


# **California School Employees Association**



## **Santa Clara Community College and California School Employee Association Chapter # 725**

**July 1, 2017 - June 30, 2020**

The contract is available to District Employees on the Intranet at: <https://intranet.canyons.edu/offices/csea>

## TABLE OF CONTENTS

ARTICLE 1: EFFECTIVE DATE AND PARTIES TO AGREEMENT .....	4
ARTICLE 2: RECOGNITION .....	5
ARTICLE 3: DISTRICT RIGHTS .....	7
ARTICLE 4: UNIT MEMBER RIGHTS .....	8
ARTICLE 5: ORGANIZATION RIGHTS.....	10
ARTICLE 6: ORGANIZATIONAL SECURITY .....	13
ARTICLE 7: NO STRIKE OR LOCKOUT .....	16
ARTICLE 8: HOURS OF WORK.....	17
ARTICLE 9: LAYOFF NOTIFICATION.....	26
ARTICLE 10: COMMITTEES.....	31
ARTICLE 11: PERSONNEL FILES.....	32
ARTICLE 12: PROBATIONARY/PERMANENT STATUS .....	33
ARTICLE 13: EVALUATIONS .....	34
ARTICLE 14: POSITIONS, VACANCIES, TRANSFERS, PROMOTIONS, DEMOTIONS ...	36
ARTICLE 15: DISCIPLINE.....	41
ARTICLE 16: GRIEVANCE PROCEDURE.....	51
ARTICLE 17: SAFETY .....	57
ARTICLE 18: PROFESSIONAL GROWTH.....	58
ARTICLE 19: WAGES .....	60
ARTICLE 20: PAYROLL DEDUCTIONS.....	63
ARTICLE 21: BENEFITS.....	64
ARTICLE 22: VACATION, HOLIDAYS, ABSENCES AND LEAVES.....	68
ARTICLE 23: MILEAGE.....	80
ARTICLE 24: PARKING.....	81
ARTICLE 25: SEVERABILITY AND SAVINGS.....	82
ARTICLE 26: CONTRACT PRINTING .....	83
ARTICLE 27: RECLASSIFICATION, WORKING OUT OF CLASSIFICATION .....	84
ARTICLE 28: TERM AND EFFECT .....	89
APPENDIX A: REPRESENTED SALARY SCHEDULE .....	90
APPENDIX B: REPRESENTED CLASSIFICATIONS .....	96
APPENDIX C: CLASSIFIED STAFF PERFORMANCE EVALUATION FORM .....	106
APPENDIX D: TOTAL COMPENSATION WORKSHEET.....	108

APPENDIX E: SCCC BOARD POLICY & PROCEDURES: CATASTROPHIC LEAVE ..	113
APPENDIX F: NOTICE OF DEFENSE .....	116
APPENDIX G: CLASSIFIED EMPLOYEE ALTERNATE WORK SCHEDULE .....	117
APPENDIX H: CLASSIFIED EMPLOYEE INITIATED RECLASSIFICATION QUESTIONNAIRE .....	118
APPENDIX I: PERMANENT PART-TIME CLASSIFIED EMPLOYEES PRORATION OF HOLIDAYS	125
APPENDIX J1: EDUCATIONAL INCENTIVE PROGRAM: ADVANCED PROGRAM APPROVAL FORM .....	127
APPENDIX J2: CLASSIFIED EDUCATIONAL INCENTIVE PROGRAM ADVANCED COURSE APPROVAL FORM .....	129
APPENDIX J3: CLASSIFIED EMPLOYEE EDUCATIONAL INCENTIVE PAYMENT SUBMISSION FORM .....	131
SIGNATURE PAGE .....	132

## ARTICLE 1: EFFECTIVE DATE AND PARTIES TO AGREEMENT

- A. This agreement is made and entered into this first day of July 2017 between the Santa Clarita Community College District (hereinafter referred to as “District”) and the California School Employees Association, and its Santa Clarita CCD Chapter 725 (hereinafter referred to as “Association”).

## ARTICLE 2: RECOGNITION

- A. The District recognizes the Association as the exclusive representative for regular classified unit members. The Association and District agree that relevant law and regulations with regard to definitions of classified service and representation shall apply. Moreover, it is agreed that both parties shall annually review the relevant sections of law and regulations for relevancy and accuracy (Government Code Section 3540.1 (e); Education Code Section 87001.5).
- B. For a list of represented classifications see Appendix B.
- C. The bargaining unit shall exclude all other employees including supervisory, confidential, and managerial.
- D. Terms
  - 1. Regular – as used in the phrase “regular classified employee,” or any similar phrase, refers to a classified employee who has probationary or permanent status (also referred to in this Agreement as “unit members”).
  - 2. A short-term (adult hourly) employee is any person who is employed to perform a service for the District, upon the completion of which, the service required or similar services will not be extended or needed on a continuing basis.
  - 3. A substitute employee is any person employed to replace any regular classified employee temporarily absent from duty. Salary placement will be at step one of the range of the person being replaced. The District may fill a vacant position that is in the process of being filled for not more than sixty-six (66) working days with a substitute. If a former District employee is employed as a substitute, the substitute will return to his or her prior range and step for salary placement. For hard-to-fill positions, by mutual agreement of both parties, the District can be granted an additional twenty-two (22) working days to employ a substitute in that position.
  - 4. A confidential employee means any employee who is required to develop or present management positions with respect to employer-employee relations or whose duties normally require access to confidential information contributing significantly to the development of management positions.
  - 5. A management employee is an employee who is in a position which has significant responsibilities for formulating District policies or administering District programs.
  - 6. A supervisory employee is an employee, regardless of job description, having authority which is not of a merely routine or clerical nature to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline other employees, or the responsibility to assign work to and direct employees or to adjust their grievances, or effectively recommend such action. This classification requires the use of independent judgment.

- E. The District shall not use short-term (adult hourly) or substitute employees for the purpose of reducing the number of current positions in the bargaining unit.
- F. Should the District create a new job classification or abolish one of the existing job classifications listed in Appendix B, it shall notify the Association in writing prior to such action.
- G. All new, proposed changes or modifications to classified job titles, job descriptions and salaries desired by the District will be provided to the Association to review and mutually agree upon the requested changes within five (5) business days. In the absence of previous arrangements and the Association has not provided feedback once the five (5) days have elapsed, the proposed changes will be deemed automatically accepted. In the event the Association finds the changes unacceptable, the District and Association agree to informally meet within ten (10) business days to further discuss the requested changes. In the event that both parties do not mutually agree, the Association reserves the right to demand to negotiate.
- H. If the District and the Association are unable to agree concerning representation, the matter may be resolved by recourse to the procedures of the Public Employment Relations Board. All supplements to this Article shall be agreed to in writing by representatives of the District and the Association.

### ARTICLE 3: DISTRICT RIGHTS

- A. It is understood and agreed that the District retains all of its powers, rights, authority, duties, and responsibilities to the full extent of the law. This includes, but is not limited to, those duties and powers and the exclusive right to determine its organization, determine the kinds and levels of services to be provided, and the methods and means of providing them, determine staffing patterns and determine the number and kinds of personnel required in accordance with State law.
- B. The exercise of the foregoing powers, rights, authority, duties and responsibilities by the District shall be limited only by the specific and express terms of this agreement.

#### ARTICLE 4: UNIT MEMBER RIGHTS

- A. The District and Association recognize the right of employees to form, join, and participate in lawful activities of employee organizations and the equal alternative right of employees to refuse to form, join and participate in employee organization activities.
- B. The District recognizes the rights of unit members to take or refrain from taking a stand on political issues and to support or oppose any issue or candidate. Such activities, however, must be conducted on unit members' own time and off District premises. Unit members will make every effort to show that they are acting in good faith and are not representing the District.
- C. The District and the Association agree that all unit members are entitled to equal employment opportunity. The District and Association will not discriminate against any unit member on the basis of race, color, religion, national origin, ancestry, sex, age (over 40), medical condition (cancer), mental disability, physical disability (including HIV and AIDS), marital status, sexual orientation, or veteran status, in any of its policies, procedures or practices. Allegations of discrimination should be forwarded to the Chief Human Resources Officer (CHRO) in accordance with established District policies and procedures.
- D. The District and Association agree to maintain a work environment free from hostility, bullying (e.g. humiliation, intimidation, demeaning/insulting comments, name calling, spreading of rumors, and repeated shunning), threats, and/or verbal and non-verbal violence. Whether an environment is hostile or abusive depends on a totality of circumstances including, but not limited to, factors such as the frequency of the conduct, the severity of the conduct, the degree to which the conduct is physically threatening or humiliating, and the degree to which the conduct unreasonably interferes with an employee's work performance. Reporting of such incidents will be free from reprisal or retaliation.
- E. The District recognizes the Association as the exclusive representative for making classified unit member appointments to committees involved in the Collegial Consultation Process. It also encourages unit members to participate in the formation of policies affecting them through active involvement in these committees (Education Code 70901.2).
- F. Cameras
  - 1. Video recording may be used to promote a safe working environment on the campuses.
  - 2. Video recording may be used for disciplinary purposes.
  - 3. No video (moving or still) recording equipment will be used where there is a reasonable expectation of privacy, in accordance with applicable law. Areas that are expressly prohibited from video and/or audio recording include, but are not limited to, unit member's private or shared offices, bathrooms, locker rooms, mental health consultation rooms, and medical exam rooms.



4. The District reserves the right to use video recording equipment to monitor legitimate business concerns including but not limited to supplies, equipment, and cash handling areas.
5. No audio recording devices will be used, overt or covert, on campus, except with two-party consent.
6. An adequate number of signs must be posted to reasonably notify unit members that video recording may occur in public spaces, where appropriate. CSEA will receive notice of the number and location of video recording devices to be used on campus. This will be updated each year when additional devices are added.
7. If video recording is used for proposing disciplinary action against a unit member, and upon a request from the accused unit member, a CSEA representative and/or attorney may be present during the member's initial viewing of that recording. Only District management personnel will be allowed to review video recordings used for discipline against a unit member.
8. For all other matters related to camera use on campus, unit members will refer to any applicable Board Policy and Administrative Procedure. This clause shall not be interpreted to limit CSEA's right to negotiate any changes to the District's camera use or policy.
9. No exceptions to Article 4 Section F shall be allowed except by mutual agreement between the District and agents of the Association (local leadership and the assigned Labor Relations Representative). When allowed, exceptions shall be limited in place, time, and scope and prompted by a specific interest or circumstance. Exceptions must follow all applicable local, state, and federal laws.

## ARTICLE 5: ORGANIZATION RIGHTS

- A. Neither the District nor the Association shall impose or threaten to impose reprisals on unit members, to discriminate or threaten to discriminate against unit members, or otherwise to interfere with, restrain, or coerce unit members because of their rights guaranteed by this agreement.
- B. Association representatives shall have the right of access to areas in which unit members work so long as the representatives identify themselves as Association representatives and check-in with the supervisor or designee prior to entering the work area of unit members. The Association will be considerate of critical workload times in the work area being visited.
- C. One-half of the bulletin boards including but not limited to, those identified below are designated for the use of employee organizations. Posting of notices thereon shall be the exclusive right of employee organizations. All other bulletin board space is for District purposes only and may not be used for employee organization materials. All items to be posted shall bear the date of posting and the name of the Association and shall be removed by the Association.
  - 1. Bulletin board in the mailroom/switchboard area on all campuses.
  - 2. Bulletin board in the Bonelli Hall Staff Lounge (BONH Building).
  - 3. Bulletin board on the southeast wall of M & O.
  - 4. Bulletin board in the Student Services kitchen area.
  - 5. Bulletin board in the Early Childhood Education Building.
- D. The Association's Executive Board with permission from the Association President shall be permitted the use of the District's network services including, but not limited to, the Internet, Intranet and electronic mail services for the dissemination of Association business. The use of District network services shall not include dissemination of information urging the support or defeat of any ballot measure or candidate in compliance with California Education Code Section 7054.
- E. It is understood that the District in no way restricts the right of the Association as far as its Association communications, communication distribution to the bargaining unit, and Association bargaining unit/chapter meetings.
- F. Association communications placed in mailboxes shall bear the date of the communication and the name of the Association.
- G. The Association shall pay for its own supplies.
- H. The Association shall be permitted the use of facilities and is subject to the same regulations governing other users as specified in the District policy on the use of facilities.

- I. The Association shall be provided materials that are available to the public. When materials are requested that are not readily available in the form requested, the Association shall pay for the staff time and supplies necessary to produce the materials, providing such materials are subject to the time limitations of staff and work priorities.
- J. The Association shall not be granted the use of the District postage machine.
- K. When District telephones are used for Association purposes, no long distance or other charges shall be billed to the District.
- L. Release time for Association representatives
  - 1. The parties understand that the Association reserves all rights under EERA Sec. 3543.1(c). Association representatives have a right to reasonable periods of release time for the purposes of meeting and negotiating with the District and for the processing of grievances and that such release time shall not count against the total release time under this Article. A reasonable number of representatives or an exclusive representative shall have the right to receive reasonable periods of release time without loss of compensation when meeting and negotiating and for the processing of grievances (Government Code 3543.1(c)).
  - 2. The Association representatives shall have a total of twenty-four (24) hours per week of release time for the purpose of conducting official chapter business in accordance with the requirements of the Educational Employment Relations Act, including but not limited to:
    - a. Chapter Executive Board meetings.
    - b. Chapter's Special Executive Board/Committee meetings.
    - c. Chapter's Research and Negotiating Committee meetings as it relates to bargaining of wages, hours and working conditions.
    - d. Chapter's Health & Welfare Benefits Committee meeting as it relates to benefits.
    - e. Chapter's Standing and Ad-Hoc committees per chapter's Constitution & Bylaws.

When possible unit members will need to discuss with their supervisor five (5) business days in advance when they will be out of the office and the approximate duration while attending meetings. The Chapter President will provide a list to the Vice President of Human Resources of elected and appointed committee members, on an annual basis, with an expectation of reasonable release time for each member to attend meetings.

- 3. In the case of annual conference attendance, the hours per week limit does not apply. One (1) week's release time shall be provided for each unit member attending the conference and shall not result in overtime. The names of the unit members designated by the Association to attend the annual conference shall be forwarded thirty (30) days in advance to the Vice President of Human Resources, who will then forward the information to the appropriate supervisors. The Association shall work to limit the number of attendees from a single department to minimize the impact on department operations.

4. Unit members shall have release time to attend Association chapter meetings, up to two hours each month, without fear of reprisal or hostility.
5. Grievance Processing
  - a. Not more than two (2) representatives designated by the Association shall have the right of release time, subject to the requirements stated above, without loss of pay, for the purpose of processing grievances.
  - b. Release time for unit members as provided in this Article shall not be used for concerted action or work stoppage of any nature.
6. Association Office Space

The District shall provide the Association a drop-in office space on the Valencia Campus to conduct Association business with 24 hour notice to the District's lead negotiator. The District shall furnish the provided office space with one four drawer locking filing cabinet for the storage of Association material, one desk, and two chairs.

## ARTICLE 6: ORGANIZATIONAL SECURITY

### A. General Provisions

1. It is the mutual intention of the parties that the provisions of this Article protect the rights of individual unit members without restricting the Association's right to require every unit member, except those exempt from these provisions, to pay a fair share of the cost of collective bargaining activities.
2. Except as expressly exempted herein, all unit members who do not maintain membership in good standing in the Association are required, as a condition of continued employment, to pay service fees to District-approved organizations including the College of the Canyons Foundation in amounts that do not exceed the periodic dues of the Association for the duration of this agreement.
3. No unit member shall be obligated to pay dues or service fees to the Association until the first of the month following thirty (30) calendar days after the unit member first comes into the bargaining unit.
4. A unit member who is a member of a religious body whose traditional tenets or teachings include objections to joining or paying service fees to employee organizations shall not be required to join, maintain membership in, or pay service fees to the Association as a condition of employment. However, such a unit member shall be required, in lieu of a service fee required by this agreement, to pay sums equal to such service fee to District-approved organizations including the College of the Canyons Foundation.
  - a. When a unit member inquires about a religious exemption, the Association Chapter president or labor relations representative will direct the unit member to forward a written request to the Association legal department. Upon receiving the written request, the Association legal department will review it and determine if it contains sufficient information to verify that there is a reasonable basis for the unit member's claim of religious exemption.
  - b. If the request is insufficient, the Association legal department will contact the unit member for more information to verify the claim and will send to the unit a member a questionnaire which will provide supporting information for the unit member's claim.
  - c. If a request for religious exemption is granted, the Association legal department will inform the unit member in writing and will also inform the District. The District will send all deductions from the unit member's paycheck for service fees to the designated charity.
  - d. Any unit member claiming this religious exemption shall, as a condition of continued exemption from the requirement of paying service fees to the Association, furnish the

Association with copies of receipts from the charity selected, as proof that such payments have been made or shall authorize payroll deduction of such payments.

5. The District shall provide new unit members with a package of Association materials. The District is not responsible for the content of the Association materials. The Association shall provide the District with an adequate supply of Association materials.

#### B. Dues and Service Fee Deductions

1. The Association has the sole and exclusive right to have membership dues and service fees deducted by the District for unit members. The District shall deduct, in accordance with the Association dues and service fee schedule, dues, service fees or payments to a charity in lieu of service fees from the wages of all unit members and those who have submitted payroll deduction authorization forms to the District. Such authorizations shall remain in effect until expressly revoked in writing by the unit members.
2. The District shall, without charge, pay to the Association within fifteen (15) days of the deduction all sums so deducted, except that the District shall pay to the designated charity sums deducted in lieu of service fees from the wages of unit members who qualify for the religious exemption pursuant to the agreement.
3. Along with each monthly payment to the Association, the District shall, without charge, furnish the Association with a list of all unit members, identifying them by name, social security number, months per year in paid status and annual salary, and indicating the amount deducted, if any, and whether such deduction is for dues, service fees or charitable contributions.
4. Nothing contained herein shall prohibit a unit member from paying service fees directly to the Association.
5. The District shall immediately notify the Association chapter treasurer if any unit member revokes dues, service fee or payment in lieu of the service fee deduction authorization.
6. The District shall deduct and pay the Association service fees for each unit member who is not an Association member in good standing and who is obligated to pay such fees, pursuant to this agreement, unless the Association notifies the District that the unit member is paying such fees directly to the Association. A payroll deduction authorization form shall not be required for such deductions.

#### C. Hold Harmless

The Association agrees that it shall defend, indemnify and hold harmless the District, its officers, employees and agents, against any and all claims, demands, actions or proceedings at law or in equity, for any liability arising from compliance with this Article or arising from the District's reliance on any list, notice, certification or authorization furnished under this

Article. The Association, in addition, agrees that it shall refund to the District, any sums paid to it in error.

#### ARTICLE 7: NO STRIKE OR LOCKOUT

- A. The Association agrees that during the life of this agreement neither the Association, its agents nor its bargaining unit members will authorize, instigate, aid, or engage in any work stoppage, slowdown, sick-out, refusal to work or strike against the District.
- B. The District agrees that during the life of this agreement there will be no lockout.
- C. Disciplinary action taken against a permanent unit member for violation of this Article shall be subject to the provisions of Article 15, Discipline.



## ARTICLE 8: HOURS OF WORK

### A. Working Out of Classification

Unit members shall not be required to perform duties which are not in their job description except as provided below.

1. Unit members who are required to perform duties outside their job description (working out of classification) for any five (5) working days in any fifteen (15) calendar-day period shall have their salary adjusted upward.
  - a. The new salary range shall be of the classified/confidential position in which the unit member is working out of classification. The salary shall be the lowest classification step which provides an increase of at least 5% in salary.
  - b. Should the unit member be assigned management or supervisor duties, the new salary shall be an increase of at least 10%.
  - c. The salary shall be in effect for the entire period the unit member is required to work out of classification.
  - d. When working out of classification in a lower range, the unit member's current salary will be maintained for the entire work period.
2. Work performed in an approved professional development activity shall be exempt from working out-of-classification provisions.

### B. Computing Hours Worked

For the purpose of computing the number of hours worked, time during which a unit member is excused from work because of holidays, sick leave, vacations or other paid leave of absence shall be considered as time worked by said member (Education Code 88027).

### C. Definition of Regular Workweek – Full-Time

The regulations [29 C.F.R. §778.105] define a workweek as follows: A unit member's workweek shall be a fixed and regularly recurring period of 168 hours – seven consecutive 24-hour periods.

Education Code §88030 – “The workweek shall consist of not more than five consecutive working days for any employee having an average workday of four hours or more during the workweek.”

Regular full-time unit members shall have a normal workweek of forty (40) hours, consisting of five (5) consecutive days of eight (8) hours per day. Alternate arrangements may be

mutually agreed upon with the unit member's supervisor (see Alternate Work Schedule Section F below).

Day one (1) of the workweek is the first day of the regularly scheduled week, as established by the District. For the purpose of overtime, day six (6) and day seven (7) are calculated sequentially from the first day, regardless of which day of the week it falls on. For example, if the workweek begins on a Monday, the following Saturday and Sunday will be days six (6) and seven (7). If the workweek begins on Wednesday, the following Monday and Tuesday will be days six (6) and seven (7).

#### 1. Definition of Regular Workweek – Permanent Part-Time (PPT)

Permanent part-time unit members shall have an assignment of less than forty (40) hours per week and no more than eight (8) hours per day. If the schedule does change on a temporary basis, due to unforeseen circumstances, and results in additional hours worked over the established schedule that are not subject to overtime rules, the "Additional PPT" hours will be paid at a straight time rate. "Additional PPT" hours will not be converted to compensatory time at 1 ½ times the hours worked. Alternate arrangements may be mutually agreed upon with the unit member's supervisor (see Alternate Work Schedule Section F below).

"A classified employee who works a minimum of 30 minutes per day in excess of his or her part-time assignment for a period of 20 consecutive working days or more shall have his or her basic assignment changed to reflect the longer hours in order to acquire fringe benefits on a properly prorated basis as specified in Education Code Section 88035." (Article 21, Section B.4)

### D. Overtime

#### 1. Definition

Education Code 88027 "Overtime is defined to include any time required to be worked in excess of eight (8) hours in any one day and in excess of forty (40) hours in any calendar week." "The foregoing provisions do not apply to classified positions for which a workday of fewer than seven hours and a workweek of fewer than 35 hours has been established..."

Overtime shall be calculated based on the actual hours worked during a workweek. Hours worked on the 6<sup>th</sup> and/or 7<sup>th</sup> day do not require the employee to have worked 5 consecutive days or more than 40 hours during the previous 5 day workweek. Average daily hours worked is calculated by dividing the sum of the hours worked during the first 5 days of the workweek by 5 (days).

- a. Authorization – overtime must be authorized by the unit member's immediate supervisor prior to working said time. Repeated failure to receive prior permission may subject the unit member to discipline per Article 15.

- b. **Average Workday (Hours Worked) 4 Hours or More:** Education Code 88030 “The workweek shall consist of not more than five consecutive working days for any employee having an average workday of four hours or more during the workweek. Such an employee shall be compensated for any work require to be performed on the sixth or seventh day following the commencement of the workweek at the rate equal to 1 ½ times the regular rate of pay on the 6<sup>th</sup> day (*and double time on the 7<sup>th</sup> day*) of the employee designated and authorized to perform the work.
- c. **Average Workday (Hours Worked) Less Than 4 Hours:** Education Code 88030 “An employee having an average workday of less than four hours during a workweek shall, for any work required to be performed on the seventh day following the commencement of his or her workweek, be compensated for at a rate equal to 1 ½ times the regular rate of pay of the employee designated and authorized to perform the work.”

**Example: PPT Employee – Works Less Than 4 Hours/Day on Average**

Day	Example 1	Total	Example 2	Total
Wednesday	4 hours		8 hours	
Thursday	4 hours			
Friday	4 hours		8 hours	
Saturday	4 hours			
Sunday	3 hours	19hrs Straight Time	3 hours	19hrs Straight Time
Monday	4 hours	23hrs Straight Time		
Tuesday	4 hours	23hrs Straight time 4hrs Overtime	8 hours	19hrs Straight Time 8hrs Overtime

**Example: PPT Employee – Works More Than 4 Hours/Day on Average**

Day	Example 1	Total	Example 2	Total
Wednesday	6 hours		8 hours	
Thursday	6 hours		8 hours	
Friday	6 hours		8 hours	
Saturday	6 hours		6 hours	30hrs Straight Time
Sunday	6 hours	30hrs Straight Time		
Monday	6 hours	30hrs Straight Time 6hrs Overtime		
Tuesday	6 hours	30hrs Straight Time 6hrs Overtime 6hrs Double Time	8 hours	30hrs Straight Time 8hrs Double Time

2. Form of Compensation

The form of compensation for overtime shall be agreed upon between the supervisor and unit member prior to working overtime. In the absence of such agreement the unit member will receive paid compensation.

### 3. Compensation

- a. Paid Compensation - shall be at the rate of one and one-half times the regular rate of pay of the unit member or two times the regular rate of pay of the unit member on the seventh day. Paid compensation must be paid during the pay period immediately following the worked overtime.
- b. Time Compensation - shall be at the rate of one and one-half time worked in overtime status. The use of comp time (time compensation) must be scheduled in advance with the unit member's supervisor. A unit member may carry forward a maximum of forty (40) hours of earned comp time per fiscal year. Exception to this rule may be granted by the District upon written request by the unit member to their supervisor by June 1<sup>st</sup> of the current fiscal year. Earned hours above that limit shall be paid for at the employee's then current rate on the last pay period of the current fiscal year.
- c. Reporting - the overtime pay period ends and must be reported by the first (1<sup>st</sup>) day of the month for the prior month.

### 4. Call-back Time

During the regularly assigned workweek, any unit member called back to work after completion of a regular work day shall be compensated for a minimum of two (2) hours of work at the overtime rate irrespective of the actual time worked.

### 5. Minimum Call-in Time

Unit members called in to work after completion of the regularly assigned workweek shall receive a minimum of four (4) hours overtime pay.

### 6. Multiple Call-backs

If multiple call backs occur within a 24-hour period, the unit member shall be compensated at the overtime rate for actual hours worked as defined above including roundtrip travel time. In addition, roundtrip mileage shall be reimbursed, at the District rate, from the unit member's residence.

### 7. Inconvenience Pay

Any unit member contacted via phone, email, text, and any other form of communication that requires any type of response to an outside agency or district administrator/supervisor for work related purposes while away from the premises or job site after the completion of his/her regular assignment shall be compensated. The unit member shall receive a minimum of thirty (30) minutes pay, or be paid for the time actually spent completing the "call" in excess of thirty (30) minutes at the rate in effect for that unit member at the time of the contact. Should the unit member be required to return to the work site, then

standard call back rules per this Article shall apply.

#### 8. On Call Status

Unit members who have been assigned this status past their regular shift by their supervisor/district administrator will be compensated at the overtime rate for fifteen (15) minutes of each and every hour that they are required to be available during these off-shift hours. Should they be called back into work, standard call back rules per this Article shall apply.

#### 9. Overtime Limits

A regular unit member shall neither work more than eight (8) hours overtime beyond his/her regular daily assignment per day nor more than twenty (20) hours overtime per workweek. In emergencies that require hours worked in excess of those stated above, the Association and the District will meet to negotiate those situations on a per event basis; the intent is to provide adequate employee well-being and reduction of liability to the District.

#### 10. Assignment of Overtime

- a. If a District department requires the use of regularly scheduled overtime, they shall implement an overtime procedure for the distribution of overtime amongst the eligible regular classified employees within that department, it shall notify the Association of such procedure in writing prior to implementation. All overtime procedures must be in full compliance with Article 8, Hours of Work, Assignment of Overtime
- b. Effective immediately, an overtime procedure that modifies, adds to or detracts from the specific Assignment of Overtime language in Article 8 will be provided to the Association President to review and mutually agree upon the requested procedure within five (5) business days. In the absence of previous arrangements and the Association has not provided feedback once the five (5) days has elapsed, the proposed procedure will be deemed automatically accepted. In the event the Association finds the procedures unacceptable, the District and Association agree to informally meet within ten (10) business days to further discuss the requested procedures. In the event both parties do not mutually agree, the Association reserves the right to demand to negotiate the proposed procedures.
- c. If a department fails to adhere to the agreed upon overtime procedure, the unit member has a right to grieve under this article.
- d. The approved overtime procedures shall be posted and distributed to all unit members of the department.
- e. Overtime shall be assigned for a minimum of fifteen (15) minutes.

- f. For routine overtime (special events, weekend activities, etc.), overtime will be on a rotational basis for similarly classified unit members. When overtime is based on an emergency need (break-downs or system failures), overtime will be based on special qualifications. Unit members who refuse overtime will not be subject to reprisals.
- g. Patterns of abuse may be grounds for discipline. Discipline could include removal from the overtime rotation.

#### E. Dock Status

Unit members who have exhausted applicable leave balances and are not on an approved leave will be considered in dock status and not paid for work hours they are absent. Excessive use of dock time is subject to discipline as stated in Article 15.B.1.i.

#### F. Alternate Work Schedule

Only upon the mutually written agreement on the Classified Employee Alternate Work Schedule Agreement found in Appendix G and available in Human Resources, a unit member and the District may provide for a unit member to work more than eight (8) hours in a workday and/or forty (40) hours in a workweek without the unit member earning overtime compensation for those hours worked as part of an Alternate Work Schedule. A unit member may review this agreement with the Association before it is finalized. Should either party wish to terminate the agreement they shall do so by providing written notice five (5) working days in advance.

- a. 4-10 Plan: a ten (10) hours per day, four (4) days, forty (40) hours workweek may be established for a unit member, a workgroup, or classifications of unit members.
- b. 9-80 Plan: a nine (9) hours per day, eighty (80) hours per two (2) weeks work schedule may be established for a unit member, a workgroup, or classifications of unit members. The 9/80 workweek shall consist of nine (9) workdays, eight (8) of which shall be nine (9) hour days and one (1) that shall be an eight (8) hour day.
- c. 10-80 Plan: a nine (9) hours per day for eight (8) days, four (4) hours per day for two (2) days over a two (2) week period may be established for a unit member, a workgroup or classifications of unit members not to exceed forty (40) hours in a work week.
- d. Customized Plan: The unit member and immediate supervisor may also agree to a customized Alternative Work Schedule outside of the 4-10, 9-80, and 10-80 plan options.
- e. Sick leave, vacation and other leaves taken while on the modified/alternate workweek shall be charged and paid on an hour-for-hour basis.

- f. If a unit member is approved to work time in excess of those indicated on the Alternative Work Schedule noted above, they shall be entitled to their overtime rate of pay for those additional hours.

#### G. Definition of Shifts

1. Morning Shift – when fifty percent (50%) or more of the time worked in a position falls between 4 a.m. and 9 a.m., the position will be designated as a morning shift position.
2. Day Shift – when over fifty percent (50%) of the time worked in a position falls between 8 a.m. and 5 p.m., the position will be designated as a day-shift position.
3. Swing Shift – when fifty percent (50%) or more of the time worked in a position falls between 2 p.m. and 11 p.m., the position shall be designated as a swing-shift position.
4. Graveyard Shift – when fifty percent (50%) or more of the time worked in a position falls between 10 p.m. and 7 a.m., the position shall be designated as a graveyard-shift position.
5. Weekend Shift – when fifty percent (50%) or more of the time worked in a position falls between Friday 10 p.m. and Monday 7 a.m., the position will be designated as a weekend shift position.

#### H. Meal Periods

1. Each unit member working five (5) or more consecutive hours shall be entitled to take an uninterrupted, unpaid meal period of not less than one-half hour. Meal periods may not be waived in order to shorten a workday or to substitute for time lost due to absence or tardiness.
2. Each unit member working more than ten (10) consecutive hours shall be entitled to take two (2) uninterrupted, unpaid meal periods of not less than one-half hour.
3. Each unit member working more than fifteen (15) consecutive hours shall be entitled to take three (3) uninterrupted, unpaid meal periods of not less than one-half hour.
4. When possible, the meal period shall be scheduled by the supervisor to coincide with normal meal times or at approximately the midpoint of the unit member's shift.
5. If, in the judgment of the supervisor unusual circumstances exist, unit members may be assigned work activities during their regularly scheduled meal period. In such cases, the supervisor shall designate an alternate uninterrupted meal period. The alternate period shall not be earlier than one hour prior to the start of, nor later than, one and one-half hours after the conclusion of the unit member's regularly scheduled meal period.

6. If the District requires a unit member to remain at the work site or campus during the meal period, the meal period must be paid at the appropriate rate of pay for that unit member.
7. Meal periods as described above shall be provided regardless of physical location of worksite.

#### I. Rest Periods

1. Each unit member shall take one, fifteen-minute rest period during every four (4) hours of work assignment. A rest period will be scheduled by the supervisor as nearly as possible at the midpoint of the four-hour work period.
2. With the supervisor's approval, rest periods may be combined with a lunch period to allow for a 1-hour lunch period maximum.
3. Rest periods may not be waived in order to shorten a workday, or to substitute for time lost due to absence or tardiness.
4. Rest periods are a part of the regular working day and shall be compensated at the regular rate of pay.

#### J. Campus Incidents/ Emergencies, and Emergency Closures

##### 1. Definitions

- a. An emergency closure is declared when all college business is curtailed and all employees, with the exception of assigned administrators and essential personnel, are released from work as a result of an emergency.
- b. A limited emergency closure may be declared when one or more buildings are closed, and/or classes are cancelled, and the rest of the affected campus remains operational.
- c. An incident/emergency is defined as an unplanned event that requires the mobilization of the Incident Command Team.
- d. Essential Personnel are certain unit members, as identified by the Incident Command Team or the CEO, or a cabinet-level management designee, or as established in law, and may be requested to work during an incident/emergency or emergency closure depending on the nature of the event. To the extent possible, essential personnel shall be pre-identified in the District's Emergency Plan. An example of potential essential personnel, but not limited to these members, are those from Campus Safety and/or Facilities, that are required to assist in the cleanup, restoration and security of an incident and/or an event (refer to 2.d below for the general description of essential personnel).



## 2. Compensation During an Emergency Closure

- a. If the Chancellor, or his/her cabinet-level management designee, declares an emergency closure as defined in 1.A above, unit members released from work shall be paid their regular day's pay.
- b. Unit members who had called in sick and were using accrued sick leave, required to use accrued personal necessity leave, or taken a pre-approved vacation day on the day of an emergency closure shall not receive additional compensation for that day. Unit members who were not scheduled to work on the day of an emergency closure shall not receive compensation for that day.
- c. Compensation for essential personnel will be at the augmented rate of two (2) times (double time) their regular rate for regular shift hours worked during said emergency. This section is subject to overtime provisions as defined in this article.
- d. Essential personnel are defined by cabinet-level management and may vary depending on the nature of the emergency closure.

## 3. Work Assignments During a Limited Emergency Closure

Unit members may be reassigned by their administrative supervisor to alternative worksite or duties if they are unable to complete the normal tasks associated with their positions. Unit members may be reassigned by individuals in the Incident Command Structure (ICS) to emergency-related duties or worksites on a volunteer basis; if the unit member chooses not to accept the emergency reassignment from the ICS, they shall not be subject to retaliation and/or discipline.

## 4. Leave Provisions During a Limited Emergency

During a limited emergency closure unit members may utilize accrued leave (or dock time), without the normal prior permissions, if they choose to leave work due to a legitimate concern about the personal safety of themselves, their property or family. Such leave may be taken at the unit member's option after notifying their immediate supervisor.

## K. Travel Between District Campuses

If a unit member is required (in the course of their regular work day and in doing their assigned duties) to travel in a non-District vehicle from one campus of the District to another, they shall receive the mileage reimbursement rate for that travel. The travel time between campuses shall be considered as part of their assigned work day exclusive of duty-free rest and meal periods.

## ARTICLE 9: LAYOFF NOTIFICATION

### A. Definitions

1. "Layoff" is defined as an involuntary separation from District service due to lack of work or lack of funds. A layoff includes any reduction in hours, work week, or work year of employment. This action would also apply to assignment to a job classification or salary grade lower than that in which the employee has permanence other than for disciplinary reasons.
2. "Seniority" is defined as length of service based on date of hire in a regular position. Overtime work or hours performed prior to entering probationary status as a classified employee shall not be included in computing seniority credit. No seniority shall be earned during board reported periods of unpaid separation from the service of the District except during military leave and unpaid industrial/illness leave. If two (2) or more employees have equal seniority as defined by hire date, the employee with the most hours in a paid status shall be considered most senior. If a tie still exists, seniority shall be determined by lot.
3. "Employee" is defined as a classified bargaining unit employee who has probationary or permanent status.
4. "Job Classification" is defined as one or more positions in the classified service that have the same designated title, minimum qualifications, and salary range.
5. "Qualified" shall mean the employee who meets the minimum qualifications as determined by the job description.
6. "FTE" is defined as Full Time Equivalent and refers to the percentage of a full time, forty (40) hour per week assignment, or equivalent Alternative Work Schedule. A 1.00 (100%) FTE is an employee whose regular assignment is the equivalent of forty (40) hours per week. A 0.50 (50%) FTE is an employee whose regular assignment is the equivalent of twenty (20) hours per week.
7. "Months" is defined as the number of calendar months per year the employee has been assigned.

### B. Procedures

1. Notwithstanding any other section of the Agreement, the District shall notify the Association in writing of any impending layoff or involuntary reduction in hours of employees at least four (4) calendar weeks prior to official action by the Board of Trustees. Upon the written request of the Association, the parties shall meet to discuss the reasons for and alternatives to the layoff or the reduction in hours and/or negotiate the

decision and the effects of the decision to layoff or reduce the hours, work week or work year of employees.

- a. If there is a reduction in hours, including a reduction in the work year, of any positions in a classification, employees shall in order of seniority, be entitled to the maximum number of hours in available positions in his/her current classification.
2. In the event of a reduction in force in any classification hereafter, layoffs will be in reverse order of seniority with the least senior employee in the job classification that is being eliminated being laid off first.
3. Employees subject to a layoff shall be given written notice of the layoff not less than sixty (60) calendar days prior to the effective date of the layoff, and informed of their displacement rights (if any), and re-employment rights. The Association will receive copies of all layoff notices at the time the employee is notified.
4. A layoff notice shall contain:
  - a. A statement of the reason for layoff;
  - b. A statement of the reason the position has been eliminated;
  - c. A statement of the effective date of the layoff;
  - d. A statement of the employee's displacement rights.
  - e. A statement of the employee's re-employment rights;
  - f. An up-to-date seniority list of all classifications in which the employee has seniority;
  - g. A statement that the employee may be eligible for unemployment benefits; and
  - h. A statement regarding the employee's COBRA insurance eligibility if applicable.
5. The District will notify those employees eligible to exercise displacement rights of the position available to them based on criteria set forth in Section 3 below. After notification of displacement rights (if any), the employee must notify the Office of Human Resources of his/her intention to exercise displacement rights within ten (10) working days.

#### C. Displacement Rights (Bumping)

1. An employee laid off or reduced from his/her present classification may, in order to avoid layoff, bump into an equal or the next lowest classification in which the employee has actually served based on the employee's seniority. In order to bump another employee in an equal or lower classification, the employee must have the greater seniority than the person to be bumped. The employee with the least seniority in the classification in which an employee is bumping into shall be bumped first.
2. A unit member displaced by the operation of this layoff procedure shall have the same layoff rights and may exercise seniority displacement as though he/she was being laid off.

3. If a vacant position exists in a classification into which an employee is bumping, the employee shall have the option of moving into the vacant position.
4. Employees bumping a less senior unit member in the same classification as a result of a layoff or reduction shall not be required to serve a new probationary period.

#### D. Re-Employment Rights

1. Employees who have been laid off shall be placed on a re-employment list for thirty-nine (39) calendar months.
2. Employees, who, through operations of this Article receive fewer hours or assignment to a lower classification, shall be placed on the re-employment list for an additional twenty-four (24) months for a total of sixty-three (63) months.
3. Offers of re-employment shall be sent by certified mail to the last known address as recorded in the Office of Human Resources and shall be in the reverse order of the layoff as vacancies occur for which the laid off employee is qualified. When more than one employee was laid off on the same date, re-employment shall be based on seniority based on hire date, with the most senior employee being offered a vacant position first.
4. Individuals on a re-employment list shall have up to ten (10) working days from the postmarked date of notice to accept or decline the position being offered. It is the responsibility of the employee to keep the Office of Human Resources informed of how and where the employee may be contacted.
5. Failure to reply within ten (10) working days will be considered a refusal. When an employee has declined two (2) offers of re-employment in the same classification from which laid off, the employee shall have relinquished all re-employment rights.
6. If the employee in a layoff status accepts the position being offered, the employee shall have up to ten (10) working days from the postmarked date of the notice to report for work. This does not preclude an employee from returning to work in fewer than ten (10) working days. Should the employee fail to report to work within ten (10) working days, all re-employment rights are relinquished.
7. Employees re-employed pursuant to the Article shall not serve a new probationary period if returning to a classification in which they were formerly permanent.
8. Failure to respond within the time specified, or failure to return to work on the designated date shall cause the employee's name to be permanently removed from the re-employment list.

9. An employee who elects separation in lieu of displacement or who voluntarily accepts reassignment to a vacant position in another classification without exercising displacement rights shall maintain his/her re-employment rights under this Article.
10. Employees in layoff status shall have the right to apply for promotional positions within the District.
11. The Association shall be provided a copy of all re-employment lists for bargaining unit positions. These lists shall be updated for each and every layoff.

#### E. Salary Placement

An employee accepting a position in a lower classification in lieu of layoff shall be placed on a step in the salary range of the lower classification which is nearest to, but not higher than, the annual salary he/she would have earned in the former classification. The following provisions shall also be followed:

1. In any case, the salary shall not exceed the maximum step of the new classification.
2. The employee will retain his/her anniversary date for subsequent salary advancement.
3. Salary increments based upon longevity shall continue to be paid in the new classification.

#### F. Assignment to a Vacant Position

An employee who is qualified may be assigned by the District to a vacant position. The following conditions shall prevail:

1. The District shall determine which positions are vacant;
2. The District shall determine if the employee is qualified for the vacant position;
3. An employee assigned to a vacant position shall have the same rights as an employee exercising his/her displacement rights.

#### G. Seniority List

1. The District shall provide an up-to-date seniority list at the time any layoff or reduction notice is given.

#### H. Reclassification

1. In the event two (2) or more employees are reclassified at the same time from a lower classification into the same higher classification, without their previous seniority being transferred with the new classification, the employees for the purpose of layoffs and bumping only are ranked in seniority according to their seniority ranking held in the previous or lower classification. This procedure shall not preclude employees from exercising their displacement rights into any previously permanently held classifications or invalidate their seniority herein.

2. If an employee has re-employment rights to a classification in which they were formerly permanent and which has had the title or duties changed, the District and Association shall meet to discuss and agree upon options for that employee.

#### I. Miscellaneous Provisions

1. The District agrees that it will attempt to minimize increased workload on existing employees by adjusting their current assignments to accommodate newly assigned work as a result of these layoffs and reductions.
2. No work formerly performed by affected employees shall be transferred out of the bargaining unit or performed by any outside company/agency or volunteer.
3. Based on the uniqueness of every layoff and/or reduction of hours, the Association shall retain the right to negotiate the effects of any layoff and/or reduction of hours for topics that are not considered by this Article.

## ARTICLE 10: COMMITTEES

### A. Classified Staffing Committee

The Classified Staffing Committee reviews requests for new classified positions and makes recommendations to the CEO. The Committee shall include representatives from confidential classified, represented classified, faculty, and administration as well as the Vice President, Human Resources who serves as the committee chair. At least 50% of the members of the staffing Committee will be from the Association.

### B. Safety Committee

The Safety Committee ensures the safety and welfare of the staff, faculty, and students. Meetings are held as needed with the Committee making recommendations to the CEO. Four members of the Committee will be from the Association depending on availability.

### C. Health and Welfare Benefits Committee

The Health and Welfare Benefits Committee will review all health and welfare benefits and shall report their findings and recommendations to the District and the Association. The Association will have appropriate representation on the committee.

### D. Classified Development Committee

The Classified Development Committee organizes the annual Classified Development Day as well as other workshops and activities throughout the year for the classified staff.

### E. Appointments of classified staff to District committees, at the request of the Committee Chairs/Co-Chairs, shall be made only by the Association Executive Board and communicated to the Committee Chair by the Association President or their designee.

### F. See Article 5, Organizational Rights, for Association committees.

### G. The non-procedural elements of this Article are not subject to Article 16, Grievance Procedure.

## ARTICLE 11: PERSONNEL FILES

- A. All unit member official personnel files shall be maintained by the District and reside in the Human Resources Department. No disciplinary action is to be taken against a unit member based on materials that are not a part of the unit member's official personnel file, except in those situations which in the judgment of the District require immediate action. If immediate action is taken, documentation will be placed in the unit member's file as soon as feasible, with copies provided both to the unit member and Association.
- B. Unit members have the right to address, in writing, any derogatory materials which are to become part of the personnel file. When derogatory material is submitted to the Human Resources Office for placement in the unit member's personnel file, the unit member will receive notification from the Human Resources Office stating that the material will be held for ten (10) working days in order to allow the unit member time to prepare and submit a response to the material. If the response is submitted within the ten (10) working day period, both sets of material will be placed in the personnel file at the same time; if the material is submitted at a later time, it will be appended to the derogatory material at that time. If the derogatory material in question is a performance evaluation, the response submitted by the unit member may be shared with the supervisor who completed the evaluation upon permission from the unit member.
- C. Unit members may request documents in their personnel file to be sealed. The District has the discretion to select the documents to be sealed. The Chancellor has the discretion to unseal documents.
- D. Unit members shall have the opportunity to review their personnel files during working hours, scheduling with the concurrence of the supervisor and the Human Resources Office. An Association representative may have access to a unit member's personnel file with written authorization from the unit member.
- E. If a unit member requests a transfer to a lateral position, the new supervisor may review the unit member's most recent performance evaluation and the unit member's response if applicable.
- F. All personnel files and their contents are confidential. The District shall maintain a log of any person who examines materials contained in a unit member's personnel file. This log shall be maintained in each unit member's personnel file.



## ARTICLE 12: PROBATIONARY/PERMANENT STATUS

- A. All new unit members are probationary for a period of one year. Time spent on leave of absence without pay will not apply toward completion of the probationary period.
- B. The date for salary step advancement shall be one of the following:
  - 1. If the unit member is hired between the 1<sup>st</sup> and 15<sup>th</sup> of the month, the date shall be the first of the month hired (*for example, if a unit member is hired on May 5<sup>th</sup>, the date is May 1*).
  - 2. If the unit member is hired between the 16<sup>th</sup> and 31<sup>st</sup> of the month, the date shall be first of the following month (*for example, if a unit member is hired on May 16<sup>th</sup>, the date is June 1*).
  - 3. The District shall use the unit member's actual date of hire for all other purposes, including but not limited to, leave accrual, longevity and layoff.
- C. A probationary unit member may be demoted, suspended or dismissed at any time during the probationary period and such action is not grievable and shall not entitle the unit member to a hearing before the Board of Trustees.

## ARTICLE 13: EVALUATIONS

### A. Probationary Unit Members

1. A written evaluation shall be made by the unit member's direct supervisor during the third, sixth and twelfth months of probationary service. Additional evaluations may occur as often as necessary.
2. Recommendations for improvement, retention and granting permanent status shall be included on the evaluation form.

### B. Permanent Unit Members

1. Evaluations shall not be used as a form of disciplinary action. For the purpose of improving job performance, unit members will be evaluated by their direct supervisor at least once annually prior to their evaluation date. In instances where a unit member has two supervisors listed in their job description, both supervisors will have input into the content of the evaluation, but only one supervisor meets with the employee.
2. The unit member's supervisor will discuss the evaluation with the member. This meeting shall be conducted with an expectation of privacy. Both the member and supervisor will sign the evaluation form. A copy of the evaluation form will be given to the member. The signature of the member on the evaluation does not signify the member's agreement with the evaluation.
3. The evaluation date shall be one of the following:
  - a. If the unit member is hired between the 1<sup>st</sup> and 15<sup>th</sup> of the month, the date shall be the first of the month hired (*for example, if a unit member is hired on May 5<sup>th</sup>, the date is May 1<sup>st</sup>.*
  - b. If the unit member is hired between the 16<sup>th</sup> and the 31<sup>st</sup> of the month, the date shall be the first of the following month (*for example, if a unit member is hired on May 16<sup>th</sup>, the date is June 1<sup>st</sup>.*
4. Evaluations shall be made from documented knowledge and/or observations by the unit member's supervisor.
  - a. See Appendix C for the approved evaluation form.
5. Self-evaluations are optional. Self-evaluations are to be completed prior to the evaluation meeting with the supervisor and retained by the unit member until the evaluation meeting. Self-evaluations will not be the basis of the official unit member's evaluation prepared by the supervisor in Appendix C. Failure to complete the self-evaluation will not lead to reprisals.

6. Negative information included in the evaluation should have been previously discussed with the unit member as issues arose during the evaluation period, with a plan for improvement put in place and improvement noted.
7. Any evaluation that indicates a less than satisfactory performance shall include recommendations for improvement provided by the supervisor.
8. Unit members may attach a written response to the evaluation in accordance with Article 11, Personnel Files.
9. A grievance, as outlined in Article 16, Grievance Procedure, may be filed by a unit member based on an alleged procedural violation of this article including the following: missed time limits, absence of recommendations for improvement, or failure to give a copy of the evaluation to the unit member.

## ARTICLE 14: POSITIONS, VACANCIES, TRANSFERS, PROMOTIONS, DEMOTIONS

### A. Position Classification

Position classification involves the identification and classification of a hierarchy of positions designed to reflect the differences in the duties, responsibilities, and minimum qualifications of positions in an orderly and equitable manner.

### B. General Definitions

1. Position/job – a group of duties legally assigned to be performed by a single unit member.
2. Duties and responsibilities – the work assigned to a position and the matters for which the unit member is held accountable.
3. Position/job description – a statement of the specific duties, responsibilities, and minimum qualifications that make up a position. Upon initial employment and upon each change in classification thereafter, each unit member shall be furnished a copy of his/her job description and personnel form(s) which include information on salary, assignment and department.
4. Classification – a group of positions with similar duties. There may be a number of positions in a classification because a classification is made up of positions with duties that are similar in level and kind. Duties should be sufficiently similar so that the same title may be applied, the same test can be used, and persons with the same minimum qualifications can do the work assigned to all positions in the classification. An example of a job classification would be Student Services Specialist.
5. Class series – a group of classes (two or more) similar in duties but different in level. Examples: Student Services Specialist I, II, and III or Assistant Programmer, Programmer, Programmer/Analyst, Senior Programmer/Analyst.
6. Occupational group/job family – a number of class series related by broad similarity of work. Examples: Clerical/Secretarial, Service/Maintenance.

### C. Vacancies

1. Definition: a vacancy is a position that is open to internal and/or external applicants by virtue of a resignation, termination, reorganization, or the establishment of a new position.
2. Notice of all job vacancies shall be posted via email and on bulletin boards in prominent locations and distributed to all departments.
3. When a vacancy occurs, the posting will first be made available to current unit members for five (5) working days before advertising to the public. The internal posting is to allow

current unit members time to request a lateral transfer during the five (5) working day period. If the Human Resources Office provides notification of a vacancy by noon of that day, it will be considered the first working day for notification purposes.

#### D. Transfers

Definition: a transfer is a move from a unit member's present position to a new position.

##### 1. Lateral Transfers (voluntary)

- a. Definition: a lateral transfer is a move from a unit member's present position to a position in the same salary range. For example, a lateral transfer may mean a move to another position in the same classification (e.g. Student Services Specialist in A/R to Student Services Specialist in Student Development) or a position in a different classification in the same occupational group/job family, provided the unit member meets the minimum qualifications for the new position (e.g. Student Services Specialist II to Human Resources Specialist II).
- b. Unit members interested in transferring to a vacant position within their current position's assigned salary range, or lower range, and meet the minimum qualifications must do the following:
  - 1) For a specific vacancy, submit a written request within the five (5) working days internal vacancy posting period.
  - 2) For placement on a transfer list for future vacancy consideration unit members may, at any time, submit to the Human Resources Office a written request. Such requests shall include the classification requested and any special considerations such as particular working hours. The Human Resources Office will periodically notify unit members on the transfer list of vacancies in the bargaining unit.
- c. The Human Resources Office will refer to the hiring authority the names of all interested unit members requesting a transfer, who meet the established qualifications for the vacancy, for consideration. Unit members meeting the minimum qualifications will automatically be granted an interview with the final interview committee. Once the interview occurs, the hiring supervisor can decide to:
  - 1) fill the vacancy with a unit member requesting the transfer; or
  - 2) not select the unit members(s) and open the vacancy to the public; or
  - 3) open the vacancy to the public, complete the final interview process and consider unit member(s) along with other finalists (unit member will not receive another interview).

- 4) Candidates will be notified of their status following the interview.
  - d. The final selection is at the sole discretion of the hiring supervisor. Probationary employees of the District are not eligible to be considered for voluntary transfers.
  - e. A unit member who applies for and receives a lateral transfer will not be required to serve a probationary period in the new position. The unit member shall not have return rights to their former position. The unit member's evaluation date shall be changed to reflect the hire date of the new position. The salary step advancement date, for purposes of step increases, shall not change.
  - f. Denial of a transfer request is not grievable under Article 16, Grievance Procedure, of this agreement.
2. District-Initiated (Involuntary) Transfers
    - a. Definition: a District-initiated transfer is an involuntary transfer initiated by the supervisor or the District. In the absence of disciplinary action, a District-initiated transfer does not involve a change in class; however, it may involve a change in the work site (e.g., Valencia Campus, Canyon Country Campus, etc.).
    - b. The District may change the work site of unit members within the same job classification, under the same supervisor. The affected unit member shall be given two weeks' notice and a conference will be held with the appropriate supervisor(s) and the unit member to discuss the reasons for the transfer.
    - c. A District-initiated transfer, as defined above, does not involve a change in class. The unit member's evaluation date and salary step advancement date shall not change as a result of this type of transfer.
3. Temporary Medical Transfers
    - a. A unit member whose physician certifies that the unit member has become medically unable to satisfactorily perform regular duties may request an alternate work assignment. Such requests will result in an interactive accommodation meeting with the unit member, their supervisor, and Human Resources. An alternate assignment may include one or more of the following:
      - 1) Job restructuring: Re-allocating or re-distributing nonessential, marginal job functions.
      - 2) Part-time or modified work schedule: Flexible or adjusted work schedules. The salary of a unit member who works a part-time schedule shall be pro-rated.

- 3) Reassignment to a lateral position should be considered when accommodation within a unit member's current position would pose an undue hardship to the District. Such a transfer, in the absence of disciplinary action, shall be voluntary.
- 4) Equipment: Acquisition or modification of equipment, furniture, or devices that would not impose an undue financial hardship on the District.
- 5) Other reasonable accommodations that do not place the District at financial hardship and still allow the unit member to perform his or her job.

#### E. Promotions

1. The District recognizes the importance of professional and career development. Unit members are encouraged to apply for higher-level positions which are vacant. All vacancies are filled by an open, competitive selection process. Unit members will, however, be given consideration for such vacancies. Unit members who meet the minimum requirements as outlined in the job announcement will automatically be granted an initial (first-level) interview. Unit members will be notified of the disposition of their status following the interview process. Unit members must file a new, complete District application by the deadline in the job announcement. The District will screen the applications to verify that unit members meet the minimum qualifications. Final determination remains with the hiring supervisor and the District.
2. A unit member who is promoted to a higher classification within the bargaining unit as a result of an open competitive process will be placed at the step of the appropriate range that will give the unit member at least a five percent (5%) increase in salary as possible. When the unit member's salary step advancement date and the effective date of the promotion coincide, the salary step advancement increment shall be applied before the promotion computation is made.
3. A unit member who is promoted shall serve a probationary period of six months in the higher classification. A unit member who applies for and receives a promotion to a higher position shall have return rights to the former position if the six-month probationary review is not satisfactory. This may result in the bumping, displacement, or layoff of the unit member with less seniority.
4. The unit member's evaluation date shall be changed to reflect the hire date of the new position. The salary step advancement date, for purposes of step increases, shall not change.

## F. Reassignment

### 1. Voluntary Reassignment

- a. A unit member may request a reassignment from his/her current classification to a lower classification. The reassignment will only be approved if there is a vacant position in a lower classification.
- b. A unit member who accepts a voluntary reassignment will not be required to serve a probationary period in the new position. The unit member shall not have return rights to his/her former position. The unit member's evaluation date shall be changed to reflect the hire date of the new position. The salary step advancement date, for purposes of step increases, shall not change.
- c. A unit member who receives a voluntary reassignment will be placed at the step of the appropriate range that will give the unit member a salary that is as close to being within five percent (5%) of his/her current salary as possible; this may result in a larger salary decrease (if no cell in the new classification pay rate is within 5%), but not an increase. When the unit member's salary step advancement date and the effective date of the reassignment coincide, the salary step advancement increment shall be applied before the reassignment computation is made.

### 2. Involuntary Reassignment (Demotion to Another Class, Non-Disciplinary)

- a. The District may initiate a reassignment of a unit member from his/her current classification to a lower classification due to a change in District operations, including but not limited to, reorganization or the termination of grant funding. The involuntary reassignment will only be approved if there is a vacant position in a lateral or lower classification where the unit member meet the minimum qualifications. Changes due to District operations are subject to meeting and conferring with the Association.
- b. The unit member shall have return rights to his/her former position should their previous position be reinstated. The unit member's evaluation date shall be changed to reflect the hire date of the new position. The salary step advancement date, for purposes of step increases, when applicable, shall not change.
- c. Unit members receiving an involuntary reassignment shall receive a Y-rating in terms of their salary. Y-rating is defined as freezing the unit member's salary in place until the salary schedule of his/her new lower classification catches up to his/her current salary. Y-rating applies to step increases as well as any negotiated salary increase that is applied to the entire salary schedule.



## ARTICLE 15: DISCIPLINE

### A. Disciplinary Action

1. Probationary employees may be dismissed without cause at the recommendation of the Chancellor to the Board of Trustees.
2. The District may discipline a permanent classified employee for just cause. Progressive discipline shall be applied to assist the employee and give him/her the opportunity to improve and correct negative, unacceptable work habits or violation of rules.
3. Counseling sessions, verbal warnings, and negative performance evaluations and written reprimands may serve as pre-disciplinary action.
4. Forms of disciplinary action are subject to due process and may include, but are not limited to, the following: dismissal; suspension (without pay); demotion (which may include a reduction in pay); reassignment; and removal from the overtime rotation.
5. In the case of gross misconduct, steps in the progressive discipline process may be eliminated. Except in those situations where gross misconduct is found, a permanent employee whose work or conduct is of such character as to incur discipline, the following steps shall be followed in order:
  - a. Removal from overtime rotation (only applies to departments where a scheduled overtime rotation exists).
  - b. Suspension without pay – A unit member may be suspended for up to thirty (30) working days, without pay, for disciplinary purposes.
  - c. Reassignment or demotion if applicable:
    - i. Reassignment: A unit member may be reassigned for disciplinary purposes after being afforded due process. Reassignment may include a change in supervisor, duties, shift, work location, and/or similar job classification. Reassignment for the purposes of this Article is not a demotion or change in pay range (with the exception of supplementary pay associated with specific work shifts).
    - ii. Demotion: In the event of a demotion, the unit member shall maintain his or her status as a permanent employee. The unit member's evaluation date shall be changed to reflect the hire date of the new position. The salary step advancement date, for purposes of step increases, shall not change.
    - iii. A unit member who is demoted will be placed at the step of the appropriate range that will give the unit member a salary that is as close to being within five (5) percent of their current salary as possible; this may result in a salary decrease but

not an increase. When the unit member's salary step advancement date and the effective date of the demotion coincide, the salary step advancement increment shall be applied before the demotion computation is made.

- d. Dismissal – A permanent member of the classified service may be discharged for just cause at any time. Formal written notice of discharge may be made after considered action during a period of suspension.
6. The unit member has the right to representation in any disciplinary meeting that could reasonably result in disciplinary action and any meeting to challenge the disciplinary action. Disciplinary action refers specifically to dismissal, suspension, demotion, reassignment or removal from overtime rotation.

#### B. Causes

- 1. After affording the employee due process, the District may suspend, demote, reassign, or dismiss a permanent unit member for just cause including, but not limited to, the following:
  - a. Fraud in securing employment.
  - b. Incompetence, i.e., inability to comply with the minimum standard of a unit member's position for a significant period of time.
  - c. Inefficiency or inexcusable neglect of duty, i.e., failure to perform duties required of a unit member within his or her position.
  - d. Willful disobedience and insubordination, a willful failure to submit to duly appointed and acting supervision or to conform to duly established orders or directions of persons in a supervisory position or insulting or demeaning the authority of a supervisor or manager. Exceptions to this are orders and/or directions that are illegal or would endanger the safety of the employee.
  - e. Dishonesty involving employment including, but not limited to, altering or falsifying information supplied on application forms, employment records, or other District records.
  - f. Unauthorized release of personal information concerning any student or employee.
  - g. Being under the influence of alcohol or illegal drugs or narcotics while on duty, being impaired by alcohol or illegal drugs in your biological system while on duty which could impact your ability to do your job.
  - h. Conviction of any narcotics offense as defined in Education Code 87011 or Health and Safety Code 11361.

- i. Excessive absenteeism; e.g. repeated absence without notification, repeated unexcused absence or tardiness, abandonment of position, incarceration adversely affecting job performance, failure to keep the District informed of the date of expected return to duty.
- j. Abuse of sick leave, i.e., taking sick leave without a doctor's certificate when one is required, or misuse of sick leave.
- k. The conviction of either a misdemeanor or a felony involving moral turpitude shall constitute grounds for dismissal of any unit member. The record of conviction shall be conclusive evidence only of the fact that the conviction occurred. The Office of Human Resources may inquire into the circumstances surrounding the commission of the crime in order to fix the degree of discipline, or the determination if such conviction is an offense involving moral turpitude. A plea or verdict of guilty, or a conviction showing a plea of nolo contendere made to a felony charge or any offense involving moral turpitude, is deemed to be a conviction within the meaning of this Section.
- l. Conviction of any sex offense as defined in the Education Code 87010 or Penal Code 261.5.
- m. Discourteous, offensive, or abusive conduct or language toward another employee, a student or a member of the public.
- n. Improper or unauthorized use of District property including, but not limited to, misuse or misappropriation of property or funds.
- o. Refusal to subscribe to any oath or affirmation which is required by law in connection with District employment unless the refusal is permitted under the law, State Constitution or Federal Constitution.
- p. Any willful act of conduct undertaken in bad faith, either during or outside of duty hours which is of such a nature that it causes discredit to the District, the unit member's department or division.
- q. Carelessness or negligence in the care and handling of District property.
- r. Violation of the rules and regulations published in any department, unless those rules and/or regulations contradict provisions of this Agreement.
- s. Loss or non-renewal of licenses, permits, or other documents required by the nature of the position and listed in the employee's job description due to the negligence and/or failure of the unit member to maintain the license, permit or other required documentation.

- t. Receipt by the District from the District's insurance carrier of a request for an endorsement excluding the unit member from coverage under the District's insurance policy while driving a motor vehicle because of increased risk due to the unit member's poor driving record if driving is a requirement of the employee's position as noted in their job description.
- u. Mental or physical impairment which renders the unit member unable to perform the essential functions of the job without reasonable accommodation or without presenting a direct threat to the health and safety of self or others.
- v. Refusal to take a physical examination when requested to do so in writing by the District. Physical examinations must be paid for by the District and done during the employee's normal work hours. Drug testing shall only be permitted when there is a reasonable suspicion of intoxication.
- w. Acceptance from any outside source of a reward, gift, or other form of remuneration in addition to regular compensation to a unit member for the performance of his or her official duties.
- x. The refusal of any unit member to testify under oath before any court, grand jury, or administrative officer having jurisdiction over any then pending cause of inquiry in which the District is involved unless the refusal is permitted under the law, State Constitution or Federal Constitution. Violation of this provision may constitute of itself sufficient ground for the immediate discharge of such officer or unit member.
- y. Willful violation of the Education Code, Title 5 of the California Administrative Code or any of the provisions of the ordinances, resolutions or any rules, regulations or policies which may be prescribed by the District.
- z. Disruptive campaigning or political activity on District property. Exceptions to this are non-disruptive political activities while on an employee's rest or lunch break. Employees are allowed to wear campaign buttons during work hours as long as they are in a non-instructional classroom setting and bumper stickers on employee vehicles while parked on campus.
- aa. Repeated working of overtime without authorization.
- bb. Possession of dangerous weapons or firearms on District property or, in the case of campus police officers, violations of firearms guidelines.
- cc. Knowingly being a member of an organization which, during the time of his/her membership, advocates the overthrow of the government of the United States or of any state by force or violence.

### C. Procedure for Disciplinary Action

1. The District may, for disciplinary purposes, suspend, demote, reassign, or dismiss any unit member holding a position in the classified service. Demotion may include reduction in pay from a step within the class to one or more lower steps.
2. For unit members suspended, demoted, reassigned, or dismissed, the District shall follow a pre-disciplinary action procedure as follows:
  - a. Notice of Proposed Disciplinary Action: Whenever the District intends to suspend a unit member, demote the unit member, reassign a unit member, or dismiss the unit member, the unit member shall be given a written notice of the proposed discipline, signed by the Chancellor or his/her designee, which sets forth the following:
    - 1) The disciplinary action intended;
    - 2) The specific charges upon which the proposed action is based;
    - 3) A factual summary of the grounds upon which the charges are based;
    - 4) A copy of all written materials, reports, and documents upon which the proposed discipline is based;
    - 5) Notice of the unit member's right to respond to the charges either orally or in writing to the appropriate manager (Skelly Rights);
    - 6) The date, time and person before whom the unit member may respond, in no more than seven (7) working days from the time the Notice is postmarked;
    - 7) Notice that failure to respond at the time specified shall constitute a waiver of the right to respond prior to final discipline being imposed.
  - b. Response by Unit Member (Skelly Meeting): The unit member shall have the right to respond to a neutral and impartial District appointed manager orally or in writing within seven (7) working days from the time the Notice is postmarked. At the Skelly meeting set to hear the unit member's response, the unit member shall have a right to be represented. In cases of suspensions, demotions, reassignment, or dismissal, the unit member's response will be considered before final action is taken.
3. Non-exercising of Skelly Rights: If the unit member elects to waive their right to a Skelly meeting or fails to respond within the timeframe listed in the Notice of Proposed Disciplinary Action, the District will impose discipline as listed in the Proposed Notice.
4. Skelly Recommendation: After the Skelly meeting, the appointed manager (Skelly Officer) shall:

- a. Accept the Notice of Proposed Disciplinary Action, or
  - b. Modify the intended disciplinary action, or
  - c. Recommend that no disciplinary action be taken against the unit member. The appropriate authority (Skelly Officer) shall report his/her decision to the Office of Human Resources in writing with a copy of that recommendation being provided to both the employee and the Association.
5. After considering the recommendation of the Skelly Officer and reviewing associated materials, the Chancellor shall send a written notice of the disciplinary decision to the unit member and their representative. This written notice will constitute the District's Final Notice of Disciplinary Action.
6. Final Notice of Disciplinary Action
- a. The Final Notice of Disciplinary Action shall include the following:
    - 1) The disciplinary action taken by the Board's designee;
    - 2) The effective date of the disciplinary action;
    - 3) Specific charges upon which the action is based;
    - 4) A factual summary of the facts upon which the charges are based;
    - 5) The unit member's right to appeal. (Notice of Defense - See Appendix F)

#### D. Appeal of Disciplinary Action and Request for Hearing

- 1. If a unit member, having been issued the Final Notice of Disciplinary Action, wants to appeal the action, he or she shall, within seven (7) working days from the date it was postmarked, appeal to the Board of Trustees by filing a written answer to the charges and a request for hearing with Human Resources, on the form provided for that purpose. (Notice of Defense – Appendix F)
- 2. Hearing
  - a. Time for Hearing: The Board of Trustees shall, within forty-five (45) calendar days from the filing of the appeal, commence the hearing process. The Board shall secure the services of an experienced Hearing Officer (Arbitrator) through the California State Mediation and Conciliation Service's (CSMCS) automated Panel of Arbitrators Selection System (PASS). PASS will generate a random list of arbitrators based on criteria indicated in the parties' request. If the request does not specify the number of arbitrator names, a list of seven will be issued. The Hearing Officer (Arbitrator) shall be selected for both the District and Association by each party alternately striking one name from the list. The order of striking shall be determined by lot. If the unit member elects not to be represented by CSEA, the District will work directly with the

unit member in securing the services of the Hearing Officer (Arbitrator). Each party shall alternately strike a name until only one name remains. The remaining name shall be that of the Hearing Officer (Arbitrator). If this individual will not be available for the hearing within a reasonable time not to exceed forty-five (45) calendar days, the parties shall secure another list and repeat the selection unless they mutually agree to waive this time provision. The Board of Trustees may accept, modify or reject the discipline. The decision of the Board shall be final.

- b. Any unit member, having filed an appeal with the Board and having been notified of the time and place of the hearing, who fails to make an appearance at the hearing, may be deemed to have abandoned his or her appeal. In this event, the Board may dismiss the appeal.

### 3. Conduct of the Hearing

- a. Record of Proceedings and Costs: All disciplinary appeal hearings may, at the discretion of either party or the Board of Trustees, be recorded by a court reporter. Any hearing which does not utilize a court reporter shall be recorded by audio tapes. If a court reporter is requested by either party, that party shall pay the cost of the court reporter. Copies of any transcription or recording shall be provided to the employee or their representative free of charge at their request.

- b. The Hearing

- 1) The hearing need not be conducted in accordance with technical rules relating to evidence and witnesses but hearings shall be conducted in a manner most conducive to determination of the truth.
- 2) Any relevant evidence may be admitted if it is the type of evidence on which responsible persons are accustomed to rely in the conduct of serious affairs, regardless of the existence of any common law or statutory rules which might make improper the admission of such evidence over objection in civil actions.
- 3) Hearsay evidence may be used for the purpose of supplementing or explaining any direct evidence that shall not be sufficient in itself to support a finding unless it would be admissible over objection in civil actions.
- 4) The rules dealing with privileges shall be effective to the same extent that they are now or hereafter may be recognized in civil actions.
- 5) Irrelevant and unduly repetitious evidence may be excluded.
- 6) The Hearing Officer (Arbitrator) shall determine relevancy, weight and credibility of testimony and evidence. Decisions made by the Hearing Officer (Arbitrator) shall not be invalidated by any informality in the proceedings.

- 7) During examination of a witness, all other witnesses, except the parties, shall be excluded from the hearing upon the motion of either party. Witnesses shall not be able to speak about their testimony or the hearing with any other witnesses after their testimony.
- 8) The hearing shall be conducted in the English language. The proponent of any testimony to be offered by a witness who does not speak English proficiently shall provide an interpreter. The cost of the interpreter shall be paid by the side calling the witness who uses the interpreter.
- 9) Burden of Proof: In a disciplinary appeal the District has the burden of proof by preponderance of the evidence.
- 10) Proceed with Hearing or Request for Continuance: Each side should be asked if it is ready to proceed. If either side is not ready and wishes a continuance, good cause must be stated.
- 11) Testimony under Oath: All witnesses shall be sworn in for the record prior to offering testimony at the hearing. The chairperson will request the witnesses to raise their right hand and respond to the following:

*“Do you swear that the testimony you are about to give at this hearing is the truth, the whole truth and nothing but the truth?”*

- 12) Presentation of the Case: The hearing shall proceed in the following order unless the Hearing Officer (Arbitrator), for special reason, directs otherwise:
  - a) The party imposing discipline (District) shall be permitted to make an opening statement.
  - b) The appealing party (the unit member or his/her representative) shall be permitted to make an opening statement.
  - c) The District shall produce its evidence.
  - d) The party appealing from such disciplinary action (the unit member or his/her representative) may then offer their evidence.
  - e) The District, followed by the appealing party (the unit member or his/her representative) may offer rebutting evidence.
  - f) Closing arguments shall be permitted at the discretion of the Hearing Officer (Arbitrator). The party with the burden of proof shall have the right to go first and to close the hearing by making the last argument. The Hearing Officer



(Arbitrator) may place a time limit on closing arguments. The Hearing Officer (Arbitrator) or the parties may request the submission of written briefs. After the request for submittal of written briefs, the Hearing Officer (Arbitrator) will determine whether to allow the parties to submit written briefs and determine the number of pages of briefs.

- c. Procedure for the Parties: The District's representative and the unit member's representative will address their remarks, including objections, to the Hearing Officer (Arbitrator). Objections may be ruled upon summarily or argument may be permitted. The Hearing Officer (Arbitrator) reserves the right to terminate argument at any time and issue a ruling regarding an objection or any other matter, and thereafter the representative shall continue with the presentation of his/her case.
- d. Right to Control Proceedings: While the parties are generally free to present their case in the order that they prefer, the Hearing Officer (Arbitrator) reserves the right to control the proceedings including, but not limited to, altering the order of witnesses, limiting redundant or irrelevant testimony, or by the direct questioning of witnesses.
- e. Hearing Demeanor and Behavior: All parties and their attorneys or representatives shall not, by written submission or oral presentation, disparage the intelligence, ethics, morals, integrity or personal behavior of their adversaries or members of the Hearing Officer (Arbitrator).
- f. Deliberation upon the Case: The Hearing Officer (Arbitrator) should consider all oral and documentary evidence, the credibility of witnesses, and other appropriate factors in reaching their proposed decision. The Hearing Officer (Arbitrator) may deliberate at the close of the hearing or at a later fixed date and time. When the Board has received a proposed decision from a Hearing Officer (Arbitrator), the proposed decision, the record of the hearing, and all documentary evidence shall be available for review by the Board when it deliberates in its next closed session.
- g. Written Findings, Conclusion and Decision: The Board of Trustees may choose to either deliberate the case in public or adjourn to closed session to deliberate. The Board shall render its findings, conclusions and decision as soon after the receipt of the proposed decision as possible. The Board, upon receiving the proposed decision from a Hearing Officer (Arbitrator), may adopt the proposed decision, modify the proposed decision or render a new decision. If the Board recommends reinstatement of the terminated unit member, the unit member is only entitled to back pay minus the sum the unit member has earned during the period of absence. A copy of the decision by the Board of Trustees shall be delivered to the employee and his/her designated representative personally or by registered mail, postage prepaid and delivered to the employee's last known address.
- h. Decision of the Board to be Final: The decision of the Board of Trustees in all cases shall be final.

#### E. Emergency Suspension

1. Pending investigation by the District of accusations against a unit member involving insubordination, misappropriation of public funds or property, furnishing drugs to students of the District, committing any sex offense as defined in Education Code 87010 or Penal Code 261.5 on District grounds or adjacent thereto, or during a District field trip or outing, assault or battery upon another person while on the job or while on District premises or adjacent thereto or while on a District field trip or outing, committing any act of immorality, or any act which would constitute a felony or a misdemeanor involving moral turpitude, or any act which presents a risk to person or property, the District Chancellor or his/her designee may, without complying with the Procedure for Disciplinary Action and Appeal, suspend the unit member. During this suspension, the unit member will remain in paid status. The suspension may be terminated by the District by giving a twenty-four (24) hour written notice to the unit member.
2. An emergency suspension does not preclude the imposition of due process as established by this Article.

#### F. Record Filed

When final action is taken, the documents shall be placed in the unit member's personnel file in a sealed envelope only to be opened by authorized staff from the Office of Human Resources.

#### G. Judicial Review

Judicial review may be had by filing a petition for writ of mandate in accordance with the provisions of the Code of Civil Procedure. Any such petition shall be filed within thirty (30) days after the effective date of the decision.

## ARTICLE 16: GRIEVANCE PROCEDURE

### A. Terms and Conditions

1. Grievant: a grievant is a unit member or group of unit members in the bargaining unit. The Association itself may also be a grievant.
2. Grievance: a grievance is a claim that there has been a violation, misapplication or misinterpretation of this agreement by the District. A grievance may be filed by a unit member, a group of unit members, or the Association.
3. Working Day: a working day is defined as a day on which the central administrative offices of the District are open for business.
4. Exclusions: matters excluded from the grievance procedure shall be the following:
  - a. Written charges recommending suspension, demotion or dismissal.
  - b. The contents of performance evaluations.
  - c. Performance evaluations the unit member deems unjust or unfair.
  - d. The non-procedural elements of Article 10, Committees.
  - e. Complaints about the subject matter of a Board rule, policy, or administrative procedure (as differentiated from the administration or administrative interpretation of such rule, policy, or procedure). Unit members with such complaints should direct any suggestion for change to the appropriate office of the District.
  - f. Denial of a transfer request is not grievable.

### B. General Provisions

1. These procedures have been developed to give unit members, the Association and the District the opportunity to resolve contractual issues at the lowest level possible of the grievance process. Interested parties have the responsibility of following the procedure as outlined. Clarification may be obtained from the District grievance officer if the party filing the grievance is uncertain about which level to start the grievance process. Any level of the informal procedure may be omitted by mutual agreement of the parties concerned.
2. A decision rendered at any level of the grievance procedure becomes final unless appealed within the time limits specified in this agreement or any extension mutually agreed upon. Any grievance not advanced to the next level within the time limits established for that level shall bar the grievant from any further right to pursue that grievance and the grievances shall be deemed resolved with the decision last made by the District (including

“Level One – Informal”). If the District fails to respond to the grievance within the prescribed time limits, the grievant may proceed to the next level. Until final disposition of the grievance, the grievant is required to conform to the directions of his or her immediate supervisor.

3. Representation: At any level in the grievance procedure, grievants may represent themselves or designate a representative of their choice. When the services of a representative are utilized by the grievant, such fact shall be stipulated in writing and any agreement entered into by the representative shall become binding. In situations where the Association has not been requested to represent the unit member, the District shall not agree to a final resolution of the grievance until the Association has received a copy of the grievance and the proposed settlement and has been given the opportunity to file a response.
4. In order to encourage a professional and amicable disposition of unit member grievances, it is agreed that from the time a grievance is filed until it is processed through Level Five, or decided to the mutual satisfaction of the grievant and the District, neither party shall make public either the details of the grievance or evidence regarding the grievance. All meetings and hearings under this procedure shall be closed to all persons other than the parties in interest, their representatives, and witnesses as necessary. The grievant must be present through Level Two of the grievance procedure. All parties shall make every effort to schedule grievance meetings at mutually convenient times.
5. To ensure that all timelines are followed, a copy of all grievances, at all levels will be filed with the Office of Human Resources.

### C. Procedures

1. Level One – Informal
  - a. Efforts shall be made to resolve problems as promptly as possible and at the first level of supervision through the informal procedure.
  - b. Informal grievances shall be submitted to the immediate supervisor using the CSEA Contract Grievance Filing Form, Level One, by the unit member, group of unit members, or representative of either within fifteen (15) working days of the act or condition from which the grievance originates or within fifteen (15) working days from the time the grievant should reasonably have known of the occurrence giving rise to the grievance.
  - c. Supervisors shall treat all grievances in a confidential manner, insofar as possible, exercising dignity and respect and reviewing the facts of the grievance with thoroughness and objectivity.

- d. Informal discussion between a unit member, a group of unit members or their designated representative and the immediate supervisor shall take place in an attempt to resolve the problem when it arises, but no later than ten (10) working days after submission of the grievance.
- e. Within ten (10) working days after the informal discussion, the supervisor will complete the CSEA Contract Grievance Filing Form, Level One, and make proper distribution.
- f. Alleged violations not presented at Level One may not be introduced at any other level, and no evidence or testimony given shall be the cause for expanding the grievance.
- g. Grievances brought by the Association on behalf of an individual or group of individuals shall initially be filed at Level One. However, grievances for which no unit member or supervisor is named, which are filed to challenge the District's application or interpretation of the contract in general, shall be filed at Level Three.

## 2. Level Two – Formal

- a. If the problem has not been resolved at the immediate supervisory level, the unit member shall use the CSEA Contract Grievance Filing Form, Level Two, and submit it to the next higher supervisory level having authority to take corrective action.
- b. The request for review at Level Two of the grievance shall be initiated no later than ten (10) working days following the Step I decision.
- c. The supervisor at Level Two of the grievance shall review all aspects of the case with the parties concerned and render a decision within ten (10) working days from the date of submission of the grievance. After reaching a decision, the supervisor will complete the CSEA Contract Grievance Filing Form, Level Two and make proper distribution.

## 3. Level Three – Formal

- a. If the unit member is dissatisfied with the decision at Level Two, the unit member and the Association may submit the CSEA Contract Grievance Filing Form, Level Three, and all documentation to the District Grievance Officer within ten (10) working days.
- b. Once a grievant passes beyond Level Two, the grievance belongs to the Association, not to the grievant; that is to say, the Association must agree that the grievance be submitted to Level Three.
- c. The District grievance officer or designated representative shall hold a conference with all interested parties within ten (10) working days of receipt of the CSEA Contract Grievance Filing Form, Level Three. The District grievance officer will render a decision within ten (10) working days of the conference.

4. Level Four – Formal

- a. If the grievant is not satisfied with the recommendations of the District Grievance Officer, within ten (10) working days of the receipt of the Level Three response, the grievant shall complete and submit the CSEA Contract Grievance Filing Form, Level Four, consisting of a written request for mediation of the grievance, to the Board of Trustees through the Board's designee, the Chancellor. The Chancellor shall, within ten (10) workdays after receipt of the written request, contact the California State Mediation Conciliation Service (CSMCS), either by phone or in writing, and request the immediate services of a mediator. CSMCS will assign a mediator and will contact the parties to schedule dates. As an alternative, the parties may mutually agree to request the services of a particular mediator, and may contact that person directly.
- b. The function of the mediator shall be to assist the parties to achieve a mutually satisfactory resolution of the grievance by means of the mediation process.
- c. If a satisfactory resolution of the grievance is achieved by means of this mediation process, both parties to the grievance shall sign a written statement of the resolution to that effect and thus waive the right of either party to further appeal of the grievance.
- d. While the mediator shall not have the authority to impose a settlement upon the parties, the mediator shall be responsible for the following:
  - 1) The mediator shall accept written and/or verbal evidence from the parties regarding their respective positions.
  - 2) In the event the grievance is not resolved by the parties at this level, the mediator shall, within ten (10) workdays, submit a written recommendation to resolve the dispute, based upon an informal record created during the mediation session. A copy of this recommendation for resolution must be submitted to Human Resources, the Chancellor, the Association, and the grievant within the above referenced ten (10) workdays.

5. Level Five – Formal

- a. If the grievant is not satisfied with the disposition at Level Four or if no written decision has been made within ten (10) workdays following the Level Four meeting, the grievant may, within ten (10) additional workdays, request in writing to the Association that the grievance be submitted to advisory arbitration.
- b. In the event the Association chooses to take the grievance to advisory arbitration, the Association and the Chancellor, or his or her designee, shall attempt to agree upon an arbitrator. If no agreement can be reached, they shall request through the California State Mediation and Conciliation Service's automated Panel of Arbitrators Selection

System (PASS) to generate a random list of arbitrators based on criteria indicated in the parties' request. If the request does not specify the number of arbitrator names, a list of seven will be issued. Each party shall alternately strike a name until only one name remains. The order of striking shall be determined by lot. The remaining name shall be that of the arbitrator. If the arbitrator will not be available for the hearing within a reasonable time not to exceed sixty (60) days, the parties shall secure another list and repeat the selection unless they mutually agree to waive this time provision.

#### D. Arbitration Procedure

1. The arbitrator shall have no power to alter, amend, change, add to, or subtract from any of the terms of this Agreement, but shall determine only whether or not there has been a violation of this Agreement as alleged by the grievant. The decision of the arbitrator shall be based solely upon the evidence and arguments presented to him or her by the respective parties in the presence of each other and upon arguments presented in briefs. The arbitrator shall consider and decide only the specific issues submitted in writing and shall have no authority to make a decision on any other issue not so submitted.
2. The hearing shall be recorded on tape. Tape recordings shall be provided to each party, the cost of which shall be divided equally. Either party may, at its own expense, cause the hearing to be recorded by a certified court reporter, and the other party may, at its own expense, receive a certified copy of the record so created, or the parties may bear the expense equally.
3. The arbitrator may hear and determine only one grievance at a time, unless the District and the Association expressly agree otherwise.
4. The arbitrator's decision shall be in writing and shall set forth all findings of fact, reasoning, and conclusions on the issues submitted. The arbitrator shall be without power or authority to make any recommendation which requires the commission of an act prohibited by law or which violates the terms of this Agreement. The arbitrator in no case shall make any recommendation inconsistent with District duties, responsibilities, or obligations, as such are prescribed in state or federal law.
5. The decision of the arbitrator will be submitted to the Board of Trustees, the Chancellor, the Association and the grievant.
6. The decision of the arbitrator within the limits prescribed shall be in the form of a recommendation to the Board of Trustees. If the grievant files a request to the Board to undertake review of the advisory decision within ten (10) workdays of its issuance, the Board shall then undertake review of the entire hearing record and briefs. The Board may also, if it deems it appropriate, permit oral arguments by representatives of the parties, but only in the presence of one another.

7. In any case, the Board shall render a decision on the matter within thirty (30) workdays after receiving the arbitrator's recommended decision. Such decision shall be final and binding on all parties. If the Board does not render a decision within the time specified, it shall be deemed to have adopted the decision reached at Level Three.

E. Right of Association Members to Representation

1. The grievant shall be entitled upon request to representation by the Association at all grievance meetings beginning at Level One. In situations where the Association has not been requested to represent the grievant, the District shall not agree to a final resolution of the grievance until the Association has received a copy of the grievance and the proposed settlement and has been given the opportunity to file a response to the matter.
2. Written settlements entered into by the grievant or his or her designated representatives and the District shall, subject to the terms of Section E (1) herein, be binding when signed by the grievant and the District.



## ARTICLE 17: SAFETY

- A. The District shall attempt to provide unit members with safe working conditions. The District will comply with the provisions of the California State Occupational Safety & Health Act regulations and other state and federal regulations.
- B. Should a unit member discover a condition that is unsafe or that may endanger health, the unit member shall report such unsafe condition or health concern to his/her immediate supervisor who will take such action necessary to correct and restore safe and/or healthful working conditions. Should the correction be beyond the authority or control of the immediate supervisor, a report shall be filed with the appropriate administrative authority by the supervisor in a timely manner. It shall be that administrative authority's responsibility to correct and restore safe and/or healthful working conditions in a reasonable amount of time.
- C. Unit members shall observe safety precautions in the performance of their assigned duties and shall observe departmental policies and procedures developed to ensure safe working conditions that are in compliance with the provisions provided for in this article. No unit member shall be subject to reprisals for reporting any unsafe or unhealthful working condition.
- D. The Association will be represented on the Safety Committee as stated in Article 10. The committee shall meet at least every six (6) calendar months to review safety issues and concerns including necessary and required safety training for unit members.
- E. The District shall determine and provide all required safety equipment and materials necessary for unit members to complete their assigned duties in a safe manner.
- F. The District is being guided by Education Code 71095 and modifications required by January 1, 2009, as far as compliance and implementation for campus and employee safety.
- G. Supervision – To the extent possible when unit members are on duty, the District shall provide proper on-campus supervision and security.

## ARTICLE 18: PROFESSIONAL GROWTH

### A. Educational Incentive

The District will provide the following incentive for one accredited degree of each type (i.e. one Associates, one Bachelor's, one Master's, and one Doctorate degree) per unit member above and beyond their current accredited degree status. All coursework must be completed with a grade C or better.

1. For those unit members pursuing a degree, an educational incentive will be paid for pre-approved program course units which were completed successfully. One-time lump sum payments will be paid accordingly:

15 semester units (22.5 quarter units)	=	\$2,000
30 semester units (45 quarter units)	=	\$2,000
45 semester units (67.5 quarter units)	=	\$2,000
60 semester units (90 quarter units)	=	\$2,000
75 semester units (112.5 quarter units)	=	\$2,000

### B. Prior Approval

Course units started after July 1, 2011 effective date and after employment with the District count towards the incentive. All courses must be pre-approved by the unit member's supervisor and appropriate administrators prior to the start of each course. For programs that begin after July 1, 2011, approval must be received from the District (Chancellor or designee, Vice President, Human Resources) prior to the start of the program. Unit members who are already enrolled in programs as of July 1, 2014 will need to submit their programs for approval if not previously approved.

1. See Appendix I for the approved *Educational Incentive Program Advanced Program Approval* form.
2. See Appendix I for the approved *Educational Incentive Program Advanced Course Approval* form.
3. See Appendix K for the approved *Educational Incentive Payment Submission* form.

### C. Master's Degree

All unit members who possess or subsequently earn a Master's Degree will be placed on the Classified Represented Salary Schedule B from Range 101 to 170. Those unit members with a Master's Degree who also qualify for a shift differential per Article 19 will be placed on the Classified Represented Salary Schedule B from Range 301 to 370.

D. Doctorate Degree

Effective July 1, 2014, all Classified unit members who possess or subsequently earn a Doctorate Degree, Ph.D., or Ed.D. will be placed on the Classified Represented Salary Schedule B from Range 401 to 470. Those unit members with a Doctorate Degree who also qualify for a shift differential per Article 19 will be placed on the Classified Represented Salary Schedule B from Range 501 to 570.

- E. Unit members may attend classes during their regularly scheduled work hours when judged by the District to be of mutual benefit to the unit member and the District. There will be no educational incentive awarded for courses taken during paid work time.
- F. Upon the mutual agreement of a unit member and the immediate supervisor, a unit member's work schedule may be modified so the unit member can attend the pre-approved course. The provisions of this section shall be interpreted as encouragement for unit members to obtain additional education.

## ARTICLE 19: WAGES

### A. Total Compensation Model

1. It is the desire of the District and the Association to ensure that classified salaries remain competitive within the community college system. To this end, the District will periodically review classified salaries and make adjustments in salaries when appropriate and when resources are available.
2. The following will be included in the total compensation definition, formula and calculation of full-time and permanent part-time salaries and other compensation: (All calculations are based on either the current year's adopted budget or last year's actual budget: whichever is greater).
  - a. Full time and permanent part-time (FT/PPT) salaries
  - b. Step increases
  - c. Reclassifications
  - d. Overtime and supplementary service compensation
  - e. Paid out compensatory time
  - f. Permanent part-time additional hours
  - g. Cashed out vacation
  - h. Educational incentives
3. Negotiated Health and Welfare Contribution consisting of:
  - a. Negotiated Health and Welfare Contribution for full-time and permanent part-time employees eligible for full benefits. (Calculated by multiplying the number eligible employees by the Average Per-Person Negotiated Health & Welfare Contribution, i.e., "Hard Cap".)
  - b. Negotiated Health & Welfare contribution for permanent part-time employees with employee only benefits (Actual Cost).
4. For fiscal 2016-2017 unit members will receive a 2.00% total compensation salary schedule increase retroactive to July 1, 2016. Unit members who worked only a portion of the 2016-2017 fiscal year will receive a prorated amount based on the time worked.
5. For fiscal year 2017-2018 unit members will receive a 1.00% total compensation increase effective July 1, 2017. The exact method of distribution of this 1% total compensation is to be determined by the CSEA unit membership.

Acceptance of the 1% total compensation effective July 1, 2017, as stated above, does not preclude future negotiations for fiscal year 2017-2018.

## B. Salary Schedules (Appendix A)

Ranges 1-70: Unit members who possess any level of education up to and including a Bachelor's degree but are not eligible to receive a shift differential.

Ranges 101-170: Unit members who possess a Master's degree but are not eligible to receive a shift differential.

Ranges 201-270: Unit members who possess any level of education up to and including a Bachelor's degree and receive a shift differential.

Ranges 301-370: Unit members who possess a Master's degree and receive a shift differential.

Ranges 401-470: Unit members who possess a Doctoral degree but are not eligible to receive a shift differential.

Ranges 501-570: Unit members who possess a Doctoral degree and receive a shift differential.

During the 2017-2018 negotiation cycle the District and CSEA agree to discuss salary schedule reform and may utilize a sub-committee to analyze proposals.

## C. Shift Differential

Unit members who work more than 50% of the assigned duty time after 10:00 p.m. will be placed on the Classified Represented Salary Schedule B from Range 201 to 270, 301-370 or 501-570 following the guidelines listed in Article 19, Section B above.

## D. Salary Step Advancement

Salary step advancement will take place on the unit member's employment anniversary date as follows: Advancement to Steps 2-7: Unit members will advance to the next step annually. Advancement to Steps 8-11: unit members must spend: two (2) years on Step 7 to advance to Step 8; two (2) years on Step 8 to advance to Step 9; three (3) years on Step 9 to advance to Step 10 and four (4) years on Step 10 to advance to Step 11. The differential between Steps 8-9, 9-10 and 10-11 shall be three percent (3%).

## E. Longevity

The District and the Association agree to negotiate to add steps to the Represented Salary Schedule B beginning FY2016-2017.

#### F. Uniforms

The District agrees to pay for the full cost of any uniforms, tools, and other equipment that unit members are required to possess and for physical examinations and training. Annually, the District shall pay the cost of safety shoes for unit members required to wear safety shoes up to a maximum of \$175 per year.

#### G. Pay Periods

1. Subject to schedules and procedures of the Los Angeles County Office of Education (LACOE), pay periods shall be by the calendar month for unit members. Warrants shall be issued twice a month on a salary-advance basis, payable on the 10<sup>th</sup> and the 25<sup>th</sup> of the month. Unit members who contribute to the State Teachers Retirement Plan (STRS) will have their warrants payable on the 5<sup>th</sup> and the 20<sup>th</sup> of the month.
2. If these dates should fall on a weekend or LACOE-recognized holiday, the warrant shall be issued on the day preceding the weekend or holiday.
3. Overtime and supplementary service assignments will be recorded from the 1<sup>st</sup> of the month through the 31<sup>st</sup> of the same month. Overtime and supplementary services forms will be due to Payroll Services on the 1<sup>st</sup> of the following month. Overtime assignments will be paid on the 10<sup>th</sup> of the month following the work month period. Supplementary services assignments will be paid pursuant to the applicable retirement system requirements and upon Board approval.

## ARTICLE 20: PAYROLL DEDUCTIONS

### A. Federal and State Income Tax

1. Federal and State income tax will be withheld on the basis of information furnished by the unit member on Form W-4 and/or Form DE-4.

### B. Retirement Funds

1. Contribution for retirement systems will be withheld on the basis of the eligibility of the unit member for retirement coverage as defined below:
  - a. All unit members become members of the Public Employee's Retirement System (PERS) after 1,000 hours of employment, unless at the time of employment the unit member is a current member of PERS. If upon employment, the unit member is a current member of the State Teacher's Retirement System (STRS), the unit member may file a written election according to procedures established by PERS/STRS to have all classified service credited with STRS.
  - b. Unit members will be covered under Social Security OASDI (Old Age, Survivors, and Disability Insurance) in addition to PERS. Social Security coverage becomes effective on the same date the unit member becomes a member of PERS.

### C. Voluntary Payroll Deductions

1. Deductions will be made from salary upon request of the unit member.

### D. Administration of Payroll Deductions

1. The District shall administer and pay all charges associated with payroll deductions.

## ARTICLE 21: BENEFITS

- A. The CSEA Health and Welfare committee as part of the District-wide Health and Welfare Committee will review all health and welfare benefits and shall report their findings and recommendations to the District and the Association.

The District and the Association agree that there is mutual interest to maintain quality benefits while containing benefit costs. With participation by stakeholder representatives from the Health and Welfare Benefits Committee, both parties will begin timely joint meetings for the purpose of reviewing the existing benefit program and accepting proposals for best options from medical, dental, and vision insurance providers for the following benefit plan year for the bargaining unit. In this process, the current broker utilized by the District may be invited to compete as well as other interested brokers, trusts, JPAs, providers, etc. as agreed upon by both parties. It is expected that this process will yield an agreement between the parties regarding benefits program and providers for bargaining unit members.

B. Eligibility for Fringe Benefits

1. Unit members working less than twenty (20) hours per week are not eligible for benefits.
2. Unit members working part-time at least twenty (20) but less than thirty (30) hours per week shall be eligible for benefits for the employee only.
3. Unit members working thirty (30) hours or more per week shall be eligible for benefits for the employee and their eligible dependents.
4. As specified in Education Code Section 88036, a classified employee who works a minimum of 30 minutes per day in excess of his or her part-time assignment for a period of 20 consecutive working days or more shall have his or her basic assignment changed to reflect the longer hours in order to acquire fringe benefits on a properly prorated basis as specified in Section 88035.

C. Coverages and Premiums

1. The District shall pay the premiums for unit members for Long-Term Disability.
2. On July 1 of each contract year, the District shall recalculate and allocate the Negotiated Health and Welfare Contribution per eligible unit member. The total of all Association member negotiated Health and Welfare contributions will constitute the Health and Welfare Pool (i.e., Benefit Fund). (See Appendix D - Total Compensation Worksheet for the current Negotiated Health and Welfare Contribution).
3. The Health and Welfare Pool shall be used for premiums for eligible unit members and eligible dependents for the following:



- a. Medical Insurance
  - b. Dental Insurance
  - c. Vision Insurance
  - d. Group Life Insurance of \$50,000
4. The District shall pay the premium for an Employee Assistance Program. The program will only be used through unit member self-referral.
5. The District will maintain a Section 125 IRS Code (Fringe Benefit Plan). This plan includes cash-in-lieu of medical benefits, pre-tax premium(s), dependent care, and medical reimbursement accounts.
6. Cash-in-lieu, for those having proof of other group medical coverage, will be no more than the lowest plan's one (1) party rate. Only those unit members who are currently enrolled in the cash-in-lieu program will continue to receive this benefit. If the Health Benefits Program does not require 100% member participation (subject to the provisions of the plan and/or health benefit program), cash-in-lieu will become available to members who can provide proof of other group medical coverage. The Association will annually determine the cash-in-lieu rate (not to exceed the lowest plan's one-party rate) and notify the Vice President of Human Resources by July 1<sup>st</sup>.
7. All unspent health and welfare contributions shall accumulate in the Association Health and Welfare Pool, the surplus of which will be carried forward in the next fiscal year for use by the Association. As rates become available in the second quarter of the year (April through May), the H&W committee will review rates and plan designs for the next benefit plan year and make recommendations. If health and welfare plan designs, rates, as well as changes in census result in a deficit to the Association H&W Pool Balance, by July 1st, the Association agrees to make effective as of October 1st, one or more of the following options:
  - a) Make health benefit plan changes that would lower the overall premium,
  - b) Initiate and/or modify unit member payroll deductions, and/or
  - c) Increase the Negotiated Health and Welfare Contribution through Total Compensation in order to cover any shortfall.
  - d) Reduce the cash-in-lieu rate.

Options selected by the Association will be communicated to the Vice President of Human Resources in writing. If Payroll deductions are selected as an option, the Association must notify the Vice President of Human Resources in writing of the methodology for how these deductions are to be applied to unit members by August 1st, to be implemented with the first regular paycheck in October.

If the State budget is not finalized by July 1st, the District may authorize an exception to the implementation of a plan by October 1st for Payroll Deductions. If an exception is authorized, once Total Compensation has been negotiated, and the revised H&W Balance

has been computed, the Association must provide the above-mentioned methodology for payroll deductions in time to cover any negative balance prior to the end of the fiscal year.

8. The Health and Welfare pool is intended to provide affordable healthcare, including dental and vision, to all eligible unit members and their eligible dependents. Members who choose higher priced plans may incur increased payroll deductions to offset the price of the plan chosen. In addition to any applicable payroll deductions determined in Section 7 of this Article, unit members selecting to participate in an option that exceeds the cost of the Association's selected plan will pay the difference in premiums between the two plans for one-party, two-party and family options, respectively. The Association will annually determine the Association's selected plan and notify the District by August 1<sup>st</sup> if there are any changes from the previous year.
- D. Unit members shall make selections of non-elective coverages and elective coverages on an annual basis. New unit members shall make their selections at the time they are employed. Unit members needing to make changes to any plan are subject to the provisions of the plan and/or health benefit program.
- E. Unit members who select elective coverages, i.e., supplemental life insurance, shall authorize payroll deductions to cover all such costs.
- F. If a unit member does not elect to participate in any plans (i.e. medical, dental, vision or life insurance) provided by the District; or, if a member participates only in a portion of the plans provided by the District, the unit member will relinquish any claim for any unused amount of the negotiated Health and Welfare contribution to the Health and Welfare pool. This provision does not apply to those individuals receiving cash-in-lieu of medical benefits in section C.6 above.
- G. The unit member bears the responsibility for meeting all requirements for the eligibility in any plans provided by the District and for properly completing enrollment and/or application forms.
- H. Family Medical Leave

Health insurance coverage shall be maintained and paid for by the District for the duration of the leave not to exceed twelve (12) work weeks in a twelve (12) month period. The District may recover the premium paid for the unit member during the leave if the unit member fails to return from leave after the period of leave has expired for a reason other than the continuation, recurrence, or onset of a serious health condition that entitles the unit member to leave or other circumstances beyond the control of the unit member.

- I. Prior to July 1, 2017, unit members, who retire at 60 years of age with a minimum of 25 years of full-time equivalent service in the District and are not eligible for Medicare, shall be entitled to health and welfare benefits to the member's Medicare eligibility age of four-

thousand dollars (\$4,000) maximum per fiscal year. Beginning July 1, 2017, unit members, who retire at 60 years of age or older with a minimum of 20 years of full-time equivalent service in the District and are not eligible for Medicare, shall be entitled to health and welfare benefits to the member's Medicare eligibility age of six-thousand dollars (\$6,000) maximum per fiscal year. Health and welfare benefits include medical, dental, vision, and life insurance, which are equal to the benefit programs provided to active unit members, subject to insurance carrier requirements. The District contribution of four-thousand dollars (\$4,000) can be used to cover benefits for the unit member's eligible dependents and spouse if the unit member had been married to the spouse a minimum of ten (10) years prior to the effective date of the retirement. The unit member shall pay for the benefits above the maximum subject to insurance carrier requirements. If the unit member receiving this benefit dies before their Medicare eligibility age, the unit member's spouse may continue to use the benefit only until the unit member would have attained their Medicare eligibility age.

1. Except for the provision noted in Section I of this Article, a unit member who retired prior to July 1, 2017 shall be entitled to the District's contribution up to two-thousand two-hundred dollars (\$2,200); except for the provision noted in Section I of this Article, a unit member who retires on or after July 1, 2017 shall be entitled to the District's contribution up to three-thousand three-hundred dollars (\$3,300) under the following conditions:
    - a. The retiring unit member is fifty (50) years old or older and has eight (8) years of full-time equivalent service to the District shall receive this contribution for five (5) years.
    - b. The retiring unit member is fifty (50) years old or older and has nine (9) years of full-time equivalent service to the District shall receive this contribution for ten (10) years.
    - c. The retiring unit member is fifty (50) years old or older and has ten (10) years of full-time equivalent service to the District shall receive this contribution for life.
  2. Except for the provision noted in Section 1 of this Article, a surviving spouse (as defined in Section I) and/or eligible dependent(s) shall continue to receive the benefit as defined in I.1 above for three (3) months after the death of the unit member.
- J. For retirees who relocate outside of the State of California, or a location within California not in the service area, the retired unit member may purchase insurance benefits from a provider other than the District's. Retired unit members exercising this option must submit proof of insurance and proof of premium payment for reimbursement as determined by the District. The retiree shall be responsible to pay the cost of the insurance benefits over and above the District's contribution.
- K. A unit member must be disabled as defined in the District's disability insurance policy for a period of not less than one-hundred-twenty (120) days before becoming eligible for disability insurance benefits.
- L. The District will not act as a claims processing agent for any fringe benefit program.

## ARTICLE 22: VACATION, HOLIDAYS, ABSENCES AND LEAVES

- A. All annual vacation credits used in this section have been expressed in terms of the allowance for a full-time unit member. Unit members working less than full-time will receive prorated credit based on the allowance listed.
- B. All unit members will accrue vacation leave at the following rate for continuous service performed each calendar year or fraction thereof:

Years of Service	Days of Vacation
0-1	10
2-5	12
6-10	15
11-16	18
17+	22

Upon request and with the approval of the unit member's supervisor and the CHRO, unit members with less than six months of service may be advanced accrued vacation leave prior to achieving regular status. If employment terminates prior to six months service, all vacation salary so advanced will be deducted from payments due the unit member.

- C. The annual calculation of vacation credit will be made by computing the completed years of service up to June 30<sup>th</sup> for any year.
- D. Vacation time must be taken during the fiscal year in which it is earned or the year immediately following the fiscal year in which it was earned. Exceptions to this rule may be granted by the District upon written request and for compelling reasons.
- E. Unused vacation, up to a maximum of fifteen (15) days per fiscal year, may be exchanged for cash compensation no more than four times per fiscal year. Requests received by the timesheet deadline, which can be found on the Payroll website, shall be paid on the 10<sup>th</sup> of the month.
- F. No vacation leave may be used before it has been accrued. Upon request, and at the convenience of the District, a request for advanced vacation leave in special circumstances may be considered with the approval of the unit member's supervisor and the CHRO. If employment terminates prior to the accrual of the amount of vacation leave so advanced, the amount of vacation salary advanced in excess of that accrued at the time of termination shall be deducted from payments due the unit member.
- G. Vacations will be pre-approved by the designated supervisor according to the needs of the District. Consideration will be given to unit member vacation scheduling requests and will not be unreasonably denied. If there is a conflict in vacation scheduling between unit members, the conflict will be resolved in favor of the unit member who has submitted the vacation request first. If unit members submit vacation requests on the same day, the

senior unit member's request will take precedence over the request of the junior unit member.

- H. Unit members will make every effort to submit vacation requests no later than ten (10) working days prior to the start of the proposed vacation. Supervisors will make every effort to respond to vacation requests within five (5) working days.
- I. If a unit member's scheduled vacation is canceled by the District, and the unit member cannot utilize that vacation leave during the year, the amount of vacation leave canceled may be accumulated for use in the following year.
- J. Unit members terminating employment with accrued vacation leave will be paid the hourly equivalent of their salaries for each hour of earned vacation based on the pay rate in effect for the unit member on the last day actually worked. Unit members who terminate employment with less than six (6) months continuous service are not eligible to be paid for accrued vacation.
- K. Unit members may be permitted to interrupt or terminate vacation leave in order to begin another type of paid leave provided by this agreement without a return to active service provided the unit member supplies notice and supporting information regarding the basis for such interruption or termination.

## HOLIDAYS

- A. Unit members are 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 Year's Day, Martin Luther King's Birthday, Lincoln's Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving holidays (2 days), day before Christmas, Christmas Day, day after Christmas, day before New Year's Day, and Admissions Day, which is to be used with the winter holidays. Unit members working less than full-time will receive prorated holiday time based on the FTE of their assignment (Appendix I).
- B. Unit members shall be granted one (1) discretionary day, prorated based on the percentage of their assignment, to be used during the winter holiday break. The use of this discretionary day shall not result in any increase in the number of holidays taken at any time outside the winter holiday break.
- C. Unit members shall be granted two (2) days of discretionary leave, prorated based on the percentage of their assignment, up to a maximum of sixteen (16) hours to be used during the fiscal year. These two (2) discretionary days will be subject to the approval of the supervisor.
- D. Beginning 2015-16, unit members shall be granted one (1) additional day worth of compensatory leave in lieu of Cesar Chavez Holiday, prorated based on the percentage of

their assignment, up to a maximum of eight (8) hours. This compensatory leave will not be subject to supervisor approval, however it will be submitted through the online leave system with as much advance notice as possible.

- E. Beginning 2018-2019, the Cesar Chavez Holiday leave, prorated based on the percentage of their assignment, up to a maximum of eight (8) hours, shall be added to the unit member's vacation leave balance, in July of each year and shall reference the Cesar Chavez Holiday. At the conclusion of the June 2018 payroll, any balance in the unit member's existing Cesar Chavez leave type shall be transferred to the unit member's vacation leave type. This leave shall be subject to the pre-approval process for vacation leave in Vacation Section G of this article.
- F. Unit members may use three (3) days of personal-necessity leave when the District is closed during the annual winter vacation period. Unit members wishing to utilize personal-necessity leave days in such a manner must advise the District of their intentions in accordance with payroll deadlines.
- G. The annual schedule of holidays shall be updated in June of each year. The scheduling shall be the prerogative of management.
- H. When unit members are required to work on any of the holidays in *Holidays Section A.* above, they shall be compensated at the rate of time and one-half of their regular rate of pay or given compensatory time off for such work in addition to the regular pay received for the holiday.
- I. When unit members are required to work a work week other than Monday through Friday and, as a result thereof, would lose a holiday to which they would otherwise be entitled, the unit member shall adjust their current workweek to include the holiday.
- J. Unit members who work a modified work schedule, with the exception of the summer modified schedule, and that schedule falls on a holiday, will have the choice of either changing their working hours to a five-day, eight-hour work schedule or receiving eight hours holiday pay and submitting a leave request for the remaining hours as vacation, dock time, compensatory time, or discretionary time off. This leave will not be subject to supervisor approval, however it will be submitted through the online leave system with as much advance notice as possible. Permanent part-time unit members will have the choice, with supervisor approval (not to be unreasonably withheld), of changing their work hours/days to meet their weekly prorated assignment, or receive their prorated holiday hours and apply vacation, compensatory time, discretionary time or dock time (if all other leaves have been exhausted) if the prorated holiday hours are less than the number of hours the employee is scheduled to work (see Appendix I for more information).

## ABSENCES AND LEAVES

### A. Absence

#### 1. Verification of Absence

- a) Unit members will verify every absence. Upon return from an absence, the unit member will complete a leave request. A statement of release from a licensed health care provider (HCP)<sup>1</sup> may be required by the District if the absence extends beyond three (3) days.
- b) A statement of release from a licensed HCP will be required after five (5) consecutive days of absence for illness.

#### 2. Reporting of Absence

- a) Each absence will be reported to the designated supervisor not later than one hour after the usual reporting time unless unusual circumstances exist. Unit members will keep their supervisors informed of the date of their expected return to duty.

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<sup>1</sup> Per CFR 29 § 825.125 Definition of health care provider.

(a) The Act defines health care provider as:

- (1) A doctor of medicine or osteopathy who is authorized to practice medicine or surgery (as appropriate) by the State in which the doctor practices; or
- (2) Any other person determined by the Secretary to be capable of providing health care services.

(b) Others capable of providing health care services include only:

- (1) Podiatrists, dentists, clinical psychologists, optometrists, and chiropractors (limited to treatment consisting of manual manipulation of the spine to correct a subluxation as demonstrated by X-ray to exist) authorized to practice in the State and performing within the scope of their practice as defined under State law;
- (2) Nurse practitioners, nurse-midwives, clinical social workers and physician assistants who are authorized to practice under State law and who are performing within the scope of their practice as defined under State law;
- (3) Christian Science Practitioners listed with the First Church of Christ, Scientist in Boston, Massachusetts. Where an employee or family member is receiving treatment from a Christian Science practitioner, an employee may not object to any requirement from an employer that the employee or family member submit to examination (though not treatment) to obtain a second or third certification from a health care provider other than a Christian Science practitioner except as otherwise provided under applicable State or local law or collective bargaining agreement;
- (4) Any health care provider from whom an employer or the employer's group health plan's benefits manager will accept certification of the existence of a serious health condition to substantiate a claim for benefits; and
- (5) A health care provider listed above who practices in a country other than the United States, who is authorized to practice in accordance with the law of that country, and who is performing within the scope of his or her practice as defined under such law.

(c) The phrase authorized to practice in the State as used in this section means that the provider must be authorized to diagnose and treat physical or mental health conditions.

## B. Illness or Injury Leave

1. Unit members employed forty (40) hours per week by the District will be entitled to twelve (12) days sick leave for illness or injury with full pay, for a full fiscal year of service. Such leave will be credited annually at the beginning of the fiscal year.
2. Unit members employed forty (40) hours per week, who are employed for less than a full fiscal year, are entitled to such proportion of twelve (12) days sick leave for illness or injury with pay as the number of months they are employed bears to twelve.
3. Unit members employed less than forty (40) hours per week will be entitled, for a full fiscal year of service, to such proportion of twelve (12) days sick leave for illness or injury with pay as the number of hours they are employed bears to forty hours.
4. Credit for sick leave for illness or injury need not be accrued prior to taking such leave by the unit member, except that a new unit member of the District will not be eligible to take more than six (6) days sick leave until the first day of the calendar month after completion of six (6) months of service with the District.
5. Unused sick leave is cumulative from year to year without limitation.
6. Unused sick leave will not be paid for upon separation from employment. However, such leave may be accepted by another public employment agency.
7. Sick leave may be drawn upon for medical or dental appointments which cannot be scheduled on off-duty hours. Verification of such appointments shall be submitted to the designated supervisor via an absence leave request form.

## C. Extended Illness Leave

1. Unit members who are absent from work due to illness or injury will receive 100 days of extended illness leave (50% pay) per fiscal year after the exhaustion of accrued sick leave provided under section B above. If there is no current or accumulated sick leave, extended illness leave shall be counted from the first day of absence from work.
  - a. Extended illness benefits will be applied upon the effective date of illness or injury as noted in a statement from a licensed HCP indicating an illness or injury in excess of five (5) working days. The statement from the HCP must indicate the anticipated length of time of the absence and anticipated date of return to work. A release to return to work from an HCP is required prior to the unit member's return to work.
2. In order to reach 100% of salary, unit members may use accrued vacation leave, accumulated discretionary leave, and/or accumulated compensatory time. Extended illness leave is exclusive of holidays, vacation or compensatory time-off to which the unit member is entitled. Unused extended illness leave is not cumulative from year to



year. Unused extended illness leave will not be paid for upon separation from employment.

3. Following the 100-day extended illness leave described above, unit members may elect to utilize any remaining accrued vacation leave, accumulated sick leave, and/or accumulated compensatory time.
4. Unit members who have exhausted all of the benefits indicated above may submit a written request to the District for unpaid illness leave. The request shall indicate the period for which leave is requested, the nature of the unit member's condition, and the date of anticipated return to duty.
5. Unpaid illness leave may be granted upon recommendation by the unit member's immediate supervisor, administrative division head and with the approval by the District for a period not to exceed six (6) months from the date on which the unit member's paid leave resources were exhausted. The Board of Trustees may renew the leave of absence, paid or unpaid, for two (2) additional six-month periods.
6. Vacation, sick or other leave shall not be earned for any period during which a unit member is on an unpaid illness leave. Such leave shall not, however, be considered an interruption in years of service.
7. When unpaid illness leave is granted, the unit member may request to return to work at any time prior to the expiration of the leave. Prior to returning to work, a statement by the unit member's licensed HCP indicating the unit member's fitness to resume performance of regular duties shall be furnished to the District.
8. When a request for unpaid illness leave is not granted or when a unit member is not able to return to work upon the expiration of any unpaid illness leave, the unit member shall be separated from service to the District as follows:
  - a. Unit members shall be placed on the reemployment list for a period of thirty-nine (39) months. A unit member who has been placed on a reemployment list and who has been medically released for return to duty and who fails to accept an appropriate assignment shall be dismissed.
  - b. Probationary unit members shall be permitted to apply for any position for which they may be qualified but without reemployment preference benefits.

#### D. Bereavement Leave

1. Unit members are eligible for bereavement leave with pay in the event of the death of any member of a unit member's family or any non-relative of the unit member living in the immediate household. Such leave shall be limited to five (5) days per incident to a maximum of ten (10) days per fiscal year. If there is an additional need beyond the

maximum noted above, an employee may use Personal Necessity Leave or supervisor-approved vacation.

2. The District's CHRO reserves the right to require reasonable proof supporting the need for bereavement leave. If the provided proof is deemed insufficient, the District and Association will meet to discuss further, if necessary.

#### E. Personal Necessity Leave

1. Days of absence for illness or injury earned pursuant to Article 22.B may be used at the unit member's own discretion for personal necessity reasons, including the following.
  - a) Death of an immediate family member as defined in Article 22.D when additional leave is required beyond that provided in Article 22.D.
  - b) Accidents involving the unit member's own property or the person or property of a unit member's immediate family.
  - c) Appearance in any court or before any administrative tribunal or witness under a subpoena or any order made with jurisdiction.
  - d) For use during winter holiday period and mandatory summer modified workweek.
  - e) Personal business (not involving employment or professional duties outside this agreement from which it is intended, or usual, that income be derived) which, by its nature, cannot be conducted before or after the working day.
  - f) Birth or adoption of a child by a unit member: per AB 1606 Baby Bonding leave allows a maximum of 30 days of personal necessity leave due to the birth or adoption of a child, which must be taken within the first year of the child's birth or adoption.
  - g) Birth, adoption or becoming the legal guardian of a child for a unit member who is a guardian, or grandparent of the child.
  - h) Under no circumstances shall personal necessity leave be used for the purposes of extending a holiday or vacation period.
2. After returning from personal necessity leave, the unit member shall complete and submit a form furnished by the District containing the dates involved. The unit member's signature shall signify that the activity was in line with the purpose of this article.

3. No earned leave in excess of twelve (12) days (per Ed Code §88207) may be used in any academic year for the purpose enumerated in this article, except for section E.1.f above. Personal necessity leave shall be deducted from sick leave earned under the provisions of Article 22.B.

#### F. Classified Sick Leave Pool

The District shall establish an annual, non-cumulative pool equivalent to one (1) day of leave for each unit member within the bargaining unit. Leave days may be utilized from this pool for a unit member who is on a long-term illness or accident leave, excluding worker's compensation leaves. A committee composed of three (3) representatives selected by the District and three (3) representatives selected by the Association shall determine who should be allowed to use days from the pool. The committee shall recommend rules and regulations for the administration of the pool.

#### G. Family Leave

1. The District shall comply with the provisions of the California Family Rights Act (CFRA), California Pregnancy Disability Leave (PDL), and the Federal Family and Medical Leave Act (FMLA). All CFRA, PDL and/or FMLA qualified medical leaves shall run concurrently with any family and medical leave taken. A unit member who has been employed at least twelve (12) months and has worked at least 1,250 hours during the twelve (12) month period immediately preceding the commencement of the leave and who is eligible for other employee-provided benefits will be granted, upon request, an unpaid family care leave up to a total of twelve (12) work weeks in any twelve (12) month period pursuant to the requirement of this article. Additional information about eligibility and benefits can be found at the following websites:
  - California Family Rights Act can be found at:  
[https://leginfo.legislature.ca.gov/faces/codes\\_displaySection.xhtml?lawCode=GOV&sectionNum=12945.2](https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=GOV&sectionNum=12945.2)
  - California Pregnancy Disability Leave can be found at:  
<https://www.dfeh.ca.gov/resources/frequently-asked-questions/employment-faqs/pregnancy-disability-leave-faqs/>
  - Federal Family and Medical Leave Act can be found at:  
<http://www.dol.gov/dol/topic/benefits-leave/fmla.htm>
2. For purposes of this article, at a minimum, the term “family leave” means: (1) leave for reasons of the birth of a child of the unit member, the placement of a child with a unit member in connection with an adoption of the child by the unit member, foster care of the child by the unit member, or the serious illness of a child of the unit member; or (2) leave to care for a parent or spouse of the unit member who has a serious health condition, or (3) leave for a unit member unable to perform the function

of the position of that unit member except for leave taken for disability on account of pregnancy, childbirth, or related medical conditions. For more information on other leaves which unit members may be eligible, please see the websites listed above.

3. A unit member may elect to use accrued vacation or other appropriate paid leave during the above family leaves. When available accrued vacation or other appropriate leave is exhausted, the balance of the leave is unpaid.
4. Leave under this article shall not constitute a break in service.

#### H. Maternity Leave

1. Maternity leave shall be granted subject to the District receiving a request for maternity leave accompanied by a statement from the unit member's licensed HCP which states the estimated date on which the leave shall commence, the estimated length of leave of absence, and the estimated date on which the unit member will resume duties.
2. Maternity leave shall commence at such time as the unit member's licensed HCP certifies that the unit member's physical condition renders her unable to continue to provide regular service to the District. The District agrees to pay eligible unit members six (6) weeks of paid Maternity Leave, inclusive of Board approved holidays. Benefits will be prorated for permanent part-time unit members. If the employee is still medically unable to return to work after the six (6) weeks have expired, they may use their accrued sick leave. Should the employee's sick leave be exhausted and the employee is still medically unable to return to work, extended illness leave will be applied as set forth in Article 22C. The unit member may return to work after the birth of the child provided that the licensed HCP certifies that her postnatal condition is satisfactory.
3. Unit members who have exhausted their Sick Leave days while on maternity leave will be given five (5) days of sick leave upon their return to work. The District will not require unit members to exhaust Vacation Leave or Comp Time (only their Sick Leave balance) to obtain the five (5) days. The five (5) days do not carry forward into the next fiscal year.

#### I. Industrial Accident Leave

A unit member shall be provided a leave of absence for industrial accident or occupational illness under the following rules and regulations:

- a. The industrial accident or occupational illness must have arisen out of and have been in the course of employment of the unit member and must be accepted as a bona fide injury or illness arising out of and in the course of employment by the District's worker's compensation insurance carrier.

- b. A unit member who has sustained a job-related injury or illness shall report the injury or illness to the immediate supervisor on the District accident form no later than the next scheduled workday or as soon as possible thereafter.
- c. Allowable leave for each industrial accident or illness will be for the number of days of temporary disability but not to exceed sixty (60) days when the unit member would otherwise have been performing work for the District in any one fiscal year.
- d. Allowable leave for industrial accident or occupational illness shall not be accumulated from year to year.
- e. The industrial accident or occupational illness leave under these rules and regulations shall commence on the first day of absence.
- f. Payment for wages lost on any days shall not, when added to an award granted the unit member under the workers compensation laws of this State, exceed the normal wages for the day.
- g. Industrial accident or occupational illness leave shall be reduced by one day for each day of authorized absence regardless of temporary disability indemnity award.
- h. When an industrial accident or occupational illness leave overlaps into the next fiscal year, the unit member shall be entitled to only the amount of unused leave due him/her for the same illness or injury.
- i. During any paid leave of absence for industrial accident or occupational illness the District receives temporary disability indemnity checks for the unit member. The District, in turn, shall issue the unit member's salary warrant and shall deduct normal retirement and other authorized contributions.
- j. The benefits provided by these rules and regulations shall be applicable to all classified unit members who are a part of the classified service immediately upon the completion of one consecutive year of service with the District.
- k. Any unit member receiving benefits as a result of these rules and regulations shall, during the period of injury or illness, remain within the State of California unless the Board of Trustees authorized travel outside the State.
- l. Upon termination of the industrial accident or occupational illness leave, the unit member shall be entitled to the benefits provided for sick leave (Education Code Section 88191) and the unit member's absence for such purpose shall commence on the date of the termination of the industrial accident or occupational illness

leave. If the unit member continues to receive temporary indemnity, the unit member may elect to take as much of accumulated sick leave which when added to his/her temporary disability indemnity will result in payment to the unit member of not more than the unit member's full salary.

- m. If the unit member is not medically able to assume the duties of the position when all available leaves of absence, paid or unpaid, have been exhausted, the unit member shall be placed in another position or be placed on a reemployment list for a period of thirty-nine (39) months. During the 39-month period, the recuperated unit member shall be employed in a vacant position in the class of the unit member's previous assignment over all other available candidates except for a reemployment list established because of lack of work or lack of funds, in which case the unit member shall be listed in accordance with appropriate seniority.
- n. A unit member who has been placed on a reemployment list, as provided herein, who has been medically released for return to duty and who fails to accept an appropriate assignment shall be dismissed.

#### J. Court Appearance Leave

- 1. A unit member ordered to appear in court (personal necessity excluded) will receive full salary for the time the unit member is ordered to appear in court, subject to the limits contained in sections 2 and 3 below.
- 2. A unit member who appears in court as a litigant on personal business will not be paid unless he/she elects to draw upon any unused portion of the twelve (12) days of annual personal necessity leave.
- 3. Judicial and official appearance leave shall be granted if the unit member is required to appear during unit member's regularly scheduled work day for purposes of jury duty or as a subpoenaed witness in court other than as a litigant or to respond to an official order from another government agency for reasons not brought through the initiation, connivance or misconduct of the unit member.

#### K. Military Leave

Military leave of absence will be granted as required by law. Such leave must be verified by a copy of the military orders requiring military duty.

#### L. Unpaid Leave

- 1. Whenever a unit member is absent for personal benefit, deduction in pay will be made for each full day's absence. Deduction in pay for fractional days will be prorated according to the number of hours absent. Advance approval of such absence shall be secured from the designated supervisor prior to the period of absence.

2. Per PERS regulations during a period of unpaid leave, unit members are not earning service year credit from PERS (excluding FMLA leave).

M. Conference Leave

The District may authorize absences for unit members to attend conferences. Such absences will be treated as leave with pay.

N. Catastrophic Leave

The District defines and makes available Catastrophic Leave. For details, refer to District Board Policy BP 7345 and Administrative Procedure AP 7345 (Appendix E).

## ARTICLE 23: MILEAGE

- A. Any unit member requested to use a private vehicle for District business shall be reimbursed for mileage at the established IRS rate for all miles driven on behalf of the District. Reimbursement for such mileage related to conference/training travel is subject to the regular travel authorization process.



## ARTICLE 24: PARKING

- A. The District agrees to pay the parking fee for one vehicle for each unit member.
  - 1. Unit members who repeatedly lose their parking permits will be charged for replacements. Repeated losses (more than one) will result in the unit member being charged the current parking fee for a semester permit.

## ARTICLE 25: SEVERABILITY AND SAVINGS

- A. During the life of this agreement, should any article, section, or clause of this agreement be declared illegal by a court of competent jurisdiction, said part or portion, as the case may be, shall be immediately deleted from this agreement. Such invalidation of a part or portion of this agreement shall not invalidate any remaining portions of this agreement which shall continue in full force and effect.
- B. During the life of this agreement, should any article, section, or clause of this agreement be declared illegal by a court of competent jurisdiction, the parties agree to meet and negotiate, upon request, within thirty (30) days after such determination for the purpose of arriving at a mutually satisfactory replacement for such article, section, or clause. In the event the parties are unable to reach agreement on a satisfactory replacement for such article, section or clause within thirty (30) days after negotiations commence, the issue shall be remanded to the provisions of Article VIII of Chapter 10.7, commencing with section 3540 of the Government Code.

## ARTICLE 26: CONTRACT PRINTING

- A. The District shall prepare and deliver one copy of this agreement to each unit member during the term of the agreement. The District shall distribute the initial copies of the contract within sixty (60) days of the approval of the Agreement. The District shall maintain a current copy of the Agreement on-line.

## ARTICLE 27: RECLASSIFICATION, WORKING OUT OF CLASSIFICATION

### A. Purpose

1. The purpose of a reclassification is to recognize that duties and responsibilities have changed over time and to give supervisors an opportunity to change the positions for which they are responsible to reflect current job conditions.
2. Reclassifications should be initiated only when there is a permanent change in duties and responsibilities; temporary changes are accommodated by working a unit member out of class, in accordance with Article 8, Section A. A change in tools or technology or an increase in the volume of work should not, in themselves, be the basis of a reclassification.
3. To be reclassified unit members must have permanent status. Positions which have been in existence for less than one year are not eligible for reclassification.
4. A position may only be reclassified every two (2) years (per Education Code 88104).

### B. Definition

1. Reclassification is the process of determining through job analysis whether the current job classification, as evidenced in the job description, matches the duties and responsibilities of the position. Reclassification may be required as the result of a gradual change in the assigned duties.
2. Reclassifications can be either District-initiated or initiated by the unit member.
  - a. For unit member initiated reclassification, the unit member must have been performing the out of classification duties for a minimum of six (6) months prior to April 1<sup>st</sup> or October 1<sup>st</sup> dependent upon the reclassification submittal date in section C.4.b of this article.
  - b. For management initiated reclassifications, the unit member will not have the same six (6) month waiting period, as referenced in 2.a above. Upon completion of the District's review and decision to proceed with the reclassification, the District shall notify the Association. The Association shall review the District's analysis and proposal, and shall be consulted with regard to the findings prior to any implementation of the reclassification.
  - c. A District initiated reclassification shall require agreement between the unit member and the supervisor which will include the salary range and a job description signed by both parties.

### C. Employee-Initiated Reclassification Process

1. In the event a unit member believes that he or she is performing duties that are not consistent with the unit member's job description, unit members may submit a request for reclassification.
2. The unit member is encouraged to discuss the need for a reclassification with his/her supervisor. Should the supervisor determine that the reclassification is warranted, the supervisor may opt to initiate a reclassification review process as outlined in Section B.2.b. above.
3. Should the supervisor opt not to submit the reclassification request as stated in Section B.2.b, the supervisor shall so advise the unit member. The unit member may still submit the request to the Classified Review Committee. Supervisors are expected to provide advice and guidance with respect to the process below.
4. The following timelines will apply to the submission of the reclassification questionnaire:
  - a. The reclassification questionnaire will be made available on the intranet and in Appendix H of this agreement.
  - b. Any request for reclassification must be submitted between the application windows of August 1<sup>st</sup> and October 1<sup>st</sup> or February 1<sup>st</sup> and April 1<sup>st</sup> for consideration that fiscal year. Approved reclassifications will become effective July 1<sup>st</sup> for submissions received by April 1<sup>st</sup> or January 1<sup>st</sup> for submissions received by October 1<sup>st</sup>. Although the timeline for final submittal shall be strictly adhered to, the unit member may begin, if desired, the writing and processing of their request prior to those dates to assure compliance with the management review timelines noted in Sections 4.c. and 4.d. below.
  - c. Per the directions stated on the reclassification questionnaire, the unit member will submit their completed reclassification request form to their immediate supervisor and allow ten (10) working days for them to respond.
  - d. The supervisor will forward the completed and signed reclassification questionnaire to the appropriate Executive Cabinet level administrator and allow ten (10) working days for them to respond. The Executive Cabinet administrator will return the completed and signed questionnaire to the unit member no later than 3:00 p.m. on the 10<sup>th</sup> working day after receipt.
  - e. If the unit member fails to allow for the review time periods listed in 4.c. and 4.d. and the result is a late submission of the reclassification questionnaire, the submission will be deemed late and will not be accepted.

- f. Any reclassification questionnaires received after 4:00 p.m. on the first business day of April and October will be deemed late and will not be accepted.
  - g. The Reclassification Committee shall respond to all reclassification requests by the opening date of the next reclassification window, either August 1<sup>st</sup> or February 1<sup>st</sup>. The District shall provide regular status reports to unit members who applied for reclassification.
5. All approved reclassifications shall receive up to six (6) months retroactive temporary out of classification pay from the date of board approval.

Example:

Application Window	Application Due	Board Approval	Retroactive Temporary Out of Classification Pay	Reclassification Effective
02/01-04/01	04/01	08/15	02/15-06/30	07/01
08/01-10/01	10/01	02/15	08/15-12/31	01/01

#### D. Classification Review Committee

A Reclassification Committee shall be established and shall meet twice each year. The committee shall consist of four (4) members; the CSEA Labor Relations Representative, the Association President or their designee, the Vice President of Human Resources and their designee.

1. With guidance from Human Resources the Committee will conduct classification reviews, including an analysis of job descriptions, salary surveys or benchmarks, and internal and external parity, and will formulate recommendations where appropriate. The committee will determine the salary placement and approve the final job description.
2. The Committee will present the reclassification proposals to the unit member's supervisor, Executive Cabinet, and the Chancellor.
3. If the reclassification is approved, Human Resources will prepare the Board agenda item for the Board of Trustees and notify unit members of the reclassification decision.
4. If the Board approves the reclassification, Human Resources will prepare a Personnel Action Request form for each position, along with the updated job description. The updated job description will be sent to the unit member and placed in their personnel file.

#### E. Reclassification Implementation: Salary Step Calculation, Placement and Advancement, Evaluations and Employment Dates

1. Any unit member who is reclassified will be placed at the lowest classification step which provides an increase of, at a minimum, as close to five percent (5%) as possible, but not less than four percent (4%). When the unit member's salary step advancement date and the effective date of the reclassification coincide, the salary step advancement increment shall be applied before the reclassification computation is made.
2. Any unit member who is reclassified and placed on Steps 1-6 of the new salary range will retain their salary step advancement date which was in effect prior to the reclassification.

Example A:

Range 20, Step 6

Next salary step advancement date is 10/1/2013

Reclassified to Range 25, Step 4 on 7/1/2013

Unit member will advance to Range 25, Step 5 on 10/1/2013

3. Any unit member who, prior to reclassification, is on Step 7, 8, 9, 10 or 11 and is reclassified and placed on the corresponding Step 7, 8, 9, 10 or 11 of the new salary range will retain their salary step advancement date which was in effect prior to the reclassification.

Example B:

Range 20, Step 7

Next salary step advancement date is 2/1/2015

Reclassified to Range 22, Step 7 on 7/1/2013

Unit member will advance to Range 22, Step 8 on 2/1/2015.

4. Any unit member who is reclassified and placed on Step 7, 8, 9, 10 or 11 of the new salary range and was not on the same step prior to the reclassification will retain their months served from the salary range and step prior to the reclassification and shall only be applied towards the initial salary step advancement on the new salary range. The unit member's salary step advancement month does not change. Unit member must meet the appropriate time duration on the new salary range and step per Article 19: Wages, Section C in order to advance to the subsequent step.

Example C:

Range 26, Step 10

Unit member has served forty (40) months and next salary step advancement date is 3/1/2014 due to 4-year requirement.

Reclassified to Range 30, Step 8 on 7/1/2013

Unit member will advance to Range 30, Step 9 on 3/1/2014 due to two (2) year requirement; the forty (40) months were retained and applied towards this initial step advancement on the new range.

Example D:

Range 26, Step 9

Unit member has served four (4) months and next salary step advancement date is 2/1/2016 due to three (3) year requirement.

Reclassified to Range 30, Step 7 on 6/1/2013

Unit member will advance to Range 30, Step 8 on 2/1/2015 due to two (2) year requirement the four (4) months were retained and applied towards this initial step advancement on the new range.

Example E:

Range 30, Step 8

Salary step advancement date is 7/1/2013 to Range 30, Step 9 salary step was applied before reclassification per contract; zero (0) months served on this range and step.

Reclassified to Range 36, Step 8 on 7/1/2013

Unit member will advance to Range 36, Step 9 on 7/1/2015 due to two (2) year requirement

5. Reclassification shall not change the unit member's salary step advancement month or evaluation date.

F. Appeal Process

A unit member, the Association, or the District may file an appeal, in writing, within sixty (60) calendar days of the notification of the employee-initiated reclassification or denial of the reclassification decision. An interview with the appropriate parties shall be scheduled with the Reclassification Committee to review the appeal. The Reclassification Committee will review all appeals and respond, in writing, within thirty (30) calendar days of the same year. A negative outcome in no way will affect the unit member's eligibility to apply for a reclassification in the future as long as it complies with A.4. of this article .

- G. The reclassification decision of the District shall not be subject to Article 16 (Grievances), except as provided in Article 2 (Recognition).



## ARTICLE 28: TERM AND EFFECT

- A. This agreement shall be for a three-year duration becoming effective on July 1, 2017 and continuing through June 30, 2020.
- B. This Agreement shall prevail over District policies and procedures and over State laws to the extent permitted by State law. The District and the Association mutually agree to reopen negotiations during the term of this Agreement. For the term of this Agreement, either party may annually reopen negotiations with each party allowed to open one (1) additional Article in addition to the opening of Article 19 (Wages) and Article 21 (District Paid Benefits). Re-openers must be submitted no later than April 30 of each year. Negotiations must begin no later than September 15<sup>th</sup> of each year. The negotiations will utilize interest-based bargaining techniques.
- C. The District and the Association will meet no later than October 31<sup>st</sup> to determine the distribution of that year's total compensation dollars. Any decisions made as a result of said meeting will be retroactive to July 1<sup>st</sup>.
- D. If the parties have not reached an agreement on or before the end of the current Agreement's duration, all provisions of this Agreement shall remain in effect until a new Successor Agreement has been agreed upon.

# APPENDIX A: REPRESENTED SALARY SCHEDULE

SANTA CLARITA COMMUNITY COLLEGE DISTRICT																				
COLLEGE OF THE CANYONS																				
CLASSIFIED REPRESENTED (SALARY SCHEDULE B)																				
2017-18																				

Range 101 through 170 ~ Regular Base with Master's Degree

101	2514	2647	2786	2932	3068	3205	3341	3422	3505	3556	3607	3642	3677	3713	3749	3785	3822	3859	3896	3934
102	2583	2725	2878	3013	3163	3314	3457	3540	3625	3678	3731	3767	3803	3840	3877	3915	3953	3991	4030	4069
103	2649	2813	2963	3128	3283	3433	3595	3682	3771	3826	3882	3920	3958	3996	4035	4074	4113	4153	4193	4234
104	2726	2887	3053	3211	3369	3534	3697	3786	3878	3935	3992	4031	4070	4109	4149	4189	4230	4271	4313	4355
105	2798	2957	3121	3283	3440	3607	3767	3858	3951	4008	4067	4106	4146	4186	4227	4268	4309	4351	4393	4436
106	2878	3041	3205	3369	3532	3692	3852	3945	4041	4100	4160	4200	4241	4282	4324	4366	4408	4451	4494	4538
107	2949	3121	3293	3457	3624	3793	3964	4060	4158	4219	4280	4322	4364	4406	4449	4492	4536	4580	4625	4670
108	3013	3188	3359	3522	3693	3867	4035	4133	4233	4295	4358	4400	4443	4486	4530	4574	4618	4663	4708	4754
109	3093	3268	3447	3624	3803	3986	4165	4266	4370	4434	4499	4543	4587	4632	4677	4723	4769	4815	4862	4909
110	3165	3357	3532	3718	3896	4082	4264	4367	4473	4539	4606	4651	4696	4742	4788	4835	4882	4930	4978	5027
111	3239	3425	3623	3810	4001	4195	4381	4487	4596	4663	4731	4777	4824	4871	4919	4967	5015	5064	5113	5163
112	3315	3502	3693	3888	4080	4267	4457	4565	4676	4745	4815	4862	4909	4957	5005	5054	5103	5153	5203	5254
113	3390	3587	3788	3990	4194	4387	4590	4702	4816	4886	4958	5007	5056	5105	5155	5205	5256	5307	5359	5411
114	3457	3662	3872	4082	4282	4491	4697	4811	4928	5000	5073	5122	5172	5222	5273	5324	5376	5429	5482	5536
115	3532	3738	3936	4143	4346	4551	4753	4869	4988	5061	5135	5185	5236	5287	5339	5391	5444	5497	5551	5605
116	3612	3816	4027	4236	4444	4646	4851	4969	5091	5165	5241	5293	5345	5397	5450	5503	5557	5611	5666	5721
117	3682	3896	4110	4336	4546	4757	4979	5101	5225	5302	5380	5433	5486	5540	5594	5649	5704	5760	5816	5873
118	3749	3978	4197	4417	4638	4859	5083	5207	5334	5412	5491	5545	5599	5654	5709	5765	5821	5878	5936	5994
119	3826	4051	4267	4486	4713	4930	5147	5273	5402	5481	5561	5615	5670	5725	5781	5838	5895	5953	6011	6070
120	3896	4124	4346	4570	4797	5015	5239	5367	5499	5580	5662	5717	5773	5829	5886	5944	6002	6061	6120	6180
121	3978	4200	4437	4658	4891	5116	5346	5477	5611	5693	5777	5834	5891	5949	6007	6066	6125	6185	6246	6307
122	4056	4274	4513	4735	4967	5196	5424	5556	5692	5776	5861	5918	5976	6035	6094	6154	6214	6275	6337	6399
123	4114	4352	4597	4844	5083	5324	5570	5706	5846	5932	6019	6078	6138	6198	6259	6320	6382	6445	6508	6572
124	4195	4441	4685	4932	5176	5423	5668	5807	5949	6036	6125	6185	6246	6307	6369	6431	6494	6558	6622	6687
125	4269	4521	4781	5038	5290	5551	5804	5946	6092	6182	6273	6335	6397	6460	6523	6587	6652	6717	6783	6850
126	4339	4588	4848	5103	5360	5612	5871	6015	6162	6253	6345	6407	6470	6534	6598	6663	6728	6794	6861	6928
127	4412	4672	4932	5194	5454	5710	5975	6121	6271	6363	6457	6520	6584	6649	6714	6780	6847	6915	6983	7052
128	4486	4753	5015	5282	5550	5812	6072	6221	6373	6467	6562	6627	6692	6758	6824	6891	6959	7027	7096	7166
129	4559	4828	5101	5373	5646	5918	6188	6340	6495	6591	6688	6754	6821	6888	6956	7024	7093	7163	7233	7304
130	4639	4912	5176	5449	5710	5979	6249	6402	6559	6656	6754	6821	6888	6956	7024	7093	7163	7233	7304	7376
131	4713	4986	5265	5542	5820	6094	6373	6530	6690	6788	6888	6956	7024	7093	7163	7233	7304	7376	7449	7522
132	4772	5056	5335	5619	5898	6180	6459	6617	6780	6880	6981	7050	7120	7190	7261	7332	7404	7477	7551	7625
133	4857	5139	5423	5706	5983	6270	6549	6710	6875	6976	7079	7149	7219	7290	7362	7434	7507	7581	7656	7731
134	4922	5212	5497	5779	6068	6353	6642	6805	6972	7075	7179	7250	7321	7393	7466	7539	7613	7688	7764	7840
135	5002	5289	5588	5883	6176	6469	6765	6931	7101	7206	7312	7384	7457	7530	7604	7679	7755	7831	7908	7986
136	5078	5387	5676	5977	6275	6575	6872	7041	7214	7320	7428	7501	7575	7650	7725	7801	7878	7956	8034	8113
137	5143	5457	5764	6068	6379	6682	6993	7165	7341	7449	7559	7634	7709	7785	7862	7939	8017	8096	8176	8257
138	5218	5527	5836	6143	6452	6760	7071	7245	7423	7532	7643	7718	7794	7871	7948	8026	8105	8185	8266	8347
139	5290	5607	5922	6239	6557	6868	7183	7360	7541	7652	7765	7842	7919	7997	8076	8156	8236	8317	8399	8482
140	5368	5682	6000	6316	6630	6943	7265	7444	7627	7740	7854	7931	8009	8088	8168	8248	8329	8411	8494	8578
141	5433	5764	6074	6401	6724	7038	7361	7542	7728	7842	7958	8037	8116	8196	8277	8359	8441	8524	8608	8693
142	5516	5843	6164	6490	6812	7141	7465	7649	7837	7953	8070	8149	8229	8310	8392	8475	8559	8643	8728	8814
143	5592	5913	6249	6580	6907	7231	7564	7750	7941	8058	8178	8259	8340	8422	8505	8589	8674	8759	8845	8932
144	5651	5983	6326	6652	6982	7320	7648	7836	8029	8148	8268	8349	8431	8514	8598	8683	8769	8856	8943	9031
145	5731	6069	6406	6749	7085	7425	7758	7949	8145	8266	8388	8471	8555	8639	8724	8810	8897	8985	9074	9163
146	5817	6155	6493	6838	7174	7515	7859	8052	8250	8373	8497	8581	8666	8751	8837	8924	9012	9101	9191	9282
147	5874	6226	6573	6923	7271	7622	7978	8174	8375	8499	8625	8710	8796	8883	8971	9059	9148	9238	9329	9421
148	5958	6302	6652	6988	7339	7687	8034	8232	8435	8560	8687	8773	8859	8946	9034	9123	9213	9304	9396	9489
149	6031	6388	6735	7097	7452	7807	8163	8364	8570	8697	8826	8913	9001	9090	9180	9271	9362	9454	9547	9641
150	6095	6459	6827	7199	7564	7931	8294	8498	8707	8836	8967	9055	9144	9234	9325	9417	9510	9604	9699	9795
151	6177	6543	6907	7268	7632	7992	8357	8563	8774	8904	9036	9125	9215	9306	9398	9491	9585	9680	9776	9873
152	6249	6615	6982	7349	7719	8093	8458	8666	8880	9011	9144	9234	9325	9417	9510	9604	9699	9795	9892	9990
153	6316	6689	7067	7443	7822	8195	8576	8787	9004	9137	9272	9364	9456	9549	9643	9738	9834	9931	10029	10128
154	6399	6776	7157	7538	7917	8294	8681	8895	9114	9249	9386	9479	9573	9667	9762	9858	9955	10053	10152	10252
155	6469	6853	7236	7620	8009	8403	8790	9007	9229	9366	9505	9599	9694	9790	9887	9985	10084	10184	10285	10387
156	6543	6930	7326	7715	8100	8490	8876	9095	9320	9458	9598	9693	9789	9886	9984	10083	10183	10284	10386	10489
157	6615	7014	7401	7798	8185	8584	8976	9197	9424	9563	9705	9801	9898	9996	10095	10195	10296	10398	10501	10605
158	6684	7114	7539	7972	8403	8830	9259	9487	9722	9866	10012	10111	10211	10312	10414	10517	10621	10726	10832	10939
159	6754	7196	7622	8066	8500	8939	9376	9608	9845	9991	10139	10239	10340	10442	10545	10649	10754	10860	10967	11075
160	6837	7277	7719	8164	8598	9045	9479	9713	9953	10100	10250	10351	10453	10556	10660	10765	10871	10978	11087	11197
161	6907	7349	7798	8239	8691	9132	9575	9812	10054	10203	10354	10456	10559	10664	10769	10875	10983	11092	11202	11313
162	6978	7432	7886	8339	8791	9245	9699	9939	10185	10336	10489	10593	10698	10804	10911	11019	11128	11238	11350	11462
163	7046	7511	7973	8436	8895	9359	9822	10064	10313	10466	10621	10726	10832	10939	11047	11156	11266	11377	11490	11604
164	7118	7593	8059	8527	8998	946														

Range 201 through 270 ~ Regular Base with Shift Differential

201	2628	2774	2927	3088	3237	3388	3538	3627	3718	3774	3830	3869	3907	3947	3986	4026	4067	4107	4148	4190
202	2704	2860	3028	3177	3342	3508	3665	3757	3850	3908	3967	4006	4046	4087	4127	4169	4211	4253	4296	4338
203	2776	2957	3122	3303	3474	3639	3817	3913	4011	4071	4133	4175	4216	4258	4301	4344	4387	4431	4475	4520
204	2861	3038	3221	3395	3568	3750	3929	4027	4128	4191	4254	4297	4340	4382	4426	4470	4516	4561	4607	4653
205	2940	3115	3296	3474	3647	3830	4006	4106	4209	4271	4336	4379	4423	4467	4512	4557	4602	4649	4695	4742
206	3028	3208	3388	3568	3748	3924	4100	4202	4308	4373	4439	4483	4528	4573	4619	4665	4711	4759	4806	4854
207	3106	3296	3485	3665	3849	4035	4223	4329	4436	4503	4571	4617	4663	4709	4756	4804	4852	4901	4950	5000
208	3177	3369	3557	3737	3925	4116	4301	4409	4519	4587	4656	4703	4750	4797	4846	4894	4942	4992	5041	5092
209	3265	3457	3654	3849	4046	4247	4444	4555	4670	4740	4811	4860	4908	4958	5007	5058	5108	5159	5211	5262
210	3344	3555	3748	3952	4148	4353	4553	4666	4783	4855	4929	4979	5028	5079	5129	5181	5233	5286	5338	5392
211	3425	3630	3848	4054	4264	4477	4682	4798	4918	4992	5067	5117	5169	5221	5273	5326	5379	5433	5487	5542
212	3509	3715	3925	4139	4351	4566	4765	4884	5006	5082	5159	5211	5262	5315	5368	5422	5476	5531	5586	5642
213	3592	3808	4029	4252	4476	4688	4912	5035	5160	5237	5316	5370	5424	5478	5533	5588	5644	5700	5757	5815
214	3665	3891	4122	4353	4573	4803	5029	5155	5283	5363	5443	5497	5552	5607	5663	5719	5776	5834	5893	5952
215	3748	3974	4192	4420	4643	4869	5091	5218	5349	5430	5511	5566	5622	5678	5735	5793	5851	5909	5969	6028
216	3836	4060	4292	4522	4751	4973	5199	5328	5463	5544	5628	5685	5742	5799	5858	5916	5975	6035	6095	6156
217	3913	4148	4384	4632	4863	5095	5339	5474	5610	5695	5781	5839	5897	5957	6016	6076	6137	6199	6260	6323
218	3986	4238	4479	4721	4964	5207	5454	5590	5730	5816	5903	5962	6021	6082	6142	6204	6266	6328	6392	6456
219	4071	4319	4556	4797	5047	5286	5524	5663	5805	5892	5980	6039	6100	6160	6222	6284	6347	6411	6475	6540
220	4148	4399	4643	4890	5139	5379	5625	5766	5911	6001	6091	6151	6213	6274	6337	6401	6465	6530	6595	6661
221	4238	4483	4743	4986	5243	5490	5743	5887	6035	6125	6217	6280	6343	6406	6470	6535	6600	6666	6733	6800
222	4324	4564	4827	5071	5326	5578	5829	5974	6124	6216	6310	6372	6436	6501	6566	6632	6698	6765	6833	6901
223	4388	4650	4919	5191	5454	5719	5990	6139	6293	6388	6483	6548	6614	6680	6747	6815	6883	6952	7021	7092
224	4477	4748	5016	5288	5556	5828	6097	6250	6406	6502	6600	6666	6733	6800	6868	6937	7006	7076	7147	7218
225	4558	4836	5122	5404	5682	5969	6247	6403	6564	6663	6763	6831	6899	6969	7038	7108	7180	7251	7324	7398
226	4635	4909	5195	5476	5759	6036	6321	6479	6641	6741	6842	6910	6980	7050	7120	7192	7263	7336	7410	7483
227	4716	5002	5288	5576	5862	6144	6435	6596	6761	6862	6965	7035	7105	7176	7248	7321	7394	7469	7544	7620
228	4797	5091	5379	5673	5968	6256	6542	6706	6873	6976	7081	7152	7224	7296	7369	7443	7517	7592	7668	7745
229	4877	5173	5474	5773	6073	6372	6669	6837	7007	7113	7219	7292	7366	7439	7514	7589	7665	7742	7819	7897
230	4965	5266	5566	5865	6144	6439	6736	6905	7077	7184	7292	7366	7439	7514	7589	7665	7742	7819	7897	7976
231	5047	5347	5654	5959	6265	6566	6873	7046	7222	7329	7439	7514	7589	7665	7742	7819	7897	7976	8056	8137
232	5112	5424	5731	6043	6350	6661	6967	7141	7321	7431	7542	7618	7695	7772	7850	7928	8007	8087	8169	8250
233	5205	5515	5828	6139	6444	6760	7066	7244	7425	7536	7649	7726	7803	7882	7961	8040	8120	8202	8284	8367
234	5277	5596	5909	6219	6537	6851	7169	7348	7532	7645	7759	7838	7916	7995	8075	8155	8237	8319	8403	8487
235	5365	5680	6009	6334	6656	6978	7304	7487	7674	7789	7906	7985	8065	8146	8227	8309	8393	8477	8561	8647
236	5448	5788	6106	6437	6765	7095	7422	7608	7798	7915	8033	8114	8195	8278	8360	8444	8528	8614	8700	8787
237	5520	5865	6203	6537	6879	7213	7555	7744	7938	8056	8177	8260	8342	8426	8511	8595	8681	8768	8856	8945
238	5602	5942	6282	6620	6960	7299	7641	7832	8028	8148	8270	8352	8436	8521	8605	8691	8778	8866	8955	9044
239	5682	6030	6377	6725	7075	7417	7764	7959	8158	8280	8404	8489	8573	8659	8746	8834	8922	9011	9101	9193
240	5767	6113	6463	6810	7156	7500	7854	8051	8252	8377	8502	8587	8672	8759	8847	8935	9024	9115	9206	9298
241	5839	6203	6544	6904	7259	7604	7960	8159	8363	8489	8616	8703	8790	8878	8967	9057	9148	9239	9331	9425
242	5930	6290	6643	7002	7356	7718	8074	8276	8483	8611	8740	8826	8914	9004	9094	9185	9277	9370	9463	9558
243	6014	6367	6736	7101	7460	7817	8183	8388	8598	8726	8858	8947	9037	9127	9218	9310	9404	9497	9592	9688
244	6079	6444	6821	7180	7543	7915	8275	8482	8694	8825	8957	9046	9137	9228	9320	9414	9508	9604	9700	9797
245	6167	6538	6909	7286	7656	8030	8396	8606	8822	8955	9089	9181	9273	9365	9459	9554	9649	9746	9844	9942
246	6261	6633	7005	7384	7754	8129	8507	8720	8938	9073	9209	9302	9395	9489	9583	9679	9776	9874	9973	10073
247	6324	6711	7093	7478	7861	8247	8638	8854	9075	9211	9350	9444	9538	9634	9731	9827	9925	10024	10124	10226
248	6416	6795	7180	7549	7935	8318	8700	8918	9141	9279	9418	9513	9607	9703	9800	9898	9997	10097	10198	10300
249	6497	6889	7271	7669	8060	8450	8842	9063	9290	9429	9571	9667	9764	9862	9961	10061	10161	10262	10364	10468
250	6567	6967	7372	7781	8183	8587	8986	9210	9440	9582	9726	9823	9921	10020	10120	10221	10324	10427	10531	10637
251	6657	7060	7460	7857	8258	8654	9055	9282	9514	9657	9802	9900	9999	10099	10200	10303	10406	10511	10616	10723
252	6736	7139	7543	7946	8353	8765	9166	9395	9631	9775	9921	10020	10120	10221	10324	10427	10531	10637	10744	10852
253	6810	7220	7636	8050	8467	8877	9296	9528	9767	9913	10062	10163	10264	10366	10470	10574	10680	10787	10894	11003
254	6901	7316	7735	8154	8571	8986	9412	9647	9888	10036	10187	10289	10393	10496	10601	10706	10813	10921	11030	11140
255	6978	7401	7822	8245	8672	9106	9532	9770	10014	10165	10318	10421	10526	10632	10738	10846	10955	11065	11176	11288
256	7060	7486	7921	8349	8773	9202	9626	9867	10115	10266	10420	10525	10630	10737	10845	10954	11064	11175	11287	11400
257	7139	7578	8004	8440	8866	9305	9736	9979	10229	10382	10538	10644	10750	10858	10967	11077	11188	11300	11414	11528
258	7215	7688	8155	8632	9106	9576	10047	10298	10557	10715	10876	10985	11095	11206	11318	11431	11546	11661	11778	11895
259	7292	7778	8247	8735	9213	9695	10176	10431	10692	10853	11015	11125	11237	11349	11462	11576	11692	11809	11926	12045
260	7383	7867	8353	8843	9320	9812	10289	10547	10811	10973	11138	11249	11361	11474	11589	11704	11821	11938	12058	12179
261	7460	7946	8440	8925	9423	9908	10395	10656	10922	11086	11252	11364	11477	11593	11708	11825	11944	12064	12185	12307
262	7538	8038	8537	9035	9533	10032	10531	10795	11066	11232	11400	11515	11630	11747	11865	11983	12103	12224	12348	12471
263	7613	8125	8633	9142	9647	10157	10667	10933	11207	11375	11546	11661	11778	11895	12014	12134	12255	12377	12502	12627
264	7692	8215	8727																	

Range 301 through 370 ~ Regular Base with **Master's Degree and Shift Differential**

301	2765	2912	3065	3225	3375	3526	3675	3764	3856	3912	3968	4006	4045	4084	4124	4164	4204	4245	4286	4327
302	2841	2998	3166	3314	3479	3645	3803	3894	3988	4046	4104	4144	4183	4224	4265	4307	4348	4390	4433	4476
303	2914	3094	3259	3441	3611	3776	3955	4050	4148	4209	4270	4312	4354	4396	4439	4481	4524	4568	4612	4657
304	2999	3176	3358	3532	3706	3887	4067	4165	4266	4329	4391	4434	4477	4520	4564	4608	4653	4698	4744	4791
305	3078	3253	3433	3611	3784	3968	4144	4244	4346	4409	4474	4517	4561	4605	4650	4695	4740	4786	4832	4880
306	3166	3345	3526	3706	3885	4061	4237	4340	4445	4510	4576	4620	4665	4710	4756	4803	4849	4896	4943	4992
307	3244	3433	3622	3803	3986	4172	4360	4466	4574	4641	4708	4754	4800	4847	4894	4941	4990	5038	5088	5137
308	3314	3507	3695	3874	4062	4254	4439	4546	4656	4725	4794	4840	4887	4935	4983	5031	5080	5129	5179	5229
309	3402	3595	3792	3986	4183	4385	4582	4693	4807	4877	4949	4997	5046	5095	5145	5195	5246	5297	5348	5400
310	3482	3693	3885	4090	4286	4490	4690	4804	4920	4993	5067	5116	5166	5216	5267	5319	5370	5423	5476	5530
311	3563	3768	3985	4191	4401	4615	4819	4936	5056	5129	5204	5255	5306	5358	5411	5464	5517	5570	5624	5679
312	3647	3852	4062	4277	4488	4694	4903	5022	5144	5220	5297	5348	5400	5453	5506	5559	5613	5668	5723	5779
313	3729	3946	4167	4389	4613	4826	5049	5172	5298	5375	5454	5508	5562	5616	5671	5726	5782	5838	5895	5952
314	3803	4028	4259	4490	4710	4940	5167	5292	5421	5500	5580	5634	5689	5744	5800	5856	5914	5972	6030	6090
315	3885	4112	4330	4557	4781	5006	5228	5356	5487	5567	5649	5704	5760	5816	5873	5930	5988	6047	6106	6166
316	3973	4198	4430	4660	4888	5111	5336	5466	5600	5682	5765	5822	5880	5937	5995	6053	6113	6172	6233	6293
317	4050	4286	4521	4770	5001	5233	5477	5611	5748	5832	5918	5976	6035	6094	6153	6214	6274	6336	6398	6460
318	4124	4376	4617	4859	5102	5345	5591	5728	5867	5953	6040	6100	6159	6219	6280	6342	6403	6466	6530	6593
319	4209	4456	4694	4935	5184	5423	5662	5800	5942	6029	6117	6177	6237	6298	6359	6422	6485	6548	6612	6677
320	4286	4536	4781	5027	5277	5517	5763	5904	6049	6138	6228	6289	6350	6412	6475	6538	6602	6667	6732	6798
321	4376	4620	4881	5124	5380	5628	5881	6025	6172	6262	6355	6417	6480	6544	6608	6673	6738	6804	6871	6938
322	4462	4701	4964	5209	5464	5716	5966	6112	6261	6354	6447	6510	6574	6639	6703	6769	6835	6903	6971	7039
323	4525	4787	5057	5328	5591	5856	6127	6277	6431	6525	6621	6686	6752	6818	6885	6952	7020	7090	7159	7229
324	4615	4885	5154	5425	5694	5965	6235	6388	6544	6640	6738	6804	6871	6938	7006	7074	7143	7214	7284	7356
325	4696	4973	5259	5542	5819	6106	6384	6541	6701	6800	6900	6969	7037	7106	7175	7246	7317	7389	7461	7535
326	4773	5047	5333	5613	5896	6173	6458	6617	6778	6878	6980	7048	7117	7187	7258	7329	7401	7473	7547	7621
327	4853	5139	5425	5713	5999	6281	6573	6733	6898	6999	7103	7172	7242	7314	7385	7458	7532	7607	7681	7757
328	4935	5228	5517	5810	6105	6393	6679	6843	7010	7114	7218	7290	7361	7434	7506	7580	7655	7730	7806	7883
329	5015	5311	5611	5910	6211	6510	6807	6974	7145	7250	7357	7429	7503	7577	7652	7726	7802	7879	7956	8034
330	5103	5403	5694	5994	6281	6577	6874	7042	7215	7322	7429	7503	7577	7652	7726	7802	7879	7956	8034	8114
331	5184	5485	5792	6096	6402	6703	7010	7183	7359	7467	7577	7652	7726	7802	7879	7956	8034	8114	8194	8274
332	5249	5562	5869	6181	6488	6798	7105	7279	7458	7568	7679	7755	7832	7909	7987	8065	8144	8225	8306	8388
333	5343	5653	5965	6277	6581	6897	7204	7381	7563	7674	7787	7864	7941	8019	8098	8177	8258	8339	8422	8504
334	5414	5733	6047	6357	6675	6988	7306	7486	7669	7783	7897	7975	8053	8132	8213	8293	8374	8457	8540	8624
335	5502	5818	6147	6471	6794	7116	7442	7624	7811	7927	8043	8122	8203	8283	8364	8447	8531	8614	8699	8785
336	5586	5926	6244	6575	6903	7233	7559	7745	7935	8052	8171	8251	8333	8415	8498	8581	8666	8752	8837	8924
337	5657	6003	6340	6675	7017	7350	7692	7882	8075	8194	8315	8397	8480	8564	8648	8733	8819	8906	8994	9083
338	5740	6080	6420	6757	7097	7436	7778	7970	8165	8285	8407	8490	8573	8658	8743	8829	8916	9004	9093	9182
339	5819	6168	6514	6863	7213	7555	7901	8096	8295	8417	8542	8626	8711	8797	8884	8972	9060	9149	9239	9330
340	5905	6250	6600	6948	7293	7637	7992	8188	8390	8514	8639	8724	8810	8897	8985	9073	9162	9252	9343	9436
341	5976	6340	6681	7041	7396	7742	8097	8296	8501	8626	8754	8841	8928	9016	9105	9195	9285	9376	9469	9562
342	6068	6427	6780	7139	7493	7855	8212	8414	8621	8748	8877	8964	9052	9141	9231	9323	9415	9507	9601	9695
343	6151	6504	6874	7238	7598	7954	8320	8525	8735	8864	8996	9085	9174	9264	9356	9448	9541	9635	9730	9825
344	6216	6581	6959	7317	7680	8052	8413	8620	8832	8963	9095	9184	9274	9365	9458	9551	9646	9742	9837	9934
345	6304	6676	7047	7424	7794	8168	8534	8744	8960	9093	9227	9318	9411	9503	9596	9691	9787	9884	9981	10079
346	6399	6771	7142	7522	7891	8267	8645	8857	9075	9210	9347	9439	9533	9626	9721	9816	9913	10011	10110	10210
347	6461	6849	7230	7615	7998	8384	8776	8991	9213	9349	9488	9581	9676	9771	9868	9965	10063	10162	10262	10363
348	6554	6932	7317	7697	8073	8456	8837	9055	9279	9416	9556	9650	9745	9841	9937	10035	10134	10234	10336	10438
349	6634	7027	7409	7807	8197	8588	8979	9200	9427	9567	9709	9804	9901	9999	10098	10198	10298	10399	10502	10605
350	6705	7105	7510	7919	8320	8724	9123	9348	9578	9720	9864	9961	10058	10157	10258	10359	10461	10564	10669	10775
351	6795	7197	7598	7995	8395	8791	9193	9419	9651	9794	9940	10038	10137	10237	10338	10440	10544	10648	10754	10860
352	6874	7277	7680	8084	8491	8902	9304	9533	9768	9912	10058	10157	10258	10359	10461	10564	10669	10775	10881	10989
353	6948	7358	7774	8187	8604	9015	9434	9666	9904	10051	10199	10300	10402	10504	10607	10712	10817	10924	11032	11141
354	7039	7454	7873	8292	8709	9123	9549	9785	10025	10174	10325	10427	10530	10634	10738	10844	10951	11058	11167	11277
355	7116	7538	7960	8382	8810	9243	9669	9908	10152	10303	10456	10559	10663	10769	10876	10984	11092	11202	11314	11426
356	7197	7623	8059	8487	8910	9339	9764	10005	10252	10404	10558	10662	10768	10875	10982	11091	11201	11312	11425	11538
357	7277	7715	8141	8578	9004	9442	9874	10117	10366	10519	10676	10781	10888	10996	11105	11215	11326	11438	11551	11666
358	7352	7825	8293	8769	9243	9713	10185	10436	10694	10853	11013	11122	11232	11343	11455	11569	11683	11799	11915	12033
359	7429	7916	8384	8873	9350	9833	10314	10569	10830	10990	11153	11263	11374	11486	11600	11714	11829	11946	12064	12183
360	7521	8005	8491	8980	9458	9950	10427	10684	10948	11110	11275	11386	11498	11612	11726	11842	11958	12076	12196	12317
361	7598	8084	8578	9063	9560	10045	10533	10793	11059	11223	11389	11502	11615	11730	11846	11963	12081	12201	12322	12444
362	7676	8175	8675	9173	9670	10170	10669	10933	11204	11370	11538	11652	11768	11884	12002	12121	12241	12362	12485	12608
363	7751	8262	8770	9280	9785	10295	10804	11070	11344	11513	11683	11799	11915	12033	12152	12272	12393	12515	12639	12764
364																				

Range 401 through 470 – Regular Base with Doctorate Degree

401	2639	2772	2911	3057	3193	3330	3466	3547	3630	3681	3732	3767	3802	3838	3874	3910	3947	3984	4021	4059
402	2708	2850	3003	3138	3288	3439	3582	3665	3750	3803	3856	3892	3928	3965	4002	4040	4078	4116	4155	4194
403	2774	2938	3088	3253	3408	3558	3720	3807	3896	3951	4007	4045	4083	4121	4160	4199	4238	4278	4318	4359
404	2851	3012	3178	3336	3494	3659	3822	3911	4003	4060	4117	4156	4195	4234	4274	4314	4355	4396	4438	4480
405	2923	3082	3246	3408	3565	3732	3892	3983	4076	4133	4192	4231	4271	4311	4352	4393	4434	4476	4518	4561
406	3003	3166	3330	3494	3657	3817	3977	4070	4166	4225	4285	4325	4366	4407	4449	4491	4533	4576	4619	4663
407	3074	3246	3418	3582	3749	3918	4089	4185	4283	4344	4405	4447	4489	4531	4574	4617	4661	4705	4750	4795
408	3138	3313	3484	3647	3818	3992	4160	4258	4358	4420	4483	4525	4568	4611	4655	4699	4743	4788	4833	4879
409	3218	3393	3572	3749	3928	4111	4290	4391	4495	4559	4624	4668	4712	4757	4802	4848	4894	4940	4987	5034
410	3290	3482	3657	3843	4021	4207	4389	4492	4598	4664	4731	4776	4821	4867	4913	4960	5007	5055	5103	5152
411	3364	3550	3748	3935	4126	4320	4506	4612	4721	4788	4856	4902	4949	4996	5044	5092	5140	5189	5238	5288
412	3440	3627	3818	4013	4205	4392	4582	4690	4801	4870	4940	4987	5034	5082	5130	5179	5228	5278	5328	5379
413	3515	3712	3913	4115	4319	4512	4715	4827	4941	5011	5083	5132	5181	5230	5280	5330	5381	5432	5484	5536
414	3582	3787	3997	4207	4407	4616	4822	4936	5053	5125	5198	5247	5297	5347	5398	5449	5501	5554	5607	5661
415	3657	3863	4061	4268	4471	4676	4878	4994	5113	5186	5260	5310	5361	5412	5464	5516	5569	5622	5676	5730
416	3737	3941	4152	4361	4569	4771	4976	5094	5216	5290	5366	5418	5470	5522	5575	5628	5682	5736	5791	5846
417	3807	4021	4235	4461	4671	4882	5104	5226	5350	5427	5505	5558	5611	5665	5719	5774	5829	5885	5941	5998
418	3874	4103	4322	4542	4763	4984	5208	5332	5459	5537	5616	5670	5724	5779	5834	5890	5946	6003	6061	6119
419	3951	4176	4392	4611	4838	5055	5272	5398	5527	5606	5686	5740	5795	5850	5906	5963	6020	6078	6136	6195
420	4021	4249	4471	4695	4922	5140	5364	5492	5624	5705	5787	5842	5898	5954	6011	6069	6127	6186	6245	6305
421	4103	4325	4562	4783	5016	5241	5471	5602	5736	5818	5902	5959	6016	6074	6132	6191	6250	6310	6371	6432
422	4181	4399	4638	4860	5092	5321	5549	5681	5817	5901	5986	6043	6101	6160	6219	6279	6339	6400	6462	6524
423	4239	4477	4722	4969	5208	5449	5695	5831	5971	6057	6144	6203	6263	6323	6384	6445	6507	6570	6633	6697
424	4320	4566	4810	5057	5301	5548	5793	5932	6074	6161	6250	6310	6371	6432	6494	6556	6619	6683	6747	6812
425	4394	4646	4906	5163	5415	5676	5929	6071	6217	6307	6398	6460	6522	6585	6648	6712	6777	6842	6908	6975
426	4464	4713	4973	5228	5485	5737	5996	6140	6287	6378	6470	6532	6595	6659	6723	6788	6853	6919	6986	7053
427	4537	4797	5057	5319	5579	5835	6100	6246	6396	6488	6582	6645	6709	6774	6839	6905	6972	7040	7108	7177
428	4611	4878	5140	5407	5675	5937	6197	6346	6498	6592	6687	6752	6817	6883	6949	7016	7084	7152	7221	7291
429	4684	4953	5226	5498	5771	6043	6313	6465	6620	6716	6813	6879	6946	7013	7081	7149	7218	7288	7358	7429
430	4764	5037	5301	5574	5835	6104	6374	6527	6684	6781	6879	6946	7013	7081	7149	7218	7288	7358	7429	7501
431	4838	5111	5390	5667	5945	6219	6498	6655	6815	6913	7013	7081	7149	7218	7288	7358	7429	7501	7574	7647
432	4897	5181	5460	5744	6023	6305	6584	6742	6905	7005	7106	7175	7245	7315	7386	7457	7529	7602	7676	7750
433	4982	5264	5548	5831	6108	6395	6674	6835	7000	7101	7204	7274	7344	7415	7487	7559	7632	7706	7781	7856
434	5047	5337	5622	5904	6193	6478	6767	6930	7097	7200	7304	7375	7446	7518	7591	7664	7738	7813	7889	7965
435	5127	5414	5713	6008	6301	6594	6890	7056	7226	7331	7437	7509	7582	7655	7729	7804	7880	7956	8033	8111
436	5203	5512	5801	6102	6400	6700	6997	7166	7339	7445	7553	7626	7700	7775	7850	7926	8003	8081	8159	8238
437	5268	5582	5889	6193	6504	6807	7113	7290	7466	7574	7684	7759	7834	7910	7987	8064	8142	8221	8301	8382
438	5343	5652	5961	6268	6577	6885	7196	7370	7548	7657	7768	7843	7919	7996	8073	8151	8230	8310	8391	8472
439	5415	5732	6047	6364	6682	6993	7308	7485	7666	7777	7890	7967	8044	8122	8201	8281	8361	8442	8524	8607
440	5493	5807	6125	6441	6755	7068	7390	7569	7752	7865	7979	8056	8134	8213	8293	8373	8454	8536	8619	8703
441	5558	5889	6199	6526	6849	7163	7486	7667	7853	7967	8083	8162	8241	8321	8402	8484	8566	8649	8733	8818
442	5641	5968	6289	6615	6937	7266	7590	7774	7962	8078	8195	8274	8354	8435	8517	8600	8684	8768	8853	8939
443	5717	6038	6374	6705	7032	7356	7689	7875	8066	8183	8303	8384	8465	8547	8630	8714	8799	8884	8970	9057
444	5776	6108	6451	6777	7107	7445	7773	7961	8154	8273	8393	8474	8556	8639	8723	8808	8894	8981	9068	9156
445	5856	6194	6531	6874	7210	7550	7883	8074	8270	8391	8513	8596	8680	8764	8849	8935	9022	9110	9199	9288
446	5942	6280	6618	6963	7299	7640	7984	8177	8375	8498	8622	8706	8791	8876	8962	9049	9137	9226	9316	9407
447	5999	6351	6698	7048	7396	7747	8103	8299	8500	8624	8750	8835	8921	9008	9096	9184	9273	9363	9454	9546
448	6083	6427	6777	7113	7464	7812	8159	8357	8560	8685	8812	8898	8984	9071	9159	9248	9338	9429	9521	9614
449	6156	6513	6860	7222	7577	7932	8288	8489	8695	8822	8951	9038	9126	9215	9305	9396	9487	9579	9672	9766
450	6220	6584	6952	7324	7689	8056	8419	8623	8832	8961	9092	9180	9269	9359	9450	9542	9635	9729	9824	9920
451	6302	6668	7032	7393	7757	8117	8482	8688	8899	9029	9161	9250	9340	9431	9523	9616	9710	9805	9901	9998
452	6374	6740	7107	7474	7844	8218	8583	8791	9005	9136	9269	9359	9450	9542	9635	9729	9824	9920	10017	10115
453	6441	6814	7192	7568	7947	8320	8701	8912	9129	9262	9397	9489	9581	9674	9768	9863	9959	10056	10154	10253
454	6524	6901	7282	7663	8042	8419	8806	9020	9239	9374	9511	9604	9698	9792	9887	9983	10080	10178	10277	10377
455	6594	6978	7361	7745	8134	8528	8915	9132	9354	9491	9630	9724	9819	9915	10012	10110	10209	10309	10410	10512
456	6668	7055	7451	7840	8225	8615	9001	9220	9445	9583	9723	9818	9914	10011	10109	10208	10308	10409	10511	10614
457	6740	7139	7526	7923	8310	8709	9101	9322	9549	9688	9830	9926	10023	10121	10220	10320	10421	10523	10626	10730
458	6809	7239	7664	8097	8528	8955	9384	9612	9847	9991	10137	10236	10336	10437	10539	10642	10746	10851	10957	11064
459	6879	7321	7747	8191	8625	9064	9501	9733	9970	10116	10264	10364	10465	10567	10670	10774	10879	10985	11092	11200
460	6962	7402	7844	8289	8723	9170	9604	9838	10078	10225	10375	10476	10578	10681	10785	10890	10996	11103	11212	11322
461	7032	7474	7923	8364	8816	9257	9700	9937	10179	10328	10479	10581	10684	10789	10894	11000	11108	11217	11327	11438
462	7103	7557	8011	8464	8916	9370	9824	10064	10310	10461	10614	10718	10823	10929	11036	11144	11253	11363	11475	11587
463	7171	7636	8098	8561	9020	9484	9947	10189	10438	10591	10746	10851	10957	11064	11172	11281	11391	11502	11615	11729
464	7243	7718	8184																	



Range 501 through 570 ~ Regular Base with Doctorate Degree and Shift Differential

501	2903	3049	3202	3363	3512	3663	3813	3902	3993	4049	4105	4144	4182	4222	4261	4301	4342	4382	4423	4465
502	2979	3135	3303	3452	3617	3783	3940	4032	4125	4183	4242	4281	4321	4362	4402	4444	4486	4528	4571	4613
503	3051	3232	3397	3578	3749	3914	4092	4188	4286	4346	4408	4450	4491	4533	4576	4619	4662	4706	4750	4795
504	3136	3313	3496	3670	3843	4025	4204	4302	4403	4466	4529	4572	4615	4657	4701	4745	4791	4836	4882	4928
505	3215	3390	3571	3749	3922	4105	4281	4381	4484	4546	4611	4654	4698	4742	4787	4832	4877	4924	4970	5017
506	3303	3483	3663	3843	4023	4199	4375	4477	4583	4648	4714	4758	4803	4848	4894	4940	4986	5034	5081	5129
507	3381	3571	3760	3940	4124	4310	4498	4604	4711	4778	4846	4892	4938	4984	5031	5079	5127	5176	5225	5275
508	3452	3644	3832	4012	4200	4391	4576	4684	4794	4862	4931	4978	5025	5072	5121	5169	5217	5267	5316	5367
509	3540	3732	3929	4124	4321	4522	4719	4830	4945	5015	5086	5135	5183	5233	5282	5333	5383	5434	5486	5537
510	3619	3830	4023	4227	4423	4628	4828	4941	5058	5130	5204	5254	5303	5354	5404	5456	5508	5561	5613	5667
511	3700	3905	4123	4329	4539	4752	4957	5073	5193	5267	5342	5392	5444	5496	5548	5601	5654	5708	5762	5817
512	3784	3990	4200	4414	4626	4831	5040	5159	5281	5357	5434	5486	5537	5590	5643	5697	5751	5806	5861	5917
513	3867	4083	4304	4527	4751	4963	5187	5310	5435	5512	5591	5645	5699	5753	5808	5863	5919	5975	6032	6090
514	3940	4166	4397	4628	4848	5078	5304	5430	5558	5638	5718	5772	5827	5882	5938	5994	6051	6109	6168	6227
515	4023	4249	4467	4695	4918	5144	5366	5493	5624	5705	5786	5841	5897	5953	6010	6068	6126	6184	6244	6303
516	4111	4335	4567	4797	5026	5248	5474	5603	5738	5819	5903	5960	6017	6074	6133	6191	6250	6310	6370	6431
517	4188	4423	4659	4907	5138	5370	5614	5749	5885	5970	6056	6114	6172	6232	6291	6351	6412	6474	6535	6598
518	4261	4513	4754	4996	5239	5482	5729	5865	6005	6091	6178	6237	6296	6357	6417	6479	6541	6603	6667	6731
519	4346	4594	4831	5072	5322	5561	5799	5938	6080	6167	6255	6314	6375	6435	6497	6559	6622	6686	6750	6815
520	4423	4674	4918	5165	5414	5654	5900	6041	6186	6276	6366	6426	6488	6549	6612	6676	6740	6805	6870	6936
521	4513	4758	5018	5261	5518	5765	6018	6162	6310	6400	6492	6555	6618	6681	6745	6810	6875	6941	7008	7075
522	4599	4839	5102	5346	5601	5853	6104	6249	6399	6491	6585	6647	6711	6776	6841	6907	6973	7040	7108	7176
523	4663	4925	5194	5466	5729	5994	6265	6414	6568	6663	6758	6823	6889	6955	7022	7090	7158	7227	7296	7367
524	4752	5023	5291	5563	5831	6103	6372	6525	6681	6777	6875	6941	7008	7075	7143	7212	7281	7351	7422	7493
525	4833	5111	5397	5679	5957	6244	6522	6678	6839	6938	7038	7106	7174	7244	7313	7383	7455	7526	7599	7673
526	4910	5184	5470	5751	6034	6311	6596	6754	6916	7016	7117	7185	7255	7325	7395	7467	7538	7611	7685	7758
527	4991	5277	5563	5851	6137	6419	6710	6871	7036	7137	7240	7310	7380	7451	7523	7596	7669	7744	7819	7895
528	5072	5366	5654	5948	6243	6531	6817	6981	7148	7251	7356	7427	7499	7571	7644	7718	7792	7867	7943	8020
529	5152	5448	5749	6048	6348	6647	6944	7112	7282	7388	7494	7567	7641	7714	7789	7864	7940	8017	8094	8172
530	5240	5541	5831	6131	6419	6714	7011	7180	7352	7459	7567	7641	7714	7789	7864	7940	8017	8094	8172	8251
531	5322	5622	5929	6234	6540	6841	7148	7321	7497	7604	7714	7789	7864	7940	8017	8094	8172	8251	8331	8412
532	5387	5699	6006	6318	6625	6936	7242	7416	7596	7706	7817	7893	7970	8047	8125	8203	8282	8362	8444	8525
533	5480	5790	6103	6414	6719	7035	7341	7519	7700	7811	7924	8001	8078	8157	8236	8315	8395	8477	8559	8642
534	5552	5871	6184	6494	6812	7126	7444	7623	7807	7920	8034	8113	8191	8270	8350	8430	8512	8594	8678	8762
535	5640	5955	6284	6609	6931	7253	7579	7762	7949	8064	8181	8260	8340	8421	8502	8584	8668	8752	8836	8922
536	5723	6063	6381	6712	7040	7370	7697	7883	8073	8190	8308	8389	8470	8553	8635	8719	8803	8889	8975	9062
537	5795	6140	6478	6812	7154	7488	7830	8019	8213	8331	8452	8535	8617	8701	8786	8870	8956	9043	9131	9220
538	5877	6217	6557	6895	7235	7574	7916	8107	8303	8423	8545	8627	8711	8796	8880	8966	9053	9141	9230	9319
539	5957	6305	6652	7000	7350	7692	8039	8234	8433	8555	8679	8764	8848	8934	9021	9109	9197	9286	9376	9468
540	6042	6388	6738	7085	7431	7775	8129	8326	8527	8652	8777	8862	8947	9034	9122	9210	9299	9390	9481	9573
541	6114	6478	6819	7175	7534	7879	8235	8434	8638	8764	8891	8978	9065	9153	9242	9332	9423	9514	9606	9700
542	6205	6565	6918	7277	7631	7993	8349	8551	8758	8886	9015	9101	9189	9279	9369	9460	9552	9645	9738	9833
543	6289	6642	7011	7377	7735	8092	8458	8663	8873	9001	9133	9222	9312	9402	9493	9585	9679	9772	9867	9963
544	6354	6719	7096	7455	7818	8190	8550	8757	8969	9100	9232	9321	9412	9503	9595	9689	9783	9879	9975	10072
545	6442	6813	7184	7561	7931	8305	8671	8881	9097	9230	9364	9456	9548	9640	9734	9829	9924	10021	10119	10217
546	6536	6908	7280	7659	8029	8404	8782	8995	9213	9348	9484	9577	9670	9764	9858	9954	10051	10149	10248	10348
547	6599	6986	7368	7753	8136	8522	8913	9129	9350	9486	9625	9719	9813	9909	10006	10102	10200	10299	10399	10501
548	6691	7070	7455	7842	8210	8593	8975	9193	9416	9554	9693	9788	9882	9978	10075	10173	10272	10372	10473	10575
549	6772	7164	7546	7944	8335	8725	9117	9338	9565	9704	9846	9942	10039	10137	10236	10336	10436	10537	10639	10743
550	6842	7242	7647	8056	8458	8862	9261	9485	9715	9857	10001	10098	10196	10295	10395	10496	10599	10702	10806	10912
551	6932	7335	7735	8132	8533	8929	9330	9557	9789	9932	10077	10175	10274	10374	10475	10578	10681	10786	10891	10998
552	7011	7414	7818	8221	8628	9040	9441	9670	9906	10050	10196	10295	10395	10496	10599	10702	10806	10912	11019	11127
553	7085	7495	7911	8325	8742	9152	9571	9803	10042	10188	10337	10438	10539	10641	10745	10849	10955	11062	11169	11278
554	7176	7591	8010	8429	8846	9261	9687	9922	10163	10311	10462	10564	10668	10771	10876	10981	11088	11196	11305	11415
555	7253	7676	8097	8520	8947	9381	9807	10045	10289	10440	10593	10696	10801	10907	11013	11121	11230	11340	11451	11563
556	7335	7761	8196	8624	9048	9477	9901	10142	10390	10541	10695	10800	10905	11012	11120	11229	11339	11450	11562	11675
557	7414	7853	8279	8715	9141	9580	10011	10254	10504	10657	10813	10919	11025	11133	11242	11352	11463	11575	11689	11803
558	7490	7963	8430	8907	9381	9851	10322	10573	10832	10990	11151	11260	11370	11481	11593	11706	11821	11936	12053	12170
559	7567	8053	8522	9010	9488	9970	10451	10706	10967	11128	11290	11400	11512	11624	11737	11851	11967	12084	12201	12320
560	7658	8142	8628	9118	9595	10087	10564	10822	11086	11248	11413	11524	11636	11749	11864	11979	12096	12213	12333	12454
561	7735	8221	8715	9200	9698	10183	10670	10931	11197	11361	11527	11639	11752	11868	11983	12100	12219	12339	12460	12582
562	7813	8313	8812	9310	9808	10307	10806	11070	11341	11507	11675	11790	11905	12022	12140	12258	12378	12499	12623	12746
563	7888	8400	8908	9417	9922	10432	10942	11208	11482	11650	11821	11936	12053</							

# **APPENDIX B: REPRESENTED CLASSIFICATIONS**

<b>APPENDIX B: REPRESENTED CLASSIFICATIONS</b>			
ADMIN. AREA	POSITION	SALARY SCHEDULE	POSITIONRANGE
BS	Accountant (Fiscal Services)	B	36
BS	Accountant (Grants and Categoricals)	B	36
SS	Accountant (Special Grants)	B	36
BS	Accounting Technician III	B	30
BS	Accounting Technician III (60%)	B	30
BS	Accounting Technician III (Grant and Categorical Programs)(70%)	B	30
AA	Administrative Assistant I (Art Gallery)(47.5%)	B	20
AA	Administrative Assistant I (Instruction)	B	20
IDT	Administrative Assistant I (University Center)(47.5%)	B	20
AA	Administrative Assistant II (Academic Senate and Instructional Support)	B	25
AA	Administrative Assistant II (Career Technical Education)	B	25
AA	Administrative Assistant II (Instructional Support and Student Success)(72.5%)	B	25
AA	Administrative Assistant II (School of Applied Technologies)	B	25
AA	Administrative Assistant II (School of Business)	B	25
AA	Administrative Assistant II (School of Humanities)	B	25
AA	Administrative Assistant II (School of Social and Behavioral Sciences)	B	25
AA	Administrative Assistant II (School of Visual and Performing Arts)	B	25
AA	Administrative Assistant III (Athletics)	B	30
SS	Administrative Assistant III (Campus Safety)	B	30
CCC	Administrative Assistant III (Canyon Country Campus Support)	B	30
AA	Administrative Assistant III (Center for Early Childhood Education)	B	30
SS	Administrative Assistant III (CWEE and Career Services)	B	30



COMM	Administrative Assistant III (District Communications)	B	30
AA	Administrative Assistant III (Division Deans)	B	30
ECON	Administrative Assistant III (Economic Development Division)	B	30
SS	Administrative Assistant III (Enrollment Services)	B	30
SS	Administrative Assistant III (Financial Aid)	B	30
IDT	Administrative Assistant III (Information Technology)	B	30
AA	Administrative Assistant III (Instruction)	B	30
IDT	Administrative Assistant III (Management Information Systems)(60%)	B	30
AA	Administrative Assistant III (Performing Arts Center)	B	30
SS	Administrative Assistant III (Student Services)	B	30
AA	Administrative Assistant IV (Academic Affairs)	B	35
CCC	Administrative Assistant IV (Canyon Country Campus)	B	35
FAC	Administrative Assistant IV (Civic Center)	B	35
IDT	Administrative Assistant IV (Institutional Development and Technology)	B	35
AA	Allied Health and Public Safety Coordinator II	B	30
AA	Articulation Officer and Curriculum Analyst	B	49
AA	Arts Education Technician II (Performing Arts Center)	B	24
IDT	Assistant Research Analyst (47.5%)	B	32
IDT	Audio/Visual Coordinator II	B	45
BS	Business Services Technician II (72.5%)	B	23
BS	Buyer	B	32
SS	Campus Safety Officer	B	32
SS	Campus Safety Officer (47.5%)	B	32
SS	Campus Safety Officer II	B	34
SS	Campus Safety Officer II (CLERY Compliance)	B	34
FAC	Central Plant Operator	B	33
FAC	Civic Center Coordinator I (Facilities)	B	28
FAC	Civic Center/Custodial Assistant (Facilities)	B	18
COMM	Communications/Customer Service Coordinator III	B	34

CCC	Communications/Customer Service Coordinator III (CCC)	B	34
COMM	Communications/Customer Service Technician II	B	24
COMM	Communications/Customer Service Technician II (47.5%)	B	24
CCC	Communications/Customer Service Technician II (Canyon Country Campus)(55%)	B	24
CCC	Communications/Customer Service Technician II (CCC Evening Switchboard)(72.5%)	B	24
IDT	Computer Support Coordinator I	B	40
BS	Contract/Risk Management Technician II	B	32
BS	Contract/Risk Management Technician II (47.5%)	B	32
FAC	Custodian II	B	15
FAC	Custodian II (Day Shift)	B	15
FAC	Custodian II (Graveyard Shift)	B	215
FAC	Custodian II (Restroom Specialist)	B	15
FAC	Custodian II (Swing Shift)	B	15
FAC	Custodian/Groundskeeper (Canyon Country Campus)	B	15
SS	Disabled Students Programs & Services High Tech Center/Access Coordinator III	B	35
AA	Distance and Accelerated Learning Coordinator I (Student Success)	B	28
AA	Distance Learning Coordinator I	B	28
FOUND	Donor Relations Coordinator III	B	32
ECON	Employee Training Institute (ETI) Program Coordinator	B	28
FAC	Energy Management Operator	B	36
FAC	Facilities Coordinator	B	43
FAC	Facilities Coordinator, Central Energy Services	B	45
IDT	Front Desk Clerk I (University Center)(47.5%)	B	1
AA	Grant and Enrollment Technician I (Family Studies & ECE)	B	23
COMM	Graphic Designer II	B	27
COMM	Graphic Designer III	B	30
COMM	Graphic Designer IV	B	35
FAC	Grounds/Landscape and Pesticide Technician	B	25

FAC	Grounds/Landscape Specialist	B	20
HR	Human Resources Information Systems Technician (47.5%)	B	30
HR	Human Resources Technician (HRS)	B	30
HR	Human Resources Technician III	B	26
IDT	Information Technology Coordinator I (Computer Support)	B	40
IDT	Information Technology Coordinator II (Canyon Country Campus)	B	45
IDT	Information Technology Help Desk Specialist (72.5%)	B	16
IDT	Information Technology Network Technician IV	B	36
IDT	Information Technology Technician II (Computer Support)	B	32
IDT	Information Technology Technician III (Computer Support)	B	34
IDT	Information Technology Technician IV (Audio/Visual)	B	36
IDT	Information Technology Technician IV (Computer Support)	B	36
IDT	Inreach/Outreach Coordinator III (University Center)(47.5%)	B	34
AA	Instructional Laboratory Coordinator (Culinary Arts and Wine Studies)	B	28
AA	Instructional Laboratory Coordinator - The Learning Center (English)	B	35
AA	Instructional Laboratory Coordinator - TLC (Instructional Software)	B	34
AA	Instructional Laboratory Coordinator I (Biological Sciences)	B	30
AA	Instructional Laboratory Coordinator I (Chemistry)	B	30
AA	Instructional Laboratory Coordinator I (Welding/Fabrication)	B	30
AA	Instructional Laboratory Specialist I (Photography)(40%)	B	16
AA	Instructional Laboratory Technician - Biological/Physical Sciences (Canyon Country Campus)	B	25
AA	Instructional Laboratory Technician (Art)	B	25
AA	Instructional Laboratory Technician (Automotive Technology)	B	25

AA	Instructional Laboratory Technician (Biological Sciences)	B	25
AA	Instructional Laboratory Technician (Biological Sciences)(60%)	B	25
AA	Instructional Laboratory Technician - Biological Sciences (Microbiology and Biotechnology)	B	25
AA	Instructional Laboratory Technician (Broadcasting Technology)	B	25
AA	Instructional Laboratory Technician (Chemistry)(60%)	B	25
AA	Instructional Laboratory Technician (Computer Networking)	B	25
AA	Instructional Laboratory Technician (Construction Technology and MakerSpace)	B	25
AA	Instructional Laboratory Technician (Earth, Space, and Environmental Sciences)(47.5%)	B	25
AA	Instructional Laboratory Technician (Medical Laboratory Technician)(47.5%)	B	25
AA	Instructional Laboratory Technician (Photography)	B	25
AA	Instructional Laboratory Technician (Physics/Engineering)(47.5%)	B	25
AA	Instructional Laboratory Technician (Welding)(47.5%)	B	25
AA	Instructional Service Agreement Technician (Academic Affairs)	B	25
AA	Instructional Support Analyst	B	56
AA	Instructional Support Coordinator III (Learning Resources)	B	32
AA	Instructional Support Coordinator III (TLC)	B	32
AA	Instructional Support Program Coordinator	B	35
AA	Library Media Technician II	B	21
AA	Library/Media Technician I (Public Service)(37.5%)	B	16
AA	Library/Media Technician I (Public Service)(47.5%)	B	16
AA	Library/Media Technician I (Public Services)(CCC)(45%)	B	16
AA	Library/Media Technician I (Technical Services)(37.5%)	B	16
AA	Library/Media Technician III	B	25
AA	Library/Media Technician IV (Circulation)	B	30
FAC	Maintenance Worker III	B	30

FAC	Maintenance Worker III (Locksmith)	B	30
FAC	Maintenance Worker III (Swimming Pool Technician)	B	30
FAC	Maintenance/Facilities - Lead	B	37
AA	Mathematics, Sciences, and Health Professions Program Technician (47.5%)	B	25
FAC	Mechanic/Central Plant Technician	B	32
COMM	Media Designer III (District Communications)(47.5%)	B	30
IDT	MIS Data Analyst	B	47
IDT	MIS Systems Coordinator I	B	40
IDT	Network Engineer/Analyst I	B	56
SS	Nurse (Health Center)	B	50
AA	Nutrition Specialist (Center for Early Childhood Education)	B	16
BS	Payroll Coordinator	B	47
BS	Payroll Technician II	B	23
BS	Payroll Technician II (72.5%)	B	23
HR	Professional Development Technician II	B	24
AA	Program Specialist II (Distance Education Captioning and Transcription Grant)(47.5%)	B	30
IDT	Program Specialist II (Institutional Effectiveness Initiative)	B	30
AA	Program Specialist II (Kinesiology and Athletics)	B	28
AA	Program Specialist III (ISP)	B	32
SS	Program Specialist III (Student Health Center)	B	35
AA	Program Technician (SLO/Curriculum)	B	25
IDT	Programmer	B	44
IDT	Programmer/Analyst	B	56
COMM	Public Information New Media Journalist (District Communications Office)	B	30
COMM	Reprographics Coordinator	B	36
COMM	Reprographics Press Operator - Electronic Prepress	B	24
COMM	Reprographics Press Operator II	B	26
COMM	Reprographics Technician II - Digital Print Operator	B	21
COMM	Reprographics Technician II - Small Press Operator	B	24
IDT	Research Analyst	B	40

AA	Science, Technology, Engineering and Mathematics (STEM) Program Coordinator (72.5%)	B	30
BS	Senior Accountant - Business Services	B	50
BS	Senior Buyer	B	39
AA	Senior Instructional Laboratory Technician (Chemistry)	B	28
IDT	Senior Programmer/Analyst	B	60
IDT	Senior Research Analyst	B	59
IDT	Senior Research Analyst (BSSOT Grant and Basic Skills)	B	59
SS	Student Services Accounting Technician I (Student Business Office)	B	22
SS	Student Services Accounting Technician III (Student Business Office)	B	27
SS	Student Services Clerk I (Admissions & Records)	B	1
SS	Student Services Clerk I (Noncredit)(Admissions & Records)(47.5%)	B	1
SS	Student Services Clerk III (Admissions & Records)(47.5%)	B	12
SS	Student Services Coordinator I (CalWORKs)	B	28
SS	Student Services Coordinator I (Career Services)	B	32
AA	Student Services Coordinator I (PE & Athletics Equipment)	B	28
SS	Student Services Coordinator I (Service Learning)(72.5%)	B	28
SS	Student Services Coordinator I (Student Development)	B	28
SS	Student Services Coordinator I (Student Development-ASG Computer Lab)(CCC)(72.5%)	B	28
SS	Student Services Coordinator II - Academic Advising (Noncredit)(72.5%)	B	30
SS	Student Services Coordinator II - Academic Advisor (Counseling)	B	30
SS	Student Services Coordinator II (Cooperative Work Experience Education)(72.5%)	B	32
SS	Student Services Coordinator II (Employment Specialist)	B	30
SS	Student Services Coordinator II (Outreach & School Relations)	B	32

SS	Student Services Coordinator II (Veterans' Certifications)	B	30
SS	Student Services Coordinator II (Veterans Resource Center)	B	30
AA	Student Services Coordinator III - Athletics (Statistics and Recruiting Coordinator/Assistant Football Coach)	B	36
SS	Student Services Coordinator III (Admissions & Records)	B	34
SS	Student Services Coordinator III (Assessment Center)(Student Success & Support Program)	B	36
AA	Student Services Coordinator III (Athletic Trainer)	B	36
SS	Student Services Coordinator III (Computer Operations)	B	36
SS	Student Services Coordinator III (Scheduling and Reporting System)	B	35
SS	Student Services Coordinator III (Transfer Center)	B	34
CCC	Student Services Coordinator IV (Canyon Country Campus)	B	38
SS	Student Services Coordinator IV (Financial Aid)	B	38
SS	Student Services Coordinator IV (Lead Technical Support)(Student Business Office)	B	38
SS	Student Services Coordinator V (Lead Technical Support)(Admissions & Records)	B	40
SS	Student Services Document Imaging Clerk (Admissions & Records)(47.5%)	B	9
SS	Student Services Program Coordinator II (Student Success and Support Program)	B	32
SS	Student Services Program Specialist III (DPS)	B	35
SS	Student Services Specialist I (EOPS/CARE and CalWORKS)(72.5%)	B	16
SS	Student Services Specialist I (Student Business Office)(47.5%)	B	16
SS	Student Services Specialist I (Student Business Office)(CCC)(72.5%)	B	16
SS	Student Services Specialist I (Student Business Office)(Valencia/Canyon Country Campus)(72.5%)	B	16
SS	Student Services Specialist I (Student Development/ASG Computer Lab)(47.5%)	B	16

SS	Student Services Specialist II (CalWORKS) (62.5%)	B	18
SS	Student Services Specialist II (DSPS) (62.5%)	B	18
SS	Student Services Specialist II (Financial Aid)	B	18
SS	Student Services Specialist II (Medical Receptionist)	B	18
SS	Student Services Specialist II (Scholarships)	B	18
SS	Student Services Specialist II (Student Development/ASG Computer Lab)	B	18
SS	Student Services Specialist III (Case Management) (Student Health & Wellness Center)(47.5%)	B	20
SS	Student Services Specialist III (Counseling)	B	20
AA	Student Services Specialist III (Front Office and Admissions) - International Services & Programs (ISP)	B	20
SS	Student Services Specialist III - Parking Enforcement (Campus Safety)	B	20
SS	Student Services Specialist III (Student Development/ASG)	B	20
SS	Student Services Technician I (Admissions & Records)	B	22
SS	Student Services Technician I (Campus Safety Office)	B	22
SS	Student Services Technician I (Disabled Student Program & Services)	B	22
SS	Student Services Technician I (EOPS/CARE)	B	22
SS	Student Services Technician I (Medical Assistant)(Student Health & Wellness Center)	B	22
SS	Student Services Technician I (Noncredit)	B	22
SS	Student Services Technician I (Outreach)	B	22
AA	Student Services Technician I (PE/Locker/Equipment Technician)	B	22
SS	Student Services Technician I (Veterans Resource Center)	B	22
SS	Student Services Technician I (Veterans Resource Center)(60%)	B	22
SS	Student Services Technician II (Admissions & Records)(CCC)	B	24
SS	Student Services Technician II (Degree Audit Evaluator)	B	24
SS	Student Services Technician II (Degree Audit Evaluator) (47.5%)	B	24



SS	Student Services Technician II - Faculty Liaison (Admissions & Records)	B	24
SS	Student Services Technician II - Residency (Admissions & Records)	B	24
SS	Student Services Technician II (Student Development/ASG)	B	24
SS	Student Services Technician II (Transcript/Degree/Imaging Evaluator)	B	24
SS	Student Services Technician III (Certificate and Degree Eligibility)	B	26
SS	Student Services Technician III (Counseling)	B	26
AA	Student Services Technician III (Data and Communication)-International Services & Programs (ISP)	B	26
SS	Student Services Technician III (Financial Aid)	B	26
IDT	System Administrator I	B	42
IDT	System Administrator III	B	52
FAC	Telecommunications Engineer	B	52
AA	The Learning Center Athletics Program Mentor	B	25
AA	The Learning Center Specialist III (80%)	B	20
AA	The Learning Center Testing Clerk I (60%)	B	1
AA	The Learning Center Testing Specialist III (72.5%)	B	20
PAC	Ticketing and Patron Services Clerk III (Performing Arts Center)(47.5%)	B	12
AA	TLC Lab Coordinator (Math)	B	35
COMM	Warehouse/Mail Technician I	B	22
IDT	Web Application Programmer/Analyst	B	56
IDT	Web Programmer/Analyst	B	56
AA	Academic Affairs (replaces IS for Instruction)		
BS	Business Services		
CCC	Canyon Country Campus		
COMM	Communications/PIO		
ECON	Economic Development		
FAC	Facilities		
FOUND	Foundation		
HR	Human Resources/Professional Development		
IDT	Institutional Development and Technology		
SS	Student Services		

**APPENDIX C: CLASSIFIED STAFF PERFORMANCE EVALUATION FORM**

**SANTA CLARITA COMMUNITY COLLEGE DISTRICT**

**CLASSIFIED EMPLOYEE EVALUATION**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Job Title: \_\_\_\_\_

Evaluation Type: \_\_\_\_\_

Dept: \_\_\_\_\_

Evaluation Period:

From: \_\_\_\_\_ To: \_\_\_\_\_

		Exceeds Standard	Meets Standard	Needs to Improve	Unsatisfactory	N/A
1	<b>QUALITY OF WORK</b>					
	Accuracy, neatness, thoroughness					
	Oral or written expression					
2	<b>WORK KNOWLEDGE</b>					
	Appropriate skill level					
	Information/Training used on the job					
3	<b>QUANTITY OF WORK</b>					
	Amount					
	Timely completion of work/efficiency					
	Multi-tasking					
4	<b>WORK HABITS</b>					
	Attendance, observance of work hours					
	Observance of safety rules & regulations					
	Compliance with work instructions					
	Informs supervisor of work status					
	Organizational skills					
	Adherence to District policy (i.e. laws, safety regulations, board policy and admin. procedures, etc.)					
5	<b>PERSONAL RELATIONS</b>					
	Working with others in a professional manner					
	Meeting and handling the public					
	Personal appearance					
	Treats people of diverse backgrounds with respect					
	Helpfulness, cooperation, good communication skills					
6	<b>INITIATIVE</b>					
	Performance in new situations or with new work methods					
	Performance with minimal instruction/supervision					
7	<b>SUPERVISORY ABILITY (Coordinating/Lead Personnel Only)</b>					
	Planning and assigning					
	Training and instructing					
	Fairness and impartiality					

**Complete all of the following sections:**

Use comments to describe employee's strengths, weaknesses, and accomplishments beyond the standard work requirements. Ratings of Unsatisfactory or Needs to Improve must be substantiated by comments and a written plan for improvement. Number each comment to pertain to the appropriate area (factor) of evaluation rating, if applicable.

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**Direct Supervisor's  
Comments on unit  
member's overall  
performance:**

**New job related skills or examples of superior performance since last evaluation.**

**Specific areas of improvement needed.**

**Recommendations for development activities (training, education, skill upgrading).**

**Overall Performance Rating:** \_\_\_\_\_

I certify that this report has been discussed with me. I understand that my signature does not necessarily indicate agreement with the ratings and that I have the right to attach to this report my comments, which I will submit within ten days. Both evaluation and comments will be placed in my personnel file.

**Employee's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Direct Supervisor's  
Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Date Reviewed by Direct Supervisor and  
Employee:** \_\_\_\_\_

**Administrator's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Send original to Human Resources Department. Make one copy for employee.

## APPENDIX D: TOTAL COMPENSATION WORKSHEET

### **California School Employees Association Appendix D: Total Compensation**

#### **Total Compensation Calculation Worksheet**

The Total Compensation Calculation worksheet will be prepared by the District at the start of negotiations and provided to CSEA. The District will use Tentative or Adopted Budget data for the year being negotiated, depending on the timing of negotiations, and H&W Census information as of June 1<sup>st</sup> of the prior fiscal year – which correlates most closely with Tentative Budget salary and benefit data.

#### **Health and Welfare Pool Balance Calculation**

The Health and Welfare Pool Balance Calculation worksheet will be prepared by the District and provided to CSEA as soon as Health and Welfare renewal rates are available.

### **TOTAL COMPENSATION DEFINITIONS**

#### **1) Full Time & Permanent Part Time Salaries (Including Steps) – All Funds:**

The District will use the most current available fiscal information for all funds for the year being negotiated. Depending on the timing of negotiations, the full-time salaries and steps will be based on Tentative or Adopted Budget.

The sum of

- Total FT and PPT Salaries for Budget Funded Unit member positions
  - Before Step increases
- Step Increases
  - Based on actual placement, calculated using Budget Position Control.

#### **2) Other Compensation:**

Other categories of compensation will be based on the same budget, Tentative or Adopted Budget, used for salaries and steps:

The sum of

- Reclassifications
- Overtime Compensation/Paid out Comp Time
- PPT Additional Hours
- Vacation Cash Out
- Educational Incentives

#### **3) Number of Employees – As of June 1<sup>st</sup> H&W Census:**

- Full Benefits: Includes Full-Time and PPT employees eligible for Full Benefits
- Employee Only Benefits: Includes PPT employees eligible for Single party benefits

**4) Health & Welfare Benefits and Negotiated Contribution:**

- Employee Only Benefits – Actual Costs as of June 1<sup>st</sup> H&W Census: Medical, Dental, Vision, Life
  - Used for Permanent Part-Time Employees who receive employee-only benefits.
- Health & Welfare Negotiated Contribution – Average Per Person (APP):
  - Multiplies the prior year Negotiated H&W Contribution x June 1<sup>st</sup> H&W Census employees eligible for full benefits.

**5) Total Compensation Base – The Sum of:**

- Full-Time & Permanent Part-time Salaries – All Funds - Before Steps
- Steps
- Other Compensation
- Employee Only Benefits – Actual Cost for PPT Employees
- Total Negotiated H&W Contribution (Average Per Person Negotiated Contribution x Total FT and PPT employees eligible for Full Benefits)

**6) Negotiated Total Compensation Augmentation and Percentage:**

The percentage negotiated for the fiscal year and applied to the Total Compensation Base to calculate the Total Compensation Augmentation.

**7) Total Compensation Allocation – Cost Proposals:**

Proposals are made for increases to H&W Benefits or Other Compensation. The total Cost Proposals are deducted from the Total Compensation Augmentation. The balance is available for Salary Schedule Increase.

**8) Salary Schedule Percentage Increase:**

- This percentage increases each cell of the current CSEA Salary Schedule B and is calculated as:

$$\begin{aligned} & \text{Balance Available for Salary Schedule Increase \$} \\ & \text{Divided by (Unit Member FT and PPT Salaries + Step Increases)} \\ & = \text{Salary Schedule Increase \%} \end{aligned}$$

**HEALTH AND WELFARE DEFINITIONS**

**9) Negotiated Health and Welfare Contribution Rate – Average Per Person (APP):**

The current year Negotiated Health and Welfare Contribution Rate – Average Per Person (APP) is determined by increasing (if applicable) the prior year per person Negotiated Health and Welfare Contribution Rate by a negotiated average increase.

**10) Health and Welfare Estimated Cost:**

- **Estimated Cost for PPT** – Eligible for Employee Only Benefits – based on health and welfare selections updated as of June 1<sup>st</sup> H&W Census.

- **Estimated Cost for Full-Time/PPT Employees** – Calculated as total annual health and welfare costs for full-time unit members, and permanent part-time unit members eligible for full health and welfare benefits, based on their health and welfare selections updated as of June 1<sup>st</sup> H&W Census.
- **Funded Vacant Positions** that are included in the Tentative and/or Adopted budget, depending on timing, and new Full-Time and Permanent Part-Time members eligible for Full Benefits who have not yet made health and welfare selections based on a June 1<sup>st</sup> census are estimated at two-party HMO (choice with the lowest cost), two-party Delta Dental, two-party VSP, and employee life coverage.

**11) Health and Welfare Negotiated Contribution:**

The sum of:

- The Current Year Negotiated Health and Welfare Contribution Rate multiplied by the number of employees eligible for Full Benefits based on a June 1<sup>st</sup> census date.
- Actual cost for Permanent Part-time employees eligible for “employee only” health and welfare benefits based on a June 1<sup>st</sup> census date.

**12) Health and Welfare Pool – Excess or (Shortfall):**

- The difference between Health and Welfare Pool Costs and the Health and Welfare Negotiated Contribution.

**13) Pool Balance Carry Forward from Prior Year:**

The Prior Year’s Health and Welfare Ending Pool Balance (must be zero or a positive value).

**14) Health and Welfare Pool Balance:**

- Calculated by adding the Pool Balance Carry Forward from Prior Year to the Estimated Health and Welfare Pool Balance.
- Positive Health and Welfare Ending Pool Balances may carry forward to the next year or may fund one-time expenses through negotiations.
- Negative pool balances must be addressed by one or more of the following:
  - 1) Making Health Benefit plan changes that would lower the overall premium;
  - 2) Initiating and/or modifying unit member payroll deductions; and/or,
  - 3) Increasing the Negotiated Health and Welfare Contribution.

**15) Tenthly Payroll Deductions:**

- Unit member payroll deductions based on a methodology determined by CSEA that offset H&W costs and increase the Pool Balance.

**16) Total H&W Pool Balance:**

- Final H&W Pool Balance after taking into account any unit member payroll deductions.

## **TOTAL COMPENSATION FORMULA**

### **TOTAL COMPENSATION FORMULA – Based on Tentative or Adopted Budget, depending on timing, and June 1<sup>st</sup> H&W Census**

#### **Includes all Funded Positions**

Total Unit Member Salaries, Full Time (FT) & Permanent Part Time (PPT), before Step Increases \$  
+ Step Increases \$  
+ Reclassifications \$  
+ Overtime Compensation/Paid Out Comp Time \$  
+ PPT Additional Hours \$  
+ Vacation Cash Out \$  
+ Educational Incentives \$  
= **Subtotal – FT & PPT Salaries and Other Compensation**

+ Employee Only H&W Contribution for PPT Employees – Actual Costs \$  
+ “APP” Negotiated H & W Contribution X Number of FT & PPT Eligible for Full Benefits \$  
= **Total Compensation Base \$**

X Negotiated Total Compensation Augmentation Percentage %  
= **Total Compensation Augmentation \$**

## **HEALTH AND WELFARE POOL BALANCE FORMULA**

#### **Includes all Funded Positions**

Current Year Negotiated H&W Contribution for FT and PPT eligible for full benefits \$  
+ H&W Contribution for PPT with employee only benefits at actual cost \$  
- H & W Estimated Cost \$  
= **H & W Pool Balance Excess or (Shortfall) \$**

+ Pool Balance Carry Forward from Prior Year \$  
= **H&W Ending Pool Balance \$**

+ Offset by Tenthly Payroll Deductions  
= **Total H&W Ending Pool Balance \$**

**NOTE: ALL SALARY INFORMATION IS BASED ON 2017-2018 ADOPTED BUDGET**  
**Confidential Negotiation Material**

5/4/2018 15:28

DRAFT



**CSEA: Total Compensation Calculation  
FY 2017-2018**

<b>1) FULL-TIME &amp; PERMANENT PART-TIME SALARIES - ALL FUNDS (2017-18 Adopted Budget)</b>		<b>% of Total Comp</b>	
Salaries before Step Increases	80.25%	18,804,580	
Step Increases	1.56%	365,692	
<b>SUBTOTAL FT AND PPT SALARIES (Used for Salary Schedule Percentage Increase Calculation)</b>	<b>81.81% A</b>	<b>19,170,272</b>	
<b>2) OTHER COMPENSATION (2017-18 Adopted Budget)</b>			
Reclassifications	0.26%	60,000	
Overtime Compensation/Paid Out Comp Time	2.55%	598,509	
PPT Additional Hours	0.21%	49,042	
Vacation Cash Out	0.95%	222,050	
Educational Incentives	0.13%	30,000	
<b>SUBTOTAL - OTHER COMPENSATION</b>	<b>4.10%</b>	<b>959,601</b>	
<b>SUBTOTAL - FT &amp; PPT SALARIES AND OTHER COMPENSATION</b>	<b>85.91%</b>	<b>20,129,873</b>	
<b>3) NUMBER OF EMPLOYEES AS OF 6/1/17 H&amp;W CENSUS</b>			
Permanent Part-Time Employees (PPT) - Eligible for Employee Only Benefits	17		
Full-Time and Permanent Part-Time Employees (FT and PPT) - Eligible for Full Benefits	246	D	
<b>4) HEALTH &amp; WELFARE BENEFITS AND NEGOTIATED CONTRIBUTION</b>			
Employee Only Benefits (PPT) - Actual Cost	0.44% E	\$ 102,275	
Health & Welfare Negotiated Contribution: Avg Per Person (APP*) - (FT and PPT)	13.66% B	\$ 3,199,722	
<b>SUBTOTAL - FT AND PPT H&amp;W BENEFITS and NEGOTIATED CONTRIBUTION</b>	<b>14.09%</b>	<b>\$ 3,301,997</b>	
<b>5) TOTAL COMPENSATION BASE - Salaries, Other Compensation and H&amp;W Negotiated Contribution</b>	<b>100.00%</b>	<b>\$ 23,431,870</b>	
<b>6) NEGOTIATED TOTAL COMPENSATION AUGMENTATION AND PERCENTAGE</b>	<b>2.71%</b>	<b>\$ 635,004</b>	
<b>7) Total Compensation Allocation - Cost Proposals</b>			
Retirement H&W Increase - Based on 263 of 304 employees (86.5%) of employees in Actuarial Study	0.25%	\$ 58,377	
Salary Schedule Restructure - Estimated at 19/20 year average cost	1.49%	\$ 350,000	
Increase to Total H&W Contribution: On-Going Funds	0.10% C	\$ 24,480	
<b>TOTAL COST PROPOSALS</b>	<b>1.85%</b>	<b>\$ 432,857</b>	
<b>BALANCE AVAILABLE FOR SALARY SCHEDULE INCREASE</b>	<b>0.96%</b>	<b>\$ 202,147</b>	
<b>8) A) SALARY SCHEDULE % INCR (BALANCE AVAILABLE FOR SALARY SCHEDULE INCR/SUBTOTAL FT AND PPT SALARIES)</b>		<b>1.05%</b>	
<b>SELF-FUNDED COST PROPOSALS</b>			
Self-Funded* Total Compensation Allocation:	0.00%	\$ -	
<b>COST PROPOSALS:</b>			
	0.00% C		
	0.00% F		
<b>TOTAL COST PROPOSALS</b>	<b>0.00%</b>	<b>\$ -</b>	
<b>9) NEGOTIATED HEALTH &amp; WELFARE CONTRIBUTION RATE - Avg Per Person (APP)</b>			
2016-17 Negotiated FT/PPT* Total H&W Contribution	B	\$ 3,199,722	
Increase to Total H&W Contribution: On-Going Funds	C	\$ 24,480	
<b>2017-2018 Negotiated Total FT/PPT* H&amp;W Contribution</b>	<b>D</b>	<b>\$ 3,224,202</b>	
Divided by Number of FT/PPT* Employees as of 6/1/17		246	
<b>2017-18 Negotiated FT/PPT* H&amp;W Contribution "Hard Cap"</b>		<b>\$ 13,107</b>	
<i>*Includes PPT employees eligible for full benefits</i>			
<b>H&amp;W POOL BALANCE CALCULATION</b>			
Estimated Health & Welfare Cost per FT/PPT* Employee 2017-2018 (from H&W Pool)			
<b>10) 2017-2018 H&amp;W ESTIMATED COST</b>			
Est H&W Cost for PPT Employees 2017-2018 (with employee only benefit eligibility)	17	\$ 102,274.80	E
Estimated Number of FT/PPT* Employees	246		
Estimated Health & Welfare Cost Based on	\$ 14,211	\$ 3,495,794.49	
Average per FT/PPT* Employee 2017-2018 (from H&W Pool)			
<b>TOTAL H&amp;W COST - ESTIMATED AS OF 6/1/17</b>		<b>\$ 3,598,069</b>	
<b>11) 2017-2018 H&amp;W NEGOTIATED CONTRIBUTION</b>			
Estimated H&W Contribution for PT Employees 2017-2018	17	\$ 102,274.80	
2017-2018 Negotiated Contribution to FT/PPT* Health & Welfare "Hard Cap"	246	\$ 13,107	
<b>TOTAL 2017-2018 CONTRIBUTION TO HEALTH &amp; WELFARE</b>	<b>263</b>	<b>\$ 3,326,597</b>	
<b>12) 2017-2018 H&amp;W POOL - EXCESS OR (SHORTFALL)</b>			
Apply Balance of Self-Funded Total Compensation Allocation			F \$ (271,472)
<b>13) Offset by 2016-2017 Pool Balance Carryforward</b>			
<b>Total H&amp;W Pool Balance Ending 2017-2018 (Before Payroll Deductions)</b>			<b>\$ (197,277)</b>
<b>15) EMPLOYEE PAYROLL DEDUCTIONS - TENTHLY</b>			
	# of Employees	Monthly Deduction	Number of Months
Offset by Tenthly Payroll Deductions - Employee + Spouse (Kaiser)	25	119.80	10
Offset by Tenthly Payroll Deductions - Employee + Children (Kaiser)	24	79.87	10
Offset by Tenthly Payroll Deductions - Employee + Family (Kaiser)	24	239.60	10
Offset by Tenthly Payroll Deductions - Employee + Spouse (Anthem HMO)	21	135.77	10
Offset by Tenthly Payroll Deductions - Employee + Children (Anthem HMO)	23	91.85	10
Offset by Tenthly Payroll Deductions - Employee + Family (Anthem HMO)	29	259.57	10
Offset by Tenthly Payroll Deductions - Employee Only (Anthem PPO)	9	15.97	10
Offset by Tenthly Payroll Deductions - Employee + Spouse (Anthem PPO)	1	239.60	10
Offset by Tenthly Payroll Deductions - Employee + Family (Anthem PPO)	1	415.31	10
<b>Subtotal - Payroll Deductions</b>	<b>157</b>		<b>\$ 239,522</b>
<b>16) Total H&amp;W Pool Balance ending 2017-2018</b>			
<i>*Includes PPT employees eligible for full benefits</i>		<b>Pool Balance →</b>	<b>\$ 42,244</b>



## APPENDIX E: SCCC BOARD POLICY & PROCEDURES: CATASTROPHIC LEAVE

### **BP 7345      Catastrophic Leave Program**

Reference:

Education Code Section 87045

The Board authorizes implementation of a catastrophic leave program to allow administrators, full-time faculty and permanent classified employees to donate their accrued, unused sick leave to the Catastrophic Leave Bank for catastrophically ill or injured administrators, full-time faculty, and permanent classified employees who are eligible, and who have completely exhausted other paid leave benefits. The program is voluntary.

The CEO shall establish administrative procedures to administer the program that comply with the requirements established by the Education Code. The administrative procedures shall assure that the program is administered in a nondiscriminatory way.

Replaces Board Policy 817

See Administrative Procedures 7345.

Approved: 5/14/08, Revised: 3/22/17

Next Review Date: Spring 2023

### **AP 7345      Catastrophic Leave Program**

Reference:

Education Code Section 87045

- a. A catastrophic illness or injury is one which totally incapacitates the employee from work or totally incapacitates an employee's spouse, child, parent, whether or not they live with the employee or another family member living in the same household as the employee.
- b. Catastrophic illness or injury may include, but is not limited to, heart attack, stroke, kidney failure, cancer, incapacitating disease (e.g. AIDS), major surgery and/or treatment for life threatening illness or hospitalization as a result of a severe automobile or other accident.
- c. Any mental stress related to illness, normal pregnancy, and normal illness such as colds, flu, allergies, etc. shall be excluded.
- d. If the employee is unable to return to work due to his/her own illness, the employee is not eligible for catastrophic leave until an application is made for disability or service retirement.

Eligibility to Receive Catastrophic Leave:

- a. All administrators, full-time faculty and permanent classified staff are eligible employees. Temporary employees are not eligible to participate either as a donor or recipient.

- b. Exhaustion of all available paid leaves. Any leave accrued while on catastrophic leave shall be used before donated leave.
- c. Catastrophic leave will run concurrently with FMLA/CFRA/PDL Leave.
- d. Employee is not eligible for workers' compensation or long-term disability benefits.
- e. Employee on catastrophic leave is not eligible to receive other district paid holidays.

#### Requesting Catastrophic Leave:

- a. The employee must complete a Catastrophic Leave Request Form, attach medical verification from a licensed physician which defines the catastrophic illness or injury (including the estimated date of return), and submit all documentation to the Benefits Coordinator in the Human Resources Office.
- b. The employee is entitled to receive all hours donated at the time of solicitation providing the donated leave does not exceed the actual time needed or six (6) months. An employee is eligible to receive no more than twelve (12) months of paid leave to include all paid leaves.
- c. If the catastrophic leave is for the employee, he/she will use all paid leaves accrued on a monthly basis while on paid leave as a result of a catastrophic leave.

#### Catastrophic Leave Donation Eligibility:

- a. A donation is granted and accepted on the basis of time for time, not to include a dollar value. (All time donated shall be credited on a day for day or hour for hour basis regardless of pay differentials between donating employee and recipient).
- b. Employees may donate accrued sick leave.
- c. Donation must be a minimum of one (1) day (eight hours) initially, and in one day (eight hour) increments thereafter.
- d. The donating employee must, after donation, retain a minimum of a two-year's worth of accrued, unused sick leave from prior accumulations.
- e. The donating employee shall execute and file with the Human Resources Office a form authorizing and irrevocably assigning the donated leave to the Catastrophic Leave Bank.
- f. Leave donated and not used by the requesting employee will be banked for future employees.
- g. Terminating employees may donate to the Catastrophic Leave Bank.

#### Catastrophic Leave Procedure:

- a. The Human Resources Office will verify the information submitted on the Request for Catastrophic Leave form.
- b. The catastrophic leave request will be reviewed by the Chief Human Resources Officer to determine if the criteria have been met.

Annual Solicitation:

Eligible employees may contribute during the open enrollment period which will be the month of October (October 1 through the last working day of the month).

Special Solicitation:

- a. If there is an insufficient leave balance in the Catastrophic Leave Bank, following the approval of a catastrophic leave request, the Human Resources Office will send a memo to all administrators, full-time faculty and permanent classified staff employees requesting donations.
- b. The request for donations will not include the recipient's name and must be kept confidential unless permission is given by the employee. Other information related to the request will be kept confidential.

Termination of Catastrophic Leave:

- a. Donated leave has been exhausted.
- b. Employee has been in paid catastrophic leave status for six (6) months.
- c. Resignation.
- d. Service or disability retirement of the employee.
- e. Death of the ill or injured person.
- f. Notification by the employee that the bank utilization is no longer needed.

Administrative Procedure approved: 5/14/08, revised: 3/22/17

APPENDIX F: NOTICE OF DEFENSE

**SANTA CLARITA COMMUNITY COLLEGE DISTRICT  
COLLEGE OF THE CANYONS**

**NOTICE OF DEFENSE**

I, \_\_\_\_\_ (name), am in receipt of the Notice of Disciplinary Action (which includes the Statement of Charges and Notice to Respondent) that was served on me by the Santa Clarita Community College District on \_\_\_\_\_ (date).

After having received the action, I am requesting the following:

Check One: ☐ The District to proceed with the disciplinary action as presented

**OR**

☐ A Hearing before the District's Governing Board, or its designated representative, based on my denial of all charges.

☐ Open Hearing    **OR**    ☐ Closed Hearing

I declare that the above indicates my final response to the District on this matter:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Declarant/Employee

RETURN TO: Diane Fiero, Assistant Superintendent, Vice President  
Human Resources Office  
College of the Canyons  
26455 Rockwell Canyon Rd.  
Santa Clarita, CA 91355

**RETURN BY** \_\_\_\_\_ (date)

## APPENDIX G: CLASSIFIED EMPLOYEE ALTERNATE WORK SCHEDULE

### **CLASSIFIED EMPLOYEE ALTERNATE WORK SCHEDULE AGREEMENT**

Any deviation from the traditional five (5) day, forty (40) hour work week is by advance mutual consent of the employee and management, by written agreement no less than five (5) working days prior to the start date of the alternate schedule (Article 8, Section F3)

Name of Classified Employee: \_\_\_\_\_

Name of Immediate Management Supervisor: \_\_\_\_\_

Request for an Alternate Workweek Schedule for the following period:

Start Date: \_\_\_\_\_ End Date\*: \_\_\_\_\_

*(\*Should either party wish to terminate the agreement, they shall do so by providing written notice five (5) working days in advance.)*

Please indicate the proposed schedule: ☐ 9/80 ☐ 10/80 ☐ 4/40 ☐ Customized

Complete **1st WEEK** and **2nd WEEK** for the 9/80, 10/80 or customized plans.

Complete **1st WEEK** for the 4/40 plan.

		DAY OF WEEK		START TIME	END TIME		TOTAL HOURS
1st		MONDAY		:	:		
W		TUESDAY		:	:		
E		WEDNESDAY		:	:		
E		THURSDAY		:	:		
K		FRIDAY		:	:		
2nd		MONDAY		:	:		
W		TUESDAY		:	:		
E		WEDNESDAY		:	:		
E		THURSDAY		:	:		
K		FRIDAY		:	:		

By signing this form, I acknowledge that I am waiving my overtime rights in relation to the schedule above. Any hours worked in addition to those above will be subject to overtime rules.

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE

I approve the requested Alternative Work Week Schedule.

\_\_\_\_\_  
MANAGEMENT SIGNATURE

\_\_\_\_\_  
DATE

Return copy to Human Resources, Copy to CSEA President (review only)

APPENDIX H: CLASSIFIED EMPLOYEE INITIATED RECLASSIFICATION QUESTIONNAIRE



**CLASSIFIED EMPLOYEE INITIATED  
RECLASSIFICATION QUESTIONNAIRE**

**All completed questionnaire packets must be received in Human Resources with all signatures in place by 4:00 p.m. on the first business day in April or October of each year.**

**No questionnaires will be accepted after these respective that dates.**

Article 27 of the Negotiated Agreement between CSEA and the District allows for employees to request reclassification of their position when their job duties change and they are consistently performing duties which are not stated in their job description. Please see article 27 for additional information and guidance. In order to be eligible for a reclassification, unit members:

- Must have been employed by the District for at least one (1) year
- Must not have been reclassified within the last two (2) years
- Must have been performing the out of classification duties for at least six (6) months prior to April 1<sup>st</sup> or October 1<sup>st</sup>, dependent upon the reclassification submission date.

This questionnaire is designed to help the reclassification committee evaluate the changes in your job duties. Please provide detailed descriptions of your duties and provide examples. You may attach additional pages if necessary. **Please provide a revised “draft” job description showing the change in your duties with this questionnaire, if you desire.**

Please contact the Ms. Rian Medlin, the Director, Recruitment and Employee Services, in the Human Resources office at ext. 3426 to request a copy of your current job description.

**SECTION A: General Information / Current Position**

Name

Date

How long have you been employed by the District?

Years

Months

(Count all locations where you have worked and all permanent classified positions held.)

What department are you currently working in?

What is your current position?

What are your current work hours?

How long have you been in this position?

Years

Months

Current salary schedule placement

Range

Step

Monthly Salary

Who is your immediate supervisor?

(This must be a management employee.)

Which management employee completes your evaluation?

(This manager needs to sign reclassification application.)

## SECTION B: New and/or Additional Job Duties

1. List the new and/or additional job duties you feel warrant reclassification of your position. A new and/or additional job duty is a responsibility you have, an action you take, or a combination of several tasks you take in performing your job that are not included on your current job description.

An increase in the volume of work that corresponds to duties already listed on your job description does **not** constitute a new or additional job duty.

You must have been performing these new and/or additional duties for at least six **(6) months** prior to April 1<sup>st</sup> or October 1<sup>st</sup>, dependent upon the reclassification submission date to qualify for a reclassification.

2. Assign each duty a frequency rating based on how frequently you perform that duty.

Frequency Ratings:

D = Daily

W = Weekly

BW = Bi-Weekly (every 2 weeks)

M = Monthly

BM = Bi-Monthly (every 2 months)

Q = Quarterly

SA = Semi Annually (2 times/year)

A = Annually

List duties you do most frequently first and end with those that you do least frequently. Do not worry about making the order precise. Use additional pages if necessary.

New and/or Additional Job Duty		Frequency
1.		
2.		

3.		
4.		
5.		

New and/or Additional Job Duty		Frequency
6.		
7.		
8.		
9.		
10.		



## SECTION C: Supervision

1. Check the ONE category below which best describes the amount of supervision you **RECEIVE** on your job:

☐ **IMMEDIATE SUPERVISION:** You work in the presence of your supervisor or in a situation of close control and easy reference. Work assignments are given with explicit instructions or you have pre-established procedures to follow. You make few, if any, deviations from established practice without checking with your supervisor.

☐ **MODERATE SUPERVISION:** Your assigned duties require the exercise of judgment or choice among possible actions, sometimes without clear precedents and often with concern for the consequences of the action. You may or may not work in the presence of your supervisor (this is a very broad category).

☐ **GENERAL SUPERVISION:** You receive general instructions regarding the scope of the approach to projects or assignments, but the procedures and techniques to use are left to your discretion. This category is usually for technical and professional positions where employees operate with a reasonable degree of independence.

### 2. Supervision Continued:

1. Describe three important or significant decisions you make **FREQUENTLY** and **INDEPENDENTLY** in the course of your job:

1.	
2.	
3.	

2. Please list the employee name(s) and job title(s) of any positions that you provide direction to as part of your job (include all classified personnel and student workers).

#### SECTION D: Self Assessment

Based on the information provided in this questionnaire, what job classification do you think most accurately reflects your job duties and why? (Use additional sheets, if necessary)

#### SECTION E: Required Signatures

##### SUBMITTED BY:

\_\_\_\_\_  
Employee Signature

Date: \_\_\_\_\_

*This reclassification request must be forwarded to your supervisor for comment. Your supervisor has up to ten (10) working days to respond. The supervisor then forwards this form to the appropriate executive cabinet administrator, who has an additional ten (10) working days to respond.*

*The signed and completed form, including the supervisor's and the executive cabinet administrator's comments and signatures must be returned to the employee within twenty (20) working days of being submitted to the supervisor. The employee is then responsible for submitting the completed request to Human Resources by 4:00 p.m. of the first business day in April or October.*

##### SUPERVISOR RESPONSE:

*Supervisors – You must forward this completed document to the Executive Cabinet level Administrator within ten (10) working days of receipt.*

☐

I agree completely with the employee's analysis and support this reclassification request.

☐

I agree somewhat with the employee's analysis and support this reclassification request. See comments below.

☐

I disagree with the employee's analysis. See comments below.

**Supervisor Comments** (Use additional sheets, if necessary):

\_\_\_\_\_  
Supervisor Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Supervisor Printed Name

***NOTE: The signature above needs to be the management employee who completes your annual evaluation.***

**EXECUTIVE CABINET ADMINISTRATOR RESPONSE:**

☐

I agree completely with the employee's analysis and support this reclassification request.

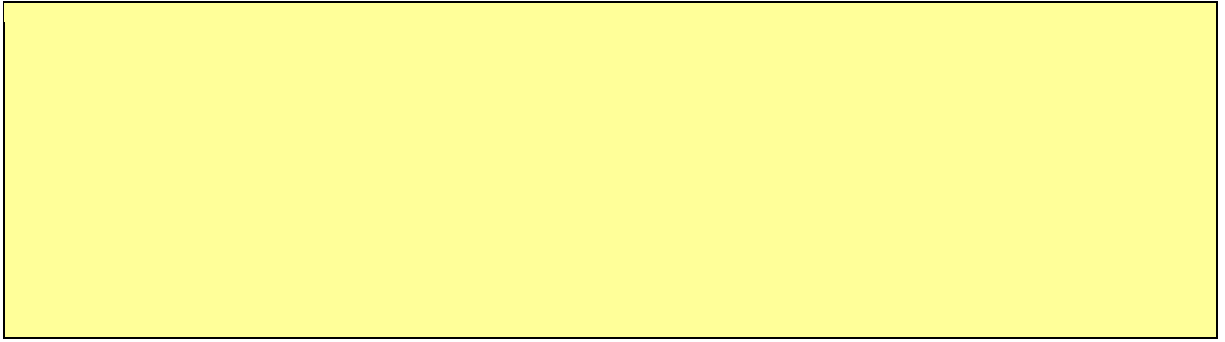
☐

I agree somewhat with the employee's analysis and support this reclassification request. See comments below.

☐

I disagree with the employee's analysis. See comments below.

**Executive Cabinet Administrator Comments** (Use additional sheets, if necessary):



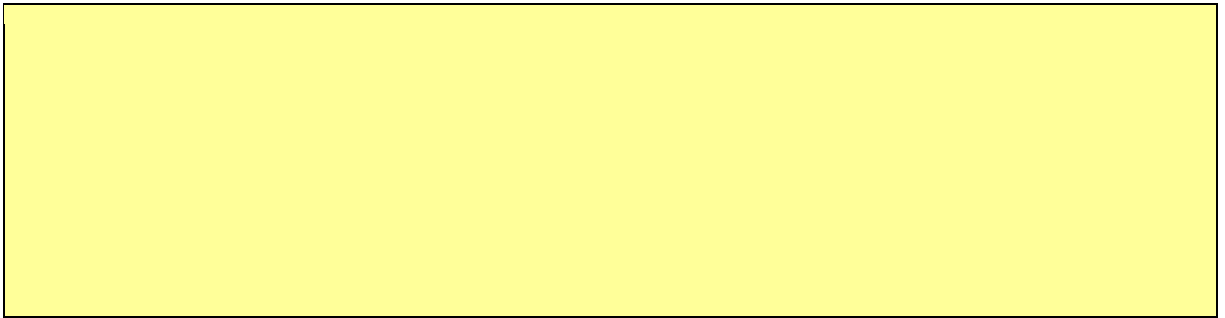
\_\_\_\_\_  
Executive Cabinet Administrator Signature      Date: \_\_\_\_\_

\_\_\_\_\_  
Executive Cabinet Administrator Printed Name

*Executive Cabinet level Administrators – You must forward this completed document to the classified employee within ten (10) working days of receipt.*

**SECTION F: Employee's Final Comment**

This section is not required if you agree with your supervisor's comments above. If you disagree with any or all of your supervisor's comments you may make a final comment in the space provided here (Use additional sheets, if necessary).



\_\_\_\_\_  
Employee Signature      Date: \_\_\_\_\_

## APPENDIX I: PERMANENT PART-TIME CLASSIFIED EMPLOYEES PRORATION OF HOLIDAYS

Reference: CA Education Code Sections 88035

### ***Permanent Part-Time Definition***

Salaried Employee: Permanent Part-Time Classified Employees are salaried employees who are paid an annual salary based on a prorated amount established by the Classified Represented Salary Schedule "B".

Work Week: The Permanent Part-Time salary is based on a fixed number of hours to be worked each year, based on weekly assignments. Permanent Part-Time Classified Employees are scheduled to work less than 100% of a full-time work schedule as illustrated below:

**100% FT Classified: 8.0 hrs/day x 5 days/wk = 40 hrs/wk x 52 weeks/yr = 2,080 hrs/yr**

80.0% PPT Classified: 6.4 hrs/day x 5 days/wk = 32 hrs/wk x 52 weeks/yr = 1,664 hrs/yr

72.5% PPT Classified: 5.8 hrs/day x 5 days/wk = 29 hrs/wk x 52 weeks/yr = 1,508 hrs/yr

60.0% PPT Classified: 4.8 hrs/day x 5 days/wk = 24 hrs/wk x 52 weeks/yr = 1,248 hrs/yr

50.0% PPT Classified: 4.0 hrs/day x 5 days/wk = 20 hrs/wk x 52 weeks/yr = 1,040 hrs/yr

47.5% PPT Classified: 3.8 hrs/day x 5 days/wk = 19 hrs/wk x 52 weeks/yr = 988 hrs/yr

20.0% PPT Classified: 1.6 hrs/day x 5 days/wk = 8 hrs/wk x 52 weeks/yr = 416 hrs/yr

### **Holiday Leave Defined – Proration Based on Permanent Part-Time Work Schedule**

Permanent Part-Time Classified Employees will receive a fixed number of Holiday leave hours each year, allocated equally between 16 Holidays which are established in Article 22 of the contract. These Holidays will be paid on a prorated basis using the Permanent Part-Time employment percentage in relation to full time (100%), examples are listed below:

**100% FT Classified: 16 Days/Yr x 8.0 Hrs = 128.0 Hrs/16 Holidays = 8.0 Hrs per Holiday**

80.0% PPT Classified: 16 Days/Yr x 6.4 Hrs = 102.4 Hrs/16 Holidays = 6.4 Hrs per Holiday

72.5% PPT Classified: 16 Days/Yr x 5.8 Hrs = 92.8 Hrs/16 Holidays = 5.8 Hrs per Holiday

60.0% PPT Classified: 16 Days/Yr x 4.8 Hrs = 76.8 Hrs/16 Holidays = 4.8 Hrs per Holiday

50.0% PPT Classified: 16 Days/Yr x 4.0 Hrs = 64.0 Hrs/16 Holidays = 4.0 Hrs per Holiday

47.5% PPT Classified: 16 Days/Yr x 3.8 Hrs = 60.8 Hrs/16 Holidays = 3.8 Hrs per Holiday

20.0% PPT Classified: 16 Days/Yr x 1.6 Hrs = 25.6 Hrs/16 Holidays = 1.6 Hrs per Holiday

### **Education Code 88035:**

All probationary and permanent part-time classified employees shall be entitled to sick leave, and all other benefits conferred by law on classified employees. Part-time employees shall be entitled to all leaves and benefits granted by the governing board to a majority of the regular full-time employees in the classified service of the district or to regular full-time employees in the same classified positions or general class of positions; but such leaves and benefits may be prorated in the same ratio as the regular work hours per day, days per week, weeks per month, or months per year of such part-time employees bear to eight hours per day, 40 hours per calendar week, four calendar weeks per month, or 12 calendar months during the school year.

### **Salary Based on Established Work Week Hours (Above)**

- Permanent Part-Time employees are paid based on an established work week/hours (above)
- Hours paid must total the established work week hours and can include a combination of worked hours, holiday hours or leave hours.
- Hours that exceed the established work week/hours are paid at PPT additional hours or as comp time, as approved by the supervisor.

Examples – 47.5% PPT – 19 Hours/Week

47.5% PPT	Mon	Tues	Wed	Thur	Fri	Total Hrs
Regular Work Schedule	3.8	3.8	3.8	3.8	3.8	19 Hrs
Regular Work Schedule with Holiday	3.8	3.8	3.8	3.8	Holiday (3.8)	19 Hrs Paid
Modified Work Schedule/Holiday-Comp	6.3	6.3	6.4		Holiday (3.8)	19 Hrs Paid 3.8 Hrs Comp Earned
Modified Work Schedule/Holiday-Leave			6.3	6.3	Holiday (3.8) Leave (2.6)	19 Hrs Paid (Work, Holiday, Leave)
Modified Work Schedule/Holiday-Extra Work Hours			7.6	7.6	Holiday (3.8)	19 Hrs Paid (Work, Holiday)

Examples – 60% PPT – 24 Hours/Week

60% PPT	Mon	Tues	Wed	Thur	Fri	Total Hrs
Regular Work Schedule	4.8	4.8	4.8	4.8	4.8	24 Hrs
Regular Work Schedule with Holiday	4.8	4.8	4.8	4.8	Holiday (4.8)	24 Hrs Paid
Modified Work Schedule/Holiday-Comp	6.0	6.0	6.0	6.0	Holiday (4.8)	24 Hrs Paid 4.8 Hrs Comp
Modified Work Schedule/Holiday-Leave		6.0	6.0	6.0	Holiday (4.8) Leave (1.2)	24 Hrs Paid (Work, Holiday, Leave)
Modified Work Schedule/Holiday-Extra Work Hours		6.0	6.0	7.2	Holiday (4.8)	24 Hrs Paid (Work, Holiday)

APPENDIX J1: EDUCATIONAL INCENTIVE PROGRAM: ADVANCED PROGRAM  
APPROVAL FORM

Date of Request:

/	/
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**CLASSIFIED EMPLOYEE  
EDUCATIONAL INCENTIVE PROGRAM APPROVAL FORM**

Employee Name:			
Position/Title:			
Degree Objective:	<input type="checkbox"/> Associate's Degree <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Master's Degree <input type="checkbox"/> Ph.D. <input type="checkbox"/> Ed.D. <input type="checkbox"/> Other Doctoral degree Specify Other Doctoral Degree:		
College/University:			
Major/Program Emphasis:			
Date Program Begins:		Estimated Completion Date:	
Describe how this program will benefit you in your work at College of the Canyons:			

**Please attach a catalog description of your program to this request.**

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Asst. Sup/VP, Human Resources: \_\_\_\_\_

Date: \_\_\_\_\_

**Process Notes:**

- Return signed form to the Human Resources Office.
- Form requires Assistant Superintendent/V.P., Human Resources approval prior to start of program.

**Distribution:** Human Resources (Original) ☐ Supervisor ☐ Administrator ☐ Employee ☐ CSEA

## **CLASSIFIED EMPLOYEE EDUCATIONAL INCENTIVE PROGRAM INSTRUCTIONS**

Approval must be obtained prior to the start date of the program. The Educational incentive Approval form is available on the intranet site or may be obtained from the Human Resources Office. The employee should complete the form and submit it to the Human Resources Office. Approval from the Assistant Superintendent/V.P., Human Resources is required prior to beginning the program.

“An Educational Incentive Program Advanced Course Approval” form must also be completed for each course. Once the employee has completed 15 semester units (for an approved program), the employee should submit the “Educational Incentive payment submission” form to the Human Resources Office along with an official transcript reflecting the course(s), dates, and grade(s) earned. For those eligible for increases to their base pay rate, the increase will be effective on the 1<sup>st</sup> of the month following receipt by the Human Resources Office of the official transcript confirming the completion of courses and/or degree. Transcripts will be placed in the employee’s personnel file.

If there are any questions, please contact Cara Odell at ext. 3126.



APPENDIX J2: CLASSIFIED EDUCATIONAL INCENTIVE PROGRAM ADVANCED  
COURSE APPROVAL FORM

Date of Request:

	/		/	
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**CLASSIFIED EDUCATIONAL INCENTIVE PROGRAM  
ADVANCED COURSE APPROVAL FORM**

**Submit to:**    **Human Resources Office**

**From:**    **Employee Name:** \_\_\_\_\_  
              **Position/Job Title:** \_\_\_\_\_  
              **Direct Supervisor:** \_\_\_\_\_  
              **Administrator (if applicable):** \_\_\_\_\_  
              **Executive Cabinet Member:** \_\_\_\_\_

**In accordance with Article 18 of the CSEA Agreement (Professional Growth), the following course is submitted for pre-approval (one course per form):**

Course Title and Number	Days/Times	Units	Program & Educational Institution	Start and End Dates

Goal to be achieved in taking the identified course: \_\_\_\_\_

Will this course occur outside of your regularly scheduled work hours to qualify for incentive?    YES    NO

**Obtain the following approvals prior to start date and submit the completed form to Human Resources:**

<input type="checkbox"/> Approved	<input type="checkbox"/> Denied- State reason below
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_____ Direct Supervisor's Signature	_____ Date (must precede course start date)
--	--

<input type="checkbox"/> Approved	<input type="checkbox"/> Denied- State reason below
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_____ Administrator's Signature (if applicable)	_____ Date (must precede course start date)
--	--

<input type="checkbox"/> Approved	<input type="checkbox"/> Denied- State reason below
-----------------------------------	---

_____ Executive Cabinet Administrator's Signature	_____ Date (must precede course start date)
--	--

**If course is not approved, please state reason:**

\_\_\_\_\_

\_\_\_\_\_

## SANTA CLARITA COMMUNITY COLLEGE DISTRICT EDUCATIONAL INCENTIVE PROGRAM INSTRUCTIONS

Pursuant to Article 18 of the CSEA contract, Classified Represented Employees who satisfactorily complete *pre-approved* courses from an accredited educational institution as part of an approved program towards a degree are eligible to receive a \$2,000 lump sum payment for each **15 semester units (22.5 quarter units)** completed, to a maximum of 75 units (*112.5 quarter units*).

- This updated **Advanced Course Approval Form** may be downloaded from the intranet or obtained in the Human Resources Office.
- **Advanced Course Approval Forms** must be completed by the employee, then approved, signed and dated by employee's direct supervisor, administrator (if applicable), and Executive Cabinet Administrator. Then the form must be submitted to the Human Resources Office **in advance of the course start date**, attention Cara Odell.
- A **copy** of each Advance Course Approval Form shall be retained by the employee. **(The employee shall take responsibility for ensuring that all signatures are obtained in advance of taking the course and that the form has been submitted to Human Resources.)**
- Employees shall track course completions and advise Human Resources when 15 semester units (or quarter equivalent) are successfully completed.
- Complete a **Classified Employee Educational Incentive Payment Submission Form** to submit to Human Resources. Proof of completion (along with Payment Submission Form) shall be in the form of an official college transcript submitted directly to the Human Resources Office or via the employee in an official sealed college envelope. Official transcripts submitted prior to the completion of the required units to receive the incentive payment will be placed into the employee's personnel file.
- Official college transcripts in support of the Educational Incentive Program shall be placed in the employee's personnel file. An unofficial copy of the transcript should be retained by the employee for his/her own records.
- **The mailing address for official transcripts is:**

College of the Canyons  
Santa Clarita Community College District  
26455 Rockwell Canyon Road  
Santa Clarita, CA 91355  
***Attn: Human Resources Office/Cara Odell***

*To ensure timely payment, transcripts must be addressed as indicated above.*

**APPENDIX J3: CLASSIFIED EMPLOYEE EDUCATIONAL INCENTIVE PAYMENT  
SUBMISSION FORM**

Date of Request:

/	/	
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**CLASSIFIED EMPLOYEE EDUCATIONAL INCENTIVE  
PAYMENT SUBMISSION FORM**

Employee Name:	
Position/Title:	
Degree Objective	<input type="checkbox"/> Associate's Degree <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Master's Degree <input type="checkbox"/> Ph.D. <input type="checkbox"/> Ed.D. <input type="checkbox"/> Other Doctoral degree  Specify Other Doctoral Degree: _____
Has Degree Been Conferred?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, Date Degree Conferred:	

**Please attach official transcript showing units completed.**

For those eligible for increases after completion of a Master's or Doctorate degree, the increase will be effective on the 1<sup>st</sup> of the month following receipt by the Human Resources Office of the official transcript confirming the completion of courses and/or degree.

I have completed the following were pre-approved courses:

Term	School	Course ID	Course Title	Units
<b>TOTAL UNITS SUBMITTED</b>				

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>HR Office Use:</b>		
Grades Verified _____	AA/ BA/ MA/ Doctorate:	MA/Doctorate degree complete- move to:
Transcripts Rec'd _____	Pmt # _____ of 5 max	Range/Step: _____ eff date: _____
HR Approval _____		

Return Signed Form to Human Resources Office.

SIGNATURE PAGE

SANTA CLARITA COMMUNITY COLLEGE DISTRICT  
COLLEGE OF THE CANYONS

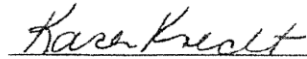
NEGOTIATED AGREEMENT

This agreement, made and entered into this 13th day of June, 2018 by and between the Santa Clarita Community College District ("District") and the California School Employees Association, Chapter 725 ("CSEA") is as printed.

RATIFIED

CALIFORNIA SCHOOL EMPLOYEES  
ASSOCIATION, CHAPTER 725

SANTA CLARITA COMMUNITY  
COLLEGE DISTRICT



Karen Knecht  
Administrator  
CSEA, Chapter 725



Dr. Dianne G. Van Hook  
Chancellor



Alexander Moore  
Labor Relations Representative  
California School Employees Association