3.1	4.4	4.1	4.4	3.7	1.4	5.3	4.5	5.5	2.9	2.3	5.1	2.3	5.5	3.9	4.7
Hurley	3.2	4.1	4.3	3.4	4.3	3.6	3.2	3.5	3.4	2.9	3.9	3.0	2.5	4.3		3.2	4.4	2.3	4.5	5.0	4.5	5.2	4.9	4.5	3.2	3.4	4.2	5.7	5.2	4.1	3.3	3.3	3.6	2.3	2.7	4.5	3.7	2.9	3.4	2.3	4.3	3.4	2.1	1.3	2.4
ISC	0.0	3.0	3.4	1.4	3.2	1.3	2.6	1.0	0.9	1.8	2.8	0.4	4.1	2.1	3.2		1.9	1.5	3.4	2.5	1.8	2.9	2.1	1.9	0.0	2.2	1.7	2.7	2.3	1.4	2.4	2.2	2.4	1.7	0.8	3.3	2.5	3.5	0.9	2.1	3.2	1.4	3.5	1.9	2.7
Kwis	1.9	4.4	4.9	2.4	4.5	2.0	3.9	1.1	2.0	3.1	4.2	2.3	5.4	1.7	4.4	1.9		2.9	4.7	1.7	0.7	2.1	1.4	1.1	1.9	3.6	0.2	2.0	1.7	1.5	3.8	3.5	3.8	3.0	1.3	4.7	3.9	4.6	2.0	3.2	4.1	2.4	4.6	3.0	3.8
LPHS	1.5	1.8	2.3	2.8	1.9	2.7	1.3	2.0	2.0	0.5	1.5	2.0	2.8	3.5	2.3	1.5	2.9		2.1	3.5	2.8	3.9	3.2	2.9	1.5	0.9	2.7	3.7	3.3	2.4	1.0	0.9	1.2	0.4	2.2	2.0	1.3	2.3	2.0	3.5	1.9	2.8	2.3	0.6	1.5
Lassalette	3.4	1.2	2.7	4.6	1.4	4.5	2.4	3.9	3.5	2.0	2.0	3.7	3.5	5.3	4.5	3.4	4.7	2.1		5.3	3.6	5.8	3.1	4.8	3.4	1.1	4.6	3.2	2.8	3.2	2.2	1.2	1.3	2.0	4.0	0.3	0.9	3.0	3.5	5.3	0.7	4.6	3.3	2.4	2.6
Los Altos El.	2.5	5.0	5.5	3.5	5.1	2.6	4.6	1.7	2.9	3.7	4.8	2.9	6.1	1.6	5.0	2.5	1.7	3.5	5.3		2.0	0.5	2.4	1.5	2.5	4.2	1.1	2.9	2.6	2.1	4.4	4.1	4.4	3.7	1.9	5.3	4.5	5.5	2.9	3.5	5.2	3.5	5.5	3.9	4.7
LAHS	1.8	3.3	4.8	3.2	3.4	3.0	3.6	1.3	1.3	3.0	4.1	2.2	5.3	2.4	4.5	1.8	0.7	2.8	3.6	2.0		2.3	0.8	1.8	1.8	2.4	0.9	1.3	1.0	0.5	3.7	3.4	3.2	3.2	1.5	3.6	2.8	4.5	1.3	3.1	3.4	3.2	4.8	2.8	4.0
Los Molinos	2.9	5.4	5.8	3.2	5.6	3.4	5.0	2.2	3.3	4.1	5.2	3.3	6.4	1.3	5.2	2.9	2.1	3.9	5.8	0.5	2.3		2.7	2.0	2.9	4.6	1.9	3.2	3.0	3.4	4.8	4.6	4.8	4.3	2.3	5.7	4.9	5.8	3.3	3.3	5.6	3.2	5.9	4.3	5.1
Los Robles	2.1	3.6	4.9	3.5	3.7	3.4	4.2	2.7	1.7	3.4	4.3	2.6	5.8	3.1	4.9	2.1	1.4	3.2	3.1	2.4	0.8	2.7		2.5	2.1	2.7	1.6	0.6	0.4	0.9	4.0	3.3	3.5	3.3	2.9	3.1	3.1	5.3	1.7	3.9	2.9	3.2	5.2	3.6	4.4
Mesa Robles	1.9	4.4	4.9	1.6	4.5	1.5	4.0	1.0	2.3	3.1	4.2	1.6	5.8	1.0	4.5	1.9	1.1	2.9	4.8	1.5	1.8	2.0	2.5		1.9	3.6	0.9	3.1	2.8	2.7	3.8	3.5	3.8	3.1	0.8	4.7	3.9	4.9	2.3	2.3	4.6	1.5	4.9	3.3	4.1
NCS	0.0	3.0	3.4	1.4	3.2	1.3	2.6	1.0	0.9	1.8	2.8	0.4	4.1	2.1	3.2	0.0	1.9	1.5	3.4	2.5	1.8	2.9	2.1	1.9		2.2	1.7	2.7	2.3	1.4	2.4	2.2	2.4	1.7	0.8	3.3	2.5	3.5	0.9	2.1	3.2	1.4	3.5	1.9	2.7
Nelson	2.2	0.8	2.1	3.5	1.0	3.3	2.0	2.7	2.4	1.1	1.6	2.7	3.1	4.2	3.4	2.2	3.6	0.9	1.1	4.2	2.4	4.6	2.7	3.6	2.2		3.4	2.8	2.4	2.0	1.6	0.6	0.8	1.5	2.8	1.1	0.4	2.5	2.4	4.2	1.0	3.5	2.8	1.5	2.0
Newton	1.7	4.2	4.6	2.2	4.3	1.8	3.8	1.0	2.1	2.9	4.0	2.1	5.3	1.5	4.2	1.7	0.2	2.7	4.6	1.1	0.9	1.9	1.6	0.9	1.7	3.4		2.2	1.9	1.4	3.6	3.3	3.6	2.9	1.1	4.5	3.7	4.7	2.1	2.8	4.4	2.0	4.7	3.1	3.9
Orange Grove	2.7	3.6	5.0	4.1	3.8	4.0	4.7	3.2	2.3	4.1	4.4	3.1	5.9	3.4	5.7	2.7	2.0	3.7	3.2	2.9	1.3	3.2	0.6	3.1	2.7	2.8	2.2		0.8	1.4	4.4	3.4	3.6	4.2	2.8	3.1	3.2	5.3	2.3	4.8	3.0	4.1	5.6	4.2	4.8
Palm	2.3	3.2	4.5	3.7	3.3	3.5	4.3	2.8	1.9	3.7	4.0	2.7	5.5	3.4	5.2	2.3	1.7	3.3	2.8	2.6	1.0	3.0	0.4	2.8	2.3	2.4	1.9	0.8		1.2	4.0	3.0	3.1	3.8	3.0	2.7	2.7	4.9	1.9	4.4	2.6	3.7	5.2	3.8	4.4
Palm Canyon	1.4	2.9	4.4	2.8	3.0	2.6	3.5	1.9	1.0	2.6	3.7	1.8	5.0	3.1	4.1	1.4	1.5	2.4	3.2	2.1	0.5	3.4	0.9	2.7	1.4	2.0	1.4	1.4	1.2		3.3	3.0	3.3	2.8	2.1	3.2	2.4	4.4	1.0	4.2	3.0	2.8	4.4	2.8	3.6
Sierra Vista	2.4	1.3	1.9	3.7	1.5	3.5	0.4	2.9	2.8	1.1	1.1	2.9	2.1	4.4	3.3	2.4	3.8	1.0	2.2	4.4	3.7	4.8	4.0	3.8	2.4	1.6	3.6	4.4	4.0	3.3		1.0	1.2	0.6	3.0	2.0	1.4	1.5	2.8	4.4	2.7	3.7	1.5	0.8	0.8
Sparks El.	2.2	0.9	1.6	3.4	1.0	3.3	1.4	2.7	2.6	0.9	1.0	2.6	2.5	4.1	3.3	2.2	3.5	0.9	1.2	4.1	3.4	4.6	3.3	3.5	2.2	0.6	3.3	3.4	3.0	3.0	1.0		0.4	0.8	2.8	1.1	0.4	1.9	2.6	4.1	1.7	3.4	2.2	1.3	1.4
Sparks Middle	2.4	0.6	1.5	3.7	0.7	3.5	1.2	2.9	2.8	1.1	0.8	2.9	2.3	4.4	3.6	2.4	3.8	1.2	1.3	4.4	3.2	4.8	3.5	3.8	2.4	0.8	3.6	3.6	3.1	3.3	1.2	0.4		1.1	3.0	1.2	0.4	2.3	2.8	4.4	1.8	3.7	2.5	1.5	1.7
SSC/ Hudson	1.7	1.5	2.1	3.1	1.7	2.8	0.9	2.2	2.1	0.7	1.3	2.3	2.3	3.7	2.2	1.7	3.0	0.4	2.0	3.7	3.2	4.3	3.3	3.1	1.7	1.5	2.9	4.2	3.8	2.8	0.6	0.8	1.1		2.3	1.9	1.2	2.0	2.1	3.7	2.5	3.0	1.7	0.6	1.0
Stimson	0.8	3.6	4.0	0.9	3.8	0.8	3.2	0.4	1.7	2.4	3.4	0.9	4.7	1.4	2.7	0.8	1.3	2.2	4.0	1.9	1.5	2.3	2.9	0.8	0.8	2.8	1.1	2.8	3.0	2.1	3.0	2.8	3.0	2.3		3.9	3.2	4.1	1.7	1.7	3.8	0.9	4.1	2.5	3.4
Sunset	3.3	0.8	2.1	4.6	1.0	4.4	2.0	3.8	3.5	1.9	1.6	3.6	3.1	5.3	4.5	3.3	4.7	2.0	0.3	5.3	3.6	5.7	3.1	4.7	3.3	1.1	4.5	3.1	2.7	3.2	2.0	1.1	1.2	1.9	3.9		0.9	2.5	3.5	5.3	1.0	4.6	3.3	2.4	2.5
Temple	2.5	0.5	1.7	3.8	0.6	3.7	1.6	3.0	2.7	1.2	1.2	3.0	2.7	4.5	3.7	2.5	3.9	1.3	0.9	4.5	2.8	4.9	3.1	3.9	2.5	0.4	3.7	3.2	2.7	2.4	1.4	0.4	0.4	1.2	3.2	0.9		2.2	2.7	4.6	1.4	3.9	2.6	1.6	1.8
Valinda	3.5	1.9	1.5	4.8	2.1	4.6	1.1	4.0	3.9	2.2	1.7	3.9	0.7	5.5	2.9	3.5	4.6	2.3	3.0	5.5	4.5	5.8	5.3	4.9	3.5	2.5	4.7	5.3	4.9	4.4	1.5	1.9	2.3	2.0	4.1	2.5	2.2		3.9	4.3	3.6	4.8	0.9	2.2	1.5
Valley	0.9	3.2	3.8	2.3	3.3	2.2	3.0	1.4	0.0	2.2	3.2	1.4	4.5	2.9	3.4	0.9	2.0	2.0	3.5	2.9	1.3	3.3	1.7	2.3	0.9	2.4	2.1	2.3	1.9	1.0	2.8	2.6	2.8	2.1	1.7	3.5	2.7	3.9		3.0	3.3	2.3	3.9	2.3	3.2
Wedgeworth	2.1	5.0	5.4	0.7	5.2	0.9	4.7	2.0	3.0	4.1	4.8	2.2	4.0	2.3	2.3	2.1	3.2	3.5	5.3	3.5	3.1	3.3	3.9	2.3	2.1	4.2	2.8	4.8	4.4	4.2	4.4	4.1	4.4	3.7	1.7	5.3	4.6	4.3	3.0		5.2	0.7	3.6	3.6	4.0
Willow	3.2	1.9	3.2	4.4	2.0	4.3	3.0	3.7	3.3	2.7	2.6	3.6	4.2	5.1	4.3	3.2	4.1	1.9	0.7	5.2	3.4	5.6	2.9	4.6	3.2	1.0	4.4	3.0	2.6	3.0	2.7	1.7	1.8	2.5	3.8	1.0	1.4	3.6	3.3	5.2		4.4	3.8	2.5	3.1
WIHS	1.4	4.3	4.8	0.0	4.5	0.2	3.9	1.3	2.3	3.0	4.1	1.5	4.7	2.3	3.4	1.4	2.4	2.8	4.6	3.5	3.2	3.2	3.2	1.5	1.4	3.5	2.0	4.1	3.7	2.8	3.7	3.4	3.7	3.0	0.9	4.6	3.9	4.8	2.3	0.7	4.4		4.3	3.2	4.0
Winglane	3.5	2.5	2.4	4.3	2.9	4.6	1.5	4.0	3.9	2.2	2.5	4.2	0.7	5.5	2.1	3.5	4.6	2.3	3.3	5.5	4.8	5.9	5.2	4.9	3.5	2.8	4.7	5.6	5.2	4.4	1.5	2.2	2.5	1.7	4.1	3.3	2.6	0.9	3.9	3.6	3.8	4.3		2.0	0.8
Workman El.	1.9	2.1	2.4	3.2	2.3	3.0	1.1	2.5	2.3	1.3	1.9	2.4	2.5	3.9	1.3	1.9	3.0	0.6	2.4	3.9	2.8	4.3	3.6	3.3	1.9	1.5	3.1	4.2	3.8	2.8	0.8	1.3	1.5	0.6	2.5	2.4	1.6	2.2	2.3	3.6	2.5	3.2	2.0		1.2
WOHS	2.7	2.1	2.1	5.0	2.3	3.9	0.7	3.3	3.2	1.4	1.9	3.2	1.3	4.7	2.4	2.7	3.8	1.5	2.6	4.7	4.0	5.1	4.4	4.1	2.7	2.0	3.9	4.8	4.4	3.6	0.8	1.4	1.7	1.0	3.4	2.5	1.8	1.5	3.2	4.0	3.1	4.0	0.8	1.2	

Distance in miles

| | | |

HACIENDA LA PUENTE UNIFIED SCHOOL DISTRICT
15959 EAST GALE AVENUE • P.O. BOX 60002 • CITY OF INDUSTRY, CA 91716-0002 • (626) 933-1000

CLASSIFIED VACATION REQUEST

TO: _____

FROM: _____

DATE: _____

DAYS REQUESTED:

FROM_____ TO_____ TOTAL DAYS REQUESTED_____

☐ APPROVED ☐ NOT APPROVED (Mandatory - state reason for denial)

_____

FROM_____ TO_____ TOTAL DAYS REQUESTED_____

☐ APPROVED ☐ NOT APPROVED (Mandatory - state reason for denial)

_____

FROM_____ TO_____ TOTAL DAYS REQUESTED_____

☐ APPROVED ☐ NOT APPROVED (Mandatory - state reason for denial)

_____

_____ _____

Supervisor Date

THE ABOVE ACTION(S) MAY BE RESCINDED,
PRIOR TO THE VACATION LEAVE, IN CASE OF EMERGENCY

13.2.1 Classified employees of the bargaining unit will earn vacation on the following basis:

13.2.1.1 For one (1) year through the completion of five (5) years, one (1) day of vacation will be earned per month worked.

13.2.1.2 For six (6) years through the completion of the tenth (10) year, one and one-quarter (1 1/4) days of vacation will be earned per month worked.

13.2.1.3 For eleven (11) years through the completion of the fifteenth (15) year, one and one-half (1 1/2) days of vacation will be earned per month.

13.2.1.4 For sixteen (16) years through the completion of the twentieth (20) year, one and three-fourths (1 3/4) days of vacation will be earned per month worked.

13.2.1.5 For twenty-one (21) years and over, two (2) days of vacation will be earned per month worked.

RETURN THE COMPLETED FORM TO THE EMPLOYEE WITHIN FIVE WORKING DAYS OF RECEIPT.

White Copy - Employee Canary Copy - Supervisor Pink Copy - Administrator

Vision Statement:
The Hacienda La Puente Unified School District is a community committed to developing lifelong learners who value themselves and the diversity of all people; apply decision-making skills leading to responsible actions; and use creativity, critical thinking, and problem solving in meeting the challenges of a changing society.

HACIENDA LA PUENTE UNIFIED SCHOOL DISTRICT
ABSENCE AFFIDAVIT - CLASSIFIED BARGAINING UNIT PERSONNEL

EMPLOYEE'S NAME _____ SCHOOL/DEPT. _____ POSITION _____
DATE(S) OF ABSENCE: FROM _____ TO _____ TOTAL DAYS _____
REASON FOR ABSENCE: (Please check reason below)

PRIOR APPROVAL, either by telephone or in writing, must be obtained from Human Resources for the following:

__ Court Appearance (attach copy of subpoena or other verification)
__ Paternity Leave
__ Funeral of close relative not living in immediate household or close friend
Indicate which relation or if friend: _____
__ Personal business of unforeseen emergency nature that does not involve payment for employee's services. Give details:
_____
__ Adoptive Parent Leave which necessitates legal adoption procedures during the normal working day or care for the child is limited to two days
__ Personal Leave of two days may be used by an employee to attend to matters which require the attention of the employee and which must be taken care of during the assigned hours of service provided that not more than 5% of the staff of any school or department may be granted a leave under this provision for the same day and that does not involve payment for the employee's services
__ Observance of nationally recognized religious holiday other than those scheduled on school calendar -Indicate which holiday:
_____

Advance permission not required for the following:

__ Death in immediate family requiring absence beyond bereavement allowance
Indicate which relation:_____
__ Illness of emergency nature of immediate family Give details: _____
_____
__ Accident involving employee's person/property or that of immediate family. Give details: _____
_____

_____ _____ _____
EMPLOYEE'S SIGNATURE EID No. **(Required)** DATE

_____
VERIFICATION AND RECOMMENDATION BY PRINCIPAL/DEPARTMENT HEAD

_____ _____
PRINCIPAL/DEPARTMENT HEAD SIGNATURE DATE

EMPLOYEE SHALL SUBMIT SIGNED AFFIDAVIT TO HUMAN RESOURCES ~~WITHIN 5 DAYS AFTER~~ RETURN TO DUTY.

OFFICE USE ONLY

Classified Agreement Article XIII_____

_____ _____
APPROVAL SIGNATURE DATE

NOTE: Final approval pending a verification of unused leave by Payroll.
Complete form in duplicate and send both copies to the Office of Assistant Superintendent, Human Resources.

Form #1013-C (Rev. 4/03)

UNSAFE AND/OR UNHEALTHFUL CONDITIONS NOTIFICATION

This form is to notify the District of an unsafe and/or unhealthful working condition. After completing and signing this form, submit it to the Director of Risk Management.

1. Employee's Name: _____

   Classification: _____

   Work Location: _____ Phone/Ext. _____

2. Location where unsafe and/or unhealthful condition is believed to exist:

   Site/Facility/Department: _____ Room # _____

   Address: _____

Administrator/Supervisor in charge of area: _____

3. Describe briefly the unsafe and/or unhealthful condition(s), which you feel exist(s):

_____

_____

_____

_____

_____

4. I hereby certify, to best of my knowledge, that the above is true and correct.

_____ _____

Signature Date

FOR OFFICE USE ONLY

Comments/Responses: _____

_____

_____

_____

_____

_____

White - Risk Management Canary - Supervisor Pink - Employee Goldenrod - CSEA