MASTER AGREEMENT

BETWEEN

SAN JOAQUIN COUNTY OFFICE OF EDUCATION

AND

SAN JOAQUIN COUNTY EDUCATORS' ASSOCIATION

2024-2025
2025-2026
2026-2027

Agreement of July 1, 2026

Concluding All Matters Through 2026-27

TABLE OF CONTENTS

Article			Page
I.	Agreement		1
II.	Recognition		2
III.	Non-Discrimination		3
IV.	Negotiation Procedures		4
V.	Employee Rights		6
VI.	Association Rights		7
VII.	Association Dues and Fees Deductions		8
VIII.	County Superintendent/County Board Rights		9
IX.	Grievance Procedures		10
X.	Hours		13
XI.	Leaves		16
		Sick Leave	16
		Family Medical Leave	16
		Pregnancy Disability Leave	17
		Child Rearing Leave	18
		Military Leave	18
		Military Family Leave	18
		Personal Necessity	19
		Bereavement Leave	20
		Jury Leave	20
		Leave Without Pay	20
		Immediate Family Definition	20
		Sabbatical Leave	20
		Industrial Accident Leave	21
		General Provision	21
		Disability Retirement/Allowance	21
		Catastrophic Leave Donation	22
		Association Leave	24
		Parental Leave	24
XII.	Transfers		26
XIII.	Evaluation		28
XIV.	Teacher Safety		29
XV.	Benefits		31
XVI.	Salary		34
XVII.	Travel		37
XVIII.	PAR (Peer Assistance and Review Program)		39
XIX.	Discipline		46
XX.	Miscellaneous Provisions		48
XXI.	Savings		50
XXII.	Concerted Activities.		51
XXIII.	Completeness of Agreement		52
XXIV.	Term of Agreement		53

Exhibit A: FMLA / Leave Certification Forms. . . . A-1
Exhibit B: Personal Necessity Use Notification Form. . . B-1
Exhibit C: Bereavement Leave Geographic Boundaries Map. . C-1
Exhibit D: Catastrophic Leave Request / Donation Form. . . D-1
Exhibit E: Employee Evaluation
Exhibit E-1 - Teacher Evaluation Forms E-1
Exhibit E-2 - Counselor Evaluation Forms. . . . E-14
Exhibit F: Salary Schedule
Exhibit F-1 – Teacher Salary Schedule. F-1
Exhibit F-2 – Teacher Discovery Challenge Academy Salary Schedule F-2
Exhibit F-3 – Language, Speech, & Hearing Specialist Salary Schedule F-3
Exhibit F-4 – Vocational and ROC/P Salary Schedule . . F-4
Exhibit G: Employee Mileage Reimbursement Claim Form . . G-1
Exhibit H: Peer Assistance Review and Program Bylaws . . H-1

ARTICLE I
AGREEMENT

1. The Articles herein shall constitute an agreement by and between the San Joaquin County Office of Education, employer, hereinafter referred to as the "County Office of Education," and the San Joaquin County Educators' Association, hereinafter referred to as the "Association," an employee organization.

2. This agreement is entered into pursuant to Chapter 10.7, Sections 3540-3549.3 of the Government Code.

ARTICLE II
RECOGNITION

The County Office of Education recognizes the Association as the exclusive representative:

For all certificated unit members including classroom teachers, counselors, speech therapists, and librarians, but excluding unit members designated as Supervisor, Confidential, Management, Classified, substitute, temporary serving less than three months, Adult Education, and Summer School unit members.

ARTICLE III
NON-DISCRIMINATION

The County Office of Education and the Association shall not discriminate against unit members, applicants for employment, applicants for Association membership, or Association members on the basis of race, color, religion, age, national origin, ancestry, marital status, pregnancy, disability (physical and mental, including HIV and AIDS), medical condition, genetic information, military or veteran status, gender, sex or sexual orientation, or physical limitation which has no bearing on job performance.

ARTICLE IV
NEGOTIATION PROCEDURES

1. No later than January 15 of the calendar year in which this Agreement expires, the Association and the Superintendent shall submit their initial proposals to each other for a successor agreement. In the event January 15 falls on a weekend or holiday, initial proposals shall be submitted by the next school day. The Superintendent shall give proper public notice of such proposals at a public meeting following the submission of the proposals.

2. No later than January 15 of the calendar year in which any Article of this Agreement may be negotiated, the Association and the Superintendent shall submit their initial proposals to each other. In the event January 15 falls on a weekend or holiday, initial proposals shall be submitted to the Superintendent by the next school day. The Superintendent shall give proper public notice of such proposals at a public meeting following the submission of the proposals.

3. The parties shall meet and negotiate in good faith on negotiable items on a successor agreement beginning no later than 30 days after the initial proposals for a successor agreement have been presented by the parties and after compliance with the provisions of Section 3547 of the EERA (Government Code).

4. Any agreement reached between the parties shall be reduced to writing and signed by the representatives of the parties. Any agreement reached is contingent upon ratification by the parties named herein. Any items of the agreement may be reopened at any time upon the mutual consent of the parties and subject to the procedures outlined above.

5. Within thirty days of ratification of the Agreement by both parties, the County Office of Education shall make the Master Agreement available on the SJCOE website.

6. Any costs for utilizing the services of a third party in the resolution of any negotiations impasse shall be shared equally by the parties. The parties shall bear the cost of their appointed representatives.

7. Negotiation meetings shall be held at mutually agreeable times and locations with reasonable release time provided for meetings held during the instructional day. Each party may be represented by up to five (5) persons at any negotiating session. Either party may utilize the services of outside consultants or notetaker to assist in negotiations, all of which are included in the total person count of five (5). A subject matter expert may be scheduled to speak to articles that need additional clarification or input as appropriate.

8. The County Office of Education will furnish the Association copies of any budgetary and other related information within a reasonable time following the request by the Association.

ARTICLE V
EMPLOYEE RIGHTS

1. Unit members shall have the right to become members of, and participate in, activities of the employee organization. Conversely, unit members shall have the right not to become members of said organization.

2. Those rights guaranteed by law which the unit member had prior to entering this Agreement shall be retained except those rights specifically limited by this Agreement. The failure to enumerate shall not be construed as a waiver of such rights.

ARTICLE VI
ASSOCIATION RIGHTS

1. The Association shall have the right to make use of the County Office of Education buildings, mail service, and electronic means (to the extent otherwise available and legally permissible and during non-work time), facilities, and duplicating at reasonable hours when not otherwise in use and to post notices on Association bulletin boards, provided such material is limited to Association business and does not violate state or federal laws. The Superintendent shall designate appropriate staff contacts for scheduling the use of buildings, facilities, and duplicating equipment. The Association agrees to pay for consumable supplies within thirty days of being billed.

2. Authorized representatives of the Association shall be permitted to transact official Association business on County Office of Education property during non-duty hours.

3. The County Office of Education shall provide to the Association two copies of the Board's agenda for each meeting. The materials shall be made available to the Association President when the agenda related materials are delivered to the Board members.

ARTICLE VII
ASSOCIATION DUES AND FEES DEDUCTIONS

1. Membership and Dues Deduction

   a. The Association shall have the sole and exclusive right to payroll deduction of regular membership dues for unit members in the bargaining unit.

   b. The County Office of Education shall not be obligated to put into effect any new or changed deductions until the pay period commencing thirty (30) days or more after notification by the Association.

   c. With respect to all sums deducted by the County Office of Education, the County Office of Education agrees to promptly remit such monies to the Association, accompanied by an alphabetical list of unit members for whom such deductions have been made, and the amounts deducted from each unit member.

   d. The County Office of Education shall, upon request, provide to the Association the home address of each unit member so that the Association can send out required legal notices.

   e. The Association agrees to furnish any information needed by the County Office of Education to fulfill the provisions of this Article.

   f. The Association shall indemnify and hold County Office of Education harmless against any reasonable legal fees, legal costs, and settlement or judgment liability arising from any court or administrative action relating to County Office of Education's compliance with this Article.

   g. Association shall have the exclusive right to decide and determine whether any such action shall be compromised, resisted, defended, tried, or appealed.

ARTICLE VIII
COUNTY SUPERINTENDENT/COUNTY BOARD RIGHTS

1. Rights, powers, authority, and prerogatives which the County Board of Education and the County Superintendent had prior to entering into this Agreement shall be retained, except as those rights, powers, authority, or prerogatives are expressly and specifically limited by the provisions of this Agreement.

2. The failure to enumerate such retained rights, powers, authority, and prerogatives shall not be construed as a waiver of any such rights, powers, authority, or prerogatives.

ARTICLE IX
GRIEVANCE PROCEDURES

1. Definitions:

   a. "Grievance" is a claim that there has been a violation, misinterpretation, or misapplication of this Agreement.

   b. "Day" means any day in which a unit member is required to render service to the County Office of Education.

   c. "Immediate supervisor" is the lowest level administrator having immediate jurisdiction over the unit member.

2. Obligation:
The Association shall represent all bargaining unit members fairly in employer-employee relationships with the County Office of Education and shall assure all bargaining unit members access to grievance procedures established by this Agreement. An employee of the bargaining unit may utilize the informal steps of the grievance procedure without seeking assistance from the Association.

3. Time Limits
Each party involved in a grievance shall act quickly so that the grievance may be resolved promptly. Every effort should be made to complete action within the time limits contained in the grievance procedure, but with the written consent of both parties the time limitation for any step may be extended. In the event a grievance is filed at such a time that it cannot be processed through all the steps by the end of the school year, then the following timelines shall be reduced so that the grievance procedure may be exhausted prior to the end of the school year or as soon as is practicable.

4. Informal Procedure
Within 15 working days of an alleged grievance, the bargaining unit member shall meet with their immediate supervisor to attempt to resolve the problem.

5. Formal Procedure - Level I
If the Informal Procedure fails to resolve the grievance to the satisfaction of the grievant or if a decision is not rendered, a formal grievance must be initiated in writing and presented to their supervisor not more than ten days from the date of the informal meeting. The written statement should include a clear, concise description of the grievance citing specific sections of the Agreement alleged to have been violated. In addition, the specific remedy being sought should be stated. On receiving this formal grievance, the immediate supervisor shall meet with the grievant, if requested by the grievant, in an effort to resolve the grievance. The supervisor shall have ten days to submit a written response to the grievant.

6. Formal Procedure - Level II

If the Formal Procedure at Level I fails to resolve the grievance to the satisfaction of the grievant or if a decision is not rendered, the grievant has seven days to appeal the grievance to the Deputy Superintendent, Business Services, or their designee. The appeal shall include a copy of the original grievance from Level I and a clear, concise statement of reasons for the appeal. On receiving this formal grievance, the Deputy Superintendent, or their designee shall meet with the grievant, if requested by the grievant, in an effort to resolve the grievance. The Deputy Superintendent shall provide a written response to the grievant within five days.

7. Formal Procedure - Level III

If the Formal Procedure Level II fails to resolve the grievance to the satisfaction of the grievant, or if a decision is not rendered, the grievant has five days to ask the Association to request mediation. The Association has five days to ask the Deputy Superintendent, Business Services, to take the grievance to mediation. Within five days of the Association request, the Deputy Superintendent, Business Services, and the Association shall jointly request that a mediator be assigned by the State Conciliation Service.

8. Formal Procedure - Level IV

If the Formal Procedure Level III fails to resolve the grievance to the satisfaction of the grievant, or if a decision is not rendered, the grievant has five days to ask the Association to take the grievance to arbitration. The Association then has ten days to request that the Deputy Superintendent, or their designee, jointly initiate the process outlined below.

a. An arbitrator shall be selected from a panel of names provided by the State Conciliation Service. After drawing lots to determine the party making the first strike, the parties shall alternately strike a name until one remains. That person shall be the arbitrator.

b. The arbitration proceedings shall be conducted pursuant to the rules and procedures of the State Conciliation Service or the voluntary rules for labor arbitration of the American Arbitrators Association as appropriate.

c. The decision of the arbitrator shall be final and binding on both parties of this agreement unless overruled by the County Superintendent of Schools.

9. Cost of Arbitration and Mediation

In all arbitration proceedings, the arbitrator's or mediator's fees and expenses shall be paid fifty percent by the Association and fifty percent by the County Office of Education. In all other respects, the parties shall bear their own costs of arbitration of mediation.

10. Miscellaneous

a. All grievances shall be presented on the form mutually agreed to by the Association and the County Office of Education.

b. A member of the Association may accompany the grievant to any meeting in the grievance process if requested by either the grievant or the supervisor.

c. If a grievance arises from an action or inaction of an administrator at any level above the immediate supervisor, the grievance will be submitted directly to the involved administrator and will commence at that level.

ARTICLE X
HOURS

1. Unit members shall be at their duty station sufficiently in advance of the time their assigned duties are to begin in order to carry out all assignments in an effective and efficient manner.

2. Unit members shall be entitled to one duty-free uninterrupted lunch period of at least thirty minutes.

3. The school year and unit member work days shall be as follows:

   a. For all unit members except Discovery Youth Challenge Academy:

Student Days	Returning Teacher Workdays	New Teacher Workdays
180	183	184

   b. For unit members in Discovery Youth Challenge Academy:

Student Days	Returning Teacher Workdays	New Teacher Workdays
210	214	215

   c. Mutually agreed-upon deviations from the contracted work year shall be appropriately reflected on a per diem basis in the compensation of the affected unit member. The specific days beyond the school calendar shall be agreed upon mutually by the unit members of a given program and that program's immediate supervisor.

   d. Unit members shall be granted one (1) complete uninterrupted preparation day in their classroom prior to the beginning of the school year which will be designated by the responsible administrator.

   e. Unit members will receive one (1) voluntary additional buyback day to be used as an uninterrupted preparation day in their classroom/workspace. The date will be determined by individual school sites with the collaboration between unit members and the school site administrator.

4. The immediate supervisor may permit deviation from the normal working day.

5. Upon request, and if not receiving additional extra duty compensation, unit members participating in a complete session of the Outdoor Education Program shall be granted one day's leave with no charge against any regular leave. This day will be granted immediately upon the unit member's return, or at a time mutually agreed upon by the unit member and their immediate supervisor.

6. All satellite programs will operate on the host district's calendars for student-contact days.

7. When serving as the teacher of record for another unit member's class for part or all of a school day, unit members shall be compensated at the standard hourly teacher rate, rounded up to the nearest 15-minute increment, in addition to their primary assignment(s) regular salary. All teachers may forgo their preparation time in order to serve as teacher-of-record in another classroom.

8. Unit members not receiving stipends or other compensation for volunteering to cover caseload management tasks such as but not limited to IEPs and Independent Study teacher of record duties shall be compensated at the standard hourly teacher rate, rounded up to the nearest 15-minute increment.

9. Counselors electing to work 4 (four) full workdays, to be determined by the responsible administrator, prior to the first student school attendance day for the purpose of preparing student class schedules and related duties shall receive a $2,000 stipend.

10. Preparation Time

    a. All Venture modified daily attendance (MDA) TK-6th teachers will receive a minimum of 180 minutes, and 7th - 12th grade teachers will receive the equivalent to the length of one traditional class period in the master schedule of preparation time per day where the regular bell schedule is followed. On days with an altered schedule, MDA teachers will receive preparation time that is proportionately adjusted based on the bell schedule.

    b. The Special Education Program will have a weekly minimum day. Throughout the month, only one (1) minimum day will be used for professional development, not to exceed 2 hours. The remaining weekly minimum days will be dedicated to preparation tasks, including collaboration with related service providers. If more minimum days are required for professional development, the program will add extra minimum days as long as students still receive the minimum instructional minutes.

    c. Special Education unit members, who do not receive a weekly minimum day, shall have preparation time equivalent to a special education minimum day each week. The unit member and the program administrator will establish when preparation time will be scheduled and any accommodations that are required. The program administrator and unit member shall initiate the agreed-upon accommodations.

    d. one.Program

1) one.Community, one.Cruikshank, and one.Charter school teachers will be allotted (1) hour of preparation time each workday outside of instructional time with students. However, teachers will forgo preparation time to attend professional development sessions or staff meetings.

2) At their election, teachers may forgo all or part of their preparation time to participate in elective professional development opportunities, voluntary meetings, student activities, or field trips.

e. Discovery Challenge Academy

1) Teachers will be allotted at least one (1) hour of preparation time each day in conjunction with their lunch break.

2) At their election, teachers may forgo all or part of their preparation time to participate in elective professional development opportunities, voluntary meetings, student activities, or field trips.

f. Unless mutually agreed upon by the teacher and administrator, IEPs shall not be scheduled during teacher preparation time.

ARTICLE XI
LEAVES

1. Sick Leave

   a. Each full-time certificated unit member shall receive ten (10) days of sick leave credit at the beginning of each school year. This sick leave credit shall be added to any other sick leave that has been accumulated by the unit member. Accumulation shall be unlimited. Unit members working less than full-time shall receive a prorated sick leave allocation.

   b. At the beginning of each school year every unit member shall receive an accounting of sick leave allotment credit from the County Office of Education.

   c. Unit members shall notify their immediate supervisor reasonably in advance, except in an emergency, when the unit member will not be able to report to work. Unit members shall notify the supervisor before the end of the school day prior to returning to work whether or not they are able to report to work the following day.

   d. An affidavit of illness or injury or a statement from a medical practitioner may be required of a unit member by the County Office of Education.

2. Family Medical Leave (FMLA/CFRA)

   a. Federal law provides for up to twelve (12) weeks of unpaid leave for qualified unit members due to certain health care or family issues. The twelve (12) work weeks of family care and medical leave to which a unit member is entitled under state law shall run concurrently with the 12 work weeks of family care and medical leave to which a unit member is entitled under federal law, except that any leave taken under state law for family care or medical leave shall run consecutively to a unit member's leave entitlement on account of pregnancy, childbirth, and related medical conditions.

   b. Generally, FMLA leave is available to unit members who have been employed by the County Office of Education for at least twelve (12) months and who have worked at least 1,250 hours during the past twelve (12) months of employment. Full-time unit members are deemed to meet the 1,250 hour test (29 USC 2611; Government Code 12945.2;29CFR825.110).

c. Leave may be taken due to:

1) Birth of a child
2) Adoption or foster placement of a child
3) Health care of the unit member's spouse, child, or parent
4) Serious health condition of the unit member

d. The leave is unpaid, but health benefits continue to be paid by the County Office of Education to the extent that they were paid prior to the leave. Where applicable, paid leave will run concurrently with FMLA leave.

e. In cases of Pregnancy Disability Leave, additional uncompensated leave time may be available for eligible unit members under the California Family Rights Act (CFRA) or Pregnancy Disability Leave (PDL). Unit members should contact the Attendance/Payroll Department for additional information on CFRA and/or PDL.

f. Family medical leave shall be provided and administered pursuant to Superintendent Policy 4161.8/4261.8/4361.8 and Administrative Regulations 4161.8/4261.8/4361.8.

g. Unit members who qualify for leave under FMLA may also choose to use their accumulated sick leave to care for a family member with a serious condition, including a spouse, domestic partner, child, or parent. Unit members are required to complete and submit the appropriate FMLA forms to document their eligibility and provide any necessary supporting information, including certification from the medical provider. Approval of leave will be contingent upon submission of these forms within the specified timeframe and meeting the qualification guidelines (as described in Item f).

3. Pregnancy Disability Leave (PDL)

a. Pregnancy leave shall be granted only for that period of time (up to four months) during which a unit member, in the judgment of their physician, is unable to perform their normal and ordinary duties due to pregnancy related conditions. This leave shall run concurrently with any existing paid leaves a unit member may take for the same reason.

b. The duration of any pregnancy leave shall be determined by the unit member and their physician. The unit member shall notify the County Office of Education of the projected date on which the leave is expected to commence and the probable date on which the leave shall terminate, such notice to be given normally not later than thirty days prior to the expected commencement date. For events, which are unforeseeable, the

County Office of Education needs to be notified, at least verbally, as soon as a unit member learns of the need for the leave. The County Office of Education may request at any time that the unit member provide a written statement from their physician attesting to the actual duration of the unit member's physical incapacity.

c. Nothing in this policy shall prohibit the unit member from applying for additional leave of absence without pay for purposes related to childbirth and infant care. Such leave may be granted for any period up to one year.

d. Pregnancy disability leave shall be provided and administered pursuant to Superintendent Policy 4161.8/4261.8/4361.8 and Administrative Regulations 4161.8/4261.8/4361.8.

4. Child-Rearing Leave

a. A unit member who is adopting a child may elect to use accumulated sick leave not to exceed twenty days.

b. A unit member shall notify the County Office of Education of the intent to take such leave at least four weeks prior to the anticipated date on which leave is to commence.

5. Military Leave

A unit member shall be entitled to military leave as provided for in Education Code Section 44800. Military orders shall be submitted to the Attendance/Payroll Services to verify the dates of said leave prior to the period of absence, except in cases of emergency. In cases of emergency, orders shall be submitted as soon as possible.

6. Military Family Leave

Pursuant to the Family and Medical Leave Act, any unit member who has been employed by the County Office of Education for at least 12 months and who has at least 1,250 hours of service with the County Office of Education during the previous 12-month period, shall be eligible to take unpaid military family leave pursuant to applicable federal law and administrative regulation. Military family leave may be used for the following reasons:

a. Because a unit member is the spouse, son, daughter, parent, or next of kin of a covered service member with a serious injury or illness (Military Caregiver Leave).

b. Because of a qualifying exigency arising out of the fact that a unit member's spouse, son, daughter, or parent is on active duty or call to active duty status in support of a contingency operation as a member of

the National Guard or Reserves. This leave does not extend to family members of military members in the Regular Armed Forces. (Qualifying Exigency Leave).

Military family leave shall be provided and administered pursuant to Superintendent Policy 4161.8/4261.8/4361.8 and Administrative Regulations 4161.8/4261.8/4361.8.

7. Personal Necessity Leave

a. Accumulated sick leave may be used by a unit member, at their election, in cases of personal necessity. If more than two (2) consecutive personal necessity days are desired, prior administrative approval is necessary and shall be requested using the provided electronic form.

b. Reasons for using personal necessity include but are not limited to the following:

1) Death or serious illness of a member of their immediate family.
2) Accident, involving their person or property, or the person or property of a member of their immediate family.
3) Caring for an ill, immediate family member.
4) Appearance in any court or before any administrative tribunal as a litigant, party, or witness under subpoena or any order made with jurisdiction.
5) Attending to a family emergency or crisis.
6) Emergency home repair that cannot be scheduled during non-working hours.
7) "No tell" days (limited to 2 days)
8) Extended bereavement leave
9) Compelling personal or family business/obligations that cannot be conducted outside of school hours.

c. Unit members must notify their immediate supervisor regarding use of personal necessity in advance of their scheduled workday(s), except in extraordinary circumstances in which case the unit member shall provide supervisor notification as soon as they are able to do so.

d. Personal necessity leave shall not be utilized for vacation, recreational, or related activities.

e. No accumulated sick leave in excess of ten (10) days may be used for personal necessity leave in any school year. All unused PN hours shall automatically revert to the unit member's accrued sick leave balance at the conclusion of each fiscal year.

8. Bereavement Leave

Up to three (3) days of bereavement leave shall be granted to all unit members in the event of the death of a member of the unit member's or spouse's immediate family as outlined in Section 11 in this Article. Up to five (5) days shall be granted if travel is out of state, or within California and north of 41 degrees latitude or south of 35 degrees latitude. No deduction shall be made from the salary of such unit member nor shall such leave be deducted from any other leave.

9. Jury Leave

A unit member shall be authorized paid leave to serve on a jury or as a subpoenaed witness. The pay the unit member shall receive shall be their full pay less any court compensation, excluding expenses, received by the unit member.

10. Leave Without Pay

A unit member may request, and the County Office of Education may grant a leave without pay that has potential merit for the County Office of Education. The unit member shall file a request for leave without pay in writing and in detail not less than fifteen (15) days prior to the effective leave date, except in cases of emergency.

11. Immediate Family Definition

Immediate family is defined as: mother, father, grandmother, grandfather, grandchildren, spouse, son, son-in-law, daughter, daughter-in-law, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, aunt, uncle, stepmother, stepfather, stepson, stepdaughter, stepbrother, stepsister, registered domestic partner, or anyone living in the immediate household of the unit member.

12. Sabbatical Leave

a. A unit member may be granted a sabbatical leave for the purpose of professional study or travel, which will benefit the schools and pupils of the County Office of Education.

b. A unit member who has served not less than seven consecutive years shall be eligible to apply for sabbatical leave.

c. Such leave shall be limited to one unit member during any one semester or school year and shall not be less than one semester or more than one year in duration.

d. Application for sabbatical leave shall be submitted not later than January 1st preceding the school year for which the leave is requested.

e. By March 1, the Superintendent shall take action on sabbatical leave requests.

f. The salary paid to a successful applicant shall be 20% of their projected salary and benefits at the time they are on sabbatical leave. The unit member shall be required to return to work for the County Office of Education for a two-year period immediately following such leave. Should the unit member elect not to return to the County Office, all compensation (salary and benefits) received during the sabbatical period must be returned to the County Office.

13. Industrial Accident Leave

Unit members suffering a job-related injury shall be entitled to up to sixty days paid leave per accident commencing on the first day of absence.

14. General Provision

Provision of leaves under this Article shall not be construed to apply to any unit member during any period when the unit member would not normally be performing services for the County Superintendent/County Board of Education.

15. In addition to existing leave provisions in this contract and in the Education Code, Government Code Section 12945.2 and the Family and Medical Leave Act of 1993 (FMLA) relating to family care leave shall be incorporated as part of this Agreement.

16. Disability Retirement/Allowance

a. Whenever a unit member terminates employment and is placed on STRS/PERS Disability Retirement/Allowance, the unit member shall be placed on the thirty-nine month reemployment list. In the event that within thirty-nine months of termination, the unit member becomes able to return to active duty, they will be placed in an appropriate position when a vacancy occurs.

During the time unit members who have exhausted all leave and have filed for STRS/PERS Disability Retirement/Allowance are awaiting a response from STRS/PERS, they will be able to continue, at their own expense, the health benefits that they had as active unit members. If STRS/PERS Disability/ Retirement Allowance is approved and the unit member is eligible for paid retiree benefits, the County Office of Education will reimburse the unit member for the cost of premiums paid and deduct the number of months of premium reimbursements from the retiree benefit entitlement balance. If the STRS/PERS Disability Retirement/Allowance is disapproved, then the benefits will be terminated and COBRA notices will be issued. If, pending approval of disability retirement, the unit member does not elect to continue benefits at their own expense, then upon approval of disability retirement, the unit member shall

be eligible for a lump distribution as provided by SP 4154; however, such unit member shall not be eligible to re-enroll in County Office of Education benefit plans.

17. Catastrophic Leave Donation

Unit members may donate accrued vacation, compensatory or sick leave time to a County Office of Education employee who qualifies to receive donations as a result of an extended absence.

a. Eligibility

1) Unit members shall be eligible to donate or receive catastrophic leave.

2) A unit member becomes eligible to receive catastrophic leave donations when the unit member has exhausted all their accrued leave, as a result of a verifiable long-term illness or injury suffered by the unit member or an illness or injury that incapacitates a member of the unit member's immediate family, which incapacity requires the unit member to take time off from work for an extended period of time to care for that family member. A long-term absence for purposes of this regulation shall be an absence which initially exceeds fifteen consecutive workdays.

b. Application

1) Requests for receipt of catastrophic leave donation will be processed by the Attendance Department.

2) An eligible unit member will submit a written request for donations to the Attendance Department, accompanied by a medical statement from the attending physician, including a brief statement of the nature of the illness or injury and an estimated time the unit member will be unable to work.

c. Donation Procedure

1) Donation of leave will be strictly voluntary; the identity of leave donors will be held in absolute confidence.

2) Unit members may donate accrued sick leave.

3) Donations must be made in whole-day increments with a minimum of one day.

4) Donors donating sick leave must have a sick leave balance after donation, in an amount not less than two years of your annual allocation. A maximum donation of 10 days is allowed, except in the case of donation to an immediate family member where the maximum donation of 20 days is allowed. For the purpose of catastrophic leave, immediate family is defined as: mother, father, grandmother, grandfather, grandchildren, spouse, son, son-in-law, daughter, daughter-in-law, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, aunt, uncle, stepmother, stepfather, stepson, stepdaughter, stepbrother, stepsister, or registered domestic partner.

EXAMPLE			
ANNUAL ALLOCATION	***60 HOURS***	***= 10 DAYS***	***ALLOCATION VARIES ON HOW MANY HOURS A DAY YOU WORK***
TOTAL AVAILABLE SICK LEAVE	150 HOURS	= 25 DAYS	
AMOUNT OF SICK LEAVE THAT HAS TO BE LEFT AVAILABLE	120 HOURS	= 20 DAYS	WHICH IS EQUAL TO 2 YEARS WORTH OF ALLOCATION
AMOUNT THAT CAN BE DONATED	**30 HOURS**	**= 5 DAYS**	

5) Once donated to an individual, donated leave cannot be reclaimed by the donor.

6) Unit members wishing to donate time will submit donation authorization forms to the Attendance Department. Donation authorization forms which do not contain all requested information shall not be processed.

7) If donations exceed the projected need, donation authorization forms will be processed in the order received. Excess donations will be processed, if needed, before an additional donation period is scheduled.

8) Donated credits will be available for use by the recipient on the next payday which falls at least fourteen (14) days after the date of submission to the Attendance Department.

9) Donation authorizations will expire after a twelve (12) month period if not used.

10) Upon receipt of donation authorizations, the Attendance Department shall take the following actions:

i. Verify that donating unit member has minimum required leave balance required for donation; convert donated time to dollars at the hourly rate of the donor and subtract from designated leave category.

ii. Convert donated dollars as computed above to hours at the hourly rate of the recipient and add to recipient's sick leave balance.

iii. Notify donor and recipient of changes in leave balances.

iv. Retain a confidential file of donation authorizations.

d. Donated time is treated as sick leave accrued by the recipient of the donation.

1) Donated time does not alter the employment rights of the County Office of Education or the recipient, nor extend or alter limitations otherwise applicable to Leaves of Absence or Sick Leave, except as noted in this regulation.

2) Unit members who are utilizing donated sick leave hours will continue to accrue vacation and sick leave as if in paid status. Such accrued leave time shall be used prior to additional use of donated catastrophic leave time.

e. Duration

1) Unit members may use donated leave credits for a period not to exceed twelve (12) consecutive months.

18. Association Leave

Up to 10 person-days total per year may be utilized by association members for leave for Association business. Association shall reimburse the County Office of Education for cost of substitutes for unit members utilizing such leave.

19. Parental Leave

Parental leave means leave for reason of the birth of a child of the unit member, or the placement of a child with a unit member in connection with the adoption or foster care of the child by the unit member. This leave is available to unit members who have been employed by the County Office of Education for at least twelve (12) months. Any unit member who has exhausted all available sick leave, including accumulated sick leave, and continues to be absent on account of parental leave (baby bonding) pursuant to Government Code 12945.2 shall receive, for up to 12 school weeks, their regular salary minus the actual cost of a substitute to fill the position or, if no substitute was employed, the amount that would have been paid had a substitute been employed. The 12-week period shall be reduced by any period of sick leave, including accumulated sick leave, taken during a period of such parental leave. A unit member may take no more than one 12-week 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 Family Medical Leave (FMLA/CFRA).

ARTICLE XII
TRANSFERS

1. General

In the transfer of unit members, the best interests of the County Office of Education shall be controlling. The interests of the unit member(s) involved, qualifications, successful performance, staff availability, experience, and written recommendations of appropriate supervisors shall be other factors to be considered. Where the foregoing factors are equal, seniority shall be the deciding factor.

2. Vacancies

Known vacancies shall be posted on EDJOIN.org. The County Office of Education may fill vacancies at any time after the posting period or at any time between the end of one school year and the beginning of the next school year. Unit members meeting the requirements established for the vacancy and the criteria in 1 above may apply for transfer consideration. Where all other factors are equal, unit members shall be given priority consideration over outside applicants for any vacancy.

3. Voluntary Transfer

A unit member desiring a transfer to any known vacancy shall submit a request in writing to the appropriate administrator stating the reason for the request. The unit member shall be notified in writing of the action taken on the request within ten (10) working days after the close of the posting period. If a transfer is denied, the unit member shall be given, upon request, a written rationale for the denial within five (5) working days of the decision.

4. Involuntary Transfer

Written notice of a proposed involuntary transfer shall be given to the unit member within five (5) working days of the proposed decision being made. If the unit member so requests within five (5) working days of the written notification of proposed transfer, the unit member and the appropriate administrator shall meet in an attempt to resolve the transfer issue. This meeting shall be held within five (5) working days of the request and prior to a final decision being rendered. Upon written request, the unit member shall be provided with a written statement of the reasons for the proposed transfer. The unit member shall have the right to appeal the decision to the Deputy County Superintendent in a meeting to be held within five (5) days of the request for appeal.

5. Annual Site Selection and Assignment Process

a. As part of the annual site selection and assignment process preceding the upcoming school year within the one. program and Special Education, teachers shall be provided the opportunity to indicate preferred work

sites. In addition, teachers may also request to be excluded from up to two sites.

1) The SJCOE shall make all reasonable efforts to consider both preferred and excluded site requests when making assignments, however, all assignments remain at the discretion of the SJCOE based on program need, student need, staffing requirements, and/or appropriate credentials.

2) In the event a teacher is assigned to a site not identified as preferred or identified for exclusion, administration will, upon request, provide a written explanation of the factors considered in the assignment decision.

6. Notice

A unit member transferred after the beginning of the Fall semester shall be given five (5) days' notice before the transfer occurs.

7. Release Time

a. A unit member transferred after the school year begins shall be granted two (2) days of release time to make the transfer for the purpose of packing and reestablishing the classroom. One (1) additional day may be granted upon request to the appropriate administrator. The County Office of Education shall move supplies, materials, furniture, and equipment from one work location to another upon request of the unit member provided they are suitably boxed and/or packed.

b. In order to minimize disruptions to the learning environment, a unit member may elect to pack and reestablish their classroom outside of their professional workday. In this case, the unit member shall be compensated for actual hours worked, not to exceed 12 hours at their pro rata hourly rate. Up to 6 additional hours may be granted upon request to the appropriate administrator. The County Office of Education shall move supplies, materials, furniture, and equipment from one work location to another upon request of the unit member provided they are suitably boxed and/or packed.

1) The appropriate administrator shall ensure the unit member has access to the classrooms/workspaces as needed.

2) Bargaining unit members seeking to move on non-workdays will seek prior approval from the appropriate administrator.

ARTICLE XIII
EVALUATION

1. Except as provided in subparagraph (a), unit members shall be evaluated once each year during the first two years of employment and at least once every two years thereafter. Management shall have the right to conduct informal observations and formal evaluations as often as management deems necessary. The school administration shall have the right to conduct informal observations and formal evaluations as often as they deem necessary. The school administration shall inform a unit member in writing with the specific reason for a formal evaluation in an off year.

   a. Pursuant to Education Code Section 44664 (a)(3), evaluations may be conducted at least once every five years for unit members with permanent status who have been employed with the County Office of Education for at least ten years, are highly qualified as defined in 20 U.S.C. Sec. 7801 and whose previous evaluation rated the unit member as meeting or exceeding standards, if the evaluator and the unit member being evaluated agree. The unit member or the evaluator may withdraw consent at any time.

2. Evaluations shall be based on classroom observations and/or upon such other job-related factors that affect the operations and welfare of the education program.

3. Unit members shall sign the evaluation form indicating that the unit member has seen the form during an evaluation conference. The signature does not necessarily mean that the unit member agrees with the evaluation.

4. The unit member may elect to respond in writing. Such response shall be included with the employer's evaluation.

5. The agreed-upon evaluation documents are attached as Exhibits to this Agreement.

ARTICLE XIV
TEACHER SAFETY

1. Unit members shall have the right to be assigned to duty stations that are safe by reasonable standards.

2. Unit members shall not be required to perform tasks that endanger their health or safety. A unit member who feels that an unsafe or unhealthy condition exists shall inform the responsible administrator. The administrator shall take whatever steps may be required for the County Office of Education to bring such conditions into compliance with federal, state, and local standards, to correct the situation as quickly as possible. In the event of a disorder or disruption in the regular school program, immediate action will be taken by the County Office of Education to the extent possible to guarantee the safety of unit members. If an administrator calls to the attention of a unit member an unsafe condition or activity for which the unit member is responsible, such unit member shall take appropriate steps, within their authority, to correct the situation as quickly as possible.

3. Unit members may use reasonable force to protect themselves from attack, to protect another person or property, or to quell a disturbance threatening physical injury to others.

4. The County Office of Education shall take appropriate action to the extent permitted by law to provide support for any unit member who is assaulted while discharging their duties. If an injury results from an assault, causing the unit member to be absent from duty, they shall be entitled to lost time compensation as provided by law and/or provisions of this Agreement. The County Office of Education shall provide the same support to unit members who make decisions in an acting administrative capacity as it would to decisions of administrators in the same circumstances.

5. Whenever a unit member of the County Office of Education is attacked, assaulted, or menaced by any pupil, it shall be the duty of such unit member and the duty of any person under whose direction or supervision such unit member is employed who has knowledge of such incident, to promptly report the same to the appropriate law enforcement authorities.

6. Any parent, guardian, or other person who insults or abuses any unit member in the presence of other school personnel or pupils and at a place which is on school premises or public sidewalks, streets, or other public ways adjacent to school premises or at some other place if the unit member is required to be at such place in connection with assigned school activities is liable as defined by law.

7. A unit member affected by "5" or "6" shall immediately notify the appropriate administrator in the County Office of Education.

8. A unit member may suspend, for good cause, any pupil from their class for the day of the suspension and the day following. The unit member shall immediately report the suspension to the principal of the school and send the pupil to the principal for appropriate action. As soon as possible, the unit member shall ask the parent or guardian of the pupil to attend a parent-teacher conference regarding the suspension. A school administrator shall attend the conference if the unit member or the parent or guardian so requests. The pupil shall not be returned to the classroom from which they were suspended, during the period of the suspension, without the concurrence of the teacher of the class and the principal.

9. Unit members shall be given copies of the adopted Board policy concerning student discipline.

10. The County Office of Education shall reimburse an employee for the loss, destruction, or damage by arson, burglary, or vandalism of personal property used in the school operated by the County Office of Education, provided that such use of personal property was given prior approval by the immediate supervisor before the property was brought to school and the required approval form is on file with the Director of Operations and Support Services. The value of the property must be agreed upon by the person bringing the property and the supervisor. The maximum reimbursable value shall not exceed $300.00 for any item of personal property.

11. In accordance with Education Code 35208, the County Office of Education shall insure all unit members against personal liability for damages for death, injury, or damage to or loss of property when acting within the scope of employment.

12. The County Office of Education shall provide training and follow-up for unit members who agree to provide specialized health care services in emergencies. Emergencies are occasions when unforeseen events prevent or delay medical staff from providing specialized health care services.

ARTICLE XV
BENEFITS

1. Benefits Provided

a. Cap

Medical, dental, and vision coverage will be provided by the County Office of Education on a composite rate structure.

Effective July 1, 2026, the employer contribution for health insurance coverage shall be increased to $1,500 for the 2026-27 fiscal year. The cap shall first be applied to medical insurance premiums, then to dental insurance premiums, then to vision insurance premiums. Life insurance premiums are paid by the employer and are outside of and in addition to the benefits cap.

Article XV, Paragraph 1.a. may be reopened as required by the Federal Affordable Health Care Act or by mutual agreement.

b. Costs in Excess of Cap

Unit members who are or become enrolled in a plan or plans which exceed the maximum monthly amount specified in paragraph (a) above shall have the balance of the premium due paid by a payroll deduction.

c. All eligible unit members must participate in a medical, dental, and vision plan.

2. Coverage Provided

a. IRS 125 Plan

Effective October 1, 1994, benefits shall be provided under an IRS 125 plan. There is currently no charge for administration of the IRS 125 plan. In the event that the IRS 125 administrator imposes fees, unit members shall cover such fees through payroll deduction, not to exceed $3.00 per unit member per month for dependent care and $5.00 per unit member per month for unreimbursed medical.

b. Medical

Unit members may select coverage from any one of the medical plans offered by the Association's health benefits provider and agreed upon by Association and SJCOE.

c. Dental

Unit members may select coverage from any dental plan offered by the Association's health benefits provider and agreed upon by Association and SJCOE.

d. Vision

Unit members may select coverage from the vision plan offered by the Association's health benefits provider and agreed upon by Association and SJCOE.

e. Life Insurance

Unit members shall receive $25,000 of term life insurance coverage upon completion of one year of employment. Per terms of the life insurance policy, the face value of the policy shall decrease to $16,750 (67%) at age 65 and to $11,250 (45%) at age 70.

3. Eligibility

a. Unit members working less than half time shall not be eligible for employer contribution toward health and welfare benefits.

b. Unit members working at least half-time but less than full-time shall be entitled to receive benefits paid at 50% by the County Office of Education. Such unit members shall have the option to participate in the available benefit programs by contributing the unit member share of the cost through payroll deduction. In order to participate in any one type of coverage (i.e., medical, dental, vision, or life), the unit member must enroll in and contribute toward the cost of all types of coverage.

4. Change of Benefits

a. The County Office of Education shall not initiate a change in the type or level of benefits provided during the term of this Agreement except with mutual consent of Association.

b. The County Office of Education shall assume no responsibility or liability for changes in coverage imposed by benefit insurance providers. It is understood and agreed that the County Office of Education exercises no control and accordingly accepts no responsibility with respect to individual providers and/or hospitals included in the panel of specific benefit plans.

c. The current "provider" for the medical, dental, and vision plans offered to Association members and retirees is the California's Valued Trust. Any change in the third-party administrator of the medical, dental, or vision plans shall not be considered a change in benefits except, however, that such change shall not reduce the level of benefits provided by those plans consistent with the provision in (a) above.

d. The County Office of Education makes no representation with respect to financial viability and shall not be liable for any claims resulting from the financial insolvency of any medical, dental, or vision plan.

5. Retiree Benefits

The County Office of Education shall provide to each eligible Association retiree those health insurance benefits that are provided to active unit members. Retiree health insurance benefits shall be identical to those provided active unit members in any given year except that coverage specifically prohibited by any benefit carrier to retirees shall not be provided.

To be eligible, the retiree must:

a. Have been providing full-time service and continuously employed by the County Office of Education for a minimum of five years immediately prior to retirement for unit members hired on or before June 30, 2016.

Have been providing full-time service and continuously employed by the County Office of Education for a minimum of ten years immediately prior to retirement for unit members hired on or after July 1, 2016.

b. Have obtained the minimum retirement age required by the State Teachers Retirement System (STRS) or Public Employees Retirement System (PERS) or have qualified for a STRS/PERS disability retirement and be receiving benefits from STRS/PERS.

Benefits shall be provided on the basis of one month of benefits for each two months of service to the County Office of Education. A fraction of a month of service shall be rounded to the nearest full month.

The foregoing Association retiree benefits will continue until age 65, or until eligibility expires, whichever occurs first.

In the event a retiree predeceases their covered dependent(s), health insurance benefits will continue to be provided to the dependent survivor(s), as if the retired unit member had lived until the end of their eligibility under this policy.

6. Election to Choose Health Plans

a. The Association shall have the right to select and negotiate its own health benefit provider, subject to compliance with applicable laws and regulations.

b. The Association agrees to hold the SJCOE harmless for any financial liability which may occur due to changes in health benefits providers.

ARTICLE XVI
SALARY

1. Salary

a. Effective July 1, 2026, the salary schedules for all unit members will be increased by 1.75% for the 2026-27 fiscal year. Following application of the percentage increase, each cell of the salary schedule shall be increased by an additional $800. This adjustment shall become part of the ongoing salary schedule.

b. Unit members shall receive an off-schedule payment of $1,000.00 in 2026-27. Such payment shall be paid to unit members who are employed in permanent status as of September 30, 2026. Payment shall be prorated for less than full-time employment and shall be made not later than October 31, 2026.

c. Effective July 1, 2024, the standard hourly teacher rate shall be adjusted annually by the same percentage as the salary schedules, as defined in section 1(a) of this Article. For the 2026-27 school year, this rate will be $51.59.

d. Effective July 1, 2024, buy-back days shall be paid at $400.00 per day. This rate shall be adjusted annually by the same percentage as the salary schedules, as defined in section 1(a) of this Article. For the 2026-27 school year, this rate will be $416.36.

e. Effective July 1, 2025, the master's degree requirement to move on the salary schedule shall be eliminated.

f. Effective July 1, 2025, unit members with consecutive years of service will receive an annual longevity stipend as follows:

1) $500 for years 10-14, which will be paid annually at the end of years 11, 12, 13, 14, and 15.
2) $750 for years 15-19, which will be paid annually at the end of years 16, 17, 18, 19, and 20.
3) $1,000 for years 20-24, which will be paid annually at the end of years 21, 22, 23, 24, and 25.
4) $1,250 for years 25-29, which will be paid annually at the end of years 26, 27, 28, 29, and 30.
5) $1,500 for years 30 and above, which will be paid annually at the end of year 31 and every year after that.

The one-time payment will be received on June 30th.

2. Placement on the salary schedule shall be determined by the years of fully credentialed teaching experience and units earned beyond the Bachelor's Degree (minimum 75% of school year, Education Code Section 44908) granting year-for-year experience credit and that full-time contracted teaching experience under a Waiver, Emergency Long-Term Permit, Pre-Intern, and Intern programs will be credited toward total years of experience.

3. Stipends

a. The Master's stipend shall be $2,100 per year effective July 1, 2021. Only one Master's stipend per unit member will be paid. Stipend shall be prorated for less than full-time employment. Effective July 1, 2000, Master's stipend shall apply to unit members holding alternative certifications.

b. The Doctoral stipend shall be $3,000 per year effective July 1, 2015, for a Ph.D. or Ed.D. from an accredited institution. The $3,000 includes and is not in addition to, the Master's Stipend. Only one Doctoral stipend per unit member will be paid. Stipend shall be prorated for less than full-time employment.

c. Bilingual (non-BCLAD) and Deaf Hard of Hearing (DHOH) unit members who meet defined proficiency standards in Spanish or sign language shall receive a $1,000 per year on-schedule stipend when assigned to designated bilingual or DHOH classes. Such stipends shall be added to the unit member's regular monthly paycheck. The effective date of the monthly stipend shall be the first of the month following both demonstration of proficiency, and assignment to a designated class. The stipend shall be prorated for less than one FTE of employment.

d. Bargaining unit members holding a BCLAD certificate shall receive a $1,000 per year on-schedule stipend when assigned to designated bilingual classes. Such stipends shall be added to the unit member's regular monthly paycheck. The effective date of the monthly stipend shall be the first of the month following both attainment of the BCLAD certificate, and assignment to a designated class. The stipend shall be prorated for less than one FTE of employment.

e. The Special Education stipend shall be paid to eligible unit members, including LSH Specialists as follows:

1) $5,000.00 per year

The stipend shall be prorated for less than one FTE of employment.

4. Extended School Year Pay

a. Unit members who elect to teach extended school year shall be paid their pro rata hourly rate for student contact time plus 30 minutes each school day for preparation time.

5. Extended Session and Intersessions

a. one.Community Schools, one.Charter Schools, one.CBK, and Venture Academy

1) Unit members who elect to teach extended session or intersession shall be paid their pro rata hourly rate for student contact time and any time they are expected to be available to students by phone, text messaging, video conferencing or any other remote means plus at least 30 minutes each school day for preparation time.

b. one.Cruikshank

1) Unit members who elect to teach extended session shall be paid their pro rata daily rate.

ARTICLE XVII
TRAVEL

1. Unit members who may be required to use their own automobiles in the performance of their duties, as specified in this Article, shall be reimbursed at the IRS rate for actual mileage traveled pursuant to Education Code Section 44032.

2. Business travel that shall be reimbursed includes:

   a. Travel to transport a student who is ill or injured to their home or to the doctor or hospital when authorized by an administrator.

   b. Travel in connection with the required daily schedule of itinerant staff.

   c. Travel to a meeting or conference when accompanied by a prior written authorization for travel signed by an administrator.

   d. Travel to IEP meetings.

   e. Travel for home visits.

   f. Other business travel incurred with specific advanced written approval by an administrator.

3. All claims for travel shall be subject to the following requirements:

   a. Claims which total at least fifty dollars ($50.00) may be submitted at any time.

   b. Claims of less than fifty dollars ($50.00) may be filed only at the end of the school year.

   c. All final claims for each school year shall be submitted to the supervising administrator for approval not later than June 5 of each year.

   d. All claims must be accompanied by meeting agendas, unit member calendars, or other documentation supporting the business purpose of the travel.

   e. Business mileage to be reimbursed is calculated by taking the total approved miles driven for business during the day and subtracting the number of miles round trip from the employee's home to their regular work site.

4. Eligibility for reimbursement of business miles shall be subject to a "one site per day" rule. This means that in cases where unit members are required to report to their normal worksite, and then are required to travel to another site on the same day, that travel is eligible for reimbursement in accordance with Article XVII, paragraph 3.e.

In cases where a unit member reports to a worksite within San Joaquin County other than their normal worksite, and for that day, they report only to that alternative worksite, then no mileage reimbursement shall be paid.

The "one site per day" rule shall apply to activities including, but not limited to, staff development days, in-service days, and student activities or events.

The "one site per day" rule shall not apply to situations in which unit members must travel to an alternate site to pick up a county-owned vehicle that will be used to transport students to various activities, even if the unit member's personal vehicle will only be driven to one site. Mileage incurred for the purpose of picking up a county-owned vehicle under this paragraph shall be eligible for reimbursement in accordance with Article XVII, paragraph 3.e. provided that advanced specific written approval for mileage reimbursement for the event has been granted pursuant to Article XVII, paragraph 2.f.

ARTICLE XVIII
PEER ASSISTANCE AND REVIEW PROGRAM

1. Purpose

The Peer Assistance and Review Program (PAR) allows exemplary Teachers and Teachers College of San Joaquin's Practicum Supervisors to assist certain permanent unit members in the areas of instructional skills, pupil progress, learning environment/classroom management, adherence to curricular/learning objectives, and/or related aspects of his or her teaching performance consistent with the California Standard for the Teaching Profession. Unit members referred to or who volunteer for the program are viewed as valuable professionals who deserve to have resources provided to them in the interest of enhancing performance.

Peer assistance activities are provided by "Consulting Teachers" (CTs) to "Participating Teachers" (PTs). CTs are selected and designated by the Joint Committee (JC).

This PAR program in no manner diminishes the legal rights of the unit members or San Joaquin County Office of Education (SJCOE).

2. Participating Teachers

a. Referred Participating Teacher (RPT)

1) An RPT shall be a unit member and permanent employee of the SJCOE and be referred to the program as a result of an unsatisfactory performance evaluation. [Reference Education Code 44500(b),(1)]. RPTs shall not be eligible for voluntary transfer while they remain in the program. RPT's shall not be eligible to participate for more than three school years.

2) The JC shall appoint the CT.

3) The RPT shall be entitled to review all reports generated by the CT prior to their submission to the JC and to have affixed thereto his or her comments.

4) The RPT shall have a right to be represented by the Association in any meetings of the JC to which they are called and shall be given a reasonable opportunity to present his or her point of view concerning any report being made.

5) The RPT shall have the right to timely progress reports.

6) An RPT shall not have access to the grievance process to challenge the content of reports, or decisions by the JC, but may file responses, which shall become part of the official record of the intervention (not a part of the personnel file).

b. Voluntary Participating Teacher (VPT)

1) A VPT shall be a unit member and a permanent employee of SJCOE who wishes professional growth with the assistance of a CT.

2) The JC shall assign a CT to a VPT.

3) The VPT may terminate his or her participation in the PAR program at any time.

4) VPTs participating in PAR shall not have any documentation issued as a result of said participation placed in their personnel files.

3. Joint Committee

a. Definition: Oversight and guidance of the PAR program and applicable budget is provided through the JC. The JC shall be composed of five members. The JC shall meet at least quarterly. JC Teachers may be released from their regular duties in order to attend JC meetings.

1) Three members and one alternate shall be elected by Teachers. Members shall serve either a two- or three-year term to maintain continuity and experience on the committee.

2) The alternate member may attend the JC meetings. The alternate member will receive compensation for attending meetings when the meetings occur outside student contact hours.

3) Two members and one alternate shall be county administrators selected by the County Superintendent.

4) The chair will alternate on an annual basis between Teachers and administrator members.

b. Qualifications: The qualifications for the Teacher members of the JC shall be the same as the qualifications for a CT.

c. Decision-Making:

1) Selection of CTs must be by at least four (4) affirmative votes of the JC.

2) The Committee makes recommendations regarding outcome(s) of PAR participation, i.e., successful completion of PAR, continuation in PAR, or dismissal from PAR due to determination that assistance from PAR would not be productive. The decision to recommend dismissal from PAR shall require at least a 4/1 vote of the entire JC. All JC members must be present to vote.

3) The JC will develop and approve Bylaws.

d. Compensation: Teachers and alternates who are members of the JC shall receive a PAR stipend of $125.00 per attended meeting, not exceeding $500.00, payable at the next available pay period. JC meetings will occur outside student contact hours.

e. Confidentiality: Any discussion related to a PT's participation in the PAR program shall be kept in strict confidence by JC members, CT's, and the Program Administrator of a PT. All proceedings and materials related to the PAR process shall be strictly confidential. Therefore, JC members and CTs may disclose such information only as necessary to administer this article.

All materials related to evaluations, reports, and other personnel matters shall be confidential, subject to the following exceptions:

1) In response to a subpoena or order of the court.

2) The CT's final report may be used by the SJCOE in any dismissal action against the RPT.

f. Records: Documents and writings relating to a PT's participation in the PAR program are regarded as personnel matters and shall be subject to the personnel record exemption of the Public Records Act (Government Code section 6250 et seq.) Except for a CT's final report regarding a PT's participation in the PAR program, the JC's recommendation to the Superintendent regarding PAR program participants pursuant to Education Code section 44502(a), and any management follow-up evaluation and assessment of performance by the unit member's Program Administrator, all other documents relating to participation in the PAR program shall be maintained in a separate file.

g. Liability: A unit member who performs functions as a JC member or as a CT shall have the same protection from liability and access to appropriate defense as other public school employees pursuant to Division 3.6 (commencing with Section 810) of Title 1 of the Government Code. SJCOE shall defend and hold harmless individual Committee members and CTs from any lawsuit or claim arising out of the performance of their duties under this program.

h. Teacher Status: A unit member who implements any PAR program functions is not a management or supervisory employee for purposes of the Educational Employment Relations Act. [Reference Education Code 44503(b)].

i. Training: SJCOE shall utilize Teachers College of San Joaquin (TCSJ) for appropriate training opportunities for JC members in areas related to the committee's statutory responsibility.

4. Consulting Teacher

a. Source: The JC shall obtain CTs from either the TCSJ or the Teachers designated by the JC.

b. Definition: A Teacher meeting the requirements of Section C., of this Article who is selected by the JC to provide program assistance to a PT.

c. Minimum Qualifications:

1) Must be a Teacher with permanent status or a TCSJ Practicum Supervisor.

2) Teachers shall have at least five (5) years of recent teaching experience, the most recent three (3) years with SJCOE. Teachers shall receive priority consideration to become a CT.

3) TCSJ Practicum Supervisors shall have at least five (5) years of current experience as a supervisor with the Teachers College of San Joaquin.

4) All CTs shall demonstrate exemplary teaching ability, as indicated by criteria contained in the bylaws.

d. Application Process:

1) The PAR bylaws have an established application process for prospective CTs.

2) The Application Form is an Exhibit attached to the bylaws.

g. Terms and Conditions:

1) A CT's term shall be three (3) years. At the end of the CT's term, the CT may reapply for another term.

2) A CT's term with VPT's shall be for a maximum of one (1) year.

3) A CT appointed to an administrative position while serving as CT, will relinquish their position of CT.

4) A CT shall continue to provide assistance to the RPT until the prescribed time limit has expired, or until teaching performance of the RPT receives a satisfactory evaluation or it is determined that further assistance will not be productive.

5) The CT may petition the JC for an assignment change.

6) A CT may be removed by the JC for reasonable cause.

f. Confidentiality: Discussion related to a unit member's participation in the PAR program shall be kept in strict confidence by JC members, CTs, and the Program Administrator of a PT.

g. Records: Documents and writings relating to a PT's participation in the PAR program are regarded as personnel matters and shall be subject to the personnel record exemption of the Public Records Act (Government Code section 6250 et seq.). Except for a CTs final report regarding a PT's participation in the PAR program, pursuant to Education Code section 44500(b)(7), the JC's recommendation to the Superintendent regarding PAR program participants pursuant to Education Code section 44502(a), and any management follow-up evaluation and assessment of performance by the unit member's Program Administrator, all other documents relating to participation in the PAR program shall be maintained in a separate file.

All communications and documents relating to VPT's shall remain confidential between the CT and the VPT and not maintained in a separate file.

h. Workload/Caseload:

1) Caseload of the CT shall be one RPT or up to two VPTs and/or general short-term support at large to unit members. Determination of assignments will be made by the JC.

2) Support to an RPT shall be determined by the RPT and the CT with a minimum of ten (10) visitations per year.

3) CTs assigned an RPT shall meet for a quarterly progress report with the JC and provide dialogue on the RPT's progress.

4) Support to a VPT shall be determined by the VPT and the CT.

i. Job Duties: The PAR bylaws have established job duties for prospective CTs.

j. Release Time: Release time will be provided based upon frequency and duration of support needs as detailed in the Performance Improvement Plan (PIP) and shall include, but will not be limited to the following:

1) Traveling to and from class visits and observation sites. Mileage will be reimbursed at the IRS rate pursuant to SJCOE policy.

2) Completing documentation

3) Preparing time for class visits

4) Making arrangements for the support of the PT

5) Training and staff development to accompany mentee.

k. Final Report to Joint Committee: The CT shall submit a final report to the JC no later than the date determined by the JC.

l. Compensation:

1) When approved, the CT will receive compensation of $35.00 per hour (not to exceed $500, payable at the next available pay period) for training, which includes Joint Committee Orientation. Should the training require release time, compensation will not be provided.

2) When a CT is assigned duties by the JC for an RPT, he/she will receive a stipend of $2,300.00 (a minimum of 65 hours) payable at the next available pay period.

3) When a CT receives an assignment by the JC, specific to VPT's, he/she shall be compensated at a rate of $35 per hour up to a maximum of $1,750 (a minimum of 50 hours) payable at the next available pay period. A CT may submit a written request for

approval, up to an additional 25 hours, for duties performed outside normal classroom hours. Those hours will be compensated at $35.00 per hour payable at the next available pay period.

4) If the CT is approaching 25 hours with their VPT, they shall meet with the JC and provide written justification for approval of additional hours.

ARTICLE XIX
DISCIPLINE

1. Just Cause/Due Process

The County Office of Education may discipline a unit member only for just cause. Discipline shall include warnings, reprimands, or suspensions without pay for up to fifteen (15) working days. Discipline shall not include dismissal or suspensions for more than fifteen (15) working days.

2. Progressive Discipline

The following progressive discipline procedures will be applied except where, in the sole judgment of management, the nature of the offense may require the County Office of Education to directly impose a written warning, written reprimand, or suspension without pay.

a. Verbal Counseling/Warning

The County Office of Education shall first issue a verbal counseling/warning before imposing further discipline. Verbal counseling/warning may result in a post-conference summary memorandum. Post-conference summary memorandum will not be placed in the unit member's personnel file.

b. Written Warning

Subject to 2.a. above, written warnings will not be used unless the unit member has been verbally warned about similar actions within the last forty-eight (48) months. Written warnings will not be placed in the unit member's file.

c. Written Reprimand

Subject to 2.b. above, written reprimands will not be used unless the unit member has received a written warning about similar actions within the last forty-eight (48) months. The unit member will sign the reprimand to acknowledge receipt and a copy may be placed in the unit member's personnel file.

d. Suspension Without Pay

Subject to 2.c. above, suspension will not be used unless the unit member has received a written reprimand about similar actions within the last forty-eight (48) months. No unit member will be suspended more than fifteen (15) working days per incident. In all instances, however, the length of a suspension will relate to the severity of the action.

3. Notice

Notice of suspension will be made in writing and served in person or by certified mail upon the unit member by the superintendent or designee. A copy will be concurrently provided to the Association president. The notice of suspension will contain;

a. A statement of the specific acts or omissions upon which the action is based;

b. A statement of the cause(s) for which action is recommended;

c. Where applicable, the Education Code section, policy, rule regulation, or directive violated;

d. Penalty proposed and effective date;

e. Copies of the documentary evidence upon which the recommendation is based;

f. A statement of the unit member's right to challenge the proposed action by filing a grievance pursuant to the grievance procedures of Article IX Grievance Procedure of this agreement subject to section 4 below.

4. Grievance

Only written reprimands and suspension without pay may be subject to the grievance procedure in Article IX Grievance Procedure. Grievances filed alleging violations of the above sections regarding discipline may be filed directly at Level II.

5. Confidentiality

All information or proceedings regarding any actions or proposed actions pursuant to this Article will be kept confidential by the parties to the extent permitted by law.

6. Education Code

This Article is intended, for the purpose of suspension, to replace the provisions of Education Code Section 44944, but will not apply to suspension pursuant to Education Code Sections 44939, 44940 or 44942. Nor is this Article intended to preclude the County Office of Education’s right to release temporary unit members, non-re-elect probationary unit members, issue Notices of Unprofessional Conduct or Unsatisfactory Performance to unit members pursuant to Education Code section 44938, or otherwise dismiss/terminate unit members consistent with legal requirements.

ARTICLE XX
MISCELLANEOUS PROVISIONS

1. Any individual contract between the County Office of Education and a unit member shall be subject to and consistent with the terms and conditions of this agreement.

2. The County Office of Education will provide a substitute whenever a unit member is absent if a qualified substitute is available.

3. The County Office of Education and the Association recognize the importance of teacher/student ratios in providing a quality education program for students. SJCOE shall provide all unit members with projected maximum caseloads on or before the first day of instruction each school year. SJCOE shall make every attempt to maintain caseload/class size at or below the projected maximums. If enrollment exceeds projections and caseload/class size maximums require modification, administration will meet with the affected unit member(s) to determine appropriate resources and supports.

4. No class size shall exceed the number of student workstations in the classroom.

5. All bargaining unit members shall be provided a desk, a lockable filing cabinet, and storage space.

6. Unit members shall have the right to consult on the content of courses and curriculum, the selection of textbooks, and in-service as it relates to the preceding.

    a. When a new curriculum is to be adopted, a committee composed of affected educators shall be directly involved in every stage of the adoption process. The committee shall include educators, administrators, and subject matter experts as needed.

    b. When planning professional development, the County Office of Education and its educators shall form a committee to work collaboratively to identify priorities and provide recommendations. When unforeseen circumstances arise, SJCOE administration shall make every reasonable attempt to include educators.

7. In the judgment of a unit member, if a student requires the attention of a specialist such as a counselor, psychologist, physician, or other specialist, they shall so inform the appropriate supervisor.

8. The provisions of this agreement shall not be interpreted or applied in a manner which is arbitrary, capricious, or discriminatory. Rules which are designed to implement this agreement shall be uniform in application and effect.

9. The County Office of Education shall make every reasonable effort to inform unit members in writing of next year's tentative assignment before the end of the regular school year, but no later than June 15. These assignments may be changed by written notice to the unit member up to the first unit member workday of the new school year. For any changes of assignment initiated pursuant to this section of this article, which include moving to a different classroom, unit members shall be compensated up to 12 hours at the standard hourly teacher rate. An additional 6 hours may be granted upon request to the appropriate administrator. The County Office of Education shall move supplies, materials, furniture, and equipment from one work location to another upon request of the unit member provided they are suitably boxed and/or packed.

ARTICLE XXI
SAVINGS

When any provision of the agreement is found to be contrary to law by a court of competent jurisdiction, then such provision shall be deemed invalid, to the extent required by such court decision, but all other provisions shall continue in full force and effect.

ARTICLE XXII
CONCERTED ACTIVITIES

1. The County Office of Education and the Association agree that it is to their mutual benefit to encourage the resolution of differences through the meet-and-negotiate process. It is agreed that the Association and County Office of Education will support this Agreement for its term and will not appear before any public bodies to seek change or improvement in any matter subject to the meet-and-negotiate process, except by mutual agreement of the County Office of Education and the Association. The foregoing is not applicable to legislative advocacy, or to the seeking of judicial relief by the parties.

2. During the term of this Agreement, it is agreed and understood that there will be no strike, work stoppage, slow-down, or picketing of the County Office of Education by the Association or by its officers, agents, or members, except this provision shall not prohibit unit members from engaging in peaceful protected activity consistent with PERB precedential decisions during non-instructional time. The County Office of Education will not participate in lock-out activities during the term of this Agreement.

3. The Association recognizes the duty and obligation of its membership to comply with the provisions of this Agreement and to make every effort toward inducing all unit members to do so.

ARTICLE XXIII
COMPLETENESS OF AGREEMENT

1. This document comprises the entire agreement between the County Office of Education and Association on matters within the lawful scope of negotiations for the 2024-25, 2025-26, and 2026-27 school years.

2. During the term of this Agreement, any article may be reopened with the mutual consent of the Association and the County Office of Education.

ARTICLE XXIV
TERM OF AGREEMENT

1. This Agreement shall be effective as of July 1, 2026, and shall remain in full force and effect until June 30, 2027.

2. During negotiations for a subsequent agreement, this Agreement will remain in full force and effect for the term of this Agreement, and for beyond the stated expiration date until such time as a new or modified Agreement is ratified by both parties.

IN WITNESS WHEREOF, parties hereto have set their hands this 27th day of May 2026.

FOR THE ASSOCIATION	**FOR THE COUNTY OFFICE OF EDUCATION**
Jennifer Barry San Joaquin County Educators' Association	Troy A. Brown, Ed.D. County Superintendent of Schools
Robin Reynolds San Joaquin County Educators' Association	Terrell Martinez Deputy Superintendent

This form is maintained by the Business Department and is subject to administrative updates.

SJCOE
EDUCATE · INNOVATE · INSPIRE

RESPONSE TO EMPLOYEE'S REQUEST FOR FAMILY CARE / MEDICAL LEAVE / PREGNANCY DISABILITY LEAVE

DATE: _____

TO: _____ **EMP ID:** _____

FROM: Attendance Unit, Payroll/Business Services

SUBJECT: Request for Family Medical Leave (FMLA)/California Family Rights Act (CFRA)/Pregnancy Disability Leave (PDL).

On _____, you notified the Attendance Unit in Payroll Services of your need to take family/medical/pregnancy disability leave due to:

☐ The birth of a child, or in order to care for such child (CFRA);
☐ The placement of child with employee for adoption or foster care (CFRA);
☐ To care for serious health condition of spouse, child, or parent (FMLA/CFRA);
☐ Serious health condition of employee that keeps him/her from performing job functions (FMLA/CFRA).
☐ Your own disability resulting from pregnancy, childbirth, or related medical conditions (PDLA).

You notified us that you need this leave beginning on_____, and that you expect your leave to end on _____. Attendance records indicate that the qualifying event began on_____. Your leave period is scheduled to end no later than_____.

The Federal Family Medical Leave Act (FMLA) and California Family Rights Act (CFRA) provide up to 12 weeks of unpaid, job-protected leave to eligible employees for certain family or medical reasons. San Joaquin County Office of Education will maintain the employee's group health plan coverage for the duration of this leave. If your monthly benefit costs exceed the County Office Benefit Cap, you will be required to continue to pay the difference.

Except as explained below, you have a right under the FMLA or CFRA for up to 12 weeks of unpaid leave in a 12-month period for the reasons listed above. Also, your health benefits must be maintained during any period of unpaid leave under the same conditions as if you continued to work, and subject to certain limitations, you must be reinstated to the same or an equivalent job with the same pay, benefits, and terms and conditions of employment upon your return from leave. If you do not return to work following FMLA or CFRA leave for a reason other than: (1) the continuation, recurrence, or onset of a serious health condition which would entitle you to FMLA or CFRA leave; or (2) other circumstances beyond your control, you may be required to reimburse the County Office for health insurance premiums it paid on your behalf during your FMLA or CFRA leave.

If you are disabled by pregnancy, childbirth, or related medical conditions, you are entitled to take pregnancy disability leave under the Pregnancy Disability Leave Act ("PDLA") for up to four (4) months depending on your period of disability. If you are CFRA eligible, you have certain rights to take BOTH a pregnancy disability leave and a CFRA leave for reason of the birth of child or in order to care for such child.

This notice is to inform you that you are:

☐ **Eligible** for FMLA/CFRA/PDLA leave.

☐ **Not eligible** for FMLA/CFRA/PDLA leave because:
- ☐ You have not met the 12-month length of service requirement.
- ☐ You have not met the 1,250 hours of service requirement.

☐ **ADDITIONAL INFORMATION NEEDED**: This leave is being granted provisionally pending receipt of appropriate medical certification and the following additional information:
- ☐ We request that the leave be supported by a certification, as identified below. You may attach your certification to this packet.
  - ☐ Health Care Provider certification for the employee (Physician's note)
  - ☐ Health Care Provider certification for the employee's family member (Medical Certification Form)
- ☐ Other:

1. The requested leave will be counted toward your FMLA/CFRA leave entitlement unless it is pregnancy disability leave, in which case it will be counted toward your FMLA leave entitlement only.

2. You will be required to furnish medical certification of a serious health condition. You must furnish certification within 15 days of this notice, or we may delay the commencement of your leave until the certification is submitted.

3. If you take leave because of your own serious health condition, you are required to substitute all accrued paid leave, including but not limited to sick leave and vacation, for unpaid leave.

   If you take a leave for the reason of birth of a child, placement of child with employee for adoption or foster care, or for the purpose of caring for your parent, child or spouse with a serious health condition you are required to substitute all accrued paid leave, except sick leave, for unpaid leave. Paternity leave requires the substitution of all accrued paid leave, including sick leave, for unpaid leave.

   If you take leave due to disability resulting from pregnancy, childbirth, and related medical conditions you are required to exhaust accrued sick leave. You may elect, but are not required, to use vacation or other accumulated paid time off during the period of the pregnancy disability leave.

   Your entitlement to unpaid leave shall run concurrently with your use of paid leave.

4. If you take leave for your own serious health condition or your pregnancy, childbirth, or related medical condition, you will be required to present a fitness-for-duty certificate (doctor's note releasing you to return to work) verifying your ability to perform essential job functions with or without work restrictions prior to being restored to employment. **If such certification is not received, your return to work may be delayed until the certification is provided.**

5. If you normally pay a portion of the premiums for your health/life insurance, you will continue to have to make such payments during the period of FMLA/CFRA/PDLA leave.

6. If the circumstances of your leave change and you are able to return to work earlier than the date indicated on the first page of this form, you are required to notify us in advance at least two workdays prior to the date you intend to report for work.

7. If you request and are granted additional "Unpaid Leave" after the expiration of FMLA/CFRA/PDLA leave, you may continue to participate in the health benefit program at your own expense. The first full month insurance premium amount must be paid in full to the San Joaquin County Office of Education no later than the twenty-fifth of the month in which the unpaid leave commences. Subsequent month premiums must be paid in advance, not later than the twenty-fifth of the preceding month. There shall be a 30-day grace period for the payment of the premiums. Not less than 15 days prior to the expiration of the 30-day grace period, employees shall be notified in writing that failure to make payment by the end of the grace period will result in termination of benefits as of the end of the month. Once benefits have been terminated for lack of payment, the employee will not be re-enrolled in the benefit plan until he/she returns to active work status (except as provided by COBRA). Benefit coverage shall again become effective on the first day of the month following employee's return to active status.

I have reviewed and understand the information provided to me regarding my request for FMLA/CFRA/PDL leave.

_____ _____

Employee Signature Date

EXHIBIT B

This form is maintained by the Business Department and is subject to administrative updates.

NO-TELL DAY / PERSONAL NECESSITY USE NOTIFICATION FORM

Employee: _____ **Employee ID #:** _____

Immediate Supervisor: _____ **Department Manager:** _____

Program/Department: _____ **Fiscal Year:** _____

Employees shall notify their supervisor of their intent to use a No-Tell Day or Personal Necessity (PN) at least five (5) working days prior to the commencement of leave. *Excludes SJCEA represented employees.*

No-Tell Day absences must be entered in Frontline and used only in full-day increments.

Personal Necessity absences can be no more than two consecutive days without pre-approval. Employees must submit an Employee Pre-Approved Leave Request form to use more than two consecutive days of PN.

Type of Leave	Inclusive Dates	Total Hours	Total Days
No-Tell Day			
Personal Necessity (PN)			

_____ _____

Employee's Signature Date

IMMEDIATE SUPERVISOR: _____

_____ _____

Supervisor Signature Date

DEPARTMENT MANAGER: _____

_____ _____

Department Manager Signature Date

ATTENDANCE / PAYROLL SERVICES USE ONLY

☐ Available Sick/PN leave balance as of: _____ Balance: _____

☐ Insufficient Sick/PN leave balance as of: _____ Balance: _____

Notes: _____

Attendance/Payroll Services Authorization: Date:

This document is maintained by the Business Department and is subject to administrative updates.

Bereavement Leave Geographic Boundaries Map



CATASTROPHIC LEAVE DONATION FORM
CONFIDENTIAL AUTHORIZATION

Management, classified and certificated employees may donate accrued sick leave, vacation or compensatory time to an individual who qualifies to receive donations as a result of an extended absence. Donation of leave will be voluntary, and the identity of leave donors will be held in absolute confidence.

SJCOE EMPLOYEES WHO WISH TO DONATE LEAVE TIME MUST COMPLETE AND SIGN THE FOLLOWING STATEMENT

I, _____, freely and voluntarily authorize the transfer of hours as indicated below. I understand that this donation is irrevocable and cannot be reclaimed. My signature also confirms familial relationship if I am donating to an SJCOE employee who is an immediate family member.

Leave Category	**Amount Donated***
Compensatory Time	_____ hours
Vacation	_____ hours
Sick Leave	_____ hours

**Must be in full day increments*

DONOR INFORMATION:

Employee Name: _____ Employee ID#: _____

Department: _____

RECIPIENT INFORMATION:

Employee Name: _____ Employee ID#: _____

Department: _____

If donating to an employee of SJCOE who is an immediate family member in need of donations, please state the relationship: _____

FOR ATTENDANCE UNIT USE ONLY

Meets donation eligibility requirements Does not meet donation eligibility requirements

Number of hours verified: _____ as of _____

If you have any questions, please contact the Attendance Unit by emailing Attendance@sjcoe.net

SAN JOAQUIN COUNTY
OFFICE OF EDUCATION

Certificated Evaluation Instrument

SAN JOAQUIN COUNTY OFFICE OF EDUCATION
Troy A. Brown, Ed.D., County Superintendent of Schools

CERTIFICATED EVALUATION PROCEDURES, TIMELINE AND DOCUMENTATION CHECKLIST

Teacher: _____ **Site:** _____ **Date:** _____

	Date	Teacher Initials	Admin. Initials
Within 45 calendar days of the first day of instruction: *Orientation Initial Conference:* Evaluator and teacher meet to review standards (CSTP I-VI) for evaluation. First classroom observation may be scheduled at this conference.			
October 15 – December 15: *Formal Observation:* First of two formal classroom observations conducted			
October 15 – December 15: *Performance Improvement Need Identified:* In cases where improvement is needed, an interim appraisal conference will be held no later than December 15. A performance improvement plan may be initiated.			
October 15 – January 15: *Satisfactory Performance:* In cases where improvement is needed, an interim appraisal conference will be held no later than January 15.			
December 15 – March 1 *Performance Improvement Need Identified* In cases where improvement is needed, implementation of this plan (performance improvement) is to be carried out along with conferences as needed.			
Prior to March 1: *Performance Improvement Need Identified - Final Appraisal Conference:* In cases where improvement is needed, an appraisal conference with the evaluator will be held no later than March 1.			
Prior to March 15: *Performance Improvement Need Identified-Recommendations for employment:* In cases where improvement is needed, the employee will be notified by the evaluator no later than March 15 relative to his/her recommendation for reemployment or non-reemployment/dismissal of the employee.			
January 15 – March 31 *Formal Observation:* Second of two formal classroom observations conducted.			
30 days prior to the last day of school: *Final Evaluation Meeting:* Evaluator conducts final evaluation conferences with teacher. Final signatures obtained.			

Teacher: _____ **Site:** _____ **Date:** _____

Teachers will develop three (3) goals based on three of the following six standards as they relate to student learning.

Engaging and Supporting All Students in Learning
Creating and Maintaining Effective Environments
Understanding and Organizing Subject Matter
Planning Instruction and Designing Learning Experiences for All
Assessing student learning
Developing as a professional

INDIVIDUAL GOALS

SITE GOALS (as appropriate)

SAN JOAQUIN COUNTY OFFICE OF EDUCATION
Troy A. Brown, Ed.D., County Superintendent of Schools

PRE-OBSERVATION CONFERENCE FORM

Teacher: _____ **Site:** _____ **Date:** _____

Please answer the questions below and bring the completed form to your pre-observation conference

PRE-CONFERENCE QUESTIONS

1. What will you be teaching in this lesson?

2. What do you expect your students to learn by the end of this lesson?

3. What activities will you and your students be doing?

4. How will you know if your lesson is successful?

5. Is there a specific strength/standard on which you would like me to focus?

6. Is there a specific weakness/standard on which you would like me to focus?

CALIFORNIA STANDARDS FOR THE TEACHING PROFESSION

Standard I - Engaging and Supporting All Students in Learning
- Connecting prior knowledge, life experience, and interests
- Using a variety of instructional strategies and resources
- Facilitating learning experiences-autonomy, interaction & choice
- Engaging students in problem solving, critical thinking skills
- Promoting self-directed, reflective learning for all students

Standard II - Creating and Maintaining an Effective Environment for All
- Organizing the physical environment
- Planning and implementing procedures and routines
- Establishing a climate of fairness and respect
- Promoting social development and responsibility
- Establishing and maintaining standards for student behavior
- Using instructional time effectively

Standard III - Understanding & Organizing Subject Matter Knowledge
- Demonstrating knowledge of subject matter content
- Organizing curriculum to support student understanding
- Integrating ideas and information
- Developing student understanding-instructional strategies
- Using materials, resources, and technologies
- Balancing professional responsibilities

Standard IV - Planning Instruction and Designing Learning Experiences for All
- Drawing on students' background, interests & development learning
- Establishing goals for student learning'
- Developing and sequencing instructional activities
- Designing long and short term plans
- Modifying for student needs

Standard V - Assessing Student Learning
- Establishing learning goals for all students
- Using multiple sources of information to assess
- Involving & guiding students assessing their own learning
- Using the results of assessments to guide instruction
- Communicating with students and families about student progress

Standard VI - Developing as a Professional Educator
- Reflecting on teaching and learning
- Engaging families in student learning
- Using community resources to support student learning
- Working with colleagues to improve teaching and learning
- Pursuing opportunities to contribute and grow professionally

FORMAL CLASSROOM OBSERVATION
POST-CONFERENCE FORM

Teacher: _____ **Site:** _____ **Date:** _____

EVIDENCE OF STANDARDS (during observation):

RECOMMENDATIONS:

All other evaluator notes are attached;

_____pages attached

Above recommendation indicate need for structured counselor support via Performance Improvement Plan

FORMAL CLASSROOM OBSERVATION
POST-CONFERENCE FORM

POST-CONFERENCE QUESTIONS:

1. What did you expect your students to learn by the end of this lesson?

2. Did they learn it? How do you know?

3. If you were teaching this lesson again, what modifications, if any, would you make?

CALIFORNIA STANDARDS FOR THE TEACHING PROFESSION

Standard I - Engaging and Supporting All Students in Learning
- Connecting prior knowledge, life experience, and interests
- Using a variety of instructional strategies and resources
- Facilitating learning experiences-autonomy, interaction & choice
- Engaging students in problem solving, critical thinking skills
- Promoting self-directed, reflective learning for all students

Standard II - Creating and Maintaining an Effective Environment for All
- Organizing the physical environment
- Planning and implementing procedures and routines
- Establishing a climate of fairness and respect
- Promoting social development and responsibility
- Establishing and maintaining standards for student behavior
- Using instructional time effectively

Standard III - Understanding & Organizing Subject Matter Knowledge
- Demonstrating knowledge of subject matter content
- Organizing curriculum to support student understanding
- Integrating ideas and information
- Developing student understanding-instructional strategies
- Using materials, resources, and technologies
- Balancing professional responsibilities

Standard IV - Planning Instruction and Designing Learning Experiences for All
- Drawing on students' background, interests & development learning
- Establishing goals for student learning'
- Developing and sequencing instructional activities
- Designing long and short term plans
- Modifying for student needs

Standard V - Assessing Student Learning
- Establishing learning goals for all students
- Using multiple sources of information to assess
- Involving & guiding students assessing their own learning
- Using the results of assessments to guide instruction
- Communicating with students and families about student progress

Standard VI - Developing as a Professional Educator
- Reflecting on teaching and learning
- Engaging families in student learning
- Using community resources to support student learning
- Working with colleagues to improve teaching and learning
- Pursuing opportunities to contribute and grow professionally

I have read this observation report, but my signature does not necessarily signify agreement. I understand that any written statement I wish to make regarding this report will be attached to all copies of it. I also understand that a copy will be placed in my personnel file.

Evaluator Signature	Date	Teacher Signature	Date

SAN JOAQUIN COUNTY OFFICE OF EDUCATION
Troy A. Brown, Ed.D., County Superintendent of Schools

PERFORMANCE IMPROVEMENT PLAN

Teacher: _____ **Site:** _____ **Date:** _____

Evaluation Period: _____ to _____ **Date of Conference:** _____

Status: ☐ Probationary 1 ☐ Probationary 2 ☐ Permanent ☐ Other

Evaluator: _____ **Position/Title:** _____

A. Description of areas in which improvement is needed. (This needs to be highly specific and as detailed as possible.)

B. Recommended procedures, activities and/or methods to be used by the employee to achieve acceptable performance.

C. Recommended timeline or milestones which the employee must meet in the implementation of the improvement plan.

D. Identification of management support that will be provided to assist the employee. (Support assistance to be given must be related to the area in which improvement is being sought. Nature of assistance must be clearly specified.)

I have read this Performance Improvement Plan, but my signature does not necessarily signify agreement. I understand that any written statement I wish to make regarding this report will be attached to all copies of it. I also understand that a copy will be placed in my personnel file.

_____ _____ _____ _____

Evaluator Signature Date Teacher Signature Date

SUMMARY EVALUATION - NARRATIVE

Teacher: _____ **Site:** _____ **Date:** _____

Engaging and Supporting All Students in Learning

Recommendations:

Creating and Maintaining Effective Environments

Recommendations:

Developing as a Professional

Recommendations:

Understanding and Organizing Subject Matter

Recommendations:

Assessing Student Learning

Recommendations:

Planning Instruction and Designing Learning Experiences for All

Recommendations:

SAN JOAQUIN COUNTY OFFICE OF EDUCATION
Troy A. Brown, Ed.D., County Superintendent of Schools

SUMMARY EVALUATION

Teacher: _____ **Site:** _____ **Date:** _____

Status: ☐ Probationary 1 ☐ Probationary 2 ☐ Permanent ☐ Other

1 - **UNSATISFACTORY** – Does not meet standard
2 - **NEEDS IMPROVEMENT**
3 - **PROGRESSING TOWARDS STANDARDS**
4 - **SATISFACTORY** – Meets or exceeds standards

Standard I - Engaging and Supporting All Students in Learning	**Enter Score**
• Connecting students' prior knowledge, life experience, and interests with learning goals	
• Using a variety of instructional strategies and resources to respond to students' diverse needs	
• Facilitating learning experiences that promote autonomy, interaction and choice	
• Engaging students in problem solving, critical thinking and other activities that make subject matter meaningful	
• Promoting self-directed, reflective learning for all students	

Total Points _0 / 20

Standard II - Creating and Maintaining an Effective Environment for All	**Enter Score**
• Creating a physical environment that engages all students	
• Planning and implementing classroom procedures and routines that support student learning	
• Establishing a climate of fairness and respect	
• Promoting social development and group responsibility	
• Establishing and maintaining standards for student behavior	
• Using instructional time effectively	

Total Points 0 / 24

STANDARD III – Understanding & Organizing Subject Matter Knowledge	Enter Score
• Demonstrating knowledge of subject matter content and student development	
• Organizing curriculum to support student understanding of subject matter	
• Integrating ideas and information within and across subject matter areas	
• Developing student understanding-instructional strategies that are appropriate to the subject matter	
• Using materials, resources, and technologies to make subject matter accessible to students	

Total Points 0 / 20

STANDARD IV – Planning Instruction and Designing Learning Experiences for All	Enter Score
• Drawing on and valuing students' backgrounds, interests and development learning needs	
• Establishing and articulating goals for student learning	
• Developing and sequencing instructional activities and materials for student learning	
• Designing long and short term plans to foster student learning	
• Modifying instructional plans to adjust for student needs	

Total Points 0 / 20

STANDARD V – Assessing Student Learning	Enter Score
• Establishing and communicating learning goals for all students	
• Collecting and using multiple sources of information to assess student learning	
• Involving & guiding students assessing their own learning	
• Using the results of assessments to guide instruction	
• Communicating with students, families and other audiences about student progress	

Total Points 0 / 20

STANDARD VI – Developing as a Professional Educator	Enter Score
• Reflecting on teaching practice and planning professional development	
• Establishing professional goals and pursuing opportunities to grow professionally	
• Working with communities to improve professional practice	
• Working with families to improve professional practice	
• Working with colleagues to improve professional practice	
• Balancing professional responsibilities and maintaining motivation	

Total Points 0 / 24

Maximum points possible = 128

Standards	Evaluation Score	Possible Score
Standard I	0	20
Standard II	0	24
Standard III	0	20
Standard IV	0	20
Standard V	0	20
Standard VI	0	24
Cumulative Total	**0**	**128**

A satisfactory performance rating =

1. 75% or more in each standard (a score of 15 or 18, depending on possible score)

and

2. 80% or more overall (a score of 102 or greater)

☐ Satisfactory ☐ Unsatisfactory

I have read this Summary Evaluation, but my signature does not necessarily signify agreement. I understand that any written statement I wish to make regarding this report will be attached to all copies of it. I also understand that a copy will be placed in my personnel file.

Evaluator Signature	Date	Teacher Signature	Date
Print Name		Print Name	

SAN JOAQUIN COUNTY
OFFICE OF EDUCATION

Certificated Evaluation Instrument

(Counselor)

SAN JOAQUIN COUNTY OFFICE OF EDUCATION
Troy A. Brown, Ed.D., County Superintendent of Schools

CERTIFICATED EVALUATION PROCEDURES, TIMELINE AND DOCUMENTATION CHECKLIST

Counselor: _____ **Site:** _____ **Date:** _____

	Date	Counselor Initials	Admin. Initials
Within 45 calendar days of the first day of instruction: *Orientation Initial Conference:* Evaluator and counselor meet to review standards (ACSA I-VI) for evaluation. First classroom observation may be scheduled at this conference.			
October 15 – December 15: *Formal Observation:* First of two formal classroom observations conducted			
October 15 – December 15: *Performance Improvement Need Identified:* In cases where improvement is needed, an interim appraisal conference will be held no later than December 15. A performance improvement plan may be initiated.			
October 15 – January 15: *Satisfactory Performance:* In cases where improvement is needed, an interim appraisal conference will be held no later than January 15.			
December 15 – March 1 *Performance Improvement Need Identified* In cases where improvement is needed, implementation of this plan (performance improvement) is to be carried out along with conferences as needed.			
Prior to March 1: *Performance Improvement Need Identified - Final Appraisal Conference:* In cases where improvement is needed, an appraisal conference with the evaluator will be held no later than March 1.			
Prior to March 15: *Performance Improvement Need Identified-Recommendations for employment:* In cases where improvement is needed, the employee will be notified by the evaluator no later than March 15 relative to his/her recommendation for reemployment or non-reemployment/dismissal of the employee.			
January 15 – March 31 *Formal Observation:* Second of two formal classroom observations conducted.			
30 days prior to the last day of school: *Final Evaluation Meeting:* Evaluator conducts final evaluation conferences with counselor. Final signatures obtained.			

SAN JOAQUIN COUNTY OFFICE OF EDUCATION
Troy A. Brown, Ed.D., County Superintendent of Schools

PRE-OBSERVATION CONFERENCE FORM

Counselor: _____ **Site:** _____ **Date:** _____

Please answer the questions below and bring the completed form to your pre-observation conference

PRE-CONFERENCE QUESTIONS

1. What will you be teaching in this lesson?

2. What do you expect your students to learn by the end of this lesson?

3. What activities will you and your students be doing?

4. How will you know if your lesson is successful?

5. Is there a specific strength/standard on which you would like me to focus?

6. Is there a specific weakness/standard on which you would like me to focus?

AMERICAN SCHOOL COUNSELOR ASSOCIATION STANDARDS

STANDARD I • Instructional Skills and Planning Group Sessions

- Organizes units for student mastery based on student needs
- Uses effective instruction strategies and resources to respond to students' diverse needs
- Establishes an environment conducive for students through the use of effective classroom management strategies
- Teaches guidance topics effectively
- Demonstrates positive interpersonal relationships with students

STANDARD II • Guides Students Towards Education and Career Goals

- Assists students in determining their abilities, achievements, interests and goals
- Guides students to utilize assessment results in their educational and career plans
- Encourages teachers, parents and staff to participate in student educational and career planning
- Strives to guard against over interpretation or other inappropriate use of assessment data
- Organizes and makes educational information available

STANDARD III • Counsels Students with Identified Needs/Concerns

- Informs students, parents, teachers and administrators about the process that can be used to refer students for individual or small groups counseling
- Provides individual counseling and small group counseling using appropriate techniques for classroom management
- Assists students in establishing concrete behavior plans aimed at problem resolution
- Demonstrates the use of developmentally appropriate small group and individual techniques that are relevant to the topic and to the student needs and concerns
- Establishes credibility by suggesting a variety of options, alternatives, resources or strategies

STANDARD IV • Implements Balanced Guidance Program with School Staff and Community

- Explains the philosophy, priorities and practices of the comprehensive guidance program effectively and articulately to school staff, parents and the community
- Uses sound organizational skills-sets timelines and follows them; operates from program calendar
- Uses recourses effectively
- Establishes and carries out an effective comprehensive guidance program evaluation
- Works cooperatively with other school personnel in the best interest of students and the betterment of the district
- Carries out 'fair share responsibilities' as appropriate

STANDARD V • Positive Interpersonal Relations with School Community

- Promotes positive self-image in students
- Is available to all students
- Interacts with students in mutually respectful and friendly manner
- Makes an effort to know students as individuals
- Uses discretion in handing confidential information and difficult situations

STANDARD VI • Demonstrates Commitment to Ongoing Professional Growth

- Keeps abreast of developments in the counseling profession including the use of technology
- Seeks opportunities to learn from colleagues, students, parents and community members
- Participates in professional activities such as membership and involvement in professional organizations, coursework, workshops and conferences
- Carries out guidance responsibilities promptly and accurately in accordance with established job description
- Promotes equity with respect to gender, ethnicity and inclusively in school policy and interpersonal relationships
- Balancing professional responsibilities and maintaining motivation

FORMAL CLASSROOM OBSERVATION
POST-CONFERENCE FORM

Counselor: _____ **Site:** _____ **Date:** _____

EVIDENCE OF STANDARDS (during observation):

RECOMMENDATIONS:

All other evaluator notes are attached;

_____pages attached

Above recommendation indicate need for structured counselor support via Performance Improvement Plan

FORMAL CLASSROOM OBSERVATION
POST-CONFERENCE FORM

POST-CONFERENCE QUESTIONS:

1. What did you expect your students to learn by the end of this presentation, meeting, conference, session, etc.??

2. Did they learn it? How do you know?

3. If you were to repeat this session again, what modifications, if any, would you make?

AMERICAN SCHOOL COUNSELOR ASSOCIATION STANDARDS

STANDARD I • Instructional Skills and Planning Group Sessions
- Organizes units for student mastery based on student needs
- Uses effective instruction strategies and resources to respond to students' diverse needs
- Establishes an environment conducive for students through the use of effective classroom management strategies
- Teaches guidance topics effectively
- Demonstrates positive interpersonal relationships with students

STANDARD II • Guides Students Towards Education and Career Goals
- Assists students in determining their abilities, achievements, interests and goals
- Guides students to utilize assessment results in their educational and career plans
- Encourages teachers, parents and staff to participate in student educational and career planning
- Strives to guard against over interpretation or other inappropriate use of assessment data
- Organizes and makes educational information available

STANDARD III • Counsels Students with Identified Needs/Concerns
- Informs students, parents, teachers and administrators about the process that can be used to refer students for individual or small groups counseling
- Provides individual counseling and small group counseling using appropriate techniques for classroom management
- Assists students in establishing concrete behavior plans aimed at problem resolution
- Demonstrates the use of developmentally appropriate small group and individual techniques that are relevant to the topic and to the student needs and concerns
- Establishes credibility by suggesting a variety of options, alternatives, resources or strategies

STANDARD IV • Implements Balanced Guidance Program with School Staff and Community
- Explains the philosophy, priorities and practices of the comprehensive guidance program effectively and articulately to school staff, parents and the community
- Uses sound organizational skills-sets timelines and follows them; operates from program calendar
- Uses recourses effectively
- Establishes and carries out an effective comprehensive guidance program evaluation
- Works cooperatively with other school personnel in the best interest of students and the betterment of the district
- Carries out 'fair share responsibilities' as appropriate

STANDARD V • Positive Interpersonal Relations with School Community
- Promotes positive self-image in students
- Is available to all students
- Interacts with students in mutually respectful and friendly manner
- Makes an effort to know students as individuals
- Uses discretion in handing confidential information and difficult situations

STANDARD VI • Demonstrates Commitment to Ongoing Professional Growth
- Keeps abreast of developments in the counseling profession including the use of technology
- Seeks opportunities to learn from colleagues, students, parents and community members
- Participates in professional activities such as membership and involvement in professional organizations, coursework, workshops and conferences
- Carries out guidance responsibilities promptly and accurately in accordance with established job description
- Promotes equity with respect to gender, ethnicity and inclusively in school policy and interpersonal relationships
- Balancing professional responsibilities and maintaining motivation

I have read this observation report, but my signature does not necessarily signify agreement. I understand that any written statement I wish to make regarding this report will be attached to all copies of it. I also understand that a copy will be placed in my personnel file.

Evaluator Signature	Date	Counselor Signature	Date

PERFORMANCE IMPROVEMENT PLAN

Counselor: _____ **Site:** _____ **Date:** _____

Evaluation Period: _____ to _____ **Date of Conference:** _____

Status: ☐ Probationary 1 ☐ Probationary 2 ☐ Permanent ☐ Other

Evaluator: _____ **Position/Title:** _____

A. Description of areas in which improvement is needed. (This needs to be highly specific and as detailed as possible.)

B. Recommended procedures, activities and/or methods to be used by the employee to achieve acceptable performance.

C. Recommended timeline or milestones which the employee must meet in the implementation of the improvement plan.

D. Identification of management support that will be provided to assist the employee. (Support assistance to be given must be related to the area in which improvement is being sought. Nature of assistance must be clearly specified.)

I have read this Performance Improvement Plan, but my signature does not necessarily signify agreement. I understand that any written statement I wish to make regarding this report will be attached to all copies of it. I also understand that a copy will be placed in my personnel file.

_____ _____ _____ _____

Evaluator Signature Date Counselor Signature Date

SUMMARY EVALUATION - NARRATIVE

Counselor: _____ **Site:** _____ **Date:** _____

Instructional Skills and Planning Group Sessions

Recommendations:

Guides Standards Towards Educational and Career Plans

Recommendations:

Counsels Students with Identified Needs/Concerns

Recommendations:

Implements Balanced Guidance Program with School Staff and Community

Recommendations:

Positive Interpersonal Relations with School Community

Recommendations:

Demonstrates Commitment to Ongoing Professional Growth

Recommendations:

SUMMARY EVALUATION

Counselor: _____ **Site:** _____ **Date:** _____

Status: ☐ Probationary 1 ☐ Probationary 2 ☐ Permanent ☐ Other

1 - **UNSATISFACTORY** – Does not meet standard
2 - **NEEDS IMPROVEMENT**
3 - **PROGRESSING TOWARDS STANDARDS**
4 - **SATISFACTORY** – Meets or exceeds standards

STANDARD I – Instructional Skills and Planning Group Sessions	**Enter Score**
• Organizes units for student mastery based on student needs	
• Uses effective instruction strategies and resources to respond to students' diverse needs	
• Establishes an environment conducive for students through the use of effective classroom management strategies	
• Teaches guidance topics effectively	
• Demonstrates positive interpersonal relationships with students	

Total Points _0 / 20

STANDARD II – Guides Students Towards Education and Career Goals	**Enter Score**
• Assists students in determining their abilities, achievements, interests and goals	
• Guides students to utilize assessment results in their educational and career plans	
• Encourages teachers, parents and staff to participate in student educational and career planning	
• Strives to guard against over interpretation or other inappropriate use of assessment data	
• Organizes and makes educational information available	

Total Points 0 / 20

STANDARD III – Counsels Students with Identified Needs/Concerns	Enter Score
• Informs students, parents, teachers and administrators about the process that can be used to refer students for individual or small groups counseling	
• Provides individual counseling and small group counseling using appropriate techniques for classroom management	
• Assists students in establishing concrete behavior plans aimed at problem resolution	
• Demonstrates the use of developmentally appropriate small group and individual techniques that are relevant to the topic and to the student needs and concerns	
• Establishes credibility by suggesting a variety of options, alternatives, resources or strategies	

Total Points 0 / 20

STANDARD IV – Implements Balanced Guidance Program with School Staff and Community	Enter Score
• Explains the philosophy, priorities and practices of the comprehensive guidance program effectively and articulately to school staff, parents and the community	
• Uses sound organizational skills-sets timelines and follows them; operates from program calendar	
• Uses recourses effectively	
• Establishes and carries out an effective comprehensive guidance program evaluation	
• Works cooperatively with other school personnel in the best interest of students and the betterment of the district	
• Carries out 'fair share responsibilities' as appropriate	

Total Points 0 / 24

STANDARD V – Positive Interpersonal Relations with School Community	Enter Score
• Promotes positive self-image in students	
• Is available to all students	
• Interacts with students in mutually respectful and friendly manner	
• Makes an effort to know students as individuals	
• Uses discretion in handing confidential information and difficult situations	

Total Points 0 / 20

STANDARD VI – Demonstrates Commitment to Ongoing Professional Growth	Enter Score
• Keeps abreast of developments in the counseling profession including the use of technology	
• Seeks opportunities to learn from colleagues, students, parents and community members	
• Participates in professional activities such as membership and involvement in professional organizations, coursework, workshops and conferences	
• Carries out guidance responsibilities promptly and accurately in accordance with established job description	
• Promotes equity with respect to gender, ethnicity and inclusively in school policy and interpersonal relationships	
• Balancing professional responsibilities and maintaining motivation	

Total Points 0 / 24

Maximum points possible = 128

Standards	Evaluation Score	Possible Score
Standard I	0	20
Standard II	0	20
Standard III	0	20
Standard IV	0	24
Standard V	0	20
Standard VI	0	24
Cumulative Total	0	**128**

A satisfactory performance rating =

1. 75% or more in each standard (a score of 15 or 18, depending on possible score)

and

2. 80% or more overall (a score of 102 or greater)

☐ Satisfactory ☐ Unsatisfactory

I have read this Summary Evaluation, but my signature does not necessarily signify agreement. I understand that any written statement I wish to make regarding this report will be attached to all copies of it. I also understand that a copy will be placed in my personnel file.

Evaluator Signature	Date	Counselor Signature	Date
Print Name		Print Name	

SJCOE
EDUCATE · INNOVATE · INSPIRE

EXHIBIT F-1

2026-2027

TEACHER SALARY SCHEDULE

STEP	CL1 B.A PLUS 15 UNITS	CL2 B.A. PLUS 30 UNITS	CL3 B.A. PLUS 45 UNITS	CL4 B.A. PLUS 60 UNITS	CL5 B.A. PLUS 75 UNITS	CL6 B.A. PLUS 90 UNITS
1	$ 62,684.00	$ 65,452.00	$ 68,220.00	$ 70,980.00	$ 73,753.00	$ 75,939.00
2	$ 62,684.00	$ 65,452.00	$ 68,220.00	$ 70,980.00	$ 73,753.00	$ 75,939.00
3	$ 65,388.00	$ 68,150.00	$ 70,930.00	$ 73,683.00	$ 76,448.00	$ 78,718.00
4	$ 68,083.00	$ 70,853.00	$ 73,610.00	$ 76,376.00	$ 79,140.00	$ 81,491.00
5	$ 70,788.00	$ 73,545.00	$ 76,319.00	$ 79,072.00	$ 81,837.00	$ 84,268.00
6	$ 73,488.00	$ 76,245.00	$ 79,019.00	$ 81,774.00	$ 84,530.00	$ 87,045.00
7	$ 76,176.00	$ 78,941.00	$ 81,711.00	$ 84,475.00	$ 87,233.00	$ 89,820.00
8	$ 78,875.00	$ 81,644.00	$ 84,407.00	$ 87,174.00	$ 89,937.00	$ 92,614.00
9	$ 81,585.00	$ 84,351.00	$ 87,106.00	$ 89,876.00	$ 92,623.00	$ 95,384.00
10	$ 84,284.00	$ 87,044.00	$ 90,113.00	$ 92,572.00	$ 95,331.00	$ 98,168.00
11	$ 84,284.00	$ 89,734.00	$ 92,499.00	$ 95,256.00	$ 98,017.00	$100,933.00
12	$ 84,284.00	$ 92,432.00	$ 95,193.00	$ 97,968.00	$100,720.00	$103,721.00
13	$ 84,284.00	$ 92,432.00	$ 97,894.00	$100,661.00	$103,442.00	$106,523.00
14	$ 84,284.00	$ 92,432.00	$ 97,894.00	$100,661.00	$103,442.00	$106,523.00
15	$ 84,284.00	$ 92,432.00	$ 97,894.00	$100,661.00	$103,442.00	$106,523.00
16	$ 84,284.00	$ 92,432.00	$ 97,894.00	$103,482.00	$106,267.00	$109,431.00
17	$ 84,284.00	$ 92,432.00	$ 97,894.00	$103,482.00	$106,267.00	$109,431.00
18	$ 84,284.00	$ 92,432.00	$ 97,894.00	$103,482.00	$106,267.00	$109,431.00
19	$ 84,284.00	$ 92,432.00	$ 97,894.00	$106,298.00	$109,089.00	$112,337.00
20	$ 84,284.00	$ 92,432.00	$ 97,894.00	$106,298.00	$109,089.00	$112,337.00
21	$ 84,284.00	$ 92,432.00	$ 97,894.00	$106,298.00	$109,089.00	$112,337.00
22	$ 84,284.00	$ 92,432.00	$ 97,894.00	$109,135.00	$111,912.00	$115,247.00
23	$ 84,284.00	$ 92,432.00	$ 97,894.00	$109,135.00	$111,912.00	$115,247.00
24	$ 84,284.00	$ 92,432.00	$ 97,894.00	$109,135.00	$111,912.00	$115,247.00
25	$ 84,284.00	$ 92,432.00	$ 97,894.00	$111,955.00	$114,732.00	$118,149.00
26	$ 84,284.00	$ 92,432.00	$ 97,894.00	$111,955.00	$114,732.00	$118,149.00
27	$ 84,284.00	$ 92,432.00	$ 97,894.00	$111,955.00	$114,732.00	$118,149.00
28	$ 84,284.00	$ 92,432.00	$ 97,894.00	$114,732.00	$117,584.00	$121,083.00

1. Placement on the salary schedule shall be determined by the years of fully credentialed teaching experience and units earned beyond the Bachelor's Degree (minimum 75% of school year, Ref.: E.C. 44908) granting year for year experience credit and that full-time contracted teaching experience under a Waiver and Intern programs will be credited toward total years of experience.

2. A career increment shall be granted to teachers commencing their 16th, 19th, 22nd, 25th and 28th year who have met the following requirements:
   A. Have reached Class IV, V, and VI.
   B. Have completed 15, 18, 21, 24 (and 27 for Class IV, V and VI) years of creditable service requiring certification with the San Joaquin County Office of Education. Creditable service shall include appropriate experience outside the County Office of Education which was granted at the time of initial placement on the salary schedule.

3. An additional $2,100 shall be granted for Master's Degree. Stipend will be pro-rated for less than full-time employment. (Effective 7/1/00, this shall be interpreted to include employees holding alternative certifications.)

4. An additional $3,000 shall be granted for Doctoral Degree (Ph.D. or Ed.D.). Stipend will be pro-rated for less than full-time employment. The maximum of one stipend shall be paid per employee and shall be based on the highest degree earned.

5. An additional $5,000 Stipend shall be granted for certificated employees assigned to the Special Education Department. Stipend will be pro-rated for less than full-time equivalent.

6. An additional $1,000 Stipend shall be granted to certificated staff who meet defined proficiency standards in Spanish or sign language when assigned to designated bilingual or DHOH classes. Stipend will be pro-rated for less than full-time equivalent. (Excluding LSH employees)

7. An additional $1,000 Stipend shall be granted to certificated staff holding a BCLAD certificate when assigned to designated bilingual classes Stipend will be pro-rated for less than full-time equivalent. (Excluding LSH employees)

8. Effective July 1, 2025, certificated employees with consecutive years of service will receive an annual longevity stipend as follows:

10 years of service	$500.00	25 years of service	$1,250.00
15 years of service	$750.00	30 years of service	$1,500.00
20 years of service	$1,000.00		

9. Employees paid on this Salary Schedule are represented by San Joaquin Educators Association - California Teachers Association (CTA).

CLASSIFICATIONS	
Behavior Intervention Specialist	Teacher
Teacher-Counselor	Teacher- Resource Specialist

SJCOE
EDUCATE · INNOVATE · INSPIRE

EXHIBIT F-2

2026-2027

TEACHER DISCOVERY CHALLENGE ACADEMY

SALARY SCHEDULE

STEP	CL1 B.A PLUS 15 UNITS	CL2 B.A. PLUS 30 UNITS	CL3 B.A. PLUS 45 UNITS	CL4 B.A. PLUS 60 UNITS	CL5 B.A. PLUS 75 UNITS	CL6 B.A. PLUS 90 UNITS
1	$ 73,166.00	$ 76,402.00	$ 79,638.00	$ 82,865.00	$ 86,111.00	$ 88,671.00
2	$ 73,166.00	$ 76,402.00	$ 79,638.00	$ 82,865.00	$ 86,111.00	$ 88,671.00
3	$ 76,330.00	$ 79,560.00	$ 82,809.00	$ 86,026.00	$ 89,260.00	$ 91,916.00
4	$ 79,480.00	$ 82,717.00	$ 85,943.00	$ 89,177.00	$ 92,409.00	$ 95,162.00
5	$ 82,644.00	$ 85,871.00	$ 89,113.00	$ 92,330.00	$ 95,562.00	$ 98,407.00
6	$ 85,800.00	$ 89,024.00	$ 92,274.00	$ 95,492.00	$ 98,710.00	$101,651.00
7	$ 88,944.00	$ 92,176.00	$ 95,417.00	$ 98,652.00	$101,874.00	$104,899.00
8	$ 92,100.00	$ 95,341.00	$ 98,569.00	$101,805.00	$105,035.00	$108,167.00
9	$ 95,271.00	$ 98,503.00	$101,726.00	$104,962.00	$108,182.00	$111,407.00
10	$ 98,425.00	$101,651.00	$105,244.00	$108,118.00	$111,344.00	$114,662.00
11	$ 98,425.00	$104,800.00	$108,034.00	$111,257.00	$114,487.00	$117,898.00
12	$ 98,425.00	$107,956.00	$111,183.00	$114,427.00	$117,647.00	$121,155.00
13	$ 98,425.00	$107,956.00	$114,340.00	$117,575.00	$120,829.00	$124,433.00
14	$ 98,425.00	$107,956.00	$114,340.00	$117,575.00	$120,829.00	$124,433.00
15	$ 98,425.00	$107,956.00	$114,340.00	$117,575.00	$120,829.00	$124,433.00
16	$ 98,425.00	$107,956.00	$114,340.00	$120,874.00	$124,132.00	$127,833.00
17	$ 98,425.00	$107,956.00	$114,340.00	$120,874.00	$124,132.00	$127,833.00
18	$ 98,425.00	$107,956.00	$114,340.00	$120,874.00	$124,132.00	$127,833.00
19	$ 98,425.00	$107,956.00	$114,340.00	$124,174.00	$127,433.00	$131,230.00
20	$ 98,425.00	$107,956.00	$114,340.00	$124,174.00	$127,433.00	$131,230.00
21	$ 98,425.00	$107,956.00	$114,340.00	$124,174.00	$127,433.00	$131,230.00
22	$ 98,425.00	$107,956.00	$114,340.00	$127,487.00	$130,736.00	$134,634.00
23	$ 98,425.00	$107,956.00	$114,340.00	$127,487.00	$130,736.00	$134,634.00
24	$ 98,425.00	$107,956.00	$114,340.00	$127,487.00	$130,736.00	$134,634.00
25	$ 98,425.00	$107,956.00	$114,340.00	$130,787.00	$134,030.00	$138,026.00
26	$ 98,425.00	$107,956.00	$114,340.00	$130,787.00	$134,030.00	$138,026.00
27	$ 98,425.00	$107,956.00	$114,340.00	$130,787.00	$134,030.00	$138,026.00
28	$ 98,425.00	$107,956.00	$114,340.00	$134,030.00	$137,369.00	$141,460.00

1. Placement on the salary schedule shall be determined by the years of fully credentialed teaching experience and units earned beyond the Bachelor's Degree (minimum 75% of school year, Ref.: E.C. 44908) granting year for year experience credit and that full-time contracted teaching experience under a Waiver and Intern programs will be credited toward total years of experience.

2. A career increment shall be granted to teachers commencing their 16th, 19th, 22nd, 25th and 28th year who have met the following requirements:
   A. Have reached Class IV, V, and VI.
   B. Have completed 15, 18, 21, 24 (and 27 for Class IV, V and VI) years of creditable service requiring certification with the San Joaquin County Office of Education. Creditable service shall include appropriate experience outside the County Office of Education which was granted at the time of initial placement on the salary schedule.

3. An additional $2,100 shall be granted for Master's Degree. Stipend will be pro-rated for less than full-time employment. (Effective 7/1/00, this shall be interpreted to include employees holding alternative certifications.)

4. An additional $3,000 shall be granted for Doctoral Degree (Ph.D. or Ed.D.). Stipend will be pro-rated for less than full-time employment. The maximum of one stipend shall be paid per employee and shall be based on the highest degree earned.

5. An additional $5,000 Stipend shall be granted for certificated employees assigned to the Special Education Department. Stipend will be pro-rated for less than full-time equivalent.

6. An additional $1,000 Stipend shall be granted to certificated staff who meet defined proficiency standards in Spanish or sign language when assigned to designated bilingual or DHOH classes. Stipend will be pro-rated for less than full-time equivalent.

7. An additional $1,000 Stipend shall be granted to certificated staff holding a BCLAD certificate when assigned to designated bilingual classes. Stipend will be pro-rated for less than full-time equivalent.

8. Effective July 1, 2025, certificated employees with consecutive years of service will receive an annual longevity stipend as follows:

10 years of service	$500.00	25 years of service	$1,250.00
15 years of service	$750.00	30 years of service	$1,500.00
20 years of service	$1,000.00		

9. Employees paid on this Salary Schedule are represented by San Joaquin Educators Association - California Teachers Association (CTA).

CLASSIFICATIONS
Teacher-Counselor
Teacher

EXHIBIT F-3

2026-2027

LANGUAGE, SPEECH AND HEARING SPECIALIST SALARY SCHEDULE

STEP	CL1 B.A PLUS 15 UNITS	CL2 B.A. PLUS 30 UNITS	CL3 B.A. PLUS 45 UNITS	CL4 B.A. PLUS 60 UNITS	CL5 B.A. PLUS 75 UNITS	CL6 B.A. PLUS 90 UNITS
1	$ 72,585.00	$ 75,795.00	$ 79,004.00	$ 82,206.00	$ 85,424.00	$ 87,963.00
2	$ 72,585.00	$ 75,795.00	$ 79,004.00	$ 82,206.00	$ 85,424.00	$ 87,963.00
3	$ 75,721.00	$ 78,926.00	$ 82,151.00	$ 85,344.00	$ 88,552.00	$ 91,187.00
4	$ 78,848.00	$ 82,058.00	$ 85,261.00	$ 88,465.00	$ 91,673.00	$ 94,398.00
5	$ 81,986.00	$ 85,188.00	$ 88,401.00	$ 91,595.00	$ 94,800.00	$ 97,621.00
6	$ 85,119.00	$ 88,316.00	$ 91,538.00	$ 94,727.00	$ 97,926.00	$100,845.00
7	$ 88,235.00	$ 91,443.00	$ 94,657.00	$ 97,865.00	$101,061.00	$104,065.00
8	$ 91,367.00	$ 94,581.00	$ 97,784.00	$100,992.00	$104,199.00	$107,302.00
9	$ 94,513.00	$ 97,720.00	$100,916.00	$104,128.00	$107,319.00	$110,517.00
10	$ 97,641.00	$100,844.00	$104,405.00	$107,253.00	$110,454.00	$113,749.00
11	$ 97,641.00	$103,961.00	$107,171.00	$110,366.00	$113,572.00	$116,957.00
12	$ 97,641.00	$107,093.00	$110,297.00	$113,517.00	$116,706.00	$120,189.00
13	$ 97,641.00	$107,093.00	$113,430.00	$116,641.00	$119,864.00	$123,438.00
14	$ 97,641.00	$107,093.00	$113,430.00	$116,641.00	$119,864.00	$123,438.00
15	$ 97,641.00	$107,093.00	$113,430.00	$116,641.00	$119,864.00	$123,438.00
16	$ 97,641.00	$107,093.00	$113,430.00	$119,910.00	$123,139.00	$126,811.00
17	$ 97,641.00	$107,093.00	$113,430.00	$119,910.00	$123,139.00	$126,811.00
18	$ 97,641.00	$107,093.00	$113,430.00	$119,910.00	$123,139.00	$126,811.00
19	$ 97,641.00	$107,093.00	$113,430.00	$123,181.00	$126,415.00	$130,181.00
20	$ 97,641.00	$107,093.00	$113,430.00	$123,181.00	$126,415.00	$130,181.00
21	$ 97,641.00	$107,093.00	$113,430.00	$123,181.00	$126,415.00	$130,181.00
22	$ 97,641.00	$107,093.00	$113,430.00	$126,468.00	$129,693.00	$133,558.00
23	$ 97,641.00	$107,093.00	$113,430.00	$126,468.00	$129,693.00	$133,558.00
24	$ 97,641.00	$107,093.00	$113,430.00	$126,468.00	$129,693.00	$133,558.00
25	$ 97,641.00	$107,093.00	$113,430.00	$129,740.00	$132,963.00	$136,924.00
26	$ 97,641.00	$107,093.00	$113,430.00	$129,740.00	$132,963.00	$136,924.00
27	$ 97,641.00	$107,093.00	$113,430.00	$129,740.00	$132,963.00	$136,924.00
28	$ 97,641.00	$107,093.00	$113,430.00	$132,963.00	$136,268.00	$140,328.00

1. Placement on the salary schedule shall be determined by the years of fully credentialed teaching experience and units earned beyond the Bachelor's Degree (minimum 75% of school year, Ref.: E.C. 44908) granting year-for-year-experience credit and that full-time contracted teaching experience under a Waiver and Intern programs will be credited toward total years of experience.

2. A career increment shall be granted to teachers commencing their 16th, 19th, 22nd, 25th and 28th year who have met the following requirements: County Office of Education. Creditable service shall include appropriate experience outside the County Office of Education which was
   A. Have reached Class IV, V, and VI.
   B. Have completed 15, 18, 21, 24 (and 27 for Class IV, V and VI) years of creditable service requiring certification with the San Joaquin County Office of Education. Creditable service shall include appropriate experience outside the County Office of Education which was granted at the time of initial placement on the salary schedule.

3. An additional $2,100 shall be granted for Master's Degree. Stipend will be pro-rated for less than full-time employment. (Effective 7/1/00, this shall be interpreted to include employees holding alternative certifications.)

4. An additional $3,000 shall be granted for Doctoral Degree (Ph.D. or Ed.D.). Stipend will be pro-rated for less than full-time employment.

5. The maximum of one stipend shall be paid per employee and shall be based on the highest degree earned.

6. An additional $5,000 Stipend shall be granted for certificated employees assigned to a Special Education position. Stipend will be pro-rated for less than full-time equivalent.

7. Effective July 1, 2025, certificated employees with consecutive years of service will receive an annual longevity stipend as follows:

10 years of service	$500.00
15 years of service	$750.00
20 years of service	$1,000.00
25 years of service	$1,250.00
30 years of service	$1,500.00

8. Employees paid on this Salary Schedule are represented by San Joaquin County Educators Association (SJCEA) - California Teachers Association (CTA).

CLASSIFICATION
Language, Speech and Hearing Specialist

EXHIBIT F-4
2026-2027
VOCATIONAL AND ROC/P SALARY SCHEDULE

STEP	CL 1 Preliminary/ Clear	CL2 BA PLUS 15 OR 9 years exp	CL3 BA PLUS 30 OR 10 years exp	CL4 BA PLUS 45 OR 11 years exp	CL5 BA PLUS 60 OR 12 years exp	CL6 BA PLUS 75 OR 13 years exp	CL7 BA PLUS 90 OR 14 years exp
1	$ 60,036.00	$ 62,684.00	$ 65,452.00	$ 68,220.00	$ 70,980.00	$ 73,753.00	$ 75,939.00
2	$ 60,036.00	$ 62,684.00	$ 65,452.00	$ 68,220.00	$ 70,980.00	$ 73,753.00	$ 75,939.00
3	$ 62,738.00	$ 65,388.00	$ 68,150.00	$ 70,930.00	$ 73,683.00	$ 76,448.00	$ 78,718.00
4	$ 65,424.00	$ 68,083.00	$ 70,853.00	$ 73,610.00	$ 76,376.00	$ 79,140.00	$ 81,491.00
5	$ 68,135.00	$ 70,788.00	$ 73,545.00	$ 76,319.00	$ 79,072.00	$ 81,837.00	$ 84,268.00
6	$ 70,832.00	$ 73,488.00	$ 76,245.00	$ 79,019.00	$ 81,774.00	$ 84,530.00	$ 87,045.00
7	$ 73,509.00	$ 76,176.00	$ 78,941.00	$ 81,711.00	$ 84,475.00	$ 87,233.00	$ 89,820.00
8	$ 76,201.00	$ 78,875.00	$ 81,644.00	$ 84,407.00	$ 87,174.00	$ 89,937.00	$ 92,614.00
9	$ 76,201.00	$ 81,585.00	$ 84,351.00	$ 87,106.00	$ 89,876.00	$ 92,623.00	$ 95,384.00
10	$ 76,201.00	$ 84,284.00	$ 87,044.00	$ 90,113.00	$ 92,572.00	$ 95,331.00	$ 98,168.00
11	$ 76,201.00	$ 84,284.00	$ 89,734.00	$ 92,499.00	$ 95,256.00	$ 98,017.00	$100,933.00
12	$ 76,201.00	$ 84,284.00	$ 92,432.00	$ 95,193.00	$ 97,968.00	$100,720.00	$103,721.00
13	$ 76,201.00	$ 84,284.00	$ 92,432.00	$ 97,894.00	$100,661.00	$103,442.00	$106,523.00
14	$ 76,201.00	$ 84,284.00	$ 92,432.00	$ 97,894.00	$100,661.00	$103,442.00	$106,523.00
15	$ 76,201.00	$ 84,284.00	$ 92,432.00	$ 97,894.00	$100,661.00	$103,442.00	$106,523.00
16	$ 76,201.00	$ 84,284.00	$ 92,432.00	$ 97,894.00	$103,482.00	$106,267.00	$109,431.00
17	$ 76,201.00	$ 84,284.00	$ 92,432.00	$ 97,894.00	$103,482.00	$106,267.00	$109,431.00
18	$ 76,201.00	$ 84,284.00	$ 92,432.00	$ 97,894.00	$103,482.00	$106,267.00	$109,431.00
19	$ 76,201.00	$ 84,284.00	$ 92,432.00	$ 97,894.00	$106,298.00	$109,089.00	$112,337.00
20	$ 76,201.00	$ 84,284.00	$ 92,432.00	$ 97,894.00	$106,298.00	$109,089.00	$112,337.00
21	$ 76,201.00	$ 84,284.00	$ 92,432.00	$ 97,894.00	$106,298.00	$109,089.00	$112,337.00
22	$ 76,201.00	$ 84,284.00	$ 92,432.00	$ 97,894.00	$109,135.00	$111,912.00	$115,247.00
23	$ 76,201.00	$ 84,284.00	$ 92,432.00	$ 97,894.00	$109,135.00	$111,912.00	$115,247.00
24	$ 76,201.00	$ 84,284.00	$ 92,432.00	$ 97,894.00	$109,135.00	$111,912.00	$115,247.00
25	$ 76,201.00	$ 84,284.00	$ 92,432.00	$ 97,894.00	$111,955.00	$114,732.00	$118,149.00
26	$ 76,201.00	$ 84,284.00	$ 92,432.00	$ 97,894.00	$111,955.00	$114,732.00	$118,149.00
27	$ 76,201.00	$ 84,284.00	$ 92,432.00	$ 97,894.00	$111,955.00	$114,732.00	$118,149.00
28	$ 76,201.00	$ 84,284.00	$ 92,432.00	$ 97,894.00	$114,732.00	$117,584.00	$121,083.00

Yearly contractual salaries are based on an 8 hour daily assignment for 183 days. (New employee work year is 184 days.)
Assignments other than full time will be paid at the hourly rate.

CREDENTIAL CLASSIFICATION

CL 1: Preliminary **or** Clear CTE Credential
CL 2: Bachelor's Degree + 15 units OR 9 years industry experience **and** Clear CTE Credential
CL 3: Bachelor's Degree + 30 units OR 10 years industry experience **and** a Clear CTE Credential
CL 4: Bachelor's Degree + 45 units OR 11 years industry experience **and** a Clear CTE Credential
CL 5: Bachelor's Degree + 60 units OR 12 years industry experience **and** a Clear CTE Credential
CL 6: Bachelor's Degree + 75 units OR 13 years industry experience **and** a Clear CTE Credential
CL 7: Bachelor's Degree + 90 units OR 14 years industry experience **and** a Clear CTE Credential

1. Placement on the salary schedule shall be determined by credential classification, approved post baccalaureate units, and by years of fully credentialed teaching experience (minimum 75% of the school year. Ref: EC44908). In lieu of Bachelor's Degree - 1,000 hours of industry experience equals 1 year experience (8 years is equal to a Bachelor's Degree OR 15 semester units equals 1 year experience). Industry experience must be in teaching authorization assigned by SJCOE. There will be no mixing and matching. If using degree and units an educator cannot also use experience. Appropriateness of experience and academic coursework will be determined by the County Superintendent or his designee.
2. Initial class/step placement is based on information provided by the new employee at the New Hire Orientation. Verification of credential classification, applicable experience, and official transcripts must be received by the Human Resources Department within thirty (30) days of employment. **The furnishing of all such records is the responsibility of the employee.**
3. A career increment shall be granted to teachers commencing their 16th, 19th, 22nd, 25th and 28th year who have met the following requirements:
   A. Have reached Class V, VI, and VII.
   B. Have completed 15, 18, 21, 24 (and 27 for Class V, VI and VII) years of creditable service requiring certification with the San Joaquin County Office of Education. Creditable service shall include appropriate experience outside the County Office of Education which was granted at the initial placement on the salary schedule.
4. An additional $2,100 shall be granted for Master's Degree. Stipend will be pro-rated for less than full-time employment..
5. An additional $3,000 shall be granted for Doctoral Degree (Ph.D. or Ed.D.). Stipend will be pro-rated for less than full-time employment. The maximum of one stipend shall be paid per employee and shall be based on the highest degree earned.
6. Effective July 1, 2025, certificated employees with consecutive years of service will receive an annual longevity stipend as follows:

10 years of service	$500.00	25 years of service	$1,250.00
15 years of service	$750.00	30 years of service	$1,500.00
20 years of service	$1,000.00		

7. Employees paid on this salary schedule are represented by San Joaquin County Educators' Association (SJCEA) / California Teachers Association (CTA).

Service by a person as an instructor in classes conducted at regional occupations centers or programs, shall not be included in computing the service required as a prerequisite to attainment of or eligibility to, classification as a permanent employee. (Education Code 44910)

Individual ROP courses are temporary in nature and subject to termination if and when enrollment drops to a level that is determined to be a class of insufficient size to justify continuation and/or an evaluation indicates that the anticipated employment demand for trainees in the program does not justify the continuation of the course.

CLASSIFICATIONS
Career Technician Instructor
ROP Teacher
Teacher

EMPLOYEE MILEAGE REIMBURSEMENT CLAIM FORM

EXHIBIT G

This form is maintained by the Business Department and is subject to administrative updates.

SJCOE
EDUCATE · INNOVATE · INSPIRE

Name: _____ **Employee ID#:** _____

Mailing Address: _____ **City, State, Zip:** _____

Home Address: _____ **City, State, Zip:** _____

Dept. / Program: _____ **Primary Work Location:** _____

***ROUND TRIP HOME TO WORK MILES:** _____

Include Round Trip Home to Work Miles in Personal Mileage Column Below.

DATE	LOCATIONS	PURPOSE	Check if Students Were Transported	Total Miles Driven	(-) Less Personal Mileage*	Claimable Miles
			☐			
			☐			
			☐			
			☐			
			☐			
			☐			
			☐			
			☐			
			☐			
			☐			
			☐			
			☐			
			☐			
			☐			
			☐			
				Total Miles (1) :		
(Use SJCOE / IRS rate unless grant is less.) ☐ Per Grant rate.				**SJCOE / IRS or Grant Rate (2) : $**		
				Total Mileage Amount (1 x 2) = (3) : $		

Expenses related to mileage above: Original Receipts required. See instructions for details.

I certify that the claimed reimbursable mileage is for official SJCOE business and no personal mileage is being claimed.

In accordance with SJCOE Policy SP 3541.1, I certify that I have a valid driver's license and vehicle insurance. If transporting students, I also certify I have met the requirements in Policy SP 3541.1.

Claimant's Signature _____ **Date** _____

Total Other (4) : $

Total Claim (3 + 4) : $

Program Manager's Signature _____ **Date** _____ **Authorization For Payment By Purchasing** _____ **Date** _____

BUDGET NUMBER(S): **PROGRAM CONTACT:** _____ **ACTUAL COST**

_____ $_____

_____ $_____

_____ $_____

Fund - Resource - Year - Goal - Function - Object - School - Mgmt
xx xxxx x xxxx xxxx xxxx xxx xxxx $_____ **TOTAL**

BYLAWS
PEER ASSISTANCE AND REVIEW PROGRAM

Duties and Responsibilities: The Joint Committee's (JC) primary responsibility will be oversight of the SJCOE Peer Assistance and Review Program, and its applicable budget.

a. The JC shall approve the selection, assignment, and monitoring of the Consulting Teacher (CT).

b. Submitting in writing to the San Joaquin County Board of Education, County Superintendent of Schools, and the Association President, an annual report of the Program's impact.

c. Making recommendations to the Superintendent regarding Referred Participating Teacher (RPT) with unsatisfactory evaluations, and if necessary, forwarding names of individuals who, after sustained assistance (not to exceed three years), are unable to demonstrate satisfactory improvement.

d. Approving the assignments and reassignments of the CT's.

e. Reviewing CT's reports on Participating Teacher (PT).

f. Assessing the effectiveness of the CT's in the role of CT.

g. Coordinating with the County Office of Education to provide training for CT's, for Committee Members, and where appropriate for PT's.

h. Guiding and assisting CT's in:

1. Developing performance goals for PT's.

2. Determining appropriate observation scheduling and practices.

3. Establishing and maintaining a cooperative relationship with a PT's Program Administrator.

4. Assessing staff development activities that may assist in improving a PT's skills and knowledge.

5. Writing peer review reports.

dm

i. Pursuant to Education Code sections 44500(b)(7) and 44662(d), the JC's final report regarding the results of a RPT's participation in the PAR program (including responses, if any) shall be made available in the Personnel File for consideration as part of the evaluation and assessment of employee performance.

j. At the end of each school year, the JC shall forward all documents and records relating to a RPT's participation in the PAR program to the Human Resources Office. All documents shall be filed separately from the individual's personnel record.

Minimum CT Qualification:

a. shall demonstrate exemplary teaching ability, as indicated by, but not limited to:

1. Effective communication skills;

2. Subject matter knowledge;

3. Knowledge and commitment to SJCOE curricular goals and standards;

4. Mastery of a range of teacher strategies necessary to meet student needs;

5. Effective leadership skills.

Application Process:

a. An application for selection as a CT shall include:
   1. A minimum of two references from individuals who have knowledge of the candidate's ability to satisfy the minimum qualifications.
   2. At least one reference shall be from a Program Administrator who has direct knowledge of the candidate's classroom performance.
   3. One reference shall be from another classroom Unit Member.

b. All applications and references will be treated with confidentiality and will not be disclosed except as required by law.

dm

c. The JC's procedures for selecting CT's may include provisions for classroom observation of CT candidates.

d. The JC's selection will be forwarded to the Superintendent.

See Exhibit A (Application)

Job Duties:

a. With PT and Program Administrator input the CT shall develop an Individual Assistance Plan (IAP) that will include clearly stated, mutually agreed-upon performance goals aligned with pupil learning and consistent with Education Code Section 44662. The IAP should be developed assuming the PT will stay in the program no more than one school year.

b. CT's assigned to a RPT shall meet for a quarterly progress report with the JC and provide dialogue and written summary on the RPT's progress.

c. CT's shall assist PT's by demonstrating, observing, coaching, conferencing, referring, or by other activities approved by the JC.

The CT shall:

4. Participate in initial and ongoing training as determined by the JC.

5. Meet regularly (specifically defined in conjunction with time allowed) for observations/discussions with each PT.

6. Maintain a written log of contacts and specific support given to each PT.

7. Conduct and document multiple observations, visitations, and meetings and provide specific feedback after each visit.

8. Monitor the progress of the RPT and submit to, review and discuss with the PT any periodic written reports that require his/her signature before being submitted to the JC.

9. Submit a final written summary of the RPT's IAP progress with consideration of recommendations to the JC.

See Exhibit B (IAP Goal form)

dm