

**AGREEMENT BETWEEN THE HOLTVILLE UNIFIED  
SCHOOL DISTRICT  
AND THE  
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION  
HOLTVILLE CHAPTER 338**

**Effective Upon Final Ratification by the Governing Board  
through June 30, 2024**

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## ARTICLE 1

### DURATION OF AGREEMENT

- 1.1 This Agreement is entered into effective upon final ratification of a collective bargaining agreement between the Board of Trustees of the Holtville Unified School District, Holtville, California (the Governing Board) and California School Employees Association and its Holtville Chapter Number 338 (Association). Such Agreement shall remain in full force and effect from July 1, 2021 until June 30, 2024. This Article shall reopen automatically in each year of the Agreement.
- 1.2 There shall be no reopener negotiations during the 2021-22 school year. During the 2022-23 and 2023-24 school years, only the following Articles may be reopened: Article 14 (WAGES), ARTICLE 1(DURATION), ARTICLE 15 (HEALTH AND WELFARE BENEFITS), and two additional or new articles of each party's choice.
- 1.3 If there is a change in state or federal law after the ratification of this Agreement which results in a direct and irreconcilable conflict with any specific and express term of this Agreement, either party may request to negotiate over the affected specific and express term by submitting an initial proposal as to those terms and conditions of employment which the party believes are within the scope of representation and which have been or will be changed or affected by the law. If there is a new federal or state law which requires the District to take action which affects or impacts terms and conditions of employment within the scope of representation, either the District or the Association may request to negotiate the terms and conditions so affected by submitting a written proposal as to those terms and conditions or impacts which either party believes are within the scope of representation and which will be impacted by the new law.

## ARTICLE 2

### RECOGNITION

- 2.1 The Board recognizes the California School Employees Association and its Holtville Chapter Number 338 as the exclusive representative of the classified personnel of the District with the exception of management, supervisory and confidential employees. The Classification Schedule and pay ranges for the employees represented by the Association are set forth in Appendix A. See also Side Letter of Agreement between the District and the Association executed on July 11, 2006 with respect to the incumbents in the positions of Counseling Office Secretary, Special Services Secretary, and School Secretary which is incorporated in this Agreement by reference as though fully set forth.

## ARTICLE 3

### MANAGEMENT RIGHTS

- 3.1 The District retains, solely and exclusively, all the rights, powers and authority exercised or had by it prior to the execution of this Agreement except as expressly limited by a specific provision of this Agreement. Without limiting the generality of the foregoing, the rights, powers and authority retained solely and exclusively by the District and not abridged herein include, but are not limited to, the following: To manage and direct its operations and its personnel; to manage, control, and determine the mission, goals, objectives, and educational philosophy of its component facilities, programs, and operations; to create, change, combine or abolish jobs, job classifications, departments and facilities in whole or in part; to insure the rights and the educational opportunities of its students; to subcontract or discontinue work for economic or operational reasons; to direct the work force; to increase or decrease the work force and determine the number and kinds of employees needed; to hire, assign, evaluate, transfer, promote, suspend, terminate, and otherwise maintain the discipline and efficiency of its employees; to determine its curriculum; to establish work standards, schedules of operation and work load; to specify or assign work requirements and overtime; to schedule working hours and shifts; to adopt rules of conduct and penalties for violation thereof; to determine the type and scope of work to be performed and the services to be provided; to determine, develop, and implement its budget and the procedures therefore; to determine the methods, processes, means, personnel and places of providing services; and to take action on any matter in the event of an emergency. An emergency is defined as a sudden unexpected happening, an unforeseen occurrence or condition; specifically, perplexing contingency or complication of circumstances; a sudden or unexpected occasion for action, pressing action necessity.
- 3.2 All current and future policies, rules and regulations of the District not directly in conflict with this Agreement shall remain in full force and effect, provided that this reference to such policies, rules, and regulations shall not be deemed to make such matters subject to the Grievance Article of this Agreement.
- 3.3 Nothing in this Agreement shall be construed to limit, amend, decrease, revoke or otherwise modify the rights and powers vested in the District to adopt, amend, or rescind such policies, rules and regulations as the Board, in its discretion, shall deem necessary, or any other powers vested in the District by the California Education Code, or by other laws regulating, authorizing or empowering the District to act or refrain from acting.

## ARTICLE 4

### ASSOCIATION RIGHTS

- 4.1 The Association agrees that its officials, including shop stewards, shall not communicate with employees during regular working hours except in emergencies and shall conduct normal Association business at times other than the respective employee's working hours. The Board agrees to grant the Association access to employee work stations during the lunch break or after normal working hours with the approval of the immediate supervisor of the work station.

#### **4.2 New Employee Orientations**

The District shall provide the CSEA with access to scheduled orientation meetings for new employees to finalize new hire paperwork and shall provide the CSEA President with at least 10 days' advance notice of such orientation meetings, except that shorter notice may be provided when there is an urgent need critical to the District's operations that was not reasonably foreseeable.

Orientation meetings for new employees shall normally be scheduled by the District to take place at a pre-established time as needed, except that such orientation meetings may occur more frequently or at other times/days when there is an urgent need critical to the District's operations that was not reasonably foreseeable. The District shall inform the CSEA President of the pre-established time and day that such weekly new employee orientations shall normally take place, and shall also inform the CSEA President when there is an urgent need to schedule such orientations at a different time/day.

The CSEA shall be granted thirty (30) minutes of uninterrupted time at the end of scheduled orientation meetings to communicate with new employees hired to fill bargaining unit positions. The CSEA may provide the District with a video of up a maximum of 30-minutes in length for the District to show to each new employee at the end of scheduled orientation meetings. Non-bargaining unit District employees or managers/supervisors shall not be present during this thirty (30) minute time period. New employees may elect not to attend the presentation by the CSEA.

#### **4.3 Employee Contact Information**

The District shall provide the CSEA with the following information in electronic editable secure format for all newly hired employees within 30 days of the date of hire, and shall provide the CSEA with this same information for all employees in the bargaining unit three times annually, usually on the last working day of September, January and May each year:

1. Name
2. Job Title/Classification
3. Hire date
4. Employee identification number
5. CalPERS status ("yes" or "no")
6. Department
7. Work location/site
8. Work telephone number
9. Home address
10. Home phone number on file with the District
11. Personal mobile telephone number on file with the District
12. Personal email address on file with the District

The District will not disclose the personal contact information (items 9 through 12 above) of any employee who has elected in writing not to have their personal contact information shared with the CSEA.

## **ARTICLE 5**

### **PAYROLL DEDUCTIONS**

- 5.1 The Association and Board agree that each employee of the District has the right to join or not join any association. The Association and the Board agree that the freedom of each employee to join an association and to pay dues to it shall not be abridged or transgressed by either party. Accordingly, the District shall only deduct from an eligible member's pay the Association dues amount as indicated on the payroll deduction assignment form and shall revoke such deduction within thirty (30) days after an employee so indicates revocation on the payroll deduction assignment form. Employee refusal to join an association, pay dues to an association, or any employee revocation of dues payments to an association may be based upon religious convictions or other personal matters of conscience.

## **ARTICLE 6**

### **GRIEVANCE PROCEDURE**

6.1 **Definitions:**

6.1.1 A "Grievance" is a formal written allegation by a grievant that he/she has been adversely affected by a violation of the specific provisions of this Agreement.

6.12 "Grievant" may be any classified non-management employee of the

District covered by the terms of this Agreement.

6.1.3 A "Day" is any day in which the central administration office of the District is open for business.

6.1.4 The "Immediate Supervisor" is the lowest level administrator having line supervisory authority over the grievant who has been designated to adjust grievances.

6.2 Informal Level:

6.2.1 Before filing a formal written grievance, the grievant should attempt to resolve it by an informal conference with his/her immediate supervisor.

6.3 Formal Level:

6.3.1 Level I: Within ten (10) days after the grievant knew or reasonably should have known of the act or omission giving rise to the grievance, the grievant must present his/her grievance in writing on the District Classified Grievance Form to his/her immediate supervisor.

6.3.2 This statement shall be a clear, concise statement of the circumstances giving rise to the grievance, citation of the specific Article, section and paragraph of this Agreement that is alleged to have been violated, the decision rendered at the informal conference, and the specific remedy sought.

6.3.3 The supervisor or his/her designee shall communicate his/her decision to the employee in writing within five (5) days after receiving the grievance. Either the grievant or the Superintendent may request a personal conference within the above time limits.

6.4 Level II:

6.4.1 In the event the grievant is not satisfied with the decision at Level I, he/she may appeal the decision on the District Classified Grievance Form to the Superintendent or his/her designee within five (5) days.

6.4.2 This statement should include a copy of the original grievance, the decision rendered, and a clear, concise statement of the reasons for the appeal.

6.4.3 The Superintendent or his /her designee shall conduct an investigation into the allegations and shall communicate his/her decision within five (5) days after receiving the appeal. Either the grievant or the Superintendent may request a personal conference within the above time limits.

6.5 Level III:

- 6.5.1 If the grievant is not satisfied with the decision at Level II, he/she may within five (5) days appeal the decision on the District Classified Grievance Form to the Board of Education.
- 6.5.2 This statement shall include a copy of the original grievance and appeal, the decisions rendered and a clear, concise statement of the reasons for the second appeal.
- 6.5.3 The Board of Education shall communicate its decision to the grievant within five (5) days after the meeting at which the grievance is considered. The decision of the Board shall be final and no further procedure is available to the grievant within the provisions of this Agreement.

## **ARTICLE 7**

### **HOURS**

- 7.1 The regular work week of a full-time unit member shall be forty (40) hours, and the regular work day shall be eight (8) hours. The scheduling of the hours and the work days shall be at the sole discretion of the District management.
- 7.2 The District will provide compensation or compensatory time off at the rate equal to one and one-half (1-1/2) times the regular rate of pay for unit members designated by the District and authorized to perform such overtime. Overtime is any time required to be worked in excess of eight (8) hours in any one work day and any time in excess of forty (40) hours in any calendar week. This provision does not apply to unit members whose regular work day is less than seven (7) hours or whose work week is less than thirty-five (35) hours. For the purpose of computing the number of hours worked, time during which the unit member is excused from work because of holidays, sick leave, vacation, compensated time off, and other paid leaves of absence, shall be considered as time worked by the unit member. The authorization of any overtime shall rest solely with the District management.
- 7.3 All bargaining unit employees who work eight (8) hours per day shall be granted rest periods which, insofar as practicable, shall be in the middle of each work period at the rate of fifteen (15) minutes per four (4) hours worked. Employees who work over four (4) hours per day but less than eight (8) hours shall be granted a rest period of fifteen (15) minutes approximately at mid-point or as arranged with their supervisor.

## ARTICLE 8

### TRANSFERS

- 8.1 Transfers of bargaining unit members on a temporary or permanent basis may be initiated by the District management at any time such transfer is in the best interest of the District as defined by the District management. A unit member affected by such transfer shall be given notice as soon as administratively practicable. A conference will be held between the appropriate management person and the unit member in order to discuss the reasons for the transfer.
- 8.2 No transfer under this Article shall be initiated for punitive purposes.
- 8.3 The District agrees to post notices of job vacancies.

## ARTICLE 9

### LEAVES

- 9.1 The benefits which are expressly provided by this Section, Article 9, are the sole leave benefits which are a part of this Agreement, and it is agreed that other statutory or regulatory leave benefits are not incorporated with this Agreement, nor are such other benefits subject to the grievance procedure, Article 6.
- 9.2 Personal Illness or Injury Leave
  - 9.2.1 Members of the bargaining unit employed by the District five (5) days per week with full pay for a fiscal year shall be entitled to twelve (12) days leave of absence for illness or injury.
  - 9.2.2 Members of the bargaining unit employed less than five (5) days a week and/or less than a full fiscal year are entitled to that proportion of twelve (12) days leave of absence for illness or injury as the number of months and/or number of days a week they are employed bear to twelve (12) months.
  - 9.2.3 Pay for any hour(s) or day(s) of illness or injury need not be accrued prior to taking such leave by the employee and such leave may be taken at any time during the employee's assigned work year. Probationary employees of the District shall not be eligible to take more than six (6) days, or the proportionate amount to which they may be eligible under paragraphs 9.2.2 and 9.2.3.
  - 9.2.4 If a member of the bargaining unit does not take the full amount of leave a

allowed in any year, the amount not taken shall be accumulated from year to year.

9.2.5 Members of the bargaining unit absent due to illness or injury must follow procedures established by their immediate supervisor to notify their department of intent to be absent, the nature of the illness, or injury, and the anticipated duration of the illness not later than one-half (1/2) hour before the start of the work shift in order to be eligible for paid illness or injury leave.

9.2.6 Members of the bargaining unit requesting paid illness or injury leave may be periodically required, at the discretion of their immediate supervisor, to provide medical statements on forms supplied by the District with any medical cost to be borne by the District. Members of the bargaining unit absent due to surgery, serious injury or illness, or absent for more than five (5) consecutive assigned work days shall be required to submit a medical release to their immediate supervisor prior to being permitted to return to work with any cost to be borne by the employee.

### 9.3 Pregnancy Disability Leave.

Members of the bargaining unit who are in a paid status immediately preceding medically verified pregnancy disability and who return to active employment with the District immediately following the conclusion of (release from) pregnancy disability following child birth or miscarriage, shall be eligible to receive compensation at their regular rate of pay charged against any available sick leave for the work days missed during the period of disability, provided that the District receives medical status reports not less frequently than once each two weeks during the period of disability on forms provided by the District.

### 9.4 Personal Necessity Leave.

9.4.1 A maximum of six (6) days of absence for illness or injury leave earned pursuant to the sick leave provisions of this Agreement, may be used by the employee, at his/her election, in cases of personal necessity, including any of the following:

9.4.1.1 Death of a member of the employee's immediate family when additional leave is required beyond that provided in the Bereavement Leave provisions of this Agreement.

9.4.1.2 Accident, involving the employee's person or property, or the Person or property of a member of the immediate family.

9.4.1.3 Appearance in any court or before any administrative tribunal as a litigant, party, or witness under subpoena or any order made with

jurisdiction.

- 9.4.2 Members of the bargaining unit are required to request Personal Necessity Leave from their immediate supervisor prior to the beginning of the work shift in which the absence is requested. Supervisors may waive this requirement in cases of extreme emergency.
- 9.4.3 Upon return from a Personal Necessity Leave, bargaining unit members shall be required to complete absence verification forms provided by the District and to submit each verification as may be required.

#### 9.5 Bereavement Leave

- 9.5.1 The District agrees to grant necessary leave of absence with pay at the employee's regular rate not to exceed five (5) days or seven (7) days if travel of more than 200 miles is required, on account of the death of any member of the immediate family of a member of the bargaining unit. Members of the immediate family shall mean the mother, father, grandmother, grandfather, or a grandchild of the employee or spouse of the employee, and the spouse, son, son-in-law, daughter, daughter-in-law, brother, or sister, of the employee, or any relative living in the immediate household of the employee.
- 9.5.2 Members of the bargaining unit may request permission of their immediate supervisor to be absent without pay on account of the death of any relative not designated as immediate family.
- 9.5.3 Members of the bargaining unit shall be required to contact their immediate supervisor or District office prior to the start of their regular work shift to request Bereavement Leave. Failure to do so may result: in ineligibility for paid leave of absence and may be considered to be an unauthorized absence.
- 9.5.4 Verification of Bereavement Leave upon return from leave: Members of the bargaining unit shall be required to complete a leave verification form provided by the District and provide such proof of eligibility for Bereavement Leave benefits as may be required by the District.

#### 9.6 Industrial Accident or Illness Leave

- 9.6.1 Members of the bargaining unit who sustain an injury or illness arising directly out of and in the course and scope of their employment shall be eligible for a maximum of sixty (60) working days paid leave in any one fiscal year. This leave shall not be accumulated from year to year. Industrial accident or illness leave will commence on the first day of absence.

- 9.6.2 Payment for wages lost on any day shall not, when added to an award granted under the Workers Compensation laws of this State, exceed the normal wage for the day. Industrial accident and illness leave will be reduced by one day for each day of authorized absence, regardless of a compensation award made under Workers Compensation. When an industrial accident or illness occurs at a time when the full sixty (60) days will overlap into the next fiscal year, the employee shall be entitled to only that amount remaining at the end of the fiscal year in which the industrial injury or illness occurred, for the same illness or injury.
- 9.6.3 Industrial accident or illness leave is to be used in lieu of normal sick leave benefits. When entitlement to industrial accident or illness leave under this section has been exhausted, entitlement to other sick leave, vacation or other paid leave will be used. If, however, an employee is still receiving temporary disability payments under the Workers' Compensation laws of this State at the time of the exhaustion of benefits under this section, he/she shall be entitled to use only so much of his/her accumulated and available normal sick leave and vacation which when added to the Workers' Compensation award provides for a day's pay at the regular rate of pay.
- 9.6.4 Any time an employee of industrial accident or illness leave is able to return to work, the employee shall be reinstated in a position in the same class without loss of status or benefits.

#### Jury Duty Leave

- 9.6.5 The District agrees to grant to members of the bargaining unit regularly called for jury duty in the manner provided by law, leave of absence without loss of pay for time the employee is required to perform jury duty during the employee's regularly assigned working hours. Employees called for jury duty must notify the District Office of service date(s) upon receiving said notice from officers of the Court. The District shall pay the employee the difference, if any, between the employee's regular rate of pay and the amount received for jury duty. Employees are required to return to work during any day or a portion thereof when their services are required for less time than six (6) hours. The District may require verification of jury duty time prior to or subsequent to providing jury duty compensation.

## **ARTICLE 10**

### **EVALUATION**

- 10.1 The Board shall provide for a procedure in the evaluation of employee

performance. A copy of employee performance evaluation shall be made available to the respective employee at the time of evaluation and, whenever possible, reviewed with the employee by the immediate supervisor. All employee evaluations are confidential.

## ARTICLE 11

### VACATION

11.1 Each unit member shall earn vacation credit only in accordance with this Article.

11.2 Vacation Entitlement - Full-Time Employees:

11.2.1 From the date of hire, full-time, 12 month employees shall accrue vacation credit at the rates set forth below:

From date of hire until the end of the second full year of employment, unit members shall receive ten (10) days of vacation each year.

Commencing with the third full year of employment, unit members shall receive twelve (12) days of vacation each year.

Commencing with the fifth full year of employment, unit members shall receive fifteen (15) days of vacation each year.

Commencing with the eleventh full year of employment, unit members shall receive eighteen (18) days of vacation each year.

Commencing with the sixteenth full year of employment, unit members shall receive twenty (20) days of vacation each year.

11.2.2 Full-time employees shall accrue vacation credit for any month in which the employee is in paid status for more than one-half of the working days in the month.

11.3 Vacation Entitlement - Part-Time Employees:

Part-time employees shall accrue vacation credit prorated at the rates specified above based on the number of days worked in a school year, including paid holidays, and the number of hours worked per day. For the purposes of this article, vacation credit for eligible part-time employees shall be prorated based upon a full-time equivalent of 260 days worked per year at eight hours per day.

11.4 Maintenance of Current Vacation Entitlement:

Current employees shall not accrue fewer days of vacation than they accrued prior to the June 8, 1999 tentative agreement between the parties regarding this Article 11.

11.5 Vacation Entitlement - Vacation Time To Be Used:

- 11.5.1 Accrued vacation may be taken any time after it is earned by no later than the end of the school year following the year in which it is earned.
- 11.5.2 The District reserves the right to schedule vacations at times least disruptive to the normal work routine, but with best efforts being made to effectuate the desires of the employee.
- 11.5.3 Unused vacation credit for part-time employees will be paid in a lump sum at the end of the school year.
- 11.5.4 No scheduled vacation will be canceled except in cases of emergency.
- 11.5.5 A holiday occurring during the period of vacation will be observed as a paid holiday and not charged against vacation credit.
- 11.5.6 Permanent employees separating from the school service will be paid for all accrued vacation in a lump sum payment.
- 11.5.7 For members occupying the positions of Custodian, Grounds, Custodian/Grounds, and Maintenance, vacation made during Thanksgiving, Winter, and Spring Breaks will only be granted if the needs and upkeep of District facilities and operations are met. Vacation requests during summer months of June through August shall be evaluated based upon the District's needs with regard to preparation for summer programs and the new school year.

## **ARTICLE 12**

### **HOLIDAYS**

- 12.1 All employees shall be entitled to the following paid holidays provided they are in a paid status during any portion of the working day immediately preceding or succeeding the holiday:

New Years Eve  
New Years  
Martin Luther King's Birthday  
Lincoln's Birthday  
Washington's Birthday

Friday before Easter Sunday  
Memorial Day  
Independence Day  
Labor Day  
Veteran's Day  
Thanksgiving Day  
Friday after Thanksgiving Day  
Christmas Eve  
Christmas Day

- 12.2 When a holiday herein listed falls on a Sunday, the following Monday shall be deemed to be that holiday in Lieu of the day observed. When a holiday herein listed falls on a Saturday the preceding Friday shall be deemed to be the holiday \ in lieu of the day observed.

## **ARTICLE 13**

### **SAFETY**

- 13.1 The Board shall, within the limitation of its financial capabilities, provide unit members with safe working conditions which are required by State or Federal law.

## **ARTICLE 14**

### **WAGES**

- 14.1 There shall be a five percent (5.00%) on-schedule salary increase applied to the 2018-19 salary schedule effective July 1, 2020. For the 2020-21 school year, any change to extra duty hourly rates, including overtime, shall only be effective from the first pay period following ratification of this agreement by the Governing Board.

There shall be a two percent (2.00%) on-schedule salary increase applied to the 2020-21 salary schedule effective July 1, 2021 (see Appendix B-1).

- 14.2 Bus drivers holding valid certification will be paid a \$250 annual stipend upon completion of the mandatory 10-hour driver training required by law. This stipend shall be distributed upon written verification of completion. Should a driver not complete 10 hours, pay will be prorated based on hours completed.
- 14.3 Reclassification Procedure

- 14.3.1 A reclassification may occur when, over time, additional and more complex duties than those called for in the job description are being required to be routinely performed by a unit member. The performance of more of the same, similar, or related duties of similar complexity does not warrant a reclassification. Additionally, a reclassification is not warranted as a means of procuring a promotion to a vacant position.
- 14.3.2 A request for reclassification may be initiated by a member of the bargaining unit, the supervisor of the unit member, or the Superintendent on a form provided by the District. A request must be submitted by March 1 each year for possible implementation by the following July 1.
- 14.3.3 A request for reclassification must be filed with the Superintendent and the President of the Association, and must contain the specific reasons for the request, including a description of those additional and more complex duties which the unit member believes warrant a reclassification and the reasons why.
- 14.3.4 The Superintendent, the unit member's supervisor, one administrator selected by the District, and one member of the bargaining unit selected by the Association shall meet to review the request. This group may request additional information from the employee, conduct their own investigation, and/or seek assistance from others.
- 14.3.5 The final recommendation shall be made by the Superintendent to the Board. Prior to making such a recommendation, the recommendation will be reviewed with the bargaining unit member and the member selected by the Association. If either the unit member and/or the Association member do not agree with the Superintendent's recommendation, either may file a statement with the Superintendent who will attach it to the final recommendation to the Board.
- 14.3.6 Only one request for reclassification per unit member may be initiated within any eighteen (18) month period.

#### 14.4 Instructional Aide Classroom Supervision

- 14.4.1 Instructional aides who are specifically directed by their supervising administrator to supervise a classroom of students for a period in excess of 55 consecutive minutes due to the absence of a certificated employee assigned to directly supervise that classroom shall be paid a stipend of \$8.00 per hour.
- 14.4.2 The Association and the District agree that the provisions of this section only apply to extraordinary circumstances in which site administrators are

unable to provide direct supervision by a certificated employee. Classroom supervision by an instructional aide shall be considered a disfavored practice and all reasonable attempts shall be made to provide classroom supervision by certificated employees.

14.5 For so long as the District has access to the Escape Financial System, and that system possesses a mechanism to provide an eleventh and/or a twelfth month of deferred salary pay, unit members will be provided the option to defer a portion of each month's salary to the July 31<sup>st</sup> payroll and/or the August 30<sup>th</sup> payroll that immediately follows the end of any given school year. To be eligible for this option, unit members must notify the District payroll department on or before July 15<sup>th</sup> of the preceding school year, utilizing the District's 12-Month Pay Form.

14.6 Effective July 1, 2020, the following positions will be re-classified from their current range to Range 13:

- Physical Education Assistant
- Regular Classroom Paraprofessional

## **ARTICLE 15**

### **HEALTH AND WELFARE BENEFITS**

15.1 The District shall provide health benefits for eligible unit members.

15.2 Upon final ratification of an Agreement containing this provision, effective July 1, 2014, the District will make a maximum annual contribution toward the health and welfare package of benefits-eligible unit members (pro-rated for part-time unit members based on the percentage of a full-time contract). The maximum annual contribution will be equivalent to the sum of the following insurance premiums currently offered in the District: 1) SISC's "employee only" Blue Shield of California 80% plan (Plan "G") and applicable life insurance, 2) "employee only" Delta Dental premiums, and 3) "employee only" MES vision coverage.

Unit members seeking to provide additional contributions toward health and welfare benefits may continue to do so on their own by pre-tax deductions through an IRC section 125 plan, or through payroll deductions. No cash payments will be made to unit members in lieu of health benefit coverage.

15.3 Unit members newly hired or former unit members rehired in new position descriptions on or after July 1, 2003, shall be eligible for employee only health and welfare benefit coverages pursuant to Section 15.2 above only if they work six or



more hours per day. Unit members hired prior to July 1, 2003 who are currently employed, work less than six (6) hours per day, and who are currently receiving the benefits identified in Section 15.2 above shall continue to be eligible for the same benefits as are those afforded to full-time unit members so long as they are continuously employed without a break in service and are not rehired in newly created position descriptions.

- 15.4 The District may change carriers, plans and/or providers so long as the level of benefits does not change. The District may also change medical coverages so long as the total of the unit member's contribution to the premium, out of pocket costs for each benefit, and deductibles are not increased by more than the total amount of any increase projected by current carriers and providers.
- 15.5 Classified employees may participate in an approved tax sheltered annuity plan with the District which provides payroll deductions for this purpose.
- 15.6 Eligible employees may not enroll in only part of the District's health and welfare benefit program.
- 15.7 The District shall continue to pay its required contribution while an eligible unit member is in paid leave status in the same manner as if the unit member had remained in regular service. Unit members on a District-approved, non-paid leave of absence may elect to continue coverage for themselves by paying premiums directly to the District pursuant to procedures established by the District's business department.
- 15.8 The District shall not be required to make any payments or contributions to any health and welfare benefits insurance plan or program, other than the District's current carriers or providers.
- 15.9 Any future increases in excess of the District's maximum contribution for health benefits under the following plans will be paid for by the District: 1) SISC's "employee only" Blue Shield of California 80% plan (Plan "G") and applicable life insurance, 2) "employee only" Delta Dental premiums, and 3) "employee only" MES vision coverage. In the event of a future changes in carriers, plans and/or providers, the District's maximum annual contribution toward health benefits shall equal the sum of the "employee only" premiums for equivalent coverages. For reference, plans currently provided through the District are attached as Appendix C (80% Health Insurance), Appendix D (Delta Dental), and Appendix E (MES).

The parties agree that any increased contribution made by the District pursuant to this Section, along with step and column increases, shall be considered as an increase in compensation. Any additional increases on plans not described in section 15.9 for this unit shall be paid by unit members by payroll deduction, in equal monthly installments. There shall be no requirement for the District to procure the prior consent of any unit member or the Association before deducting



the balance of any prorated monthly coverage cost from any compensation due a unit member.

## ARTICLE 16

### CONCERTED ACTIVITIES

- 16.1 The parties and all employees covered by this Agreement understand and fully agree that the primary mission of the District is the education of children, and that any form of concerted activity, work stoppage, or other deliberate interference with the operations of the District is inconsistent with the mission of the District and potentially harmful to the children being educated within the District. Accordingly, the Association, its agents and the employees it represents agrees that there shall be no strike, work stoppage, or any other concerted interference with the operations, or any picketing, or any refusal to enter upon any District premises for any reason whatever during the term of this Agreement
- 16.2 The Association recognizes and agrees that it has a duty and obligation to the District to actively and affirmatively advise and direct any employee or employees engaging in any form of concerted activity or advocating any form of concerted activity to immediately cease such action.
- 16.3 Any employee who participates in any activity prohibited by this Article shall be subject to immediate discharge or such lesser discipline as the District in its absolute discretion shall determine, and, in addition, the District may, at its option, treat any employee who engages in any such activity as an employee who has:
- 16.3.1 Abandoned his/her position, or;
- 16.3.2 Voluntarily resigned from his/her position
- and may immediately notify such employee by such form of notice as it deems appropriate of its acceptance of the resignation or its recognition of the employee's abandonment of his or her position.
- 16.4 If the Association, or any of its agents or the employees represented by it, engages in, causes, instigates, encourages, condones, or ratifies any strike, work stoppage, or any other form of concerted interference with the operations of the District, picketing, or refusal by employees to enter upon the District's premises, the District may, in its discretion suspend and withdraw any and all privileges and/or services provided to the Association by this Agreement. Notwithstanding the above, the District agrees that the Association shall not be held responsible for the improper action of an individual; and the Association agrees that it assumes the

obligation to take all reasonable action and efforts to restrain and discourage individuals from taking action which is herein prohibited.

- 16.5 The Association, its agents and the employees represented by it, further understands and agrees that there shall be no strike, slow-down, stoppage of work, or any acts of any nature, including picketing; that tend to interfere with the operations of the District or of any other Governmental agency or body, whether such acts be related to sympathy with any other group of employees or employee organization, or be related to matters wholly within the District.
- 16.6 The inclusion of this Article in this Agreement shall in no way be deemed to preclude or stop the District from seeking any form of legal relief to which it may be entitled during the term of this Agreement or at any other time.
- 16.7 The District agrees not to lockout employees.

## **ARTICLE 17**

### **SAVINGS**

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

## **ARTICLE 18**

### **COMPLETION OF MEET AND NEGOTIATE**

- 18.1 The parties acknowledge that during negotiations each had the unlimited right and opportunity to make demands and proposals on any subject or matter not removed by law from the area of collective bargaining and that the understandings and agreements arrived at are in this Agreement. Therefore, the Board and the Association voluntarily and unqualifiedly waive the right, and each agrees that the other shall not be obligated to negotiate any subject or matter not specifically referred to or covered in this Agreement, even though such may not have been within the knowledge and contemplation of the parties at the time. Matters of common concern may be subject to negotiation upon the request and mutual agreement of both parties.

## ARTICLE 19

### PROFESSIONAL GROWTH PROGRAM

#### 19.1 Professional Growth

19.1.1 Professional Growth is the continuous, purposeful engagement in formal study and related activities designed to simultaneously benefit both the District and the unit member. Professional Growth results through experiences that provide increased knowledge, understanding, and skills directly related to the unit member's regular position, and benefits the District in fields related to the activity in which employed.

#### 19.2 Eligibility

19.2.1 All permanent unit members are eligible to enter the professional growth program.

19.2.2 Credit may be granted only for courses completed after July 1, 1990. The District may grant credit for coursework at the time of hire, provided that the courses are directly attributable to the unit member's job classification. Should the unit member subsequently change their job classification to a position unrelated to the coursework submitted, any additional increment shall terminate.

#### 19.3 Criteria

19.3.1 The increment shall be earned upon successful completion of an approved sequence of course work leading to achievement of goals of benefit to the District which is equivalent to 15 semester units as indicated below.

19.3.2 Units may be earned at accredited colleges, universities, trade schools, adult education institutions or educational conferences.

19.3.3 Education conferences shall be credited at the rate of one-quarter (1/4) unit per eight (8) hours. Verification of attendance shall be required.

19.3.4 To receive course credit, a letter grade of "C" or better or a "Pass" grade must have been achieved.

19.3.5 The District shall not incur any liability or costs of registration, books, mileage or subsistence. Any conference, coursework, or certification paid for by the District shall not earn educational credits that can be applied to this article.

#### 19.4 Unit and Increment Provisions

19.4.1 First Increment -- 15 units.

19.4.2 Second Increment --15 units beyond the first increment.

19.4.3 Third Increment -- 15 units beyond the second increment.

19.4.4 Fourth Increment -- 15 units beyond the third increment.

19.4.5 Fifth and Final Increment – Bachelor's Degree.

19.4.6 Work taken and verifying transcripts (original with college seal) must be submitted to the District Office. Any approved applicable increment will be applied to the unit member's compensation in the pay period following receipt of verified transcripts.

19.5 Procedure

19.5.1 An intent to participate in the Professional Growth Program must be filed with the District Office.

19.5.2 Requests for approval of specific course work should be submitted to the District Office prior to the beginning of the course in order to insure credit. Credit may be granted after a course is completed without this prior approval at the discretion of the Superintendent or his/her designee administering this program.

19.6 Compensation

19.6.1 At the completion of each fifteen (15) unit increment, there shall be \$50.00 per month added to the unit member's regular salary on the first of the month following the date official documents are received in the District Office.

19.6.2 For those unit members beginning an approved professional development program after date of hire, a minimum of one year shall be required between the approval of increments.

19.7 The District will have the sole right to determine whether any course work meets the requirements of section 19.1.1.


## ARTICLE 20

### LAYOFF

- 20.1 Reasons For Layoff. Bargaining unit members shall be subject to layoff for lack of work and/or lack of funds.
- 20.2 Notice Of Layoff. Bargaining unit members shall be given not less than sixty (60) days notice of layoff unless otherwise authorized or required by law. When, as a result of the expiration of a specially funded program, classified positions must be eliminated at the end of any school year, and classified unit members will be subject to layoff for lack of funds, the unit members to be laid off at the end of the school year shall be given written notice on or before April 29 informing them of their layoff effective at the end of the school year and of their displacement rights if any, and their reemployment rights. However, if the termination date of any specially funded program is other than June 30, the notice shall be given not less than sixty (60) days prior to the effective date of layoff.
- 20.3 Order of Layoff. Whenever it becomes necessary to reduce the number of classified employees because of lack of work and/or lack of funds, the District shall recommend the specific positions to be discontinued. Unit members shall be laid off in reverse order of seniority within the job classifications of such discontinued positions. Seniority for the purposes of layoff shall be determined by hours in paid service as a regular classified employee in the class to be laid off plus hours in paid service as a regular classified employee employed in all higher classes.
- 20.4 Unit members who have been laid off because of lack of work or lack of funds are eligible for reemployment for a period of thirty-nine (39) months. During that time, and in accordance with their seniority within the class in which the vacancy occurs, they will be reemployed in preference to new applicants. If a unit member refuses a reemployment offer, he/she shall not be eligible for further preferred consideration. However, a refusal shall not preclude a unit member from being employed by the District in the future.
- 20.5 Reemployment shall be made in the reverse order of layoffs within each job classification. Those employees in the bargaining unit who have completed a probationary period shall be reemployed without having to serve an additional probationary period. The probationary period shall be ten consecutive months in a paid status.
- 20.6 Notification of recall shall be made by personal contact or certified mail to the unit member's last known mailing address. Unit members are responsible for assuring that the District is notified of any change of address. The unit member must indicate acceptance of the job offer within five (5) working days after receipt of the notification, and arrange the time for the unit member's return to

work. The unit member must, however, be available to return to work within no more than fifteen (15) work days following receipt of the notice. Failure to accept the offer and report to work within fifteen (15) work days shall result in the unit member being removed from the reemployment list.

- 20.7 Bumping Rights. A unit member laid off from his/her present class may, in order to avoid layoff, voluntarily bump into the next lower class in which the unit member has greatest seniority considering his/her seniority in the lower class and any higher classes.
- 20.8 Layoff In Lieu Of Bumping. A unit member who elects a layoff in lieu of bumping maintains his/her reemployment rights under this Agreement.
- 20.9 Equal Seniority. If two (2) or more unit members subject to layoff have equal class seniority, the determination as to who shall be laid off shall be made on the basis of the greater seniority in all classifications, if that be equal, then the determination shall be made by lot.
- 20.10 Voluntary Demotion Or Voluntary Reduction In Hours or Assigned Time, or Work Year. Employees who take voluntary demotions or voluntary reductions in assigned time, or work year in lieu of layoff shall be, at the unit member's option, returned to a position in their former class or to positions with increased assigned time or work year as vacancies become available, within sixty three months from the date of the layoff and shall be ranked in accordance with their seniority on any valid reemployment list.
- 20.11 For voluntary and involuntary layoffs of bargaining unit members that are effective on or after the effective date of this Article, District fringe benefit coverage for said unit members will continue for two months following the effective date of the layoff at the same level of benefits as that prior to layoff. If a unit member is laid off at the end of the school year, said unit member shall instead continue to receive fringe benefits through September 30. Unit members shall be entitled to receive a lump sum payment in return for a maximum of ten days of the unit member's accumulated sick leave on the effective date of layoff.
- 20.12 For those unit members laid off, all earned and unused vacation shall be paid to the unit member as soon as practicable following the effective date of layoff.
- 20.13 Election Of Retirement Reemployment Rights. Any unit member laid off for lack of work or lack of funds who elects service retirement from the Public Employees Retirement System shall be placed on an appropriate reemployment list. The District shall notify the Board of Administration of the Public Employment Retirement System of the fact that retirement was due to layoff for lack of work or funds. If the unit member is offered and accepts in writing an appropriate vacant position, the District shall maintain the vacancy until the Board of Administration has properly processed the employee's request for reinstatement



from retirement.

- 20.14 The District and the Association agree that the District is required by law to offer vacant positions to former employees who have been laid off for a period of 39 months following the effective date of layoff. Such offers shall be made in writing by the District in the order of such former employees' seniority in the classification in which the vacancy exists in accordance with Education Code section 45298.
- 20.15 The District and the Association also agree that a former laid off employee who is on the reemployment list and who is offered a vacant position shall receive a written offer of employment from the District. Such offer shall notify the former employee that he or she has five (5) working days (days when the District office is open for business) from the date of receipt of the offer in which to notify the District in writing whether he/she accepts the offer to be reemployed in the vacant position, or whether the offer is rejected. The offer shall also include notice that should the former employee reject the offer, that the District has no further obligation to offer the former employee any vacant position in which he/she has seniority in the classification of the vacant position for the duration of the 39 month period. The offer shall also notify the former employee that failure to respond to the offer within the above five day period shall be deemed to be a rejection of the offer for reemployment.
- 20.16 The District and the Association agree that if a former employee who is still on the 39 month reemployment list retires under the Public Employees' Retirement System, Education Code section 45114 requires that the District offer such retired former employee any vacant position to which the employee is entitled due to seniority in the classification of the vacant position. If, within the five (5) working day period specified in paragraph 2 above, the retired former employee rejects the offer, the District shall have no further obligation to offer the retired employee any vacant position in which the former employee has seniority in the classification of the vacant position for the duration of the 39 month period.
- 20.17 The parties agree that the above provisions in this Article represent the full and complete agreement between the parties concerning layoff and voluntary reduction in hours or assigned time, and reduction in work year in lieu of layoff, and the impacts and effects of such matters. The Association hereby clearly and unequivocally waives the right to meet and negotiate all these matters during the term of the current agreement between the parties.

## ARTICLE 21

### BUS ROUTE ASSIGNMENTS

- 21.1 Except in an emergency, the transportation supervisor shall post two lists in the transportation office on each Friday of all additional bus trips that are known by the supervisor and approved by the District one week in advance of that Friday.

Bus drivers will be assigned to each trip on each list based on their seniority. Both lists will rotate by seniority separately and independently. One list shall contain extra trips that will take place on weekdays and one list shall contain extra trips that will take place on weekends. The trips shall be listed on each list in order based on the earliest to the latest date and time of the trip. Additional trips which become known to the supervisor and are approved by the District prior to the posting of the lists on the following Friday shall be inserted at the end of the appropriate list as soon as practicable and the next senior driver on the appropriate rotation list assigned. Newly employed bus drivers shall be placed on the lists based on the effective date of their employment by the District.

- 21.2 If trips are scheduled for the same date and time on a list, the driver with the most seniority will be offered the driver's choice of the two trips, and the less senior driver assigned to the remaining trip. If a driver's assigned trips on both lists will conflict or if the dates and times of the two assignments would prevent the driver from complying with negotiated rest periods, the driver must choose between the two assignments. Once the driver has selected the driver's preferred assignment, the driver will be inserted at the end of the rotation on both lists.
- 21.3 When the lists are posted, an assigned driver must notify the transportation supervisor 24 hours prior to the scheduled trip if the driver is unwilling or unable to take the trip assigned. Upon notification by the driver to the supervisor that the driver is unwilling or unable to take the assigned trip, the driver shall miss the driver's turn in the rotation of the applicable list and the driver next in line shall be assigned the trip. The driver next in line accepting the trip will not lose their turn in the rotation. Should all drivers in the rotation refuse a trip, the driver first assigned to the trip will be required to drive.
- 21.4 If the District cancels a trip that has already been assigned to a driver, that driver will not lose their turn on the applicable list in the rotation.
- 21.5 The rules in this Article shall apply regardless of the length of the assigned trip or whether it is scheduled to take place on a weekend or a weekday.
- 21.6 This Article shall not apply to any bus driver not properly and currently licensed.
- 21.7 The assignment or reassignment of busses and regular routes shall be made to suit the needs of the District so long as such assignment or reassignment does not impact a unit member's regular compensation.
- 21.8 Each July 1, extra trips shall be assigned by the transportation supervisor starting with the most senior driver on the rotation list.
- 21.9 In order to take the trip, the assigned driver must work the full shift on the day of the trip if the extra trip occurs on a weekday and the full shift on the last regular work day for unit members immediately preceding the weekend. If the last day

prior to the weekend is a holiday, the unit member must work the full shift on the day preceding the holiday.

## ARTICLE 22

### DISCIPLINARY PROCEDURES

Probationary employees and other non-permanent classified employees are at-will employees and may be terminated within the sole discretion and at the pleasure of the District. The probationary period shall be ten months for classified bargaining unit members. Probationary employees and other non-permanent classified employees are not covered by any other provision of this Article or by District Board Policy 4218 (Dismissal/Suspension/Disciplinary Action).

- 22.1 A permanent classified employee may be disciplined by the District for cause. The term "discipline" for the purpose of this Article shall be consistent with applicable law and is limited to any action whereby a permanent classified employee is deprived of any classification or any incident of any classification in which he/she has permanence, including dismissal, suspension without pay, or demotion, without the classified employee's voluntary consent, except in the case of a layoff for lack of work or lack of funds. The term "discipline" for the purpose of this Article specifically does not include adverse or negative evaluations, warnings, directives or the implementation or application of any article of any applicable collective bargaining agreement or of other employment policies such as the denial of any leave.
- 22.2 The term "cause" shall be defined by District Board Policy and shall include, but not be limited to, the following:
- S Incompetent, untimely, unsatisfactory or negligent performance of duty.
  - S Failure to possess the minimum qualifications for the position, such as loss of driver's license.
  - S Insubordination, including but not limited to the refusal to perform assigned duties or the refusal to obey a lawful directive from the Superintendent or designee.
  - S Carelessness or negligence in the performance of assigned duties or in the care or use of District property.
  - S Loss, theft, conversion, damage, destruction or other misuse of District property or property entrusted to its use;

- S Discourteous, offensive, or abusive conduct or language toward other employees, District officials, pupils, or the public.
- S Threats of harm or acts of actual or attempted violence toward other employees, pupils, parents or members of the public.
- S Dishonesty.
- S Drinking alcoholic beverages on the job, reporting to work while intoxicated or under the influence of alcoholic beverages, or bringing alcohol on District property or to any District sponsored event except where specific, prior written authorization has been provided.
- S Use or possession of narcotics on the job, or reporting to work under the influence of narcotics or other controlled substances. The use of narcotics or other controlled substances under and consistent with the directions of a physician which do not impair the performance of a classified employee is not prohibited.
- S Personal conduct unbecoming an employee of the District which has a nexus with the employee's employment with the District and which may have adverse impact on the District.
- Engaging in political or union activity during assigned hours of work unless otherwise authorized by law, contract, or another Board Policy or practice.
- S Conviction of any felony or any crime involving moral turpitude, or conviction of any crime which relates to the qualifications, certification, functions, or duties required of the employee in the assigned position.
- Abuse of any leave or vacation, including but not limited to excessive absenteeism, absence without authorization or excuse, or unauthorized absence from duty or place of assigned duty.
- Falsifying any information supplied to the District including, but not limited to, information supplied on application forms, employment records, or any other District records.
- Persistent violation or a refusal to obey safety rules and regulations made applicable to school districts by the District Governing Board or by any appropriate federal, state, or local governmental agency.
- Failure to fully comply with District policies, rules, regulations, and the provisions of any applicable collective bargaining agreement or Department rules, regulations or orders.

- Offering of anything of value or offering any service in exchange for special treatment in connection with the classified employee's assigned duties, or the accepting of anything of value or any service in exchange for granting any special treatment to another employee or to any member of the public, or other misuse of authority or position.
- Willful, negligent or intentional violation of any law concerning the District.
- Abandonment of position which is defined as failure to report to work for more five (5) consecutive workdays without a legitimate excuse.
- Advocacy of overthrow of federal, state, or local government by force, violence or other unlawful means.
- Sexual Harassment, or discrimination on any unlawful basis.
- Fraud or misrepresentation in securing appointment or promotion.
- Any other act or omission with a nexus to District employment that is detrimental to the District or may bring discredit upon the classified service of the District.
- Failure to report accidents, injuries and known safety hazards or violations;
- The parties agree that the Side Letter of Agreement between the Association and the District dated 9/24/03 is incorporated in this paragraph as though fully set forth herein.

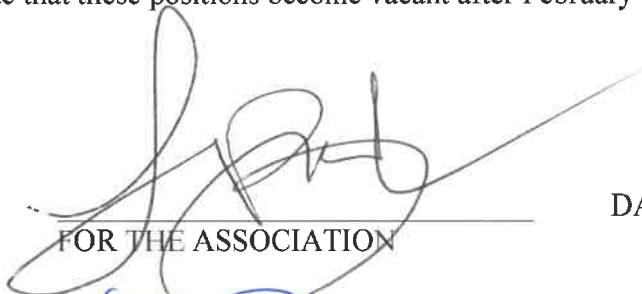
22.3 Upon timely request for a hearing, a hearing will normally will be held before the Board, or a hearing officer designated by the Board, within forty-five (45) calendar days of the hearing demand. The classified employee shall have a right to appear in person, with counsel at the employee=s expense or such other lawful representation as determined by the classified employee. The District will have the burden of proof and shall first present evidence. Normal procedures shall be followed; i.e., charging party presentation, defense cross-examination, defense presentation, charging party cross-examination and rebuttal evidence from each party. Hearings will be recorded at the request of either party with such expense being borne by the requesting party, or the District will share equally with the employee or representative the costs of the court reporter, transcribing the record of the hearing, and for a copy of the official transcript.

The Board's determination of the sufficiency of the cause for disciplinary action shall be conclusive in all cases.

## ARTICLE 23

### LIBRARY TECHNICIAN WORK HOURS

The work hours of the Technician II – Library (Finley, High School and Middle schools). The Technician I – High School Library, and the Library Media Technician – High School shall be reduced from eight hours per day to six hours per day on the first date that these positions become vacant after February 11, 2004.

  
\_\_\_\_\_  
FOR THE ASSOCIATION

DATED: 6-03-22

  
\_\_\_\_\_  
FOR THE DISTRICT

DATED: 4-29-2022

Agreement Ratified by the District Governing Board on June 14, 2021.

For CSEA 

For HUSD 

# HOLTVILLE UNIFIED SCHOOL DISTRICT

## APPENDIX A

### CLASSIFICATION SCHEDULE

#### SALARY RANGE

#### SALARY CLASSIFICATION

1	
2	
3	
4	
5	Food Service: Cafeteria Worker I
6	Instructional Aide I: Playground
6	Instructional Aide I: Playground/P.E.
6	Instructional Aide I: Crossing Guard
7	Food Service: Cafeteria Worker II
8	Food Service: Assistant Cook
9	
10	Operations Groundsman I
10	Food Service: Cook
10	Instructional Aide II: Bilingual
10	Instructional Aide II: Categorical
10	Instructional Aide II: Physical Education
10	Instructional Aide II: Regular Classroom
10	Instructional Aide II: Transportation
10	Technician I: Finley School Computer Lab
10	Technician I: Middle School Computer Lab
10	Technician I: High School Library
11	Operations: Custodian I
12	Clerk I: Finley School Office
12	Clerk I: Middle School Office
12	Clerk I: High School Office
12	Clerk I: Title VII Office
13	Food Service: Program Accounts I
13	Instructional Aide III: Lang./Speech/Hearing
13	Instructional Aide III: Special Education
14	
15	
16	Clerk II: Health Services
16	Clerk II: Finley School Office
16	Clerk II: High School Attendance Office
16	Technician II: High School Library
16	Technician II: Finley School Library

## APPENDIX A

16	Technician II: Finley School Media Center
16	Technician II: Middle School Library
17	Operations: Groundsman II
17	Operations: Maintenance I
18	Operations: Custodian II
18	Health Services Technician
19	
20	
21	Food Service: High School/Finley Cafeteria Manager
22	Library Media Technician: High School
22	Clerk II: Community Liaison
22	Attendance Secretary
23	Operations: Groundsman III
23	Operations: Carpenter
23	Operations: Painter
24	Operations: Maintenance II
24	Transportation: Bus Driver
24	Transportation: Bus Driver/Maintenance/Custodian
24	Transportation: Bus Driver/Mechanic's Assistant
24	Secretary I: H.S. Counseling Office
24	Staff Secretary I: District Projects
24	School Secretary I: Sam Webb
24	Food Service: Accounts Supervisor
24	Operations: Lead Custodian
25	Secretary I: Special Services
26	School Secretary I: Middle School
26	School Secretary I: High School
26	Transportation: Lead Bus Driver/Secretary/Recept
27	
28	Operations: Assistant Supervisor
28	School Secretary II: Finley School
28	Head School Secretary
29	Operations: Maintenance III/Bus Driver
30	Transportation: Bus Driver/Mechanic

**HOLTVILLE UNIFIED SCHOOL DISTRICT**

**APPENDIX B-1**

Update 8/5/2022												
2022-2023												
SALARY CLASSIFICATION												
RANGE	STEP A		STEP B		STEP C		STEP D		STEP E		STEP F	
	MONTHLY	HOURLY	MONTHLY	HOURLY	MONTHLY	HOURLY	MONTHLY	HOURLY	MONTHLY	HOURLY	MONTHLY	HOURLY
1												
2												
3												
4												
5												
6												
7	2,600	15.00	2,600	15.00	2,600	15.00	2,600	15.00	2,600	15.00	2,600	15.00
8	2,600	15.00	2,600	15.00	2,600	15.00	2,600	15.00	2,600	15.00	2,600	15.00
9	2,600	15.00	2,600	15.00	2,600	15.00	2,600	15.00	2,600	15.00	2,600	15.00
10	2,600	15.00	2,600	15.00	2,600	15.00	2,600	15.00	2,600	15.00	2,600	15.00
11	2,600	15.00	2,600	15.00	2,600	15.00	2,600	15.00	2,600	15.00	2,600	15.00
12	2,600	15.00	2,600	15.00	2,600	15.00	2,600	15.00	2,600	15.00	2,600	15.00
13	2,600	15.00	2,600	15.00	2,600	15.00	2,600	15.00	2,600	15.00	2,600	15.00
14	2,600	15.00	2,600	15.00	2,600	15.00	2,600	15.00	2,600	15.00	2,600	15.00
15	2,600	15.00	2,600	15.00	2,600	15.00	2,600	15.00	2,600	15.00	2,600	15.00
16	2,600	15.00	2,600	15.00	2,600	15.00	2,600	15.00	2,600	15.00	2,600	15.00
17	2,600	15.00	2,600	15.00	2,600	15.00	2,600	15.00	2,600	15.00	2,600	15.00
18	2,600	15.00	2,600	15.00	2,600	15.00	2,600	15.00	2,600	15.00	2,600	15.00
19	2,600	15.00	2,600	15.00	2,600	15.00	2,600	15.00	2,600	15.00	2,600	15.00
20	2,600	15.00	2,600	15.00	2,600	15.00	2,600	15.00	2,600	15.00	2,600	15.00
21	2,600	15.00	2,600	15.00	2,600	15.00	2,600	15.00	2,600	15.00	2,600	15.00
22	2,600	15.00	2,600	15.00	2,600	15.00	2,600	15.00	2,600	15.00	2,600	15.00
23	2,642	15.24	2,771	15.99	2,907	16.77	3,063	17.67	3,207	18.50	3,369	19.44
24	2,706	15.61	2,843	16.40	2,986	17.23	3,135	18.09	3,290	18.98	3,451	19.91
25	2,771	15.99	2,907	16.77	3,063	17.67	3,207	18.50	3,369	19.44	3,541	20.43
26	2,843	16.40	2,986	17.23	3,135	18.09	3,290	18.98	3,451	19.91	3,626	20.92
27	2,907	16.77	3,063	17.67	3,207	18.50	3,369	19.44	3,541	20.43	3,717	21.44
28	2,986	17.23	3,135	18.09	3,290	18.98	3,451	19.91	3,626	20.92	3,817	22.02
29	3,063	17.67	3,207	18.50	3,369	19.44	3,541	20.43	3,717	21.44	3,904	22.53
30	3,135	18.09	3,290	18.98	3,451	19.91	3,626	20.92	3,817	22.02	4,008	23.12
31	3,207	18.50	3,369	19.44	3,541	20.43	3,717	21.44	3,904	22.53	4,091	23.60

\* Changes made to the above salary schedule for the 2020-21 school year are based on the new California minimum wage increase, effective 1/1/2022