

California School Employees Association



**REDWOOD CITY SCHOOL DISTRICT & CSEA
CHAPTER V JULY 1, 2023 – June 30, 2026**

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SUPPORT OF AGREEMENT

The District and exclusive representative agree that it is to their mutual benefit to encourage the resolution of differences through the meet and negotiation and grievance processes. Therefore, it is agreed that the District and the exclusive representative, for the term, will not appear before the Governing Board to seek change or improvement in any matter subject to meet and negotiation or grievance process except by mutual agreement of the District and the exclusive representative.

ARTICLE 1: TERM

1.1 Term

This Agreement shall remain in full force and effect from July 1, 2023, up to and including June 30, 2026. Thereafter it shall continue in effect year by year unless one of the parties notifies the other in writing, no later than March 15, of its request to modify, amend or terminate the agreement.

For the 2024-2025 school year, Article 6.2 Fringe Benefits, Classified Work Calendar pursuant to Article 5.7 and one (1) article of each parties' choice may be opened for negotiation.

For the 2025-2026 school year, Article 6 Salary, Classified Work Calendar pursuant to Article 5.7 and up to two (2) articles of each parties' choice may be opened for negotiation.

Whenever possible CSEA, Chapter 5, and the District shall meet to develop the specific articles and interests prior to presenting the information to the Governing Board and posting for public notification, the areas of negotiation.

Except as noted above, this agreement resolves all outstanding issues for the new term of agreement, July 1, 2023-June 30, 2026.

CSEA Chapter 5 President:



Labor Rep:



District:



Date: 7/31/2025

ARTICLE 2: RECOGNITION

The district hereby acknowledges CSEA as the exclusive bargaining representative of classified employees, except those that lawfully are certificated, management, confidential, or supervisory. The determination of management, confidential, or supervisory employees shall be made by the District after consultation with CSEA. Disputed cases shall be submitted to the Public Employment Relations Board (“PERB”) for resolution. The bargaining unit may be expanded to other classes by mutual agreement of the District and CSEA subject to the rules of the PERB.

ARTICLE 3: SEVERABILITY

3.1 Savings Clause

- 3.1.1 If during the life of this Agreement there exists any applicable law or any applicable rule, regulations, or order issued by governmental authority other than the District which shall render invalid or restrain compliance with or enforcement of any provision of this Agreement, such provision shall be immediately suspended and be of no effect hereunder so long as such law, rule, regulation, or order shall remain in effect. Such invalidation of a part or portion of this Agreement shall not invalidate any remaining portions which shall continue in full force and effect.
- 3.1.2 In the event of suspension or invalidation of any article or section of this Agreement, the parties agree to meet and negotiate within thirty (30) days after such determination for the purpose of arriving at a mutually satisfactory replacement for such article or section.

ARTICLE 4: SAFETY

4.1 Work Areas

- 4.1.1 The District shall provide and maintain work areas which are safe and clean.
- 4.1.2 All unit members shall assist in maintaining safe and clean conditions in their work areas of responsibility.

4.2 Working Conditions

- 4.2.1 Unit members shall not be required to work under unsafe or hazardous conditions or to perform tasks which endanger their health or safety.
- 4.2.2 Unit members shall report to their supervisors any practice, condition, or person which poses a threat to the health or safety of any person associated with the District.

4.3 Safety Committee

- 4.3.1 A representative chosen by the CSEA from the bargaining unit will be appointed to the District’s Safety Committee.

ARTICLE 5: HOURS AND OVERTIME

5.1 Workweek/Workday

- 5.1.1 Except for those Comprehensive Unit positions that are assigned eight (8) hours, the workweek for all full-time unit members in the comprehensive unit shall consist of five (5) consecutive days, Monday through Friday, of seven and one-half (7.5) hours per day and thirty-seven and one-half (37.5) hours per week.
- 5.1.2 The workweek for all full-time unit members in the Operations and Support Unit and those Comprehensive Unit positions that are assigned eight (8) hours, shall consist of five (5) consecutive days, Monday through Friday, of eight (8) hours per day and forty (40) hours per week.
- 5.1.3 The length of the workday shall be designated by the District management in a fixed and ascertainable number of hours, and no classification shall work less than three (3) hours per day, for five (5) consecutive days per week.
- 5.1.4 When the District needs to increase or decrease the hours of a bargaining unit position it should provide written notice and an opportunity to bargain to CSEA.

5.2 Adjustment of Assigned Time

- 5.2.1 Any unit member who is required by management to work an average of fifteen (15) minutes or more per day in excess of his/her regular part-time assignment for a period of twenty (20) consecutive working days or more shall have his/her regular assignment adjusted upward to reflect the longer hours on a permanent basis, effective with the next pay period. This does not apply to a regular unit member substituting in an existing position.

5.3 Additional Hours

- 5.3.1 When additional hours become available, such assignment shall be offered in order of seniority to unit members at the site in the appropriate classification, who have overall satisfactory performance evaluations. Should no unit member accept the additional hours, the assignment shall be posted.

5.4 Lunch Period/Rest Periods

- 5.4.1 All unit members in the Comprehensive Unit on duty for four (4) hours or more shall be entitled to a duty-free, uninterrupted lunch period of no longer than one (1) hour nor less than one-half ($\frac{1}{2}$) hour at or about the midpoint of each work shift.
- 5.4.2 All unit members in the Operations and Support Unit on duty for four (4) hours or more shall be entitled to a duty-free, uninterrupted lunch period of no longer than one-half ($\frac{1}{2}$) hour at or about the midpoint of each work shift.
- 5.4.3 Paid rest periods shall be in the middle of each work period at the rate of fifteen (15) minutes per four (4) hours or major fraction thereof and will be scheduled by the District management after consultation with the affected unit member.
- 5.4.4 Rest periods and lunch breaks shall not be combined. Employees may not be dismissed early from their shift in combining lunch and break times.

5.5 Overtime

- 5.5.1 Except for those Comprehensive Unit positions that are assigned eight (8) hours, overtime for the Comprehensive Unit is defined to include any authorized time worked in excess of seven and one-half (7.5) hours in any one day or in excess of thirty-seven and one-half (37.5) hours in any workweek.
- 5.5.2 For the Operations and Support Unit and those Comprehensive Unit positions that are assigned eight (8) hours, overtime is defined to include any authorized time worked in excess of eight (8) hours in any one day or in excess of forty (40) hours in any workweek. No unit member shall work overtime without prior approval from the immediate supervisor.
- 5.5.3 All overtime hours, through the twelfth (12th) hour, as defined in this section, shall be compensated at a rate of pay equal to time and one-half the regular rate of pay of the unit member. Commencing with the thirteenth (13th) hour, overtime shall be paid at a rate of pay equal to double the regular rate of pay of the unit member.
 - 5.5.3.1 Hours worked beyond the workweek of five (5) consecutive days shall be compensated at the overtime rate commencing on the sixth consecutive day of work.
 - 5.5.3.2 Hours worked on holidays designated by this Agreement shall be compensated at two and one-half times the regular rate of pay.
- 5.5.4 Overtime and extra time shall be distributed and rotated as equally as is practical among qualified unit members working in their classification within each department. Extra time is defined as hours worked beyond your assigned shift.
- 5.5.5 Refusal by a unit member of any overtime or extra time assignment shall not waive his/her right under this section to be offered any subsequent overtime or extra time assignment. Notwithstanding the right of refusal, when no personnel of the proper classification are available during an emergency (an unexpected or unforeseen condition beyond the control of the District) the overtime or extra time may be assigned by management to the unit member who would be in the rotation for the overtime or extra time. In the case of a classification with a single individual, emergency work may be assigned to that individual for accomplishment.
- 5.5.6 By mutual agreement between part-time unit members and his/her supervisor, a part-time unit member may work beyond his/her designated regularly scheduled hours. However, part-time unit members shall not be required to work beyond their regular assigned time except in emergency situations.
- 5.5.7 Compensatory Time
 - 5.5.7.1 Compensatory time shall be accrued at the overtime rate.
 - 5.5.7.2 By mutual agreement between the unit member and his/her supervisor, a unit member may, in lieu of overtime payment, accumulate compensatory time up to a maximum of eighty (80) hours. Compensatory time shall be taken within twelve (12) months of the end of the fiscal year in which it was earned. Should the unit member and supervisor not reach an agreement regarding the scheduling of compensatory time off within the time limits above, the unit member shall be paid off pursuant to subsection 5.5.2 of this Article.

5.6 Hours Worked

- 5.6.1 For the purpose of computing the number of hours worked, all time during which a unit member is in paid status shall be construed as hours worked.

5.7 Work Year/ Calendar

- 5.7.1 On an annual basis, the District will provide CSEA with a draft instructional calendar. Within three calendar weeks, CSEA will provide the District the dates of the two in-lieu holidays for the draft calendars. If CSEA does not submit by the three calendar week deadline then the District will designate the placement of Lincoln's Day and Indigenous Peoples' Day.
- 5.7.2 Following the School Board approval of the Instructional Calendar with the placed two CSEA selected in-lieu holidays, the District will notify CSEA and the parties will negotiate the beginning and end dates of unit members' work years and work calendar. Once the work calendar has been approved by the parties, it shall not be modified without agreement by both parties to reenter into work calendar negotiations.
- 5.7.3 The work year for unit members holding twelve-month positions shall be July 1 through June 30
- 5.7.4 The work year for unit members holding ten-month positions shall be based on the instructional days, plus holidays. Any days beyond the defined 10 month year will be compensated at the appropriate rate.
- 5.7.5 Rights to sick leave and vacation will be based upon the following number of annual work days:
- 182 to 199 work days – 11 pay periods, and considered 11-month for these purposes:
(Effective July 1, 2024)
 - 200 to 231 work days – 11 pay periods, and considered 11-month for these purposes:
 - 232 or more work days – 12 pay periods, and considered 12-month for these purposes.

5.8 Differential

- 5.8.1 All unit members holding positions wherein there is a scheduled unpaid period of more than one and one-half (1.5) hours in the workday shall be paid a split shift differential of an additional 5% above their regular salary.
- 5.8.2 All unit members whose regular assigned work shift commences between 3:00 P.M. and 12:00 A.M., shall be paid a shift differential premium of six percent (6%) above the regular hour of pay for all hours worked. Any unit member, who received a shift differential premium, shall suffer no reduction in pay, including differential, when assigned temporarily to a day shift.
- 5.8.3 Any unit member whose assigned work shift commences between midnight and 7:00 A.M. shall be paid a shift differential premium of five percent (5%) above the regular hour of pay for all hours worked before 7:00 A.M.
- 5.8.4 Upon the creation of any new work shift, the District shall meet and negotiate with the Association regarding the effect on the bargaining unit.

- 5.8.5 The District shall meet and negotiate with the Association regarding any proposed change in the workweek referred to in 5.1.1.

5.9 Call Back Time

Any unit member called back to work after completion of his/her regular assignment shall be compensated for a minimum of two (2) hours of work at the overtime rate, irrespective of the actual time less than that, required to be worked except for security call back prior to 12 midnight which shall be compensated at the overtime rate for the actual time worked.

5.10 Bus Drivers' Hours

5.10.1 At the beginning of the school year, the District will construct initial bus routes that will specify the hours required each day of the week and the weekly total. Qualified bus drivers will bid on the routes on the basis of seniority. Bus driver pay will be based on the hours per week as specified in each route. Each driver shall be guaranteed thirty (30) hours per week or more. The District will try to construct initial bus routes that: (1) meet the District's educational and operational needs; and (2) provide the maximum number of hours for bus drivers.

5.10.2 Whenever the amount of time required for a route increases from the original assignment by more than thirty (30) minutes, the route will be offered on the basis of seniority.

5.10.3 Extra time will be authorized by transportation management for any time in excess of the weekly amount, rounded to the nearest 15 minutes, and will be distributed according to the current system for bidding extra time.

5.10.4 Decrease In Bus Route

Whenever the amount of time required for a route decreases by 30 minutes or more, the District shall give 30 calendar days written notice to the Union and to the affected bus driver before reducing the bus driver's assigned hours to reflect the route decrease. The notice shall contain the bus driver's current number of assigned hours, the proposed decrease, and the reason for the decrease.

5.10.4.1 The District will meet and confer with the Union over the reasons for and impact of the decrease in the bus route. This meeting shall not delay implementation of the 30 day notice.

5.10.4.2 For 30 calendar days following receipt of the written notice, the driver shall be paid for the hours as bid or rebid.

5.10.4.3 During the 30 days, the District may assign the driver to available classified work, including yard duty, for which the driver is qualified.

5.10.4.4 Unless the bus route to be reduced is already assigned to the least senior bus driver, the reduction of a bus route by 30 minutes or more shall trigger a re-bidding of bus routes on the basis of seniority within the category of work calendar.

5.10.4.5 A reduction in hours under this provision shall not be considered a layoff. This

provision applies only to bus driver assignments.

5.10.4.6 Each bus driver shall be guaranteed 30 hours of work per week or more.

5.10.5 The daily starting and ending times for each route will be based on the student transportation needs.

After the bus routes are initially established at the beginning of the year, all changes to their routes will be entered in the route log book and posted on the bulletin board in the Transportation drivers' room no later than one (1) week after the Transportation Office learns of the changes.

5.10.6 Bus drivers accepting any overnight field trip in which camping accommodations are required may seek reasonable alternative accommodations for the purpose of acquiring an adequate rest period before returning to duty and driving. Alternative accommodations must be located within a ten (10) mile range of the field trip group. Cost of accommodations will be reimbursed by the contracting group.

ARTICLE 6: SALARY

6.1 All Classifications

(2023-2024) Effective July 1, 2023, the District shall increase the 2022-2023 CSEA salary schedule by 4%, which shall become the 2023-2024 salary schedule

(2024-2025) Effective July 1, 2024, the district shall increase the 2023-2024 CSEA salary schedule by 3%, which shall become the 2024-2025 salary schedule.

(2025-2026) Effective July 1, 2025, the district shall increase the 2024-2025 CSEA salary schedule by 2.85%, which shall become the 2025-2026 salary schedule.

CA Education Code Section 45102 requires the District to pay employees working between academic years (summer school) to be paid no less than regular compensation and benefits for the classification for which they work during summer school or their regular rate of pay during school year, whichever is higher.

6.1.1 In order to ensure fiscal solvency the District and CSEA recognize the amount of money expended to maintain step, longevity and professional growth increases is an ongoing cost to the District. All classifications in the bargaining unit shall receive compensation in accordance with the currently adopted salary schedule.

6.1.2 Longevity payments will be paid each month for services with the District as follows:

6.1.3.1 Upon completion of nine years of service an additional 10% increase to the base salary.

6.1.3.2 Upon completion of twelve years of service an additional \$50.00 per month.

6.1.3.3 Upon completion of fifteen years of service an additional \$60.00 per month.

6.1.3.4 Upon completion of eighteen years of service an additional \$60.00 per month.

6.1.3.5 Upon completion of twenty-one years of service an additional \$65.00 per month.

- 6.1.3.6 Upon completion of twenty-four years of service an additional \$65.00 per month.
 - 6.1.3.7 Upon completion of twenty-seven years of service an additional \$65.00 per month.
 - 6.1.3.8 Upon completion of thirty years of service an additional \$200.00 per month.
 - 6.1.3.9 Upon completion of thirty-three years of service an additional \$215.00 per month.
 - 6.1.3.10 Upon completion of thirty-six years of service an additional \$230.00 per month.
- 6.1.3 Professional Growth increments can be accumulated by attending authorized workshops and college courses that meet established guidelines and receive prior written approval. Course Credit Approval forms are available in the Human Resources office. Official college transcript is required for verification of completed coursework.

One point for each hour of attendance (outside of work hours) at a district sponsored workshop or approved committee meeting or activity is offered to each participant. The accumulation of 15 points is equivalent to one unit to be applied toward salary increment credit in the RCSD. When 15 points are accumulated, it is the individual's responsibility to submit the card to the Human Resources office so that the unit can be recorded. Professional Growth cards are available in the Human Resources office.

Professional Growth increments will be provided pursuant to District regulations at the rate of \$210.00 per year for each block of nine semester units, to a maximum of 54 semester units or a total compensation of \$1,260.00 per year.

Members who complete an Associate degree will receive an additional amount of \$140.00 per year, for a total annual compensation of \$1,400.00 (7/1/2011).

Effective 7/1/2017, members who complete 90 semester units will receive an additional amount of \$170.00 per year.

Effective 7/1/2016, members who complete a Bachelor's degree will receive an additional amount of \$200.00 per year, for a total annual compensation of \$1,770.00.

Degree must be earned after effective date.

6.2 Fringe Benefits

HEALTH INSURANCE

6.2.1 Benefits will be provided by participation in the PERS Health Program, (PEMHCA - The Public Employees' Medical and Hospital Care Act).

6.2.2 The District agrees to contribute the prevailing administrative fee per month per eligible full time unit member for each approved PERS health plan option. This amount shall be the District's basic unit member only medical benefits contribution. This basic contribution is required only to the extent it is mandated by law and only as long as the District participates in the PEMHCA plan.

6.2.3 In addition, the District agrees to contribute, pursuant to the regulation of Section 125,

- a. Effective January 1, 2021 RCSD shall pay up to \$10,500.00 annually for each member who holds a full-time position subject to the eligibility requirements to be used for employee-only coverage.

b. Effective January 1, 2022 RCSD shall pay up to \$11,000.00 annually for each member who holds a full-time position subject to the eligibility requirements to be used for employee-only coverage.

c. Effective January 1, 2023 RCSD shall pay up to \$13,000 annually for each member who holds a full-time position subject to the eligibility requirements to be used for employee-only coverage. This amount shall be raised an additional \$1000 in the next calendar year (i.e. an additional \$1000 on 1/1/2024). Neither party may open up negotiations on Section 6.2 Fringe benefits for the 2023-24 school year.

d. Effective July 1, 2025, RCSD shall pay up to \$14,500 annually for each member who holds a full-time position, subject to the eligibility requirements to be used for employee-only coverage.

Effective January 1, 2026, RCSD shall pay up to \$16,000 annually for each member who holds a full-time position, subject to the eligibility requirements, to be used for employee-only coverage.

6.2.3.1 Any member hired before 7/1/2012 who elects to receive “cash back” in-lieu of insurance shall receive \$6,000 per FTE. Any member hired on or after 7/1/2012 shall not be eligible to receive “cash back”. Any unit member hired before 7/1/2012 and currently enrolled in the health benefits plan shall not be eligible for the “cash back” option. Every eligible unit member receiving “cash back” shall provide annual proof of other health insurance. Effective March 1, 2019 to address legal requirements, coverage obtained from government subsidies (e.g. Covered California with Premium Tax Credit, Medicare, Medi-Cal and Medicaid) does not qualify as other health insurance and/or qualify for cash back.

6.2.4 Fringe benefit coverage shall be prorated according to the number of hours assigned per day as that number relates to 7 hours for Comprehensive Unit and 7 hours for Operations/Support Unit.

DENTAL INSURANCE

6.2.5 Effective January 1 2024, CSEA bargaining unit members shall be placed on the Delta Dental Plan J which consists of \$2,500 individual calendar maximum (\$1000 adult and child ortho coverage). The District shall pay the entire cost for every bargaining unit member as well as any family members that enroll in the program.

Effective January 1, 2025 CSEA bargaining unit members shall be placed on the Delta Dental Plan L which consists of \$3,500 individual calendar maximum (\$1000 adult and child ortho coverage). The District shall pay the entire cost for every bargaining unit member as well as any family members that enroll in the program.

For every eligible unit member working 20 hours or more per week, the District shall pay a contribution equal to the cost of the Delta Dental Plan for members and their dependents. The District’s payment of the Delta Dental Plan insurance premium for eligible unit members and their dependents shall be in addition to any amount required in 6.2.2 and 6.2.3 above.

6.2.6 Any excess premium after application of the District’s basic and supplemental contribution shall be the sole responsibility of the unit member who shall authorize salary deduction of such cost as a condition of receipt of such benefit in accordance with the Internal Revenue Code Section 125 requirements.

VISION INSURANCE

- 6.2.7 Effective July 1, 2025, the District shall pay a contribution equal to the cost of single party vision for every eligible unit member working 20 hours or more per week. The District's payment of single party vision shall be in addition to any amount required in 6.2.2 and 6.2.3. If a unit member elects to take dependent vision coverage, the cost of the dependent vision coverage shall be deduced from the employee's paycheck.

6.3 Health Insurance For Retired Classified Employees

- 6.3.1 The District agrees to contribute the lesser amount set by California Government Code Section 22857 subdivision (b) of the California Public Employees' Retirement Law per eligible retiree, per month. If the District and CSEA agree to terminate participation in the PERS medical insurance plan, the District shall have no further obligation for payment of the basic contribution.
- 6.3.2 The District shall reimburse the retiree a supplemental amount equal to the difference between subsection 6.3.1 and the least expensive single party premium rate of the four most common PERS HMO's subscribed to by active unit members at the time of retirement or a less expensive retiree selected PERS plan for the first and all subsequent years until 6.3.2.1.5 applies. The district shall pay directly the Delta Dental coverage at the time of retirement.
- 6.3.2.1 To be eligible for the supplemental contribution amount in subsection 6.3.2 the retired unit members must meet the following conditions:
- 6.3.2.1.1 The unit member must have reached a minimum age of at least fifty-five (55) years prior to retirement.
- 6.3.2.1.2 Unit members hired prior to 7/1/2012 must have served the District for at least 10 consecutive years immediately prior to retirement. Unit members hired after 6/30/2012 must have served the District for at least 15 consecutive years immediately prior to retirement. If a unit member takes an authorized leave for a family emergency or illness for one year or less, it shall not be considered a break in service for this section.
- 6.3.2.1.3 The retired unit member must be retired under the provision of the Public Employees Retirement System.
- 6.3.2.1.4 The retired unit member must have been enrolled in a health insurance and Delta Dental insurance plan while an active unit member.
- 6.3.2.1.5 The District shall pay such contribution for the retiree until death of the retiree or the retiree is eligible for participation in the U.S. Government Medicare Program, or the retiree reaches the age of sixty-five (65), whichever of these events occurs first.
- 6.3.3 Retired unit members will be reimbursed quarterly the amount in subsection 6.3.2 less the PERS charges for administrative fee and contribution to the reserve fund.
- 6.3.4 If the retiree elects not to enroll in the PERS Health Plan and/or the District Delta Dental Plan the amount in subsections 6.3.1 and 6.3.2 will be forfeited.

ARTICLE 7: PAY AND ALLOWANCES

7.1 Pay Increases

The District shall make a retroactive wage increase resulting from this Agreement or any amendments thereto. Date of payment will be agreed between the District and CSEA, Chapter 5 at the time of settlement.

7.2 Promotion

Any unit member receiving a promotion under the provisions of this Agreement shall be moved to the appropriate range and step of the new class to guarantee an increase in salary of at least five percent (5%).

7.3 Paychecks

All regular paychecks of unit members shall be itemized to include all deductions, overtime, holiday pay, additional wage benefits, differential, longevity, sick leave, and vacation accrued. Provisions are applicable only if there are no major increased costs to the District and the San Mateo County Office of Education can implement the provisions of this section.

7.4 Pay Periods

- 7.4.1 All unit members shall be paid on the last working day of the County Office of Education work calendar. Within five (5) days of notification to the Business Department, supplemental checks will be issued to correct payroll errors, working out of classification, and/or lost checks.

7.5 Mileage

Any unit member required by management to use his/her vehicle on District business shall be reimbursed for all miles driven on behalf of the District. The mileage computation shall include mileage necessary to return to the unit member's normal job site after the completion of District business and shall be at the rate not lower than IRS recommended allowance

7.6 Overnight Field Trips

- 7.6.1 In addition to compensation to which the unit member is entitled under this Agreement (Article 5), an instructional assistant who accompanies a student, as a one-on-one instructional assistant, to an overnight field trip activity, shall be entitled to a stipend of \$150.00, effective July 1, 2023, per day for every day the instructional assistant stays overnight.
- 7.6.2 The District shall determine the need for an instructional assistant to accompany a student based on the student's IEP. If the instructional assistant normally assigned to a student is unable to attend any part of the education activity, the District shall assign an instructional assistant(s) based on the student's needs and on seniority.

7.7 Paraeducator SPED & any other classifications of Instructional Assistants who agree to work with students that require Specialized Duties.

- 7.7.1 Unit members in the above listed job classifications shall be paid a six percent (6%) differential added to their base salary when their assignment requires them to perform the following additional responsibilities for a student in one (1) or more of the following areas:

- Self-help skills: teaching/assisting students in feeding, grooming, diapering, toileting and hygiene skills.
- Lifting, positioning and handling students: assisting special needs students who require lifting, positioning, or specialized handling so that they are able to be an integral part of the classroom/school setting.
- Specialized health care: after receiving training from a nurse and subject to monitoring by a nurse, assisting students who require specialized health care procedures, including but not limited to catheterization or gavage feeding.
- Unique needs: solely at the District's discretion the District may authorize payment of the differential when the District concludes that the unique requirements of the above listed Instructional Assistant's specific assignment reasonably justify the differential.

7.7.2 The District shall give the above listed Instructional Assistant job classifications 20 work days' notice before discontinuing the unit member's specialized duties differential due to the departure of the student from the District, school or program or the discontinuance of the student's specialized services. The District will attempt to assign the unit member to another student requiring these specialized duties; however no unit member is guaranteed a specialized duties assignment, and a unit member losing the specialized duties differential may not displace another unit member who is providing specialized duties.

7.8 ServSafe Certifications

- 7.8.1 Required ServSafe Certifications shall be renewed prior to the expiration of the current certification. The renewal process shall begin 6 months prior to the expiration date of the current certification allowing enough time to reschedule and pass any failed tests before the expiration of the current certification. The District shall pay for all renewal costs for all bargaining unit members.
- 7.8.2 Food Service Assistants who fail to renew their ServSafe Certification prior to the expiration date of their current Certification will be given a notice of a change in Grade and Classification as follows:

Grade 20.0 - Food Service Assistant (with Certification in ServSafe) shall move to Grade 18.0 - Food Service Assistant (without Certification in ServSafe). The unit member shall be returned to the higher grade effective on the date that they provide evidence of a valid certificate.

ARTICLE 8: PAYROLL DEDUCTIONS

8.1 Implementation

The District shall not be obligated to put into effect any new, changed, or discontinued deduction until the next pay period after such submission.

8.2 Compulsory Deductions

8.2.1 Federal Income Withholding Tax

8.2.2 State Income Withholding Tax

8.2.3 Deductions for absence for personal reasons not covered by sick leave

8.2.4 Social Security deductions

8.2.5 Public Employees' Retirement System

8.2.6 Other deductions as required by law

8.3 Voluntary Deductions

The District shall, upon appropriate written authorization from any unit member, deduct and make appropriate remittance for the following:

8.3.1 Group Insurance

8.3.2 Credit Union

8.3.3 Contributions to charitable organizations

8.3.4 Tax Sheltered Annuity

8.3.5 Deductions for other programs mutually agreed to by CSEA and the District

8.3.6 CSEA Dues

8.3.6.1 CSEA shall have the sole and exclusive right to have membership dues, and other related fees deducted for unit members by the District. The District shall deduct from the pay of CSEA members and forward to the California School Employees Association the normal and regular monthly CSEA membership dues as voluntarily authorized in writing by the unit member the appropriate form, in accordance with CSEA dues fee schedule.

8.4 Overpayment

8.4.1 In accordance with applicable California laws, the District shall not garnish pay from an employee's paycheck, due to overpayment, without first meeting with the employee to notify them of the overpayment and obtain their explicit voluntary written authorization of a mutually agreeable repayment plan. If a repayment plan agreement is not reached, then the District may initiate action in small claims court to ensure repayment.

ARTICLE 9: HOLIDAYS

9.1 Scheduled Holidays

9.1.1 The District agrees to provide all unit members with the following paid holidays:

- 9.1.1.1 Independence Day - July 4 (12 month employees only)
- 9.1.1.2 Labor Day - first Monday in September
- 9.1.1.3 Veterans' Day Holiday
- 9.1.1.4 Thanksgiving - Thursday and Friday
- 9.1.1.5 Christmas Eve - December 24
- 9.1.1.6 Christmas Day - December 25
- 9.1.1.7 New Year's Eve - December 31
- 9.1.1.8 New Year's Day - January 1
- 9.1.1.9 Martin Luther King's Day
- 9.1.1.10 Lincoln's Day or in lieu of Lincoln's Day
- 9.1.1.11 President's Day
- 9.1.1.12 In lieu of Indigenous Peoples' Day
- 9.1.1.13 Spring Vacation - Thursday and Friday of the week of Spring recess
Management may assign a holiday other than the Thursday of Spring Vacation for special circumstances with agreement of unit members. This holiday is in lieu of Admission Day.
- 9.1.1.14 Memorial Day
- 9.1.1.15 Juneteenth

9.2 Additional Holidays

Pursuant to Education Code Sections 37220 and 45203, the following shall be paid holidays for all unit members:

- 9.2.1 All days appointed by the Governor for a public fast, thanksgiving, or holiday, and all special or limited holidays on which the Governor provides that the schools shall close.
- 9.2.2 All days appointed by the President as a public fast, thanksgiving, or holiday, unless it is a special or limited holiday.
- 9.2.3 Any other day designated as a holiday for certificated or classified staff by the District Governing Board.

9.3 Holiday Eligibility

Except as otherwise provided in this article, a unit member must be in a paid status on the working day immediately preceding or succeeding the holiday to be paid for the holiday, provided said person is a permanent or probationary employee of the District on the working day immediately preceding and succeeding the holiday period. Unit members who are not normally assigned to duty during the school holiday of December 24, December 25, December 31, January 1, or Spring Vacation Days (subsection 9.1.1.13 above) shall be paid for those holidays, provided that they were in a paid status during any portion of the working day of their normal assignment immediately preceding or succeeding the holiday period.

9.4 Holidays On Saturday And Sunday

When a holiday falls on a Saturday, the preceding workday not a holiday shall be deemed to be that holiday. When a holiday falls on Sunday, the following day not a holiday shall be deemed to be that holiday.

ARTICLE 10: VACATION

10.1 Eligibility

All unit members shall earn paid vacation time under this article. Vacation benefits are earned on a fiscal year basis - July 1 through June 30.

10.2 Vacations

10.2.1 Full-time unit members shall accrue annual vacation at the regular rate of pay earned at the time the vacation is commenced, on the following basis:

182 to 199 work days – 11 days of vacation, accrued at the rate of 1 day per pay period, or major portion thereof;

200 to 231 work days – 11 days of vacation, accrued at the rate of 1 day per pay period, or major portion thereof;

232 or more work days – 12 days of vacation, accrued at the rate of 1 day per period, or major portion thereof.

10.2.2 After five (5) years of service, the vacation accrual shall increase to the rate of 1.25 days per pay period, or major portion thereof. In addition, one day of vacation will be credited for each full year of service beyond five years, prorated on the number of months worked. Under no circumstances, can a unit member's annual accrual exceed a total of 20 days.

10.2.3 Unit members who work less than full-time shall accrue annual vacation at the regular rate of pay earned at the time the vacation is commenced, prorated according to the hours worked per day

10.3 Holidays

When a holiday falls during the vacation absence of any unit member, that day shall not be considered a

vacation day but instead shall be considered a holiday.

10.4 Vacation Pay Upon Termination

When a unit member is terminated for any reason, he/she shall be entitled to all vacation pay earned and accumulated up to and including the effective date of the termination.

10.5 Remuneration And Accumulation

10.5.1 If for any reason a unit member is not permitted by management to take all or any part of his/her annual vacation, the amount not taken shall, at the option of the unit member, be accumulated for use in the following year (to a maximum of ten (10) days) or be paid in cash at the end of the fiscal year.

Further, any unit member may at his/her option carry over a maximum of ten (10) days accrued vacation into the following year. A unit member's plan to carry over ten (10) accrued vacation days shall be included in the annual schedule submitted in accordance with 10.7.1. It is the unit member's responsibility to keep track of their vacation days. If there is no plan given by February 1 of the current fiscal year, the supervisor will assign the vacation.

10.5.2 A unit member may carryover an additional ten (10) days for appropriate reasons. The request must be made in writing and approved by the supervisor and the Human Resources Department. Requests for an additional ten (10) days must be accompanied by a vacation schedule. This schedule must include the ten (10) additional days and the vacation entitlement for the current year. A unit member must not have more than ten (10) days' vacation left at the end of the fiscal year (June 30).

10.6 Interruption Of Vacation

A unit member shall be permitted to interrupt or terminate vacation leave in order to begin another type of paid leave provided by this Agreement without a return to active service, provided the unit member supplies notice and supporting information regarding the basis for such interruption or termination.

10.7 Vacation Scheduling

10.7.1 Requests for vacation scheduling shall be submitted by unit members on forms provided by the District by April 30 for the following fiscal year. The District shall inform the unit member of the status of the vacation request by May 15. Whenever practical, substitutes will be provided.

10.7.2 Vacations shall be scheduled at times requested by unit members so far as possible within the District's work requirements.

10.7.3 If there is any conflict among unit members who are working on the same or similar operations as to when vacations shall be taken, the unit member with the greatest seniority shall be given his/her preference.

10.7.4 Subsection 10.7.3 shall not apply in instances where a unit member chooses to reschedule his/her vacation after April 30. In such instances, vacation requests shall be approved within the District's work requirements and will not be unreasonably denied.

ARTICLE 11: LEAVES

11.1 Bereavement Leave

A unit member shall be granted a leave with full pay in the event of the death of any member of the unit member's immediate family. The leave shall be for a period of five (5) days.

The immediate family is defined as husband, wife, mother, father, sister, brother, son, daughter, aunt, uncle, father-in-law, mother-in-law, son-in-law, daughter-in-law, grandfather, grandmother, grandmother-in-law, grandfather-in-law, grandchild, foster son, foster daughter, brother-in-law, sister-in-law, domestic partner, person acting as a parental substitute, or any relative of either spouse living in the immediate household of the unit member.

11.2 Judicial And Subpoena

11.2.1 Unit members shall be provided paid leave for regularly called jury duty and to appear as a witness in court or before an administrative tribunal under subpoena or order made with jurisdiction other than as a litigant, for reasons not brought about through the convenience or misconduct of the unit member.

11.2.2 The unit member shall submit to the District a written notification of jury duty call or subpoena as soon as possible.

11.2.3 Jury duty or witness fees provided by the court to the unit member, less meal, mileage and/or parking allowance, shall be signed over to the District and the unit member will receive the full amount of salary at his/her regular rate of pay.

11.2.4 Leave with pay shall be granted for only the duration of the official order for appearance.

11.3 Military Leave

Bargaining unit members shall be entitled to all military leave provided by law and shall retain all rights and privileges granted by law arising out of the exercise of military leave.

11.4 Sick Leave

11.4.1 Unit members shall be granted sick leave at the rate of one (1) day per pay period, or major portion of a pay period as defined in subsection 5.7 above, prorated for less than full-time service.

11.4.2 A unit member employed less than five (5) days per week shall be granted that proportion of sick leave as the number of days per week he/she is employed bears to five (5), and as specified in Section 5.7.

11.4.3 Pay for any day of sick leave shall be the same as the pay which would have been received had the unit member served during the day of illness.

11.4.4 At the beginning of each fiscal year, or upon employment, the full amount of sick leave granted under this section shall be credited to each unit member. Credit for sick leave need not be accrued prior to taking such leave and such leave may be taken at any time during the year. However, a new unit member shall not be eligible to take more than six (6) days, or the proportionate amount to which the unit member may be entitled until the first day of the calendar month after completion of six (6) months of active service with the District.

- 11.4.5 If a unit member does not take the full amount of leave allowed in any year under this section, the amount not taken shall be accumulated from year to year without limit.
- 11.4.6 Unit members may convert unused sick leave to retirement credit in accordance with Government Code Section 20862.5, or its successor, if the unit member files a request for retirement.

11.5 Extended Sick Leave

- 11.5.1 In the event a unit member is absent from his/her duties on account of illness, accident or disability, whether or not the absence arises out of or in the course of employment, the unit member shall utilize sick leave in the following order: 11.5.1.1, 11.5.1.2, 11.5.1.3.
- 11.5.1.1 Use balance of current year's sick leave.
- 11.5.1.2 Use other accumulated sick leave.
- 11.5.1.3 After all earned leave as set forth above is exhausted, additional non-accumulating extended sick leave shall be available based on the provisions described below.
- 11.5.1.3.1 The amount deducted for leave purposes from the unit member's salary shall be 50% of the regular unit member's salary.
- 11.5.1.3.2 The extended sick leave period shall begin after all available sick leave is exhausted.
- 11.5.1.3.3 In no event shall non-accumulating sick leave when combined with regular and accumulated sick leave exceed 100 work days in a fiscal year.
- 11.5.1.3.4 Upon a unit member becoming eligible to take Extended Sick Leave, the District shall notify the unit member that they may elect to combine their accumulated vacation hours with Extended Sick Leave so that they may earn their regular rate of pay. The option to combine vacation with Extended Sick Leave shall be solely at the discretion of the unit member.
- 11.5.2 The unit member's health and welfare program shall remain in effect during these periods of disability.
- 11.5.3 Extended sick leave shall not accumulate from year to year.
- 11.5.4 Entitlement under this Extended Sick Leave section shall be considered "normal sick leave" for computing benefits under Industrial Accident and Illness Leave if the absence is for industrial accident or illness.
- 11.5.5 By the seventh (7th) consecutive workday of absence due to illness/disability or in cases where the District suspects abuse of extended sick leave, the unit member shall provide to the Director of Human Resources a written statement from a physician certifying the nature of the illness or disability.
- 11.5.6 In the event of a scheduled disability (surgery, childbirth, etc.) the unit member shall notify the Director of Human Resources in writing of the anticipated absence as soon as possible. Such notification shall include the anticipated beginning date of leave and the anticipated date for return to duty. Whenever possible, such notification shall be provided at least thirty (30) working days prior to the scheduled disability.

- 11.5.7 When a unit member is on unpaid leave for more than ten (10) consecutive work days, they are responsible for paying the monthly premiums.
- 11.5.8 Upon request, a unit member may hold over 3 (three) days of earned sick leave prior to beginning the use of extended sick leave.

11.6 Industrial Accident And Illness Leave

- 11.6.1 Unit members shall be entitled to the following benefits in addition to any other benefits that a unit member may be entitled to under the state workers' compensation laws:
 - 11.6.1.1 A unit member suffering an injury or illness arising out of or in the course and scope of his/her employment shall be entitled to a leave of up to sixty (60) working days in any one fiscal year for the same accident or illness. This leave shall not be accumulated from year to year, and when any leave will overlap a fiscal year, the unit member shall be entitled to only that amount remaining at the end of the fiscal year in which the injury or illness occurred.
 - 11.6.1.2 Payment for wages lost on any day shall not, when added to an award granted the unit member under the state workers' compensation laws, exceed the normal wage for the day.
 - 11.6.1.3 The industrial accident or illness leave is to be used in lieu of normal sick leave benefits. When entitlement to industrial accident or illness leave under this section has been exhausted, entitlement to other sick leave, vacation or other paid leave may then be used. If, however, a unit member is still receiving temporary disability payments under the state workers' compensation laws at the time of the exhaustion of benefits under this section, he/she shall be entitled to use only so much of his/her accumulated and available normal sick leave and vacation leave, which, when added to workers' compensation award, provides for a day's pay at the regular rate of pay. The unit member shall be notified in writing that available paid leave has been exhausted and shall be offered an opportunity to request additional leave.
 - 11.6.1.4 Any time a unit member on Industrial Accident or Illness leave is able to return to work, he/she shall be reinstated in his/her position without loss of pay or benefits.

11.7 Break In Service

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

No period of authorized unpaid absence of less than one hundred twenty (120) calendar days shall be considered a break in service for the purpose of earning seniority under this Agreement.

11.8 Personal Necessity Leave

Sick leave credited under Section 11.4 may be used at the unit member's election for the purposes of personal necessity provided personal necessity does not exceed ten (10) days in any one year. Vacation, recreation and social activities are inappropriate uses of personal necessity leave.

11.9 General Leaves

- 11.9.1 When no other leaves are available, other paid or unpaid requested leaves may be granted at the option of the Governing Board. The application for such leave shall be given by a reasonable date and notification submitted to the human resource officer of his/her intention to return.
- 11.9.2 A unit member absent from service as a result of contracting mumps, scarlet fever, measles, or chicken pox in the course of normal duties shall not lose compensation nor have compensation charged to personal illness or injury leave.

11.10 Family/Child Care Leave Benefits

11.10.1 Pregnancy Disability Leave

- 11.10.1.1 A unit member may use sick leave and/or extended sick leave for disability due to pregnancy, childbirth, or related medical conditions, and recovery from these conditions.
- 11.10.1.2 The length of pregnancy disability leave, including the date on which the leave shall begin and the date on which the unit member is no longer disabled because of pregnancy and shall return to work, shall be determined by the unit member and the unit member's physician.
- 11.10.1.3 Before returning to work from a pregnancy disability leave, the unit member shall obtain a "return to work" certification from her health care provider stating that she is able to resume her job duties.
- 11.10.1.4 Pregnancy disability leave shall not be granted to provide periods of convalescence beyond disability prior to or following childbirth. Pregnancy disability leave shall not be granted to provide for childcare.

11.10.2 Parental Leave

- 11.10.2.1 A unit member who takes a pregnancy disability leave and is eligible for leave under the California Family Rights Act ("CFRA") may take unpaid CFRA leave for reason of the birth of her child.
- 11.10.2.2 Unit members may elect to utilize up to 12 weeks of parental leave occasioned by the birth of the unit member's child, or the placement of a child with the unit member in connection with the unit member's adoption or foster care of the child as provided by the California Family Rights Act (CFRA).
- 11.10.2.3 In order to qualify for child bonding leave, unit members must have completed one year (twelve months of service) for the District, but are not required to have at least 1,250 hours of service during the previous one year (twelve (12) months) period.
- 11.10.2.4 For birthing mothers, the 12 week child bonding leave shall commence after any pregnancy disability leave (per Article 11.5.6 above).

- 11.10.2.5 For non-birthing parents, the 12 week child bonding leave shall commence on the first day of such leave and run concurrently with Family Care Leave described in section 11.11.3
- 11.10.2.6 If a unit member exhausts his/her accumulated/extended sick leave prior to the expiration of the 12 week child bonding leave, s/he shall be entitled to extended sick leave pay as defined in section 11.5 for the balance of the 12 week period.
- 11.10.2.7 Pursuant to the CFRA, child bonding leave must be completed within one (1) year of the birth, adoption, or foster care placement of a child.
- 11.10.2.8 The District must be provided with at least thirty (30) days prior notice of intent to take child bonding leave, except in the case of emergency.
- 11.10.2.9 Where both parents are employees of the district, each parent shall be entitled to their own period of up to twelve (12) workweeks of bonding leave.
- 11.10.2.10 Parental leave of absence and/or childcare leaves of absence may be granted under the same conditions as unpaid leaves of absence.

11.11 Family Care And Medical Leave

11.11.1 Unit members are eligible for unpaid leave under the Federal Family and Medical leave Act (FMLA) and the California Family Rights Act (CFRA). The provisions of this Agreement and District family care and medical leave policies will be applied in conformance with the FMLA and the CFRA.

11.11.2 Eligibility

To be eligible for family care and medical leave, on the date on which leave is to begin, a bargaining unit member must have been employed by the District for at least 12 months, and have been employed for at least 1,250 hours of service during the 12 month period immediately preceding the commencement of the leave.

11.11.3 Family Care And Medical Leave Entitlement

Subject to the provisions of this Agreement and state and federal law, including the federal Family And Medical Leave Act (“FMLA”) and the California Family Rights Act (“CFRA”), an eligible bargaining unit member is entitled to a total of 12 work weeks of unpaid leave during any 12 month period for any one, or more, of the following reasons:

- 11.11.3.1 The birth of a child and to care for the newborn child;
- 11.11.3.2 The placement with the bargaining unit member of a child for adoption or foster care by the unit member;
- 11.11.3.3 To care for the bargaining unit member’s child, parent, spouse, or domestic partner (CFRA only) or “designated person” as defined by law (CFRA only), who has a serious health condition; and “Designated person” is defined as any

individual related by blood or whose association with the employee is the equivalent of a family relationship. Employees may select one designated person per 12-month period, such designation to be made at the time the leave is taken.

11.11.3.4 Because of a bargaining unit member's own serious health condition that makes the unit member unable to perform the functions of the unit member's position, except for disability on account of pregnancy, childbirth, or a related medical condition, which is covered by pregnancy disability leave (CFRA).

11.11.3.5 Because of any qualifying exigency arising out of the fact that the unit member's spouse, domestic partner, son, daughter, or parent is a covered military member on active duty (or has been notified of an impending call or order to active duty) in support of a contingency operation.

11.11.4 Family Care And medical leave To Care For A Covered Service member With A Service Injury Or Illness

Subject to the provisions of this Agreement and state and federal law, including the FMLA and CFRA, an eligible bargaining unit member is eligible to take FMLA leave to care for a covered service member with a serious injury or illness if the unit member is the spouse, domestic partner, son, daughter, parent, or next of kin of the service member.

11.11.4.1 An eligible unit member's entitlement is limited to a total of 26 workweeks of leave during a "single 12-month period" to care for a covered service member with a serious injury or illness. The District shall determine the "single 12-month period" in which the 26-weeks-of-leave-entitlement described in this paragraph occurs using the 12-month period measured forward from the date a unit member's first FMLA leave to care for the covered service member begins.

11.11.4.2 During the "single 12-month period" described above, an eligible unit member's FMLA leave entitlement is limited to a combined total of 26 workweeks of FMLA leave for any qualifying reason.

11.11.5 Pay Status And Benefits

11.11.5.1 Except as provided in this section, the family care and medical leave will be unpaid. The district will, however, continue to provide District contributions toward group health benefits during the period of leave on the same basis as coverage would have been provided had the bargaining unit member not taken family care and medical leave.

11.11.5.2 The bargaining unit member will be required to continue to pay the unit member's share of premiums payments, if any. Payment is due at the same time as it would be made if by payroll deduction.

11.11.6 Relationship Of Family Care And Medical Leave To Other Leaves

Any leave of absence that qualifies as family care and medical leave and is designated by the

District as family care and medical leave will be counted as running concurrently with any other paid or unpaid leave to which the bargaining unit member may be entitled for the same qualifying reason.

11.11.7 Relationship To Pregnancy Disability Leave

The family care and medical leave provided under this section is in addition to any leave taken on account of pregnancy, childbirth, or related medical conditions for which a bargaining unit member may be qualified under state law.

11.12 Catastrophic Illness Or Injury

11.12.1 Unit members are permitted to donate eligible earned leave credit to another unit member when that person or a person of his or her family suffers from a catastrophic illness or injury if all of the following requirements are met:

- 11.12.1.1 A unit member who is, or whose family member is suffering from a catastrophic illness/injury must provide verification of that catastrophic injury/illness to the Human Resource Office; Catastrophic illness or injury means an illness or injury that is expected to incapacitate the unit member for an extended period of time or that incapacitates a member of the unit members' immediate family which incapacity requires the unit member to take time off work for an extended period of time to care for that family member.
- 11.12.1.2 After the District determines that the unit member is unable to work due to unit members or his/her family member's catastrophic illness/injury the district will approve the transfer of eligible leave;
- 11.12.1.3 The unit member has exhausted all accrued and paid leave credits including extended sick leave and vacation leave;
- 11.12.1.4 After a unit member has exhausted all his/hers paid leave, he/she can request another unit member to transfer their eligible leave credits;
- 11.12.1.5 The transfer must be in whole hour increments and shall be designated on a District prescribed form and sent to the District for transfer;
- 11.12.1.6 All transfers of eligible leave credits are irrevocable;
- 11.12.1.7 A unit member transferring leave cannot transfer more than fifty percent (50%) of his/her earned available leave; in one school year
- 11.12.1.8 The maximum amount of time of donated leave credits cannot exceed twelve (12) consecutive calendar months;
- 11.12.1.9 A unit member using donated leave shall not accumulate credit for sick leave. A person returning from catastrophic illness will be allowed to retain up to five (5) days of unused donated sick leave.

11.13 Leave to Care For a Sick Child, Parent, Spouse or Domestic Partner

- 11.13.1 In any school year, a unit member may use up to a maximum of one-half (1/2) of the days of leave that are credited in one (1) year under Section 11.4.1 to attend to an illness of the unit member's child, parent, spouse or domestic partner. A unit member shall use this leave before using the leave in Section 11.8.
- 11.13.2 As used in this section:
- "Child" means a biological, foster, or adoptive child, a stepchild, a legal ward, a child of a domestic partner, or a child of a person standing in loco parentis.
- "Parent" means a biological, foster, or adoptive parent, a stepparent, or a legal guardian.
- 11.13.3 This section does not extend the maximum period of leave to which a unit member is entitled under the FMLA, the CFRA, and district policies implementing these Acts, regardless of whether the unit member receives sick leave compensation during that leave.

11.14 Reproductive Loss Leave (effective January 1, 2024)

- 11.14.1 Pursuant to California law (Gov. Code section 12945.6), eligible employees (or their partner as defined in Government Code section 12945.6) may take up to five days of reproductive loss leave following a miscarriage, unsuccessful assisted reproduction, failed adoption, failed surrogacy-or stillbirth.
- 11.14.2 If an employee (or their partner as defined in Government Code section 12945.6) experiences more than one reproductive loss leave event within a 12-month period, the total amount of time taken shall not exceed 20 days within a 12-month period.
- 11.14.2.1 Leave taken for reproductive loss may be taken nonconsecutively.
- 11.14.2.2 Reproductive loss leave shall be completed within three months of the event entitling the employee to that leave under section 11.14.1.
- 11.14.3 Reproductive loss leave shall be unpaid except that the employee may use vacation, personal leave, accrued and available sick leave, or compensatory time off that is otherwise available to the employee.
- 11.14.4 For purposes of this section "eligible employee" means a person employed by the District for at least 30 days prior to the commencement of the leave.

ARTICLE 12: BARGAINING UNIT VACANCIES

12.1 Definition

When a new position is created or an existing position is vacated, a vacancy has occurred.

12.2 Notice of Vacancies

- 12.2.1 A notice of job vacancy shall be posted electronically for not less than seven (7) working days, during which time unit members may file for the vacancy. Unit members needing assistance with viewing and/or applying for online vacancies may make an appointment with the Human Resource Office who will assist the unit member during the posted period.
- 12.2.2 Any unit member on the reemployment list during the period of the posting shall be given an option to either, (1) be mailed a copy of the notice by first class mail, and/or (2) be emailed a copy of the notice.
- 12.2.3 Any unit member or unit member on the reemployment list may file for the vacancy by submitting an electronic application through the District's electronic platform. Unit members needing assistance with the electronic application may make an appointment with the Human Resource Office who will assist the unit member during the posted period.
- 12.2.4 The job vacancy notice shall include: the job title, a brief description of the position and duties, the minimum qualifications required for the position, the assigned job site, the number of hours per day, regular assigned work shift times, days per week and months per year assigned to the position, the salary range, and the deadline for filing to fill the vacancy and the date of posting.

12.3 Job Vacancy Filing Procedure

- 12.3.1 Unit members' shall be notified within ten (10) working days from the close of the posting period, that their application has been reviewed and that appropriate screening interviews will be held. If it is determined by Human Resources that additional supporting documentation is required from the unit member they shall be given five (5) working days to provide such documentation.
- 12.3.2 Unit members shall be notified of the status of their application as soon as possible after completion of initial screening.
- 12.3.3 Job vacancies shall be filled in the following order:
 - 12.3.3.1 The most senior applicant serving in the same class as the vacancy, who has been screened and interviewed and who possesses the job qualifications and a satisfactory work record shall be given the position.
 - 12.3.3.2 Applicants who are former unit members on a reemployment list and are qualified shall be considered next.
 - 12.3.3.3 Applicants from the District in other job classifications who have been screened for qualifications and work history shall be considered next. All other things being equal, the applicant with greater seniority will be given priority.
 - 12.3.3.4 New hire applicants for the position.
 - 12.3.3.5 Any unit member who has been rejected for a vacancy for which he/she has

properly filed shall be given the reasons for such rejection in writing if the unit member so requests within five (5) days of receiving notification of such rejection.

- 12.3.3.6 If a vacancy is improperly filled, it shall be considered vacant immediately upon discovery of the error and filled properly in accordance with this article.

12.4 Layoff And Reemployment

12.4.1 When layoffs are required due to lack of work or lack of funds, the following procedures will be implemented:

- 12.4.1.1 In general, layoffs shall become effective at the end of the fiscal year.
- 12.4.1.2 Procedures for issuing layoff notices are set forth in Section 45117 of the Education Code.
- 12.4.1.3 At the request of CSEA, the District shall meet within ten (10) days with CSEA to determine the order of layoff and negotiate effects of layoff.
- 12.4.1.4 All notice of layoffs shall specify the reason and identify by name and classification the unit member designated for layoff.
- 12.4.1.5 In the event that the District disassociates itself from the CDC, those Instructional Assistants on the payroll prior to 7-1-84 will have seniority in the regular Instructional Assistant classification for the purposes of layoff bumping and recall.
- 12.4.1.6 As of the date of ratification, current unit members' seniority ranking shall be grandfathered based on the current "hours in paid status" seniority and assigned a permanent seniority number in classification and former classifications.
- 12.4.1.7 Unit members hired after the date of ratification shall have seniority based on "date of hire." The District ceases to track "hours in paid status." Grandfathered unit members, bumping into a lower classification formerly held, shall be ranked in the lower classification based on hours worked prior to date of ratification.

12.5 Classification Of Employee

- 12.5.1 The District shall not use short-term employees (Education Code 45103(d) (2)) to perform bargaining unit work.
- 12.5.2 When using substitute employees in a vacant position, the District shall be engaged in a procedure to hire an employee to fill the vacant position in accordance with Articles 12.2 and 12.3, substitute employees shall not be used in a vacant position for more than 80 working days within a six month period.
- 12.5.3 Upon initial employment or change in status, affected unit members shall receive a copy of the job description, salary schedule, and this Agreement. The unit member shall be informed about hours of duty and other appropriate information.

12.6 Initial Instructional Assistant Assignment

- 12.6.1 *Within ten (10) days after receiving confirmation of funding, the District shall establish an updated list of instructional assistant vacancies including appropriate information about each*

position.

12.6.2 A copy of this list, together with list of instructional assistants in reverse order of seniority layoff, shall be sent electronically and by mail to each instructional assistant on the reemployment list and to the CSEA Chapter President

12.6.2.1 Effective July 1, 2019 transmissions of the lists to each instructional assistant and the CSEA Chapter President shall be electronic only.

12.6.3 Instructional Assistants shall respond to the District within five (5) days of receipt of the District's lists.

12.6.4 Those instructional assistants responding that they desire to be reassigned to their previous assignment shall in reverse order of layoff be assigned to their previous school site.

12.6.5 Individual classroom assignments will be made by the principal after consultation with the instructional assistant and the staff involved.

12.6.5.1 If no mutual agreement is reached, the instructional assistant involved shall go into the pool arrangement cited below.

12.6.6 Instructional Assistants responding that they wish a position other than the one they held the previous year; Instructional Assistants whose previous position was abolished, and Instructional Assistants who could not reach mutual agreement in the individual classroom assignment procedure cited above shall go into an instructional assistant pool and shall be reemployed in reverse order of layoff for positions they request from among those positions not filled by subsections 12.6.3, 12.6.4, and 12.6.5 above.

12.6.7 This process shall continue until all instructional assistants on the reemployment list have secured mutually agreeable positions, rejected all positions available, or all positions have been filled.

12.6.8 If all instructional assistants on the reemployment list have secured positions or rejected available positions and all available positions have not been filled, new applicants may be considered.

12.7 CDC Instructional Assistant/Substitute Pay

12.7.1 If a CDC Instructional Assistant has a proper certificate and agrees to substitute for a CDC Teacher, they will assume the teachers work schedule, but maintain their own daily rate of pay on that day. Any hours worked by a CDC Instructional Assistant as a substitute teacher will be paid their hourly rate plus an additional five (5) dollars per hour for every hour they work as a substitute teacher.

12.8 A supervisor may consider a CSEA member in a like job classification (School Office Manager/School Office Assistant, Custodian/Lead Custodian, Food Service/Food Service Kitchen Lead) for absences when advance notice is given. The member will have met the minimum qualifications and passed the test for this position. After approval of the absence from the Supervisor each member will report the absence using the current absence reporting system. (2/7/2019)

ARTICLE 13: TRANSFERS

13.1 Transfer Of Personnel

13.1.1 Transfer of personnel may become necessary to equalize workloads to compensate for declining enrollment, because of the closing of a site, or because of emergencies rendering a site inoperable, or when a new program is instituted which requires a cadre of trained personnel not to exceed fifteen percent (15%) of the classified personnel in that program, or other related reasons.

13.1.1.1 Such transfers shall be initiated by the Superintendent or his/her designee.

13.2 Involuntary Transfers

In cases of involuntary transfers, all parties concerned with the transfers under consideration shall be consulted, if available. A concerted effort shall be made to obtain the mutual consent of all parties affected before action is taken.

13.3 Reasons For Transfers

The specific reasons for transfers initiated by administrative staff shall be set forth in writing so that those affected will have a clear statement of the reasons.

13.4 Available Positions

13.4.1 Unit members being transferred shall have the right to apply for any available position for which they are qualified within the District.

13.4.2 The most senior applicant serving in the same class as the vacancy, who has been screened and interviewed and who possesses the job qualifications and a satisfactory work record shall be given the position.

13.5 Appeal Of Decision

If any of the parties involved in the transfer wish to appeal the decision, a review shall be held with the Superintendent or his/her designee upon request.

13.6 Notice Of Transfer

13.6.1 Unit members transferred after the start of the school year shall be given at least five (5) school days notice before the actual transfer occurs. (This provision shall not apply to subsection 13.8.1 below.)

13.7 Voluntary Transfer

13.7.1 Two or more unit members in the same classification may propose a voluntary transfer in writing to the human resource officer.

13.7.1.1 Final approval of the request will be rendered by Management after consultation with the staff members involved.

13.7.1.2 If a request is denied for just cause, reasons will be given in writing, if requested.

13.8 Temporary Transfer

13.8.1 A unit member who is temporarily transferred within class at District request from his/her regular work site to another site shall be returned to his/her former work site within thirty (30) days.

13.8.1.1 The unit member may continue in the temporary assignment for a longer period if requested by the District and agreed to by the unit member.

13.8.2 Temporary transfers, when possible, shall require 24 hours notice prior to the effective date or time. If less than 24 hours notice is provided, the District, at the unit member's request, shall provide transportation from the unit member's regular work site to the temporary work site and return at the conclusion of the work shift.

13.9 Working Out Of Classification

Any unit member working out of classification for a period of more than five (5) working days will have his/her salary adjusted to the appropriate classification range for the entire period the unit member works out of classification.

ARTICLE 14: RECLASSIFICATION

14.1 Criteria for a Reclassification shall include at least one of the following:

14.1.1 Criterion 1 - Significant, ongoing and long-term changes in job duties which are currently being performed by a unit member (or unit members) but are not included in their current job description. A reclassification request under this criterion shall include a listing of the job duties currently performed by the unit member(s) which are not included in their current job description. Upon a Board approved reclassification under this criterion, unit members will be placed at the step that provides at least a 5% increase or be placed on Step 1, whichever is greater.

14.1.2 Criterion 2 - The addition of new duties or the removal of existing duties from an existing job description. A reclassification request under this criterion shall include the specific elements of the job description which the requester believes should be added or removed. Upon a Board approved reclassification under this criterion, unit members will be placed at the step that provides at least a 5% increase or be placed on Step 1, whichever is greater.

14.1.3 Criterion 3 - Salary adjustment based on wage comparability of similar, regional elementary school Districts within San Mateo County. A reclassification request under this criterion shall include copies of relevant job descriptions and salaries. If there is no like job within San Mateo County elementary school districts, the parties shall meet and confer regarding finding

comparables. Upon a Board approved reclassification under this criterion, unit members will be placed at the step that provides at least a 5% increase or be placed on Step 1, whichever is greater.

14.2 Procedures

- 14.2.1 Changing conditions may warrant reclassification of position(s) and/or classification. This section is intended to provide an orderly process for effecting justifiable reclassifications.
- 14.2.2 Either party to this Agreement may propose a reclassification for any position.
- 14.2.3 When a class or position is reclassified, no incumbent serving the affected classification will be reduced in salary.
- 14.2.4 When a position (or positions) is reclassified, the incumbent(s) in the position(s) shall be reallocated to the higher class.

14.3 Process

- 14.3.1 Requests for reclassification shall be made once per year, by November 1st or more frequently by mutual agreement between CSEA and the District.
 - 14.3.1.1 Level I Unit members shall submit reclassification requests on forms found in Appendix A. The unit member shall provide the information required according to the applicable criteria set forth above (and specified in the application form) and submit their application to their supervisor by October 15th who shall review the application and add any relevant input. The employee may also provide a copy of their application to the Director of Human Resources. The supervisor shall submit the application to the Director of Human Resources by November 1st and provide the unit member a copy of the signed application form.
 - 14.3.1.2 Level II Within thirty calendar days after the November 1st submission deadline, the joint Reclassification Committee consisting of two District representatives, and two CSEA representatives, plus the Human Resource Officer who will vote only in case of a tie, shall meet to review requests. The CSEA Labor Relations Representative will be a nonvoting member of the Committee. Each unit member who has applied for a reclassification shall be provided with an opportunity to orally present their request to the committee, prior to committee's consideration of the unit member's request.

Within four calendar weeks of the committee meeting, the Human Resource Officer shall inform the unit member in writing of the decision of the Committee and their appeal rights, with a copy to the Chapter President and Labor Relations Representative. If the request is disapproved, the unit member may appeal once in writing. The appeal must be submitted to the human resource officer within two calendar weeks of the written decision of the committee. Upon request and at the discretion of the committee, the rehearing may occur in person and will take place within 45 days. The final decision of the committee will be reduced to writing and provided to the unit member within five (5) working days.
 - 14.3.1.3 Level III. The report of the Committee shall be submitted in writing to the Superintendent for his/her consideration. The Superintendent shall make their recommendation within 30 calendar days. If the Superintendent modifies any part of the Committee's recommendations, the reasons for each recommendation shall be in writing.

- 14.3.1.4 If the Superintendent approves a recommendation for a new job classification and that new job classification is created, the District shall negotiate the salary of the new classification with CSEA and any other effects as required by law which shall be completed within 30 days of the date of the Superintendent's recommendation.
- 14.3.1.5 The Superintendent shall make their recommendations to the Governing Board at its next available regular meeting. Approved reclassification requests shall be retroactive to the date on the application.
- 14.3.1.6 Should the District act on a recommendation by eliminating additional duties, the matter shall be processed as working out of class pursuant to Article 13. The date of filing for reclassification or claim for out-of-class pay, whichever is earlier, shall count as the authorization date for such pay.
- 14.3.1.7 Should the District/Committee fail to meet any timeliness in this section, the reclassification request shall automatically move to the next level.

ARTICLE 15: PERSONNEL FILES

15.1 Personnel Files

- 15.1.1 A District personnel file shall be maintained in the Human Resources Office for every unit member. These files are the property of the Redwood City School District.
- 15.1.2 Materials in the personnel file of a unit member which may serve as a basis for affecting his/her employment status are to be made available for inspection by the affected unit member upon request.
- 15.1.3 All material made a part of the file shall be dated for the date of incident, date of origin of composition, as well as the date material is received for the personnel file. Such material shall also be signed by the originator of the material.
- 15.1.4 No reports or material of any kind relating to matters which were reported more than thirty (30) days prior to their being called to the attention of the unit member shall be included in his/her file, nor may such material be used in any proceeding against the unit member.
- 15.1.5 Upon request, every unit member shall have the right to inspect and receive a copy of all material in his/her file, except for the following:
 - 15.1.5.1 Materials obtained prior to the employment of the person involved;
 - 15.1.5.2 Materials prepared by identifiable examination committee members;
 - 15.1.5.3 Materials obtained in connection with a promotional examination.
- 15.1.6 Upon request of a unit member in writing, any or all material over two (2) years old may be removed from his/her active personnel file, sealed, and stored separately. No material so sealed may be used as a basis for affecting the unit member's employment status at any time henceforth.
- 15.1.7 Except material stipulated in subsections 15.1.5.1, 15.1.5.2, and 15.1.5.3, all information of a derogatory nature shall not be entered or filed in any personnel record unless and until the unit member is given notice and the opportunity to review and comment on the material.

- 15.1.7.1 The unit member shall have the right to enter, and have attached to any derogatory statements, his/her own comments with regard to the information.
- 15.1.7.2 Such review shall take place during normal business hours and the unit member shall be released from duty for this purpose without salary loss.
- 15.1.8 Affected unit members shall be informed specifically through written communication by their supervisor or person initiating the placement of any derogatory material in their personnel file of the following:
 - 15.1.8.1 Date the material was sent for inclusion in the personnel file;
 - 15.1.8.2 Any communications to the Human Resource Office accompanying the material.
- 15.1.9 Any unit member shall have the right to be accompanied by an individual(s) of his/her choosing when reviewing his/her personnel file and shall have the right to show the contents of his/her file to a designated representative(s). In addition, individual files shall be made available to a designated representative(s) of a unit member who wishes to review the file; to the Governing Board when requesting a specific record to review as a body; the District's legal counsel when acting under the direction of the Board; authorized administrative personnel in the course of their duties.
- 15.1.10 A Personnel File Use Record shall be attached to the front of the personnel file. Such Use Record shall have provisions for recording dates the file was used, the name of individual(s) using the file, and material checked out of the file with the date of taking and return noted. The above information shall be recorded on the Personnel File Use Record each and every time the file is used by any authorized personnel outside of the Human Resources department.

15.2 Evaluations

- 15.2.1 No evaluation of any unit member shall be placed in any personnel file without an opportunity for discussion between the unit member and the evaluator.
- 15.2.2 No evaluation shall be based upon hearsay statements but shall only be based upon direct observation and knowledge of the evaluator with input from site or District management.
- 15.2.3 Any negative evaluation shall include specific recommendations for improvements and provisions for assisting the unit member in implementing any recommendations made.
- 15.2.4 The unit member shall have the right to review and respond to any evaluation either electronically or in hard copy to Human Resources.
- 15.2.5 All permanent unit members shall be evaluated between January 1 and March 31 , according to their last digit of their Social Security number. In odd numbered years, odd Social Security numbers, in even numbered years, even Social Security numbers. More frequent evaluations may be conducted by the supervisor, if necessary. The unit member shall receive written notice prior to any evaluations that are not during their regularly scheduled evaluation period. The classified evaluation documents will be placed in the Appendix E.
- 15.2.6 All probationary unit members shall be evaluated during the third and during the fifth month of employment.

ARTICLE 16: DISCIPLINARY ACTION

16.1 Definition

A personnel action which results in the dismissal, demotion, suspension, or involuntary reassignment to another classification of a permanent classified employee for one or more of the enumerated reasons. (Section 16.7.)

16.2 Authority

The District may dismiss, suspend, demote or involuntarily reassign to another classification any unit member in the classified service for any of the reasons prescribed below. Permanent employees only shall be entitled to a hearing on such charges. (Education Code Section 45113)

16.3 Recommendation For Disciplinary Action

A recommendation for suspension, demotion, dismissal, or involuntarily reassignment to another class/location may originate with the principal of a school or a supervisor. Such recommendation shall be in writing to the Director of Human Resources through the supervisor in charge of the department to which the unit member is assigned.

16.4 Discipline Procedure

The Director of Human Resources shall investigate the charges and shall recommend to the Superintendent any disciplinary action to be taken, if necessary, including suspension or dismissal. The Superintendent shall recommend appropriate action and provide the unit member with notification of such action pursuant to Section 16.5. This action shall be ratified by the Governing Board at the next regular meeting unless appealed by the unit member.

- 16.4.1 The principles and procedures of progressive discipline will be applied except where the serious nature of the offense requires bypassing steps of the progressive discipline process. Except in those situations where a written warning or an immediate suspension is justified under the provisions of this Agreement, a unit member whose work or conduct is of such character as to incur discipline shall:

Progressive Discipline Process

- 16.4.1.1 Receive an oral warning, which shall be summarized in writing by the Supervisor and given to the employee at or after a meeting. The employee shall sign the written summary to acknowledge receipt. The written summary of the oral warning shall not be placed in the employee's personnel file but may be attached to a subsequent written warning and/or notice of discipline, if any.
 - 16.4.1.2 Receive a written warning. If the problem persists, or if this is the first step of the progressive discipline process pursuant to section 16.4.1 above, the unit member shall be specifically warned in writing. The supervisor and the unit member shall be given a reasonable period of advanced warning to permit the unit member to correct the deficiency without incurring disciplinary actions. Such warning shall state the reasons underlying the intended disciplinary action and a copy of notice of the warning shall be sent to the CSEA President.
- 16.4.2 The District shall not initiate disciplinary action for any cause alleged to have arisen prior to the unit member becoming permanent.

16.5 Notification And Hearing Rights

When the District seeks the imposition of any disciplinary action, notice of such discipline shall be made in writing and served in person or by registered mail upon the unit member. The notice shall indicate:

- 16.5.1 The specific charges against the unit member, which shall include dates, times and location of chargeable actions, or omissions;
- 16.5.2 The penalty proposed;
- 16.5.3 A copy of the material upon which the charges are based;
- 16.5.4 If it is claimed that the unit member has violated a rule or regulation of the District, that rule or regulation will be set forth in the notice;
- 16.5.5 The right to respond to the charges, either orally or in writing, at the unit member's discretion, to the Superintendent or his/her designee at the time of notification of the charges with the right to have representation at such a meeting;
- 16.5.6 Notice of appeal rights as set forth in Section 16.6 and 16.9.

16.6 Disciplinary Procedures

- 16.6.1 When the District seeks imposition of discipline, the unit member must be advised that he/she has the right to appeal the decision of the Superintendent to a District designee ("Skelly Officer") not involved in the disciplinary charges. The unit member shall be given five (5) working days from the date of receipt of the written disciplinary charges to decide whether to appeal to the Skelly Officer. The unit member's appeal must be made in writing, on a card or paper, the signing and filing of which shall constitute a demand for a Skelly hearing, and a denial of all charges (EC 45113(c)).

The Skelly Officer shall have the authority to either: (a) make changes to the disciplinary charges and/or propose disciplinary action, or, (b) uphold the disciplinary charges and disciplinary actions, as written. If the Skelly Officer upholds the decision to impose disciplinary action (suspension, demotion, or termination) the unit member shall have the right to a hearing before the Governing Board on the stated charges.

Appeals to the Governing Board must be made in writing, within five (5) working days from the unit member's receipt of the written decision of the Skelly Officer. The unit member's written appeal must be made on a card or paper, which shall be included in the written decision of the Skelly Officer. The signing and filing of the written appeal shall constitute a demand for a hearing before the Governing Board, and a denial of all charges (EC 45113(c)).

16.7 Grounds For Disciplinary Action

Permanent employees shall be subject to Disciplinary Action for the following causes:

- 16.7.1 Incompetence or inefficiency in the performance of the duties of his/her position;
- 16.7.2 Insubordination (including, but not limited to, refusal to do properly assigned work;)
- 16.7.3 Carelessness or negligence in the performance of duty or in the care of District property;
- 16.7.4 Discourteous, offensive or abusive language, or conduct towards another employee, a pupil, or

a member of the public;

- 16.7.5 Drinking alcoholic beverages on the job or reporting for work while intoxicated;
- 16.7.6 Unlawful possession, use, sales or otherwise furnishing, arranging to furnish or under the influence of any controlled substance; (Health and Safety Code. Section copies are available in the District Offices.)
- 16.7.7 Engaging in political activity during assigned hours of employment;
- 16.7.8 Arrest for a sex offense, as defined in Education Code Section 44010 (suspension,) and dismissal if found guilty of such offense;
- 16.7.9 Conviction of any crime involving moral turpitude;
- 16.7.10 Conviction of a narcotics offense as defined in Education Code Section 44011;
- 16.7.11 Unauthorized absence or unexcused absence or excessive tardiness;
- 16.7.12 Intentionally falsifying any information supplied to the school district, such as information supplied on application forms, employment records or other District records;
- 16.7.13 Intentional persistent violation of or deliberate refusal to obey safety rules and regulations made applicable to public schools by the Governing Board or the laws and regulation of the state;
- 16.7.14 Abandonment of position;
- 16.7.15 Willful violation of the Education Code or policies or regulations of the District;
- 16.7.16 Intentionally offering anything of value or offering any service in exchange for special treatment in connection with the unit member's job or employment, or intentionally accepting anything of value or any service in exchange for granting any special treatment to another employee or to any member of the public;
- 16.7.17 Unlawful advocacy of the overthrow of federal, state, or local government by force, violence, or other unlawful means;
- 16.7.18 Violation of local, state, or federal laws resulting in cancellation of license required for assigned duty.

16.8 Suspensions

- 16.8.1 If a unit member is suspended, he/she shall be accorded the rights of Section 16.5.
- 16.8.2 If a unit member's suspension is revoked, he/she shall be compensated for the entire period. If the suspension is modified, he/she shall be compensated for any part of the suspension that is rescinded.
- 16.8.3 Unit members may be suspended immediately by written order under emergency procedures when, in the opinion of the Superintendent or designee and the supervisor recommending disciplinary action, the continued presence of the unit member at work may result in harm to the supervisor, another employee, staff or students, or the continued presence of the unit member would be prejudicial to good order and discipline. Any unit member may be suspended immediately, without pay, by written notice from the Superintendent or his/her designee, for a period not to exceed ten (10) working days. A unit member receiving an emergency suspension shall be entitled to all rights contained above.

16.9 Appeal To The Governing Board And Hearing

- 16.9.1 Upon receipt of an appeal from proposed disciplinary action, the Governing Board will consider the appeal, and within thirty (30) days after receipt of the appeal, shall conduct a hearing as provided by law and render judgment to affirm, modify, or revoke the action being appealed;
- 16.9.2 The unit member shall have the right to appear in person on his/her own behalf, with representation as he/she considers necessary and be heard in his/her defense;
- 16.9.3 All hearings shall be held in closed sessions of the Governing Board unless the appealing unit member requests an open hearing on his/her written appeal not less than forty-eight (48) hours before the time set for such hearing;
- 16.9.4 The findings and decision of the Governing Board on the appeal shall be final and conclusive on all parties;
- 16.9.5 If the appeal of the unit member is sustained, the Governing Board shall order full or part of his/her compensation from the time of dismissal, suspension, demotion or other disciplinary action as it deems appropriate and shall order the unit member's reinstatement.

16.10 Disciplinary Settlement

A disciplinary settlement may be reached at any time following the service of notice of discipline. The terms of the settlement shall be reduced to writing. A unit member offered such a settlement shall be granted a reasonable opportunity to have his/her CSEA representative review the proposed settlement before approving the settlement in writing.

ARTICLE 17: GRIEVANCE

17.1 Definition

17.1.1 Grievance

A grievance is an allegation by the unit member or CSEA of a violation, misapplication, or misinterpretation of the specific provisions of the Agreement.

17.1.2 Grievant

A grievant is a unit member or CSEA alleging a violation, misapplication, or misinterpretation of the specific provision of the Agreement.

17.1.3 Representative

A representative is the person selected by the grievant to assist in the grievance process. This may be a job representative, a CSEA official or other person; but, in no case shall the representative be a rival labor organization.

17.1.4 Workday

A workday is any day when the grievant affected is required to report for duty assignment.

17.1.5 Immediate Supervisor

The immediate supervisor shall be the lowest level designated management or supervisory person with the authority to adjust the grievance.

17.1.6 Job Representative

Unit members selected by CSEA to assist with grievance processing. CSEA shall submit a list of job representatives in writing to the District.

17.2 Procedures For Grievance

- 17.2.1 Except by mutual agreement, failure by the employer at any level to communicate a decision within the specified time limit shall permit the grievant to proceed to the next level.
- 17.2.2 Except by mutual agreement, failure by the grievant, at any level, to appeal a grievance to the next level within the specified time shall be considered a waiver of the grievance at that level.
- 17.2.3 Indicated time allotments for specific steps in the grievance process should be considered maximums. However, these times may be extended by mutual agreement of both parties.
- 17.2.4 The grievant is encouraged to attend all stages of the grievance process, but must attend the informal and Level I stages. At all other stages, the grievant must indicate in writing his/her desire to be excused from the process.
- 17.2.5 Upon mutual consent, timeliness will be accelerated for grievances filed preceding long vacation periods, such as summer, so that grievances may be adjudicated without undue delay.
- 17.2.6 All grievances shall be kept in a special file separate and apart from the regular personnel files.
- 17.2.7 A unit member may have a representative present at any stage of the formal grievance proceedings.
- 17.2.8 A unit member may present a grievance directly without intervention of CSEA. The Association shall be provided copies of such grievances and any responses by the District.
- 17.2.9 If a grievant elects in writing to represent himself/herself at Step One, or at any later step, CSEA shall be relieved of any further obligation of representation.
- 17.2.10 When Level I, II, III, or IV hearings are scheduled during the workday, the grievant, one representative and necessary witnesses will receive time off without loss of compensation for the purpose of processing the grievance. Both the grievant and the representative will be allowed up to four (4) hours of released time during the workday for the purpose of obtaining information about a filed grievance.
- 17.2.11 All decisions rendered at Levels I and II of the grievance procedure will be in writing setting forth the decision and the reasons therefore and will be transmitted promptly by the District to those parties directly concerned and to the Association. Time limits for appeal provided the grievant in each level shall begin the day following receipt of a written decision.

- 17.2.12 The Association President or job representative may file a grievance where specific provisions of the Agreement are being violated.
- 17.2.12.1 The President or job representative shall follow the informal stage before submission of the grievance at Level II.
- 17.2.13 No reprisals shall be invoked against any unit member for filing a grievance.
- 17.2.14 In a case where a grievant unit member has no assigned immediate supervisor, the grievance will commence at Level II.
- 17.2.15 The District agrees to make available all pertinent information, not privileged under law, in its possession or control which is relevant to the issues raised by a grievance.
- 17.2.16 Grievance forms for all levels of the grievance procedure shall be provided by the District.

17.3 Informal Stage

A grievant shall orally present a grievance to the immediate supervisor who shall orally and informally discuss the matter with the grievant. The immediate supervisor shall render a determination regarding the matter under discussion within five (5) school days after its initial presentation. If the matter is not satisfactorily resolved at this stage, the grievant may proceed to the appropriate formal stage of the grievance procedure.

17.4 Level I - Immediate Supervisor

- 17.4.1 Within five (5) working days after the conclusion of the informal stage, the grievant may present the grievance in writing to the immediate supervisor.
- 17.4.2 Either party, or a representative, may arrange for a joint conference involving all affected personnel.
- 17.4.3 The immediate supervisor shall communicate the decision to the unit member in writing within five (5) working days after receiving the grievance.

17.5 Level II - The Superintendent Or Designee

- 17.5.1 If the grievance is not satisfactorily resolved at Level I, the grievant or CSEA may appeal in writing to Level II within five (5) working days.
- 17.5.2 The Superintendent or his/her designee shall confer with the grievant or representative and communicate the decision to the grievant in writing within five (5) working days of the appeal date. A copy of the decision shall be provided the immediate supervisor and the Association.

17.6 Level III - Mediation

- 17.6.1 If the grievance is not satisfactorily resolved at Level II, the grievant or CSEA may within five (5) working days submit in writing the grievance to Level III.
- 17.6.2 A mediator must be used before going to the arbitration level. Within five (5) working days a joint request will be made of the State Mediation and Conciliation Services, or other mutually agreed source, to supply a list of five (5) names. Within five (5) working days of receipt of the

list, the mediator shall be chosen by the elimination of names. The last remaining person on the list shall be the mediator. The order of striking shall be determined by the flip of a coin. American Arbitration Association rules will be followed.

17.6.3 The fees and expenses of mediation shall be borne equally by the District and CSEA.

17.6.4 The results of the mediation process will be communicated in writing to the grievant, CSEA, and the District by the mediator.

17.7 Level IV - Arbitration

17.7.1 If the grievance is not satisfactorily resolved at Level III, CSEA or the District may within ten (10) working days after the receipt of the mediator's decision, submit in writing the grievance to Level IV.

17.7.2 If a grievance is submitted to binding arbitration the State Mediation and Conciliation Service rules will be followed. Within five (5) working days a joint request will be made of the American Arbitration Association, or other mutually agreed source, to supply a list of five (5) names. Within five (5) working days of receipt of the list, the arbitrator shall be chosen by the elimination of names. The last remaining person on the list shall be the arbitrator. The order of striking shall be determined by the flip of a coin.

17.7.3 Fees and expenses of arbitration will be borne equally by the District and CSEA. All other expenses shall be borne by the party incurring them.

17.7.4 After the hearing and both parties have made written argument the Arbitrator shall submit in writing to all parties the findings and decision within thirty (30) days. The arbitrator's decision shall be final and binding on both parties.

ARTICLE 18: ORGANIZATIONAL RIGHTS & SECURITY

18.1 CSEA Rights

18.1.1 CSEA shall have the following rights in addition to the rights contained in any other portion of this Agreement:

- 18.1.1.1 The right of access at reasonable times to areas in which unit members work;
- 18.1.1.2 The right to use, without charge, institutional bulletin boards, mailboxes, and the use of the school mail system, and other District means of communication for the posting or transmission of information or notices concerning CSEA matters;
- 18.1.1.3 The right to use, without charge, institutional equipment, facilities, and buildings at reasonable times with prior approval;
- 18.1.1.4 The right to designate a representative from the bargaining unit on the District in-service training committee which is designed to improve the level of performance and efficiency of the bargaining unit;
- 18.1.1.5 The right to review unit members' personnel files and any other records dealing with unit members when accompanied by the unit member or on presentation of a written authorization signed by the unit member;
- 18.1.1.6 The right to be supplied with a complete roster of hire data, seniority, class

seniority, and unit members seniority for all unit members on the effective date of the Agreement and quarterly thereafter. The roster shall indicate the unit member's current classification and job site;

- 18.1.1.7 The right to review at all reasonable times any material in the possession of or produced by the District necessary for CSEA to fulfill its role as the exclusive bargaining representative;
- 18.1.1.8 The right for two (2) CSEA chapter delegate to attend the CSEA Annual Conference or Special Conferences with the release time being paid by the District.
- 18.1.1.9 The District will provide fourteen (14) days of release time for the President or Executive Board as assigned, for CSEA business.
- 18.1.1.10 The District shall invite a unit member from a pool of unit members selected by CSEA to participate in District interview panels for classified positions. On an annual basis, CSEA shall give the District a list of unit members from each District work area who are willing to serve on interview panels for classified positions. The District shall invite a unit member from the same work area as the vacant position. A unit member's participation on an interview panel shall not result in costs to the District. The unavailability of a unit member to serve on an interview panel shall not impact the District's hiring process.

18.2 Negotiations And Agreements

The District shall conduct no negotiations nor enter into any agreement with any other organization on matters concerning the rights of unit members and/or CSEA.

18.3 External Agents

During the life of this Agreement, the District will not assign to non-bargaining unit members work described in job description which has been customarily and routinely performed by unit members, except in unusual cases not exceeding five (5) working days. Extension of this five-day limitation may be made by mutual agreement. Upon request, CSEA shall be provided with information regarding unusual cases.

18.4 Distribution Of Contract

CSEA shall meet with the District within 30 days of Governing board approval of the Agreement language to complete the final revision of the new Agreement. Electronic copies of this Agreement shall be provided to each unit member within 90 days of the completion of the revision meeting. 100 paper copies of the new Agreement will be provided to CSEA.

18.5 Organizational Security - Terms And Provisions

- 18.5.1 After the effective date of this Agreement, all new employees may apply for membership in CSEA and provide written authorization for automatic payroll dues deduction on a form provided by CSEA. The deductions will begin at the earliest payroll period possible, according to the payroll calendar, following the date of hire.
- 18.5.2 CSEA agrees to furnish any information needed by the District to fulfill the provisions of this Article. The parties agree that membership – adding new members, maintaining current members, or dropping members who complete the process with CSEA – is entirely a function of

CSEA, and no part of this Agreement may interfere with the union membership process. The terms of membership in CSEA are determined by the CSEAs authorization form and the District shall not interfere with an employee's decision to belong to CSEA. Inquiries related to CSEA regarding CSEA membership, dues authorizations or dues revocations shall be directed to the Labor Relations Representative. The District will only process revocation requests from the CSEA Labor Relations Representative or an authorized CSEA designee.

18.6 Hold Harmless

- 18.6.1 CSEA shall indemnify and hold the District harmless from any and all claims, suits, or any other action arising from the provisions of this Article, CSEA shall have the exclusive right to decide and determine whether any such action shall be compromised, resisted, defended, tried or appealed.
- 18.6.2 If any provision of this article is invalid under federal or state law, said provision shall be modified by the parties, through the negotiations process, to comply with the requirements of said federal or state law.

ARTICLE 19: DISTRICT RIGHTS

19.1 District Rights

- 19.1.1 It is understood and agreed that the District has, and retains, the customary and usual rights, powers, functions, responsibilities, and authority to discharge its obligations except as those rights, powers, functions, and authority are abridged or modified by this Agreement. The customary and usual rights include the right of District management to:
 - 19.1.1.1 Determine its organization;
 - 19.1.1.2 Determine the times and hours of operations;
 - 19.1.1.3 Determine the kinds and levels of services to be provided;
 - 19.1.1.4 Direct the work of its unit members;
 - 19.1.1.5 Determine the number and kinds of unit members;
 - 19.1.1.6 Establish its educational policies, goals, and objectives;
 - 19.1.1.7 Determine curriculum;
 - 19.1.1.8 Insure the rights and educational opportunities of students;
 - 19.1.1.9 Maintain the efficiency of District operations;
 - 19.1.1.10 Transfer personnel;
 - 19.1.1.11 Build, move, or modify facilities;
 - 19.1.1.12 Establish budget procedures and determine budgetary allocation;
 - 19.1.1.13 Determine the methods of raising revenue.
- 19.1.2 It is further understood and agreed that the District may unilaterally, temporarily alter or amend any portion of this Agreement in event of an emergency.
 - 19.1.2.1 An emergency is defined as an unexpected, unforeseen condition beyond the control of the District, such as, catastrophic fire, flood, earthquake, health, or

sanitary condition.

19.1.2.2 The District shall publicly announce any such amendment, modification, or revision, together with the specific facts which constitute the existence of the emergency.

19.1.2.3 Any such amendment, modification, or revision shall last only during the term of the emergency.

19.1.3 The Governing Board retains the right to hire, classify, assign, evaluate, promote, and terminate unit members subject to the provisions of the law and this Agreement.

ARTICLE 20: CONCERTED ACTIVITIES

20.1 CSEA and the District agree that differences shall be settled by peaceful means as provided in the Agreement.

20.2 During the term of this Agreement, CSEA will not engage in, instigate, or condone any strike, strike picketing, work stoppage, or any concerted refusal to perform work duties by unit members as required in this Agreement.

20.3 CSEA will undertake to exert its best efforts to discourage any such acts by any unit member.

20.4 In addition, CSEA will not comply with the request of other organizations within the District to engage in any strike related activities.

20.4.1 It is understood that no unit member will be required to cross another's picket line if they have a reasonable fear for their personal safety or when they are physically prevented from reporting to work.

20.5 During the term of this Agreement, the District will not authorize or permit any lockout of any unit member.

RECLASSIFICATION APPLICATION

Please complete this form and submit to your Supervisor by October 15th .
You may also provide a copy of this form to the Director of Human Resources.

REASON FOR RECLASSIFICATION REQUEST

According to Article 14 of the Collective Bargaining Agreement between the California School Employees Association Chapter #5 (CSEA) and the Redwood City School District (District), requests for reclassification will only be considered under the following circumstances. Prior to submitting the Reclassification Application please read Article 14 of the CSEA Collective Bargaining Agreement to understand the RECLASSIFICATION process. If there are any questions please contact a CSEA Representative.

Please select which reason(s) are the basis of your reclassification request:

14.1 Criteria for a Reclassification shall include at least one of the following:

- ☐ 14.1.1 Criterion 1 - Significant, ongoing and long-term changes in job duties which are currently being performed by a unit member (or unit members) but are not included in their current job description. A reclassification request under this criterion shall include a listing of the job duties currently performed by the unit member(s) which are not included in their current job description. Upon a Board approved reclassification under this criterion, unit members will be placed at the step that provides at least a 5% increase or be placed on Step 1, whichever is greater.
- ☐ 14.1.2 Criterion 2 - The addition of new duties or the removal of existing duties from an existing job description. A reclassification request under this criterion shall include the specific elements of the job description which the requester believes should be added or removed. Upon a Board approved reclassification under this criterion, unit members will be placed at the step that provides at least a 5% increase or be placed on Step 1, whichever is greater.
- ☐ 14.1.3 Criterion 3 - Salary adjustment based on wage comparability of similar, regional elementary school Districts within San Mateo County. A reclassification request under this criterion shall include copies of relevant job descriptions and salaries. If there is no like job within San Mateo County elementary school districts, the parties shall meet and confer regarding finding comparables. . Upon a Board approved reclassification under this criterion, unit members will be placed at the step that provides at least a 5% increase or be placed on Step 1, whichever is greater.

To be completed by a Classified Employee. Use additional pages if necessary.

Name:	Date: ☐ October 15th ☐
Current Classification:	Range: ____

Requested Classification:	Range: ____
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(Application continues on next page)

14.1.1 Criterion 1 - Please refer to your current job description and list the significant and consistent change of required duties not in your current job description. List these changes of tasks and duties below and indicate the amount of hours that you spend on these tasks/duties each week.

Tasks/Duties	Approx. time per week

Please list any additional information below.

State any changes in the qualification for your position (skills, knowledge and ability).

Per 14.1.2 Criterion 2 - Please include specific elements of the job description which the requester believes should be added or removed if applicable.

Requested Change:	Specific Element(s) of the Job Description:
☐ Add	
☐ Remove	
☐ Add	

☐ Remove	
☐ Add ☐ Remove	
☐ Add ☐ Remove	
☐ Add ☐ Remove	
☐ Add ☐ Remove	
☐ Add ☐ Remove	

Per 14.1.3 Criterion 3 --If request is due to wage comparability, please include the following: (1) a listing of such regional elementary school Districts within San Mateo County used in the comparison, and (2) copies of relevant job descriptions and salaries of such regional Districts which support the request.

I certify that the entries made above (or attached) are my own and to the best of my knowledge are accurate and complete.

Signature of Employee

Date

To be completed by an Immediate Supervisor:

Date received: _____

Please refer to the employee's current job description and state below the duties and tasks, not contemplated in this current job description, which you are currently requiring this employee to perform on a significant and consistent basis.

I certify that the entries made above (or attached) are my own and to the best of my knowledge are accurate and complete.

Signature of Immediate Supervisor

Date

(The Supervisor shall provide the employee with a signed copy of the reclassification request by October 15th or March 15th)

RECOMMEND APPROVAL: ____YES ____NO

RECLASSIFICATION COMMITTEE: DISTRICT		RECLASSIFICATION COMMITTEE: CSEA	
_____	_____	_____	_____
Representative	Date	EA Representative	Date
_____	_____	_____	_____
Representative	Date	EA Representative	Date
_____	_____	_____	_____
Officer	Date	Human Resources	CS

SUPERINTENDENT APPROVAL: ___YES ___NO _____
Signature Date

GOVERNING BOARD APPROVAL: YES NO DATE:

REDWOOD CITY SCHOOL DISTRICT
CLASSIFIED EMPLOYEE SALARY CLASSIFICATIONS
2023-2024 COMPREHENSIVE UNIT

GRADE	POSITION CLASSIFICATION	
13.5	Campus Supervisor	
16.5	Short-Term District CELDT Tester	
17.0	Bilingual Program Assistant	
17.5	Music Teacher Assistant Office Assistant I	
18.0	Office Assistant II IMC Specialist I	School Office Assistant I School Office Assistant I (Migrant Ed. & Transition Support)
18.5	Instructional Assistant-Migrant Ed.	
19.0	Account Specialist I Special Education Itinerant Specialist	
19.5	Instructional Assistant-CSPS Library Media Assistant	
20.0	Instructional Assistant Office Assistant III	
20.5	Administrative Secretary I Instructional Assistant-Bilingual Ed.	Instructional Assistant-ESL
21.0	Account Specialist II Administrative Secretary I/SPED *Community School Specialist Family Support Specialist	Paraeducator-SPED Translator/Interpreter Testing Specialist ELD
22.0	Account Specialist III Administrative Secretary II Administrative Secretary II/Technology	*District Receptionist Recruiter Migrant Education Program
22.5	IMC Specialist II Administrative Secretary II/SPED	
23.0	Account Specialist I (Child Nutrition) Bilingual Administrative Secretary II	*Student Services Administrative Support
24.0	*Classified Personnel Specialist *Curriculum Materials Specialist *Junior Accountant	*Personnel Specialist School Office Manager Translator/Interpreter II
25.0	*Student Information Systems Specialist	*Certificated Personnel Specialist/Credential Analyst *Grant Based Data & Accounting Clerical Support
25.5	Library Media Technical Associate Educational Interpreter for the Deaf & Hard of Hearing	
26.0	Administrative Secretary III LVN	
27.0	*Accountant I *Purchasing Agent	
28.0	*Accountant II *Payroll Specialist	
30.0	*Senior Certificated Personnel Specialist/Credential Analyst *Senior Personnel Specialist	

MONTHLY SALARIES are based upon an 7.5 hour workday. HOURLY RATE is computed on the basis of 162.5 hours per average work month.

LONGEVITY PAYMENTS will be paid each month for services with the District as follows:

Upon completion of 9 years of service, an additional 10% increase on base salary.

Upon completion of 12 years of service, an additional \$50.00 per month will be provided

Upon completion of 15 years of service, an additional \$60.00 per month will be provided

Upon completion of 18 years of service, an additional \$60.00 per month will be provided

Upon completion of 21 years of service, an additional \$65.00 per month will be provided

Upon completion of 24 years of service, an additional \$65.00 per month will be provided

Upon completion of 27 years of service, an additional \$65.00 per month will be provided

Upon completion of 30 years of service, an additional \$200.00 per month will be provided

Upon completion of 33 years of service, an additional \$215.00 per month will be provided

Upon completion of 36 years of service, an additional \$230.00 per month will be provided

PROFESSIONAL GROWTH INCREMENTS (\$210.00 per year for each nine units) will be provided pursuant to District regulations. (Maximum credit of 54 units - \$1260.00 per year.) Upon completion of an Associate degree, an additional amount of \$140 per year. Upon completion of 90 semester units, an additional amount of \$170 per year. Upon completion of a Bachelor's degree, an additional amount of \$200.00 per year.

VACATION: Employees in the bargaining unit shall earn paid vacation time in accordance with the terms of the Contract.

Salary schedule effective July 1, 2023

*8 Hour day

(Salary Schedule on Reverse)

REDWOOD CITY SCHOOL DISTRICT
Classified Employee Salary Schedule
Comprehensive Unit
Fiscal Year 2023-2024

GRADE	I	II	III	IV	V	VI	I	II	III	IV	V	VI
	PER MONTH						PER HOUR					
13.0	2,933	3,083	3,242	3,396	3,565	3,744	18.05	18.97	19.95	20.90	21.94	23.04
13.5	3,006	3,159	3,315	3,484	3,650	3,838	18.50	19.44	20.40	21.44	22.46	23.62
14.0	3,083	3,242	3,396	3,565	3,744	3,931	18.97	19.95	20.90	21.94	23.04	24.19
14.5	3,159	3,315	3,484	3,650	3,838	4,024	19.44	20.40	21.44	22.46	23.62	24.76
15.0	3,242	3,396	3,565	3,744	3,931	4,132	19.95	20.90	21.94	23.04	24.19	25.43
15.5	3,315	3,484	3,650	3,838	4,024	4,230	20.40	21.44	22.46	23.62	24.76	26.03
16.0	3,396	3,565	3,744	3,931	4,132	4,334	20.90	21.94	23.04	24.19	25.43	26.67
16.5	3,484	3,650	3,838	4,024	4,230	4,443	21.44	22.46	23.62	24.76	26.03	27.34
17.0	3,565	3,744	3,931	4,132	4,334	4,552	21.94	23.04	24.19	25.43	26.67	28.01
17.5	3,650	3,838	4,024	4,230	4,443	4,662	22.46	23.62	24.76	26.03	27.34	28.69
18.0	3,744	3,931	4,132	4,334	4,552	4,782	23.04	24.19	25.43	26.67	28.01	29.43
18.5	3,838	4,024	4,230	4,443	4,662	4,899	23.62	24.76	26.03	27.34	28.69	30.15
19.0	3,931	4,132	4,334	4,552	4,782	5,021	24.19	25.43	26.67	28.01	29.43	30.90
19.5	4,024	4,230	4,443	4,662	4,899	5,148	24.76	26.03	27.34	28.69	30.15	31.68
20	4,132	4,334	4,552	4,782	5,021	5,273	25.43	26.67	28.01	29.43	30.90	32.45
20*	4,408	4,623	4,856	5,102	5,357	5,622	25.43	26.67	28.01	29.43	30.90	32.45
20.5	4,230	4,443	4,662	4,899	5,148	5,406	26.03	27.34	28.69	30.15	31.68	33.27
21.0	4,334	4,552	4,782	5,021	5,273	5,533	26.67	28.01	29.43	30.90	32.45	34.05
21.0*	4,623	4,856	5,103	5,357	5,622	5,902	26.67	28.01	29.43	30.90	32.45	34.05
21.5	4,443	4,662	4,899	5,148	5,406	5,675	27.34	28.69	30.15	31.68	33.27	34.92
22.0	4,552	4,782	5,021	5,273	5,533	5,814	28.01	29.43	30.90	32.45	34.05	35.78
22.0*	4,856	5,103	5,357	5,622	5,902	6,198	28.01	29.43	30.90	32.45	34.05	35.78
22.5	4,662	4,899	5,148	5,406	5,675	5,957	28.69	30.15	31.68	33.27	34.92	36.66
23.0	4,782	5,021	5,273	5,533	5,814	6,102	29.43	30.90	32.45	34.05	35.78	37.55
23*	5,102	5,357	5,622	5,902	6,198	6,507	29.43	30.90	32.45	34.05	35.78	37.55
23.5	4,899	5,148	5,406	5,675	5,957	6,251	30.15	31.68	33.27	34.92	36.66	38.47
24.0	5,021	5,273	5,533	5,814	6,102	6,412	30.90	32.45	34.05	35.78	37.55	39.46
24*	5,357	5,622	5,902	6,198	6,507	6,835	30.90	32.45	34.05	35.78	37.55	39.46
24.5	5,148	5,406	5,675	5,957	6,251	6,567	31.68	33.27	34.92	36.66	38.47	40.41
25.0	5,273	5,533	5,814	6,102	6,412	6,724	32.45	34.05	35.78	37.55	39.46	41.38
25*	5,622	5,902	6,198	6,507	6,835	7,177	32.45	34.05	35.78	37.55	39.46	41.38
25.5	5,406	5,675	5,957	6,251	6,567	6,893	33.27	34.92	36.66	38.47	40.41	42.42
26.0	5,533	5,814	6,102	6,412	6,724	7,059	34.05	35.78	37.55	39.46	41.38	43.44
26*	5,902	6,198	6,507	6,835	7,177	7,532	34.05	35.78	37.55	39.46	41.38	43.44
27.0	5,814	6,102	6,412	6,724	7,059	7,421	35.78	37.55	39.46	41.38	43.44	45.67
27*	6,198	6,507	6,835	7,177	7,532	7,913	35.78	37.55	39.46	41.38	43.44	45.67
28.0	6,102	6,412	6,724	7,059	7,421	7,787	37.55	39.46	41.38	43.44	45.67	47.92
28*	6,507	6,835	7,177	7,532	7,913	8,309	37.55	39.46	41.38	43.44	45.67	47.92
29.0	6,412	6,724	7,059	7,421	7,787	8,177	39.46	41.38	43.44	45.67	47.92	50.32
29*	6,835	7,177	7,532	7,913	8,309	8,721	39.46	41.38	43.44	45.67	47.92	50.32
30.0	6,724	7,059	7,421	7,787	8,177	8,585	41.38	43.44	45.67	47.92	50.32	52.83
30*	7,177	7,532	7,913	8,309	8,721	9,156	41.38	43.44	45.67	47.92	50.32	52.83

*8 Hour Work Day

This schedule is effective 7/1/2023.

REDWOOD CITY SCHOOL DISTRICT
CLASSIFIED EMPLOYEE SALARY CLASSIFICATIONS
2023 - 2024 OPERATIONS AND SUPPORT UNIT

GRADE	POSITION CLASSIFICATION
16.0	Van Driver Food Service Assistant
20.0	Custodian Food Service Assistant (with Certification in ServSafe)
21.0	Warehouse Worker
21.2	Storeroom Keeper (Warehouse Delivery Driver) Warehouse Worker (with Certification in ServSafe)
21.5	Bus Driver Type II Lead Custodian I
22.0	Administrative Secretary I/Facilities Grounds Specialist
22.5	Lead Custodian II (Middle School)
24.0	Maintenance Specialist
24.5	Food Service Kitchen Lead
25.0	Administrative Secretary II/Facilities Bus Driver Type I
25.5	Instructor/Driver Locksmith Painter
26.0	Carpenter HVAC Technician Plumber Maintenance Ground Lead Lead Warehouse Worker Driver/Dispatcher
26.2	Lead Warehouse Worker (with Certification in ServSafe)
26.5	Electronic & A-V Technician Mechanic
27.5	Maintenance Planner/Estimator
28.0	Lead Mechanic
29.0	Electrician
30.0	District Technology Support Specialist I
34.0	District Technology Support Specialist II

MONTHLY SALARIES are based upon an 8 hour workday. HOURLY RATE is computed on the basis of 173.33 hours per average work month.

LONGEVITY PAYMENTS will be paid each month for services with the District as follows:

Upon completion of 9 years of service, an additional 10% increase on base salary.

Upon completion of 12 years of service, an additional \$50.00 per month will be provided

Upon completion of 15 years of service, an additional \$60.00 per month will be provided

Upon completion of 18 years of service, an additional \$60.00 per month will be provided

Upon completion of 21 years of service, an additional \$65.00 per month will be provided

Upon completion of 24 years of service, an additional \$65.00 per month will be provided

Upon completion of 27 years of service, an additional \$65.00 per month will be provided

Upon completion of 30 years of service, an additional \$200.00 per month will be provided

Upon completion of 33 years of service, an additional \$215.00 per month will be provided

Upon completion of 36 years of service, an additional \$230.00 per month will be provided

PROFESSIONAL GROWTH INCREMENTS (\$210.00 per year for each nine units) will be provided pursuant to District regulations. (Maximum credit of 54 units - \$1260.00 per year.) Upon completion of an Associate degree, an additional amount of \$140 per year. Upon completion of 90 semester units, an additional amount of \$170 per year. Upon completion of a Bachelor's degree, an additional amount of \$200.00 per year.

VACATION: Employees in the bargaining unit shall earn paid vacation time in accordance with the terms of the Contract.

Salary schedule effective July 1, 2023

*7.5 Hour day

(Salary Schedule on Reverse)

REDWOOD CITY SCHOOL DISTRICT
Classified Employee Salary Schedule
Operations and Support Unit
Fiscal Year 2023-2024

GRADE	I	II	III	IV	V	VI	I	II	III	IV	V	VI
	PER MONTH						PER HOUR					
13.0	2,930	3,080	3,236	3,395	3,565	3,749	16.90	17.78	18.67	19.59	20.56	21.63
13.5	3,005	3,158	3,318	3,481	3,657	3,841	17.31	18.21	19.14	20.08	21.09	22.16
14.0	3,080	3,236	3,395	3,565	3,749	3,935	17.78	18.67	19.59	20.56	21.63	22.70
14.5	3,158	3,318	3,481	3,657	3,841	4,030	18.21	19.14	20.08	21.09	22.16	23.25
15.0	3,236	3,395	3,565	3,749	3,935	4,127	18.67	19.59	20.56	21.63	22.70	23.82
15.5	3,318	3,481	3,657	3,841	4,030	4,233	19.14	20.08	21.09	22.16	23.25	24.42
16.0	3,395	3,565	3,749	3,935	4,127	4,333	19.59	20.56	21.63	22.70	23.82	24.99
16.2	3,430	3,598	3,784	3,969	4,163	4,366	19.79	20.76	21.83	22.90	24.02	25.19
16.5	3,481	3,657	3,841	4,030	4,233	4,444	20.08	21.09	22.16	23.25	24.42	25.64
17.0	3,565	3,749	3,935	4,127	4,333	4,553	20.56	21.63	22.70	23.82	24.99	26.26
17.5	3,657	3,841	4,030	4,233	4,444	4,662	21.09	22.16	23.25	24.42	25.64	26.89
18.0	3,749	3,935	4,127	4,333	4,553	4,782	21.63	22.70	23.82	24.99	26.26	27.58
18.2	3,784	3,969	4,163	4,366	4,586	4,815	21.83	22.90	24.02	25.19	26.46	27.78
18.5	3,841	4,030	4,233	4,444	4,662	4,898	22.16	23.25	24.42	25.64	26.89	28.26
19.0	3,935	4,127	4,333	4,553	4,782	5,018	22.70	23.82	24.99	26.26	27.58	28.94
19.5	4,030	4,233	4,444	4,662	4,898	5,148	23.25	24.42	25.64	26.89	28.26	29.70
20.0	4,127	4,333	4,553	4,782	5,018	5,271	23.82	24.99	26.26	27.58	28.94	30.40
20.5	4,233	4,444	4,662	4,898	5,148	5,402	24.42	25.64	26.89	28.26	29.70	31.18
21.0	4,333	4,553	4,782	5,018	5,271	5,534	24.99	26.26	27.58	28.94	30.40	31.94
21.2	4,366	4,586	4,815	5,051	5,304	5,571	25.19	26.46	27.78	29.14	30.60	32.14
21.5	4,444	4,662	4,898	5,148	5,402	5,673	25.64	26.89	28.26	29.70	31.18	32.73
22.0	4,553	4,782	5,018	5,271	5,534	5,813	26.26	27.58	28.94	30.40	31.94	33.52
22.5	4,662	4,898	5,148	5,402	5,673	5,958	26.89	28.26	29.70	31.18	32.73	34.38
23.0	4,782	5,018	5,271	5,534	5,813	6,102	27.58	28.94	30.40	31.94	33.52	35.20
23.5	4,898	5,148	5,402	5,673	5,958	6,251	28.26	29.70	31.18	32.73	34.38	36.07
24.0	5,018	5,271	5,534	5,813	6,102	6,407	28.94	30.40	31.94	33.52	35.20	36.95
24.5	5,148	5,402	5,673	5,958	6,251	6,563	29.70	31.18	32.73	34.38	36.07	37.87
25.0	5,271	5,534	5,813	6,102	6,407	6,726	30.40	31.94	33.52	35.20	36.95	38.78
25.5	5,402	5,673	5,958	6,251	6,563	6,891	31.18	32.73	34.38	36.07	37.87	39.77
26.0	5,534	5,813	6,102	6,407	6,726	7,063	31.94	33.52	35.20	36.95	38.78	40.77
26.2	5,571	5,845	6,136	6,439	6,757	7,101	32.14	33.72	35.40	37.15	38.98	40.97
26.5	5,673	5,958	6,251	6,563	6,891	7,239	32.73	34.38	36.07	37.87	39.77	41.76
27.0	5,813	6,102	6,407	6,726	7,063	7,416	33.52	35.20	36.95	38.78	40.77	42.79
27.5	5,958	6,251	6,563	6,891	7,239	7,604	34.38	36.07	37.87	39.77	41.76	43.86
28.0	6,102	6,407	6,726	7,063	7,416	7,789	35.20	36.95	38.78	40.77	42.79	44.95
29.0	6,407	6,726	7,063	7,416	7,789	8,176	36.95	38.78	40.77	42.79	44.95	47.17
30.0	6,726	7,063	7,416	7,789	8,176	8,587	38.78	40.77	42.79	44.95	47.17	49.54
31.0	7,063	7,416	7,789	8,176	8,587	9,017	40.77	42.79	44.95	47.17	49.54	52.03
32.0	7,416	7,789	8,176	8,587	9,017	9,465	42.79	44.95	47.17	49.54	52.03	54.61
33.0	7,789	8,176	8,587	9,017	9,465	9,939	44.95	47.17	49.54	52.03	54.61	57.34
34.0	8,176	8,587	9,017	9,465	9,939	10,436	47.17	49.54	52.03	54.61	57.34	60.22

**This schedule is effective 7/1/2023.*

REDWOOD CITY SCHOOL DISTRICT
CLASSIFIED EMPLOYEE SALARY CLASSIFICATIONS
2024-2025 COMPREHENSIVE UNIT

GRADE	POSITION CLASSIFICATION	
13.5	Campus Supervisor	
16.5	Short-Term District CELDT Tester	
17.0	Bilingual Program Assistant	
17.5	Music Teacher Assistant Office Assistant I	
18.0	Office Assistant II IMC Specialist I	School Office Assistant I School Office Assistant I (Migrant Ed. & Transition Support)
18.5	Instructional Assistant-Migrant Ed.	
19.0	Account Specialist I Special Education Itinerant Specialist	
19.5	Instructional Assistant-CSPS Library Media Assistant	
20.0	Instructional Assistant Office Assistant III	
20.5	Administrative Secretary I Instructional Assistant-Bilingual Ed.	Instructional Assistant-ESL
21.0	Account Specialist II Administrative Secretary I/SPED *Community School Specialist Family Support Specialist	Paraeducator-SPED Translator/Interpreter Testing Specialist ELD
22.0	Account Specialist III Administrative Secretary II Administrative Secretary II/Technology	*District Receptionist Recruiter Migrant Education Program
22.5	IMC Specialist II Administrative Secretary II/SPED	
23.0	Account Specialist I (Child Nutrition) Bilingual Administrative Secretary II	*Student Services Administrative Support
24.0	*Classified Personnel Specialist *Curriculum Materials Specialist *Junior Accountant	*Personnel Specialist School Office Manager Translator/Interpreter II
25.0	*Student Information Systems Specialist	*Certificated Personnel Specialist/Credential Analyst *Grant Based Data & Accounting Clerical Support
25.5	Library Media Technical Associate Educational Interpreter for the Deaf & Hard of Hearing	
26.0	Administrative Secretary III LVN	
27.0	*Accountant I *Purchasing Agent	
28.0	*Accountant II *Payroll Specialist	
30.0	*Senior Certificated Personnel Specialist/Credential Analyst *Senior Personnel Specialist	

MONTHLY SALARIES are based upon an 7.5 hour workday. HOURLY RATE is computed on the basis of 162.5 hours per average work month.

LONGEVITY PAYMENTS will be paid each month for services with the District as follows:

Upon completion of 9 years of service, an additional 10% increase on base salary.
 Upon completion of 12 years of service, an additional \$50.00 per month will be provided
 Upon completion of 15 years of service, an additional \$60.00 per month will be provided
 Upon completion of 18 years of service, an additional \$60.00 per month will be provided
 Upon completion of 21 years of service, an additional \$65.00 per month will be provided
 Upon completion of 24 years of service, an additional \$65.00 per month will be provided
 Upon completion of 27 years of service, an additional \$65.00 per month will be provided
 Upon completion of 30 years of service, an additional \$200.00 per month will be provided
 Upon completion of 33 years of service, an additional \$215.00 per month will be provided
 Upon completion of 36 years of service, an additional \$230.00 per month will be provided

PROFESSIONAL GROWTH INCREMENTS (\$210.00 per year for each nine units) will be provided pursuant to District regulations. (Maximum credit of 54 units - \$1260.00 per year.) Upon completion of an Associate degree, an additional amount of \$140 per year. Upon completion of 90 semester units, an additional amount of \$170 per year. Upon completion of a Bachelor's degree, an additional amount of \$200.00 per year.

VACATION: Employees in the bargaining unit shall earn paid vacation time in accordance with the terms of the Contract.

Salary schedule effective July 1, 2024

*8 Hour day

(Salary Schedule on Reverse)

REDWOOD CITY SCHOOL DISTRICT
Classified Employee Salary Schedule
Comprehensive Unit
Fiscal Year 2024-2025

GRADE	I	II	III	IV	V	VI	I	II	III	IV	V	VI
	PER MONTH						PER HOUR					
13.0	3,021	3,175	3,339	3,499	3,673	3,856	18.59	19.54	20.55	21.53	22.60	23.73
13.5	3,097	3,253	3,414	3,588	3,759	3,954	19.06	20.02	21.01	22.08	23.13	24.33
14.0	3,175	3,339	3,499	3,673	3,856	4,050	19.54	20.55	21.53	22.60	23.73	24.92
14.5	3,253	3,414	3,588	3,759	3,954	4,144	20.02	21.01	22.08	23.13	24.33	25.50
15.0	3,339	3,499	3,673	3,856	4,050	4,256	20.55	21.53	22.60	23.73	24.92	26.19
15.5	3,414	3,588	3,759	3,954	4,144	4,357	21.01	22.08	23.13	24.33	25.50	26.81
16.0	3,499	3,673	3,856	4,050	4,256	4,464	21.53	22.60	23.73	24.92	26.19	27.47
16.5	3,588	3,759	3,954	4,144	4,357	4,576	22.08	23.13	24.33	25.50	26.81	28.16
17.0	3,673	3,856	4,050	4,256	4,464	4,688	22.60	23.73	24.92	26.19	27.47	28.85
17.5	3,759	3,954	4,144	4,357	4,576	4,802	23.13	24.33	25.50	26.81	28.16	29.55
18.0	3,856	4,050	4,256	4,464	4,688	4,925	23.73	24.92	26.19	27.47	28.85	30.31
18.5	3,954	4,144	4,357	4,576	4,802	5,046	24.33	25.50	26.81	28.16	29.55	31.05
19.0	4,050	4,256	4,464	4,688	4,925	5,172	24.92	26.19	27.47	28.85	30.31	31.83
19.5	4,144	4,357	4,576	4,802	5,046	5,302	25.50	26.81	28.16	29.55	31.05	32.63
20	4,256	4,464	4,688	4,925	5,172	5,431	26.19	27.47	28.85	30.31	31.83	33.42
20*	4,540	4,762	5,002	5,255	5,518	5,791	26.19	27.47	28.85	30.31	31.83	33.42
20.5	4,357	4,576	4,802	5,046	5,302	5,569	26.81	28.16	29.55	31.05	32.63	34.27
21.0	4,464	4,688	4,925	5,172	5,431	5,699	27.47	28.85	30.31	31.83	33.42	35.07
21.0*	4,762	5,002	5,256	5,518	5,791	6,079	27.47	28.85	30.31	31.83	33.42	35.07
21.5	4,576	4,802	5,046	5,302	5,569	5,845	28.16	29.55	31.05	32.63	34.27	35.97
22.0	4,688	4,925	5,172	5,431	5,699	5,988	28.85	30.31	31.83	33.42	35.07	36.85
22.0*	5,002	5,256	5,518	5,791	6,079	6,384	28.85	30.31	31.83	33.42	35.07	36.85
22.5	4,802	5,046	5,302	5,569	5,845	6,136	29.55	31.05	32.63	34.27	35.97	37.76
23.0	4,925	5,172	5,431	5,699	5,988	6,286	30.31	31.83	33.42	35.07	36.85	38.68
23*	5,255	5,518	5,791	6,079	6,384	6,702	30.31	31.83	33.42	35.07	36.85	38.68
23.5	5,046	5,302	5,569	5,845	6,136	6,438	31.05	32.63	34.27	35.97	37.76	39.62
24.0	5,172	5,431	5,699	5,988	6,286	6,604	31.83	33.42	35.07	36.85	38.68	40.64
24*	5,518	5,791	6,079	6,384	6,702	7,040	31.83	33.42	35.07	36.85	38.68	40.64
24.5	5,302	5,569	5,845	6,136	6,438	6,763	32.63	34.27	35.97	37.76	39.62	41.62
25.0	5,431	5,699	5,988	6,286	6,604	6,926	33.42	35.07	36.85	38.68	40.64	42.62
25*	5,791	6,079	6,384	6,702	7,040	7,392	33.42	35.07	36.85	38.68	40.64	42.62
25.5	5,569	5,845	6,136	6,438	6,763	7,100	34.27	35.97	37.76	39.62	41.62	43.69
26.0	5,699	5,988	6,286	6,604	6,926	7,270	35.07	36.85	38.68	40.64	42.62	44.74
26*	6,079	6,384	6,702	7,040	7,392	7,758	35.07	36.85	38.68	40.64	42.62	44.74
27.0	5,988	6,286	6,604	6,926	7,270	7,644	36.85	38.68	40.64	42.62	44.74	47.04
27*	6,384	6,702	7,040	7,392	7,758	8,150	36.85	38.68	40.64	42.62	44.74	47.04
28.0	6,286	6,604	6,926	7,270	7,644	8,021	38.68	40.64	42.62	44.74	47.04	49.36
28*	6,702	7,040	7,392	7,758	8,150	8,558	38.68	40.64	42.62	44.74	47.04	49.36
29.0	6,604	6,926	7,270	7,644	8,021	8,422	40.64	42.62	44.74	47.04	49.36	51.83
29*	7,040	7,392	7,758	8,150	8,558	8,983	40.64	42.62	44.74	47.04	49.36	51.83
30.0	6,926	7,270	7,644	8,021	8,422	8,842	42.62	44.74	47.04	49.36	51.83	54.41
30*	7,392	7,758	8,150	8,558	8,983	9,431	42.62	44.74	47.04	49.36	51.83	54.41

*8 Hour Work Day

This schedule is effective 7/1/2024.

REDWOOD CITY SCHOOL DISTRICT
CLASSIFIED EMPLOYEE SALARY CLASSIFICATIONS
2024 - 2025 OPERATIONS AND SUPPORT UNIT

GRADE	POSITION CLASSIFICATION
16.0	Van Driver Food Service Assistant
20.0	Custodian Food Service Assistant (with Certification in ServSafe)
21.0	Warehouse Worker
21.2	Storeroom Keeper (Warehouse Delivery Driver) Warehouse Worker (with Certification in ServSafe)
21.5	Bus Driver Type II Lead Custodian I
22.0	Administrative Secretary I/Facilities Grounds Specialist
22.5	Lead Custodian II (Middle School)
24.0	Maintenance Specialist
24.5	Food Service Kitchen Lead
25.0	Administrative Secretary II/Facilities Bus Driver Type I
25.5	Instructor/Driver Locksmith Painter
26.0	Carpenter HVAC Technician Plumber Maintenance Ground Lead Lead Warehouse Worker Driver/Dispatcher
26.2	Lead Warehouse Worker (with Certification in ServSafe)
26.5	Electronic & A-V Technician Mechanic
27.5	Maintenance Planner/Estimator
28.0	Lead Mechanic
29.0	Electrician
30.0	District Technology Support Specialist I
34.0	District Technology Support Specialist II

MONTHLY SALARIES are based upon an 8 hour workday. HOURLY RATE is computed on the basis of 173.33 hours per average work month.

LONGEVITY PAYMENTS will be paid each month for services with the District as follows:

Upon completion of 9 years of service, an additional 10% increase on base salary.

Upon completion of 12 years of service, an additional \$50.00 per month will be provided

Upon completion of 15 years of service, an additional \$60.00 per month will be provided

Upon completion of 18 years of service, an additional \$60.00 per month will be provided

Upon completion of 21 years of service, an additional \$65.00 per month will be provided

Upon completion of 24 years of service, an additional \$65.00 per month will be provided

Upon completion of 27 years of service, an additional \$65.00 per month will be provided

Upon completion of 30 years of service, an additional \$200.00 per month will be provided

Upon completion of 33 years of service, an additional \$215.00 per month will be provided

Upon completion of 36 years of service, an additional \$230.00 per month will be provided

PROFESSIONAL GROWTH INCREMENTS (\$210.00 per year for each nine units) will be provided pursuant to District regulations. (Maximum credit of 54 units - \$1260.00 per year.) Upon completion of an Associate degree, an additional amount of \$140 per year. Upon completion of 90 semester units, an additional amount of \$170 per year. Upon completion of a Bachelor's degree, an additional amount of \$200.00 per year.

VACATION: Employees in the bargaining unit shall earn paid vacation time in accordance with the terms of the Contract.

Salary schedule effective July 1, 2024

*7.5 Hour day

(Salary Schedule on Reverse)

REDWOOD CITY SCHOOL DISTRICT
Classified Employee Salary Schedule
Operations and Support Unit
Fiscal Year 2024-2025

GRADE	I	II	III	IV	V	VI	I	II	III	IV	V	VI
	PER MONTH						PER HOUR					
13.0	3,018	3,172	3,333	3,497	3,672	3,861	17.41	18.31	19.23	20.18	21.18	22.28
13.5	3,095	3,253	3,418	3,585	3,767	3,956	17.83	18.76	19.71	20.68	21.72	22.82
14.0	3,172	3,333	3,497	3,672	3,861	4,053	18.31	19.23	20.18	21.18	22.28	23.38
14.5	3,253	3,418	3,585	3,767	3,956	4,151	18.76	19.71	20.68	21.72	22.82	23.95
15.0	3,333	3,497	3,672	3,861	4,053	4,251	19.23	20.18	21.18	22.28	23.38	24.53
15.5	3,418	3,585	3,767	3,956	4,151	4,360	19.71	20.68	21.72	22.82	23.95	25.15
16.0	3,497	3,672	3,861	4,053	4,251	4,463	20.18	21.18	22.28	23.38	24.53	25.74
16.2	3,532	3,706	3,896	4,087	4,286	4,496	20.38	21.38	22.48	23.58	24.73	25.94
16.5	3,585	3,767	3,956	4,151	4,360	4,577	20.68	21.72	22.82	23.95	25.15	26.41
17.0	3,672	3,861	4,053	4,251	4,463	4,690	21.18	22.28	23.38	24.53	25.74	27.05
17.5	3,767	3,956	4,151	4,360	4,577	4,802	21.72	22.82	23.95	25.15	26.41	27.70
18.0	3,861	4,053	4,251	4,463	4,690	4,925	22.28	23.38	24.53	25.74	27.05	28.41
18.2	3,896	4,087	4,286	4,496	4,723	4,959	22.48	23.58	24.73	25.94	27.25	28.61
18.5	3,956	4,151	4,360	4,577	4,802	5,045	22.82	23.95	25.15	26.41	27.70	29.11
19.0	4,053	4,251	4,463	4,690	4,925	5,169	23.38	24.53	25.74	27.05	28.41	29.81
19.5	4,151	4,360	4,577	4,802	5,045	5,302	23.95	25.15	26.41	27.70	29.11	30.59
20.0	4,251	4,463	4,690	4,925	5,169	5,429	24.53	25.74	27.05	28.41	29.81	31.31
20.5	4,360	4,577	4,802	5,045	5,302	5,564	25.15	26.41	27.70	29.11	30.59	32.12
21.0	4,463	4,690	4,925	5,169	5,429	5,700	25.74	27.05	28.41	29.81	31.31	32.90
21.2	4,496	4,723	4,959	5,202	5,462	5,737	25.94	27.25	28.61	30.01	31.51	33.10
21.5	4,577	4,802	5,045	5,302	5,564	5,843	26.41	27.70	29.11	30.59	32.12	33.71
22.0	4,690	4,925	5,169	5,429	5,700	5,987	27.05	28.41	29.81	31.31	32.90	34.53
22.5	4,802	5,045	5,302	5,564	5,843	6,137	27.70	29.11	30.59	32.12	33.71	35.41
23.0	4,925	5,169	5,429	5,700	5,987	6,285	28.41	29.81	31.31	32.90	34.53	36.26
23.5	5,045	5,302	5,564	5,843	6,137	6,439	29.11	30.59	32.12	33.71	35.41	37.15
24.0	5,169	5,429	5,700	5,987	6,285	6,599	29.81	31.31	32.90	34.53	36.26	38.06
24.5	5,302	5,564	5,843	6,137	6,439	6,760	30.59	32.12	33.71	35.41	37.15	39.01
25.0	5,429	5,700	5,987	6,285	6,599	6,928	31.31	32.90	34.53	36.26	38.06	39.94
25.5	5,564	5,843	6,137	6,439	6,760	7,098	32.12	33.71	35.41	37.15	39.01	40.96
26.0	5,700	5,987	6,285	6,599	6,928	7,275	32.90	34.53	36.26	38.06	39.94	41.99
26.2	5,737	6,020	6,320	6,632	6,958	7,313	33.10	34.73	36.46	38.26	40.14	42.19
26.5	5,843	6,137	6,439	6,760	7,098	7,456	33.71	35.41	37.15	39.01	40.96	43.01
27.0	5,987	6,285	6,599	6,928	7,275	7,638	34.53	36.26	38.06	39.94	41.99	44.07
27.5	6,137	6,439	6,760	7,098	7,456	7,832	35.41	37.15	39.01	40.96	43.01	45.18
28.0	6,285	6,599	6,928	7,275	7,638	8,023	36.26	38.06	39.94	41.99	44.07	46.30
29.0	6,599	6,928	7,275	7,638	8,023	8,421	38.06	39.94	41.99	44.07	46.30	48.59
30.0	6,928	7,275	7,638	8,023	8,421	8,845	39.94	41.99	44.07	46.30	48.59	51.03
31.0	7,275	7,638	8,023	8,421	8,845	9,288	41.99	44.07	46.30	48.59	51.03	53.59
32.0	7,638	8,023	8,421	8,845	9,288	9,749	44.07	46.30	48.59	51.03	53.59	56.25
33.0	8,023	8,421	8,845	9,288	9,749	10,237	46.30	48.59	51.03	53.59	56.25	59.06
34.0	8,421	8,845	9,288	9,749	10,237	10,749	48.59	51.03	53.59	56.25	59.06	62.03

**This schedule is effective 7/1/2024.*

REDWOOD CITY SCHOOL DISTRICT
CLASSIFIED EMPLOYEE SALARY CLASSIFICATIONS
2025-2026 COMPREHENSIVE UNIT

GRADE	POSITION CLASSIFICATION	
13.5	Campus Supervisor	
16.5	Short-Term District CELDT Tester	
17.0	Bilingual Program Assistant	
17.5	Office Assistant I	Music Teacher Assistant
18.0	Office Assistant II IMC Specialist I	School Office Assistant I School Office Assistant I (Migrant Ed. & Transition Support)
18.5	Instructional Assistant-Migrant Ed.	
19.0	Special Education Itinerant Specialist	
19.5	Instructional Assistant-CSPS	Library Media Assistant
20.0	Instructional Assistant	Office Assistant III
20.5	Administrative Secretary I Instructional Assistant-Bilingual Ed.	Instructional Assistant-ESL
21.0	Administrative Secretary I/SPED *Community School Specialist Family Support Specialist	Paraeducator-SPED Translator/Interpreter Testing Specialist ELD
22.0	Administrative Secretary II Administrative Secretary II/Technology	*District Receptionist Recruiter Migrant Education Program
22.5	IMC Specialist II Administrative Secretary II/SPED	
23.0	Account Specialist Account Specialist I (Child Nutrition) *Bilingual Administrative Secretary II	*Student Services Administrative Support
24.0	*Classified Personnel Specialist *Curriculum Materials Specialist *Junior Accountant	*Personnel Specialist School Office Manager Translator/Interpreter II
25.0	*Student Information Systems Specialist	*Certificated Personnel Specialist/Credential Analyst *Grant Based Data & Accounting Clerical Support
25.5	Library Media Technical Associate Educational Interpreter for the Deaf & Hard of Hearing	
26.0	Administrative Secretary III	Licensed Vocational Nurse (LVN)
28.0	*Payroll Specialist	
29.0	*Accountant I	*Purchasing Agent
30.0	*Accountant II *Senior Certificated Personnel Specialist/Credential Analyst *Senior Personnel Specialist	

MONTHLY SALARIES are based upon a 7.5-hour workday. HOURLY RATE is computed on the basis of 162.5 hours per average work month.

LONGEVITY PAYMENTS will be paid each month for services with the District as follows:

Upon completion of 9 years of service, an additional 10% increase on base salary.
 Upon completion of 12 years of service, an additional \$50.00 per month will be provided
 Upon completion of 15 years of service, an additional \$60.00 per month will be provided
 Upon completion of 18 years of service, an additional \$60.00 per month will be provided
 Upon completion of 21 years of service, an additional \$65.00 per month will be provided
 Upon completion of 24 years of service, an additional \$65.00 per month will be provided
 Upon completion of 27 years of service, an additional \$65.00 per month will be provided
 Upon completion of 30 years of service, an additional \$200.00 per month will be provided
 Upon completion of 33 years of service, an additional \$215.00 per month will be provided
 Upon completion of 36 years of service, an additional \$230.00 per month will be provided

PROFESSIONAL GROWTH INCREMENTS (\$210.00 per year for each nine units) will be provided pursuant to District regulations. (Maximum credit of 54 units - \$1260.00 per year.) Upon completion of an Associate degree, an additional amount of \$140 per year. Upon completion of 90 semester units, an additional amount of \$170 per year. Upon completion of a Bachelor's degree, an additional amount of \$200.00 per year.

VACATION: Employees in the bargaining unit shall earn paid vacation time in accordance with the terms of the Contract.

Salary schedule effective July 1, 2025

*8 Hour day

(Salary Schedule on Reverse)

REDWOOD CITY SCHOOL DISTRICT
Classified Employee Salary Schedule
Comprehensive Unit
Fiscal Year 2025-2026

GRADE	I	II	III	IV	V	VI	I	II	III	IV	V	VI
	PER MONTH						PER HOUR					
13.0	3,107	3,266	3,435	3,598	3,777	3,967	19.12	20.10	21.14	22.14	23.24	24.41
13.5	3,185	3,346	3,512	3,690	3,866	4,066	19.60	20.59	21.61	22.71	23.79	25.02
14.0	3,266	3,435	3,598	3,777	3,967	4,165	20.10	21.14	22.14	23.24	24.41	25.63
14.5	3,346	3,512	3,690	3,866	4,066	4,262	20.59	21.61	22.71	23.79	25.02	26.23
15.0	3,435	3,598	3,777	3,967	4,165	4,378	21.14	22.14	23.24	24.41	25.63	26.94
15.5	3,512	3,690	3,866	4,066	4,262	4,480	21.61	22.71	23.79	25.02	26.23	27.57
16.0	3,598	3,777	3,967	4,165	4,378	4,591	22.14	23.24	24.41	25.63	26.94	28.25
16.5	3,690	3,866	4,066	4,262	4,480	4,706	22.71	23.79	25.02	26.23	27.57	28.96
17.0	3,777	3,967	4,165	4,378	4,591	4,821	23.24	24.41	25.63	26.94	28.25	29.67
17.5	3,866	4,066	4,262	4,480	4,706	4,938	23.79	25.02	26.23	27.57	28.96	30.39
18.0	3,967	4,165	4,378	4,591	4,821	5,065	24.41	25.63	26.94	28.25	29.67	31.17
18.5	4,066	4,262	4,480	4,706	4,938	5,189	25.02	26.23	27.57	28.96	30.39	31.93
19.0	4,165	4,378	4,591	4,821	5,065	5,320	25.63	26.94	28.25	29.67	31.17	32.74
19.5	4,262	4,480	4,706	4,938	5,189	5,454	26.23	27.57	28.96	30.39	31.93	33.56
20	4,378	4,591	4,821	5,065	5,320	5,585	26.94	28.25	29.67	31.17	32.74	34.37
20*	4,669	4,898	5,145	5,405	5,675	5,956	26.94	28.25	29.67	31.17	32.74	34.37
20.5	4,480	4,706	4,938	5,189	5,454	5,728	27.57	28.96	30.39	31.93	33.56	35.25
21.0	4,591	4,821	5,065	5,320	5,585	5,861	28.25	29.67	31.17	32.74	34.37	36.07
21.0*	4,898	5,145	5,406	5,675	5,956	6,252	28.25	29.67	31.17	32.74	34.37	36.07
21.5	4,706	4,938	5,189	5,454	5,728	6,013	28.96	30.39	31.93	33.56	35.25	37.00
22.0	4,821	5,065	5,320	5,585	5,861	6,159	29.67	31.17	32.74	34.37	36.07	37.90
22.0*	5,145	5,406	5,675	5,956	6,252	6,566	29.67	31.17	32.74	34.37	36.07	37.90
22.5	4,938	5,189	5,454	5,728	6,013	6,312	30.39	31.93	33.56	35.25	37.00	38.84
23.0	5,065	5,320	5,585	5,861	6,159	6,464	31.17	32.74	34.37	36.07	37.90	39.78
23*	5,405	5,675	5,956	6,252	6,566	6,893	31.17	32.74	34.37	36.07	37.90	39.78
23.5	5,189	5,454	5,728	6,013	6,312	6,622	31.93	33.56	35.25	37.00	38.84	40.75
24.0	5,320	5,585	5,861	6,159	6,464	6,793	32.74	34.37	36.07	37.90	39.78	41.80
24*	5,675	5,956	6,252	6,566	6,893	7,241	32.74	34.37	36.07	37.90	39.78	41.80
24.5	5,454	5,728	6,013	6,312	6,622	6,957	33.56	35.25	37.00	38.84	40.75	42.81
25.0	5,585	5,861	6,159	6,464	6,793	7,122	34.37	36.07	37.90	39.78	41.80	43.83
25*	5,956	6,252	6,566	6,893	7,241	7,603	34.37	36.07	37.90	39.78	41.80	43.83
25.5	5,728	6,013	6,312	6,622	6,957	7,303	35.25	37.00	38.84	40.75	42.81	44.94
26.0	5,861	6,159	6,464	6,793	7,122	7,478	36.07	37.90	39.78	41.80	43.83	46.02
26*	6,252	6,566	6,893	7,241	7,603	7,979	36.07	37.90	39.78	41.80	43.83	46.02
27.0	6,159	6,464	6,793	7,122	7,478	7,862	37.90	39.78	41.80	43.83	46.02	48.38
27*	6,566	6,893	7,241	7,603	7,979	8,382	37.90	39.78	41.80	43.83	46.02	48.38
28.0	6,464	6,793	7,122	7,478	7,862	8,250	39.78	41.80	43.83	46.02	48.38	50.77
28*	6,893	7,241	7,603	7,979	8,382	8,802	39.78	41.80	43.83	46.02	48.38	50.77
29.0	6,793	7,122	7,478	7,862	8,250	8,663	41.80	43.83	46.02	48.38	50.77	53.31
29*	7,241	7,603	7,979	8,382	8,802	9,239	41.80	43.83	46.02	48.38	50.77	53.31
30.0	7,122	7,478	7,862	8,250	8,663	9,094	43.83	46.02	48.38	50.77	53.31	55.96
30*	7,603	7,979	8,382	8,802	9,239	9,700	43.83	46.02	48.38	50.77	53.31	55.96

*8 Hour Work Day

This schedule is effective 7/1/2025.

REDWOOD CITY SCHOOL DISTRICT
CLASSIFIED EMPLOYEE SALARY CLASSIFICATIONS
2025 - 2026 OPERATIONS AND SUPPORT UNIT

GRADE	POSITION CLASSIFICATION
16.0	Van Driver Food Service Assistant
20.0	Custodian Food Service Assistant (with Certification in ServSafe)
21.0	Warehouse Worker
21.2	Storeroom Keeper (Warehouse Delivery Driver) Warehouse Worker (with Certification in ServSafe)
21.5	Bus Driver Type II Lead Custodian I
22.0	Administrative Secretary I/Facilities
22.5	Lead Custodian II (Middle School)
23.0	Grounds Specialist
24.5	Food Service Kitchen Lead
25.0	Administrative Secretary II/Facilities Bus Driver Type I Maintenance Specialist
25.5	Instructor/Driver
26.0	HVAC Technician Driver/Dispatcher
26.5	Electronic & A-V Technician Locksmith Mechanic Painter
27.0	Carpenter Plumber Maintenance Ground Lead Lead Warehouse Worker
27.2	Lead Warehouse Worker (with Certification in ServSafe)
27.5	Maintenance Planner/Estimator
28.0	Lead Mechanic
30.0	Electrician District Technology Support Specialist I
34.0	District Technology Support Specialist II

MONTHLY SALARIES are based upon an 8-hour workday. HOURLY RATE is computed on the basis of 173.33 hours per average work month.

LONGEVITY PAYMENTS will be paid each month for services with the District as follows:

Upon completion of 9 years of service, an additional 10% increase on base salary.
 Upon completion of 12 years of service, an additional \$50.00 per month will be provided
 Upon completion of 15 years of service, an additional \$60.00 per month will be provided
 Upon completion of 18 years of service, an additional \$60.00 per month will be provided
 Upon completion of 21 years of service, an additional \$65.00 per month will be provided
 Upon completion of 24 years of service, an additional \$65.00 per month will be provided
 Upon completion of 27 years of service, an additional \$65.00 per month will be provided
 Upon completion of 30 years of service, an additional \$200.00 per month will be provided
 Upon completion of 33 years of service, an additional \$215.00 per month will be provided
 Upon completion of 36 years of service, an additional \$230.00 per month will be provided

PROFESSIONAL GROWTH INCREMENTS (\$210.00 per year for each nine units) will be provided pursuant to District regulations. (Maximum credit of 54 units - \$1260.00 per year.) Upon completion of an Associate degree, an additional amount of \$140 per year. Upon completion of 90 semester units, an additional amount of \$170 per year. Upon completion of a Bachelor's degree, an additional amount of \$200.00 per year.

VACATION: Employees in the bargaining unit shall earn paid vacation time in accordance with the terms of the Contract.

REDWOOD CITY SCHOOL DISTRICT
Classified Employee Salary Schedule
Operations and Support Unit
Fiscal Year 2025-2026

GRADE	I	II	III	IV	V	VI	I	II	III	IV	V	VI
	PER MONTH						PER HOUR					
13.0	3,104	3,262	3,428	3,597	3,777	3,971	17.91	18.83	19.78	20.76	21.78	22.91
13.5	3,183	3,346	3,515	3,687	3,874	4,069	18.34	19.29	20.27	21.27	22.34	23.47
14.0	3,262	3,428	3,597	3,777	3,971	4,169	18.83	19.78	20.76	21.78	22.91	24.05
14.5	3,346	3,515	3,687	3,874	4,069	4,269	19.29	20.27	21.27	22.34	23.47	24.63
15.0	3,428	3,597	3,777	3,971	4,169	4,372	19.78	20.76	21.78	22.91	24.05	25.23
15.5	3,515	3,687	3,874	4,069	4,269	4,484	20.27	21.27	22.34	23.47	24.63	25.87
16.0	3,597	3,777	3,971	4,169	4,372	4,590	20.76	21.78	22.91	24.05	25.23	26.47
16.2	3,633	3,810	4,006	4,203	4,408	4,623	20.96	21.98	23.11	24.25	25.43	26.67
16.5	3,687	3,874	4,069	4,269	4,484	4,707	21.27	22.34	23.47	24.63	25.87	27.16
17.0	3,777	3,971	4,169	4,372	4,590	4,824	21.78	22.91	24.05	25.23	26.47	27.82
17.5	3,874	4,069	4,269	4,484	4,707	4,939	22.34	23.47	24.63	25.87	27.16	28.49
18.0	3,971	4,169	4,372	4,590	4,824	5,065	22.91	24.05	25.23	26.47	27.82	29.22
18.2	4,006	4,203	4,408	4,623	4,857	5,099	23.11	24.25	25.43	26.67	28.02	29.42
18.5	4,069	4,269	4,484	4,707	4,939	5,189	23.47	24.63	25.87	27.16	28.49	29.94
19.0	4,169	4,372	4,590	4,824	5,065	5,316	24.05	25.23	26.47	27.82	29.22	30.66
19.5	4,269	4,484	4,707	4,939	5,189	5,453	24.63	25.87	27.16	28.49	29.94	31.46
20.0	4,372	4,590	4,824	5,065	5,316	5,584	25.23	26.47	27.82	29.22	30.66	32.20
20.5	4,484	4,707	4,939	5,189	5,453	5,723	25.87	27.16	28.49	29.94	31.46	33.04
21.0	4,590	4,824	5,065	5,316	5,584	5,862	26.47	27.82	29.22	30.66	32.20	33.84
21.2	4,623	4,857	5,099	5,349	5,616	5,900	26.67	28.02	29.42	30.86	32.40	34.04
21.5	4,707	4,939	5,189	5,453	5,723	6,010	27.16	28.49	29.94	31.46	33.04	34.67
22.0	4,824	5,065	5,316	5,584	5,862	6,158	27.82	29.22	30.66	32.20	33.84	35.51
22.5	4,939	5,189	5,453	5,723	6,010	6,312	28.49	29.94	31.46	33.04	34.67	36.42
23.0	5,065	5,316	5,584	5,862	6,158	6,464	29.22	30.66	32.20	33.84	35.51	37.29
23.5	5,189	5,453	5,723	6,010	6,312	6,623	29.94	31.46	33.04	34.67	36.42	38.21
24.0	5,316	5,584	5,862	6,158	6,464	6,787	30.66	32.20	33.84	35.51	37.29	39.14
24.5	5,453	5,723	6,010	6,312	6,623	6,953	31.46	33.04	34.67	36.42	38.21	40.12
25.0	5,584	5,862	6,158	6,464	6,787	7,125	32.20	33.84	35.51	37.29	39.14	41.08
25.5	5,723	6,010	6,312	6,623	6,953	7,300	33.04	34.67	36.42	38.21	40.12	42.13
26.0	5,862	6,158	6,464	6,787	7,125	7,482	33.84	35.51	37.29	39.14	41.08	43.19
26.2	5,900	6,190	6,498	6,819	7,155	7,521	34.04	35.71	37.49	39.34	41.28	43.39
26.5	6,010	6,312	6,623	6,953	7,300	7,668	34.67	36.42	38.21	40.12	42.13	44.24
27.0	6,158	6,464	6,787	7,125	7,482	7,856	35.51	37.29	39.14	41.08	43.19	45.33
27.2	6,190	6,498	6,819	7,155	7,521	7,892	35.71	37.49	39.34	41.28	43.39	45.53
27.5	6,312	6,623	6,953	7,300	7,668	8,055	36.42	38.21	40.12	42.13	44.24	46.47
28.0	6,464	6,787	7,125	7,482	7,856	8,252	37.29	39.14	41.08	43.19	45.33	47.62
29.0	6,787	7,125	7,482	7,856	8,252	8,661	39.14	41.08	43.19	45.33	47.62	49.97
30.0	7,125	7,482	7,856	8,252	8,661	9,097	41.08	43.19	45.33	47.62	49.97	52.48
31.0	7,482	7,856	8,252	8,661	9,097	9,553	43.19	45.33	47.62	49.97	52.48	55.12
32.0	7,856	8,252	8,661	9,097	9,553	10,027	45.33	47.62	49.97	52.48	55.12	57.85
33.0	8,252	8,661	9,097	9,553	10,027	10,529	47.62	49.97	52.48	55.12	57.85	60.74
34.0	8,661	9,097	9,553	10,027	10,529	11,055	49.97	52.48	55.12	57.85	60.74	63.80

**This schedule is effective 7/1/2025.*



REDWOOD CITY
SCHOOL DISTRICT

CLASSIFIED EVALUATION FORM

LAST:

FIRST:

Site/Dept:

Classification: (add drop down menu using CSEA position classification)

Date of hire:

☐ 3 Month Probationary

☐ 5 Month Probationary

☐ Permanent

Part 1: Rating Scale: Assessed by observation, documentation, and conferences

E=Exemplary, S=Satisfactory, NI=Needs Improvement, U=Unsatisfactory

WORK SKILLS & WORK RESPONSIBILITIES	E	S	NI	U	NA
Understands and demonstrates proficiency in the essential functions as outlined in the job description.					
Utilizes appropriate tools to carry out assigned duties and responsibilities.					
Demonstrates an ability to identify problems, develops and implements solutions in a timely and efficient manner.					
Incorporates feedback and training regularly to enhance job performance.					
Complies with written and verbal instructions.					
Maintains a safe environment in the workplace.					
Maintains and cares for district property (e.g. equipment, technology, vehicles).					
Maintains the appearance of the workstation.					
Shares responsibility for the smooth operation of the worksite and/or department.					
Performs all required duties accurately, consistently, efficiently and in a timely manner.					
Meets recognized work standards.					
Manages competing priorities efficiently.					
HUMAN RELATIONS SKILLS	E	S	NI	U	NA
Builds professional rapport and cooperation with colleagues, supervisors, staff and other stakeholders.					
Communicates in a professional and productive manner.					
Serves students, staff and the public effectively and efficiently.					
Responds in a prompt and friendly manner to requests and inquiries.					
WORK HABITS AND ATTITUDES	E	S	NI	U	NA
Upholds the District's mission statement.					
Demonstrates willingness to learn new tasks and procedures.					
Requires minimum direction; industrious, highly resourceful and self-reliant.					
Adheres to district and school policies and procedures.					
Exercises sound professional judgment in making decisions.					

Maintains professional standards of dress and grooming in a manner that is conducive to the health and/or safety of themselves and/or others.					
Maintains attendance and punctuality.					
Maintains appropriate confidentiality at all levels.					
INSTRUCTIONAL TECHNIQUES (Instructional Assistants and Paraeducator Classifications)	E	S	NI	U	NA
Demonstrates an understanding of the students' individual educational needs.					
Establishes and maintains good working relationships with students.					
Shows initiative and organization.					
Provides individual or small group assistance to students in academic areas to reinforce instruction provided by the teacher.					
Understands and follows approved instructional strategies and materials.					
Learns and applies curriculum content and objectives to all students.					
Implement teacher-directed activities thoroughly.					
Maintains composure when working with a group or an individual.					
Is able to perform duties in an accurate, thorough and organized manner.					

Part 2: Comments

Written Summary: Please include comments about the assigned position.

Areas of Strength & Commendations:

Areas for Growth & Recommendations:

Part 3: Overall Evaluation

☐ Exemplary ☐ Satisfactory ☐ Needs Improvement ☐ Unsatisfactory

Probationary Employee Only: (drop down menu)

- Continue with probationary employment (3 month evaluation)
- Recommended for Permanency at 5 month evaluation
- Recommend release

Name of Evaluator: _____ *Signature of Evaluator:* _____ *Date* _____

Name of Employee: _____ *Signature of Employee:* _____ *Date* _____

The Employee's signature does not constitute endorsement of the evaluator's notations, only that this document has been reviewed.

15.2.4 The unit member shall have the right to review and respond to any evaluation either electronically or in hard copy to Human Resources.

SIDE LETTER OF AGREEMENT

The Redwood City School District (“District”) and the California School Employees Association and its Chapter 5 (“CSEA”), together referred to as the “Parties”, hereby agree to the following to meet the requirements of AB 119 (2017), effective June 1, 2018

1. DEFINITIONS

- a. “Newly hired
employee” or “new hire” means any employee, full time or part time, hired by the District into the bargaining unit represented by CSEA. It also includes all employees who are or have been previously employed by the District and whose current position has placed them in the bargaining unit represented by CSEA. For those latter employees, for purposes of this agreement only, the “date of hire” is the date upon which the employee’s employee status changed such that the employee was placed in the CSEA unit.
- b. boarding for purposes of this agreement
Definition of New Employee Orientation “New employee orientation” means the onboarding process of a newly hired public employee, whether in person, online, or through other means or mediums, in which employees are advised of their employment status, rights, benefits, duties and responsibilities, or any other employment-related matters.
- c. Employee
Definition of “Contact I
“contact information” shall include the following employee information:
 - i. First Name
 - ii. Last name
 - iii. Job Title
 - iv. Primary worksite name
 - v. Home Street address (incl. apartment #)
 - vi. City
 - vii. State
 - viii. ZIP Code (5 or 9 digits)
 - ix. Home telephone number (10 digits)
 - x. Personal cellular telephone number (10 digits)
 - xi. Personal email address of the employee
 - xii. Hire Date

The District shall not be required to provide an employee’s home and personal cellular telephone number or email address to CSEA if the employee does not provide such information to the District.

2. EMPLOYEE INFORMATION

This section shall be exclusive of CSEA rights established in article 18.1 of the collective bargaining agreement.

- a) Provide CSEA With New Hire Contact Information: By the 20th day of each month, the District shall provide to CSEA, contact information (as defined in 1(c) of this agreement), on newly hired employees from the previous calendar month. *For instance, the District will provide CSEA such information by November 20th for newly hired employees who were hired in October.* The contact information shall be provided, in Excel via a secure FTP site provided by CSEA.
- b) Provide CSEA With Periodic Update of Unit Member Contact Information: On the last working day of September, January, and May, the District shall provide, to a CSEA representative designated by the Labor Relations Representative, a spreadsheet in Excel with a list of all bargaining unit member contact information. The contact information shall be provided electronically via a secure FTP site provided by CSEA.

3. NEW EMPLOYEE ORIENTATION/ONBOARDING

- a) CSEA Access to District New-Employee Orientations
 - i. The HR department shall coordinate with the CSEA Chapter President (or designee) to schedule District group orientation sessions. CSEA shall be provided with access to these sessions and as such, the CSEA Chapter President (or designee) and the HR department shall select a mutually agreeable date, time and location for the session.
 - ii. Within ten (10) working days prior to the group orientation session, the Human Resources office shall provide a written list of all employees that are expected to attend. The list shall be provided to the Chapter President (or designee) and the Labor Relations Representative.
 - iii. Group orientation sessions shall occur at least twice per calendar month and shall include all newly hired employees that began work at the District within the previous thirty (30) calendar days preceding the date of the session or since the last session.
 - iv. A District HR representative will present first at the group orientation session. Upon the conclusion of the District portion, CSEA shall be provided up to thirty (30) minutes to present to the group.

b) Summer New-Hires

By mutual agreement between the CSEA Chapter President (or designee) and the District, the parties may agree to postpone group orientation sessions for employees hired in the Summer months (*i.e. between the last day of the student calendar and the first day of the student calendar*). Postponement shall be no later than, within fifteen (15) working days from the start of the new student calendar.

c) Release Time

- i. The attendees (newly hired employees) will be in paid status at the time of the group orientation session, including during CSEA's portion. As such, the sessions shall occur on paid time during new employee's regular work day.
- ii. CSEA shall determine which of its representatives will attend the CSEA portion of the group orientation session, but only one (1) CSEA representative will be provided with sixty (60) minutes of paid release time for the purposes of travel and presenting at the session. Said paid release time shall be exclusive of any other release time in the collective bargaining agreement.
- iii. Group orientation sessions shall occur on District property.
- iv. During CSEA's portion of the group orientation session, no District manager, supervisor, or non-unit member shall be present.

d) New Hire Information Packet

The District shall provide newly hired employees a packet of information provided by CSEA during its onboarding sessions. These onboarding sessions typically occur prior to the group orientation sessions. The packet may include a CSEA membership application. If the employee completes an application and provides the completed application to a District representative, it will be collected by the District and submitted to the Payroll department, and forwarded to CSEA.

4. ENFORCEMENT

This Side Letter will be enforceable via the Grievance Procedure established in Article 17 of the collective bargaining agreement. For this Side Letter, the "grievant" shall be CSEA through its Labor Relations Representative or Chapter President.

5. DURATION OF AGREEMENT

a) Term: This Agreement shall remain in full force and effect from the date it is signed, through June 30, 2020. Effective beginning January 1, 2020, either party may reopen this

agreement, with written notice to the other. If neither party chooses to reopen this agreement by June 30, 2020, this agreement shall be included as an Appendix in the collective bargaining agreement and shall follow the same term as the collective bargaining agreement, except that during the term of the contract, this agreement shall not be eligible to be reopened. In the event an agreement is not reached within sixty (60) days after reopening negotiations commence, either party may make a demand for interest arbitration.

b) Savings Clause: If during the life of the Agreement there exists any applicable law, rule, regulation or order issued by governmental authority, other than the District, which shall render invalid or restrain compliance with or enforcement of any provision contained within this Agreement, it shall not invalidate any unaffected remaining portion(s). The remaining portion(s) shall continue in full force and effect. Upon written notification by one of the Parties to the other, any portion of the Agreement that is invalidated in accordance with this Article shall be opened for negotiations within thirty (30) days of the invalidation. If this agreement is included as an appendix of the collective bargaining agreement, this sub-section (Savings Clause) will be nullified and replaced by the Savings Clause in the Collective Bargaining Agreement.

Signed

DATE: 5/22/18

Redwood City School District

Patricia Perez
Jeannie Bailey

CSEA

[Signature]
[Signature]
[Signature]