AGREEMENT BETWEEN

SISKIYOU COUNTY SUPERINTENDENT OF SCHOOLS

AND

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION

AND ITS

CHAPTER #611,

SISKIYOU COUNTY OFFICE OF EDUCATION

JULY 1, 2026 - JUNE 30, 2029

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ARTICLE 1 AGREEMENT

1.1

This is an Agreement made and entered into by and between the Siskiyou County Superintendent of Schools (herein referred to as "Superintendent") and the California School Employees Association and its Chapter #611, Siskiyou County Office of Education (herein referred to as "CSEA"), pursuant to Government Code Chapter 10.7, commencing with Section 3540.

1.2

The Superintendent and CSEA agree to exchange openers for negotiations via email prior to October 31 of each year.

ARTICLE 2 RECOGNITION

2.1
The Superintendent first confirmed its recognition of the CSEA as exclusive representative of that unit of classified positions previously filed with the Public Employment Relations Board (PERB), per action on September 24, 1987. Since September 24, 1987, the unit of classified positions represented by the CSEA has changed. The classified positions within the representation unity are listed on the salary schedule (Appendix A). All newly created classified positions, except those lawfully designed as management, confidential or supervisory, shall be added to the representation unity by mutual agreement between the superintendent and the CSEA subject to the rules of PERB.

2.2
This Agreement applies only to Superintendent of Schools Classified unit members included in said representation unit.

ARTICLE 3 SUPERINTENDENT RIGHTS

3.1
It is understood and agreed that the Superintendent retains all of its powers and Authority to direct, manage and control to the full extent of the law.

3.2
The superintendent's exercise of its powers, rights, and authority, duties and responsibilities; the adoption of policies, rules, regulations and practices in furtherance thereof; and the use of judgment and discretion in connection therewith shall be limited only by the specific and express terms of this Agreement, and then only to the extent such specific and express terms are in conformance the law.

3.3
It is agreed and understood that no grievance shall be filed solely on the basis of an alleged violation of this Article.

ARTICLE 4 UNIT MEMBER RIGHTS

4.1
The Superintendent and the CSEA recognize the right of unit members to form, join and participate in lawful activities of unit member organizations, and the equal alternative right of unity members to refuse to form, join and participate in unit member organizations' activities.

ARTICLE 5 CONCERTED ACTIVITIES

5.1
It is agreed and understood that there will be no strike, work stoppage, slowdown, picketing or refusal, or failure to fully and faithfully perform job functions and responsibilities, or other interference with the operation of the Superintendent by the CSEA or by its officers, agents, or members during the term of this agreement, including compliance with the request of other labor organization to engage in such activity.

5.2
The CSEA recognizes the duty and obligation of its representatives to comply with the provisions of this Agreement and to make every effort toward inducing all unit members to do so. In the event of a strike, work stoppage, slowdown or other interference with the operations of the Superintendent by unit members who are represented by the CSEA, the CSEA agrees in good faith to take all necessary steps to cause those unity members to cease such action.

5.3
It is agreed and understood that any unity member violating this Article may be subject to discipline up to and including termination by the Superintendent.

5.4
It is agreed and understood that the Superintendent of Schools shall not lock out unit members.

ARTICLE 6 ORGANIZATIONAL SECURITY

6.1 Checkoff

6.1.1

Pursuant to Education code Section 45168, SCOE will deduct the normal and regular monthly CSEA membership dues that are voluntarily authorized in writing by the bargaining unit member.

6.1.2
Employee requests to cancel or change authorizations for payroll deductions for employee organizations shall direct to the employee organization. The employee organization shall be responsible for processing such requests. The Superintendent shall rely on the information provided by the employee organization to cancel or change authorizations, and the employee organization shall indemnify the Superintendent for any claims made by the employee for deductions made in reliance on that information.

6.1.3
The Superintendent shall execute any new, changed, or discontinued deduction during the next pay period commencing fifteen (15) days or more after the submission is received by the Superintendent's representative.

CSEA agrees to submit any information needed by CSEA or its delegates to fulfill the provisions of this Article within ten (10) calendar days of request. Superintendent agrees to remit monthly, within thirty (10) days following the date of deduction, all representational fees deducted from unity members. The Superintendent shall provide a list of bargaining unity members for whom deductions have been made with the payment of representational fees withheld. Using a secure FTP client, SCOE will submit at the end of each month, a file of all new hires in the bargaining unit during that month and every four (4) months (at the end of September, January and May), a file of the complete bargaining unit. The file type shall be Excel (.xls or .xlsx) format.

6.2 CSEA Dues And Agency Fee

6.2.1
Any bargaining unity member may sign and deliver to the Superintendent an assignment authorizing deduction of membership dues, initiation fees, and general assessments of CSEA. Any application received by the Superintendent for membership to CSEA, shall be promptly forwarded to the chapter president or designee. The authorization shall continue each year until revoked in writing by CSEA.

SCOE shall provide payroll deduction service for bargaining unity members for tax sheltered annuities, credit unions, life insurance, and any other deductions provided for in the California Education Code, Section 45168.

6.2.2
Any requested changes to a bargaining unit member's membership status with CSEA will be forwarded to CSEA. CSEA shall then inform the Superintendent in writing of changes in membership for any current member or person eligible for membership. Notification reviewed by SCOE on or before the 15th of the month will be processed and implemented for that month's payroll. Notification received after the 15th of the month will be processed and implemented on the following month's payroll. CSEA may request to meet and confer with the Superintendent on any changes to the deduction rates, amounts, assessments or other obligations.

6.3 County Office Notice To CSEA

6.3.1 Notice Of New Hires
The County Office shall provide the CSEA Labor Relations Representative and Chapter President notice of any newly hired employee, within ten (10) days of date of hire, via an electronic mail. The notice shall include the following information: full legal name, date of hire, classification, and department.

6.3.2 Employee Information

6.3.2.1
"Newly hired employee" or "new hire" means any employee, whether permanent, full time, part time, hired by the County Office, 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 County Office and whose current position has placed them in the bargaining unit represented by CSEA. For those latter employees, for purposes 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.

6.3.2.2
The County Office shall provide CSEA with contact information on the Classified Unit, including new hires monthly. The information will be provided to CSEA electronically in machine-readable Excel format (xlsx file format) via the CSEA-designated FTP site or service using the template provided and attached as Appendix B. The file shall be transferred to the CSEA-designated site, within the last five (5) working days of each month.

The file name shall follow the format of "XX_XX_XXX_FULL.xlsx," for example, the October 2025 report would be titled "25_10_611_FULL.xlsx." This contact information shall include the following items, 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 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. Personal email address of the employee;
xvii. Last four numbers of the social security number;
xviii. Birth date;
xix. Employee ID;
xx. CalPERS status ("Y" if in CalPERS; "N" if not in CalPERS);
xxi. Hire date.

This information shall be provided to CSEA regardless of whether the newly hired employee was previously employed by the County Office.

Separation of Bargaining Unit Members: The County Office shall omit all bargaining unit members who have permanently separated from the CSEA bargaining unit in the report for the following month in which they separated from the bargaining unit

6.4 New Employee Orientation

6.4.1
"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.

6.4.2
In the event the County Office conducts an individual or group new employee orientation, the County Office shall provide CSEA mandatory access to any such orientation. CSEA shall receive not less a than ten (10) day 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 County Office's operations that was not reasonably foreseeable.

6.4.3
In the event the County Office conducts a group orientation, CSEA shall have one (1) hour of paid release time for two (2) CSEA representatives, including the Chapter President or designee, to conduct the orientation session. Said release time shall not be counted against the total release time contained elsewhere in the collective bargaining agreement. The CSEA Labor Relations Representative may also attend the orientation session.

6.4.4
In the event the County Office conducts one-on-one orientations with new employees, CSEA shall have thirty (30) minutes of paid release time for one (1) CSEA representative to conduct the orientation session. Said release time shall not be counted against the total release time contained elsewhere in the collective bargaining agreement. The CSEA Labor Relations Representative may also attend the orientation session.

6.4.5
The orientation session shall be held on County Office property during the workday of the employee(s), who shall be on paid time. During CSEA's orientation session, no District manager or supervisor or non-unit employee shall be present.

6.5 Hold Harmless

6.5.1
As a condition of the effectiveness of this article and pursuant to Education code Section 45168, CSEA fully indemnify and hold Superintendent harmless and shall provide prompt, full reimbursement to any claims, disputes, or challenges which are brought against Superintendent in connection with the administration or enforcement of any section in the article. This indemnification, hold harmless and reimbursement provision shall apply to any claims made by an employee or any individual or organization on the employee's behalf for payroll deductions made by Superintendent based on information provided by CSEA regarding the authorization of individual employees for payroll deductions.

6.5.2
CSEA shall notify the Superintendent of any changes in its dues structure within thirty (30) days of notifying any member.

ARTICLE 7 NON-DISCRIMINATION

7.1
The Superintendent and the CSEA agree that they shall not unlawfully discriminate against unit members in the administration of the Agreement because of race, age, color, sex, gender identity, sexual orientation, religion, national origin, disability, or lack of participation in lawful CSEA activities.

ARTICLE 8 CSEA RIGHTS

8.1

The CSEA shall have the right to access to areas in which unit members work, subject to the following procedures and conditions. All CSEA business, discussion and activities shall be conducted by unit members and CSEA officials outside of unity members' assigned duty times.

8.2

The CSEA may use Superintendent of Schools facilities when not otherwise in use for the purpose of meetings concerned with the exercise of rights guaranteed by the Education Employment Relations Act, consistent with Superintendent regulations for use of facilities.

8.3

The CSEA may use unit member email and unit member bulletin board spaces.

8.4

Within thirty (30) days of final execution of the Agreement, the Superintendent shall print and provide copies of the Agreement to CSEA. The Agreement shall be posted on the Siskiyou County Office of Education website.

8.5

Up to four (4) CSEA members shall receive reasonable release time for joint contract negotiation meetings. It is agreed that such bargaining sessions shall be scheduled by mutual agreement.

Employees on the CSEA negotiation team may request and shall be provided up to one hour of release time each month to discuss matters related to collective bargaining.

8.6

Notices required by this Agreement or by law shall be delivered in writing, either by Hand or First Class or Certified US mail, to the last known address of the CSEA Chapter president, and to the assigned CSEA Labor Relations Representative.

ARTICLE 9 GRIEVANCE PROCEDURE

9.1 Definitions

9.1.1
A "grievance" is an allegation by a grievant or CSEA that there has been misinterpretation, misapplication or violation of the specific provisions of this Agreement.

9.1.2
A "grievant" is a unit member of CSEA, covered by the terms of this Agreement. A grievant is also the CSEA if at each level of the grievance the CSEA specifies the names(s) of the unit member(s) who is/are allegedly adversely affected as described in Section 9.1.1.

9.1.3
A "day" is any day in which the central administrative office is open for business.

9.2 Informal Level

Within thirty (30) days after the occurrence of the action or omission giving rise to a grievance, the grievant shall attempt to resolve it by an informal conference with the grievant's immediate supervisor.

9.3 Formal Level

9.3.1 Level I
Within ten (10) days after the informal conference, if the grievant is not satisfied with the disposition of the informal conference, she/he must present the grievance in writing to the supervisor. The grievance shall consist of (1) a clear and concise statement of the problem; (2) the specific provision of the Agreement involved; and (3) the specific remedy sought, (4) the names of the unit members allegedly affected by the alleged violation or misapplication of the specific provisions of this agreement; (5) the date and the decision rendered at the informal conference.

9.3.1.1
The immediate supervisor shall communicate her/his decision to the grievant in writing within ten (10) days after receiving the grievant. If the immediate supervisor does not respond within the time limits, the grievant may appeal to the next level.

9.3.1.2
Within the above time limits, either party may request a personal conference. If the superior does not respond within the time lines, then such nonresponse is deemed a denial of the grievance and the grievant has the right to proceed to the next grievance level.

9.3.2 Level II – Mediation
If the grievant is not satisfied with the decision at Level I then either the CSEA or the Superintendent may submit the grievance to medication through the State Mediation and Conciliation Service. A copy of the request for mediation shall be sent to the other party.

9.3.2.1
The Superintendent and the CSEA shall thereupon secure the Services of mediator from the California State Mediation and Conciliation Service.

9.3.2.2
During the pendency of mediation, the time lines for further processing of the grievance shall be stayed.

9.3.3 Level III

9.3.3.1
In the event the grievance is not submitted to the mediation or in the event that the grievance is submitted to mediation and the grievant and CSEA are not satisfied with the decision at the prior level, the grievant and the CSEA may appeal the decision in writing with five (5) days after completion of Level II, to the Superintendent.

9.3.3.2
The Superintendent alone has the power to render a final and Binding determination of a grievance.

9.4 Miscellaneous

9.4.1
A grievant shall be entitled to representation at each step of the Grievance procedure by person designated by the CSEA.

9.4.2
All documents, communications, and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file by any participants.

9.4.3
Failure by the grievant to timely file a grievance or appeal within the time lines set forth in this article, shall be deemed to be a dismissal and withdrawal of the grievance. Time is of the essence of all the provisions of this article.

9.4.4
The CSEA is entitled to reasonable release time for representation of unit members during any level of the grievance procedure. Unit members shall notify immediate supervisor in advance of such release time.

9.4.5
Time limits in the policy may be extended by mutual written agreement between the grievant and the Superintendent.

9.4.6
Any unit member may present grievances in accordance with this Article without the intervention of the CSEA, so long as the adjustment is reached prior to mediation and is not inconsistent with the terms and conditions of this Agreement and further provided that Superintendent shall not agree to

a resolution of the grievance until the CSEA has received a copy of the grievance and the proposed resolution has been given the opportunity to file a response.

9.4.7
If the same complaint or substantially the same complaint is made by more than one (1) unit member party only one (1) unit member, on behalf of the unit member and other complainants, may process the grievance or complaint through the grievance procedure. Names of all aggrieved parties shall appear on all documents related to the processing of the grievance.

9.4.8
The filing of a grievance shall in no way interfere with the right of the Superintendent to proceed in carrying out its management responsibilities, subject to the final determination of the grievance. In the event the alleged grievance involves an order, requirement, or other directive, the grievant shall fulfill or carry out such order, requirement, or other directive pending the final determination of the grievance.

9.4.9
Nothing herein shall be construed to limit the right of a unit member to discuss informally the grievance with the Superintendent or designee.

ARTICLE 10 COMPENSATION

10.1 Salary

10.1.1 Salary Placement Upon Hire
Newly employed unit members shall be placed on the salary schedule commensurate with their experience, and at the discretion of the Superintendent. If the Superintendent intends to place an employee higher than Step 10, there will be a consultation with the CSEA negotiations team in committee with SCOE.

10.1.2 Reclassification
A unit member who is reclassified to a high salary range shall be placed on the step of a new salary range in the higher classification which represents an increase of at least five percent (5%) above the current rate. However, in no event shall a unit member be paid more than the top step of the salary range in the higher classification. Unit members so reclassified shall advance one step on the salary schedule on July 1 of the subsequent school year if they were reclassified before April 1, and if they were reclassified on or after April 1, they shall move one step on the salary schedule on the second succeeding July 1.

10.1.3 Work Out of Class
A unit member who is temporarily assigned by the Superintendent or designee to perform the duties and responsibilities of a position of a higher classification shall receive the rate of pay of the higher classification for the entire period of time of such temporary assignment. A unit member so assigned shall be placed on the step of the salary range in the high classification which represents an increase of at least five percent (5%) above the employee's current rate. However, in no event, shall a unit member be paid more than the top step of the salary range of the higher classification.

10.1.4 Step Movement
Step movement will occur on July 1 of each school year unit members who were employed on or before the previous March 31. Unit members who commenced employment on or after April 1shall not move a step on the salary schedule until the second July 1 following the date of commencement of employment.

The anniversary date for all current employed unit members is July 1.

10.1.5 Stipends
The following annual stipends shall be paid to unit members who possess the following degrees, commencing on July 1 of the school year after which the unit member actually receives the degree. Unit members must provide official transcripts in order to receive the degree stipend.

Associate's Degree:$600
Bachelor's Degree:$1,200
Master's Degree: $2,400
Doctorate Degree$3,600

Second Language Fluency stipend of $600 will be awarded to employees who utilize their second language skills as part of their regular duties. Approval of the second language fluency stipend is at the discretion of the Superintendent.

Stipends will be prorated for unit members who do not work a full year.

10.2 Insurance Benefits

A. The Superintendent shall pay premiums for insurance coverage for full time (8 hours/day) unit members as follows:

Combined Medical, Dental, and Vision: $1,400 per month
Life: Full cost of premium for $10,000 term life policy
Air Ambulance: Full cost of annual premium

Premiums are prorated for employees employed for less than full time. The Office shall make available the IRS Section 125 Plan for unit members.

Participation and coverage in the insurance programs is subject to the applicable rules of the insurance provider which may change from time to time.

B. The above Superintendent of Schools premium contributions for medical and dental insurance coverage shall be prorated for part-time members based upon the number of regularly assigned work hours as compared to eight (8). The Superintendent will continue to pay prorated premium contributions during the summer months.

C. It is agreed and understood that any premium costs for the above plans not covered by the Superintendent of Schools premium contributions shall be borne by the unit member by automatic payroll deduction.

D. In order to participate in the insurance programs the unit member must satisfy all conditions required by the insurance carrier or provider. Currently the insurance carrier requires that all unit members employed full time must be covered by such insurance and therefore premiums in excess of the maximum monthly premium contribution set forth above will be paid by the unit member by automatic monthly payroll deduction as described in paragraph 10.2 C.

Additionally, the insurance carrier may require the unit member to be employed for a specified minimum number of hours per day or week in order to be able to receive prorated insurance contributions as described in Section 10.2 B.

10.3 Travel Expense Reimbursement

Unit members shall be reimbursed for preapproved reasonable and necessary expenses for travel in accordance with the Superintendent Regulation 3350 and County Board Policy 3350 which can be accessed on the Siskiyou County Office of Education website.

10.4 Driver Certification

Due to limited number of available substitute transportation employees, the Superintendent will offer current Teacher Assistants and Teacher Assistant/Drivers the opportunity to obtain their Class B with passenger endorsement and the Bus Driver Certificate. The Superintendent will bear the cost of the training, physical and license.

ARTICLE 11 HOURS OF EMPLOYMENT AND OVERTIME COMPENSATION

11.1 Work Week and Work Day

11.1.1
Full-time employment for unit members consists of a forty (40) hours week rendered in units of eight (8) hours. The work week shall consist of up to five (5) consecutive work days for all unit members, rendering service averaging four (4) hours or more per day during the work week.

11.1.2
The work day and work week for all unit members shall be established by the Superintendent or designee. Except in the event of an emergency, any change in the work week or starting time of the work shift shall be negotiated with the CSEA. Adjustments to an individual unit member's schedule may be temporarily made by mutual agreement between the unit member and the supervisor.

11.1.2.1
Clarification of extended time: Unit members who work extended time will be paid for the actual hours worked at their regular hours rate of pay (not overtime) because extended time is time in excess of the unit member's regular assigned work shift which does not exceed 8 hours in any one day.

11.1.2.2
Clarification of minimum days: Unit members are expected to work their regular schedule on minimum days.

11.1.3
A part-time unit member who is assigned by the Superintendent to work a minimum of thirty (30) minutes per day in excess of their regular assignment for a period of twenty (20) consecutive working days or more shall have the basic assignment changed to reflect the longer hours for the purposes of fringe benefit proration, but it is specifically understood that the assignment of such extra time shall be temporary and may be reduced or eliminated at any time, without cause or hearing, upon five (5) days written notice from the Superintendent to the unit member unless the Superintendent so advises the unit member, in writing, that such increase in assigned time is permanent.

11.2 Meal Period

Unit members who render service of at least six (6) consecutive hours shall be provided a non-compensated meal period of thirty (30) to sixty (60) minutes as per site, uninterrupted. The supervisor shall assign the meal period to be taken as soon after the conclusion of four (4) hours of service as possible.

11.3 Rest Period

A fifteen (15) minute compensated rest period shall be provided for unit members for each four (4) hour period of service. This rest period shall be taken at the direction of the supervisor at or near the mid-point of each four (4) hour period of service.

11.4 Overtime Compensation

11.4.1
Overtime compensation shall be provided to unit members who are assigned to work in excess of eight (8) hours in any one (1) day or in excess of forty (40) hours in any calendar week with the approval of immediate supervisor.

11.4.2
For the purpose of computing the number of hours worked, time during which a unit member is excused from work because of holidays, sick leave, vacation, compensatory time off, or other paid leave of absence shall be considered as time worked by the unit member.

11.4.3
Unit members with a work week of five (5) consecutive work days averaging four (4) hours or more per day shall receive overtime compensation for work to be performed on the sixth (6^{th}) and seventh (7^{th}) day following the commencement of the work week.

11.4.4
Unit members whose average work day is less than four (4) hours shall receive overtime compensation for work to be performed on the seventh (7th) day following the commencement of the work week.

11.4.5
Unit members eligible to receive overtime compensation shall be compensated equal to time and one-half of the unit member's regular rate of pay or by agreement between the Superintendent and the unit member, shall receive compensatory time off at time and one-half.

11.4.6
Unit members shall take compensatory time by June 30 of the year in which the overtime service was rendered with the approval of the immediate supervisor. In the event the unit member does not take such compensatory time off within said period, they shall receive the appropriate cash compensation for the overtime service rendered.

11.4.7
Unit members shall be responsible for maintaining their time cards showing time of arrival for work, meal period and time of departure and any absences from work. Unit members shall sign their time cards. The signature of a unit member on a time card indicates that the information thereon is true and correct.

11.5 Paid Training Days
Unit members who are assigned to work the school calendar will receive two (2) days of paid mandatory training during their work year. Days and subject of training will be determined by the Superintendent or Designee.

Employee paid status begins from the employee's regularly assigned work site and ends at the work site for any mandatory meetings the employee is required to attend.

11.6 Extended School Year
Each spring, the Superintendent or designee shall survey all unit members as to their interest in working the Extended School Year program. Assignment shall be at the discretion of the unit member's supervisor.

11.7 Alternative Work Schedules

11.7.1
Unit members may be asked or ask their supervisor to work an alternative 9-80 schedule due to the needs of the site or department. Alternative schedules shall be for a set period of time agreed by the Unit Member and their supervisor and shall be modified or terminated by the unit member's supervisor based on the unique needs of the site or department. Unit members will not be required to work an alternative schedule, and they shall only be implemented by mutual agreement between the supervisor and the impacted unit member. Either the unit member or the supervisor may end an alternative work schedule and may return the unit member to the original work schedule as specified in 11.1.1.

11.7.2
The workweek for alternative schedules shall begin at noon on Friday and end at noon the following Friday, with the unit member working nine hours each day except on alternate Thursdays when the unit member will work eight hours, and on alternate Fridays (flex day) when the unit member will not work. The schedule is as follows: Week 1- Friday afternoon (flex, off work), Monday, Tuesday, Wednesday, Thursday (9 hours), Friday morning (4 hours). Week 2 - Friday afternoon (5 hours), Monday, Tuesday, Wednesday, (9 hours), Thursday (8 hours), Friday morning (flex, off work). Pay shall be at the unit member's regular hourly rate for any hours up to nine hours in a day, with overtime/compensatory time to be paid for all hours above nine per day. Hours required in excess of 40 per work week shall also be paid at the overtime/compensatory time rate. No unit member shall be scheduled to work or work of their own volition more than 40 hours during any workweek unless overtime is assigned by the unit member's supervisor or another administrator, in advance of the overtime work being performed.

11.7.3
Paid Time Off: For paid time-off (vacations, sick leave, personal necessity, etc.) the paid time shall correspond to the alternative schedule hours that would have been worked on that day (typically 9 hours per day) and the amount charged against the unit member's accrued balance shall be made on the same basis. Because accruals are measured by hours worked, and the total of 40 hours per week remains the norm, accruals will remain the same under these alternative workweek schedules.

11.7.4
Holiday Pay: The parties desire equitable treatment of holiday pay for persons on alternative workweek schedules; therefore, if a holiday occurs on a day when the unit member works more than eight hours, the unit member will be credited with the number of hours of holiday pay they would have worked in a day during the alternative workweek schedule assignment. If a holiday occurs on a (Friday) flex day, the unit member will observe the holiday on the following Monday.

ARTICLE 12 HOLIDAYS

12.1
The following shall be the holiday schedule for unit members:

New Year's Day
Martin Luther King Day
Lincoln's Day
President's Day
Memorial Day
Juneteenth
July 4th
Labor Day
Veteran's Day
Admission Day (the Wednesday before Thanksgiving)
Thanksgiving Day
The day following Thanksgiving Day
Christmas Day

12.2
To be entitled to any of the above paid holidays, a unit member must be in a paid status during any portion of the working day immediately preceding or succeeding the holiday period. Unit members who are not normally assigned to duty during the school holidays of December 25 and January 1 shall be paid for those holidays provided that they were in a paid status during any portion of the working day of their normal assignment immediately preceding or succeeding the holiday period.

12.3
If a day other than September 9 (admission Day) is negotiated as a holiday, a unit member shall be entitled to the alternative paid holiday if she/he were in paid status during any portion of the working day preceding or succeeding the regular Admission Day holiday.

12.4
When one of the above holidays falls on a Sunday, the following Monday shall be deemed to be that holiday. When one of the above holidays falls on a Saturday, the preceding Friday shall be deemed to be that holiday.

ARTICLE 13 VACATION

13.1
Paid vacation leave shall accrue in any school year for unit members at the following rate:

Completion of 1-3 years of service - 10 work days
Completion of 4-10 years of service - 15 work days
Completion of 11 or more years of service - 20 work days

Unit members working less than twelve (12) months or less than full time shall have vacation entitlement prorated in accordance with Education Code 45197.

13.2
Upon separation from service, a unit member shall be entitled to lump sum compensation for all earned and unused vacation, except unit members who have not completed six (6) months of employment in regular status shall not be entitled to such compensation.

13.3
A holiday falling within a vacation period shall not constitute a vacation day.

13.4
Requests to schedule vacation must be submitted by the unit member to their immediate supervisor or designee for approval at least 24 hours in advance when scheduling one (1) day of vacation and five (5) working days in advance when scheduling two (2) or more days of vacation. The immediate supervisor or designee shall approve or deny the request to schedule two (2) or more days of vacation within five (5) working days of the day the request is submitted.

13.5
Unit members who are assigned to work the school calendar will receive pay for accrued vacation in their monthly paychecks.

13.6
Vacation will be taken in increments of no less than one (1) hour.

13.7
No vacation time shall be credited for any month in which the unit member is absent for more than one-half (1/2) of such month if the unit member is on leave of absence without pay.

13.8
No vacation with pay is allowable to short-term, substitute hourly employees.

ARTICLE 14 LEAVES

14.1 Sick Leave

14.1.1
Full-time unit members shall be entitled to twelve (12) days of leave for absence for illness or injury each year. Sick leave shall be taken in increments of no less than one half (1/2) hour.

14.1.2
Unit members employed less than full-time shall have their leave pro-rated as relates to full time.

14.1.3
Pay for any day of such absence shall be the same as the pay which would have been received had the unit member worked during the day of absence.

14.1.4
At the beginning of each fiscal year, the full amount of Sick Leave granted under this section shall be credited to each unit member. Credit for Sick Leave need not be accrued prior to taking such leave. However, a new unit member of the Superintendent shall not be eligible to take more than six (6) days, or the proportionate amount entitled to, until the first day of the calendar month after completion of six months of active service with the Superintendent. If a unit member does not take the full amount of leave allowed in any year under this section, the amount not taken shall be accumulated from year to year.

14.1.5
Unit members shall notify their immediate supervisor or designee as far in advance as possible for taking any Sick Leave.

14.1.6
Unit members returning to work from Sick Leave after surgery or serious illness or injury, upon the request of the Superintendent, must provide a doctor's release, certifying medical permission to return to work. The Superintendent may require a doctor's statement verifying use of Sick Leave in case of an absence of greater than three (3) consecutive work days of more than three (3) absences in any fiscal year coinciding with a holiday, vacation and/or a weekend.

14.1.7
When a unit member terminates and more Sick Leave has been used than earned, the amount used but not earned shall be deducted from the final pay warrant.

14.1.8 Substitute Differential Pay
Substitute Differential Pay shall be applied when a unit member has exhausted all available Sick Leave. Substitute Differential Pay is the amount paid to the unit member after the sum paid to a substitute is deducted from the unit member's pay.

14.1.9 Extended Illness or Injury
When a unit member is absent from duties on account of illness or accident for a period of five (5) months or less, the amount deducted from the salary due to the unit member for any month in which the absence occurs shall not exceed the sum actually paid any unit member employed to fill the position during the absence.

14.2 Bereavement Leave

14.2.1
A unit member shall be entitled to a maximum of five (5) days of Bereavement Leave without loss of salary or deduction from their sick leave bank for the death of any member of their immediate family.

14.2.2
Member of the "immediate family" is defined as child, parent, grandparent, grandchild, aunt, or uncle of the unit member or of the spouse of the unit member, and the spouse and, registered domestic partner, son-in-law, daughter-in-law, brother or sister, brother-in-law or sister-in-law, or any person permanently living the immediate household of the unit member.

14.3 Jury Duty

14.3.1
A unit member is entitled to leave to appear for Jury Duty. Such Jury Duty shall include service on a trial jury or criminal grand jury. A unit member shall receive their regular pay, less any amount received for jury fees, exclusive of allowed mileage, parking, or meal expense reimbursement.

14.3.2
Prior notification as far in advance as possible, shall be given to the unit member's supervisor. The absence notification shall be submitted using the standard absence management system.

14.3.3
In the event a unit member is excused from Jury Duty and can return to work prior to the last half of their work day, the unit member shall return to work and provide service as assigned.

14.3.4
This section 14.3 "Jury Duty" does not apply to service on a civil grand jury and only applies to service on a trial jury and criminal grand jury.

14.4 Industrial Accident and Illness Leave

14.4.1
A unit member, upon the first day of service, shall be entitled to Industrial Accident or Industrial Illness Leave of absence (Workers' Compensation Insurance Leave) for up to sixty (60) working days in a fiscal year from the same accident and shall commence the first (1st) day of absence.

14.4.2
Leave of absence under this provision shall not be accumulated form year to year. When the Industrial Accident and Illness Leave overlaps into the next fiscal year, the unit member shall be entitled to only the amount of unused leave due to them for the same illness or injury.

14.4.3
Unit members shall be paid such portion of the salary due them for any month in which absence occurs as, when added to the temporary disability indemnity under the California Labor Code, will result in payment to them of not more than their full salary.

14.4.4
Leave of absence applied for under this provision shall be reduced by one (1) day for each day of authorized absence, regardless of a temporary disability indemnity award to the unit member.

14.4.5
Industrial Accident and Illness Leave is to be used in lieu of Sick Leave. When entitlement to Industrial Accident and Illness Leave has been exhausted, entitlement to Sick Leave shall then be used. If a unit member is receiving a temporary disability indemnity, the unit member shall be entitled to utilize only so much of their accumulated Sick Leave and Vacation which, when added to the unit member's temporary disability indemnity, will result in a payment of no more than their full salary. During any paid leave of absence, the unit member shall endorse to the Superintendent the temporary disability indemnity checks received on account of their industrial accident or illness. The superintendent in turn shall issue the appropriate salary warrants for payment of salary and shall deduct normal retirement and other authorized deductions.

14.4.6
Unless travel outside of California is authorized by the County Superintendent, unit members receiving benefits under this provision during a period of illness or injury shall remain in the State of California or within 300 miles of the Siskiyou County Office of Education. This provision does not apply in case of approved medical treatment.

14.4.7
The Superintendent may require a written statement from a medical doctor verifying a unit member's absence under this leave and their ability to return to work. Upon such verification to return to work from an absence under this leave, a unit member shall be entitled to return to a position within the same classification except as provided by law or in the event of a layoff or restructuring of the workplace.

14.5 Personal Necessity Leave

14.5.1
Up to seven (7) days of Sick Leave may be used by unit members at the unit member's election for personal necessity for the following purpose:

A. Death of a member of the unit member's immediate family when additional leave is required beyond that provided in the Bereavement Leave policy.
B. An accident involving the unit member's person or property, or the person or property of a member of their immediate family.

C. Appearance in court as a litigant or witness under subpoena.
D. Serious illness of a member of the immediate family of the unit member which requires a personal presence of the unit member during work time.
E. Imminent danger to the unit member's home occasioned by an event such as earthquake, flood, fire or other disaster.
F. Other serious circumstances which a unit member cannot reasonably be expected to disregard and which occur during working hours.
G. One (1) personal necessity day may be used for participation in professional development programs such as conferences, meetings, classes or workshops with the Superintendent's permission.
H. A unit member may take up to, but not exceeding, two (2) of the seven (7) days of personal necessity leave as "no tell" days and need not disclose the reason of the use of such days on the leave of absence form, provide that such days shall not be used for union activities.

14.5.2
The unit member must follow Superintendent of Schools procedures for absence request and reporting.

14.5.3
For the purpose of this section, "member of the immediate family" shall be as defined in Section 14.2.2.

14.5.4
Personal necessity leave shall be taken in increments of no less than one half (1/2) hour.

14.5.5
Unit members shall request Personal Necessity leave using the standard absence management system. The unit member's supervisor shall respond in writing within five (5) working days after it is received. The unit member must, in all circumstances, submit a request to use "No Tell" days at least five (5) days in advance. The unit member must request to use Personal Necessity if time permits, at least five (5) working days in advance. No Tell days and Personal Necessity leave may not be used after regular full pay sick leave has been exhausted. Personal Necessity leave and No Tell days may not be used if an employee would have received differential pay.

14.6 Attendance Acknowledgement
While Siskiyou County Superintendent of Schools does not discourage its employees from using their sick leave when ill or personal necessity leave when necessary, it wants to acknowledge those unit members who consistently perform their job duties with little to no time off.

Unit members who have used no more than six (6) days of sick leave, including personal necessity leave, between July 1 and June 30 of the preceding year shall be notified by August 15 and credited one additional day to their vacation leave balance for the current year. Personal Necessity leave used because of mandatory office/school closures will be exempt from the days counted.

14.7 Pregnancy Disability Leave
Unit members are entitled to up to four (4) months of Pregnancy Disability Leave (PDL) in accordance with the Fair Employment and Housing Act. FMLA shall run concurrently with PDL. The length of such disability leave, including the date on which the duties are to be resumed shall be determined by the

unit member and the unit member's provider, provided that such statement verifies that such leave is for disability and not for the purpose of child care or other non-disability purposes.

Unit members are entitled to use Sick Leave for disabilities caused or contributed to by pregnancy, miscarriage, childbirth, and recovery therefrom, on the same terms and conditions governing leaves of absence for other illness or medical disability. Such leave shall not be used for child care, child rearing, or preparation for child bearing, but shall be limited to those disabilities set forth above.

14.8 Reproductive Loss Leave

Unit members who have been employed at SCOE for at least thirty (30) days shall be entitled to five (5) days of unpaid, job-protected leave for Reproductive Loss in accordance with Government Code section 12945.6. Unit members may use any paid time off during Reproductive Loss Leave.

14.9 Child Bonding Leave

14.9.1
Unit members of any gender who have been employed by the Office for more than one (1) year and have at least 1250 hours of service in the past year, are entitled to twelve (12) work weeks of leave within the first year of the birth or placement of a foster or adopted child.

14.9.2
Once sick leave is exhausted, the unit member shall be compensated by Substitute Differential Pay or 50% of their salary, whichever is greater.

14.9.3
Leave may be taken in increments defined by the California Family Rights Act. Leave must be taken in two-week increments. On two (2) occasions, the unit member may take leave in smaller increments.

14.10 Child Care Leave

14.10.1
Unit members may be granted parental child care leave of up to one (1) school year for the purpose of preparing for and caring for a newly born or newly adopted child.

14.10.2
Such leave is without pay and benefits of any kind.

14.10.3
Except in the event of unforeseen or emergency circumstances, requests for such leaves must be made at least forty- five (45) days prior to the requested beginning date.

14.10.4
Unit members granted such leave may continue Superintendent of Schools insurance coverage at their own expense with the approval of the carriers and in compliance with Superintendent of Schools procedures for payment.

14.11 Personal Leave (unpaid)

14.11.1
Unpaid leave may be approved at the discretion of the Superintendent or designee for reasons not specified under other leave provisions of the policies.

14.11.2
Advance approval is required. Requests are to be made on the appropriate Superintendent of Schools form. Leave taken without approval shall be considered unauthorized leave.

14.11.3
One full day's pay shall be deducted from the unit member's salary and insurance benefits for each day of unauthorized leave taken.

14.11.4
Unit members granted such leave may continue Superintendent of Schools insurance coverage at their own expense with the approval of the carriers and in compliance with Superintendent of Schools procedures for payment.

14.12 Family Care Leave

This article shall be deemed to be automatically modified to conform to any amendment or modification of the Family and Medical Leave Act (FMLA) or the California Family Rights Act (CFRA) or any other applicable law. If any such amendment gives the Superintendent discretion to require any act by the employee, the act shall be deemed to be required.

Current law stipulates the following: Unit members with at least one (1) year of continuous service who have worked at least 1250 hours in the last twelve (12) months are eligible for unpaid Family Care Leave in accordance with FMLA or CFRA. During this period of time, unit members may use up to twelve (12) weeks of accrued sick leave in any twelve-month period.

Prior to taking such unpaid leave, the employee shall utilize all available Personal Necessity Leave.

The employee shall request such leave no less than thirty (30) calendar days in advance, except in the event of unforeseeable circumstances.

The Office shall require the employee to furnish certification by the health care provider to support the request for such leave to care for a child, spouse or a parent.

The employee shall make a reasonable effort to schedule any treatment or supervision with the health care provider to minimize disruptions to the operations of the Office.

Such leave shall not constitute a break in service.

During such leave, an employee may continue coverage under group insurance plans, subject to carrier approval. The employee shall pay the full cost of such premiums, pursuant to Office procedures.

Upon exhaustion of such leave, the employee shall be returned to the same or comparable position within their classification.

14.13 Catastrophic Leave

14.13.1
For the purposes of this article, the following terms are defined as follows:

A. "Catastrophic Illness" or "injury" means an illness or injury that is expected to incapacitate the unit member for an extended period of time, or that incapacities a member of the unit member's family which incapacity requires the unit member to take time off from work for an extended period of time to care for that family member, and taking extended time off work creates a financial hardship for the unit member because he or she has exhausted all of his or her sick leave and other paid time off.

B. "Eligible Leave Credits" means Vacation leave and Sick Leave accrued to the donating Unit member.

1. Eligible Leave Credits may be donated to a unit member for catastrophic illness or injury if all of the following requirements are met:

a. The unit member who is, or whose family ember is, suffering from a Catastrophic Illness or injury as required by the superintendent or designee.

b. The Superintendent or designee determines that the unit member is unable to work due to the unit member's or his or her family member's Catastrophic Illness or Injury.

c. The unit member has exhausted all accrued paid leave credits.

14.13.2
A unit member who has been continuously employed by the Superintendent for five (5) years and who has exhausted their entire balance of Sick Leave, Vacation Leave request of the qualified and all other paid leaves, if any, and who has been absent from work for twenty (20) consecutive working days (including time off from work on Sick Leave) due to an illness or injury which is not covered by Industrial Accident and Illness Leave, Section 14.4 (the qualified unit member) is eligible for the benefits of this article. A unit member who is absent from work under the provision of Section 14.4, Industrial Accident and Illness Leave, is not a qualified unit member under this article and is not eligible for the benefits of this article.

14.13.3
Upon the written request of the qualified unit member to the Superintendent or designee, the Superintendent or designee shall issue to all unit members a "call for donations" for Eligible Leave Credits. The "call for donations" shall specify the name of the requesting qualified unit member. Unit members may, within twenty (20) days of the issuance of the "call for donations," respond thereto and request in writing that the Superintendent transfer to the qualified unit member up to, but no greater than, five (5) days of Eligible Leave Credits from the responding unit member to the qualified unit member. A maximum of ten (10) days per school year per responding unit member

may be donated. The responding unit member must maintain a balance of 15 days of Sick Leave after responding to a “call for donations.”

14.13.4
The dollar value of the Eligible Leave Credits of the responding unit member shall be calculated and translated into the appropriate amount of paid leave for the qualified unit member based on the qualified unit member’s rate of pay.

14.14.5
A “call for donations” for a qualified unit member shall be issued for that qualified unit member, upon his or her written request, not more than once every sixty (60) days.

14.15.6
All transfers of Eligible Leave Credit are irrevocable. If the qualified unit member returns to work, then any leave credit to the qualified unit member shall remain credited to the unit member’s sick leave account balance and shall not be returned to the responding unit member(s) leave account.

14.16.7
The maximum amount of time for which donated leave credit May be used is twelve (12) consecutive months.

14.17.8
The qualified unit member shall use any leave credits that he or she continues to accrue on a monthly basis prior to receiving paid leave pursuant to this article.

14.18.9
A maximum of $20,000 per school year will be paid by the Superintendent for any or all Catastrophic Leave used under this article. Upon payment of $20,000 in any school year, no more Catastrophic Leave will be provided and no more “calls” for donations” will be issued.

ARTICLE 15 TRANSFERS AND POSTINGS OF VACANCIES

15.1 Transfers

15.1.1
A "transfer" is defined as a change of job location within classification.

15.1.2
Unit members wishing to transfer to another location must indicate their desire to the unit member's department director or lead.

15.2 Posting and Filling of Vacancies

15.2.1
Job vacancies and new positions shall be posted on edjoin.org and/or other platforms. The Superintendent shall notify unit members of such vacancies and new positions by using the @siskiyoucoe.net email account.

15.2.2
Unit members who follow the instructional calendar and who wish to receive notification of vacancies and new positions during the summer months to their personal email shall notify the Human Resources Department in order to be added to the summer email distribution list.

15.2.3
All bargaining unit applicants shall be entitled to be tested and to be interviewed, as long as the applicant meets the minimum requirements for the position.

15.2.4
A unit member who does not satisfactorily complete the probationary period for the promotion position shall be entitled to return to a position in their former classification.

ARTICLE 16 UNIT MEMBER EVALUATION PROCEDURES

16.1 Written Performance Evaluations

16.1.1
Each probationary status unit member shall be evaluated in writing by the Superintendent or designee no less than twice (2) during the probationary period, which shall be six (6) working months or 130 days. Each permanent status unit member shall be evaluated in writing by the immediate supervisor once each year by May 31. Permanent status unit members, by mutual agreement with the unit member's supervisor and department head, may waive, in writing, the evaluation of such unit member during any school year.

16.1.2
The immediate supervisor shall discuss each such written evaluation with the unit member and shall provide the unit member with a copy signed by both parties.

16.1.3
Any negative written performance evaluation shall include recommendations for improvement in the cited deficiencies.

16.1.4
Any unit member who has reason to question any aspect of their performance evaluation has the right to request a review of the evaluation by the Superintendent. The unit member is entitled to CSEA representation during this review.

16.1.5
The Evaluation form is attached as Appendix B.

16.2 Unit Member Personnel Files

16.2.1
The official personnel file of each unit member shall be maintained at the Superintendent of Schools' central administrative office.

16.2.2
A unit member may inspect material in their personnel file which may serve as a basis for affecting the status of their employment except materials which:

a. were obtained prior to their employment
b. were prepared by identifiable examination committee members

16.2.3
A unit member may inspect such materials in their personnel file, with the exception of the above specified items, during normal business hours of the Superintendent of Schools at times other than when the unit member is required to render service, or at a mutually agreed upon time when the unit member is required to render service, under the supervision of the Superintendent or designee.

16.2.4
No material of a derogatory nature, except the above specified items, may be placed in a unit member's personnel file without allowing the unit member an opportunity to review the comment thereon. A unit member shall have the right to enter, and have attached to any derogatory statement their own comments thereon. The review and comment upon materials of a derogatory nature shall take place during the normal business hours of the Superintendent of Schools and at a time when the unit member can be spared from duty as determined by the supervisor.

16.2.5
All material placed in a unit member's personnel file shall be dated and signed by the contributor.

ARTICLE 17 SAFETY

17.1
All unit members shall maintain safe and sanitary conditions in their work areas of responsibility within the scope of their job duties.

17.2
All unit members will report to their immediate supervisor any practice or condition which the unit member believes poses a threat to health or safety.

17.3
Upon receipt of any written report from a unit member, as referenced in Section 17.2, a supervisor shall review and investigate the practice or condition and take action which the supervisor deems appropriate.

ARTICLE 18 LAYOFF AND RE-EMPLOYMENT

18.1 Definitions

18.1.1
"Classification" means a particular employment position.

18.1.2
"Length of service" means all hours in paid status, whether during a school year, a holiday recess, or during any period that the Office is in session or closed, but does not include any hours compensated solely on an overtime basis military leave, unpaid illness leave or unpaid industrial accident leave.

18.1.3
"House in paid status" shall not be interpreted to mean any service performed prior to entering into probationary status in the classified service of the County Superintendent of Schools, except service in restricted positions.

18.2 Layoff Procedures

18.2.1
Unit members shall be subject to layoff for lack of work or lack of funds.

18.2.2
Order of Notice of Layoff
The order of notice of layoff within the classification affected shall be determined by length of service. The unit member, who has been employed the shortest time in the classification plus classification(s) with a higher salary range, shall be notified of layoff first, except as provided herein. notwithstanding the above, it is agreed and understood that the Superintendent of Schools has the right to discontinue a function or service performed by a particular position within a classification. In the case of two (2) or more unit members having identical seniority, the seniority shall be determined by the first day of employment and if that be equal, then by a lot.

18.2.3
Options of Unit Members Notified of Layoff
The Superintendent shall notify a unit member whose position has been eliminated that they must elect one of the following within five (5) working days of receipt of notice. Except for options (H) and (I), the following options are listed in priority order, and the unit member must select the first applicable option. The unit member has the right to select options (H) and (I), regardless of the availability of other options listed.

A. Select a vacant position in the same classification which is equal in pay and in number of hours of employment.

B. Displace a less senior unit member from a remaining position in the same classification which is equal in pay and number of hours of employment.

C. Select in another classification a vacant position in which the unit member has previously completed the probationary period, which has an equal amount of hours on employment and for which the unit member possesses the required licenses or certificates.

D. Displace a less senior unit member in another classification from the remaining positions in which the unit member has previously completed the probationary period which has an equal number of hours of employment, and for which the unit member possesses the required licenses or certificates.

E. Select options A through D which have a greater number of hours of employment.

F. Select A through B which have a lower rate of pay.

G. Select A through D which have fewer number of hours of employment.

H. Elect to be laid off.

I. Elect a service retirement as provided in Section 18.5.

18.3 Notice of Layoff

18.3.1
Unless otherwise prescribed by law (including where a layoff is due to the expiration of the specifically funded program), unit members to be laid off at the end of such school year shall be given written notice no later than March 15 and shall be afforded all rights in a manner consistent with Education code Section 45117.

18.3.2
When, as a result of reduction or elimination of the service being performed by any department, unit members shall be subject to layoff for lack of work. Affected unit members shall be given notice of layoff not less than sixty (60) days prior to the effective date of layoff, and informed of their displacement rights, if any, and re-employment rights.

18.3.3
Nothing herein provided shall preclude a layoff for lack of funds in the event of an actual and existing financial inability to pay salaries of unit members, nor layoff for lack of work resulting from causes not foreseeable or preventable by the Superintendent without the notice required by aforementioned subsections.

18.4 Re-employment

18.4.1
Re-employment shall be in the reverse order of the layoff. Unit members who are laid off are eligible for re-employment in their former classification in any position with equal or lower pay for the period of thirty-nine (39) months, and shall be re-employed in preference to new applicants. In addition, such unit members laid off shall have the right to apply for promotional positions within the Superintendent of Schools during the thirty- nine (39) month period.

18.4.2
Unit members who take voluntary demotions or voluntary reductions in assigned time in lieu of layoff shall be granted the same rights as unit members laid off without limitation of time, provided that the same tests of fitness under which they qualified for appointment shall still apply.

18.4.3
Refusal to two (2) offers of re-employment to the classification for which laid off shall cause removal from the list and the loss of any re-employment rights. However, declining an offer of re-employment of fewer hours of employment unless the unit member has relocated their residence outside of Siskiyou County.

18.4.4
Offers of re-employment shall be made either by personal service or via US Certified mail addressed to the last known address and shall include the specific vacancy and hours being offered, the rate of pay, level of benefits, a current job description, and a mechanism of acceptance or refusal of the offer of re-employment within the prescribed time limit, and a place for the unit member's signature. Failure to so reply within ten (10) days from the date of personal service or mailing of the offer of re-employment shall be deemed a refusal of that offer to re-employment. It is the responsibility of each unit member on a re-employment list to file with the Superintendent a current mailing address.

18.4.5
A unit member who is laid off and subsequently rehired from a re-employment list shall have the accrued sick leave balance as of the date of layoff reinstated.

18.4.6
Upon re-employment in the classification in which laid off, a unit member shall be placed on the former step of the salary range. The unit member shall be eligible for advancement to the next step of the salary schedule on the first of the month after twelve calendar months after re-employment, less the months of paid service rendered after the previous step advancement.

18.5 Retirement and Layoff

18.5.1
Notwithstanding any other provisions of the law, any unit member who was subject to being, or was in fact, laid off for lack of work or funds and who elected service retirement from the Public Employees Retirement System, shall be placed on the appropriate re-employment list. The Superintendent shall notify the Board of Administration of the Public Employees Retirement System of the fact that retirement was due to layoff for lack of work or of funds. If the unit member is subsequently subject to re-employment and accepts, in writing, the appropriate vacant position, the superintendent shall maintain the vacancy until the Board of Administration of the Public Employees Retirement System has properly processed their request for reinstatement from retirement.

18.6 General Provisions

18.6.1
The superintendent will provide to laid off unit members all information regarding any employment opportunities in the classification of the laid off unit member in any school district in Siskiyou County

if such opportunities are listed with the Superintendent. Laid off unit members may use any of their accrued vacation to seek employment. In addition, laid off unit members may use two (2) days of personal necessity leave for the purpose of applying for other employment or attending job interviews. Such leave is subject to prior approval of the immediate supervisor.

18.6.2
Laid off unit members shall be entitled to continue Superintendent paid insurance benefits for the remainder of the month they are laid off in plus one month.

18.6.3
The Superintendent shall offer laid off unit members on the re-employment list the first opportunity to perform substitute assignments within their previous classification.

ARTICLE 19 SAVINGS PROVISON

19.1
If any provisions of this Agreement are held to be contrary to law by a court of competent jurisdiction, such provision will not be deemed valid and subsisting except to the extent permitted by law, but all other provisions will continue in full force and effect.

19.2
In the event that a court of competent jurisdiction holds that provision of this Agreement is contrary to law, the parties, upon the request of one party, shall meet and negotiate concerning a possible, mutually satisfactory replacement for such provision.

ARTICLE 20 UNIT MEMBER DISCIPLINE

20.1
As used herein, “disciplinary action” shall mean suspension with or without pay, demotion, or dismissal for just cause.

20.2
Each of the following constitutes cause of disciplinary action against a permanent status classified unit member.

20.2.1
Falsifying any information supplied to the Superintendent of Schools including, but not limited to, information supplied on application forms, employment records, or any other Superintendent of Schools records.

20.2.2
Failure of inability to perform duties and responsibilities assigned to a unit member’s position.

20.2.3
Insubordination.

20.2.4
Dishonestly as related to the job.

20.2.5
Drinking alcoholic beverages while on duty; drinking alcoholic beverages prior to duty times as to cause any detrimental effect on the unit member’s ability to perform the duties and responsibilities of their position.

20.2.6
Unauthorized use of narcotics: controlled substances or habit-forming drugs; use of any medication or other substance as to cause any detrimental effect of the unit member’s ability to perform the duties and responsibilities of their position.

20.2.7
Absence and/or repeated tardiness without authority or sufficient reason.

20.2.8
Conviction of a felony, conviction of any sex offense made relevant by provisions of Education Code 1 or conviction of a misdemeanor which is of such nature as to adversely affect the unit member’s ability to perform the duties and responsibilities of their position. A plea of guilty, or a conviction following a plea of nolo contendere, is deemed to be a conviction within the meaning of this section.

20.2.9
Conduct which adversely affects the unit member’s ability to perform the duties and responsibilities of their position.

20.2.10
Discourteous, abusive, or offensive treatment of the public, pupils or other unit members as related to the job.

20.2.11
Improper political activity as governed by federal and state law.

20.2.12
Willful or negligent damage to public property or equipment.

20.2.13
Violation of or refusal to obey the school laws of the state or the rules and regulations of the Superintendent of Schools.

20.2.14
Failure to possess or keep in effect any license, certificate or other similar requirement specified in the unit member's class specification or otherwise necessary for the unit member to perform the duties of the position.

20.2.15
Refusal to take and subscribe to any oath or affirmation which is required by law in connection with their employment.

20.2.16
For unit members who drive a vehicle in regular course of their employment: Failure to satisfy the insurability requirement of the Superintendent's insurance carrier under the Superintendent's regular insurance policies. The Superintendent's ability to obtain insurance for the unit member under a high risk or any policy other than the regular insurance policies does not mitigate this failure.

20.2.17
Abandonment of position.

20.2.18
Offering any service in exchange for special treatment in connection with the unit member's job or employment, or acceptance of anything of value or any service in exchange for granting any special treatment to another unit member or to any member of the public.

20.2.19
Revealing confidential information.

20.2.20
Any other act or omission of which a unit member reasonably should have known would be injurious to the operations of the Superintendent or pose a risk of harm to any person or which a reasonable person would have known to be a cause for disciplinary action.

20.3
No disciplinary action shall be taken for any cause which arose prior to the unit members becoming permanent, nor for any cause which arose more than two (2) years preceding the date of the filing of the notice of cause unless such was concealed or not disclosed by such unit member when it could be reasonably assumed that the unit member should have disclosed the facts to the Superintendent.

20.4
The supervisor or designee may initiate a disciplinary action as defined herein against a permanent classified unit member.

20.5
Except in cases of emergency where the unit member must be removed from the premises immediately, at least five (5) calendar days prior to the initiation of a disciplinary action pursuant to Section 20.6 involving suspension with or without pay, demotion or dismissal, the supervisor of the unit member or designee shall give the unit member written notice of the proposed disciplinary action. The notice shall include the cause for the proposed action, a copy of materials upon which the proposed action is based, and the right to respond either orally or in writing prior to the proposed disciplinary action. Unless the unit member is unavailable or refuses to meet, the personnel director shall meet with the unit member to whom the notice of proposed disciplinary action was delivered. The meeting shall include the supervisor of the unit members unless the unit member requests otherwise. Any response made by the unit member shall be considered the supervisor of the unit member prior to initiating any disciplinary action. In the event of emergency circumstances that require removal of the unit member from the work site immediately, such notice and right to respond shall be provided to the unit member at the earliest reasonable time after their removal from the premises.

20.6
If, after review of the response, if any, of the unit member, the supervisor or designee instates a disciplinary action, they shall serve a written notice of disciplinary action upon the unit member either personally or by registered or certified mail, return receipt requested, at the unit member's last known address. The notice shall include:

20.6.1
A statement of the name of the disciplinary action (suspension with or without pay), demotion or dismissal;

20.6.2
A statement of the cause therefore as set forth in 20.2 above;

20.6.3
A statement of the specific acts or omissions upon which the causes are based. If a cause stated in 20.2 above is alleged, the rule, regulation or laws violated shall be set forth in the recommendation;

20.6.4
A statement of the unit member's right to appeal to the Superintendent the disciplinary action and of the manner and time within which their appeal must be filed, which shall be no sooner than five (5) business days; and

20.6.5
A card or paper, the signing and filing of which shall constitute a demand for Hearing before the Superintendent and a denial of all charges.

The request for hearing may be mailed to the Office of the Superintendent, but must be received or postmarked no later than the time limit stated herein. If the unit member fails to file such a request for hearing within the time specified, the unit member shall be deemed to have waived their right to appeal.

20.7
The Superintendent or designee shall conduct a hearing on the appeal at the earliest convenient date, taking into consideration the established schedule of the Superintendent or designee and the availability of counsel and witnesses.

20.7.1 Right of Employee
The unit member shall attend any hearting, unless excused by the Superintendent and shall be entitled to:

A. Be represented by a designated CSEA representative at such hearing;
B. Testify under oath;
C. Consistent with applicable law, compel the attendance of other Superintendent of Schools unit members to testify in their behalf;
D. Cross-examine all witnesses appearing against their;
E. Present such affidavits, exhibits or other evidence as the Superintendent deems pertinent to the inquiry;
F. The party attempting to substantiate the charges against the unit member shall be entitled to the same privileges.

20.7.2 Evidence
The hearing shall be informal and need not be conducted according to technical rules relating to evidence and witnesses. Oral evidence shall be taken only under oath or affirmation.

20.7.3 Exclusion of Witnesses
The Superintendent or designee may, in its discretion, exclude witnesses not under examination, except the unit member and the party attempting to substantiate the charges against the unit member, and their respective counsel. When hearing testimony on scandalous or indecent conduct, all persons not having a direct interest in the hearing may be excluded.

20.7.4 Burden of Proof
The burden of proof shall be upon the Superintendent of Schools.

20.7.5 Findings and Decisions
After completion of the hearing, the Superintendent or designee shall issue a written decision on the matter. Unless the decision provides otherwise, it shall be effective immediately. Notice of the decision shall be mailed promptly to the unit member and their counsel or representative. Except for the correction of clerical error, such decision shall be final and conclusive, subject to established rights of judicial review. If the hearing is heard by

a designee of the Superintendent, then the decision of the designee shall be a recommendation to the Superintendent who shall thereafter accept, reject or modify the decision of the designee and the decision of the Superintendent is then final and conclusive subject to established rights of judicial review. Judicial review of a decision of the Superintendent must actually be filed in court within ninety (90) days of the date the Superintendent signs the decision.

20.7.6 Report of Hearings

Hearings may be conducted without a stenographic reporter or recording machine unless the unit member requests in writing, at least three (3) full days before the day set for the hearing that such hearing be reported or recorded. However, the CSEA may make its own arrangements for recording or reporting. The costs for reporting or recording shall be borne by the party requesting the service. The costs shall be borne equally if both parties request a copy of the recording or reported transcript.

20.7.7 Transcripts of Hearings

Transcripts of hearings shall be furnished to any party to the hearing on payment of the costs of preparing such transcripts. When transcripts are provided Superintendent of Schools unit members, the cost shall be determined by the unit member in charge of business affairs.

20.7.8 Continuances

The Superintendent or designee any grant a continuance of any hearing upon such terms and conditions as it may deem proper, including in its discretion the condition that the unit member shall waive salary for the period of the continuance.

20.8

Termination of Probationary Classified Unit Members - At any time prior to the expiration of the probationary period, the Superintendent may in his sole discretion, dismiss a probationary classified unit member from the employ of the Superintendent of Schools. A probationary classified unit member shall not be entitled to a hearing or to any statement of reasons for the Superintendent's action.

ARTICLE 21 EMERGENCY PROVISON

21.1

The Superintendent retains its right to amend, modify or rescind policies, practices and provisions referred to herein in this Agreement in the event of an emergency. The duration such amendment modification or rescission of any policy, practice or provision shall only be coextensive with the duration of the emergency. An “emergency” is defined as a natural or man-made disaster, act of God, unexpected weather or damage or threat to the Superintendent facilities, war, fire, or other serious occurrence beyond the control of the Superintendent which damages or seriously threatens the ability of the Superintendent to deliver services customarily provided by the Superintendent. Issues arising out of the exercise of the provisions of this article, including the facts underlying such exercise, shall be expressly excluded from the article entitled “Grievance” contained in the Agreement.

ARTICLE 22 COMPLETION OF MEETING AND NEGOTIATING

22.1
This Agreement shall remain in full force and effect from July 1, 2026, up to and including June 30, 2029.

22.2
Except as specifically provided in this Article, during the term of this Agreement, the CSEA expressly waives and relinquishes the right to meet and negotiate on wages, hours of employment, and terms and conditions of employment and agree that the employer shall not be obligated to meet and negotiate with respect to any subject or matter whether referred to or covered in this Agreement or not, even though such subjects or matters may not have been within the knowledge or contemplation of either or both the employer or the CSEA at the time they met and negotiated on and executed this Agreement, and even though such subjects or matters were proposed and later withdrawn. This does not preclude the possibility of further meeting and negotiating sessions when both parties mutually agree that such sessions are necessary and useful.

22.3
Given the uncertainty of National Healthcare, if changes to laws, regulations and/or rates occur, the Superintendent and CSEA shall have the right to request open negotiations.

22.4
This completes negotiations between the parties on all topics within the scope of negotiations for the 2026-2027, 2027-2028, and 2028-2029 school years. Either party may reopen on Compensation and one Article for the reopener year.

22.5
This Agreement shall not be amended or supplemented except by agreement of the parties hereto, reduced to writing and duly signed by each.

22.6
Tentative Agreements, Memoranda of Understanding, and side letter agreements made during the term of the current agreement will be posted on the Siskiyou County Office of Education website.

APPENDIX A

SISKIYOU COUNTY OFFICE OF EDUCATION

2026/2027 CSEA SALARY SCHEDULE (50)

RANGE	POSITION TITLE	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 12	Step 14	Step 16	Step 18	Step 20	Step 22
I	**Occupational Therapist**	$40.98	$42.25	$43.54	$45.72	$48.01	$50.39	$52.92	$55.56	$58.33	$61.23	$62.76	$64.33	$65.94	$67.59	$69.28	$71.01
II	**Mental Health and Wellness Coordinator**	$30.01	$30.93	$31.90	$33.48	$35.17	$36.93	$38.77	$40.69	$42.73	$44.87	$45.99	$47.15	$48.33	$49.53	$50.77	$52.04
III	**Speech-Language Pathology Assistant**	$28.10	$28.96	$29.73	$31.33	$32.93	$34.60	$36.33	$38.17	$40.08	$42.08	$43.13	$44.21	$45.32	$46.44	$47.60	$48.79
IV	**Technology Specialist**	$27.22	$28.07	$28.92	$30.36	$31.90	$33.47	$35.16	$36.87	$39.47	$40.46	$41.47	$42.51	$43.56	$44.66	$45.78	$46.92
V	**Case Manager** **Licensed Vocational Nurse** **Sign Language Interpreter**	$26.10	$26.93	$27.73	$29.15	$30.57	$32.08	$33.71	$35.42	$37.18	$39.04	$40.02	$41.02	$42.05	$43.09	$44.18	$45.28
VI		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
VII	**Accounting Technician I** **Administrative Secretary** **Wellness Coach I** **Vocational Technician** **Behavior Management Assistant** **Custodian/Maintenance Lead** **Teacher Assistant/Bus Driver**	$21.54	$22.19	$22.88	$24.03	$25.23	$26.49	$27.82	$29.20	$30.66	$32.21	$33.02	$33.84	$34.68	$35.55	$36.44	$37.35
VIII	**Driver** **Teacher Assistant/Driver** **Custodian/Maintenance**	$20.35	$20.98	$21.57	$22.65	$23.74	$24.92	$26.15	$27.45	$28.77	$30.21	$30.97	$31.74	$32.53	$33.35	$34.19	$35.04
IX	**Custodian** **Teacher Assistant**	$19.43	$20.02	$20.64	$21.67	$22.76	$23.93	$25.07	$26.34	$27.64	$29.04	$29.77	$30.51	$31.28	$32.05	$32.86	$33.68

Benefit Cap: $16,800

Stipends:
Maximum of one allowed, whichever is greater

******Substitute Salaries: Hourly Rate of Step 1**

Negotiation History

2022/23: 6%
one-time $1,200
$3,600 benefit cap increase

2023/24: 10% Step 1
8% Step 2
6% Steps 3-20
one-time $500

2024/25: 2%
one-time $1,000

2025/2026: Salary Schedule Reconfiguration
$1,200 benefit cap increase

2026/2027: Ranges I-V 2.5%; Rolled Range VI Up to V; Ranges VII-IX 3.5%; Added Step 22
Positions 260 & 239 days will have four non-work days for Christmas Closure but maintain 1.0 FTE
one-time $1,500 ($1,000 Paid December Supplemental; $500 Paid June EOM Supplemental

Doctorate	$3,600
Master's Degree	$2,400
Bachelor's Degree	$1,200
Associate Degree	$ 600

APPENDIX A

SISKIYOU COUNTY OFFICE OF EDUCATION

2027/2028 CSEA SALARY SCHEDULE (50)

RANGE	POSITION TITLE	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 12	Step 14	Step 16	Step 18	Step 20	Step 22	Step 24
I	**Occupational Therapist**	$42.00	$43.31	$44.63	$46.86	$49.21	$51.65	$54.24	$56.95	$59.79	$62.76	$64.33	$65.94	$67.59	$69.28	$71.01	$72.79	$74.60
II	**Mental Health and Wellness Coordinator**	$30.76	$31.70	$32.70	$34.32	$36.05	$37.85	$39.74	$41.71	$43.80	$45.99	$47.14	$48.33	$49.54	$50.77	$52.04	$53.34	$54.67
III	**Speech-Language Pathology Assistant**	$28.80	$29.68	$30.47	$32.11	$33.75	$35.47	$37.24	$39.12	$41.08	$43.13	$44.21	$45.32	$46.45	$47.60	$48.79	$50.01	$51.26
IV	**Technology Specialist**	$27.90	$28.77	$29.64	$31.12	$32.70	$34.31	$36.04	$37.79	$40.46	$41.47	$42.51	$43.57	$44.65	$45.78	$46.92	$48.09	$49.30
V	**Case Manager** **Licensed Vocational Nurse** **Sign Language Interpreter**	$26.75	$27.60	$28.42	$29.88	$31.33	$32.88	$34.55	$36.31	$38.11	$40.02	$41.02	$42.05	$43.10	$44.17	$45.28	$46.41	$47.57
VI		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
VII	**Accounting Technician I** **Administrative Secretary** **Wellness Coach I** **Vocational Technician** **Behavior Management Assistant** **Custodian/Maintenance Lead** **Teacher Assistant/Bus Driver**	$22.08	$22.74	$23.45	$24.63	$25.86	$27.15	$28.52	$29.93	$31.43	$33.02	$33.85	$34.69	$35.55	$36.44	$37.35	$38.28	$39.24
VIII	**Driver** **Teacher Assistant/Driver** **Custodian/Maintenance**	$20.86	$21.50	$22.11	$23.22	$24.33	$25.54	$26.80	$28.14	$29.49	$30.97	$31.74	$32.53	$33.34	$34.18	$35.04	$35.92	$36.81
IX	**Custodian** **Teacher Assistant**	$19.92	$20.52	$21.16	$22.21	$23.33	$24.53	$25.70	$27.00	$28.33	$29.77	$30.51	$31.27	$32.06	$32.85	$33.68	$34.52	$35.39

Benefit Cap: $16,800

COLA History

2022/23: 6%
- one-time $1,200
- $3,600 benefit cap increase

2023/24: 10% Step 1
- 8% Step 2
- 6% Steps 3-20
- one-time $500

2024/25: 2%
- one-time $1,000

2025/2026: Salary Schedule Reconfiguration
- $1,200 benefit cap increase

2026/2027: Ranges I-V 2.5%; Rolled Range VI Up to V; Ranges VII-IX 3.5%; Added Step 22
- Positions 260 & 239 will have four non-work days for Christmas Closure but maintain 1.0 FTE
- one-time $1,500 ($1,000 Paid December Supplemental; $500 Paid June EOM Supplemental

2027/2028: 2.5%; Added Step 24
- one-time $1,500 ($1,000 Paid December Supplemental; $500 Paid June EOM Supplemental

Stipends:

Maximum of one allowed, whichever is greater

Doctorate	$3,600
Master's Degree	$2,400
Bachelor's Degree	$1,200
Associate Degree	$ 600

APPENDIX B

SCOE EMPLOYEE EVALUATION CSEA CLASSIFIED STAFF					
Name:		Position Title:			
Date of Evaluation:	Department:		Worksite:		
Employment Status:	Probationary – 1st Evaluation ☐	Probationary – 2nd Evaluation ☐	Annual Review ☐		
PERSONAL QUALITIES					
Check the appropriate box. The expectation levels are based on the job description, office policies and practices and the standards for all like positions. Comments must be made if rating of "Needs Improvement" or "Unsatisfactory" are made.	Unsatisfactory	Needs Improvement	Meets Standards	Exceeds Standards	N/A
1. Dresses in a professional manner appropriate to the job assignment	☐	☐	☐	☐	☐
2. Dependable attendance and punctuality	☐	☐	☐	☐	☐
3. Uses good judgement	☐	☐	☐	☐	☐
4. Shows initiative	☐	☐	☐	☐	☐
5. Courteous and tactful	☐	☐	☐	☐	☐
6. Demonstrates flexibility and adaptability regarding changes to policies and work assignments	☐	☐	☐	☐	☐
7. Respects confidentiality	☐	☐	☐	☐	☐
8. Observes limits of designated breaks and lunch periods	☐	☐	☐	☐	☐
Comments:					
JOB PERFORMANCE					
Check the appropriate box. The expectation levels are based on the job description, office policies and practices and the standards for all like positions. Comments must be made if rating of "Needs Improvement" or "Unsatisfactory" are made.	Unsatisfactory	Needs Improvement	Meets Standards	Exceeds Standards	N/A
1. Starts and completes tasks with an appropriate amount of supervision	☐	☐	☐	☐	☐
2. Completes work with a high degree of accuracy	☐	☐	☐	☐	☐
3. Observes health and safety standards	☐	☐	☐	☐	☐
4. Makes independent decisions	☐	☐	☐	☐	☐
5. Exhibits skill at recognizing unique or emergency situations and applying appropriate response	☐	☐	☐	☐	☐
6. Takes proper care of supplies, materials, tools, and equipment	☐	☐	☐	☐	☐
7. Maintains confidentiality	☐	☐	☐	☐	☐
8. Organizes work with appropriate priority level to meet deadlines	☐	☐	☐	☐	☐
9. Follows the direction of the classroom teacher and/or direct supervisor	☐	☐	☐	☐	☐
Comments:					
QUALITY OF WORK					
Check the appropriate box. The expectation levels are based on the job description, office policies and practices and the standards for all like positions. Comments must be made if rating of "Needs Improvement" or "Unsatisfactory" are made.	Unsatisfactory	Needs Improvement	Meets Standards	Exceeds Standards	N/A
1. Demonstrates detailed and specific knowledge of the area of responsibility	☐	☐	☐	☐	☐
2. Neatness	☐	☐	☐	☐	☐
3. Thoroughness	☐	☐	☐	☐	☐
4. Accuracy	☐	☐	☐	☐	☐
Comments:					

WORK MANAGEMENT					
Check the appropriate box. The expectation levels are based on the job description, office policies and practices and the standards for all like positions. Comments must be made if rating of “Needs Improvement” or “Unsatisfactory” are made.	Unsatisfactory	Needs Improvement	Meets Standards	Exceeds Standards	N/A
1. Devises effective solutions to problems	☐	☐	☐	☐	☐
2. Effectively plans and organizes work	☐	☐	☐	☐	☐
3. Communicates effectively in both written and oral modes with multilevel contacts	☐	☐	☐	☐	☐
4. Communicates in a positive, professional, and effective manner with multilevel contacts; seeks appropriate mode of communication for each situation	☐	☐	☐	☐	☐
5. Displays tact and sensitivity in communications with multilevel contacts	☐	☐	☐	☐	☐
6. Accurately utilizes available resources, rules, and procedures necessary to accomplish tasks in the area of responsibility	☐	☐	☐	☐	☐
7. Provides back-up assistance as required and demonstrates a willingness to work overtime when necessary	☐	☐	☐	☐	☐
8. Organizes and maintains the work area for maximum efficiency	☐	☐	☐	☐	☐
Comments:					

WORK PRODUCTIVITY					
Check the appropriate box. The expectation levels are based on the job description, office policies and practices and the standards for all like positions. Comments must be made if rating of “Needs Improvement” or “Unsatisfactory” are made.	Unsatisfactory	Needs Improvement	Meets Standards	Exceeds Standards	N/A
1. Provides an effective volume of output and efficiency	☐	☐	☐	☐	☐
2. Meets schedules	☐	☐	☐	☐	☐
Comments:					

ATTITUDE TOWARD WORK					
Check the appropriate box. The expectation levels are based on the job description, office policies and practices and the standards for all like positions. Comments must be made if rating of “Needs Improvement” or “Unsatisfactory” are made.	Unsatisfactory	Needs Improvement	Meets Standards	Exceeds Standards	N/A
1. Follows SCOE policies	☐	☐	☐	☐	☐
2. Follows worksite policies	☐	☐	☐	☐	☐
3. Accepts criticism and implements suggestions	☐	☐	☐	☐	☐
4. Accepts responsibility willingly	☐	☐	☐	☐	☐
5. Endeavors to improve work techniques	☐	☐	☐	☐	☐
6. Demonstrates enthusiasm and interest in work	☐	☐	☐	☐	☐
7. Accepts new ideas and procedures	☐	☐	☐	☐	☐
8. Interprets policies and procedures within their area of responsibility	☐	☐	☐	☐	☐
9. Understands and accepts the purpose and function of their assignment and its relationship to the department/SCOE	☐	☐	☐	☐	☐
10. Demonstrates ability to enhance the efficiency and effectiveness in their area of responsibility	☐	☐	☐	☐	☐
Comments:					

RELTIONSHIPS WITH PEOPLE

Check the appropriate box. The expectation levels are based on the job description, office policies and practices and the standards for all like positions. Comments must be made if rating of “Needs Improvement” or “Unsatisfactory” are made.	Unsatisfactory	Needs Improvement	Meets Standards	Exceeds Standards	N/A
1. Shares mutual respect and effectiveness in dealing with staff, students, and the public	☐	☐	☐	☐	☐
2. Uses appropriate communication skills, both oral and written	☐	☐	☐	☐	☐
3. Demonstrates team effort	☐	☐	☐	☐	☐
4. Sensitive to student dignity	☐	☐	☐	☐	☐
Comments:					

PROFESSIONAL GROWTH					
Check the appropriate box. The expectation levels are based on the job description, office policies and practices and the standards for all like positions. Comments must be made if rating of “Needs Improvement” or “Unsatisfactory” are made.	Unsatisfactory	Needs Improvement	Meets Standards	Exceeds Standards	N/A
1. Participates in designated in-service training	☐	☐	☐	☐	☐
2. Makes personal effort to improve education and job-related skills	☐	☐	☐	☐	☐
Comments:					

EVALUATION SUMMARY	
A. Evaluator's Comments:	
B. Suggestions for In-Service Training	
C. Certification of Evaluator: I hereby certify that this report constitutes my best judgment of the service value of this employee and is based on personal observation and knowledge of his/her work.	
Supervisor's Signature:	Date:
D. Waiver (Permanent Employee Only) Evaluation may be waived upon written consent of employee, supervisor and department head. _____Evaluation for _____school year waived	
Employee's Signature:	Department Head's Signature:
Supervisor's Signature:	Date:
E. Employees' Comments:	
F. Employee Certification: My signature acknowledges that I have read and/or discussed this evaluation. It does not imply that I agree or disagree. I have received a copy of this evaluation.	
Employee's Signature:	Date:

This evaluation and all attachments will be placed in your personnel file. You have ten (10) days from receipt of this evaluation to make any signed written comments you wish, which will be attached to this evaluation and placed in your personnel file.

For the Siskiyou County Office of Education California School Employees Association and Its SCOE Chapter #611:

Cameron Chilton		8/10/26
Cameron Chilton	Signature	Date
Jeff Nicholson		8/3/26
Jeff Nicholson	Signature	Date
Lynda Glenn		8/10/24
Lynda Glenn	Signature	Date
	Eric Yerkes	8-10-2026
Eric Yerkes	Signature	Date

For the Siskiyou County Superintendent of Schools:

	Barry Barnhart	8/4/26
Barry Barnhart	Signature	Date
Sarah Applegate	Sarah Applegate	8/6/26
Sarah Applegate	Signature	Date
* Jason Ledbetter		8/6/26
Jennifer Glueck	Signature	Date

* In place of Jennifer Glueck