

**RIVERSIDE COUNTY
OFFICE OF EDUCATION**

EDWIN GOMEZ, Ed.D.
County Superintendent of Schools



Chapter 693

**Riverside County Superintendent of Schools
(RCSS)**

and

**California School Employees Association
(CSEA)
and its Chapter 693**

Ratified: January 17, 2024

To be effective through June 30, 2025

AGREEMENT

TABLE OF CONTENTS

ARTICLE I	Agreement.....	1.1
ARTICLE II	Recognition.....	2.1
ARTICLE III	Release Time.....	3.1
ARTICLE IV	Organizational Security and Employee Rights.....	4.1
ARTICLE V	Organizational Rights.....	5.1
ARTICLE VI	Employer Prerogatives.....	6.1
ARTICLE VII	Grievances.....	7.1
ARTICLE VIII	Non-Discrimination.....	8.1
ARTICLE IX	Work Year.....	9.1
	Rest/Lunch Period.....	9.3
ARTICLE X	Probationary Period.....	10.1
ARTICLE XI	Performance Appraisal Procedures.....	11.1
ARTICLE XII	Fringe Benefits.....	12.1
ARTICLE XIII	Wage Scale.....	13.1
	Night Shift Compensation Differential.....	13.5
	Interpretation & Translation Stipend.....	13.6
	Overtime.....	13.7
	Conference Attendees.....	13.14
	Salary Schedule Advanced Step Placement.....	13.15
ARTICLE XIV	In-Service Workshops/Professional Growth.....	14.1
ARTICLE XV	Transfer, Promotion, and Voluntary Demotion.....	15.1

ARTICLE XVI	Leaves	16.1
	Catastrophic Sick Leave Bank	16.8
	Personal Leaves of Absence	16.12
	Personal Necessity Leave.....	16.14
	Annual Vacation	16.18
	Holidays	16.21
ARTICLE XVII	Layoffs	17.1
ARTICLE XVIII	Health and Safety	18.1
ARTICLE XIX	Peace and Stability	19.1
ARTICLE XX	Suspension/Dismissal.....	20.1
ARTICLE XXI	Uniforms	21.1
ARTICLE XXII	Completion of Bargaining.....	22.1
<hr/>		
APPENDIX A	Application for Membership and Salary Deduction Authorization	
APPENDIX B	Personnel File Review Release Form	
APPENDIX C1	Classified Employee Comprehensive Unit/Salary Schedule: 600	
APPENDIX C2	Salary Schedule (Software Development Positions)	
APPENDIX D	Classified Employees Health and Welfare Benefits Summary	
APPENDIX E	Letter of Agreement (LOA)/Memorandum of Understanding (MOU) Listing	

ARTICLE I
AGREEMENT

This Agreement made and entered into the 31st day of December 2022 between the Riverside County Superintendent of Schools (hereinafter referred to as the “Employer”) and the California School Employees Association and its Chapter 693, (hereinafter referred to as the “Association”).

This Agreement shall apply to all classifications of employees in the Classified Employee Comprehensive Unit as listed in Appendix C1 and C2 and updated as new positions are agreed upon by both parties.

This Agreement shall apply from date of ratification to June 30, 2025, including as to matters within the scope of bargaining. For the 2023-2024 and 2024-2025 fiscal years, either party may open only the Salary Schedule section (Section 13.1 – Salary Schedule), Article XII Fringe Benefits, and two (2) other articles.

Should either party wish to negotiate a successor agreement, it shall give written notice to the other, not later than April 30th, of its desire to modify or terminate this Agreement, in which event negotiations will be undertaken without undue delays.

Bargaining unit members shall be given no longer than 45 minutes release time from duties to attend one of three scheduled meetings to discuss the ratification of the successor Agreement.

The terms and conditions of this Agreement shall continue in full force and effect, except for those changes negotiated during the second and third year, until such time as the parties negotiate and ratify a successor Agreement.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30

Any modification of this Agreement shall not become effective unless reduced to writing, ratified, and signed by both parties.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30

ARTICLE II

RECOGNITION

2.1 Exclusive Representation The Employer confirms the recognition of the Association as the exclusive representative for those employees included in Appendix C1 and C2; excluding Classified/Certificated Management, Confidential, Supervisory, short-term, temporary, and substitute employees.

2.2 Notice The following procedures will be adhered to regarding the initiation of a classification new to the Employer and included in the bargaining unit.

2.2.1 In the event that the Employer creates a new/non-certificated class or substantially changes the duties of an existing class so as to create a new class, the Employer and Association shall meet and negotiate whether or not such position is to be included within the bargaining unit. The rate of pay to be assigned to such position, if included within the bargaining unit, is subject to negotiations. In the event there is a dispute as to whether or not the position is to be included within the bargaining unit, either party may petition the Public Employment Relations Board for a unit clarification.

2.2.2 During the term of the Agreement, the Employer reserves the right to make wage and salary surveys based upon recruitment, retention, and competitive labor market and to implement salary adjustments subject to negotiations with the Association.

2.3 Proof of Service Whenever provision is made in this Agreement for the giving, service or delivery of any notice, statement of other instrument, the same shall be deemed to have been duly given, served or delivered either upon personal delivery

1 or by mailing the same by United States registered or certified mail, return receipt
2 requested, or by a proof of service declaration, to the party entitled thereto at the
3 address set forth below:

4 Employer: Division Head
5
6 Personnel Services
7
8 Riverside County Office of Education
9
10 3939 Thirteenth Street
11
12 P.O. Box 868
13
14 Riverside, California 92502-0868

15 Association: President
16
17 CSEA, Chapter No. 693
18
19 P.O. Box 868
20
21 Riverside, California 92502
22
23 AND
24
25 Labor Relations Representative
26
27 CSEA
28
29 10211 Trademark Street, Unit A
30
Rancho Cucamonga, CA 91730

ARTICLE III

RELEASE TIME

1
2
3
4 **3.1** It is desirable that bargaining unit members designated as Association
5 Representatives/Union Stewards utilize bargaining unit member rest periods, meal
6 periods, and any times before or after a bargaining unit member is present upon the
7 Employer's property, but is not expected to be performing services, or to be ready
8 to perform services, on behalf of the Employer.
9

10 **3.2** The immediate supervisor of a bargaining unit member shall be informed prior to a
11 meeting between the Association Representative/Union Steward and the bargaining
12 unit member. Should the immediate supervisor be unavailable, the Association
13 Representative/Union Steward shall advise the division head of Personnel Services.
14 The Association Representative/Union Steward shall have the responsibility to log
15 their release time and to report same to the division head of Personnel Services or
16 designee and the Association President on a quarterly basis.
17

18 **3.3** The Association shall notify the Employer in writing of the names of the
19 Association Representatives/Union Stewards and the group they represent. The
20 Employer shall be advised in writing of a change in Association
21 Representatives/Union Stewards, such change being effective upon receipt of said
22 notice.
23

24 **3.4** The Association will exclusively receive release time from duties, as necessary, for
25 the presenting of grievances pursuant to the Grievance Procedure, Article VII,
26 herein. For unit members so designated as Association Representatives/Union
27 Stewards, the following conditions shall prevail:
28
29
30

1 **3.4.1** By no later than fifteen (15) days following the signing of the Agreement,
2 the Association will designate, in writing to the division head of Personnel
3 Services, three (3) unit members who are to receive release time for
4 presenting grievances.

5 **3.4.2** Forty-eight (48) hours prior to release from duties for grievance presenting,
6 the designated Association Representative/Union Steward informs his/her
7 immediate supervisor in order that an adequate substitute may be obtained,
8 if such is necessary.

9 **3.4.3** Two Association Representatives, identified by name each September, shall
10 utilize reasonable release time for initial screening of grievances. Twenty-
11 four (24) hour notice shall be provided to the appropriate supervisor(s) and
12 to the division head of Personnel Services by the Association Representative
13 when requesting release time for the screening of grievances.

14 **3.5** Unit members, as designated to receive release time shall suffer no loss of pay or
15 benefits provided that the amount of release time per person does not exceed fifteen
16 (15) hours during the fiscal year or ninety (90) hours as an aggregate per fiscal year
17 for those persons released. Should grievance meetings extend beyond the normal
18 working shift of the Association and/or bargaining unit member, such time shall not
19 be considered Employer time and the persons shall not be given any credit for
20 overtime considerations nor for any other benefits. Should the ninety (90) hours
21 referenced herein above become exhausted during the respective fiscal year, the
22 Employer shall, upon request, consult with the Association with respect to the
23 release time allocation.

1 **3.6** The President/designee of the Chapter will exclusively receive release time from
2 duties to attend scheduled meetings of the County Board of Education that pertain
3 to adoption of the budget.

4 **3.7** The Chapter President/designee shall inform his/her immediate supervisor no later
5 than forty-eight (48) hours prior to the scheduled meeting.
6

7 **3.8** The Chapter President or designee and seven (7) elected delegates will receive full
8 release time for attendance at the State Association Conference. The Association
9 shall provide a list of elected delegates and their alternates to the division head of
10 Personnel Services by May 15th. The Association shall have the right to use up to a
11 total forty-eight (48) hours of release time for State Association committee
12 attendance for members that are appointed by the State Association President. Any
13 hours beyond 48 will be reimbursed by the Association to the Employer. Users of
14 this shall be excused upon providing written notice of their intent to be absent
15 through use of the “Request/Verification of Attendance,” Form No. 3058P. Such
16 notice must be presented by the bargaining unit member to the bargaining unit
17 member’s immediate supervisor at least ten (10) workdays before the leave
18 commences.
19
20
21

22 **3.9** The Employer shall not unreasonably deny vacation requests made to supplement
23 the above.
24

25 **3.10** In addition to all leaves referenced herein, the President or designee of the Chapter
26 shall be allowed five (5) hours a week, release time to conduct the Association’s
27 business. Also, additional release time may be approved by the division head of
28
29
30

1 Personnel Services. Upon approval of additional release time the division head or
2 designee of Personnel Services shall notify the appropriate supervisors.

3 **3.11** In January of even numbered years, the division head of Personnel Services shall
4 convene a joint meeting to discuss appointments, roles, time commitments, and
5 other issues related to the impact of Association release time. Participants should
6 include CSEA officers, committee members, immediate supervisors, division heads,
7 and others affected by Association release time. The purpose of the meeting will be
8 to develop and discuss methods for preventing or resolving conflict between the
9 Employer and the Association.
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30

ARTICLE IV

**ORGANIZATIONAL SECURITY
AND EMPLOYEE RIGHTS**

4.1 ORGANIZATIONAL SECURITY

4.1.1 It is the mutual intention of the parties that the provisions of this Article protect the rights of individual CSEA members.

4.1.2 No unit member shall be obligated to pay dues to CSEA until the first of the month following 30 calendar days after the unit member first comes into the CSEA.

4.2 DUES DEDUCTIONS

4.2.1 The Association has the sole and exclusive right to have employee organization membership dues deducted by the Employer for unit members.

4.2.2 The Employer shall deduct, the Association dues from the wages of all CSEA members, subject to Education Code Section 45168(b). Nothing contained herein shall prohibit a unit member from paying dues directly to the Association.

4.2.3 The Employer shall, without charge, pay to the Association within 15 days of the deduction all sums so deducted.

4.2.4 Along with each payment to the Association, the Employer shall without charge, furnish the Association with an alphabetical list of all unit members, identifying them by name, employee number, and amount deducted for dues.

1 **4.2.5** Bargaining unit members requesting to make a change to their membership
2 shall submit the request to the Association. The employer shall accept the
3 certification provided by CSEA on dues deductions for bargaining unit
4 members. The employer shall refer all requests for changes in membership
5 status to the CSEA field office or the bargaining unit member's assigned
6 CSEA Labor Relations Representative.
7

8 **4.3 HOLD HARMLESS**

9 The Association shall indemnify, defend and hold harmless the Employer, the
10 Board of Education, including each individual Board member, and employees
11 acting within the scope of their employment, agents and representatives of the
12 Employer against any and all claims, demands, suits or other forms of liability,
13 including, but not limited to, wages, damages, judgments, fees, fines, court costs,
14 attorney fees, and any back pay, penalties or awards resulting from any court,
15 arbitrator or PERB order, judgment or settlement which may arise by reason of, or
16 resulting from the operation of this Article of the Agreement. The Association shall
17 bear all costs of defending against any and all such claims, demands, suits, or other
18 forms of liability, including but not limited to, court costs, attorney fees and all
19 other costs of litigation. The Employer shall notify the Association whenever such
20 a claim has been made or a suit instituted against it and request the Association to
21 provide legal representation. Upon receipt of such notification, the Association will
22 provide legal representation for the Employer at no cost to the Employer. The
23 Association shall have the exclusive right to decide and determine whether any such
24 action shall be compromised, resisted, defended, tried or appealed. The Association
25
26
27
28
29
30

1 shall pay any judgments ordered against the Employer arising out of the proposed
2 or actual implementation of this Article.
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30

ARTICLE V

ORGANIZATIONAL RIGHTS

5.1 COMMUNICATION

The Association shall have the exclusive use of a designated portion of a bulletin board at designated sites, in locations convenient to all employees. The Association shall have the right to use the Employer's mail service, including e-mail and employee mailboxes for the dissemination of information concerning Association business, provided that, given any general distribution, a courtesy copy to the division head of Personnel Services will be included with such distribution. All postings for bulletin boards or items for employees' mailboxes must contain the identification of the Association.

5.2 USE OF EMPLOYER FACILITIES

5.2.1 The Employer authorizes the Association to use the Employer's facilities, buildings, and equipment, subject to prior approval by the Employer, without charge, at times other than normal working hours as long as the Association submits a request to the Personnel Division. This right shall not include supplies, such as paper and pencils, unless the Association reimburses the Employer for actual costs. In emergencies, the Employer may authorize the Association to use the Employer's facilities, buildings, and equipment during normal working hours as long as the Association declares, in writing, that the use of such facilities, buildings, and equipment constitutes an emergency and as long as the use of such facilities, buildings and equipment does not interfere with the work flow of the Employer.

1 **5.2.2** The Association agrees to leave facilities, buildings and equipment used in a
2 clean and orderly condition.

3 **5.2.3** No equipment may be removed from Employer property and the
4 Association will pay for any loss or damage of equipment resulting from
5 Association use thereof.
6

7 **5.2.4** The Employer shall annually designate bulletin boards at sites where there
8 are more than three bargaining unit members assigned.
9

10 **5.3 BARGAINING UNIT INFORMATION**

11 **5.3.1** Upon request, the Association shall be provided a copy of the seniority list.

12 **5.3.2** The Employer shall provide the Association with a public Board of
13 Education agenda prior to each regularly scheduled Board of Education
14 meeting. The Employer shall provide the Association with two (2) copies of
15 the Preliminary Budget, two (2) copies of the Annual Budget, and two (2)
16 copies of the SACS 200X whenever these documents become a matter of
17 public record.
18

19 **5.3.3** On a quarterly basis, the Association shall be provided with the following
20 lists: substitute employees and short-term additional employees.
21

22 **5.3.4** The Employer shall provide the Association with an employee separations
23 report on a monthly basis.
24

25 **5.3.5** The Employer shall provide the Association, on the last working day of
26 September, January, and May, with a list of employees, their home
27 addresses, designated worksites, and job classifications. The Employer shall
28 provide the Association with a new hires report on a monthly basis. The
29
30

1 information will be provided to CSEA electronically via a mutually
2 agreeable secure site or service. The Employer shall provide the
3 Association with a report of new hires, which shall include the following
4 items, if the employer has the information available:

- 5 i. First Name;
- 6 ii. Middle Initial;
- 7 iii. Last Name;
- 8 iv. Suffix (e.g. Jr., III);
- 9 v. Job Title;
- 10 vi. Department;
- 11 vii. Primary Worksite Name;
- 12 viii. Work Telephone Number;
- 13 ix. Work Telephone Extension;
- 14 x. Home Street Address (incl. apartment #);
- 15 xi. City;
- 16 xii. State;
- 17 xiii. ZIP Code (5 or 9 digits);
- 18 xiv. Home Telephone Number (10 digits);
- 19 xv. Hire Date;
- 20 xvi. Employee ID.

21 **5.3.6** CSEA shall hold the County harmless with regard to the accuracy of the
22 information provided above. CSEA may not file a grievance concerning the
23 accuracy of information provided in accordance with the Bargaining Unit
24 Information section of this agreement.

25 **5.4 RIGHT TO REVIEW DOCUMENTS**

26 The Association shall have the right to review those Employer documents, which
27 are open by law to public inspection provided that such review occurs during
28 business hours and is scheduled at the mutual convenience of the Association and
29 the Employer representative, subject to a reasonable Association need to know.
30

1 **5.5 DISTRIBUTION OF CONTRACT**

2 Within thirty (30) days after the execution of this Agreement, the Employer shall
3 make available, a copy of this Agreement to every bargaining unit member, in the
4 following manner:

- 5
- 6 1. Post a copy of the Agreement on the Internet. This Agreement may also be
7 found on www.csea.com.
 - 8 2. Provide a copy of this Agreement to new employees on some form of digital
9 media.
 - 10 3. Provide printed copies to bargaining unit members upon request.

11
12 Supplements to this Agreement shall be distributed in like manner. In addition, the
13 Employer shall make available twenty-five (25) copies of the Agreement to the
14 President of CSEA, Chapter 693. Unit members shall be responsible for knowledge
15 of the contents of the Agreement.
16

17 **5.6 ORIENTATION**

18 **5.6.1** The Association shall have the right to participate in the New Employee
19 Orientation for employees to present Association membership information for
20 no more than thirty (30) minutes during all Employer-wide orientations for
21 bargaining unit members. The CSEA Labor Relations Representative may
22 also attend the orientation session. The employer shall make a good faith
23 effort to provide a ten day notice prior to the date of the orientation.
24
25

26 **5.7 PERSONNEL FILES**

27 The Association shall have the right to review a unit member's personnel file,
28 provided the bargaining unit member has submitted form 2088. Such authorization
29
30

1 shall be valid for six (6) months from date of bargaining unit member signature, as
2 per approved authorization form attached herein as Appendix B.

3 A. All material to be placed in the personnel file shall be processed through the
4 administrator responsible for the maintenance of personnel files.

5
6 B. Material of a derogatory nature shall not be entered or filed unless:

7 1. The employee is given notice and an opportunity to review and
8 provide a written response.

9
10 2. The material has been signed and dated by the originating person and
11 approved for inclusion by the Division Head or designee, of affected
12 employee prior to meeting with employee. (Anonymous documents,
13 letters or other materials shall not be filed.)
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30

ARTICLE VI

EMPLOYER PREROGATIVES

It is understood and agreed that it is the interest and prerogative of the Employer to operate and manage its affairs to the full extent of the law. Included in but not limited to those duties and powers are the exclusive prerogative to: determine its organization; direct the work of its bargaining unit members; determine the times and hours of site operation; determine the kinds and levels of services to be provided, and the methods and means of providing them; establish its policies, goals, and objectives; ensure the rights and educational opportunities of students; determine staffing patterns; determine the number and kinds of personnel required; maintain the efficiency of Employer operations; build, move or modify facilities; establish budget procedures and determine budgetary allocation; determine the methods of raising revenue; contract out work in accordance with applicable law, as of date of ratification of agreement; and subject to negotiations, contract-in work; and take appropriate action on any matter in the event of an emergency.

In addition, the Employer retains the rights to hire, lay off, classify, terminate or otherwise discipline for cause (as defined in Article XX), assign, evaluate, and promote bargaining unit members.

The exercise of the foregoing powers, rights, authority, duties and responsibilities by the Employer, the adoption of policies, rules, regulations, and practices in furtherance thereof, and the use of judgment and discretion in connection therewith, shall be limited by the specific and express terms of this Agreement.

1 The Employer retains the right to suspend the terms of the Agreement in an
2 emergency as declared by the County Superintendent of Schools for the duration of the
3 emergency.

4 “Emergency” is defined as a sudden, urgent, generally unexpected occurrence or
5 occasion, including but not limited to acts of nature, natural disasters, or severe impacts,
6 work stoppage or interference with County Superintendent of Schools operations
7 requiring immediate attention.
8

9 The Employer shall initiate meeting and negotiating sessions with the Association
10 concerning the impact of the emergency or the contracting-in prior to implementing the
11 modifications to the Agreement. In no case shall an emergency be declared for arbitrary
12 or capricious reasons.
13

14 But in any event, when an emergency has been declared, either party may serve
15 notice on the other that it desires to meet and negotiate concerning the impact of the
16 emergency upon the Agreement, and the other party shall agree to meet and negotiate
17 within five (5) working days from receipt of notice.
18
19
20
21
22
23
24
25
26
27
28
29
30

ARTICLE VII
GRIEVANCES

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30

7.1 DEFINITION

- A. A “grievance” is a formal, written allegation by a grievant that there has been a violation, misinterpretation or misapplication of a specific provision of this Agreement.
 - 1. Action pursuant to Article VI (Employer Prerogatives) that affects other grievable articles of the Agreement shall be subject to this grievance procedure to the extent that said article may be affected.
 - 2. Other articles in which nonapplication of the grievances procedures are referenced are excluded therefrom.

- B. A unit member has standing as a grievant and may designate the Association as its agent for the purpose of grievance processing.

- C. Association has standing as a grievant and such grievances shall be initially filed with the appropriate division head.

- D. Two or more grievances alleging a dispute involving the same or sufficiently similar facts and the same section of the Agreement in violation may be consolidated and treated as one. All grievants to be included shall authorize such consolidation and shall agree to abide by the particular outcome. Whenever possible, at least one of the grievants shall be in attendance at each level of the grievance. A consolidated grievance shall be filed at Level II.

- E. The “day” is a day in which the Employer is open for business.

1 F. The “immediate supervisor” is the Leadership Team person responsible for
2 a site who has immediate jurisdiction over the grievant. The Leadership
3 Team is composed of management, supervisory and confidential employees.

4 **7.2 GENERAL PROVISIONS**

- 5
- 6 A. No bargaining unit members shall be subject to coercion or disciplinary
7 action for the good faith filing of a grievance petition.
- 8 B. Every bargaining unit member shall have the right to present a grievance in
9 accordance with these procedures with or without representation. Any unit
10 member at any time may present formal grievances to the Employer and
11 have such grievances adjusted without intervention of the Association,
12 provided that the Employer shall not put a remedy into effect for said
13 grievance until the Association has been served notice by the Employer
14 providing the opportunity to respond.
- 15
- 16 C. In the event the grievant fails to meet a time limit, the grievance will be
17 considered resolved at the highest level at which the procedure has been
18 completed. Failure of the grievant to act within the prescribed time limits
19 stated in this Article will serve as a bar to any further appeal.
- 20
- 21 D. In the event the procedure is not completed within the time limit by the
22 appropriate management level handling it, the grievant may proceed to the
23 next level.
- 24
- 25 E. The time limits contained in this Article are considered maximum limits;
26 however, time limits may be extended in any specific instance by written
27 Agreement of both parties at any level.
28
29
30

1 F. Association grievance must be signed by the Association President or
2 designee and shall be initially filed at Level III with the appropriate division
3 head.

4 **7.3 STEPS**

5 **7.3.1 Initial Step - Informal Conference**

6 A. Bargaining unit members, the Association and Leadership Team
7 members are encouraged to attempt to resolve grievable issues by
8 informal conference prior to a bargaining unit member filing at the
9 formal level.
10

11 B. Upon request of the grievant or appropriate Leadership Team person,
12 a conference shall be held between the parties at the initial informal
13 step.
14

15 **7.3.2 Level I - Immediate Supervisor**

16 A. Upon request of the grievant or appropriate Leadership Team person,
17 a conference shall be held between the parties at the initial formal
18 filing step.
19

20 B. Within twenty five (25) days (reference 7.1 Definition) after the
21 occurrence of the act or omission giving rise to the grievance, the
22 grievant must present such grievance in writing on the appropriate
23 form to the immediate supervisor, the Association and the division
24 head of Personnel Services. The written information provided by the
25 grievant shall include, but not be limited to:
26
27
28
29
30

1. A clear, concise statement of the grievance and the circumstances involved; and
2. The specific and express article and section of the Agreement believed to have been violated; and
3. The adverse effect of the believed violation upon the grievant; and
4. The specific remedy sought.

C. The immediate supervisor shall communicate a decision to the bargaining unit member and his designated agent, if so appointed, in writing within ten (10) days after receiving the grievance. If the supervisor does not respond within the time limit, the grievant may appeal to the next level, unless the parties agree to a definite period of time to place a grievance in abeyance while seeking an informal resolution.

7.3.3 Level II - Director

In the event the grievant is not satisfied with the decision at Level I, the grievant may appeal the decision in writing to the appropriate director or designee with copies to the Association and the Division of Personnel Services within ten (10) days, dating from the receipt of the Level I response, or the date that Level I response should have been issued.

A. The written information provided by the grievant shall include:

1. A copy of the original grievance and shall include but not be limited to: a clear, concise statement of the grievance and the

1 circumstances involved; the specific and express article and section
2 of the Agreement believed to have been violated upon the grievant;
3 and

4 2. The decision rendered at Level I; specific objection(s) to the
5 decision rendered at Level I; and
6

7 3. Elements of the Level I decision with which the grievant agrees;
8 and

9 4. The specific remedy sought.
10

11 B. The director or designee shall communicate a decision within ten (10)
12 days after receiving the appeal from the Level I decision. If the director
13 or designee does not respond within the time limits, the grievant may
14 appeal to the next level.
15

16 **7.3.4 Level III - Division Head**

17 In the event the grievant is not satisfied with the decision at Level II, the
18 grievant may appeal the decision in writing to the appropriate division head
19 or designee with copies to the Association and the Division of Personnel
20 Services within ten (10) days, dating from the receipt of the Level II
21 response, or the date that the Level II response should have been issued.
22

23 A. The written information provided by the grievant shall include:
24

25 1. A copy of the original grievance and shall include but not be
26 limited to: a clear, concise statement of the grievance and the
27 circumstances involved; specific and express article and section of
28
29
30

1 the Agreement believed to have been violated upon the grievant;
2 and

3 2. The decision rendered at Level II; specific objection(s) to the
4 decision rendered at Level II; and

5 3. Elements of the Level II decision with which the grievant agrees;
6 and
7

8 4. The specific remedy sought.

9 B. The division head or designee shall communicate a decision within ten
10 (10) days after receiving the appeal from the Level II decision. If the
11 division head or designee does not respond within the time limits, the
12 grievant may appeal to the next level.
13

14 **7.3.5 Level IV - Mediation Step**

15 In the event the grievant is not satisfied with the decision at Level III, the
16 parties to this Agreement shall, within fifteen (15) days, dating from the
17 issuance of the Level III response, request that a mediator be assigned by
18 the California State Conciliation Service to assist in facilitating resolution
19 of the grievance. In the alternative, the parties may agree that a particular
20 mediator be assigned.
21

22 If an agreement is reached, the agreement shall be reduced to writing and
23 shall be signed by the grievant, the Association and the Employer. This
24 agreement shall constitute a settlement of the grievance.

25 If the grievance is not resolved at Level IV, the grievance may proceed to
26 arbitration at Level V. If the grievant is not the Association, the grievant
27 must secure the Association's approval to proceed to arbitration. The
28 grievant must submit the request to proceed to arbitration on the prescribed
29
30

1 form within fifteen (15) days after the conclusion of the grievance
2 mediation.

3 **7.3.6 Level V - Formal Binding Arbitration**

4 The Association may within fifteen (15) days, dating from the issuance of
5 the previous level response, or the date that the previous level response
6 should have been issued, may proceed to binding arbitration.

- 7 1. Within fifteen (15) working days of notice that the grievance is
8 proceeding to binding arbitration, the parties shall attempt to select a
9 mutually acceptable arbitrator.
- 10 2. If no agreement can be reached, then within the next fifteen (15)
11 working days, the Superintendent or Designee must request of the
12 State Conciliation Services to supply a panel of five (5) names of
13 persons experienced in hearing grievance in public schools.
- 14 3. Within fifteen (15) working days of the receipt of the names, the
15 parties will select an arbitrator by alternately striking a name from the
16 list until one name remains. The remaining panel member shall be the
17 arbitrator. The order of the striking shall be determined by lot.
- 18 4. The fees and expense of the arbitrator and the hearing shall be borne
19 equally by the Employer and the Association. All other expenses shall
20 be borne by the party incurring them.
- 21 5. If any question(s) arises as to either the arbitrability of the grievance or
22 the timeliness of the grievance, such question(s) shall be first decided
23 by the arbitrator in a separate hearing before consideration of the
24 merits of the grievance.
- 25
- 26
- 27
- 28
- 29
- 30

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30

- 6. The parties shall attempt to create a joint submission agreement. If the parties cannot agree upon a submission agreement, the arbitrator shall be limited in the determination of the issues by the written grievance. The arbitrator shall, as soon as possible, hear evidence and render a decision on the issue or issues submitted to him/her.
- 7. After a hearing and after both parties have had an opportunity to make arguments, the arbitrator shall submit in writing to all parties, his/her findings and decisions, which shall be final and binding.
- 8. The arbitrator shall have no power to alter, amend, change, modify, add to or subtract from any of the terms of the Agreement and shall have no jurisdiction to hear any grievance which is excluded from arbitration by the terms of this Agreement or which is not filed or appealed within the time limits of this Article. The award of the arbitrator shall be final and binding on matters properly before him or her. The arbitrator shall consider only the evidence presented to him or her by the respective parties in the presence of each other. The arbitrator shall have no authority to hear and issue a recommendation upon more than one grievance at a time unless the Employer and the Association expressly agree otherwise.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30

ARTICLE VIII

NON-DISCRIMINATION

8.1 NON-DISCRIMINATION

Both the Employer and the Association acknowledge their affirmative duty to refrain from engaging in discriminatory practices prohibited by state or federal discrimination statutes. Violation of this section shall not be subject to the grievance procedure contained in this Agreement, if the claim is within the jurisdiction of an outside agency, such as the Department of Fair Employment and Housing (DFEH) or Equal Employment Opportunity Commission (EEOC).

ARTICLE IX

WORK YEAR

9.1 NORMAL WORK YEAR

The normal work year for a full-time bargaining unit member shall consist of a full twelve (12) month period, encompassing approximately 2,080 hours adjusted yearly as calendar necessitates, unless otherwise negotiated. The calendar year shall be confirmed prior to the start of each fiscal year. The normal workweek for a full-time bargaining unit member shall consist of five (5) consecutive workdays in a pre-established work schedule, encompassing a recurring seven (7) day period. The workday shall consist of any 24 hours in a pre-established work schedule, commencing with the scheduled reporting time for the employee shift. The normal full-time work shift is comprised of eight consecutive hours, excluding lunch periods, in a pre-established work schedule. Bargaining unit members may request a change in their start and end times on Form No. 2001. The Employer will review such requests based on program needs.

9.2 ALTERNATIVE TIME SCHEDULE

Notwithstanding the above, an alternative time schedule (i.e., 4/10 or 9/80) may be implemented in accordance with the statutory provisions prescribing such work weeks if agreed by the Employer and the Association. The daily hourly assignment under an alternative time schedule shall be used for purposes of determining vacation, holiday, and sick leave compensation. If an alternative time schedule is established, the overtime rate shall be paid for all hours worked in excess of the required workday. Work performed on the off-scheduled fifth,

1 sixth, seventh or tenth day shall be compensated for at a rate equal to one and one
2 half (1½) times the regular rate of pay of the employee designated and authorized
3 to perform the work.

4 **9.3 SPECIAL PROGRAMS OR SITE LOCATION**

5
6 Those bargaining unit members who may work for special programs or at sites
7 within a district are subject to scheduling changes -- in terms of work year,
8 workweek, work shift, or workday -- to conform to district or program
9 requirements.
10

11 **9.3.1 Increase In Hours**

12 When additional time is assigned to a position on a regular basis, the
13 assignment shall be based on the following conditions:

- 14 a. Job related skills, knowledge, abilities and experience of employee
 - 15 b. Performance/Merit
 - 16 c. Seniority
- 17

18 **9.4 EMPLOYER**

19
20 Nothing in the above shall be construed as a guarantee of a certain number of
21 workdays, a certain work shift or a certain number of work hours per shift. The
22 Employer's status/assignment form shall prevail in the initial determination of
23 hours scheduled. The employer shall have the right to initially establish work
24 hours, work days, work year, and work shift. Such decisions to make schedule
25 changes of one hour per day or less, or one day per week in a position with an
26 incumbent shall not be implemented until the Employer and the Association have
27 completed the meet and negotiation process on the impact on the affected
28
29
30

1 bargaining unit member(s). Changes of more than one hour per day or one day per
2 week shall be negotiated. In addition, no such change shall take effect without the
3 affected bargaining unit member(s) receiving a minimum of 10 working days
4 advance notice. The affected bargaining unit member(s) may, at their option and
5 with the Association's agreement, forgo any or all such notice requirements.
6
7 With the exception of Article IX, Section 9.3, any changes to an employee's
8 schedule involving a reduction in the employee's workday or work year shall be
9 negotiated in accordance with Article XVII.
10

11 **9.5 LESS THAN 12 MONTH EMPLOYEES**

12 Unit members employed less than twelve (12) months and at a site shall receive
13 tentative work calendars 30 days prior to the commencement of their work year.
14

15 **9.6 INSTRUCTIONAL ASSISTANTS**

16 Instructional Assistants may request a prep day to be used before the first student
17 contact day by submitting Form No. 2000. The Employer will review such
18 requests based on program needs.
19

20 **9.7 REST/LUNCH PERIODS**

21 **9.7.1**

22 Bargaining unit members who are regularly scheduled to work six (6) or more
23 hours per workday shall be entitled to a fifteen minute paid rest period during
24 each one-half work shift.
25

26 Employees who are regularly scheduled to work less than six (6) hours per
27 workday shall be entitled to one fifteen-minute break.
28
29
30

1 **9.7.2**

2 Bargaining Unit members who are regularly scheduled to work six (6) or more
3 hours per day shall be entitled to an unpaid duty free lunch period of not less than
4 thirty (30) minutes. In the case of a 7 or 8 hour shift, the lunch break shall occur
5 approximately at the midpoint of the shift.
6

7 Classroom bargaining unit members shall have the ability to take their lunch
8 period, as necessitated by operational needs, at the end of the work day by mutual
9 agreement of the management supervisor and the bargaining unit member.
10

11 **9.7.3**

12 Lunch and rest periods are not cumulative and may not be combined together or
13 placed at the beginning or end of a work shift to shorten the workday. Duty-free
14 lunch and rest periods shall be scheduled in such a manner as to maintain the
15 efficiency of operations.
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30

ARTICLE X

PROBATIONARY PERIOD

10.1 SIX (6) MONTHS PROBATION

All bargaining unit members shall serve a probationary period that shall not exceed six (6) months in a paid status or 130 days of paid service, whichever is longer, dated from their placement in a particular class. Employees who do not pass the promotional probation period shall be returned to their former classification.

1 **ARTICLE XI**

2 **PERFORMANCE APPRAISAL PROCEDURES**

3
4 **11.1** It is the responsibility of the Employer solely, to determine job content and
5 qualification requirements of each position assigned to the unit.

6 **11.2 PROBATIONARY MEMBERS**

7
8 All probationary bargaining unit members shall be evaluated at least one (1) time
9 during the probationary period, as defined in Article X. The Association shall be
10 provided a list of probationary end dates on a monthly basis. Probationary
11 employees shall be provided with their approximate evaluation date. Probationary
12 employees should be initially evaluated by the conclusion of the fourth month.
13
14 Nothing in Article 11.2 prohibits the Employer from releasing a probationary
15 employee from employment during the probationary period.

16
17 **11.3 PERMANENT MEMBERS**

18 Each permanent bargaining unit member shall be evaluated in writing at least one
19 time during the work year following the probationary period. Following one year
20 of permanency in the position, bargaining unit members shall be evaluated at least
21 once every three-work years. Bargaining unit members with a twelve-month work
22 year shall be evaluated by July 1st. Bargaining unit members with less than a
23 twelve-month work year shall be evaluated by May 15th.

24
25
26 **11.4** Neither the judgment of the evaluator nor the content of the evaluation shall be
27 subject to the grievance procedure; however, disputes concerning the procedural
28 elements of evaluations may be grievable.

1 **11.5** A permanent bargaining unit member alleging that the evaluation contains
2 misstatements of fact may also appeal the evaluating supervisor's evaluation by
3 filing a written request to meet for a review with the Division Head of Personnel
4 Services within ten (10) working days following receipt of the evaluation from the
5 evaluating supervisor.
6

7 **11.6** The bargaining unit member shall sign the evaluation, indicating acknowledgment
8 of its receipt, and shall be given a copy thereupon. The bargaining unit member
9 shall, in addition, receive a copy of the evaluation signed by the Assistant or Deputy
10 Superintendent or designee of the employing division. The bargaining unit
11 member, after having discussed the evaluation with the first level Leadership Team
12 person as designated on the evaluation form shall have the right to respond in
13 writing and have the response attached to the evaluation as part of the permanent
14 file.
15
16

17 **11.7** Only management or supervisory personnel employed by the Riverside County
18 Office of Education have the right of lawful documentation, including development
19 of evaluations for bargaining unit members.
20
21
22
23
24
25
26
27
28
29
30

ARTICLE XII

FRINGE BENEFITS

12.1 HEALTH INSURANCE

The Employer shall provide a composite health insurance program for bargaining unit members employed 20 hours or more. The Employer shall contribute up to \$1,150.00 twelfthly toward health insurance premiums commencing after ratification and in accordance with CalPERS timelines. Deductions from the payroll warrant for contributions toward the health insurance premiums will be effective December 2007. As an alternative to medical insurance coverage, a stipend of \$1,800 annually with *proof of insurance (*proof of insurance shall be completion, signature and timely submission of Waiver of Health Insurance Benefit Form). This stipend shall be paid twelfthly or pro rata if employed less than 12 months.

12.1.1 Bargaining unit members who are to have amounts deducted from their payroll warrants for contributions toward the insurance premiums will have deductions taken on the same pay frequency as their work year, i.e., twelfthly, tenthly, etc. Exceptions to this must be approved by both the Employer and the Association.

12.2 All benefits shall be subject to standard provisions set forth in the policy, or policies, or Public Employees' Medical and Hospital Care Act (PEMHCA) regulations.

12.3 The Employer shall have the right to change insurance carriers providing the coverage is similar, the same, or better than the programs presently in effect. The

1 Employer shall meet and negotiate with the Association with respect to the
2 comparability of the coverage and the parties shall reach mutual agreement prior to
3 implementing a change in carriers.

4 **12.4** Disputes concerning the hospital and medical insurance provided herein, including
5 but not limited to questions as to the scope of benefits or disability coverage,
6 eligibility, and premium rate shall not be subject to the Grievance Procedure.
7

8 **12.5 LIFE INSURANCE**

9 The Employer shall maintain a fully paid term life insurance policy in the amount
10 of \$40,000 per bargaining unit member (working 20 hours or more per week),
11 subject to provisions of the policy.
12

13 **12.6 DENTAL INSURANCE**

14 The Employer shall provide a dental insurance plan with a maximum yearly benefit
15 of \$1,500 for unit members (working 20 hours or more per week) and their eligible
16 dependents. The Employer shall contribute up to \$1161.60 annually per unit
17 member.
18

19 **12.7 GROUP DISABILITY INSURANCE**

20 The Employer shall provide a group disability insurance plan for unit members
21 working 20 hours or more per week at a rate not to exceed \$104.64 annually per
22 bargaining unit member.
23

24 The contribution rates above shall be effective on the first payroll practicable
25 following ratification of the Agreement.
26

27 **12.8 IRC 125 PROGRAM**

28 The parties agree to a 125 plan with all costs to be borne by the bargaining unit
29 member.
30

1 **12.9 VISION PLAN**

2 The Employer shall provide a vision plan for bargaining unit members working
3 20 hours or more per week at a rate not to exceed \$15.06 monthly per bargaining
4 unit member.

5 **12.10 MEDICAL AND HOSPITAL RETIREMENT BENEFIT**

6
7 Bargaining unit members hired after September 16, 1993, full-time, who have
8 been employed for 15 years or more with the Employer shall be entitled to the
9 same Employer contribution amount toward health coverage as is provided for
10 active bargaining unit members.
11

12 The parties further agree bargaining unit members employed part-time who have
13 been employed for 20 years or more with the Employer, shall be entitled to the
14 same Employer contribution amount toward health coverage as is provided for
15 active bargaining unit members.
16

17 Effective July 1, 2006, any full-time bargaining unit member hired on or after this
18 date who has been employed for 35 years or more with the Employer, shall be
19 entitled upon retirement to the minimum retirement contribution set by Public
20 Employees' Medical and Hospital Care Act (PEMHCA). The parties further
21 agree part-time bargaining unit members who have been employed 40 years or
22 more shall be entitled upon retirement to the minimum retirement contribution as
23 set by PEMHCA.
24

25 If there are significant changes in the future that will make the offering of this
26 benefit under the prior vesting formula economically feasible because of
27 legislative changes specific to retiree health benefits, the Employer agrees to meet
28 and negotiate with the Association a change in the vesting formula.
29
30

1 If any bargaining unit negotiates an adjustment in this vesting requirement that
2 results in vesting with fewer than 35 years for full time bargaining unit members
3 or fewer than 40 years for part time bargaining unit members, the employer agrees
4 to meet and negotiate with the Association a change in the vesting formula.

5 For this section only, “full-time” shall mean eight hours a day, 40 hours per week,
6 12 months a year. Anything less than that shall be considered part-time.

7
8 **12.11** In the event that health and welfare premium costs exceed the negotiated
9 employer contribution, the affected unit member(s) shall pay the difference
10 through semi-monthly payroll deduction. The employer and the chapter shall
11 meet within one month of notification of premium increases, to negotiate the
12 parties’ contributions. They will negotiate up to twelve (12) hours in an attempt
13 to resolve the issue. If no agreement is reached prior to open enrollment, the issue
14 will become an automatic re-opener to be included with other re-openers during
15 negotiations.
16
17

18 **12.12** The Employer will provide registered domestic partner health and welfare
19 benefits for eligible bargaining unit members working 20 hours or more per week,
20 in accordance with California law.
21

22 **12.13 Classified Benefits Summary**

23 See Appendix D for Classified Benefits Summary.
24

25 **12.14** During the 2019-2020 fiscal year, the Employer and the Association agree to meet
26 and bargain regarding a “bridge” program of retiree health benefits. (A retiree
27 “bridge” program for health benefits is subject to approval by the Riverside
28 County Board of Education).
29
30

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30

12.15 The Employer shall conduct an actuarial study during the 2019-2020 fiscal year regarding the Employer’s PEMHCA benefit plan, for the purpose of informing the parties regarding the effects of changes to the Employer’s contribution cap. Per Article I - AGREEMENT, the parties may open negotiations on Article XII for the 2020-2021 fiscal year.

ARTICLE XIII

WAGE SCALE

13.1 SALARY SCHEDULE

Unit members shall be paid in accordance with the Salary Schedule referenced herein as Appendix C1 and C2. The Employer shall provide a 5.5% salary schedule increase retroactive to the payroll period that includes July 1, 2023. The Employer shall provide a one-time, flat payment of \$500 off salary schedule to bargaining unit members employed on the date of ratification. In the event of a retroactive salary increase, it shall only be paid to bargaining unit members employed on the date of ratification.

13.1.1 All unit members are paid semi-monthly.

13.2 LONGEVITY

Unit members shall receive annual longevity/stipends on their anniversary dates in the following amounts:

- Completion of 10 years of full-time service - \$529
- Completion of 15 years of full-time service - \$661
- Completion of 20 years of full-time service - \$794
- Completion of 25 years of full-time service - \$926
- Completion of 30 years of full-time service - \$1,058

The stipends shall be prorated for part-time bargaining unit members.

13.3 PUBLIC EMPLOYEES' RETIREMENT SYSTEM (PERS)

For the purpose of this section, "Classic Members" is defined as anyone hired prior to January 1, 2013, and "New Members" is defined as follows:

1. A new hire who is brought into CalPERS membership for the first time on or after January 1, 2013, and who has no prior membership in any other California public retirement system.
2. A new hire who is brought into CalPERS membership for the first time on or after January 1, 2013, and who is not eligible for reciprocity with another California public retirement system.
3. A member who established CalPERS membership prior to January 1, 2013, and who is hired by a different CalPERS employer after January 1, 2013, after a break in service of greater than six months.

The Employer shall pay each participating member's contribution to the PERS system. The parties agree that the Employer's commitment to Employers paid PERS shall be expressly equal to the current statutory contribution level (commonly known as 7 percent). This paragraph shall be inoperative/null and void after the 3A payroll (FY 2014-15).

The parties agree that when conducting comparability studies after July 1, 2014, they would use districts/county offices of education that do not have Employer-paid member contributions to PERS as a part of their overall compensation package and/or will develop a factoring for those districts/county offices of education that do pay the PERS contribution.

13.4 STATE TEACHERS' RETIREMENT SYSTEM (STRS)

Bargaining unit members in the STRS systems will receive a stipend equal to 5 percent of their regular annual gross pay, paid semi-monthly. STRS 2% at 62 members hired on or after July 1, 2013, will not receive the stipend. This section shall be inoperative/null and void after the 3A payroll (FY 2014-15).

1 **13.5 NIGHT SHIFT COMPENSATION DIFFERENTIAL**

2 A full-time bargaining unit member who works a regularly scheduled shift of four
3 (4) or more hours between 5 p.m. and 8 a.m. for five (5) consecutive working
4 days or more will be paid a 5.5 percent night shift differential, retroactive upon
5 completion of the fifth day of such service to the first day of such service.
6

7 **13.5.1** The night shift differential will be reported for vacation, sick leave, and
8 jury duty only when a bargaining unit member is regularly scheduled for night
9 shift.
10

11 **13.5.2** Night shift differential shall not apply to bargaining unit members on
12 military leave.
13

14 **13.6 INTERPRETATION & TRANSLATION STIPEND**

15 Bargaining unit members who possess and have been selected by the Employer to
16 utilize interpretation and translation skills will be paid a bilingual stipend that is
17 2.5 percent for oral and 2.5 percent for written on a regular basis. In addition, a
18 2 percent bilingual stipend shall be paid to bargaining unit members for
19 intermittent use of oral and/or written bilingual skills. It is also understood that it
20 is the Employer's prerogative with regards to the selection of staff who will
21 receive the stipend.
22

23 **13.7 OVERTIME**

24 Bargaining unit members who work in excess of their normal eight-hour workday
25 and normal forty-hour work week, including paid leave, shall be compensated at
26 the rate of one and one-half times their regular rate of pay for the time worked in
27 excess of the normal eight-hour workday and normal forty-hour workweek,
28 computed to the nearest quarter-hour.
29
30

1 **13.7.1** Overtime shall not be a basis for accrued benefits or seniority. Overtime
2 will be discussed in New Employee Orientation.

3 **13.7.2** The employer will provide the Association, in writing, the overtime
4 procedure/process annually.

5 **13.7.3** Requirements for overtime will be included in job descriptions, job
6 announcements and be included in the interview process.

7 **13.7.4** Individual division overtime practices will be discussed annually at
8 classified and management staff meetings.

9 **13.7.5** Overtime may be offered both inside the division and in other divisions.
10 The employer shall establish a process, which will enable bargaining unit
11 members to volunteer for overtime in other divisions. The most current process
12 will be provided to the Association.

13 **13.7.6** Bargaining unit members may be assigned to work overtime in functions
14 not expressly covered in their job descriptions or included in their normal duties,
15 provided that the work assigned is within their province of abilities to perform.

16 **13.7.7** Bargaining unit members shall not work overtime without advance
17 approval by a Manager or Classified Supervisor, except as necessitated to provide
18 for the safety of students, employees, visitors, and/or the Employer's real and/or
19 personal property.

20 **13.8** **HOLIDAY WORK**

21 When a bargaining unit member is required to work on any of the holidays, as
22 listed in Article XVI of this Agreement, the bargaining unit member will be paid
23 compensation for such work in addition to the regular pay received for the
24

1 holiday, at the rate of one and one-half times the regular rate of pay, computed to
2 the nearest quarter-hour.

3 **13.9 COMPENSATION**

4 By mutual agreement between the Employer and the bargaining unit member,
5 compensatory time at the rate designated above may be assigned in lieu of
6 payment. When compensatory time off is authorized in lieu of cash
7 compensation, such compensatory time off shall be granted within 12 calendar
8 months following the month in which the overtime was worked and without
9 impairing the services rendered by the Employer. Exception: Compensatory time
10 shall not be carried over between fiscal years. Any unused compensatory time as
11 of the end of the 1A payroll cycle will be paid to the bargaining unit member on
12 the 1B payroll.

13
14
15 In absence of mutual consent, the bargaining unit member shall be paid for such
16 work.

17
18 **13.10 MILEAGE REIMBURSEMENT**

19 Mileage reimbursement for bargaining unit members shall be at the IRS standard
20 mileage rate, unless the program-funding source requires a lower rate. The
21 employer shall provide the Association a list of such programs on an annual basis.
22

23
24 **13.11 TRAVEL TIME**

25 Any bargaining unit member required to drive to a work location other than the
26 bargaining unit member's base site, beyond the normally scheduled work
27 day/work week and drive time, shall be compensated in accordance with Article
28 XIII, Section 13.8, i.e., if the travel time from the base site to alternative work
29 location is one hour, and the travel time from the bargaining unit member's home
30

1 to the alternative work location is one-half hour, overtime compensation will be
2 calculated based on whichever is less. Exceptions to the established travel
3 patterns will be reviewed by the employer.

4 **13.12 MEAL ALLOWANCE**

5 Bargaining unit members who are notified less than 24 hours in advance of a
6 requirement to work in excess of their normal workday by two (2) or more hours
7 shall be entitled to a meal allowance at the Employer's established meal
8 reimbursement approved rate for overtime hours worked between breakfast,
9 lunch, and dinner.
10

11 An additional meal allowance may be allowed for each additional six (6) hours
12 worked; a total of up to three overtime meal allowances in any 24-hour period
13 may be allowed. No overtime meal will be allowed if bargaining unit member
14 also claims per diem. Meal periods, under this section, shall not be considered as
15 time worked.
16
17

18 **13.13 CALL BACK**

19 Any unit member who has gone home after completing the bargaining unit
20 member's regular assignment and was not previously scheduled to work
21 additional hours that day and is called back to work, shall be compensated for a
22 minimum of two (2) hours at an overtime rate of pay.
23
24

25 **13.14 CONFERENCE ATTENDEES**

26 Bargaining unit members required to be in a travel status shall be paid for their
27 normal workday and be reimbursed for expenses pursuant to Administrative
28 Regulation.
29
30

1 **13.15 SALARY SCHEDULE ADVANCED STEP PLACEMENT**

2 New bargaining unit members who have been initially placed on a step other than
3 the first step of the salary range shall not be eligible for step advancement
4 recommendation until they have completed one (1) calendar year (from date of
5 employment) of satisfactory paid status service in their class. A bargaining unit
6 member who has been approved for step advancement by the authorized
7 Leadership Team person shall be placed on the next step within the salary range
8 effective the date in which the bargaining unit member became eligible.
9

10 **13.16 PROBATIONARY BARGAINING UNIT MEMBERS**

11 Regular probationary bargaining unit members, other than those placed on an
12 advanced step, shall not be eligible for step advancement recommendation until
13 they have completed satisfactory service during their probationary period.
14

15 “Satisfactory service” means that the level of performance as indicated on the
16 performance appraisal form completed by the appropriate Leadership Team
17 person is as an aggregate satisfactory or above and that the evaluator has
18 recommended thereon that the bargaining unit member be granted a step
19 advancement. A bargaining unit member who has been approved for step
20 advancement by the authorized Leadership Team person shall be placed in the
21 next step within the salary range effective the date which the bargaining unit
22 member became eligible.
23
24
25

26 **13.17 SUBSEQUENT ADVANCEMENT**

27 All bargaining unit members shall, after their initial step advancement, be eligible
28 for additional step advance recommendation upon successful completion
29 thereafter of one (1) calendar year of satisfactory paid service, dating from the
30

1 date of their previous advancement (as approved by the authorized Leadership
2 Team person) up to Step 5. Effective upon ratification and adoption of this
3 Agreement, eligibility for step advancement to Step 6 shall occur upon the
4 bargaining unit member's next anniversary of advancement to or placement on
5 Step 5 or 5A. Should a satisfactory recommendation be received subsequent to
6 the one (1) calendar year from date of employment as listed above, with exception
7 for the conditions described in following subsection 13.19, the salary adjustment
8 for the step advancement should be made retroactive as though timely. The
9 bargaining unit members who have reached top step of the range in which their
10 class is placed or who have had their position "Y" rated, shall not be eligible for
11 step advancement.
12

13
14
15 **13.18 DENIAL OF ADVANCEMENT - REEVALUATION**

16 Permanent bargaining unit members who have been denied step advancement
17 because of unsatisfactory performance shall be reevaluated once per interval by
18 the appropriate Leadership Team person at intervals, not to exceed 45 working
19 days, until satisfactory performance is achieved or other appropriate action is
20 taken. Said bargaining unit members who achieve satisfactory performance, as
21 determined by the authorized Leadership Team person, shall be placed on the next
22 step within the salary range effective at the next full pay period following the date
23 of the approval.
24

25
26 **13.19 SALARY ADJUSTMENT FOR STATUS CHANGES**

27 A bargaining unit member receiving a promotion shall be placed on the
28 appropriate step of the range to which the new classification is assigned to insure
29 that an increase in salary is provided, reflecting a minimum of one full step on the
30

1 schedule. The effective date of the salary adjustment, which shall also become
2 the new anniversary date, shall be effective the date in which the promotion is
3 implemented. A bargaining unit member shall receive a regularly scheduled step
4 advancement if it falls within 90 calendar days of the promotional date.

5
6 When a bargaining unit member is demoted, either voluntarily or involuntarily,
7 the bargaining unit member's placement within the range of the newly assigned
8 class shall become effective at the date in which the directed placement in the
9 lower classification was made. A new anniversary date may be assigned by the
10 Employer. The newly assigned step in the range of the lower classification may
11 not exceed the rate paid the bargaining unit member in the higher classification.

12
13 Bargaining unit members demoted during their initial probationary period shall be
14 placed in Step 1 of the range to which the lower classification has been assigned.

15
16 Bargaining unit members demoted during a promotional probationary period shall
17 be placed on the same step within the range assigned to the class which they held
18 prior to said promotion.

19
20 Bargaining unit members who are demoted for reasons of discipline or for layoff
21 may only be granted a "Y" rated status pursuant to negotiations with the
22 Association.

23
24 **13.20 RECLASSIFICATION**

25
26 Reclassification studies may be conducted at any time and shall be negotiated
27 with the Association prior to implementation. The Reclassification Request
28 Questionnaire, Form 2020 is available on RCOE's Website or in the Personnel
29 Division.

1 “Reclassification” means the upgrading of a position to a higher, paid
2 classification as a result of the gradual accretion of the duties being performed by
3 the incumbent in such position. The reclassification procedures set forth in this
4 article apply when significant permanent changes in assigned duties as required
5 by the Employer, occur in a bargaining unit member’s position that are not
6 actually reflected in, or reasonably related to, the specific statement of duties
7 required to be performed as set forth in the job description for the position, where
8 such changes are not temporary in nature, and the changes require a skill level or
9 a responsibility level higher than that usually required of the existing
10 classification. Reclassification is not the result of job performance, seniority in a
11 classification, or an increase in the quantity of duties and responsibilities
12 contained in the existing job description.

13
14
15
16 **13.20.1** Any bargaining unit member who believes that their position may be
17 subject to reclassification as defined above, may request a review of the
18 bargaining unit member’s classification by submitting the Reclassification
19 Request Questionnaire, Form 2020 to their supervisor. The Division of Personnel
20 Services will notify the Association of reclassifications when received.
21 Reclassification requests shall be reviewed and completed within a reasonable
22 length of time and generally not exceed nine (9) months. Bargaining unit
23 members working less than twelve (12) months shall have their reclassification
24 request placed on hold for the summer period. If additional information is needed
25 by the Division of Personnel Services or other extenuating circumstances, results
26 in a delay of the process, the Division of Personnel Services shall notify the
27 bargaining unit member and Association. A written response shall be given to the
28
29
30

1 employee(s) for all reclassification request denials and copied to the Association.
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30

13.20.2 (a) A bargaining unit member reclassified from one class to another shall retain the hire date in the former class; the hire date in the new class shall be the date the reclassification was filed and pay will be retroactive to that date.

(b) If employees in the same classification are reclassified at the same time, their seniority order in the former class shall be retained. When the reclassification is to an existing classification, the bargaining unit member will be placed on the first salary step in the new classification that provides at least a 5% increase but not to exceed the highest step in the new classification.

(c) If there is an existing job description requiring revisions due to an accretion of duties, the Employer and the CSEA shall create a revised job description (using the existing job description as a starting point) and salary range through the negotiations process. Thereafter, the employee will maintain their step placement in the agreed upon new salary range.

13.20.3 Nothing in this article shall limit the Employer's right to propose or implement reclassification studies. Additionally, this article does not apply to a reorganization which results in the creation of a new position.

13.21 INCONSISTENT DUTY ASSIGNMENT: COMPENSATION

It is the intent of this section to permit the Employer to work bargaining unit members temporarily outside their normal duties but in so doing to require that

1 some reasonable compensation be provided to the bargaining unit member during
2 such temporary assignment when that assignment is of a significant duration. The
3 Employer shall inform the Association when a bargaining unit member is
4 assigned inconsistent duties or an out-of-class assignment.
5

6 **13.21.1** Bargaining unit members shall not be required to perform duties which
7 are not fixed and prescribed for the position, unless the duties reasonably relate to
8 those fixed for the position, for any period of time which exceeds five (5) working
9 days within a fifteen (15) calendar-day period except as authorized below:
10

11 **13.21.2** A bargaining unit member may be required by the employer to perform
12 duties inconsistent with those assigned to the position for a period of more than
13 five (5) working days provided that the bargaining unit members' salary is
14 adjusted upward for the entire period they are required to work out of
15 classification and in such amounts as will reasonably reflect the duties required to
16 be performed outside their normal assigned duties.
17

18 **13.21.3** Inconsistent duties as an out-of-class appointment means the assignment
19 by the Employer of a bargaining unit member to an upgraded position or higher
20 classification in a vacant position for a limited duration. Such assignment shall
21 not exceed a total of 960 hours in a fiscal year. Salary placement for a bargaining
22 unit member in an out-of-class appointment will be no less than Step 1 of the
23 Range for the higher or upgraded position. If Step 1 does not provide a minimum
24 of a 5.5% salary increase, the bargaining unit member will be placed at the step of
25 the Range of the higher or upgraded position in order to provide at least a 5.5%
26 salary increase, but not to exceed the highest step for the higher or upgraded
27 position. This type of assignment is characterized by the bargaining unit member
28
29
30

1 performing significantly all, or most of the responsibilities of the higher
2 classification.

3 **13.21.4** A bargaining unit member may not self-assign additional inconsistent
4 duties. In order to qualify for Inconsistent Duty compensation as described in
5 Section 13.21.3.1 and 13.21.3.2, the inconsistent duties must have been assigned
6 by the Employer.
7

8 **13.22** **PARKING**

9 If it is determined that parking which is owned or leased by the Employer will
10 result in a cost to employees, the Employer will meet with the Association to
11 negotiate the effects to the bargaining unit.
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30

1 **ARTICLE XIV**

2 **IN-SERVICE WORKSHOPS/PROFESSIONAL GROWTH**

3
4 **14.1 IN-SERVICE WORKSHOPS**

5 The Employer and the Association agree it is to their mutual benefit to ensure staff
6 development for bargaining unit members. The sessions may pertain to improving
7 specific, current job skills, career advancement or quality of life.
8

9 **14.2 PROFESSIONAL GROWTH**

10 The Professional Growth Program is defined as an organized program to improve
11 the skills and performance of bargaining unit members in their current job
12 assignments through an accredited trade/technical program/school and/or the
13 attainment of an Associate's, Bachelor's or Master's degree, through the taking of
14 approved courses from an accredited college/university.
15

16
17 Eligibility: All permanent bargaining unit members employed more than twenty
18 (20) hours per week and that have been employed at least one (1)
19 consecutive year shall be eligible to participate in the program.
20

21 Procedure: Bargaining unit members shall submit the "Course Approval for
22 Professional Growth Credits" form, Form No. 2068A, for program
23 course approval prior to the last class meeting of each course. All
24 course approvals shall be acted upon by the Professional Growth
25 Committee, and its decision shall be final.
26
27
28
29
30

1 **Professional Growth Credits:**

2 Bargaining unit members who have accrued twelve (12) approved credits may be
3 eligible for a professional growth incentive. Credits will be granted for successful
4 completion of course work in the following manner:

- 5 (1) One credit per semester unit
6
7 (2) 0.67 credit per quarter unit

8 **Professional Growth Incentive:**

9 A. Bargaining unit members, having met all criteria for a Professional Growth
10 incentive, shall receive \$325 per year, per incentive, paid in either a one-
11 time separate check or a payroll warrant. Bargaining unit members
12 employed less than eight (8) hour per day shall have their Professional
13 Growth incentive prorated.
14
15

16 **Criteria for Granting Professional Growth Incentives:**

- 17 (1) Bargaining unit members may earn a maximum of four (4) Professional
18 Growth incentives.
19
20 (2) Successful completion is course work completed with a grade of “C” or
21 better.
22
23 (3) Only one Professional Growth incentive will be awarded to any bargaining
24 unit member within any two-year period. The two-year period shall
25 commence with the date of any Professional Growth incentive.
26 A. Qualifying approved credits accrued in excess of the twelve (12)
27 semester units required to qualify for an incentive increment, may be
28
29
30

1 banked and counted toward qualifying for a subsequent incentive,
2 subject to the criteria provided in this section.

3 (4) No credits will be awarded for courses taken during the bargaining unit
4 member's regular workday.

5 (5) Professional Growth incentive will cease once the bargaining unit member
6 receives a position that requires the course work that is contained in the
7 professional growth stipend.

8 (6) It shall take a minimum of three (3) votes from the Professional Growth
9 Committee for approval of a professional growth credit.

10 A. Bargaining unit members to be allowed to earn credits for the
11 attainment of an Associate's, Bachelor's or Master's Degree for
12 units earned.

13 B. Bargaining unit members to be able to earn professional growth
14 credits for classes taken to improve the skills and performance in
15 their current job assignments.

16 C. The Professional Growth Committee shall be composed of two (2)
17 persons selected by the Association and two (2) persons selected by
18 the Employer. Professional Growth credits need a vote of at least
19 three (3) members. Professional Growth Committee:

20 Committee members shall serve a term of two (2) fiscal years. The membership of
21 the Professional Growth Committee shall consist of:

22 (1) One administrator selected by the Division of the applicant.
23
24
25
26
27
28
29
30

- 1 (2) One permanent administrator and alternate selected by the Division of
2 Personnel Services and this person shall serve as chairperson.
- 3 (3) Two permanent bargaining unit members and one alternate selected by
4 Association.
- 5
6 (4) The Committee shall develop procedures for the operation of the
7 Committee.

8 **14.3 CLASSIFIED PROFESSIONAL DEVELOPMENT COMMITTEE**

9 There shall be a committee chair appointed by the division head of Personnel
10 Services. CSEA shall appoint one (1) representative to the committee. This
11 committee shall make recommendations to the Employer regarding professional
12 development opportunities for classified employees that are non-instructional.
13 Instructional staff shall have professional growth opportunities established by the
14 appropriate divisions. Input for possible opportunities will be solicited from
15 employees.
16
17

18 **14.4 CAREER DEVELOPMENT**

19 The Employer and the Association understand that grants may be applied for and
20 received that provide for career ladders for bargaining unit members. The
21 Association shall be provided copies of such grants. The Employer and the
22 Association agree that other staff development programs that are particular to
23 classifications and divisions may be in existence. The director of Personnel
24 Services shall maintain a list of all professional growth grants that impact
25 bargaining unit members. The Employer shall provide to the association on a bi-
26 annual basis a copy of new and existing grants that have been changed.
27
28
29
30

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30

ARTICLE XV

**TRANSFER, PROMOTION, AND
VOLUNTARY DEMOTION**

15.1 When a vacancy is announced by the Division of Personnel Services, notices for vacant positions within the classified unit shall be posted for five (5) or more working days.

STEP 1: When a vacancy occurs, all written reassignment/transfer requests for that vacancy on file will be reviewed prior to opening the position to recruitment.

STEP 2: If not filled, vacancies will be posted on the employer's designated electronic system. Interested bargaining unit members may apply by submitting an application via the electronic system. Currently, the electronic system is Ed-Join available at www.rcoe.us.

STEP 3: Outside applications shall not be considered prior to review of in-house applications. All internal applicants that submit a complete application, meet minimum qualifications of the job description, secondary screening criteria, and pass any required testing requirements shall be invited to interview.

15.2 DEFINITIONS -

(a) The term "transfer" as used in this Agreement shall mean the reassignment of a bargaining unit member, either voluntary or involuntary, to the same position classification, which includes a change of site. Relocation from one location to another location at the same site will not be considered a transfer.

1 (b) Promotion – A promotion is an internal advancement in position classification
2 to a higher classification.

3 (c) Basic Considerations in Determining Transfers

- 4 • Identified and explained county office and division program needs
- 5 • Expressed desires of bargaining unit members
- 6 • Performance
- 7 • Job related skills, knowledge, abilities and experience of bargaining unit
- 8 member
- 9 • Geography
- 10 • Equal Employment Opportunity

11
12 **15.3 VOLUNTARY TRANSFERS**

13 (a) Procedures for Consideration - bargaining unit members shall submit written
14 requests for transfer on an approved transfer/location change form to
15 Personnel via e-mail and copy the association president, prior to transfer
16 opportunities becoming available. Transfer requests shall remain active until
17 June 30 of each year, renewed upon written request of the bargaining unit
18 member served in like manner.

19
20
21 (b) When a vacancy occurs, the association will be provided with a list of the
22 position(s). Transfer possibilities will be considered prior to opening the
23 position to recruitment. All written requests on file will be given
24 consideration.

25
26 (c) If a transfer is not made when a vacancy occurs, the position will be opened
27 in accordance with established personnel recruitment and selection
28 procedures. The bargaining unit member will be provided written notice of a
29

1 denial of a voluntary transfer request within ten (10) business days of the
2 denial.

3 (d) Voluntary transfer requests shall be granted subject to mutual agreement of
4 the affected division heads.

5 (e) Once a voluntary transfer request has been approved by Personnel, the
6 bargaining unit member shall be moved to the new position within fourteen
7 (14) business days of the position becoming vacant, or the notification of the
8 bargaining unit member of the transfer, whichever is later.
9
10

11 **15.4 INVOLUNTARY TRANSFERS**

12 An involuntary transfer is any transfer not sought or requested by the bargaining
13 unit member. The bargaining unit member may request the specific reasons for
14 the transfer in writing. Involuntary transfers shall not be for arbitrary, capricious
15 or discriminatory reasons.
16

17 (a) The decision for an involuntary transfer will be made by Personnel Services
18 after consultation with the Association. The Association will be notified by
19 Personnel Services of the decision in writing at least five (5) days prior to
20 notification of the affected bargaining unit member.
21

22 (b) When possible, the bargaining unit member shall be given fifteen (15)
23 business days advance written notice prior to an involuntary transfer. This
24 notice shall be either by personal service, certified mail or proof of service.
25 This timeline can be waived by the bargaining unit member. Bargaining
26 unit members who are involuntarily transferred farther than 25 miles, but
27 less than 40 miles, from their old base site, after the commencement of the
28
29
30

1 school year and given less than a fifteen (15) business day notice shall be
2 entitled to an inconvenience adjustment. This adjustment shall be \$25.00
3 per day for each day less than fifteen (15) days' notice. The period of
4 inconvenience adjustment shall not exceed fifteen (15) business days.
5

6 (c) A bargaining unit member involuntarily transferred after the commencement
7 of the school year to a work site that increases the bargaining unit member's
8 home-to-work driving distance by greater than 40 miles, as calculated by
9 MapQuest or Google Maps or equivalent resource, shall be entitled to an
10 inconvenience consideration of \$50.00 per day for each day less than the
11 fifteen (15) day written notice. The period of inconvenience adjustment
12 shall not exceed fifteen (15) business days. Bargaining unit members shall
13 not be eligible for the involuntary transfer inconvenience consideration, if
14 the transfer is a result of: layoffs, work hours, work day, or work year
15 reductions; disciplinary action(s); mandatory exclusion from designated
16 work sites; a failure to meet/maintain County/State/Federal mandated
17 requirement(s), certification(s), or clearance(s); and/or failure to
18 meet/maintain any safety related certification(s) or clearances pertinent to
19 the bargaining unit member's position.
20
21
22
23

24 **15.5 VOLUNTARY DEMOTIONS**

- 25 (a) Bargaining unit members requesting a voluntary demotion to a lower
26 classification must apply for the position.
- 27 (b) Bargaining unit members who receive a voluntary demotion to a lower
28 classification will be required to serve a probationary period in the new position if
29
30

1 the bargaining unit member had not previously held the position and successfully
2 passed probation.

3 **15.6 PROMOTIONS**

4 (a) Bargaining unit members seeking a promotion must apply for and may be
5 required to test for the position.
6

7 (b) Bargaining unit members who are released from probation during the
8 probationary period for the promotional position shall be placed in the
9 classification from which the bargaining unit member was promoted, and shall not
10 be placed on probation if they had previously attained permanency in the former
11 classification.
12

13 (c) Bargaining unit members may request to be placed back into their previous lower
14 position classification during the probationary period in the promotional
15 classification. The request shall be submitted to the Division Head of Personnel
16 Services. The Employer shall grant any such request when there is a vacancy in
17 the bargaining unit member's former classification at the time of the request.
18 When the request to return to the previous lower position classification is granted,
19 bargaining unit members would be required to complete the probationary period
20 of the lower classification if they had not gained permanency in that position
21 classification.
22
23
24
25
26
27
28
29
30

ARTICLE XVI

LEAVES

1
2
3
4 **16.1** The benefits, which are expressly provided by this Article, are the sole leave
5 benefits which are a part of this Agreement. Leave benefits shall be for days on
6 which service would otherwise be required, except as agreed to by the parties. It is
7 agreed that other leave benefits, which may be provided by law or policy, are not
8 subject to the grievance procedures, Article VII.
9

10 **16.2 SICK LEAVE**

11 Sick leave for permanent full time bargaining unit members who are CalPERS
12 members shall be advanced at the rate of 8.6667 hours per month for each month in
13 a paid status in a work year. Such bargaining unit members other than full time
14 bargaining unit members shall have their benefits prorated in keeping with Article
15 IX. The proration shall be as follows; designated 11 month bargaining unit
16 members shall receive 12 days equivalent to the length of their regular work day
17 and designated 10 month bargaining unit members shall receive 11 days equivalent
18 to the length of their regular work day, effective July 1, 2014.
19

20 Sick leave for permanent full time bargaining unit members who are CalSTRS
21 members shall be advanced at the rate of 8.0 hours per month for each month in a
22 paid status in a work year. Such bargaining unit members other than full time
23 bargaining unit members shall have their benefits prorated in keeping with Article
24 IX, effective July 1, 2019. In lieu of the “extra” sick leave day provided to
25 bargaining unit members who are CalPERS members, bargaining unit members
26 who are CalSTRS members shall receive one (1) work day equivalent of “Floating
27
28
29
30

1 Leave,” subject to the usage provisions for “Personal Business Leave” in section
2 16.7.3 of this Agreement. The Floating Leave day shall not be deducted from the
3 bargaining unit member’s sick leave or personal necessity/personal business
4 balance. If the bargaining unit member does not use the day during the fiscal year,
5 the bargaining unit member may accrue up to 32 hours of carried over “Floating
6 Leave.” Floating Leave has no monetary value and is not subject to pay off.

7
8 **16.2.1** A bargaining unit member having a valid illness or injury shall be able to
9 use sick leave and must notify the Employer’s absence reporting system, as
10 soon as possible, but no later than two (2) hours prior to the start of the unit
11 member’s work day of the first day of absence, unless conditions beyond the
12 bargaining unit member’s control have made conformance to this subsection
13 impossible. If the need for absence arises less than two (2) hours before the
14 start of the unit member’s work day, the unit member shall notify the
15 Employer’s absence reporting system of the absence as soon as possible.
16 The bargaining unit member shall communicate the reason the bargaining
17 unit member was unable to provide two (2) hours’ notice.

18
19
20
21 **16.2.2** The Employer reserves the right to require a written statement from
22 physician verifying the illness or injury and authorizing the bargaining unit
23 member’s return to work upon recovery in the following situations:

- 24
- 25 • Following the third consecutive day of illness/injury.

26 OR

- 27
- 28 • Irrespective of the duration of illness or injury, when the unit member
29 has been notified in writing that a physician verification of
30 illness/injury will be required. The time frame for this initial

1 requirement is limited to a maximum of six (6) months from the date
2 of notification. The requirement may be extended by Personnel
3 Services, if the bargaining unit member's attendance has not
4 satisfactorily improved.
5

6 **16.2.3** When a bargaining unit member anticipates being absent ten (10) working
7 days or more, the bargaining unit member shall notify Personnel Services of
8 the situation and provide a statement from the bargaining unit member's
9 physician confirming the medical necessity for absence from work and an
10 estimate of the anticipated term of absence. A subsequent statement may be
11 required when the term of absence extends beyond the anticipated date of
12 return if the original statement is indefinite. Prior to return to work from
13 any absence of ten (10) days or more, a statement from the bargaining unit
14 member's physician verifying that the bargaining unit member can return to
15 work with or without restrictions and without detriment to the bargaining
16 unit member's health must be submitted to Personnel Services.
17

18
19
20 **16.2.4** Subject to a test of reasonableness, the Employer reserves the right to
21 require, at any time, medical examination of any unit bargaining unit
22 member by a physician chosen and compensated by the Employer.
23

24 **16.2.5** The bargaining unit member may elect to use in any fiscal year the
25 member's accrued and available sick leave entitlement, in an amount not
26 more than the sick leave that would be accrued during six months at the
27 member's then current rate of entitlement, to attend to an illness of a family
28 member. For the purpose of this section, "family member" is defined as
29 follows:
30

- 1) A child, which for the purposes of this section means a biological, adopted or foster child, stepchild, legal ward or a child to whom the bargaining unit member stands in loco parentis. This definition is applicable regardless of age or dependency status.
- 2) A biological, adoptive, or foster parent, stepparent, or legal guardian of a bargaining unit member or the bargaining unit member's spouse or registered domestic partner, or a person who stood in loco parentis when the bargaining unit member was a child.
- 3) A spouse.
- 4) A registered domestic partner.
- 5) A grandparent.
- 6) A grandchild.
- 7) A sibling.

For the purpose of this section, "illness" includes the diagnosis, care, or treatment of an existing health condition of, or preventive care for, the bargaining unit member or the bargaining unit member's family member as defined in this section.

The leave provided in this section may also be used because of the need of the bargaining unit member to obtain or seek any relief or medical attention for the health, safety, or welfare of the bargaining unit member, or the bargaining unit member's child, when the bargaining unit member has been a victim of violence, sexual assault, or stalking.

1 This section does not extend the maximum period of leave to which a
2 bargaining unit member is entitled under the federal Family and Medical
3 Leave Act or the California Family Rights Leave Act.

4 **16.2.6** A bargaining unit member cannot be absent from work without pay for
5 reasons other than those covered by this Agreement. Therefore, when all
6 sick leave entitlements have been exhausted, vacation and compensatory
7 time shall be utilized.
8

9 **16.3 EXTENDED SICK LEAVE**
10

11 In accordance with 16.2.6, upon exhaustion of all accumulated Sick Leave credit, a
12 unit member who continues to be absent for purposes of this section shall receive
13 50% pay for a period not to exceed 100 working days.
14

15 In order to qualify for 50% pay, a unit member shall first utilize all accumulated
16 vacation, compensatory time off, and all sick leave entitlements.

17 The employee shall be notified, in writing, by Personnel that available paid leave
18 has been exhausted, and shall be offered an opportunity to request additional leave.
19

20 The Superintendent may renew the leave of absence, paid or unpaid, for two
21 additional six (6) month periods or lesser leave periods that it may provide but not
22 to exceed a total of eighteen (18) months excluding Industrial Accident and Illness
23 Leave.
24

25 If at the conclusion of all leaves of absence, paid or unpaid, the employee is still
26 unable to assume the duties of his or her position; the employee shall be placed on a
27 reemployment list for a period of 39 months.
28
29
30

1 **16.4 INDUSTRIAL ACCIDENT AND ILLNESS**

2 **16.4.1** A bargaining unit member who is absent from duty because of an illness or
3 injury defined as an industrial illness or accident under the provisions of the
4 Workers' Compensation Insurance law, shall be granted paid industrial
5 accident leave for each such accident or illness while receiving temporary
6 disability benefits from Workers' Compensation.
7

8 **16.4.2** Paid industrial accident leave shall be for not more than sixty (60) working
9 days per fiscal year, for the same accident. Allowable leave shall not be
10 accumulative from year to year. Industrial accident or illness leave will
11 commence on the first day of absence. When an industrial accident or
12 illness occurs at a time when the full 60 days will overlap into the next fiscal
13 year, the employee shall be entitled to only that amount remaining at the end
14 of the fiscal year, in which the injury or illness occurred, for the same illness
15 or injury.
16
17

18 **16.4.3** Paid industrial accident leave shall be reduced by one day for each day of
19 authorized absence regardless of the temporary disability allowance made
20 under Workers' Compensation. Days absent while on paid industrial
21 accident leave shall not be deducted from the number of days of paid sick
22 leave to which the bargaining unit member may be entitled.
23
24

25 **16.4.4** If the bargaining unit member is unable to return to duty after exhausting
26 paid industrial accident leave; the bargaining unit member shall be placed on
27 paid sick leave if the bargaining unit member is eligible therefore.
28 Accumulated sick leave will be reduced only in the amount necessary to
29 provide a full day's wages or salary, as indicated in the bargaining unit
30

1 member's assignment, when added to compensation without penalties from
2 Worker's Compensation Fund.

3 **16.4.5** After all paid illness leave has been exhausted following a paid industrial
4 accident leave; a bargaining unit member may elect to receive pay from
5 accrued vacation or other earned leave to the extent necessary to make up
6 the bargaining unit member's regular salary when receiving a temporary
7 disability allowance without penalties from the Worker's Compensation
8 Fund.

9
10
11 **16.4.6** Bargaining unit members who have been approved by the Division of
12 Personnel Services to return to their position on a restricted basis, for
13 rehabilitative reasons, and are unable to continue in their position for at least
14 thirty (30) calendar days thereafter shall have their leave status assessed
15 from the date of the original illness or injury, less those days worked on a
16 restricted basis.

17
18 **16.4.7** When all paid leaves of absence have been exhausted following an industrial
19 accident or industrial illness, the bargaining unit member's name shall be
20 placed on the reemployment list for the class from which the bargaining unit
21 member was on leave for a period not to exceed 39 months.

22
23 **16.4.8** a. A bargaining unit member who fails to accept an appropriate
24 assignment after being medically approved therefor shall be removed
25 from the reemployment list. Appropriate assignment is defined as an
26 assignment to the bargaining unit member's former class, in the
27 bargaining unit member's former status and time basis, in assignment
28 areas in which the bargaining unit member has been available.
29
30

1 A bargaining unit member returning from such leave of absence shall
2 not have any loss or gain in seniority or employer benefit status.

3 b. While a bargaining unit member is on any paid leave resulting from an
4 industrial illness, the bargaining unit member's paid salary shall not,
5 when added to a normal temporary disability allowance award without
6 penalties granted the bargaining unit member under State Workers'
7 Compensation Insurance laws, exceed the bargaining unit member's
8 regular salary. A permanent bargaining unit member's salary is
9 computed on the basis of the number of hours and days in the
10 bargaining unit member's basic daily assignment. A bargaining unit
11 member who is not permanent shall have the bargaining unit member
12 salary computed on the basis of the average number of hours worked
13 each month in which the bargaining unit member was in paid status
14 during the preceding year.

15 c. During all paid leaves resulting from an industrial accident or
16 industrial illness, the bargaining unit member shall endorse to the
17 Employer all wage-loss benefit checks received under State Workers'
18 Compensation Insurance laws. Appropriate warrants shall be issued
19 for payment of wages, loss of benefits, salary, and/or leave benefits
20 and shall be deducted from normal retirement and other authorized
21 contributions.

22 **16.5 CATASTROPHIC SICK LEAVE BANK**

23 **16.5.1** Bargaining unit members who suffer a catastrophic injury/illness,
24 (catastrophic sick leave is defined as serious life threatening event resulting
25

1 in limitations and complications) which results in the bargaining unit
2 member using all available paid leaves, including regular sick leave,
3 vacation, compensatory time off, and industrial accident, if applicable, shall
4 become eligible to use this catastrophic sick leave plan, subject to the
5 restrictions and conditions outlined in these rules. Catastrophic sick leave
6 shall be used concurrently with extended sick leave. Catastrophic sick leave
7 shall not be used to provide leave beyond that permitted by state law for a
8 bargaining unit member who has exhausted all entitlement to sick leave,
9 vacation, compensatory overtime, or other available paid leave.
10
11

12 **16.5.2** The use of this Catastrophic Sick Leave Bank shall only be available to
13 those bargaining unit members who have made a donation of at least three
14 (3) days to the (equivalent to the employee's shift) bank prior to each
15 request.
16

17 **16.5.3** Bargaining unit members may donate accumulated sick leave days to the
18 Catastrophic Sick Leave Bank. This donation shall be irrevocable. The
19 bargaining unit member shall file an irrevocable "Catastrophic Sick Leave
20 Bank Deposit and Withdrawal Form" (Form # 3701) with the Personnel
21 Office. A donation to the Catastrophic Sick Leave Bank shall be a general
22 donation and from prior years' accumulations, and shall not be donated to a
23 specific bargaining unit member for the bargaining unit member's exclusive
24 use.
25
26

27 **16.5.4** There is no limit to the number of sick leave days a bargaining unit member
28 may donate to the Catastrophic Sick Leave bank, so long as the minimum
29
30

1 number of accumulated sick leave days available to the bargaining unit
2 member does not fall below five.

3 **16.5.5** Bargaining unit members may donate earned sick leave at any time during
4 their work year.

5
6 **16.5.6** Mental stress shall be excluded from the benefits of this rule. In the event a
7 bargaining unit member refuses to accept a modified assignment, the
8 bargaining unit member will be deemed ineligible to receive compensation
9 from the Catastrophic Sick Leave Bank.

10
11 **16.5.7** All bargaining unit members wishing to use this Catastrophic Sick Leave
12 Bank shall submit a “Catastrophic Sick Leave Bank Deposit and
13 Withdrawal Form” (Form # 2094) and a physician’s verification of the need
14 for leave and its duration. This form shall be submitted to the Personnel
15 office. The request shall state the number of days being requested by the
16 bargaining unit member. A Catastrophic Sick Leave Bank Committee,
17 comprised of Association members shall consider the request for the
18 bargaining unit member. The committee shall consist of one person selected
19 by the Employer as a record-keeper and three (3) other members selected by
20 the Association. On an annual basis the committee shall establish and
21 review guidelines and procedures for the consideration of requests for the
22 catastrophic sick leave bank. Approval of a request shall require a majority
23 vote of the Association members assigned to the Catastrophic Sick Leave
24 Bank Committee. Any rejection of a request may be appealed to the
25 Association Executive Board for final action and decision. The timelines
26 for filing an appeal shall be ten (10) days after formal notification of denial.
27
28
29
30

1 **16.5.8** The maximum number of days allowed to be utilized by one bargaining unit
2 member for a catastrophic injury/illness shall not exceed thirty (30) days. A
3 bargaining unit member may request a specific number of days on one
4 “Catastrophic Sick Leave Bank Deposit and Withdrawal Form.” The
5 bargaining unit member may request additional days up to the thirty (30)
6 maximum days by filing an additional request for consideration by the
7 Committee.
8

9 **16.5.9** Any days approved that are unused by the bargaining unit member shall be
10 returned to the Catastrophic Sick Leave Bank.
11

12 **16.5.10** If a bargaining unit member uses a day from the Catastrophic Sick Leave
13 Bank, pay for that day shall be the same rate the bargaining unit member
14 would have received had the unit member worked that day.
15

16 **16.5.11** Bargaining unit members who are granted use of Catastrophic Sick Leave
17 Bank Days shall be considered in regular paid status during such use.
18

19 **16.5.12** During September of each year, the Personnel office shall provide the
20 Association a statement outlining the number of days available in the Bank
21 as of September 1 of that year and the number of days used in the previous
22 fiscal year.
23

24 **16.5.13** Mandatory Replenishment: Employees who receive contributions from the
25 Catastrophic Sick Leave Bank must, upon return to duty, commence
26 donations with a minimum of one (1) accumulated sick leave day per year
27 until total donations equal the amount of donated leave received from the
28 bank.
29
30

1 **16.5.14** Eligibility for a Donation of Donated Sick Leave Non-Grievable: An
2 employee's eligibility for or donation of sick leave pursuant to the
3 provisions of the Catastrophic Sick Leave Bank section of this Article shall
4 not be subject to the grievance procedure of the Agreement. It is understood
5 and accepted that donated sick leave is an irrevocable deposit and cannot be
6 rescinded for any reason.
7

8 **16.6 PERSONAL LEAVES OF ABSENCE**

9 The Superintendent or designee may grant a leave of absence for personal reasons
10 with or without pay for a period not to exceed one (1) year to bargaining unit
11 members on permanent status. While on a personal leave without pay bargaining
12 unit members shall neither advance nor lose steps on salary schedule. Accumulated
13 sick leave and vacation time will not be accrued during the period of the unpaid
14 leave.
15
16

17 **16.6.1 FAMILY LEAVE**

18 The Employer will follow the California Family Rights Act (CFRA) and the
19 Federal Family and Medical Leave Act (FMLA). An employee is eligible
20 for this leave if the employee has worked for the Employer for a total of at
21 least twelve (12) months and has worked at least one thousand two hundred
22 and fifty (1,250) hours over the previous twelve (12) months. Employees
23 are required to provide at least thirty (30) days advance written notice to the
24 Director of Personnel Services if the need for FMLA is foreseeable. If the
25 thirty (30) days advance written notice is not possible, then notice shall be
26 given as soon as practicable to the Director of Personnel Services. Any
27
28
29
30

1 FMLA requests will be processed in accordance with the applicable
2 provisions of state and federal law.

3 **16.6.2 LEAVE FOR PREGNANCY DISABILITY (PDL)**

4 A bargaining unit member shall have the right to utilize either sick leave or,
5 in the case of a permanent bargaining unit member, vacation or Personal
6 Leave of Absence without pay for up to four (4) months (or the working
7 days a bargaining unit member would normally work in one-third of a year
8 or 17 1/3 weeks) as necessitated by adoption, pregnancy, miscarriage,
9 stillbirth, childbirth, or recovery therefrom. Any Pregnancy Disability
10 Leave (PDL) requests will be processed in accordance with the applicable
11 provisions of state and federal law.
12

13
14 **16.6.3** Under the California Family Rights Act (CFRA), if the bargaining unit
15 member has at least 12 months of service with the Employer prior to the
16 date the bargaining unit member wants to begin the bargaining unit
17 member's leave, the bargaining unit member may have a right to an unpaid
18 family care or medical leave (CFRA leave). This leave may be up to 12
19 workweeks in a 12-month period for the birth, adoption, or foster care
20 placement of the bargaining unit member's child. Any CFRA requests will
21 be processed in accordance with the applicable provisions of state and
22 federal law.
23
24

25
26 **16.6.4** Notwithstanding any time requirements in this section, a bargaining unit
27 member may be required to submit a physician's statement verifying health
28 impairment and release to return to work following health impairment
29 regardless of the length of time. The Employer also reserves the right to
30

1 require a medical examination by a physician chosen and compensated by
2 the Employer.

3 **16.7 PERSONAL NECESSITY LEAVE**

4 **16.7.1** In any one fiscal year, a bargaining unit member may elect to use, eight (8)
5 days in any one fiscal year, sick leave which has been earned for personal
6 necessities.
7

8 Two (2) of the eight (8) days are limited to the following categories:

- 9
- 10 a. Bereavement leaves which may be necessary beyond that authorized in
11 Article 16.8.
 - 12 b. An accident, involving the bargaining unit member's person or property
13 or the person and property of a bargaining unit member of the
14 bargaining unit member's immediate family.
 - 15 c. Appearance in any court or before an administrative tribunal as a
16 litigant, party or witness under subpoena or any order made with
17 jurisdiction, and for which no other leave is provided for herein.
18
 - 19 d. Official school and licensed child care activities for dependent children.
20
21 1. Limited to 40 hours per school year.
22 2. Not to exceed 8 hours in any calendar month.
23 3. Employee shall provide documentation from the school or licensed
24 child care facility as proof that he or she participated in school or
25 licensed child care facility activities on a specific date and at a
26 particular time.
27 4. Employee may utilize available vacation or compensatory time off in
28 lieu of Personal Necessity Leave for this purpose.
29
30

1 **16.7.2** Other extenuating circumstances subject to approval as follows:

- 2 a. Impending death or critical illness of family member;
- 3 b. Religious holiday;
- 4 c. Property protection such as flood, fire, or other imminent harm;
- 5 d. Paternity, adoption;
- 6 e. Conditions beyond control of the bargaining unit member.

7

8 Except as provided above, personal necessity leave shall not be used by

9 the Association or bargaining unit members for concerted activities, for

10 the Association or bargaining unit members for concerted activities, for

11 other employment, or for the extension of a holiday or vacation for

12 personal convenience or for recreational activities.

13 **16.7.3** Six (6) of the eight (8) personal necessity days are available to be taken as

14 personal business leave as determined by the bargaining unit member.

- 15
- 16 a. Bargaining unit members shall provide one day advance notice, if
- 17 possible, or immediately upon return.
- 18 b. Personal business leave shall not be used by the Association or
- 19 bargaining unit members for concerted activities, for other
- 20 employment, or for the extension of a holiday or vacation for personal
- 21 convenience or for recreational activities.
- 22 c. Personal business leave, if available, may be taken for tardiness on a
- 23 minute for minute basis, however, if excessive, tardiness may result in
- 24 disciplinary action.
- 25
- 26

27 **16.7.4** A bargaining unit member shall verify in writing that the personal

28 necessity leave was used only for purposes as set forth in the above. A

29 bargaining unit member will be subject to appropriate discipline if the

30

1 leave was used for purposes other than stipulated. Leave under the above
2 provisions, with the exception of the six (6) personal business days, is
3 subject to approval, and the bargaining unit member must specify the type
4 of personal necessity. When feasible, prior approval is requested. The
5 bargaining unit member shall make every effort to comply with the
6 Employer's notification procedures as contained in Article 16.2.1.

7
8 **16.7.5** Bargaining unit members may request additional personal necessity leave
9 in writing to the Superintendent. Such leave shall be taken from their
10 accumulated or accrued sick leave.
11

12 **16.8 BEREAVEMENT/FUNERAL LEAVE**

13
14 **16.8.1** The bargaining unit member shall be entitled to a maximum of three (3)
15 days of leave of absence without loss of salary, or five (5) days leave of
16 absence without loss of salary, if travel in excess of 300 miles is required to
17 attend the funeral/memorial service for any member of the bargaining unit
18 member's immediate family. Such leave shall not be deducted from leave
19 granted by other sections of this Agreement.
20

21
22 **16.8.2** For purposes of this subsection, members of the immediate family shall
23 include: mother, father, legal guardian, a step-mother, a step-father,
24 grandmother, grandfather, grandchildren, brother, sister, uncle, aunt, niece,
25 nephew of the bargaining unit member or of the spouse/registered domestic
26 partner of the bargaining unit member; and the spouse, son, son-in-law,
27 daughter, step-child, daughter-in-law of the bargaining unit member, or a
28 person identified as a significant other of the bargaining unit member who
29 resides in the bargaining unit member's household.
30

1 **16.8.3** Bargaining unit members shall be entitled to an additional two (2) days of
2 leave of absence on account of the death of their spouse, registered domestic
3 partner, child, or stepchild.

4 **16.8.4** Bargaining unit members, may request of the superintendent or division
5 head, bereavement leave for a relative or persons not contained within the
6 definition of immediate family within sections 16.8.2 or 16.8.3. This
7 request may be verbal but must be followed by a written request.

8 **16.8.5** The bargaining unit member shall identify name, relationship of family
9 member, city and state of death upon request of bereavement leave. If the
10 bargaining unit member is traveling in excess of 300 miles, the bargaining
11 unit member shall also identify the location of funeral/memorial service.

12 **16.9 JURY DUTY**

13 **16.9.1** Bargaining unit members will be provided leave for jury duty. The
14 bargaining unit member shall submit a written request for an approved
15 absence no less than ten (10) days prior to the beginning date of the leave.
16 The employee shall provide verification of attendance upon completion of
17 jury duty service.

18 **16.9.2** The bargaining unit member, while serving jury duty, will receive full pay,
19 provided that jury fees (excluding mileage) are endorsed by the bargaining
20 unit member and submitted to the Employer.

21 **16.9.3** Whenever practicable, and subject to rules that may be developed by the
22 Employer, the bargaining unit member is to report to the bargaining unit
23 member's work location during normal work hours when not occupied as a
24 juror.

1 **16.9.4** Any bargaining unit member whose regular assignment shift commences at
2 3:00 p.m. or after, and who is required to serve four (4) or more hours of the
3 day on duty, shall be relieved from work with pay.

4 **16.10 ANNUAL VACATION**

5 **16.10.1** Bargaining unit members employed 12 months and 40 hours/week
6 shall be entitled to annual vacation in keeping with the following
7 schedule. For the purpose of this Article, the work-year commences
8 on the bargaining unit member's initial hire date.

9 **16.10.2** Completion of 1 year - 80 hours

10 **16.10.3** Commencing with 2-3 years - 96 hours

11 **16.10.4** Commencing with 4-9 years - 128 hours of vacation

12 **16.10.5** Commencing with 10-14 years - 168 hours of vacation

13 **16.10.6** Commencing with 15 years - 176 hours of vacation

14 **16.10.7** Part-time bargaining unit members shall have their paid vacation
15 eligibility prorated in accordance with Article IX.

16 Bargaining unit members employed less than 12 months and 40 hours
17 per week, but more than 9½ months and 20 hours per week, shall be
18 credited with one (1) year of service after the completion of their
19 assigned work year. This service credit is for computation of vacation
20 credit only.

21 **16.10.8** New bargaining unit members shall be entitled to use accrued vacation
22 after successful completion of six (6) months.

23 **16.10.9** Bargaining unit members, except as provided for as in 16.10.10 may
24 carry over into the next fiscal year no more than 160 hours of accrued
25

1 vacation. Bargaining unit members shall be required to schedule and
2 utilize vacation hours in excess of 160 prior to June 1. The Employer
3 may place bargaining unit members on vacation during the months of
4 April, May, or June, up to the amount of hours that would be in excess
5 of 160 hours, with due consideration being given to any written
6 vacation requests submitted for the bargaining unit member.
7

8 **16.10.10** School site bargaining unit members who are employed on a regular
9 basis for less than twelve months and whose vacation accrual rate
10 exceeds that which can be reasonably taken off during the work year
11 are required to have vacation hours used during winter and springs
12 breaks. The remainder of vacation time shall be used by the end of
13 their work year, or at the election of the bargaining unit member paid
14 off in a lump sum payment in July or carried over up to maximum of
15 80 hours. The bargaining unit member shall be responsible for
16 notifying the RCOE Payroll Department, in writing, of the election not
17 later than June 1 of each year. In the absence of such notification, the
18 bargaining unit member's vacation balance up to the maximum
19 carryover allowable for that bargaining unit member will be carried
20 over to the next fiscal year. Any amount over the maximum allowable
21 carryover shall be paid off in a lump sum payment in July on the
22 regular semi-monthly pay cycle.
23
24
25
26

27 **16.10.11** During the scheduled school year, school site bargaining unit members
28 may use vacation during any non-work days. Bargaining unit
29 members who elect to work extended school year or summer school
30

1 are entitled to use vacation hours during those time periods.

2 Requested use of vacation leave is subject to approval by the
3 immediate supervisor.

4 **16.10.12** Vacation Request – Bargaining unit members who submit a vacation
5 request shall receive the status of the request within ten (10) working
6 days of submission. Requested use of vacation leave is subject to
7 approval by the immediate supervisor.
8

9 **16.11 BIRTHDAY LEAVE**

10 Bargaining unit members shall receive one (1) day designated as Birthday Leave.
11 “Day,” as used in this section, shall be equal to the bargaining unit member’s
12 workday. Subject to prior notice, no later than 48 hours, bargaining unit members
13 may take this day during the month their birthday falls, or during the nearest work
14 month if they are less than 12-month employees, or with prior approval on any
15 day elected by the employee prior to the end of the fiscal year. This day may not
16 be accumulated. If the bargaining unit member does not use the day during the
17 time indicated, he/she shall lose the right to utilize it.
18
19
20

21 **16.12 QUARANTINE LEAVE**

22 **16.12.1** If a bargaining unit member is quarantined by the county or City Health
23 Department of the bargaining unit member’s county or city of residence
24 because of the illness of another person, the absence shall be paid leave
25 and shall not be charged to sick leave. In all other circumstances
26 involving quarantine, the bargaining unit member shall use sick leave.
27
28
29
30

1 **16.12.2** In all cases, the employer shall require that the bargaining unit member
2 provide written verification of the quarantine and the dates thereof from
3 the controlling agency.

4 **16.13 HOLIDAYS**

5
6 **16.13.1** The Employer agrees to provide 12-month bargaining unit members in
7 the bargaining unit with the following paid holidays:

- 8 • Independence Day
- 9 • Labor Day
- 10 • Veterans Day
- 11 • Thanksgiving Day
- 12 • Day following Thanksgiving
- 13 • Day before Christmas Day
- 14 • Christmas Day
- 15 • Day following Christmas Day (in lieu of Admission Day)
- 16 • Day before New Year's Day
- 17 • New Year's Day
- 18 • Martin Luther King Day
- 19 • Lincoln Day
- 20 • Washington Day
- 21 • Memorial Day
- 22 • Juneteenth

23 Bargaining unit members who worked the Juneteenth Holiday on
24 June 18, 2021, shall receive a floating leave holiday in lieu of
25 compensation. Bargaining unit members shall work with their
26 Supervisor for scheduling. This floating holiday shall be used by
27 June 30, 2022.

28 The parties shall meet and negotiate prior to February 1 of each year the
29 observance dates for the next fiscal year of the above holidays.

30 **16.13.2** Those bargaining unit members who may work for special programs or
 at sites within a district are subject to holiday scheduling changes by the
 first level Management Leadership Team person having responsibility

1 for the program or site -- to conform to district or program requirements.
2 Subject to availability of school district adopted school calendars, the
3 Employer shall provide site-based bargaining unit members with annual
4 calendars that include the site's applicable paid holidays.

5
6 **16.13.3** Additionally, every day declared by the President of the United States or
7 Governor of this state as a holiday, or any day legally adopted as a
8 holiday by the Employer shall be a paid holiday for all designated
9 bargaining unit members in the bargaining unit.

10
11 **16.13.4** Bargaining unit members shall be entitled to payment for authorized
12 holidays, provided that they were in a paid status during any portion of
13 the working day immediately preceding or succeeding the holiday.

14
15 **16.13.5** Bargaining unit members who are not normally assigned to duties during
16 the school holidays of December 25, January 1, and Admission day shall
17 be paid for those three holidays providing that they were in a paid status
18 during any portion of the working day of their normal assignment
19 immediately preceding or succeeding the holiday period.

20
21 **16.13.6** When a holiday falls on a Saturday, the preceding workday not a holiday
22 shall be deemed to be that holiday. When a holiday falls on a Sunday,
23 the following workday not a holiday shall be deemed to be that holiday.

24
25 **16.13.7** The Employer may adjust the calendar to include other holidays and
26 shall consult with the Association.

27 **16.14 BARGAINING UNIT MEMBERS EMPLOYED LESS THAN 12 MONTHS**

28
29 On any school day during which pupils from County Office of Education operated
30 programs would otherwise have been in attendance, but are not, and for which

1 County Office of Education certificated personnel at instructional sites received
2 regular pay: bargaining unit members at those sites shall have those days included
3 as normal workdays.
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30

ARTICLE XVII

LAYOFFS

1
2
3
4 **17.1** The Employer may lay off bargaining unit members at any time in accordance with
5 this Agreement and applicable law. With the exception of reductions contemplated
6 in Article 9.3, any reduction in hours shall be bargained with the chapter with
7 regard to decisions to reduce and the effects. Nothing herein shall constitute a
8 waiver of the Employer's unqualified right to layoff classified bargaining unit
9 members in accordance with the law without having to negotiate the decision to do
10 so.
11
12

13 **17.2** Classified layoffs shall be conducted in accordance with Education Code Section
14 45117.
15

16 **17.2.1** The Employer shall notify the affected bargaining unit members in writing
17 by March 15 when the employment is terminated effective June 30, or 60
18 days prior to the termination of specially funded programs. The notice shall
19 specify the reason for the layoff and identify by name and classification the
20 bargaining unit member designated for layoff.
21

22 **17.2.2** The Association shall be provided with a subject seniority list, and copies of
23 unit members' layoff notices shall be served jointly upon the Association.
24

25 **17.2.3** Any layoff shall be affected within a class. The order of layoff shall be
26 based on date of hire within the class, plus higher classes. The bargaining
27 unit member who has been employed the shortest time in the class, plus
28 higher classes shall be laid off first.
29
30

1 **17.3 DISPLACEMENT**

2 A bargaining unit member who is laid off from a class, and who has previous
3 service in an equal or lower class, shall have the right to displace a bargaining unit
4 member with less seniority in that class. Seniority shall include the total of the
5 previous service in the equal or lower class plus service in the class from which the
6 layoff occurs and in higher classes.
7

8 In the event that two (2) or more affected bargaining unit members have the same
9 seniority, a lottery shall be cast by the Employer and witnessed by the Association
10 to determine the relative placing of the subject bargaining unit members upon a
11 seniority list.
12

13 **17.4 VOLUNTARY DEMOTION OR TRANSFER**

14 A permanent bargaining unit member who will suffer a layoff for lack of work or
15 funds despite his or her displacement rights may accept a voluntary demotion to a
16 vacant position in a lower class or transfer to an equal class, provided that the
17 bargaining unit member is qualified to perform the duties thereof, and provided
18 further that the Employer approves the voluntary demotion.
19
20

21 **17.5 REDUCTION IN HOURS**

22 A classified bargaining unit member may elect to accept a reduction in hours per
23 day, days per year, or both in lieu of layoff, and subject to negotiations between the
24 Employer and the Association.
25

26 **17.6 REEMPLOYMENT RIGHTS**

27 Laid off bargaining unit members are eligible for reemployment in the class from
28 which laid off for a 39-month period and shall be employed in the order of
29
30

1 seniority. Any bargaining unit member who is laid off and is eligible for
2 reemployment, will be contacted at the former bargaining unit member's last known
3 personal phone number and shall be notified in writing by the Employer at the
4 former bargaining unit member's last known personal email address, of an opening
5 for which the former bargaining unit member has reemployment rights. Former
6 bargaining unit members are responsible for providing up-to-date contact
7 information to the Employer. Regular bargaining unit members who take voluntary
8 demotions or voluntary reductions in assigned time in lieu of layoff shall be, at the
9 bargaining unit member's option, returned to a position in their former class or to
10 positions with increased assigned time as vacancies become available, within a
11 63-month period, except that they shall be ranked in accordance with their hire date
12 seniority on any valid reemployment list.
13
14
15

16 **17.7** In the event the Employer takes formal action to permanently abolish a bargaining
17 unit position/classification, it shall notice the Association in writing prior to the
18 effective date of the action.
19

20 **17.8** For information purposes only, the relevant Education Code Sections for this
21 Article include: 45101, 45115, 45117, 45298, and 45308. All Education Code
22 Sections cited herein are merely references and shall not be grievable.
23
24
25
26
27
28
29
30

ARTICLE XVIII

HEALTH AND SAFETY

1
2
3
4 **18.1** Unit members shall not be required to work under unsafe conditions or to perform
5 tasks, which endanger their health, safety or well-being (as per applicable federal,
6 state and local law).
7

8 **18.2** Disputes arising relating to reasonable bargaining unit member safety processes that
9 may affect the operation of other articles of the Agreement, may be subjected to the
10 Grievance Procedure. However, safety conditions which constitute an immediate
11 hazard to health, safety or well-being of unit members or students should be
12 reported immediately to the director of Personnel Services.
13

14 **18.3** The Employer shall have a safety committee to which the Association shall have the
15 authority to appoint two members. The committee shall meet three (3) times per
16 year to review health and safety of working conditions. The committee will make
17 recommendations to the Employer for correction of unsatisfactory health and safety
18 conditions. Committee members will be allowed reasonable release time for
19 committee duties, without loss of pay.
20
21

22 **18.4** No bargaining unit member shall be reprimanded as a result of reporting unsafe
23 conditions or any health condition reasonably believed to be a violation of law.
24

25 **18.5** The Employer may prepare, issue, and enforce rules and safety regulations
26 necessary for the safe, orderly and efficient operation of the County Office of
27 Education, provided that said rules or regulations are not inconsistent with the terms
28 and conditions contained in the Collective Bargaining Agreement. Unit members
29
30

1 shall comply with the Employer's reasonable rules, regulations, trainings, and
2 directives designed to provide a safe and healthy workplace.
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30

ARTICLE XIX

PEACE AND STABILITY

1
2
3
4 **19.1** It is agreed and understood that there will be no concerted strike, sympathy strike,
5 work stoppage, slow down, obstructive picketing, or concerted refusal or failure to
6 fully and faithfully perform job functions and responsibilities, or other concerted
7 interference with the operations of the Employer by the Association or by its
8 officers, agents or members during the term of this Agreement. Compliance with
9 the request of other labor organizations to engage in such activity is included in this
10 prohibition.
11

12
13 **19.2** The Association recognizes the duty and obligation of its representatives to comply
14 with the provisions of this Agreement and to make every effort toward inducing its
15 members to do so. In the event of the following concerted activities: strike,
16 sympathy strike, work stoppage, slow down, or obstructive picketing, the
17 Association agrees in good faith to actively take an affirmative action to cause those
18 bargaining unit members to cease such action.
19

20
21 **19.3** It is agreed and understood that any bargaining unit member concertedly violating
22 this article may be subject to disciplinary action up to and including discharge,
23 and/or, may be considered to have automatically resigned from the Employer's
24 service. For purpose of this article, any bargaining unit member deemed to have
25 automatically resigned shall be eligible to utilize the appropriate procedures as
26 provided in this Agreement and by law.
27
28
29
30

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30

19.4 The Employer shall not unlawfully withhold employment from its bargaining unit members for the purpose of resisting their collective demands or gaining a bargaining concession from them.

ARTICLE XX

SUSPENSION/DISMISSAL

20.1 PROBATIONARY BARGAINING UNIT MEMBERS

In keeping with the provisions of the California Education Code, any probationary bargaining unit member serves at the discretion of the Superintendent; a probationary bargaining unit member may be subject to discipline at any time and may be dismissed without a showing of cause by the Superintendent or designee.

20.2 DISCIPLINARY ACTION (PERMANENT BARGAINING UNIT MEMBERS)

The following, non-exclusive, disciplinary actions may be taken by the Riverside County Superintendent of Schools against a permanent bargaining unit member for any of the causes listed in Section 20.3.

20.2.1 Suspension

1. Suspension is temporary removal from employment for a specified period of time. Normally, suspension of a bargaining unit member shall not be for more than 22 working days.
2. A bargaining unit member may be suspended pending investigation of alleged misconduct without receiving a predetermination notice, when circumstances indicate that the bargaining unit member's continued presence at the work site could have detrimental consequences on the health or welfare of students or bargaining unit members, or could endanger public property. In such a situation, the bargaining unit member may be suspended until a final decision is reached regarding the

1 disciplinary action. Should the suspension be subsequently found to be
2 unwarranted, restitution may be made contingent upon approval of the
3 Superintendent. The limitations of Section 20.2.1(1) shall not apply in
4 this area.

5
6 **20.2.2 Involuntary Reassignment**

7 Involuntary reassignment is the directed change of assignment to a position
8 other than that occupied by the incumbent without his/her voluntary consent,
9 except for a layoff for lack of work or lack of funds.

10
11 **20.2.3 Involuntary Demotion**

12 Involuntary demotion is the directed placement in a lower classification.

13
14 **20.2.4 Reduction in Compensation**

15 Reductions in compensation when independent of other forms of
16 disciplinary action shall consist only of a change within the salary range
17 from the existing step to a lower step for a specific duration of one or more
18 work weeks but not to exceed 1,040 working hours in paid status.

19
20 **20.2.5 Dismissal**

21 Dismissal is removal from the employment of the Riverside County
22 Superintendent of Schools.

23
24 **20.3 REASONS FOR ACTIONS**

25 **20.3.1** Any of the following acts or omissions of a bargaining unit member who has
26 permanent status shall be good cause for having disciplinary action taken
27 against him/her:

- 28
29 1. Neglect of duty;
30 2. Inefficiency or negligence in performance of duties;

- 1 3. Incompetency;
- 2 4. Insubordination;
- 3 5. Inability to perform assigned duties due to failure to meet job
- 4 qualifications limited to failure to possess required licenses, failure to
- 5 pass required tests, loss of or failure to maintain clearances, or failure to
- 6 meet Employer insurability requirements;
- 7
- 8 6. Willful violation by a bargaining unit member of a rule or regulation
- 9 prescribed by the County Board of Education, Superintendent, or the
- 10 head of the division/department in which the bargaining unit member is
- 11 employed;
- 12
- 13 7. Dishonesty;
- 14
- 15 8. Conviction of either a felony, misdemeanor, or any offense other than
- 16 minor traffic violations, in connection with or affecting the bargaining
- 17 unit member's duties;
- 18
- 19 9. Conviction of a sex offense as in the Education Code Section 44010,
- 20 conviction of narcotics offense as defined in Education Code Section
- 21 44011, or conviction as a sexual psychopath as defined in Division 6,
- 22 Chapter 2, of the Welfare and Institutions Code (Section 6300, et seq.);
- 23
- 24 10. Discourteous treatment of the public or other bargaining unit members,
- 25 which has an adverse impact upon the bargaining unit member's job
- 26 performance or the ability of the Employer to maintain harmonious
- 27 relationships;
- 28
- 29 11. Excessive use or abuse of leave;
- 30 12. Repeated and unexcused absence or tardiness;

- 1 13. Abandonment of position (absence for three (3) or more consecutive
2 workdays without contacting the immediate supervisor or the Employer
3 shall be deemed abandonment of position);
- 4 14. Unfitness to perform assigned duties;
- 5 15. Drinking or possession of alcoholic beverages on the job or reporting for
6 work while under the influence;
- 7 16. Unlawful possession of drugs or controlled substances, unlawful use of
8 drugs or controlled substances while on the job, or reporting to work
9 while under the influence of an illegal drug or controlled substance;
- 10 17. Possession of firearm or other deadly weapons such as, but not limited
11 to, concealed explosive substances, hand grenades, metal knuckles, or
12 nunchakus while on Employer property or while on duty;
- 13 18. Making a willful, material misrepresentation in connection with
14 obtaining or maintaining employment or position;
- 15 19. Political activity in violation of federal or state law;
- 16 20. Conduct either during or outside of duty hours, which adversely affects
17 the bargaining unit member's performance or operation of the
18 department in which he/she is employed;
- 19 21. Failure to report to work as assigned;
- 20 22. Misuse of confidential information;
- 21 23. Theft.

22 **20.4 PREDETERMINATION PROCEDURES**

23
24
25
26
27
28
29
30
When the Superintendent or designee determines that a permanent bargaining unit member is to be reduced in compensation, suspended, or dismissed pursuant to

1 Article XX so as to materially affect the bargaining unit member's salary, the
2 subject bargaining unit member shall be given prior written notice by the
3 Superintendent or designee informing the bargaining unit member of:

- 4 1. The intended discipline;
- 5 2. The effective date;
- 6 3. A specific statement of the charges;
- 7 4. Notice of the opportunity to respond either orally or in writing to the
8 Superintendent or designee within five (5) working days, as designated by the
9 predetermination notice, stating that should the bargaining unit member fail to
10 do so he/she shall have waived the rights to a predetermination review. (22
11 Cal.3rd 552, 1978);
- 12 5. The bargaining unit member shall, upon request, have copies of the material
13 upon which the charges are based.

14 **20.5 DISCIPLINARY ACTION PROCEDURES**

15 The disciplinary action procedure may continue after the predetermination hearing
16 or after the (5) working day period of time referenced above in Article 20.4.

17 In the event that the Superintendent or designee determines from the
18 predetermination hearing that further action is to be taken, a permanent bargaining
19 unit member who is to have disciplinary action taken against him/her shall be given
20 written notice of the decision to take further action. The bargaining unit member
21 may request a hearing in writing within five (5) working days after service of the
22 notice to take further action.

1 **20.5.1 Hearing**

- 2 1. The hearing shall be held within a reasonable period of time and,
3 normally, not less than five (5) working days after the filing or a
4 request for a hearing.
- 5 2. If the bargaining unit member does not request a hearing by the set
6 date, disciplinary action may become final without a hearing.
- 7 3. a. The bargaining unit member may be represented at the hearing by
8 a designated individual representative of his/her choice, provided
9 that the member be provided the opportunity to sign an Association
10 waiver, a copy of which will be provided to the Superintendent.
- 11 b. The bargaining unit member may be represented by an attorney at
12 law, provided that the member be provided the opportunity to sign
13 an Association waiver, a copy of which will be provided to the
14 Superintendent.
- 15 c. The bargaining unit member may be represented by the
16 Association.
- 17 4. The hearing shall be conducted before the Joint Panel. One member to
18 be selected by the bargaining unit member, one selected by the
19 Superintendent and one member mutually agreed to by the parties that
20 would serve as a technical expert. The decision of each shall bear the
21 same weight and the burden of agreement shall rest with the joint
22 panel. Members of the Joint Panel shall be selected from persons with
23 no prior knowledge of privileged information concerning the proposed
24 disciplinary action.
- 25
- 26
- 27
- 28
- 29
- 30

- a. The Joint Panel may designate in the following situations:
 1. For calendar convenience, or expediency.
 2. In situations where the hearing would require technical expertise.
 3. Where the Joint Panel feels a conflict of interest due to foreknowledge or knowledge of privileged information, concerning the particular disciplinary action to be considered.

20.5.2 Hearing Before the Joint Panel

1. The bargaining unit member shall have the right to personally appear and testify, to call and cross-examine witnesses.
2. The bargaining unit member shall not be compelled to testify against himself/herself, however, it is herein emphasized that the failure of the appellant to personally rebut evidence presented against him/her may reflect unfavorably upon the weighing of the evidence.
3. Documentary and oral evidence shall be accepted and given the appropriate weight by the panel.
4. Hearsay evidence is admissible but will be given diminished weight unless it supports direct evidence.
5. Irrelevant or unduly repetitious evidence shall be excluded.
6. The bargaining unit member shall have the burden of going forward with mitigating evidence.
7. The Joint Panel shall make its decision based solely on the facts and arguments presented.

1 **20.5.3 Result of Hearing Process**

2 A recommended written decision of the Joint Panel shall be forwarded to the
3 Superintendent, the employee and the Association for review within 20 days
4 of the date of the hearing. The Superintendent may accept, reject, or modify
5 the recommended decision: Should the decision be modified, pursuant to a
6 review of the record, the Superintendent shall draft the final decision to
7 include any findings of fact and determinations of issues giving weight to
8 the modifications.
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30

ARTICLE XXI

UNIFORMS

21.1 UNIFORMS

Uniforms and boots that are required to be worn shall be provided for unit members as follows:

Uniforms shall be provided and required exclusively for the following classifications:

- a. Building/Grounds Maintenance Person
- b. Custodian
- c. Courier Clerk
- d. Campus Security
- e. Data/Telecommunication Technician
- f. Food Services Worker assigned to Café Vista
- g. General Maintenance Worker
- h. Maintenance/Operations Lead Person
- i. Warehouse Stock Clerk
- j. Other like positions in Maintenance and Operations Unit, after consultation with the Association

Each unit member shall receive eleven (11) full sets of said uniforms. One (1) to wear. Five (5) uniforms shall be provided for the regular work week (hanging), and five (5) for the following work week (being laundered). The value of employer provided uniforms shall be \$15.00 per month for classic members of the CalPERS retirement system. It is expressly understood that laundering service is the responsibility of the Employer.

Worn or damaged uniforms shall be repaired or replaced by the vendor at no cost to the unit member.

1 Each unit member, as designated above shall be provided with one (1) jacket
2 which shall remain the property of the Employer. The care and cleaning of said
3 jacket shall remain the responsibility of the bargaining unit member.

4 Unit members in the following classifications shall also receive one (1) pair of
5 appropriate footwear as determined by the Employer, to be replaced on an as-
6 needed basis, but not to exceed more than one (1) replacement pair every two (2)
7 years:
8

- 9 a. Building/Grounds Maintenance Person
- 10 b. Custodian
- 11 c. Courier Clerk
- 12 d. Data/Telecommunication Technician
- 13 e. Food Services Worker assigned to Café Vista
- 14 f. General Maintenance Worker
- 15 g. Maintenance/Operations Lead Person
- 16 h. Warehouse Stock Clerk
- 17 i. Other like positions in Maintenance and Operations Unit, after
18 consultation with the Association

19 Each bargaining unit member, upon request, shall receive one (1) cap which shall
20 include the Employer's logo. Wearing of said cap shall be optional. Only the
21 official uniform cap shall be worn.

22 The Employer agrees to consult with the Association regarding the following
23 items:

24 A. The color and design of said uniforms shall be decided by the Employer.

25 Currently the uniforms shall appear as follows:

26 B. 1. The uniform shall consist of trousers or shorts, and shirts.

27 Bargaining unit members shall have the choice of selecting long or short
28 sleeved shirts. All uniforms shall be properly fitted to the individual
29 bargaining unit member.
30

1 2. Each uniform shirt shall include the Employer's logo and
2 employee's name.

3 Unit members alleged to be in violation of the above referenced uniform
4 requirements shall be subject to disciplinary action up to and including
5 termination as set forth in Article XX of the collective agreement.
6

7 Bargaining unit members wearing uniforms at times other than during normal
8 working hours and during those times when traveling to and from work may be
9 subject to disciplinary action if they engage in conduct which discredits the
10 Employer or violates Article XX.
11

1 **ARTICLE XXII**

2 **COMPLETION OF BARGAINING**

3
4 **22.1 COMPLETION OF BARGAINING**

5 The Employer and CSEA agree that negotiations over changes in this Agreement
6 for the duration of its term have been completed and that this Agreement shall not
7 be reopened for negotiations except as may be required under Article I: Agreement,
8 or otherwise mandated by law, other provisions in this Agreement, or by mutual
9 agreement of the parties.
10

11 Nothing in this Article shall preclude the parties from meeting and negotiating for
12 the purpose of arriving at a new or amended successor Agreement to be effective
13 following its expiration.
14

15 **22.2 SAVINGS**

16 If any provisions of this Agreement are held to be contrary to law including the
17 Federal Wage Price Guidelines - by a court of competent jurisdiction, or by the final
18 tribunals of appropriate regulatory agencies, such provisions will not be deemed
19 valid and subsisting except to the extent permitted by law, but all other provisions
20 will continue in full force and effect for the term thereof.
21

22 **22.3 EFFECT OF THIS AGREEMENT**

23 It is understood and agreed that the specific and express provisions contained in this
24 Agreement shall prevail over Employer practice and procedures and over all
25 applicable laws to the extent permitted by law.
26

27 This written Agreement sets forth the full and complete agreement between the
28 parties concerning the subject matter hereof and supersedes all prior informal or
29
30

1 formal agreements thereon. There are no valid or binding representations,
2 inducements, promises, or agreements, oral or otherwise, between the parties that
3 are not embodied herein.
4

5 **Date: February 12, 2024**

6
7 **For the Employer:**

8 *Dr. Fred Perry*
9 *Doyle H. Williams*
10 *[Signature]*
11 *[Signature]*
12 *[Signature]*
13 *[Signature]*
14 *[Signature]*
15 *[Signature]*
16 *[Signature]*
17 *[Signature]*
18 *[Signature]*
19 *[Signature]*
20

7 **For the Association:**

8 *[Signature]*
9 *Ruby Alvarado*
10 *[Signature]*
11 *[Signature]*
12 *[Signature]*
13 *Karen Saiz*
14 *Rosa Committee*
15 *Valerie Hollins*
16 *[Signature]*
17 *[Signature]*
18 *[Signature]*
19 *[Signature]*
20 *[Signature]*
21 *[Signature]*
22 *[Signature]*
23 *[Signature]*
24 *[Signature]*
25 *[Signature]*
26 *[Signature]*
27 *[Signature]*
28 *[Signature]*
29 *[Signature]*
30

FOR OFFICE USE:
CSEA ID _____
AREA _____



CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION Application for Membership and Salary Deduction Authorization

PLEASE PRINT

Last 4 Digits of SSN _____ Chapter Name _____ Chapter Number _____ E-mail _____

Last Name _____ Legal First Name _____ MI _____ DOB _____ Mo _____ Day _____ Yr _____ Female Male

Street Address _____ City _____ State _____ Zip _____ Home Telephone _____

Mailing Address (if different) _____ City _____ State _____ Zip _____ Cell Telephone _____

District/Employer _____ Work Site _____ Employee number _____ Work Telephone _____

Select one: 9 Month Employee 10 Month Employee 11 Month Employee 12 Month Employee Other _____


Select one: 1. Maintenance & Operations 2. Office & Technical 3. Food Service 4. Transportation 5. Paraeducator 6. Special Services

I wish to be represented by CSEA as my sole and exclusive collective bargaining representative for all matters relating to wages, hours and other terms and conditions of employment. I hereby apply for membership in CSEA and agree to abide by the Constitution and Bylaws and written policy of CSEA at any level. I hereby separately authorize and direct my employer to deduct from my salary and pay to CSEA its regular rate of dues and chapter dues. If an increase or decrease in dues is adopted by CSEA members, this authorization shall include the then-established dues and no new authorization shall be required. This dues authorization is voluntarily made in order to pay my fair share of CSEA's costs for representing me, and is not conditioned on my present or future membership in CSEA. This authorization shall be irrevocable for a period of one year from the date of my signature, and shall be automatically renewed for successive annual periods unless revoked by written notice to my employer and CSEA within a window period between 40 days and 30 days prior to the anniversary date of my signature.

*NOTE: Your CSEA membership in good standing for the above purposes and for establishing voting rights and eligibility to hold CSEA offices will not commence until the first of the month after the first payroll deduction has been taken, unless cash payment for the interim period is remitted with this application.

I hereby authorize my employer to deduct each month the sum of: \$3.00 \$5.00 \$10.00 Other \$ _____ (Please select your choice). I understand that my contributions will be used to advance the political interests of classified employees, public education, working families, and the labor movement by supporting federal, state and local candidates, and that any contributions over \$200 per calendar year will be used to support or oppose ballot measures and pass school bonds and parcel taxes. I understand that this authorization is voluntary and that I may refuse to contribute without reprisal. The amounts shown are only suggestions. You are free to indicate any amount you choose and there will be no favor or disadvantage by reason of the amount of your contribution or your decision not to contribute. This authorization may be revoked in writing at any time. Contributions to the CSEA Political Education Fund are not deductible for federal income tax purposes. The effective date will be the date of the next payroll following receipt of this application by the employer.

SUPPORT CSEAS POLITICAL EDUCATION FUND

Initial here  California School Employees Association
Federal and State PAC

Date _____ Member's signature _____
Mailing address:
California School Employees Association
2045 Lundy Avenue San Jose, CA 95131
www.csea.com



Personnel File Review Release Form

Pursuant to Article v, Sub Section 5.7, "Personnel Files" of the Agreement between the Riverside County Superintendent of Schools and California School Employees Association, Chapter #693, I, _____, hereby authorize a CSEA representative to review my personnel file as permitted by applicable law and policy.*

Signature of Employee

Date

Signature of CSEA Representative

Date

* This authorization to remain valid, unless revoked by employee signature, for 6 months from date of authorization.



RIVERSIDE COUNTY
OFFICE OF EDUCATION

EDWIN GOMEZ, Ed.D.
County Superintendent of Schools

**CLASSIFIED EMPLOYEE COMPREHENSIVE UNIT
SALARY SCHEDULE: 600**

<u>POSITION TITLE</u>	<u>RANGE</u>
Accounting Clerk	19.0
Accounting Technician	24.0
Administrative Assistant, Cabinet Level	31.0
Administrator's Secretary ³	21.0
Admissions Technician	24.0
Applicant Processor	18.0
Asset Management Technician II	26.5
Attendance Registration Technician	21.0
Behavior Support Assistant	20.0
Benefits Technician	24.0
Braille Transcriber	19.0
Budget Analyst	28.5
Building/Grounds Maintenance Person	18.0
Building/Grounds Maintenance Person, Migrant Head Start Program	18.0
Campus Security Supervisor	21.0
Certified Occupational Therapy Assistant	25.5
Certified Sign Language Interpreter	27.5
Child Care Liaison	23.5
Child Care Liaison–Bilingual/Biliterate	24.5
Community & Dropout Prevention Specialist	22.0
Community Assistant, Early Childhood Education	17.5
Community Assistant, Head Start/Early Head Start	17.5
Community Assistant, Migrant Education	17.5
Community Assistant, Migrant Head Start Program	17.5
Community Assistant II, Early Care and Education	21.0
Community Assistant II, Migrant Education	21.0
Conference Center Attendant	21.0
Contracts/Purchasing Technician	24.0
Courier Clerk	18.5
Credentials Technician	24.0
Custodian	16.5
Custodian, Migrant Head Start Program	16.5
Data Center Operator	27.5
Data/Telecommunications Technician	28.5
*Data Warehouse Engineer	----
Director's Secretary ³	23.0
Early Care & Education Program Analyst	28.5
Educational Information Technician	24.0

<u>POSITION TITLE</u>	<u>RANGE</u>
Employment Specialist-Workability/TPP	18.0
Enrollment Technician	21.0
Events Technician	24.0
Executive Director's Secretary ³	25.0
Executive Director's Secretary, Migrant Head Start Program	25.0
Facility Technician	24.0
Food Services Worker	14.0
Food Services Worker, Migrant Head Start Program	14.0
General Maintenance Worker	23.0
Instructional Assistant, Head Start/State Preschool/Center-Based	15.5
Instructional Assistant, Special Education	16.5
Instructional Assistant, Alternative Education (Title I)	17.5
Instructional Assistant, ROP Dental Assisting Program	19.0
Instructional Assistant, Level III ⁸ (12 ECE Units)	16.0
<ul style="list-style-type: none"> • Center Based-Infant/Toddler⁹ • Head Start/State Preschool/Center-Based • State Preschool 	
Instructional Assistant, Level IV (Associates Degree including 24 ECE Units)	19.0
<ul style="list-style-type: none"> • Early Head Start⁷ • Head Start • Migrant Head Start Program 	
Instructional Assistant, Sign Language	18.0
Lead Building/Grounds Maintenance Person	20.0
Legislative Analyst	32.5
Licensed Vocational Nurse	23.0
Logistics Technician	24.0
Media Event Technician	26.5
Network Engineer	31.0
Network & System Technician	27.5
Office/School Clerk	16.0
Office/School Clerk, Migrant Head Start Program	16.0
Office/School Secretary ²	18.0
Office/School Secretary, Migrant Head Start Program	18.0
Office Representative	18.0
Payroll Assistant	22.0
Payroll Technician	24.0
Personnel Clerk	19.0
Personnel Technician	24.0
Program Assistant, At Risk Students	25.0
Program Assistant, Program Compliance	25.0
Program Development Assistant, Migrant Head Start Program	30.0
Quality Assurance Software Tester	26.0
Records Management Archivist	26.0
Registration Clerk	19.0
*Report Designer	----
Reprographics Technician	22.0

<u>POSITION TITLE</u>	<u>RANGE</u>
Safety & Risk Management Clerk	19.0
**School Site Secretary ²	20.0
Seasonal Bus Aide, Migrant Head Start Program	15.5
Seasonal Instructional Assistant, Level IV, Migrant Head Start Program	19.0
Senior Accounting Clerk	21.0
Senior Behavior Support Assistant	23.0
Senior Contracts/Purchasing Clerk	21.0
Senior Contracts/Purchasing Specialist	28.5
Senior Job Developer	19.0
Senior Maintenance Specialist/Customer Service & Support	26.5
Senior Payroll Technician	26.0
Senior Personnel Technician	26.0
Senior Quality Assurance Software Tester	30.0
Senior Student Accounts Technician	27.5
*Software Developer	----
*Software Engineer	----
Speech & Language Pathology Assistant	26.0
Student Information Systems and Reporting Operator	26.5
Systems Analyst	29.5
Systems Engineer	31.0
Systems Support Representative	21.5
Technical Writer	27.5
Vehicle Technician	24.0
Video Producer	28.0
Warehouse Stock Clerk	19.5

*See Appendix C2

**See Appendix E

¹Probationary/training period is six months full-time regular paid status service

²Office or School Secretary or School Site Secretary

³Administrator's, Director's Secretary, and Executive Director's Secretary

⁴CTE: Auto Body, Culinary Arts Academy, Restaurant Occupations

⁵Special Education – This class includes: Autism, ID Severe, ID Moderate, Deaf/Hard of Hearing, Emotional Disturbance, Orthopedically Impaired, Orientation and Mobility, Visual Impairments

⁶Early Childhood Education (ECE) units as required for position

⁷Early Childhood Education (ECE) units as required for position with six (6) of the required units in “Infant/Toddler”

⁸Early Childhood Education (ECE) units as determined by program needs

⁹Early Childhood Education (ECE) units as required for position and three (3) semester units of “Infant/Toddler”

Salary Schedules

Salary Schedules

Run by MARIBELLE GONZALEZ
Filters: Hourly, Semi-Monthly, Monthly, Annual



Schedule 600 - MONTHLY
CLASSIFIED EMP - 12 MO. 260 DAYS

Position Type: 2 Contract: 0.00 Days / Yr, 0.00 Hrs / Day **Active: Y**
Effective: 6/26/2023 Work: 173.33 Hrs / Month FTE: 0.00 Hrs / Yr

Row	Column	STEP 1	STEP 1A	STEP 2	STEP 2A	STEP 3	STEP 3A	STEP 4	STEP 4A	STEP 5	STEP 5A	STEP 6
10	Hourly	16.35	16.35	16.35	16.35	16.35	16.78	17.23	17.71	18.20	18.65	19.17
	Semi-Monthly	1,417.22	1,417.22	1,417.22	1,417.22	1,417.22	1,454.14	1,493.49	1,534.66	1,577.48	1,616.61	1,661.36
	Monthly	2,834.43	2,834.43	2,834.43	2,834.43	2,834.43	2,908.28	2,986.97	3,069.32	3,154.95	3,233.22	3,322.72
	Annual	34,013.16	34,013.16	34,013.16	34,013.16	34,013.16	34,899.36	35,843.64	36,831.84	37,859.40	38,798.64	39,872.64
10.5	Hourly	16.35	16.35	16.35	16.35	16.78	17.24	17.69	18.17	18.65	19.17	19.69
	Semi-Monthly	1,417.22	1,417.22	1,417.22	1,417.22	1,454.35	1,494.50	1,532.72	1,574.92	1,616.61	1,661.36	1,706.22
	Monthly	2,834.43	2,834.43	2,834.43	2,834.43	2,908.69	2,989.00	3,065.44	3,149.84	3,233.22	3,322.72	3,412.43
	Annual	34,013.16	34,013.16	34,013.16	34,013.16	34,904.28	35,868.00	36,785.28	37,798.08	38,798.64	39,872.64	40,949.16
11	Hourly	16.35	16.35	16.35	16.78	17.23	17.71	18.20	18.70	19.17	19.69	20.27
	Semi-Monthly	1,417.22	1,417.22	1,417.22	1,454.14	1,493.49	1,534.66	1,577.48	1,620.80	1,661.36	1,706.22	1,756.50
	Monthly	2,834.43	2,834.43	2,834.43	2,908.28	2,986.97	3,069.32	3,154.95	3,241.60	3,322.72	3,412.43	3,512.99
	Annual	34,013.16	34,013.16	34,013.16	34,899.36	35,843.64	36,831.84	37,859.40	38,899.20	39,872.64	40,949.16	42,155.88
11.5	Hourly	16.35	16.35	16.78	17.24	17.69	18.17	18.65	19.17	19.69	20.27	20.78
	Semi-Monthly	1,417.22	1,417.22	1,454.35	1,494.50	1,532.72	1,574.92	1,616.61	1,661.06	1,706.22	1,756.50	1,801.25
	Monthly	2,834.43	2,834.43	2,908.69	2,989.00	3,065.44	3,149.84	3,233.22	3,322.11	3,412.43	3,512.99	3,602.50
	Annual	34,013.16	34,013.16	34,904.28	35,868.00	36,785.28	37,798.08	38,798.64	39,865.32	40,949.16	42,155.88	43,230.00
12	Hourly	16.35	16.78	17.23	17.71	18.20	18.70	19.17	19.70	20.27	20.78	21.36
	Semi-Monthly	1,417.22	1,454.14	1,493.49	1,534.66	1,577.48	1,620.80	1,661.36	1,707.04	1,756.50	1,801.25	1,851.62
	Monthly	2,834.43	2,908.28	2,986.97	3,069.32	3,154.95	3,241.60	3,322.72	3,414.07	3,512.99	3,602.50	3,703.24
	Annual	34,013.16	34,899.36	35,843.64	36,831.84	37,859.40	38,899.20	39,872.64	40,968.84	42,155.88	43,230.00	44,438.88
12.5	Hourly	16.78	17.24	17.69	18.17	18.65	19.17	19.69	20.23	20.78	21.36	21.94
	Semi-Monthly	1,454.35	1,494.50	1,532.72	1,574.92	1,616.61	1,661.06	1,706.22	1,753.02	1,801.25	1,851.62	1,901.90
	Monthly	2,908.69	2,989.00	3,065.44	3,149.84	3,233.22	3,322.11	3,412.43	3,506.03	3,602.50	3,703.24	3,803.79

Salary Schedules

Schedule 600 - MONTHLY
CLASSIFIED EMP - 12 MO. 260 DAYS

Position Type: 2 Contract: 0.00 Days / Yr, 0.00 Hrs / Day **Active: Y**
 Effective: 6/26/2023 Work: 173.33 Hrs / Month FTE: 0.00 Hrs / Yr

Row	Column	STEP 1	STEP 1A	STEP 2	STEP 2A	STEP 3	STEP 3A	STEP 4	STEP 4A	STEP 5	STEP 5A	STEP 6
12.5	Annual	34,904.28	35,868.00	36,785.28	37,798.08	38,798.64	39,865.32	40,949.16	42,072.36	43,230.00	44,438.88	45,645.48
13	Hourly	17.23	17.71	18.20	18.70	19.17	19.70	20.27	20.82	21.36	21.94	22.59
	Semi-Monthly	1,493.49	1,534.66	1,577.48	1,620.80	1,661.36	1,707.04	1,756.50	1,804.73	1,851.62	1,901.90	1,957.89
	Monthly	2,986.97	3,069.32	3,154.95	3,241.60	3,322.72	3,414.07	3,512.99	3,609.45	3,703.24	3,803.79	3,915.78
	Annual	35,843.64	36,831.84	37,859.40	38,899.20	39,872.64	40,968.84	42,155.88	43,313.40	44,438.88	45,645.48	46,989.36
13.5	Hourly	17.69	18.17	18.65	19.17	19.25	20.23	20.78	21.35	21.94	22.59	23.17
	Semi-Monthly	1,532.72	1,574.92	1,616.61	1,661.06	1,668.72	1,753.02	1,801.25	1,850.70	1,901.90	1,957.89	2,008.27
	Monthly	3,065.44	3,149.84	3,233.22	3,322.11	3,337.44	3,506.03	3,602.50	3,701.40	3,803.79	3,915.78	4,016.53
	Annual	36,785.28	37,798.08	38,798.64	39,865.32	40,049.28	42,072.36	43,230.00	44,416.80	45,645.48	46,989.36	48,198.36
14	Hourly	18.20	18.70	19.17	19.70	20.27	20.82	21.36	21.95	22.59	23.17	23.82
	Semi-Monthly	1,577.48	1,620.80	1,661.36	1,707.04	1,756.50	1,804.73	1,851.62	1,902.52	1,957.89	2,008.27	2,064.16
	Monthly	3,154.95	3,241.60	3,322.72	3,414.07	3,512.99	3,609.45	3,703.24	3,805.03	3,915.78	4,016.53	4,128.32
	Annual	37,859.40	38,899.20	39,872.64	40,968.84	42,155.88	43,313.40	44,438.88	45,660.36	46,989.36	48,198.36	49,539.84
14.5	Hourly	18.65	19.17	19.69	20.23	20.78	21.35	21.94	22.55	23.17	23.82	24.46
	Semi-Monthly	1,616.61	1,661.06	1,706.22	1,753.02	1,801.25	1,850.70	1,901.90	1,954.21	2,008.27	2,064.16	2,120.16
	Monthly	3,233.22	3,322.11	3,412.43	3,506.03	3,602.50	3,701.40	3,803.79	3,908.42	4,016.53	4,128.32	4,240.31
	Annual	38,798.64	39,865.32	40,949.16	42,072.36	43,230.00	44,416.80	45,645.48	46,901.04	48,198.36	49,539.84	50,883.72
15	Hourly	19.17	19.70	20.27	20.82	21.36	21.95	22.59	23.21	23.82	24.46	25.17
	Semi-Monthly	1,661.36	1,707.04	1,756.50	1,804.73	1,851.62	1,902.52	1,957.89	2,011.74	2,064.16	2,120.16	2,181.66
	Monthly	3,322.72	3,414.07	3,512.99	3,609.45	3,703.24	3,805.03	3,915.78	4,023.47	4,128.32	4,240.31	4,363.32
	Annual	39,872.64	40,968.84	42,155.88	43,313.40	44,438.88	45,660.36	46,989.36	48,281.64	49,539.84	50,883.72	52,359.84
15.5	Hourly	19.69	20.23	20.78	21.35	21.94	22.55	23.17	23.81	24.46	25.17	25.88
	Semi-Monthly	1,706.22	1,753.02	1,801.25	1,850.70	1,901.90	1,954.21	2,008.27	2,063.45	2,120.16	2,181.66	2,243.09
	Monthly	3,412.43	3,506.03	3,602.50	3,701.40	3,803.79	3,908.42	4,016.53	4,126.90	4,240.31	4,363.32	4,486.17
	Annual	40,949.16	42,072.36	43,230.00	44,416.80	45,645.48	46,901.04	48,198.36	49,522.80	50,883.72	52,359.84	53,834.04
16	Hourly	20.27	20.82	21.36	21.95	22.59	23.21	23.82	24.47	25.17	25.88	26.59
	Semi-Monthly	1,756.50	1,804.73	1,851.62	1,902.52	1,957.89	2,011.74	2,064.16	2,120.98	2,181.66	2,243.09	2,304.70
	Monthly	3,512.99	3,609.45	3,703.24	3,805.03	3,915.78	4,023.47	4,128.32	4,241.95	4,363.32	4,486.17	4,609.40

Salary Schedules

Schedule 600 - MONTHLY
CLASSIFIED EMP - 12 MO. 260 DAYS

Position Type: 2 Contract: 0.00 Days / Yr, 0.00 Hrs / Day **Active: Y**
 Effective: 6/26/2023 Work: 173.33 Hrs / Month FTE: 0.00 Hrs / Yr

Row	Column	STEP 1	STEP 1A	STEP 2	STEP 2A	STEP 3	STEP 3A	STEP 4	STEP 4A	STEP 5	STEP 5A	STEP 6
16	Annual	42,155.88	43,313.40	44,438.88	45,660.36	46,989.36	48,281.64	49,539.84	50,903.40	52,359.84	53,834.04	55,312.80
16.5	Hourly	20.78	21.35	21.94	22.55	23.17	23.81	24.46	25.14	25.88	26.59	27.30
	Semi-Monthly	1,801.25	1,850.70	1,901.90	1,954.21	2,008.27	2,063.45	2,120.16	2,178.41	2,243.09	2,304.70	2,366.21
	Monthly	3,602.50	3,701.40	3,803.79	3,908.42	4,016.53	4,126.90	4,240.31	4,356.81	4,486.17	4,609.40	4,732.42
	Annual	43,230.00	44,416.80	45,645.48	46,901.04	48,198.36	49,522.80	50,883.72	52,281.72	53,834.04	55,312.80	56,789.04
17	Hourly	21.36	21.95	22.59	23.21	23.82	24.47	25.17	25.87	26.59	27.30	28.08
	Semi-Monthly	1,851.62	1,902.52	1,957.89	2,011.74	2,064.16	2,120.98	2,181.66	2,241.66	2,304.70	2,366.21	2,433.35
	Monthly	3,703.24	3,805.03	3,915.78	4,023.47	4,128.32	4,241.95	4,363.32	4,483.31	4,609.40	4,732.42	4,866.69
	Annual	44,438.88	45,660.36	46,989.36	48,281.64	49,539.84	50,903.40	52,359.84	53,799.72	55,312.80	56,789.04	58,400.28
17.5	Hourly	21.94	22.55	23.17	23.81	24.46	25.14	25.88	26.60	27.30	28.08	28.85
	Semi-Monthly	1,901.90	1,954.21	2,008.27	2,063.45	2,120.16	2,178.41	2,243.09	2,304.91	2,366.21	2,433.35	2,500.58
	Monthly	3,803.79	3,908.42	4,016.53	4,126.90	4,240.31	4,356.81	4,486.17	4,609.81	4,732.42	4,866.69	5,001.15
	Annual	45,645.48	46,901.04	48,198.36	49,522.80	50,883.72	52,281.72	53,834.04	55,317.72	56,789.04	58,400.28	60,013.80
18	Hourly	22.59	23.21	23.82	24.47	25.17	25.87	26.59	27.32	28.08	28.85	29.63
	Semi-Monthly	1,957.89	2,011.74	2,064.16	2,120.98	2,181.66	2,241.66	2,304.70	2,368.15	2,433.35	2,500.58	2,567.61
	Monthly	3,915.78	4,023.47	4,128.32	4,241.95	4,363.32	4,483.31	4,609.40	4,736.30	4,866.69	5,001.15	5,135.21
	Annual	46,989.36	48,281.64	49,539.84	50,903.40	52,359.84	53,799.72	55,312.80	56,835.60	58,400.28	60,013.80	61,622.52
18.5	Hourly	23.17	23.81	24.46	25.14	25.88	26.60	27.30	28.05	28.85	29.63	30.47
	Semi-Monthly	2,008.27	2,063.45	2,120.16	2,178.41	2,243.09	2,304.91	2,366.21	2,431.30	2,500.58	2,567.61	2,640.36
	Monthly	4,016.53	4,126.90	4,240.31	4,356.81	4,486.17	4,609.81	4,732.42	4,862.59	5,001.15	5,135.21	5,280.72
	Annual	48,198.36	49,522.80	50,883.72	52,281.72	53,834.04	55,317.72	56,789.04	58,351.08	60,013.80	61,622.52	63,368.64
19	Hourly	23.82	24.47	25.17	25.87	26.59	27.32	28.08	28.85	29.63	30.47	31.31
	Semi-Monthly	2,064.16	2,120.98	2,181.66	2,241.66	2,304.70	2,368.15	2,433.35	2,500.17	2,567.61	2,640.36	2,713.12
	Monthly	4,128.32	4,241.95	4,363.32	4,483.31	4,609.40	4,736.30	4,866.69	5,000.33	5,135.21	5,280.72	5,426.23
	Annual	49,539.84	50,903.40	52,359.84	53,799.72	55,312.80	56,835.60	58,400.28	60,003.96	61,622.52	63,368.64	65,114.76
19.5	Hourly	24.46	25.14	25.88	26.60	27.30	28.05	28.85	29.65	30.47	31.31	32.14
	Semi-Monthly	2,120.16	2,178.41	2,243.09	2,304.91	2,366.21	2,431.30	2,500.58	2,569.25	2,640.36	2,713.12	2,785.77
	Monthly	4,240.31	4,356.81	4,486.17	4,609.81	4,732.42	4,862.59	5,001.15	5,138.49	5,280.72	5,426.23	5,571.53

Salary Schedules

Schedule 600 - MONTHLY
CLASSIFIED EMP - 12 MO. 260 DAYS

Position Type: 2 Contract: 0.00 Days / Yr, 0.00 Hrs / Day **Active: Y**
 Effective: 6/26/2023 Work: 173.33 Hrs / Month FTE: 0.00 Hrs / Yr

Row	Column	STEP 1	STEP 1A	STEP 2	STEP 2A	STEP 3	STEP 3A	STEP 4	STEP 4A	STEP 5	STEP 5A	STEP 6
19.5	Annual	50,883.72	52,281.72	53,834.04	55,317.72	56,789.04	58,351.08	60,013.80	61,661.88	63,368.64	65,114.76	66,858.36
20	Hourly	25.17	25.87	26.59	27.32	28.08	28.85	29.63	30.44	31.31	32.14	33.05
	Semi-Monthly	2,181.66	2,241.66	2,304.70	2,368.15	2,433.35	2,500.17	2,567.61	2,638.22	2,713.12	2,785.77	2,864.14
	Monthly	4,363.32	4,483.31	4,609.40	4,736.30	4,866.69	5,000.33	5,135.21	5,276.43	5,426.23	5,571.53	5,728.28
	Annual	52,359.84	53,799.72	55,312.80	56,835.60	58,400.28	60,003.96	61,622.52	63,317.16	65,114.76	66,858.36	68,739.36
20.5	Hourly	25.88	26.60	27.30	28.05	28.85	29.65	30.47	31.30	32.14	33.05	33.95
	Semi-Monthly	2,243.09	2,304.91	2,366.21	2,431.30	2,500.58	2,569.25	2,640.36	2,713.01	2,785.77	2,864.14	2,942.41
	Monthly	4,486.17	4,609.81	4,732.42	4,862.59	5,001.15	5,138.49	5,280.72	5,426.02	5,571.53	5,728.28	5,884.82
	Annual	53,834.04	55,317.72	56,789.04	58,351.08	60,013.80	61,661.88	63,368.64	65,112.24	66,858.36	68,739.36	70,617.84
21	Hourly	26.59	27.32	28.08	28.85	29.63	30.44	31.31	32.17	33.05	33.95	34.92
	Semi-Monthly	2,304.70	2,368.15	2,433.35	2,500.17	2,567.61	2,638.22	2,713.12	2,787.71	2,864.14	2,942.41	3,026.40
	Monthly	4,609.40	4,736.30	4,866.69	5,000.33	5,135.21	5,276.43	5,426.23	5,575.41	5,728.28	5,884.82	6,052.80
	Annual	55,312.80	56,835.60	58,400.28	60,003.96	61,622.52	63,317.16	65,114.76	66,904.92	68,739.36	70,617.84	72,633.60
21.5	Hourly	27.30	28.05	28.85	29.65	30.47	31.30	32.14	33.03	33.95	34.92	35.89
	Semi-Monthly	2,366.21	2,431.30	2,500.58	2,569.25	2,640.36	2,713.01	2,785.77	2,862.40	2,942.41	3,026.40	3,110.19
	Monthly	4,732.42	4,862.59	5,001.15	5,138.49	5,280.72	5,426.02	5,571.53	5,724.80	5,884.82	6,052.80	6,220.37
	Annual	56,789.04	58,351.08	60,013.80	61,661.88	63,368.64	65,112.24	66,858.36	68,697.60	70,617.84	72,633.60	74,644.44
22	Hourly	28.08	28.85	29.63	30.44	31.31	32.17	33.05	33.96	34.92	35.89	36.85
	Semi-Monthly	2,433.35	2,500.17	2,567.61	2,638.22	2,713.12	2,787.71	2,864.14	2,942.82	3,026.40	3,110.19	3,194.08
	Monthly	4,866.69	5,000.33	5,135.21	5,276.43	5,426.23	5,575.41	5,728.28	5,885.63	6,052.80	6,220.37	6,388.16
	Annual	58,400.28	60,003.96	61,622.52	63,317.16	65,114.76	66,904.92	68,739.36	70,627.56	72,633.60	74,644.44	76,657.92
22.5	Hourly	28.85	29.65	30.47	31.30	32.14	33.03	33.95	34.89	35.89	36.85	37.89
	Semi-Monthly	2,500.58	2,569.25	2,640.36	2,713.01	2,785.77	2,862.40	2,942.41	3,023.44	3,110.19	3,194.08	3,283.59
	Monthly	5,001.15	5,138.49	5,280.72	5,426.02	5,571.53	5,724.80	5,884.82	6,046.87	6,220.37	6,388.16	6,567.17
	Annual	60,013.80	61,661.88	63,368.64	65,112.24	66,858.36	68,697.60	70,617.84	72,562.44	74,644.44	76,657.92	78,806.04
23	Hourly	29.63	30.44	31.31	32.17	33.05	33.96	34.92	35.88	36.85	37.89	38.92
	Semi-Monthly	2,567.61	2,638.22	2,713.12	2,787.71	2,864.14	2,942.82	3,026.40	3,109.58	3,194.08	3,283.59	3,373.10
	Monthly	5,135.21	5,276.43	5,426.23	5,575.41	5,728.28	5,885.63	6,052.80	6,219.16	6,388.16	6,567.17	6,746.20

Salary Schedules

Schedule 600 - MONTHLY
CLASSIFIED EMP - 12 MO. 260 DAYS

Position Type: 2 Contract: 0.00 Days / Yr, 0.00 Hrs / Day **Active: Y**
 Effective: 6/26/2023 Work: 173.33 Hrs / Month FTE: 0.00 Hrs / Yr

Row	Column	STEP 1	STEP 1A	STEP 2	STEP 2A	STEP 3	STEP 3A	STEP 4	STEP 4A	STEP 5	STEP 5A	STEP 6
23	Annual	61,622.52	63,317.16	65,114.76	66,904.92	68,739.36	70,627.56	72,633.60	74,629.92	76,657.92	78,806.04	80,954.40
23.5	Hourly	30.47	31.30	32.14	33.03	33.95	34.89	35.89	36.87	37.89	38.92	40.02
	Semi-Monthly	2,640.36	2,713.01	2,785.77	2,862.40	2,942.41	3,023.44	3,110.19	3,195.82	3,283.59	3,373.10	3,468.24
	Monthly	5,280.72	5,426.02	5,571.53	5,724.80	5,884.82	6,046.87	6,220.37	6,391.63	6,567.17	6,746.20	6,936.47
	Annual	63,368.64	65,112.24	66,858.36	68,697.60	70,617.84	72,562.44	74,644.44	76,699.56	78,806.04	80,954.40	83,237.64
24	Hourly	31.31	32.17	33.05	33.96	34.92	35.88	36.85	37.87	38.92	40.02	41.11
	Semi-Monthly	2,713.12	2,787.71	2,864.14	2,942.82	3,026.40	3,109.58	3,194.08	3,282.07	3,373.10	3,468.24	3,563.27
	Monthly	5,426.23	5,575.41	5,728.28	5,885.63	6,052.80	6,219.16	6,388.16	6,564.13	6,746.20	6,936.47	7,126.53
	Annual	65,114.76	66,904.92	68,739.36	70,627.56	72,633.60	74,629.92	76,657.92	78,769.56	80,954.40	83,237.64	85,518.36
24.5	Hourly	32.14	33.03	33.95	34.89	35.89	36.87	37.89	38.93	40.02	41.11	42.28
	Semi-Monthly	2,785.77	2,862.40	2,942.41	3,023.44	3,110.19	3,195.82	3,283.59	3,374.02	3,468.24	3,563.27	3,664.12
	Monthly	5,571.53	5,724.80	5,884.82	6,046.87	6,220.37	6,391.63	6,567.17	6,748.04	6,936.47	7,126.53	7,328.23
	Annual	66,858.36	68,697.60	70,617.84	72,562.44	74,644.44	76,699.56	78,806.04	80,976.48	83,237.64	85,518.36	87,938.76
25	Hourly	33.05	33.96	34.92	35.88	36.85	37.87	38.92	39.99	41.11	42.28	43.44
	Semi-Monthly	2,864.14	2,942.82	3,026.40	3,109.58	3,194.08	3,282.07	3,373.10	3,465.89	3,563.27	3,664.12	3,764.77
	Monthly	5,728.28	5,885.63	6,052.80	6,219.16	6,388.16	6,564.13	6,746.20	6,931.77	7,126.53	7,328.23	7,529.54
	Annual	68,739.36	70,627.56	72,633.60	74,629.92	76,657.92	78,769.56	80,954.40	83,181.24	85,518.36	87,938.76	90,354.48
25.5	Hourly	33.95	34.89	35.89	36.87	37.89	38.93	40.02	41.12	42.28	43.44	44.67
	Semi-Monthly	2,942.41	3,023.44	3,110.19	3,195.82	3,283.59	3,374.02	3,468.24	3,563.57	3,664.12	3,764.77	3,871.03
	Monthly	5,884.82	6,046.87	6,220.37	6,391.63	6,567.17	6,748.04	6,936.47	7,127.14	7,328.23	7,529.54	7,742.05
	Annual	70,617.84	72,562.44	74,644.44	76,699.56	78,806.04	80,976.48	83,237.64	85,525.68	87,938.76	90,354.48	92,904.60
26	Hourly	34.92	35.88	36.85	37.87	38.92	39.99	41.11	42.25	43.44	44.67	45.89
	Semi-Monthly	3,026.40	3,109.58	3,194.08	3,282.07	3,373.10	3,465.89	3,563.27	3,661.35	3,764.77	3,871.03	3,977.31
	Monthly	6,052.80	6,219.16	6,388.16	6,564.13	6,746.20	6,931.77	7,126.53	7,322.70	7,529.54	7,742.05	7,954.61
	Annual	72,633.60	74,629.92	76,657.92	78,769.56	80,954.40	83,181.24	85,518.36	87,872.40	90,354.48	92,904.60	95,455.32
26.5	Hourly	35.89	36.87	37.89	38.93	40.02	41.12	42.28	43.44	44.67	45.89	47.18
	Semi-Monthly	3,110.19	3,195.82	3,283.59	3,374.02	3,468.24	3,563.57	3,664.12	3,764.77	3,871.03	3,977.31	4,089.19
	Monthly	6,220.37	6,391.63	6,567.17	6,748.04	6,936.47	7,127.14	7,328.23	7,529.54	7,742.05	7,954.61	8,178.38

Salary Schedules

Schedule 600 - MONTHLY
CLASSIFIED EMP - 12 MO. 260 DAYS

Position Type: 2 Contract: 0.00 Days / Yr, 0.00 Hrs / Day **Active: Y**
 Effective: 6/26/2023 Work: 173.33 Hrs / Month FTE: 0.00 Hrs / Yr

Row	Column	STEP 1	STEP 1A	STEP 2	STEP 2A	STEP 3	STEP 3A	STEP 4	STEP 4A	STEP 5	STEP 5A	STEP 6
26.5	Annual	74,644.44	76,699.56	78,806.04	80,976.48	83,237.64	85,525.68	87,938.76	90,354.48	92,904.60	95,455.32	98,140.56
27	Hourly	36.85	37.87	38.92	39.99	41.11	42.25	43.44	44.63	45.89	47.18	48.48
	Semi-Monthly	3,194.08	3,282.07	3,373.10	3,465.89	3,563.27	3,661.35	3,764.77	3,868.27	3,977.31	4,089.19	4,201.90
	Monthly	6,388.16	6,564.13	6,746.20	6,931.77	7,126.53	7,322.70	7,529.54	7,736.54	7,954.61	8,178.38	8,403.79
	Annual	76,657.92	78,769.56	80,954.40	83,181.24	85,518.36	87,872.40	90,354.48	92,838.48	95,455.32	98,140.56	100,845.48
27.5	Hourly	37.89	38.93	40.02	41.12	42.28	43.44	44.67	45.89	47.18	48.48	49.83
	Semi-Monthly	3,283.59	3,374.02	3,468.24	3,563.57	3,664.12	3,764.77	3,871.03	3,977.50	4,089.19	4,201.90	4,318.48
	Monthly	6,567.17	6,748.04	6,936.47	7,127.14	7,328.23	7,529.54	7,742.05	7,955.00	8,178.38	8,403.79	8,636.96
	Annual	78,806.04	80,976.48	83,237.64	85,525.68	87,938.76	90,354.48	92,904.60	95,460.00	98,140.56	100,845.48	103,643.52
28	Hourly	38.92	39.99	41.11	42.25	43.44	44.63	45.89	47.15	48.47	49.83	51.25
	Semi-Monthly	3,373.10	3,465.89	3,563.27	3,661.35	3,764.77	3,868.27	3,977.31	4,086.53	4,201.08	4,318.48	4,441.61
	Monthly	6,746.20	6,931.77	7,126.53	7,322.70	7,529.54	7,736.54	7,954.61	8,173.05	8,402.16	8,636.96	8,883.22
	Annual	80,954.40	83,181.24	85,518.36	87,872.40	90,354.48	92,838.48	95,455.32	98,076.60	100,825.92	103,643.52	106,598.64
28.5	Hourly	40.02	41.12	42.28	43.44	44.67	45.89	47.18	48.48	49.83	51.25	52.67
	Semi-Monthly	3,468.24	3,563.57	3,664.12	3,764.77	3,871.03	3,977.50	4,089.19	4,201.69	4,318.48	4,441.61	4,564.73
	Monthly	6,936.47	7,127.14	7,328.23	7,529.54	7,742.05	7,955.00	8,178.38	8,403.38	8,636.96	8,883.22	9,129.46
	Annual	83,237.64	85,525.68	87,938.76	90,354.48	92,904.60	95,460.00	98,140.56	100,840.56	103,643.52	106,598.64	109,553.52
29	Hourly	41.11	42.25	43.44	44.63	45.89	47.15	48.47	49.81	51.25	52.67	54.15
	Semi-Monthly	3,563.27	3,661.35	3,764.77	3,868.27	3,977.31	4,086.53	4,201.08	4,316.65	4,441.61	4,564.73	4,693.39
	Monthly	7,126.53	7,322.70	7,529.54	7,736.54	7,954.61	8,173.05	8,402.16	8,633.29	8,883.22	9,129.46	9,386.77
	Annual	85,518.36	87,872.40	90,354.48	92,838.48	95,455.32	98,076.60	100,825.92	103,599.48	106,598.64	109,553.52	112,641.24
29.5	Hourly	42.28	43.44	44.67	45.89	47.18	48.48	49.83	51.20	52.67	54.15	55.64
	Semi-Monthly	3,664.12	3,764.77	3,871.03	3,977.50	4,089.19	4,201.69	4,318.48	4,437.22	4,564.73	4,693.39	4,822.03
	Monthly	7,328.23	7,529.54	7,742.05	7,955.00	8,178.38	8,403.38	8,636.96	8,874.43	9,129.46	9,386.77	9,644.05
	Annual	87,938.76	90,354.48	92,904.60	95,460.00	98,140.56	100,840.56	103,643.52	106,493.16	109,553.52	112,641.24	115,728.60
30	Hourly	43.44	44.63	45.89	47.15	48.47	49.81	51.25	52.66	54.15	55.64	57.19
	Semi-Monthly	3,764.77	3,868.27	3,977.31	4,086.53	4,201.08	4,316.65	4,441.61	4,563.62	4,693.39	4,822.03	4,956.20
	Monthly	7,529.54	7,736.54	7,954.61	8,173.05	8,402.16	8,633.29	8,883.22	9,127.24	9,386.77	9,644.05	9,912.39

Salary Schedules

Schedule 600 - MONTHLY
CLASSIFIED EMP - 12 MO. 260 DAYS

Position Type: 2 Contract: 0.00 Days / Yr, 0.00 Hrs / Day **Active: Y**
 Effective: 6/26/2023 Work: 173.33 Hrs / Month FTE: 0.00 Hrs / Yr

Row	Column	STEP 1	STEP 1A	STEP 2	STEP 2A	STEP 3	STEP 3A	STEP 4	STEP 4A	STEP 5	STEP 5A	STEP 6
30	Annual	90,354.48	92,838.48	95,455.32	98,076.60	100,825.92	103,599.48	106,598.64	109,526.88	112,641.24	115,728.60	118,948.68
30.5	Hourly	44.67	45.89	47.18	48.48	49.83	51.20	52.67	54.12	55.64	57.19	58.80
	Semi-Monthly	3,871.03	3,977.50	4,089.19	4,201.69	4,318.48	4,437.22	4,564.73	4,690.22	4,822.03	4,956.20	5,096.08
	Monthly	7,742.05	7,955.00	8,178.38	8,403.38	8,636.96	8,874.43	9,129.46	9,380.43	9,644.05	9,912.39	10,192.15
	Annual	92,904.60	95,460.00	98,140.56	100,840.56	103,643.52	106,493.16	109,553.52	112,565.16	115,728.60	118,948.68	122,305.80
31	Hourly	45.89	47.15	48.47	49.81	51.25	52.66	54.15	55.64	57.19	58.80	60.42
	Semi-Monthly	3,977.31	4,086.53	4,201.08	4,316.65	4,441.61	4,563.62	4,693.39	4,822.44	4,956.20	5,096.08	5,235.97
	Monthly	7,954.61	8,173.05	8,402.16	8,633.29	8,883.22	9,127.24	9,386.77	9,644.87	9,912.39	10,192.15	10,471.93
	Annual	95,455.32	98,076.60	100,825.92	103,599.48	106,598.64	109,526.88	112,641.24	115,738.44	118,948.68	122,305.80	125,663.16
31.5	Hourly	47.18	48.48	49.83	51.20	52.67	54.12	55.64	57.17	58.80	60.42	62.09
	Semi-Monthly	4,089.19	4,201.69	4,318.48	4,437.22	4,564.73	4,690.22	4,822.03	4,954.56	5,096.08	5,235.97	5,381.37
	Monthly	8,178.38	8,403.38	8,636.96	8,874.43	9,129.46	9,380.43	9,644.05	9,909.12	10,192.15	10,471.93	10,762.73
	Annual	98,140.56	100,840.56	103,643.52	106,493.16	109,553.52	112,565.16	115,728.60	118,909.44	122,305.80	125,663.16	129,152.76
32	Hourly	48.47	49.81	51.25	52.66	54.15	55.64	57.19	58.76	60.42	62.09	63.84
	Semi-Monthly	4,201.08	4,316.65	4,441.61	4,563.62	4,693.39	4,822.44	4,956.20	5,092.40	5,235.97	5,381.37	5,532.40
	Monthly	8,402.16	8,633.29	8,883.22	9,127.24	9,386.77	9,644.87	9,912.39	10,184.80	10,471.93	10,762.73	11,064.79
	Annual	100,825.92	103,599.48	106,598.64	109,526.88	112,641.24	115,738.44	118,948.68	122,217.60	125,663.16	129,152.76	132,777.48
32.5	Hourly	49.83	51.20	52.67	54.12	55.64	57.17	58.80	60.42	62.09	63.84	65.64
	Semi-Monthly	4,318.48	4,437.22	4,564.73	4,690.22	4,822.03	4,954.56	5,096.08	5,236.17	5,381.37	5,532.40	5,689.04
	Monthly	8,636.96	8,874.43	9,129.46	9,380.43	9,644.05	9,909.12	10,192.15	10,472.34	10,762.73	11,064.79	11,378.07
	Annual	103,643.52	106,493.16	109,553.52	112,565.16	115,728.60	118,909.44	122,305.80	125,668.08	129,152.76	132,777.48	136,536.84
33	Hourly	51.25	52.66	54.15	55.64	57.19	58.76	60.42	62.08	63.84	65.64	67.45
	Semi-Monthly	4,441.61	4,563.62	4,693.39	4,822.44	4,956.20	5,092.40	5,235.97	5,379.83	5,532.40	5,689.04	5,845.79
	Monthly	8,883.22	9,127.24	9,386.77	9,644.87	9,912.39	10,184.80	10,471.93	10,759.66	11,064.79	11,378.07	11,691.57
	Annual	106,598.64	109,526.88	112,641.24	115,738.44	118,948.68	122,217.60	125,663.16	129,115.92	132,777.48	136,536.84	140,298.84
33.5	Hourly	52.67	54.12	55.64	57.17	58.80	60.42	62.09	63.80	65.64	67.45	69.32
	Semi-Monthly	4,564.73	4,690.22	4,822.03	4,954.56	5,096.08	5,236.17	5,381.37	5,529.33	5,689.04	5,845.79	6,007.95
	Monthly	9,129.46	9,380.43	9,644.05	9,909.12	10,192.15	10,472.34	10,762.73	11,058.65	11,378.07	11,691.57	12,015.89

Salary Schedules

Schedule 600 - MONTHLY
CLASSIFIED EMP - 12 MO. 260 DAYS

Position Type: 2 Contract: 0.00 Days / Yr, 0.00 Hrs / Day **Active: Y**
 Effective: 6/26/2023 Work: 173.33 Hrs / Month FTE: 0.00 Hrs / Yr

Row	Column	STEP 1	STEP 1A	STEP 2	STEP 2A	STEP 3	STEP 3A	STEP 4	STEP 4A	STEP 5	STEP 5A	STEP 6
33.5	Annual	109,553.52	112,565.16	115,728.60	118,909.44	122,305.80	125,668.08	129,152.76	132,703.80	136,536.84	140,298.84	144,190.68
34	Hourly	54.15	55.64	57.19	58.76	60.42	62.08	63.84	65.59	67.45	69.32	71.26
	Semi-Monthly	4,693.39	4,822.44	4,956.20	5,092.40	5,235.97	5,379.83	5,532.40	5,684.54	5,845.79	6,007.95	6,175.73
	Monthly	9,386.77	9,644.87	9,912.39	10,184.80	10,471.93	10,759.66	11,064.79	11,369.08	11,691.57	12,015.89	12,351.45
	Annual	112,641.24	115,738.44	118,948.68	122,217.60	125,663.16	129,115.92	132,777.48	136,428.96	140,298.84	144,190.68	148,217.40
34.5	Hourly	55.64	57.17	58.80	60.42	62.09	63.80	65.64	67.45	69.32	71.26	73.26
	Semi-Monthly	4,822.03	4,954.56	5,096.08	5,236.17	5,381.37	5,529.33	5,689.04	5,845.58	6,007.95	6,175.73	6,349.12
	Monthly	9,644.05	9,909.12	10,192.15	10,472.34	10,762.73	11,058.65	11,378.07	11,691.16	12,015.89	12,351.45	12,698.24
	Annual	115,728.60	118,909.44	122,305.80	125,668.08	129,152.76	132,703.80	136,536.84	140,293.92	144,190.68	148,217.40	152,378.88
35	Hourly	57.19	58.76	60.42	62.08	63.84	65.59	67.45	69.30	71.26	73.26	75.26
	Semi-Monthly	4,956.20	5,092.40	5,235.97	5,379.83	5,532.40	5,684.54	5,845.79	6,006.41	6,175.73	6,349.12	6,522.63
	Monthly	9,912.39	10,184.80	10,471.93	10,759.66	11,064.79	11,369.08	11,691.57	12,012.82	12,351.45	12,698.24	13,045.26
	Annual	118,948.68	122,217.60	125,663.16	129,115.92	132,777.48	136,428.96	140,298.84	144,153.84	148,217.40	152,378.88	156,543.12
35.5	Hourly	58.80	60.42	62.09	63.80	65.64	67.45	69.32	71.23	73.26	75.26	77.39
	Semi-Monthly	5,096.08	5,236.17	5,381.37	5,529.33	5,689.04	5,845.58	6,007.95	6,173.18	6,349.12	6,522.63	6,707.17
	Monthly	10,192.15	10,472.34	10,762.73	11,058.65	11,378.07	11,691.16	12,015.89	12,346.35	12,698.24	13,045.26	13,414.34
	Annual	122,305.80	125,668.08	129,152.76	132,703.80	136,536.84	140,293.92	144,190.68	148,156.20	152,378.88	156,543.12	160,972.08
36	Hourly	60.42	62.08	63.84	65.59	67.45	69.30	71.26	73.22	75.26	77.39	79.52
	Semi-Monthly	5,235.97	5,379.83	5,532.40	5,684.54	5,845.79	6,006.41	6,175.73	6,345.55	6,522.63	6,707.17	6,891.81
	Monthly	10,471.93	10,759.66	11,064.79	11,369.08	11,691.57	12,012.82	12,351.45	12,691.10	13,045.26	13,414.34	13,783.62
	Annual	125,663.16	129,115.92	132,777.48	136,428.96	140,298.84	144,153.84	148,217.40	152,293.20	156,543.12	160,972.08	165,403.44
36.5	Hourly	62.09	63.80	65.64	67.45	69.32	71.23	73.26	75.27	77.39	79.52	81.78
	Semi-Monthly	5,381.37	5,529.33	5,689.04	5,845.58	6,007.95	6,173.18	6,349.12	6,523.76	6,707.17	6,891.81	7,087.59
	Monthly	10,762.73	11,058.65	11,378.07	11,691.16	12,015.89	12,346.35	12,698.24	13,047.51	13,414.34	13,783.62	14,175.17
	Annual	129,152.76	132,703.80	136,536.84	140,293.92	144,190.68	148,156.20	152,378.88	156,570.12	160,972.08	165,403.44	170,102.04
37	Hourly	63.84	65.59	67.45	69.30	71.26	73.22	75.26	77.33	79.52	81.78	84.04
	Semi-Monthly	5,532.40	5,684.54	5,845.79	6,006.41	6,175.73	6,345.55	6,522.63	6,701.96	6,891.81	7,087.59	7,283.37
	Monthly	11,064.79	11,369.08	11,691.57	12,012.82	12,351.45	12,691.10	13,045.26	13,403.91	13,783.62	14,175.17	14,566.74

Salary Schedules

Schedule 600 - MONTHLY
CLASSIFIED EMP - 12 MO. 260 DAYS

Position Type: 2 Contract: 0.00 Days / Yr, 0.00 Hrs / Day **Active: Y**
 Effective: 6/26/2023 Work: 173.33 Hrs / Month FTE: 0.00 Hrs / Yr

Row	Column	STEP 1	STEP 1A	STEP 2	STEP 2A	STEP 3	STEP 3A	STEP 4	STEP 4A	STEP 5	STEP 5A	STEP 6
37	Annual	132,777.48	136,428.96	140,298.84	144,153.84	148,217.40	152,293.20	156,543.12	160,846.92	165,403.44	170,102.04	174,800.88
37.5	Hourly	65.64	67.45	69.32	71.23	73.26	75.27	77.39	79.52	81.78	84.04	86.36
	Semi-Monthly	5,689.04	5,845.58	6,007.95	6,173.18	6,349.12	6,523.76	6,707.17	6,891.61	7,087.59	7,283.37	7,484.67
	Monthly	11,378.07	11,691.16	12,015.89	12,346.35	12,698.24	13,047.51	13,414.34	13,783.22	14,175.17	14,566.74	14,969.33
	Annual	136,536.84	140,293.92	144,190.68	148,156.20	152,378.88	156,570.12	160,972.08	165,398.64	170,102.04	174,800.88	179,631.96
38	Hourly	67.45	69.30	71.26	73.22	75.26	77.33	79.52	81.71	84.04	86.36	88.75
	Semi-Monthly	5,845.79	6,006.41	6,175.73	6,345.55	6,522.63	6,701.96	6,891.81	7,081.16	7,283.37	7,484.67	7,691.79
	Monthly	11,691.57	12,012.82	12,351.45	12,691.10	13,045.26	13,403.91	13,783.62	14,162.31	14,566.74	14,969.33	15,383.57
	Annual	140,298.84	144,153.84	148,217.40	152,293.20	156,543.12	160,846.92	165,403.44	169,947.72	174,800.88	179,631.96	184,602.84
38.5	Hourly	69.32	71.23	73.26	75.27	77.39	79.52	81.78	84.03	86.36	88.75	91.20
	Semi-Monthly	6,007.95	6,173.18	6,349.12	6,523.76	6,707.17	6,891.61	7,087.59	7,282.45	7,484.67	7,691.79	7,904.22
	Monthly	12,015.89	12,346.35	12,698.24	13,047.51	13,414.34	13,783.22	14,175.17	14,564.90	14,969.33	15,383.57	15,808.44
	Annual	144,190.68	148,156.20	152,378.88	156,570.12	160,972.08	165,398.64	170,102.04	174,778.80	179,631.96	184,602.84	189,701.28
39	Hourly	71.26	73.22	75.26	77.33	79.52	81.71	84.04	86.35	88.75	91.20	93.66
	Semi-Monthly	6,175.73	6,345.55	6,522.63	6,701.96	6,891.81	7,081.16	7,283.37	7,483.65	7,691.79	7,904.22	8,116.76
	Monthly	12,351.45	12,691.10	13,045.26	13,403.91	13,783.62	14,162.31	14,566.74	14,967.30	15,383.57	15,808.44	16,233.52
	Annual	148,217.40	152,293.20	156,543.12	160,846.92	165,403.44	169,947.72	174,800.88	179,607.60	184,602.84	189,701.28	194,802.24
39.5	Hourly	73.26	75.27	77.39	79.52	81.78	84.03	86.36	88.74	91.20	93.66	96.24
	Semi-Monthly	6,349.12	6,523.76	6,707.17	6,891.61	7,087.59	7,282.45	7,484.67	7,690.57	7,904.22	8,116.76	8,340.54
	Monthly	12,698.24	13,047.51	13,414.34	13,783.22	14,175.17	14,564.90	14,969.33	15,381.13	15,808.44	16,233.52	16,681.07
	Annual	152,378.88	156,570.12	160,972.08	165,398.64	170,102.04	174,778.80	179,631.96	184,573.56	189,701.28	194,802.24	200,172.84
40	Hourly	75.26	77.33	79.52	81.71	84.04	86.35	88.75	91.19	93.66	96.24	98.82
	Semi-Monthly	6,522.63	6,701.96	6,891.81	7,081.16	7,283.37	7,483.65	7,691.79	7,903.31	8,116.76	8,340.54	8,564.21
	Monthly	13,045.26	13,403.91	13,783.62	14,162.31	14,566.74	14,967.30	15,383.57	15,806.61	16,233.52	16,681.07	17,128.42
	Annual	156,543.12	160,846.92	165,403.44	169,947.72	174,800.88	179,607.60	184,602.84	189,679.32	194,802.24	200,172.84	205,541.04
40.5	Hourly	77.39	79.52	81.78	84.03	86.36	88.74	91.20	93.71	96.24	98.82	101.53
	Semi-Monthly	6,707.17	6,891.61	7,087.59	7,282.45	7,484.67	7,690.57	7,904.22	8,121.66	8,340.54	8,564.21	8,799.24
	Monthly	13,414.34	13,783.22	14,175.17	14,564.90	14,969.33	15,381.13	15,808.44	16,243.32	16,681.07	17,128.42	17,598.47

Salary Schedules

Schedule 600 - MONTHLY
CLASSIFIED EMP - 12 MO. 260 DAYS

Position Type: 2 Contract: 0.00 Days / Yr, 0.00 Hrs / Day **Active: Y**
 Effective: 6/26/2023 Work: 173.33 Hrs / Month FTE: 0.00 Hrs / Yr

Row	Column	STEP 1	STEP 1A	STEP 2	STEP 2A	STEP 3	STEP 3A	STEP 4	STEP 4A	STEP 5	STEP 5A	STEP 6
40.5	Annual	160,972.08	165,398.64	170,102.04	174,778.80	179,631.96	184,573.56	189,701.28	194,919.84	200,172.84	205,541.04	211,181.64
41	Hourly	79.52	81.71	84.04	86.35	88.75	91.19	93.66	96.23	98.82	101.53	104.32
	Semi-Monthly	6,891.81	7,081.16	7,283.37	7,483.65	7,691.79	7,903.31	8,116.76	8,340.03	8,564.21	8,799.24	9,041.29
	Monthly	13,783.62	14,162.31	14,566.74	14,967.30	15,383.57	15,806.61	16,233.52	16,680.05	17,128.42	17,598.47	18,082.57
	Annual	165,403.44	169,947.72	174,800.88	179,607.60	184,602.84	189,679.32	194,802.24	200,160.60	205,541.04	211,181.64	216,990.84
41.5	Hourly	81.78	84.03	86.36	88.74	91.20	93.71	96.24	98.88	101.53	104.32	107.19
	Semi-Monthly	7,087.59	7,282.45	7,484.67	7,690.57	7,904.22	8,121.66	8,340.54	8,569.93	8,799.24	9,041.29	9,289.80
	Monthly	14,175.17	14,564.90	14,969.33	15,381.13	15,808.44	16,243.32	16,681.07	17,139.86	17,598.47	18,082.57	18,579.59
	Annual	170,102.04	174,778.80	179,631.96	184,573.56	189,701.28	194,919.84	200,172.84	205,678.32	211,181.64	216,990.84	222,955.08

**SALARY SCHEDULE
(SOFTWARE DEVELOPMENT POSITIONS)**

The parties agree to establish five software development categories with a three or four step salary schedule as indicated below for each category. Software development position titles and annual/hourly salary schedules will be as follows.

TIMING	STEP	SOFTWARE DEVELOPER (Annually)	SOFTWARE ENGINEER (Annually)	REPORT DESIGNER (Annually)	DATA WAREHOUSE ENGINEER (Annually)
Entry	1	\$102,974.04	\$159,365.76	\$159,365.76	\$159,365.76
6 Months	2	\$107,878.80	\$166,720.44	\$166,720.44	\$166,720.44
12 Months	3	\$112,192.56	\$174,074.88	\$174,074.88	\$174,074.88
24 Months	4	\$122,587.92			

The Riverside County Superintendent of Schools (RCSS) and the Association have agreed to the following:

Bargaining unit members in the position of Software Developers, Software Engineers, Report Designers, and Data Warehouse Engineers shall be exempt from the following provisions of the Agreement:

Article IX - Work Year

Article XIII - Wage Scale Sections:

13.1 - Wage Scale C1

13.5, 13.5.1, 13.5.2 - Night Shift Compensation Differential

13.8, 13.8.1, 13.8.2, 13.8.3, 13.8.4, 13.8.5, 13.8.6, 13.9 - Overtime

13.14, 13.15, 13.17, 13.18 - Salary Schedule Step Advancement

Apprentice Software Developers shall not be part of the classified bargaining unit. Apprentice Software Developers shall be student and part-time hourly employees as defined in Education Code 45103. It is the intent of RCSS to employ college/university undergraduate and graduate students to fill these positions (24 months maximum).

The ratio between Software Developers and Apprentice Software Developers shall be a one-to-one ratio. For every Apprentice Software Developer, there shall be one Software Developer.

All titles (Software Developer, Software Engineer, Report Designer, and Data Warehouse Engineer) shall receive negotiated cost of living increases that are negotiated by the Association for the entire classified bargaining unit.

All titles (Software-Developer, Software Engineer, Report Designer, and Data Warehouse Engineer) will generally be full-time 12-month positions.

Apprentices, Software Developers, Software Engineer, Report Designers, and Data Warehouse Engineers will be exempt from the Fair Labor Standards Act (FLSA) as defined in Section 13(a)(1) and 13(a)(17) of the FLSA as defined under 29 C.F.R. § 541.400.

Salary Schedules

Run by MARIBELLE GONZALEZ
Filters: Hourly, Semi-Monthly, Monthly, Annual



Schedule 651 - MONTHLY
SOFTWARE DEVELOPER - 12 MO. 260 DAYS

Position Type: 2 Contract: 0.00 Days / Yr, 0.00 Hrs / Day **Active: Y**
Effective: 6/26/2023 Work: 173.33 Hrs / Month FTE: 0.00 Hrs / Yr

Row	Column	STEP 1	STEP 2	STEP 3	STEP 4
1	Hourly	49.51	51.86	53.94	58.94
	Semi-Monthly	4,290.59	4,494.95	4,674.69	5,107.83
	Monthly	8,581.17	8,989.90	9,349.38	10,215.66
	Annual	102,974.04	107,878.80	112,192.56	122,587.92

Salary Schedules

Salary Schedules

Run by MARIBELLE GONZALEZ
Filters: Hourly, Semi-Monthly, Monthly, Annual



Schedule 652 - MONTHLY

SOFTWARE ENG, REPORT DESIGN, DATA WH ENG 260 DAYS

Position Type: 2

Contract: 0.00 Days / Yr, 0.00 Hrs / Day

Active: Y

Effective: 6/26/2023

Work: 173.33 Hrs / Month FTE: 0.00 Hrs / Yr

Row	Column	STEP 1	STEP 2	STEP 3
1	Hourly	76.62	80.15	83.69
	Semi-Monthly	6,640.24	6,946.69	7,253.12
	Monthly	13,280.48	13,893.37	14,506.24
	Annual	159,365.76	166,720.44	174,074.88

**CLASSIFIED EMPLOYEES
HEALTH AND WELFARE BENEFITS SUMMARY
2021 - 2022**

Health Benefits

CalPERS offers a choice of ten HMOs and two PPO health plans. These plans are available to eligible employees and their dependents. Enrollment is during initial employment sign-up, annual open enrollment, or upon a qualifying family status change. Plan year begins January 1 of each year. Plans rates are available based on one party, two party, and family coverage. HMO benefits and co-pays are similar among the plans, but not all plans are available in all RCOE service areas. Some plans require employee payroll contributions. <http://www.calpers.ca.gov>

Dental Benefits

Four dental plans are available to choose from during initial employment sign-up and annual open enrollment. The dental plan rate is based on a fiscal year, so rates may change on July 1 of each year. Both the Delta Dental plans require employee payroll contributions. There are no employee payroll contribution for the Anthem Dental or Safeguard/MetLife Dental plans.

- Delta Dental Premier PPO: You choose your dentist from dental providers who accept Delta Dental insurance. Benefits cover 70 percent in the first year and go up 10 percent each year you continue to receive services up to 100 percent. If you do not use the plan during the calendar year, there is a 10 percent decrease in benefit coverage from the previous year. There is a \$1,700 annual maximum benefit for in-network dentist and \$1,500 annual maximum benefit for out-of-network dentist. There is a \$500 lifetime maximum benefit for orthodontia per participant.
Group #7100-8904, www.deltadentalins.com
- Delta Dental PPO: You choose your dentist from dental providers who accept Delta Dental insurance. Most services are covered at 100% when you receive benefits from an in-network dental provider and 80% when you services are received from an out-of-network dental provider. There is a \$1,500 annual maximum and \$500 lifetime maximum benefit for orthodontia per participant.
Group #7100-8905, www.deltadentalins.com
- Safeguard/MetLife Dental HMO: Safeguard is an HMO dental plan where participants must utilize a Safeguard panel dentist. For services that require a co-payment, employees must pay the required co-pay and the remaining balance will be paid by Safeguard.
Group #122205, www.safeguard.net
- Anthem Dental PPO: You can choose an Anthem panel dentist to get the maximum coverage. Annual maximum benefit per participant is \$2,500, with an orthodontia benefit of up to \$1,500 maximum lifetime benefit per participant.
Group #14640A, www.anthem.com/ca/mydental

Note: All health, dental, and vision plans may cover spouses and dependents, with dependent children coverage ending once they reach age 26.

- Vision Benefits** Medical Eye Services: You may go to a participating ophthalmologist, optometrist, or optician and receive full coverage for one eye exam in a 12-month period, one pair of standard lenses, one standard frame (up to \$100.00), or one pair of contact lenses. Claim forms are available on the Medical Eye Services website at www.mesvision.com and from the Risk Management Department. Policy #M4AD-C-002/Group #19785.
- Group Life Insurance** The employer provides a \$40,000 life and accidental death and dismemberment benefit through Mutual of Omaha. Enroll during initial sign-up or open enrollment, and verify that your beneficiary is identified and current. Employees can update their beneficiaries at any time during the year by submitting a new Beneficiary Designation Form to Risk Management. If a covered employee dies while this coverage is in effect, the beneficiary needs to contact Risk Management and provide a death certificate to receive the benefits. There are additional life insurance plans that may be purchased on a voluntary basis and paid for through a payroll deduction. Group #G000BM88.
- Group Disability** Disability benefits are provided by the employer through American Fidelity Assurance Company. This program requires a 30-day waiting period before benefits may begin. The benefit is 60 percent of your monthly salary for a maximum of two years. Claim forms are available from the Risk Management Department. Your doctor will have to complete a form for submission to the insurance company for a determination about eligibility for disability benefits. Group #G111-322.
- IRC 125 Plan** This program allows eligible staff to pay for health plan premiums, dependent care premiums, or unreimbursed medical and dental expenses, and certain benefits, such as employee-paid premiums for group life, income protection, and cancer insurance with pre-tax dollars. Enrollment requires meeting with the company representative and application prior to the open enrollment deadline. Plans go into effect January 1, and may not be changed during the year, except for certain family status changes. Contact American Fidelity at (800) 365-9180, to make an appointment or for more information.
- Waiving Medical Insurance** Employees may elect to waive their medical coverage and receive a stipend of \$1,800 annually in lieu of the employer's provided medical coverage by completing and submitting the CalPERS Health Benefit Plan Enrollment for Active Employees (HBD-12) form and Cash-In-Lieu Affidavit within 60 days of employment and annually during Open Enrollment; failure to comply with these procedures will disqualify the employee from receiving the stipend. By completing the Cash-In-Lieu Affidavit, the employee attests to having other group health insurance coverage for themselves and their dependent(s) that conforms to the Affordable Care Act's (ACA) minimum value standards. For a qualifying group health plan to meet the ACA's minimum value standards, the plan must cover at least 60 percent of the total allowed costs of benefits provided under the plan. Employees may refer to their plan's Summary of Benefits and Coverage document to determine if their coverage meets the law's minimum value standards.

- Employee Assistance** The Employee Assistance Program (EAP) is available to provide assistance with alcohol and drug related matters, marital and family problems, mental health, financial difficulties, and legal concerns. Confidential services or referrals for the employee and dependents may be obtained by calling (800) 266-0510 or (951) 781-0510.
- Voluntary Programs** There are several additional voluntary programs available, including Hyatt Pre-Paid Legal, American Fidelity products, Pacific Educators products, and UNUM Long-Term Care plans. Contact Risk Management for information.
- Retirement Benefits** Most classified employees will be members of the CalPERS retirement system. Currently, PERS will give employees service credit for unused sick leave upon retirement. This benefit rewards employees who save up their sick leave by giving them additional retirement benefits. For additional information, contact PERS (888) 225-7377 or attend one of the PERS Retirement Planning workshops provided throughout the county. Also, visit the CalPERS Website at <http://www.calpers.ca.gov>.
- Retiree Health Benefits** Eligible retirees will receive the same employer contribution towards CalPERS health benefits as active classified bargaining unit employees. Please see Article 12.10 for eligibility requirements.
- In accordance with the regulations of the Public Employees' Medical and Hospital Act (PEMHCA), upon reaching age 65, retirees eligible for Medicare coverage must enroll in Medicare and a CalPERS Medicare plan. RCOE will contribute up to the cap amount towards the CalPERS Medicare plan premium.
- COBRA** COBRA (Consolidated Omnibus Budget Reconciliation Act of 1985) ensures that employees and their dependents do not lose their health insurance when workers leave their jobs. COBRA permits members to continue their group health insurance policies when they leave for any one of a number of reasons. COBRA's protections are temporary and are intended as a stopgap until insurance is obtained from another source, such as a new employer. The cost of maintaining coverage through COBRA is borne by the former employee or family member.
- The length of COBRA benefits depends on the reason the person qualifies, such as termination of employment, retirement, divorce or legal separation, termination of a child's dependent status, and death of the employee. There are certain timelines that have to be followed to assure eligibility for COBRA coverage. Please contact Risk Management for more information as soon as possible when a qualifying event occurs or is anticipated.

**LETTER OF AGREEMENT (LOA)
MEMORANDUM OF UNDERSTANDING (MOU)
LISTING**

LOA#11	08/1/00	Elimination of Instructional Assistants, Pregnant Minor, SAPID, Child Care & the creation of Instructional Assistant, Alt. Ed
LOA#10	04/17/00	Career Ladders for Special Education I/A
LOA#1	05/01/00	Elimination of School Site Secretary
LOA#1	12/04/95	Exclusion from bargaining unit of Parent Representative position
MOU#1	09/14/94	Reclassification of Administrator's Secretary to Communication Media Assistant. & establishment of confidential position.
MOU#7	03/13/91	Extension of 60 day sub while recruiting
MOU#1	02/12/91	Custodial duties in outline areas
MOU#3	01/12/89	Elimination of I & II designation of Office/School Secretary
MOU#8	02/18/88	Confidential status of Personnel Assistant position
MOU#9	02/18/88	Use of RCOE as teaching facility
MOU#8	03/01/88	Uniforms
MOU#4	08/19/87	Substitutes
MOU#3	03/31/86	Extension of Probationary Period & Holidays for Persons on 4 day work weeks.
MOU#2	06/12/85	Summer School hours for Instructional Assistants
MOU#6	02/04/86	Reduction of hours from seven (7) to six (6) for Special Education Instructional Assistants & Grandparenting