

**CALIFORNIA SCHOOL EMPLOYEES  
ASSOCIATION  
LENNOX CHAPTER #575  
UNIT A**



AFL-CIO

**Collective Bargaining Agreement  
with the  
Lennox School District**



**July 1, 2025 – June 30, 2028  
Revised June 2026**

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**ARTICLE 1**  
**RECOGNITION**

- 1.1 Lennox School District (hereinafter referred to as “District”) hereby acknowledges that the California School Employees Association and its Lennox Chapter 575 (hereinafter referred to as “CSEA”) is the exclusive bargaining representative for all classified employees holding those positions in Appendix A, attached hereto.
- 1.2 Included in this bargaining unit are full-time and regular part-time classifications within the classified service as defined under the California Education Code.
- 1.3 Excluded in the bargaining unit are all other classified employees including, but not limited to: State Pre-School Teachers, State Pre-School Associate Teachers, and State Pre-School Teacher Assistants; substitute and short-term employees who are employed for less than seventy-five percent (75%) of the school year; part-time playground positions (noon supervisors), full-time students employed part-time, and part-time students employed part-time in any college work study program or in a work experience education program conducted by a community college district; professional experts; certificated employees; and other classified employees exempted from the classified service under Education Code 45103, management, supervisory and confidential employees.
- 1.4 Disputes arising between the parties regarding placement or removal of classifications from a bargaining unit shall be resolved by the Public Employment Relations Board.

**ARTICLE 2**  
**ASSOCIATION RIGHTS**

2.1 Association Release Time:

- 2.1.1 The Associate grievance representative or his/her designee shall receive reasonable release time for the purpose of resolving grievances in conference(s) with the District.
- 2.1.2 The Association shall be provided reasonable release time for a reasonable number of authorized representatives to participate in meeting and negotiating under the Education Employment Relations Act.
- 2.1.3 The District shall provide release time for CSEA elected officers and bargaining unit members according to Education Code 45210, for which CSEA will reimburse the District.

2.2 Access Rights to Bargaining Unit: Authorized Association representatives shall have the right of reasonable access to areas in which unit members work during non-working time for the purpose of transacting legitimate Association business, provided such business does not interfere with the school program, operation, and/or duties of unit members. Upon arriving at the work site, the Association representative shall first report to the appropriate school site office to announce his/her presence.

2.3 Use of Facilities: Authorized Association representatives shall have the right of reasonable use of District Facilities at times other than normal working hours and/or hours of student instruction for purposes of transacting lawful Association business, provide such use does not interfere with the school program operations or duties of unit members, and provided further, such an authorized Association representative first comply with the appropriate District permit procedures. The Association may be assessed a reasonable fee for unusual expenses incurred by the District.

2.4 Use of the Bulletin Boards and Mailboxes: Authorized Association representatives shall have the right to post notices with appropriate Association identification regarding activities and matters of legitimate Association concern on designated bulletin boards, at least one of which shall be provided at each school site in areas frequented by unit members. In addition, the Association shall have the right to use the District mailboxes for communications to unit members concerning activities and matters of legitimate Association concern. Copies of all materials posted or distributed shall be provided to the Superintendent or designee at the time the information is posted or distributed. The Association shall not post or distribute information which is defamatory. After consultation with the Association, the Superintendent or designee may refuse the posting or distribution of any information that is defamatory.

- 2.5 Participation on District Committees: The Association may participate on the District Budget Committee, Health Benefits Committee, and other District or School Site committees, as determined appropriate by the District or as required by law. Release time shall be provided if these committee meetings are scheduled during the unit member's workday.
- 2.6 All classified job descriptions will be placed on the District web site for access.

**ARTICLE 3**  
**MANAGEMENT RIGHTS**  
(Revised 2025-2026)

- 3.1 All management rights, powers and authority which the Board had prior to entering into this Agreement to direct, manage, and control the District are retained by the District. Such rights and powers include, but are not limited to: the right to manage the District and direct the work of its operation; to determine the method, means, and services provided; to determine staffing patterns and the number of kinds of personnel required; to ensure the right and educational opportunities of students; to determine the curriculum; to decide on the building, location, or modification of a facility; to determine the budget and methods of raising revenue; to maintain order and efficiency of operations; to hire, classify, assign, evaluate, promote, discipline, discharge, layoff, and transfer unit members. The District may contract out work subject to any limitations required in the Education and Public Contract Code.
- 3.2 The District retains the right to amend, modify or rescind provisions set forth in this Agreement in the event of and for the duration of an emergency, such as: an act of God, an unforeseeable circumstance requiring immediate attention, or unit member work action or work stoppage.
- 3.3 The exercise of foregoing powers, rights, authority, duties and responsibilities by the District, the adoption of policies, rules, procedures, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith, shall be limited by the specific and express terms of this Agreement.
- 3.4 In addition to the rights enumerated under policy and administrative regulations, the District may require any new or reassigned unit member whose classification duties include driving a motor vehicle, to have a comprehensive physical, including a drug/alcohol test, at District expense, to the extent not prohibited by law.
- 3.5 Each year, a joint calendar committee of two (2) CSEA Unit A appointees, two (2) CSEA Unit B appointees, (3) LTA appointees, and three (3) District appointees shall be established to review all work calendars for the district. The specific calendars shall be determined by the District after consultation with the joint calendar committee.

**ARTICLE 4**  
**EMPLOYEE RIGHTS**

- 4.1 The District and Association recognize the right of unit members to form, join and participate in lawful activities of employee organizations and the equal alternative rights of unit members to refuse to form, join and participate in employee organization activities.
- 4.2 The District shall deduct from the pay of Association members and remit to the Association the normal and regular monthly Association membership dues as voluntarily authorized in writing by the unit member on the appropriate District form.
- 4.3 Upon appropriate written authorization from the unit member, the District may deduct from the salary of any unit member, and make appropriate remittance for annuities, credit unions, savings bonds, insurance premiums, or charitable donations.
- 4.4 Unit members shall receive copies of all derogatory material placed in their personnel file within a reasonable period of time and shall be given an opportunity of attaching a written response within ten (10) working days of receipt prior to placement in the personnel file. Unit members shall be provided release time to review and respond to derogatory materials placed in their personnel file to the extent required by law, at times least disruptive to District operations or as otherwise agreed to by appointment. Derogatory material that is placed in the unit member's personnel file shall be signed and dated. There shall be one (1) official District personnel file for each unit employee that shall be maintained at the District's central administrative office.
- 4.5 Except as otherwise provided in section 4.4 above, unit members shall have the right to inspect their personnel files during non-working time unless released by their immediate supervisor.
- 4.6 Neither the Association nor the District shall unlawfully discriminate against any unit member in the application of specific provisions contained in the Agreement on the basis of race, religion, sex, sexual orientation, color, creed, age, national origin or physical handicap.
- 4.7 Neither the District nor the Association shall impose reprisals or discriminate against employees, or otherwise interfere with restrain, or coerce employees because of the exercise of their lawful union rights.
- 4.8 A unit member may be represented by the Association at meetings with District management that concern possible disciplinary action.
- 4.9 Complaints against unit members that may serve as a basis for disciplinary action shall be investigated by the District. This provision shall not apply to complaints alleging sexual harassment, child abuse or criminal activity. Complaints against unit members that result

in derogatory material being placed in the unit member's personnel file shall be subject to Section 4.4.

- 4.10 Members who are required to use their automobile shall be reimbursed in accordance to Board Policy 3350 and Administrative Regulation 3350 4 d. (3).

**ARTICLE 5**  
**EVALUATION PROCEDURES**

- 5.1 Probationary unit members shall have a probationary period of six (6) months. The unit member shall be evaluated no less than twice with at least one evaluation occurring in the middle of the probationary period. In the event the unit member is unable to work for six (6) or more days during his/her probationary period, the probationary period shall be extended by the total number of days the employee is absent.
- 5.2 Permanent unit members shall be evaluated no less than once every two years. Those unit members scheduled for evaluation shall be notified by their evaluator at the beginning of each school year, within thirty (30) work days after the beginning of the unit member's work year.
- 5.3 The primary evaluator shall be the unit member's supervisor who is outside of the bargaining unit.
- 5.4 Unit members receiving a final evaluation, which includes a rating of unsatisfactory, shall be evaluated in the following school year, absent termination. During such time the evaluator shall provide feedback to the unit member, including suggestions and directions for improvement.
- 5.5 Unit members may attach a written response to the final evaluation within ten (10) working days, which shall become part of the unit member's personnel records.
- 5.6 Upon completion of the final evaluation, the unit member shall sign the document for the purpose of acknowledging receipt.

**ARTICLE 6**  
**VACANCIES AND TRANSFERS**

**6.1 Filling Vacancies**

6.1.1 Vacancies shall be filled after administrative transfers and statutory required reinstatements have been completed by the District. No permanent vacant bargaining unit position shall be filled by a substitute employee for a period longer than sixty (60) working days. This time period may be extended by mutual agreement between CSEA and the District.

**6.2 Notice of Vacant Positions**

6.2.1 Vacancies designated by the District shall be sent to all unit members via email and posted at all worksites.

6.2.2 The posting shall include: job title, job description summary, including duties, minimum qualifications required, the number of work hours per day, work year assigned to the position, salary range, and filing deadline.

6.2.3 A unit member may apply for a vacancy by notifying the Personnel Office through a letter of intent or EdJoin in writing within the posted filing deadline. The letter of intent or EdJoin application shall be kept on file for the then current school year, or until such time as the unit member retracts the letter of intent or EdJoin application, whichever occurs first.

**6.3 Voluntary Transfers/Filling Vacancies**

6.3.1 Transfers: For the purpose of this document, a transfer is defined as a change in work location. Probationary unit members shall not be eligible for lateral and/or promotional transfers.

6.3.2 Promotions: Movement to a position in a classification with a higher maximum salary rate after successfully completing in a competitive examination process.

6.3.3 Permanent bargaining unit member(s) may apply for a vacancy at any time, which may include a promotion or a voluntary transfer within a unit member's classification.

The request for a voluntary transfer shall be kept on record for four (4) months or until the end of the then current fiscal year, whichever occurs first. Voluntary transfers of unit members may be approved by the District management wherever such a transfer is in the best interest of the District as defined by District Management. In determining the best interests of the District, factors, including the following, shall be considered by the District:

- efficiency of District operations;
  - District instructional and operational needs:
    - school/department needs requiring employees with skills within the posted classification, experiences and strengths;
  - qualifications, including experience, education, and training;
  - personal interviews, when applicable;
  - employee evaluations
- 6.3.4 In the event the above factors are deemed equal by the District as between two or more applicants, the final determination shall be based upon length of service with the District.

#### 6.4 Administrative Transfers

- 6.4.1 Transfers of unit members may be initiated by the District management at any time whenever such transfer is in the best interest of the District as defined by the District management. In determining the best interests of the District, factors, including the following, shall be considered by the District:
- Efficiency of District operations;
  - District instructional and operational needs:
    - School/department needs requiring employees with skills within the posted classification, experiences and strengths;
  - Qualifications, including experience, education, and training;
- 6.4.2 A unit member affected by such transfer shall be given written notice of transfer, except in cases of emergency, as noted in Article 3 Management Rights Section 2, ten (10) calendar days prior to the transfer. A conference prior to the transfer shall be held between the appropriate management person and the unit member in order to discuss the reasons for the transfer. The ten (10) calendar days would be waived if the transfer is mutually agreed upon by the District and the unit member.
- 6.4.3 A vacancy need not exist in order for the District to initiate an administrative transfer.

**ARTICLE 7**  
**HOURS**  
(Revised 2025-2026)

7.1 The regular workweek for full-time unit members shall be forty (40) hours, five (5) days per week. The regular day for full-time unit members shall be eight (8) hours, exclusive of lunch. The initial re-scheduling of hours and workdays for a given school year shall be at the discretion of District management following initial consultation with the Association. Any subsequent rescheduling of hours and workdays during the school year shall be determined by District management, in consultation with unit members and Association. Each unit member shall be assigned a regular minimum number of hours per day.

7.2 Unit members assigned to work six (6) hours or more per day shall receive at least one half (1/2) hour uninterrupted lunch period outside the regular assigned workday. The unit member and immediate supervisor may mutually agree to extend the lunch period up to a maximum of one (1) hour. This may be accomplished by combining available rest break time and/or extending the workday.

Listed below is the number of minutes allotted for unit member break time.

- 0 – 3.75 hours                      0 rest break                      0 lunch break
- 3.76 - 5.99 hours                      1 (10) minute break                      0 lunch break
- 6.00 – 7.99 hours                      1 (15) minute break                      1 lunch break
- 8.00 hours                      2 (10) minute breaks                      1 lunch break

7.3 Hours worked by unit members in excess of their regular assigned workweek shall be compensated as required by the Education Code Section 45131.

7.4 Prior to offering overtime or extra duty, the supervisor shall inform the employee whether the assignment shall be compensated as salary or compensatory time. Overtime or extra duty shall be offered in the same manner to all employees. For example, if the most senior employee is offered salary for overtime and rejects the offer, the next person(s) on the seniority list shall also be offered the same compensation option.

7.4.1 The District shall provide salary, or compensatory time off, at a rate equal to one and one-half (1 ½) times the regular rate of pay to unit members designated and authorized to work overtime. Overtime is any time to be worked in excess of eight (8) hours in any one day, and in excess of (40) hours in any calendar week. When compensatory time off is accepted by the employee, the time must be used within twelve (12) months from the date earned. All compensatory time not taken withing

the twelve (12) month period shall be paid out at a rate of one and one half (1½) times the unit member's rate of pay.

- 7.5 Overtime hours shall be offered to qualified unit members with the needed skills within the affected classification and affected site, including District Office, based on a rotation list based on seniority. A unit member's rejection of an overtime hour(s) assignment shall constitute a pass on that assignment. A unit member's acceptance of overtime hour(s) shall result in the removal of the unit member's name from the rotation cycle. Notwithstanding the above, the District reserves the right to not assign overtime hour(s) based on the rotation list when the District determines that such an assignment would be disruptive or administratively impractical to implement.
- 7.6 Additional Hours shall be offered to qualified part-time unit members with the needed skills within the affected classification and affected site, including District Office, based on a rotation list based on seniority. A unit member's rejection to additional hour(s) assignment shall constitute a pass on that assignment. A unit member's acceptance of the additional hour(s) shall result in the removal of the unit member's name from the rotation cycle. Notwithstanding the above, the District reserves the right to not assign additional hour(s) based on the rotation list when the District determines that such an assignment would be disruptive or administratively impractical to implement.
- 7.6.1 With the concurrence of the District a part-time employee may adjust their assigned hours in order to work the additional hours as long as the hours do not disrupt service to the students of the work site. A part-time unit member's acceptance of additional hour(s) shall entitle the unit member to a rest/and or lunch period in accordance with Articles 7.2, 7.3 & 7.4.
- 7.7 Unit members who work an average of thirty (30) minutes or more per day in excess of their assignment for a period of twenty (20) consecutive days or more shall receive applicable benefits as required by Education Code 45137 for the period they are required to work in excess of thirty (30) minutes.
- 7.8 Unit members may be required to perform any duties that reasonably relate to duties fixed and prescribed for their position. Unit members may be required to perform duties which are not reasonably related to their position, provided that unit members who work in excess of five (5) work days within a fifteen (15) day calendar period shall have their salary adjusted upward to the first step of the higher classification in which the unit members is performing work for the period they are required to work out of classification.
- 7.9 Unit members that are called in to work outside of their regular workday shall be compensated at their appropriate rate of pay for no less than two (2) hours compensation.

## 7.10 Summer School/Extended Year Programs

### 7.10.1 Assignment within Classification

District selection for summer school assignments shall be made within the appropriate classification for available positions.

### 7.10.2 Selection Criteria

Final decisions regarding Summer School Assignments shall be made by the District based on considerations including the following;

- Efficiency of District operations;
- District instructional and operation needs; for example, school/department needs requiring unit members with skills within the posted classification and strength;
- Qualifications, including experience, education and training;
- Unit member evaluations;
- Special needs of the vacancy.

In the event the above factors are deemed equal by the District as between two or more applicants, the final decision will be one by lottery using a random number generator program such as on Google.

### 7.10.3 Compensation and Commitment

A unit member who accepts a summer school assignment in accordance with the provisions of this section shall receive, on a pro rata basis, no less than the compensation and benefits applicable to that classification during the regular academic year. Assignments can be shared with another qualified unit member subject to prior District approval. The unit member must commit and work to the schedule for which the unit member has signed up for during the summer school period.

**ARTICLE 8**  
**Holidays**

- 8.1 Unit members shall be entitled to fourteen (14) approved State and/or local holidays designated by the Board, including any day appointed by the President or the State Governor as provided in Education Code Section 37220(b) and (c) for a public fast, Thanksgiving or holiday, or any day declared a holiday under Education Code Sections 1318 or 37222 for classified or certificated employees. The fourteen (14) holidays are:

Independence Day  
Labor Day  
Veterans' Day  
Thanksgiving Holidays (2)  
Winter Holidays (3)  
New Year's Holidays (2)  
Dr. King's Birthday  
President's Day  
Memorial Day  
Juneteenth

- 8.2 Unit members shall be entitled to holidays provided the unit member is in paid status during any portion of the workday immediately proceeding or succeeding the holiday. Regular unit members who are not normally assigned to duty during the school holidays of December 25 and January 1, shall be paid for those two holidays provided that they were in paid status during any portion of the working day of their normal assignment immediately proceeding or succeeding the holiday period.
- 8.3 When a Board designated holidays falls on a Sunday, the following Monday shall be deemed to be the holiday. When a Board designated holiday falls on a Saturday, the preceding Friday shall be deemed to be the holiday. Unit members required to work on a designated holiday shall be paid, or receive compensating time off for such work at the rate of time and one-half of the unit member's regular rate of pay.
- 8.4 Unit members required to work a work week other than Monday through Friday, or if such classified employee consents to a work week including Saturday or Sunday, or both, who as a result thereof loses a holiday to which he or she would otherwise be entitled, shall be provided a substitute holiday or be provided compensation in the amount to which the employee would have been entitled had the holiday fallen within his or her normal work schedule.

**ARTICLE 9**  
**Vacation**

- 9.1 Unit members shall be allowed vacation leave with pay at the rate of one (1) working day for each month of service.
- 9.2 No vacation shall be granted during the first six (6) months of employment, which shall accrue during this time. Earned vacation shall not accrue in excess of twenty-four (24) working days for twelve-month members, twenty-two (22) working days for eleven-month unit members, twenty (20) working days for ten-month working members, or eighteen (18) working days for nine-month working members. Vacation in excess of the cap shall be paid out in accordance with the Education Code.
- 9.3 Commencing July 1<sup>st</sup> of the sixth year of service, unit members shall be granted an additional day of vacation for each year employed thereafter, up to a maximum of twenty (20) days per year for twelve-month unit members, nineteen (19) days for eleven-month unit members, eighteen (18) days for ten-month unit members, and seventeen (17) days for nine-month unit members.
- 9.4 Vacation leave earned by a unit member paid hourly shall be computed on a monthly basis in the proportion that the per month relates to the hours worked by a full-time monthly unit member. In no case shall the vacation leave for any month exceed the equivalent of that earned by a full-time monthly unit member.
- 9.5 Unit members must request vacation leave at least two work weeks prior to the desired time off. Special consideration shall be given to emergencies or unusual situations. All applications are subject to final approval by the Superintendent or designee. Vacations may be cancelled by the District without notice in the event of an emergency.
- 9.6 Subject to the approval of the Assistant Superintendent of Administrative Services, unearned vacation may be advanced to unit members for special circumstances on a case-by-case basis.

**ARTICLE 10**  
**Leave Provisions**

10.1 Sick Leave

- 10.1.1 Unit members will be credited at the rate of one day per month of employment for full-time work and prorated on an hourly basis for any person working less than eight hours per day.
- 10.1.2 Sick leave for regular part-time unit members shall be prorated according to time worked. Daily sick leave pay shall be equal to the hourly rate paid and the usual hours worked per day.
- 10.1.3 Employees shall once each fiscal year, be credited with a total of not less than one hundred (100) working days of paid sick leave, including days to which they are entitled under Section 10.1.1. Such days of paid sick leave shall be compensated at 50% of the employee's regular salary. At the end of the one hundred- (100) day period, the District may elect to terminate the unit member if he/she is medically unable to return to his/her position on an unrestricted basis. When this occurs, the unit member shall be placed on a re-employment list for a period of thirty-nine (39) months.
- 10.1.4 If a unit member does not utilize the full amount of leave as authorized in 10.1.1. above in any school year, the amount not utilized shall be accumulated from year to year. Upon request, the accumulated number of days shall be provided by the Payroll Office.
- 10.1.5 The District reserves the right to require medical verification by a licensed physician of an employee's claimed illness or injury leave where the District has a reasonable suspicion that leave benefits are being abused or used for improper reasons. If the physician is selected by the District, the examination shall be at District expense. Should it become evident that a unit member has falsified his/her reasons for absence, the District retains the right to discipline the employee. In the event of a serious illness or accident, a medical authorization to return to work may be required by District management.
- 10.1.6 Except for emergency situations as determined by the District, a unit member must report their absence on the District absence management platform and when possible also notify their immediate supervisor as soon as the need to be absent is known, but in no event less than one-and-a-half (1 ½) hours prior to the start of the work day to permit the employer time to secure a substitute service. Failure to provide adequate notice may be grounds for denial of leave with pay and/or disciplinary action.

10.1.7 For more than one day or half-day absences, unit members in the classifications listed below shall report their subsequent absence(s) at least one hour prior to the end of their regularly scheduled workday and also notify their immediate supervisor as soon as the need to be absent is known. Failure to provide adequate notice may be grounds for denial of leave with pay and/or disciplinary action.

- AM School Site Custodian
- District Driver
- Cafeteria Manager
- Maintenance Worker
- District Receptionist
- School Site Secretary

10.1.8 Sick leave shall be deducted in hour increments.

## 10.2 Personal Necessity Leave

10.2.1 A maximum of seven (7) days of absence for illness or injury leave earned pursuant to the Sick Leave provisions of this Agreement may be used by the employee per school year, at his/her election, in case of personal necessity, as defined below:

- a) Death or serious illness of a member of the employee's immediate family, as defined in Section 10.3.2 herein.
- b) Accident involving the employee's person or property, or the person or property of a member of the immediate family.
- c) Other reasons of compelling personal importance at the discretion of the Superintendent or his/her designee, which shall include but not be limited to, a funeral of close friends or relatives not within the bereavement leave; attendance at the wedding of a close friend or relative; graduation ceremony of a member of the immediate family; some adoption requirements; and observance of recognized religious holidays, provided that under no circumstances shall a personal necessity leave be available for purposes of personal convenience for matters which can be taken care of outside the work hours, or for recreational activities. In the event of a highly personal circumstance in which the assurance of confidentiality is critical, a verbal or written request may be presented directly to the Superintendent or his/her designee.

10.2.2 Before the utilization of personal necessity leave, a unit member must obtain prior written approval from the school site administrator, except in cases of 10.2.1 "a" and "b", and the unit member shall make every effort to comply with District procedures to enable the District to secure a substitute.

10.2.3 Unit members shall verify in writing on a District-provided form that the personal necessity leave will be used only for purposes as set forth in 10.2.1. In cases of suspected abuse of personal necessity, the District may require additional verification.

10.2.4 Notwithstanding any provision stated above, a unit member may use two (2) of the seven (7) available personal necessity leave days per school year for personal business reasons. Such leave is not cumulative from year to year. The utilization of this leave requires approval in advance by the immediate supervisor (management level). However, under no circumstances will this leave be granted to more than two percent (2%) of the bargaining unit District-wide on a given day. Leaves will be granted on a first-come, first-served basis.

### 10.3 Bereavement Leave

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

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

10.3.1.2 If out-of-state travel is not required, the unit member is entitled to an additional two (2) days of leave using available paid leave pursuant to Section 10.2 (Personal Necessity Leave). In the absence of available personal necessity leave days, and provided the employee has worked for the District for at least 30 days, the employee may use two (2) unpaid leave of absence days.

10.3.2 For purposes of this provision, members of the immediate family include:

- a) The mother, father, aunt, uncle, grandmother, grandfather, or grandchild of the employee or the employee's spouse or domestic partner.
- b) The employee's spouse or domestic partner's son, son-in-law, daughter, daughter-in-law, brother or sister.
- c) Any relative living in the employee's immediate household.

### 10.4 Leave for Pregnancy Disability

10.4.1 Unit members are entitled to use sick leave for disabilities caused or contributed to by pregnancy, miscarriage, childbirth or a related medical condition on the same terms and conditions governing leaves of absence from other illnesses or medical disability. Such leave shall not be used for childcare, child rearing, or preparing for childbearing, but shall be limited to those disabilities as set forth above. The

length of such disability leave, including the date on which the leave shall commence and the date on which the duties are to be resumed, shall be determined by the unit member and her physician.

10.4.2 Unit members who have exhausted all available paid leaves and leave under the Pregnancy Disability Leave Act (Government Code §12945) and who continue to be disabled by pregnancy, miscarriage, childbirth, or a related medical condition, may request additional unpaid leave. This additional unpaid leave shall be at the discretion of the District.

10.4.3 The unit member on leave for pregnancy disability shall be entitled to return to the same or comparable position.

10.4.4 Unit members wanting to add a new child to their insurance coverage as a dependent due to birth or adoption, must make that request to the Business office within thirty (30) days of the event (see Section 10.6.2).

#### 10.5 Childbearing Preparation and Child Rearing

10.5.1 Leave without pay or other benefits may be granted to a unit member for preparation of child bearing, for child rearing, or adoption.

10.5.2 The unit member shall request such leave as soon as practicable, but under no circumstances less than thirty (30) work days prior to the date on which the leave is to begin. Such request shall be in writing and shall include a statement as to the dates the employee wishes to begin and end the leave without pay. In the case of an adoption, if an acceptable, qualified substitute is able to be secured prior to the expiration of the thirty- (30) day period, the number of days may be reduced.

10.5.3 The determination as to the date on which the leave shall begin and the duration of such leave shall be made at the discretion of the Superintendent when considering the scheduling and replacement problems of the District.

10.5.4 The duration of such leave shall consist of no more than twelve (12) consecutive months and shall automatically terminate on June 30<sup>th</sup> in the school year in which such leave is granted. An extension of leave may be granted, not to exceed an additional twelve (12) months.

10.5.5 The unit member is not entitled to the use of any accrued sick leave or other paid leave while such employee is on child bearing preparation leave or leave for child rearing, whether or not the illness or disability is related to a pregnancy, miscarriage, childbirth, or recovery there from.

10.5.6 There shall not be a diminution of employment status for child bearing or child rearing except that no person shall be entitled to compensation or increment, nor

shall the time taken on parental leave count toward credit for probationary unit members in earning tenure status.

- 10.5.7 If a unit member is on leave for child bearing or child rearing and in the event of a miscarriage or death of child subsequent to childbirth, the unit member may request an immediate assignment to a unit position. If there is no vacancy for which a unit member is qualified, the District will assign the unit member to a position as soon as practicable.

## 10.6 Family Care and Medical Leave

- 10.6.1 Under state and federal law, unit members who have been employed by the District for more than twelve (12) months and who have worked at least 1,250 hours for the District during the previous twelve- (12) month period, have the right to an unpaid family care and medical leave of up to twelve (12) work weeks (or twenty-six (26) workweeks if caring for an injured service member or veteran) in a twelve- (12) month period:

- (1) for the birth of a child or placement of a child for adoption or foster care, within the first twelve (12) months after birth or placement;
- (2) to care for the employee's child, parent, spouse, or registered domestic partner (California Family Rights Act leave only) with a serious health condition;
- (3) for the employee's own serious health condition which makes him/her unable to perform his/her job;
- (4) to care for a covered military service member or veteran with a serious injury or illness sustained in the line of duty on active duty if the employee is the spouse, child, parent, or designated next of kin of the service member; and
- (5) any qualified exigency arising out of the fact that the employee's parent, spouse, or child is a covered service member who is being deployed to a foreign country. The twelve- (12) month period in which the twelve (12) weeks of leave entitlement occurs shall commence on the date when the employee's first family care or medical leave begins and count backward from that date. When granting this leave, the District guarantees reinstatement to the same or a comparable position at the end of the leave, subject to any exceptions or limitations provided by law.

- 10.6.2 If possible, at least thirty (30) calendar days written advance notice must be provided for foreseeable events such as the expected birth of a child or the planned

medical treatment of yourself or a family member. For events which are unforeseeable thirty (30) days in advance, the District must be notified as soon as is practicable. Failure to comply with these notice rules is grounds for, and may result in, denial or deferral of the requested leave until this notice policy is complied with. A complete description of the terms, conditions, and procedures related to Family Care Leave exists in Board Policy 4161.8/4261.8/4361.8.

- 10.6.3 Unit members who take Family Care and Medical Leave shall utilize available vacation, personal necessity, and accrued sick leave during this period in lieu of unpaid status to the extent permitted by law and other provisions of this Agreement.

## 10.7 Industrial Accident Leave

- 10.7.1 Unit members will be entitled to industrial accident and illness leave according to the provision in Education Code Section 45192 and who have qualified for workers' compensation under the provisions of the District provider.
- 10.7.2 Industrial accident leave shall start on the first day of absence and shall not accumulate from year to year.
- 10.7.3 Such leave shall not exceed sixty (60) days during which time the schools of the District are required to be in session or when the unit member would otherwise have been performing work for the District in any one fiscal year for the same industrial accident.
- 10.7.4 When an industrial illness or accident leave overlaps into the next fiscal year, unit members are entitled to only the amount of unused leave due the unit members for the same illness or injury. On expiration of allowable leave for an industrial illness or accident, unit members may use personal illness and injury leave, provided that if unit members continue to receive temporary disability indemnity, they may elect to take as much of the accumulated sick leave, which when added to their temporary disability indemnity, will result in a payment to unit members of not more than the unit members' full salary. After accumulated personal illness and vacation leave is exhausted, unit members may use the one hundred (100) days at 50% leave as provided in Section 10.1.3. After the unit member has exhausted all available leaves, the District may elect to terminate the unit member if he/she is not medically able to return to work and perform the essential functions of his/her position, with or without reasonable accommodation. When this occurs, the unit member shall be placed on a re-employment list for thirty-nine (39) months.
- 10.7.5 Industrial illness or accident leave shall be reduced by one day for each day of authorized absence, regardless of a temporary disability indemnity award. With prior notification by the employee and subject to approval by the immediate supervisor, industrial illness or accident leave can be used for doctor or physical therapy appointments relating to Worker's Compensation approved claims for

industrial illness or accident leave. The leave shall be reduced from the sixty (60) day industrial accident leave in full or half day increments for employees to attend industrial illness or accident leave appointments.

10.7.6 Unit members on allowable leave for industrial illness or which the accident occurs when added to the temporary disability indemnity under Division 4 or 4.5 of the Labor Code, will result in a payment to the unit members of not more than their full salary.

10.7.7 A unit member claiming an industrial accident or illness leave shall be subject to examination by a physician designated by the District's insurance carrier or a physician of their choice pre-designated in writing to assist in determining the qualification and the length of time during which the unit member will be temporarily unable to perform assigned duties and the degree to which a disability is attributed to the injury or illness involved.

10.7.8 During any industrial accident or illness paid leave of absence, the District, at the member's election, shall receive the temporary disability and indemnity checks received from the claims administrator as a result of the industrial accident or illness. Absent election, the procedures under Education Code 45192 (f) shall apply. The District, in turn, shall issue the unit member appropriate salary warrants as indicated in Section 10.7.6.

## 10.8 Judicial Leave

10.8.1 Unit members will be provided leave for regularly called jury duty and to appear as a witness in court, other than as a litigant, for reasons not brought about through the connivance or misconduct of the unit member.

10.8.2 The unit member shall receive his/her regular earnings from the District. In the case of jury service, the unit member shall transmit to the District as soon as possible all fees, exclusive of mileage, received for such service.

## 10.9 Leaves Without Pay

10.9.1 The applications for and granting of such leaves of absence shall be in writing. Unit members on leaves without pay shall be permitted participation in the District insurance programs by making premium payments directly to the District. In addition, a unit member on such leave shall notify the District Personnel Office in writing at least thirty (30) work days prior to the end of their leave as to their intent to return to employment in the District. Failure to do so notify shall be considered an abandonment of position and forfeiture of all insurance benefits.

10.9.2 Leaves of absence without pay may be granted for periods up to one year at the discretion of the Board of Trustees. Unit members on unpaid leave shall be

reinstated unless a layoff occurs affecting their employment status. Vacation, sick leave, and seniority benefits shall not accrue while a unit member is absent on leave without pay for a period exceeding one month.

#### 10.10 Military Leave

Leaves of absence for active military service shall be granted as mandated and regulated by state and federal law.

#### 10.11 Miscellaneous Leaves Without Pay

Upon recommendation of the Superintendent and approval by the Board of Trustees, leave without compensation, increment or tenure credit, may be granted for a period not to exceed one school year for the following purposes:

- (1) care for a member of the immediate family who is ill;
- (2) long-term illness of the unit member;
- (3) service in an elected public office;
- (4) educational travel;
- (5) professional study or research or public service

Extension of such leaves may be granted at the sole discretion of the District.

#### 10.12 Catastrophic Leave Program

10.12.1 Unit members may request the donation of leave credit in the event of a catastrophic illness or injury to themselves or a member of their immediate family, as defined in Article 10.12.2.

##### 10.12.2 Definitions

Catastrophic illness or injury means an illness or injury which would require the unit member to be absent from work for an extended period of time, not less than ten (10) days, to care for the unit member or a member of the unit member's immediate family, as defined below, subject to the following conditions set forth under 10.12.3:

- a) The unit member — The extended absence creates a financial hardship for the unit member because he/she has exhausted their accrued sick leave under 10.1.3, vacation entitlement, and any compensatory time credit provided under this Agreement.

- b) Immediate Family — Once all available paid leave had been exhausted, including vacation entitlement, and any compensatory time credit, the unit member may apply for additional days under Catastrophic Leave, not to exceed a total of twenty (20) days. “Immediate family”, as used in this section, means mother, father, spouse, registered domestic partner, son, daughter, brother or sister.

### 10.12.3 Conditions

- 10.12.3.1 The donation of eligible leave credits for Catastrophic Leave must be requested by the unit member in writing.
- 10.12.3.2 A unit member who requests Catastrophic Leave shall provide verification by means of a letter, dated and signed by the ill or injured person’s physician, indicating the incapacitating nature and probable duration of the illness or injury.
- 10.12.3.3 A unit member who applies for Catastrophic Leave understands that he/she waives any right to privacy concerning the communication and factors related to the catastrophic illness. This information will be kept confidential by the committee defined in Article 10.12.3.4.
- 10.12.3.4 A committee composed of two (2) unit members and two (2) administrators shall be formed. The committee shall cause a donation list to be generated and administer the use of donor names and user names, informing the donors when their days are used and informing the staff when the donor list drops below fifty (50) days. The committee, by majority opinion, shall determine that the employee is unable to work due to a catastrophic illness or injury of self or family member and has exhausted all accrued paid leave entitlements, vacation entitlement, and compensatory time credits. When verification and determination have been made, the committee may then approve the transfer of sick leave credits. All information is to be kept confidential and decisions reached by the committee are final.
- 10.12.3.5 The maximum benefit to be received by any unit member for any single catastrophic illness or injury is twenty (20) days per school year.
- 10.12.3.6 Participation in the Catastrophic Leave Program is voluntary on the part of both donors and applicants. In order to participate in the Catastrophic Leave Program, the unit member must waive any and all claims against the Association and/or the Lennox School District

arising from the administration for the Catastrophic Leave Program by signing the waiver and release that reads as follows:

“As a participant and as consideration for my participation in the Catastrophic Leave Program detailed in Article 10.12 of the collective bargaining agreement between the parties, I (name) hereby waive and release any and all claims I have or may have in the future, know or unknown, against CSEA and/or the District in connection with the administration of the Catastrophic Leave Program.”

- 10.12.3.7 The Catastrophic Leave Program shall not be subject to Grievance Procedures of this Agreement.
- 10.12.3.8 Unit members may join a Donor’s List for the use of unit members in the event that a unit member or a member of their immediate family suffer from a catastrophic illness or injury as defined in Article 10.12.2, when the unit member qualifies for the Catastrophic Leave Program.
- 10.12.3.9 Unit members may donate up to five (5) days to the donor list. At no time shall unit members have more than five (5) of their sick days on the donor list. Unit member names will be used at the rate of one day at a time. As the day is deducted from the donor, his or her name will be moved to the bottom of the list if he/she has any days remaining. When new donors are solicited, their names will be added at the bottom of the list. The minimum number of days on the donor list to maintain the program will be fifty (50). If the number of days drops below fifty (50), the committee will recruit for additional days. A minimum of seventy-five (75) days is necessary to begin the Catastrophic Leave Program. Leave donations shall be voluntary and irrevocable. The unit member must use donated times in full day increments. Such leaves shall be donated from the donor and charged to the donee on an hourly basis. Donors may have their names removed from the Donor’s List at any time upon written request.
- 10.12.3.10 In order to ensure that unit members retain sufficient accrued sick leave to meet the needs that normally arise, donors shall preserve their accumulated sick leave at a minimum of fifteen (15) days

## 10.13 Paid Parental Leave

Effective January 1, 2017, as provided by the Education Code Section 45196.1, unit members shall be entitled to parental leave as set forth in this section.

For purposes of this section, “parental leave” means leave for the purpose of bonding with the unit member’s newborn child, or with a newly placed child in the

unit member's household for adoption or foster care. Parental leave does not include leave taken for the employee's disability due to pregnancy, childbirth, or recovery therefrom.

Unit members shall use current and accumulated sick leave for parental leave, for up to twelve (12) work weeks.

When a unit member with at least one year of District service has exhausted all current and accumulated sick leave and continues to be absent on account of parental leave, he/she shall be entitled to fifty percent (50%) pay for the remainder of the twelve- (12)- week leave.

Unless there are extenuating circumstances, the unit member must give the District at least thirty (30) days advance written notice of his/her intention to use parental leave and the anticipated dates of the leave.

Parental leave must be used within twelve (12) months following the birth or placement of the child. Parental leave must be taken in increments of at least two (2) weeks duration; however, the unit member may take parental leave in increments of less than two (2) weeks on up to two occasions.

Parental leave under this section runs concurrently with parental (child bonding) leave under California Family Rights Act (CFRA). The total amount of parental leave may not exceed twelve (12) work weeks in any twelve- (12) month period.

**ARTICLE 11**  
**HEALTH AND WELFARE**

- 11.1 The District shall provide a maximum monthly contribution for medical, chiropractic, dental, vision, and income protection insurance for eligible unit members and their eligible dependents. Any premium cost in excess of the District contribution shall be paid by the unit member through payroll deduction. (See Appendix B)
- 11.2 Each subsequent year, the District will adjust the amount of its contribution, toward the cost of medical benefits so that the cost of the lowest cost Tier II employee-only plan will be fully paid by the District. The same dollar amount necessary to adjust the District's contribution to the lowest cost Tier II employee-only plan shall also be added to the District's previous year's contribution to all other plans. Contingent upon the medical plan selected and possible inclusion of dependents, an employee contribution may be necessary.
- 11.3 Additions of dependents may only take place at open enrollment time with the following exceptions: Unit members experiencing a change in dependent coverage due to marriage, divorce, birth, adoption, loss of spouse's insurance, or over-age dependents. These changes must be reported to the Business Office within thirty (30) days of the event. Separate forms must also be filled out for any changes to the dental and/or vision plans.
- 11.4 Insurance carriers will be selected by the District after consultation with the Association.
- 11.5 The District will implement a premium conversion plan, as allowed by Internal Revenue Code Section 125, to provide unit members the opportunity to pay for their contribution on a before-tax basis.
- 11.6 Newly-hired unit members shall be required to select from the Health Maintenance Organization (HMO) carriers for medical insurance for the first year of employment. Thereafter unit members shall be eligible to select from the full range of District-selected medical carriers.
- 11.7 During the open enrollment period, any health benefit eligible classified unit member married to another health benefit eligible classified unit member (including registered domestic partner) who agrees to waive his/her medical benefits (not including dental, vision, or income protections benefits) shall receive \$425 tenthly, provided the unit member waiving the medical benefits accepts coverage under a pre-existing family health plan held by his/her spouse/registered domestic Partner.
- 11.8 Regular full-time, permanent employees who retire from the District are eligible to continue enrollment in the District's hospital-medical, as well as vision plan approved by the Board of Trustees provided:
  - a) The employee has completed fifteen (15) years of full-time service in the Lennox School District.

- b) The employee has retired from District service in accordance with the rules and regulations then in effect in the retirement system of which he/she is a member (PERS).
  - c) The employee is at least fifty-five (55) years of age and is receiving retirement allowance from PERS.
  - d) The employee was enrolled in approved District hospital-medical as well as vision plan at the time the retirement became effective.
- 11.9 The District will provide hospital-medical-dental-vision benefits for the eligible retiree and his/her spouse in the same manner as a full-time employee until the retiree reaches sixty-five (65) years of age, becomes Medicare eligible, or is deceased, whichever occurs sooner.
- 11.10 Failure of the retiree to submit payment for retiree's share of premiums or to provide information as required by the District may disqualify retiree and dependents from further participation in these benefits.

**ARTICLE 12**  
**SALARY**  
(Revised 2025-2026)

- 12.1 The classified unit member salary schedule will be increased by one three percent (3%) effective July 1, 2025. In addition, classified unit members will receive a one-time, off-schedule payment of two percent (2%) for unit members employed as of July 1, 2025.
- 12.2 Unit members completing ten (10) years of service from their date of hire with the Lennox School District, working four (4) or more hours per day, shall receive an additional total amount of \$800 per year compensated in monthly increments in accordance with the unit member's work calendar.
- 12.3 Unit members completing fifteen (15) years of service from their date of hire with the Lennox School District, working four (4) or more hours per day, shall receive an additional total amount of \$1,200 per year compensated in monthly increments in accordance with the unit member's work calendar.
- 12.4 Unit members completing twenty (20) years of service from their date of hire with the Lennox School District, working four (4) or more hours per day, shall receive an additional total amount of \$1,400 per year compensated in monthly increments in accordance with the unit member's work calendar.
- 12.5 Unit members completing twenty-five (25) years of service from their date of hire with the Lennox School District, working four (4) or more hours per day, shall receive an additional total amount of \$1,600 per year compensated in monthly increments in accordance with the unit member's work calendar.
- 12.6 Unit members completing thirty (30) years of service from their date of hire with the Lennox School District, working four (4) or more hours per day, shall receive an additional total amount of \$1,800 per year compensated in monthly increments in accordance with the unit member's work calendar.
- 12.7 For sub-sections 12.2 through 12.6, eligible part-time employee working fewer than four hours per day shall receive half (1/2) the amount of longevity pay offered to full-time employee, compensated in monthly increments in accordance with the unit member's work calendar.

## **ARTICLE 13**

### **DISCIPLINE**

#### 13.1 Dismissal/Suspension/Demotion

A permanent classified employee shall be subject to dismissal, suspension or demotion only for cause as prescribed in Article 13, 13.1, Section B.

A. Definitions:

1. Suspensions: Defined as a temporary removal of an employee from his/her position with loss of pay.
2. Demotion: Defined as a reduction of an employee from a given class (or group of similar positions combined under a common title) to a class having a lower salary rate.
3. Dismissal: Defined as a separation, discharge, or permanent removal of an employee from his/her position for cause in accordance with the provisions of the Education Code and these provisions.

B. One or more of the following causes may be grounds for suspension, demotion or dismissal of any permanent member:

1. Incompetency or inefficiency in the performance of the duties of his/her position.
2. Inexcusable neglect of duty, insubordination (including but not limited to refusal to do assigned work) or willful disobedience.
3. Carelessness or negligence in the performance of duty or in the care or use of District property.
4. Discourteous, offensive or abusive conduct or language toward other employees, pupils or the public.
5. Dishonesty.
6. Alcoholism or other drug abuse, which makes the employee unfit to associate with children or perform his/her duties.
7. Consuming alcohol or controlled substances on District property.
8. Negligent or inappropriate (unauthorized) use of District property.
9. Physical, mental or emotional disability.

10. Failure to abide by the conditions of employment set forth in Board Policy or personal conduct unbecoming an officer or employee of the District.
  11. Engaging in political activity during assigned hours of employment.
  12. Conviction of a felony or misdemeanor involving moral turpitude.
  13. Arrest for sex offense as defined in Education Code 44010.
  14. Inexcusable absence without proper leave or failure to report such absences.
  15. Abuse of illness or other leave privileges, including excessive absenteeism.
  16. Falsifying any information supplied to the District, including but not limited to, information supplied on application forms, employment records, or any other District record.
  17. Persistent violation or refusal to obey safety rules, policies or regulations made applicable to public schools by the Board of Trustees or any appropriate state or local governmental agency.
  18. Offering of anything of value or offering any service in exchange for special treatment in connection with the employee's job or employment, or the accepting of anything of value or any service in exchange for granting any special treatment to another employee or to any member of the public.
  19. Willful or persistent violation of the Education Code.
  20. Any willful failure of good conduct tending to injure the public service.
  21. Abandonment of position (absent without authorization for five (5) or more work days.)
  22. Advocacy of overthrow of federal, state or local government by force, violence or other unlawful means.
- C. Prior to the taking of disciplinary action against a unit member, the District shall follow these procedures:
1. The unit member shall be sent in writing a preliminary notice of the proposed action, the effective date, and the reasons for the action. The notice will state the specific grounds and the particular facts upon which the proposed action is based.

2. The unit member shall be provided with any known written materials, reports and documents upon which the action is based.
  3. The unit members shall have the right to respond to this notice within five (5) workdays to the Superintendent requesting a meeting.
- D. If a decision is made to discipline the unit member, notice shall be sent to the employee at the last address of official record by U. S. Certified mail. A copy of all written material previously provided will be included. The notification to the unit member shall contain:
1. A statement in ordinary and concise language of the specific charges brought against the unit member.
  2. A statement that the unit member has the right to appeal the decision and to have a hearing before the Board of Trustees on such changes.
  3. A card or paper, the signing and filing of which shall constitute a demand for a hearing and a denial of all charges, provided that it is filed within five (5) workdays after receipt of the notice by the unit member.
- E. Upon receipt of an appeal from intended disciplinary action, the Board of Trustees shall schedule a hearing, as provided by law.
- F. The unit member shall have the right to appear in person on his/her own behalf, with counsel or such representation, as he/she considers necessary, and be heard in his/her defense.
- G. All hearings shall be held in Closed Sessions of the Board of Trustees unless the appealing employee requests an open hearing on his/her written appeal.
- H. The Board of Trustees, in its sole discretion, may elect to appoint a hearing officer to conduct the hearing and report his/her advisory recommendation to the Board. The hearing officer shall be selected by the District in consultation with the Association.
- I. The findings and decisions of the Board of Trustees on the appeal shall be final and conclusive on all parties. The decision of the Board shall be in writing and shall contain findings of fact and the personnel action approved, if any. The findings may reiterate the language of the pleadings or simply refer to them. The decision of the Board shall be certified to the Superintendent or designee who recommended the personnel action, and he/she shall enforce and follow the decision. A copy of the decision shall be delivered to the appellant or his/her designated representative personally or by registered mail.

- J. If the appeal of the employee is sustained, the Board shall order full or partial compensation from the time of dismissal, suspension, demotion, or other disciplinary action, as it deems appropriate, and shall order the employee's reinstatement.
- K. This article shall not be subject to the grievance procedure contained in Article 16.

**ARTICLE 14**  
**REDUCTION IN FORCE**

- 14.1 In the event that the District elects to reduce the work force through layoff, the District shall give notice to CSEA prior to Board approval of the decision. The District shall negotiate the effects of layoffs.
- 14.2 Order of Layoff: Layoff shall be determined by seniority within the affected class. Seniority is defined as length of service within the affected class, plus higher classifications. Length of service is based upon the hire date in the affected classification, plus any higher classifications held by the unit member. The least senior bargaining unit member shall be the first laid off. If two or more bargaining unit members have equal seniority, seniority shall be determined by lot. Substitute and/or short-term service shall not be considered in determining seniority.
- 14.3 Preliminary notice of layoff shall be provided to the affected unit member by March 15, which shall be served by personal delivery or, if the unit member is not readily available, by certified mail. The unit member may submit a request for hearing and Notice of Participation within the timelines proscribed in Education Code section 45117, in which case the District shall provide the unit member a District Statement of Reduction in Force containing the reasons the unit member's services will not be required for the ensuing year; the unit member's displacement rights, if any; reemployment rights; and applicable statute(s). The unit member who has been employed the shortest time in the classification including time in higher classifications shall be laid off first. Reemployment shall be in reverse order of layoff in accordance with Education Code section 45298.
- 14.4 When, as a result of the expiration of a specially funded program, classified positions must be eliminated at the end of the school year, and classified employees will be subject to layoff for lack of funds, the employees to be laid off at the end of the school year shall be given written notice on or before April 20 informing them of their layoff effective at the end of the school year and of their displacement rights, if any, and reemployment rights. However, if the termination date of any specially funded program is other than June 30, the notice shall be given not less than sixty (60) calendar days prior to the effective date of their layoff.
- 14.5 If a layoff proceeds to hearing, the Administrative Law Judge shall prepare a proposed decision containing findings of fact and a determination as to whether the charges sustained by the evidence are related to the welfare of the schools. The proposed decision shall be prepared for the Governing Board and shall contain a determination as to the sufficiency of the cause and a recommendation as to disposition. However, the Governing Board shall make the final determination as to the sufficiency of the cause and disposition. Copies of the proposed decision shall be submitted to the Governing Board and to the classified unit member on or before May 7 of the year in which the proceeding is commenced.

- 14.6 Displacement Rights: A laid off unit member who has prior service in the same or lower classification, shall have the right to displace a unit member with less seniority who is the least senior employee in the same or lower classification.
- 14.7 Reemployment Rights: Unit members who are terminated by layoff shall have reemployment rights to vacant positions within the classification from which they were immediately laid off for a period of thirty-nine (39) months.
- 14.7.1 Unit members who have accepted a voluntary reduction in their assignment shall have preferential reemployment rights to vacant positions in that classification, not to exceed the hours they previously held, for an additional twenty-four (24) months.
- 14.7.2 Unit members who have been terminated by layoff or who have accepted a voluntary reduction in assigned hours or work year shall have reemployment rights over outside applicants to vacant positions other than in the classification from which they were laid off or reduced in hours or work year for the time period specified in 14.6 and 14.6.1, provided they are qualified and meet the hiring criteria as determined by the District. Employees with the highest District seniority will be considered first.

**ARTICLE 15**  
**SAFETY**

- 15.1 In an effort to maintain safe working conditions for unit members, the District shall establish a safety committee of up to twelve (12) individuals. The District and CSEA shall mutually select four (4) unit members to participate on the committee. The function of this committee shall be to review and investigate unsafe conditions.
- 15.2 Unit members shall notify their immediate supervisor in writing (or orally followed by written confirmation within five (5) work days in cases of emergency) concerning an unsafe condition in the District directly affecting their health and safety. Their immediate supervisor shall investigate said reported unsafe condition and advise the unit member in writing within five (5) work days when administratively practicable of any finding and suggested corrected action. A copy of the report shall be submitted to the Superintendent or his/her designee for the purpose of reporting incidents to the Safety Committee.
- 15.3 In the event there is a dispute as to whether an unsafe condition exists between the unit member and his/her immediate supervisor, the unit member and/or the supervisor may appeal to the Superintendent or his/her designee for a recommendation. Should the dispute directly involve the Superintendent or his/her designee, the dispute shall be referred to the Health and Safety Consultant who shall render a recommendation to the Superintendent or his/her designee.
- 15.4 Unit members shall immediately report cases of assault suffered by them in connection with their employment to their immediate supervisor, who shall immediately report the incident to the police and the Superintendent or his/her designee.
- 15.5 Unit members who Drive District vehicles must have a valid California Driver's license. Such unit members shall be subject to applicable District and/or department policies and regulations.
- 15.6 Following the unit member employment start date, the District shall order a *total combination* of five (5) long-sleeve or short-sleeve shirts for all regular part-time and full-time maintenance workers, groundsmen, warehousemen, drivers, and custodians. Cafeteria staff shall be provided three (3) aprons and five (5) shirts.
- 15.6.1 Following the unit member employment start date, the District shall order one (1) pair of safety shoes for Maintenance workers, Groundsmen, and Custodians. Safety shoes shall be replaced by the District every 3 years. District provided safety shoes shall not be worn outside the normal course of work.
- 15.6.2 The employee shall be responsible for their own laundering of their District-issued uniforms. The District-issued uniform shall be worn whenever the employee is scheduled to report to work.

15.6.3 Once each school year, the District-issued shirts, shoes, and aprons shall be replaced when damaged in the normal course of work as determined by the District. Damaged shirts/aprons shall be reported to the departmental supervisor as soon as possible.

## **ARTICLE 16**

### **GRIEVANCE PROCEDURES**

#### **16.1 Definitions**

A grievance is a written claim by a unit member who has been adversely affected by a violation, misinterpretation, or misapplication of the specific provisions of this Agreement.

A grievant is the unit member who files a grievance, or CSEA.

A day is a day in which the District Office is open for business and is within the grievant's work year, if the grievant is not CSEA.

An immediate supervisor is the District's designee, not in the bargaining unit, having immediate jurisdiction over the grievant.

#### **16.2 General Provisions**

16.2.1 The District and CSEA agree that the parties shall attempt to resolve grievances at the lowest possible level.

16.2.2 A grievant may have CSEA representation at any level of the grievance procedure.

16.2.3 The grievance time limits may be extended upon mutual agreement of the parties.

16.2.4 A CSEA grievance or group grievance may be initiated at Formal Level 2 of the grievance procedure, subject to written approval of the District.

16.2.5 Failure by the District to adhere to the decision deadlines shall permit the grievant to appeal automatically to the next step in the grievance process.

16.2.6 Failure by the grievant to adhere to time limitations shall be deemed a termination of the grievance and a waiver of the grievant's right to proceed in a grievance process.

#### **16.3 Informal Level**

Before filing a formal written grievance, the grievant shall attempt to resolve a complaint by requesting an informal conference with the grievant's immediate supervisor.

#### **16.4 Formal Levels**

Level 1: Immediate Supervisor Level

Within twenty (20) days after the occurrence of the act or such grievance in writing to the immediate supervisor.

This statement shall be a clear, concise statement of the grievance, the article of this Agreement alleged to have been violated, the circumstance involved, the decision rendered at the informal conference, and the specific remedies sought.

The supervisor shall communicate a decision in writing within ten (10) days after receiving the grievance.

Upon request, a personal conference shall be held to discuss the grievance. The grievant may be accompanied by an authorized representative of CSEA during this conference.

#### Level 2: Superintendent or Designee

In the event the grievant is not satisfied with the decision at Level 1, the grievant may appeal the decision, in writing, to the Superintendent or designee within ten (10) days.

The statement shall include a copy of the original grievance, the article of this Agreement alleged to have been violated, the decision rendered, and a statement of the reasons for the appeal.

The Superintendent or designee shall communicate a decision, in writing, within ten (10) days after receiving the appeal.

Within the above time limits, upon request, a personal conference shall be held to discuss the grievance. The grievant may be accompanied by an authorized representative of CSEA during this conference.

#### Level 3: Mediation

In the event the grievant is not satisfied with the decision at Level 2, the grievant may submit a written request to the Superintendent or designee that the grievance be referred to the State Conciliation Service for mediation. The mediator shall meet with the parties and attempt to facilitate a resolution of the pending grievance.

#### Level 4: Arbitration

If the grievant is not satisfied with the decision rendered at Level 3, he/she may:

- a) Submit a request in writing to the Superintendent for advisory arbitration of the dispute;  
or
- b) Upon mutual agreement of the Association and the District, waive the right to arbitration and appeal directly to the Board of Trustees. Said request must be made within ten (10) working days. If arbitration is requested by the grievance, and agreed

upon by the Association and upon receipt of written request, the Superintendent or designee shall ask the American Arbitration Association to supply a panel of five (5) names. A copy of this request shall be sent to the Association. Within five (5) working days of the receipt of the panel of five (5) names, the Superintendent and the Association shall alternatively strike the names in order of preference and notify the American Arbitration Association of the selection. If arbitration is not requested, the Superintendent shall refer the matter to the Board of Trustees.

- c) The fees and expenses of the arbitrator and a court reporter, if required by the arbitrator, shall be shared equally. Any additional expenses shall be borne by the party incurring such expense.

The arbitrator shall have no authority to add to, delete, or alter any provisions of the Agreement, but shall limit his/her decision to the application and interpretation of its provisions.

The arbitrator shall, as soon as possible, hear evidence and render findings and recommendations on the issue(s) submitted by the parties in writing to the Board of Trustees, grievant, and Association. If a question arises as to the arbitrability of a grievance, such question shall be first decided by the arbitrator at a separate hearing prior to a hearing on the merits.

The award of the arbitrator shall be advisory to the Board of Trustees, the Association, and the District.

#### Level 5: Board of Trustees

- a) If the Association waives the right to arbitration and appeals directly to the Board of Trustees, the following procedure shall occur:

The grievant may appeal the decision in writing to the Board of Trustees, through the Superintendent, as secretary to the Board, within ten (10) days after the final mediation session. A copy of the appeal shall be furnished to the Superintendent.

Upon receipt of the appeal, the Superintendent shall furnish, within thirty (30) days, a report to the Board of Trustees. This report shall include the statement of grievance and other pertinent materials. In addition, the Superintendent shall provide each party a brief opportunity to meet with the Board and clarify their respective positions.

The decision of the Board shall be communicated in writing to the grievant and CSEA, with copies to the Superintendent, Assistant Superintendent — Employer/Employee Relations, and/or supervisor. The decision of the Board of Trustees shall be final and binding.

- b) If the association elects to proceed to arbitration on a Level 4 or above, the Board, at its discretion, may request additional information from the District and/or the Association concerning the arbitrator's finding and recommendations, or render a ruling based on the arbitrator's decision alone. The decision of the Board of Trustees shall be final and binding.

**ARTICLE 17**  
**ORGANIZATIONAL SECURITY**

- 17.1 The Association has the sole and exclusive right to have employee organization membership dues deducted by the District for employees who have elected to join the Association. Payroll deductions shall be processed in accordance with standard District operating procedures and timelines.
- 17.2 The District shall, without charge, pay to the Association the sums deducted under this Article.
- 17.3 The Association agrees to indemnify and financially hold harmless the District, its Governing Board, officers, and administrators, against any and all claim demands, costs, lawsuits, including attorney fees incurred in defending said persons or District, or any other form of liability or expense, costs, that may arise out of or by reason of action taken by the District for the purpose of complying with this Article. The District shall promptly notify the Association of any civil, administrative, or other action taken against the district as a result of its compliance with this Article.

**EMPLOYEE INFORMATION**

- 17.4 The District shall provide CSEA notice of any newly hired employee within ten (10) work days of date of hire via electronic mail, which shall include the following information: Full legal name, date of hire, classification, and site.
- 17.5 “Newly hired employee” or “new hire” means any employee, whether permanent, full time, part time, hired by the District, who is a member of the CSEA classified bargaining unit and who is still employed as of the date of the new employee orientation. 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 purpose of this article 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. This does not include substitute employees.
- 17.6 Except for employees who have submitted written requests pursuant to Government Code section 6254.3(c) prohibiting the disclosure of their home address, home telephone number, personal cellular telephone number, personal email address, or birth date. The District shall provide CSEA with contact information on the new hires. The District shall not actively solicit unit members to opt out of providing information. The information will be provided to CSEA electronically via a mutually agreeable secure FTP site or service, at CSEA’s expense, within thirty (30) business days from the date of hire. This contact information shall include the following items, if they are included in the District’s records, with each field in its own column:

- i. First name;
- ii. Middle initial;
- iii. Last name;
- iv. Suffix (e.g. Jr., III)
- v. Job title;
- vi. Department;
- vii. Primary worksite name;
- viii. Work telephone number;
- ix. Work telephone extension;
- x. Home street address (incl. apartment #);
- xi. City;
- xii. State;
- xiii. ZIP Code (5 or 9 digits);
- xiv. Home telephone number (10 digits);
- xv. Personal cellular telephone number (10 digits);
- xvi. Employee ID number;
- xvii. Personal email address of the employee;

Except as provided herein, this information shall be provided to CSEA regardless of whether the newly hired employee was previously employed by the District.

- 17.7 Periodic Update of Contact Information: Except for the above limitations, the District shall provide CSEA with a list of all bargaining unit members' names and contact information as provided in section 17.5 above on the last working day of September, January, and May. The information will be provided to CSEA electronically via a mutually agreeable secure FTP site or service at CSEA's expense.

#### NEW EMPLOYEE ORIENTATION

- 17.8 "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.
- 17.9 Scheduled New Employee Orientations: The District shall provide CSEA access to its scheduled new employee orientations. Scheduled new employee orientations shall generally be on District property, during the regular operating hours of the District, at least once per month, except where no unit members have been hired. CSEA shall receive not less than ten (10) days' notice in advance of an orientation, except that a shorter notice may be provided in a specific instance where there is an urgent need critical to the District's operations that was not reasonably foreseeable. During these scheduled orientations, CSEA shall have thirty (30) minutes of paid release time for one CSEA representative to conduct the orientation session. The CSEA Labor Relations Representative may also attend the orientation session. CSEA shall provide the District with the contact information (email and cell phone number) of the designated CSEA representatives.

The District shall include the CSEA membership application and a CSEA provided link for an electronic application, in an District new employee orientation packet provided to newly hired employees. CSEA shall provide the copies of the CSEA membership applications to the District for distribution.

**ARTICLE 18**  
**CONCERTED ACTIVITY**

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

**ARTICLE 19**  
**SAVINGS/SEVERANCE CLAUSE**

- 19.1 Savings Clause — If during the life of this Agreement there exists any applicable law or any applicable rule, regulation, or order issued by governmental authority other than the District, which shall render invalid or restrain compliance with or enforcement of any provision of the Agreement, such provision shall be immediately suspended and be of no effect herein so long as such law, rule, regulation, or order shall remain in effect. An invalidation of part or portion of this Agreement shall not invalidate any remaining portions, which shall continue in full force and effect.
- 19.2 Replacement of Severed Provision — In the event of suspension or invalidation of any Article or Section of this Agreement, the District and CSEA will meet within thirty (30) days after such determination for the purpose of arriving at satisfactory replacement for such Article or Section.

**ARTICLE 20**  
**COMPLETION OF MEET AND NEGOTIATION**

- 20.1 During the term of this Agreement, the Association and District agree not to request meeting and negotiating on changes in this Agreement except as provided in Article 22, Term.
- 20.2 Any additions or changes in this Agreement shall not be effective unless reduced to writing and properly ratifying and signed by both parties.

**ARTICLE 21**  
**EFFECT OF AGREEMENT**

- 21.1 It is understood and agreed that the specific provisions contained in this Agreement shall prevail over District practices and procedures, Board rules and regulations, and over State laws to the extent permitted by State law, and that in the absence of specific provisions in this Agreement, such policies, practices, and procedures are discretionary with the District, consistent with Article 3, Management Rights.

**ARTICLE 22**  
**TERM**  
(Revised 2025-2026)

This Agreement is effective beginning July 1, 2025, through June 30, 2028.

- a. This Agreement shall continue in effect until such time as new successor agreement is reached.
- b. During the 2026-2027 and 2027-2028 school years, the District and Association shall have the right to reopen Article 11: Health and Welfare, and Article 12; Salary, and two additional articles at each Party's discretion.
- c. The parties agree to commence negotiations, unless extenuating circumstances exist, by March 15<sup>th</sup> of each year.

**APPENDIX A-1**  
**LENNOX SCHOOL DISTRICT**  
**CLASSIFIED EMPLOYEE'S SALARY SCHEDULE 2025/2026**  
**Effective July 1, 2025**  
**Schedule N**

| <b>Grade</b> |         | <b>I</b> | <b>II</b> | <b>III</b> | <b>IV</b> | <b>V</b> |
|--------------|---------|----------|-----------|------------|-----------|----------|
| <b>9</b>     | Monthly | 3307.02  | 3474.86   | 3647.12    | 3854.70   | 4034.94  |
| <b>9</b>     | Hourly  | 18.67    | 19.75     | 20.72      | 21.90     | 22.93    |
| <b>14</b>    | Monthly | 3637.52  | 3816.86   | 4018.58    | 4226.44   | 4434.32  |
| <b>14</b>    | Hourly  | 20.67    | 21.68     | 22.84      | 24.01     | 25.19    |
| <b>15</b>    | Monthly | 3742.20  | 3919.36   | 4116.18    | 4330.38   | 4551.52  |
| <b>15</b>    | Hourly  | 21.26    | 22.26     | 23.39      | 24.62     | 25.85    |
| <b>17</b>    | Monthly | 3918.74  | 4114.38   | 4330.38    | 4552.50   | 4772.58  |
| <b>17</b>    | Hourly  | 22.26    | 23.38     | 24.62      | 25.86     | 27.12    |
| <b>18</b>    | Monthly | 4018.58  | 4226.44   | 4434.32    | 4658.46   | 4894.84  |
| <b>18</b>    | Hourly  | 22.84    | 24.01     | 25.19      | 26.46     | 27.81    |
| <b>19</b>    | Monthly | 4116.42  | 4330.38   | 4546.38    | 4772.58   | 5013.06  |
| <b>19</b>    | Hourly  | 23.39    | 24.62     | 25.83      | 27.12     | 28.48    |
| <b>20</b>    | Monthly | 4226.44  | 4434.32   | 4664.58    | 4894.84   | 5145.50  |
| <b>20</b>    | Hourly  | 24.01    | 25.19     | 26.50      | 27.81     | 29.24    |
| <b>21</b>    | Monthly | 4330.38  | 4546.38   | 4772.58    | 5013.06   | 5273.88  |
| <b>21</b>    | Hourly  | 24.62    | 25.83     | 27.12      | 28.48     | 29.96    |
| <b>22</b>    | Monthly | 4434.32  | 4658.46   | 4894.84    | 5143.46   | 5400.22  |
| <b>22</b>    | Hourly  | 25.19    | 26.46     | 27.81      | 29.22     | 30.69    |
| <b>24</b>    | Monthly | 4658.46  | 4894.84   | 5143.46    | 5400.22   | 5671.28  |
| <b>24</b>    | Hourly  | 26.46    | 27.81     | 29.22      | 30.69     | 32.23    |
| <b>26</b>    | Monthly | 4894.84  | 5143.50   | 5400.22    | 5671.28   | 5954.52  |
| <b>26</b>    | Hourly  | 27.81    | 29.22     | 30.69      | 32.23     | 33.84    |
| <b>29</b>    | Monthly | 5273.88  | 5530.64   | 5805.76    | 6103.28   | 6413.02  |
| <b>29</b>    | Hourly  | 29.96    | 31.43     | 32.99      | 34.68     | 36.44    |
| <b>31</b>    | Monthly | 5811.72  | 5961.38   | 6225.34    | 6541.28   | 6869.66  |
| <b>31</b>    | Hourly  | 33.02    | 33.88     | 35.37      | 37.17     | 39.04    |
| <b>32</b>    | Monthly | 6551.60  | 6722.76   | 7018.24    | 7374.88   | 7745.78  |
| <b>32</b>    | Hourly  | 37.22    | 38.20     | 39.88      | 41.90     | 44.01    |

Work year is as follows:

|           |              |
|-----------|--------------|
| 9- month  | 180-182 days |
| 10- month | 183-203 days |
| 11- month | 204-223 days |
| 12- month | 224-250 days |

**APPENDIX A-2**  
**LENNOX SCHOOL DISTRICT**  
**CLASSIFIED EMPLOYEE'S SALARY SCHEDULE 2025/2026**  
**Effective July 1, 2025**  
**Schedule N**

|              |                                  |
|--------------|----------------------------------|
| <b>Grade</b> | <b>Business &amp; Accounting</b> |
| 24           | Accounting Clerk                 |
| 24           | Child Nutrition Accounting Clerk |
| 26           | Payroll Clerk                    |
| 26           | Purchasing Assistant             |
| 29           | Accounting Technician            |
|              | <b>Clerical</b>                  |
| 14           | Clerk                            |
| 14           | Receptionist I                   |
| 14           | District Reproduction Clerk      |
| 17           | Clerk Typist*                    |
| 17           | Child Nutrition Services Clerk   |
| 17           | Receptionist II                  |
| 17           | Personnel Technician             |
| 22           | Secretary I                      |
| 22           | Categorical Project Assistant    |
| 22           | Clerk Middle School Attendance   |
| 22           | Receptionist III                 |
| 24           | Secretary II                     |
| 26           | Secretary III                    |
|              | <b>Food Services</b>             |
| 9            | Child Nutrition Assistant*       |
| 20           | Cafeteria Manager                |
|              | <b>Health</b>                    |
| 21           | Health Specialist I*             |
|              | <b>Instructional</b>             |
| 14           | Instructional Aide               |
| 14           | Parent Liaison                   |
| 15           | District Translator/Interpreter  |
| 18           | Library Technician*              |
| 21           | Campus Supervisor                |
| 21           | Middle School Library Technician |
| 26           | Instructional Aide - RBT         |

### **Maintenance & Operations**

|    |                                   |
|----|-----------------------------------|
| 19 | Custodian*                        |
| 19 | Part-Time ELOP Custodian          |
| 19 | District Driver*                  |
| 19 | Groundsman                        |
| 22 | Head Custodian                    |
| 24 | Head Groundsman                   |
| 26 | Warehouse Worker                  |
| 29 | General Maintenance II            |
| 31 | General Maintenance - Electrician |

### **Technology**

|    |                                |
|----|--------------------------------|
| 14 | Technology Aide                |
| 29 | Technology Technician          |
| 32 | Information Systems Specialist |

\*These are 3-3/4 - 8 hour positions and will be paid at a prorated share of the monthly rate as appropriate.

District substitutes employed for each of the above classifications shall be paid an hourly rate commensurate with the first step of the classification in which they are used. District employees placed as substitutes in a position will be placed on the first step constituting an increase in salary after they have served five consecutive days in the position. This increase shall be made retroactive to the first day of service for this substitute assignment. Should the length of substitute service be 5 or less days, the salary shall be the District employee's current rate.

**APPENDIX A-3**  
**LENNOX SCHOOL DISTRICT**  
**PROPOSED CLASSIFIED EMPLOYEE'S SALARY SCHEDULE**  
**EFFECTIVE IMPLEMENTATION**  
**DATE IN HCM TO BE**  
**DETERMINED (ON OR BEFORE**  
**DECEMBER 2026)**  
**Schedule N**

|              |                                       |
|--------------|---------------------------------------|
| <b>Grade</b> | <b>Business &amp; Accounting</b>      |
| 26           | Accounting Technician                 |
| 26           | Child Nutrition Accounting Technician |
| 27           | Payroll Technician                    |
| 27           | Purchasing Technician                 |
| 29           | Accounting Specialist                 |
|              | <b>Clerical</b>                       |
| 17           | Receptionist                          |
| 20           | Office Assistant                      |
| 22           | School Office Manager                 |
| 22           | Categorical Project Assistant         |
| 27           | Personnel Technician                  |
| 29           | Department Administrative Assistant   |
|              | <b>Food Services</b>                  |
| 9            | Child Nutrition Assistant*            |
| 22           | Child Nutrition Manager               |
|              | <b>Health</b>                         |
| 21           | Health Office Assistant*              |
|              | <b>Instructional</b>                  |
| 14           | Paraeducator – General Education      |
| 14           | Paraeducator – Physical Education     |
| 14           | Paraeducator – Special Education      |
| 15           | Parent Liaison                        |
| 15           | District Translator                   |
| 18           | Library Technician - Elementary *     |
| 21           | Campus Security                       |
| 21           | Library Technician - Middle School    |
| 26           | Registered Behavior Technician        |
|              | <b>Maintenance &amp; Operations</b>   |
| 19           | Custodian*                            |

|    |                                   |
|----|-----------------------------------|
| 19 | Part-Time ELOP Custodian          |
| 19 | District Driver*                  |
| 20 | Grounds Worker                    |
| 24 | Lead Custodian                    |
| 25 | Lead Grounds Worker               |
| 26 | Warehouse Technician              |
| 29 | General Maintenance               |
| 31 | General Maintenance - Electrician |

**Technology**

|    |                                |
|----|--------------------------------|
| 18 | School Technology Technician   |
| 29 | District Technology Technician |
| 32 | Information Systems Specialist |

\*These are 3-3/4 - 8 hour positions and will be paid at a prorated share of the monthly rate as appropriate.

District substitutes employed for each of the above classifications shall be paid an hourly rate commensurate with the first step of the classification in which they are used. District employees placed as substitutes in a position will be placed on the first step constituting an increase in salary after they have served five consecutive days in the position. This increase shall be made retroactive to the first day of service for this substitute assignment. Should the length of substitute service be 5 or less days, the salary shall be the District employee's current rate.

**APPENDIX - B**  
**LENNOX SCHOOL DISTRICT**  
**Fringe Benefits – 2025-2026**  
**Tenthly Monthly Rates Effective January 1, 2026 – December 31, 2026**

| CLASSIFIED                                        |               |    | Employee Deduction | District Contribution | Total Cost |
|---------------------------------------------------|---------------|----|--------------------|-----------------------|------------|
| KAISER - PLUS<br>(Tier II)<br>VENDOR # 0000002079 | GTN: KPN      |    | 205                | 207                   |            |
|                                                   | Employee      | 01 | 8.00               | 928.00                | 936.00     |
|                                                   | Employee + 1  | 02 | 804.90             | 1,206.10              | 2,011.00   |
|                                                   | Family        | 03 | 1,480.68           | 1,280.32              | 2,761.00   |
| UNITED HEALTHCARE -<br>Harmony<br>(Tier I)        | GTN: UHH      |    | 212                | 213                   |            |
|                                                   | Employee      | 01 | 0.00               | 841.00                | 841.00     |
|                                                   | Employee + 1  | 02 | 561.73             | 1,118.27              | 1,680.00   |
|                                                   | Family        | 03 | 1,273.98           | 1,203.02              | 2,477.00   |
| UNITED HEALTHCARE -<br>Alliance<br>(Tier II)      | GTN: UHA      |    | 210                | 211                   |            |
|                                                   | Employee      | 01 | 0.00               | 928.00                | 928.00     |
|                                                   | Employee + 1  | 02 | 711.73             | 1,118.27              | 1,830.00   |
|                                                   | Family        | 03 | 1,480.98           | 1,203.02              | 2,684.00   |
| UNITED HEALTHCARE -<br>Journey<br>(Tier III)      | GTN: UHJ      |    | 201                | 202                   |            |
|                                                   | Employee      | 01 | 25.00              | 928.00                | 953.00     |
|                                                   | Employee + 1  | 02 | 707.73             | 1,118.27              | 1,826.00   |
|                                                   | Family        | 03 | 1,453.98           | 1,203.02              | 2,657.00   |
| UNITED HEALTHCARE -<br>HSA<br>VENDOR # 0000002230 | GTN: H S A    |    | 208                | 209                   |            |
|                                                   | Employee      | 01 | 677.39             | 1,052.61              | 1,730.00   |
|                                                   | Employee + 1  | 02 | 2,207.06           | 1,252.94              | 3,460.00   |
|                                                   | Family        | 03 | 3,709.03           | 1,389.97              | 5,099.00   |
| DELTA DENTAL<br>#7063-7604<br>VENDOR # 0000001980 | GTN: DDP      |    |                    | 161                   |            |
|                                                   | All Employees |    | \$0.00             | \$136.25              | \$136.25   |
| VSP VISION<br>VENDOR # 0000002250                 | GTN: VSN      |    | 176                | 177                   |            |
|                                                   | Employee      | 01 | 0.00               | 13.14                 | 13.14      |
|                                                   | Employee + 1  | 02 | 0.00               | 19.04                 | 19.04      |
|                                                   | Family        | 03 | 0.00               | 34.15                 | 34.15      |
|                                                   | Employee      | 04 | 9.10               | 13.14                 | 22.24      |
|                                                   | Employee + 1  | 05 | 13.18              | 19.04                 | 32.22      |
|                                                   | Family        | 06 | 23.66              | 34.15                 | 57.81      |
| VOYA<br>VENDOR # 0000002466                       | GTN: IPN      |    |                    | 254                   |            |
|                                                   |               | 01 | 0.00               | 43.40                 | 43.40      |

## **APPENDIX C**

### **Definitions**

1. Date of hire is the date on which an employee shall perform his/her first Hour of Service.
2. “Bargaining Unit Seniority” is secured by hours in paid status in a classification or higher classes included in the bargaining unit.
3. “Class” is any group of classifications sufficiently similar in duties, responsibilities and authority that the same job title, minimum qualifications, and salary range are appropriate for all positions in a class.
4. “Fiscal Year” is July 1<sup>st</sup> through June 30<sup>th</sup>
5. “Permanent Employee” is a regular employee who successfully completes the probationary period.
6. “Probationary Employee” is a regular employee who will become permanent upon completion of a prescribed probation period.
7. “Promotion” is a change in the permanent assignment of an employee from a position in one classification to a vacant position in another classification with a higher maximum salary rate.
8. “Seniority in Class” is secured by date of hire within affected classification.
9. “Uniform” is any distinctive clothing that the District requires an employee to wear.