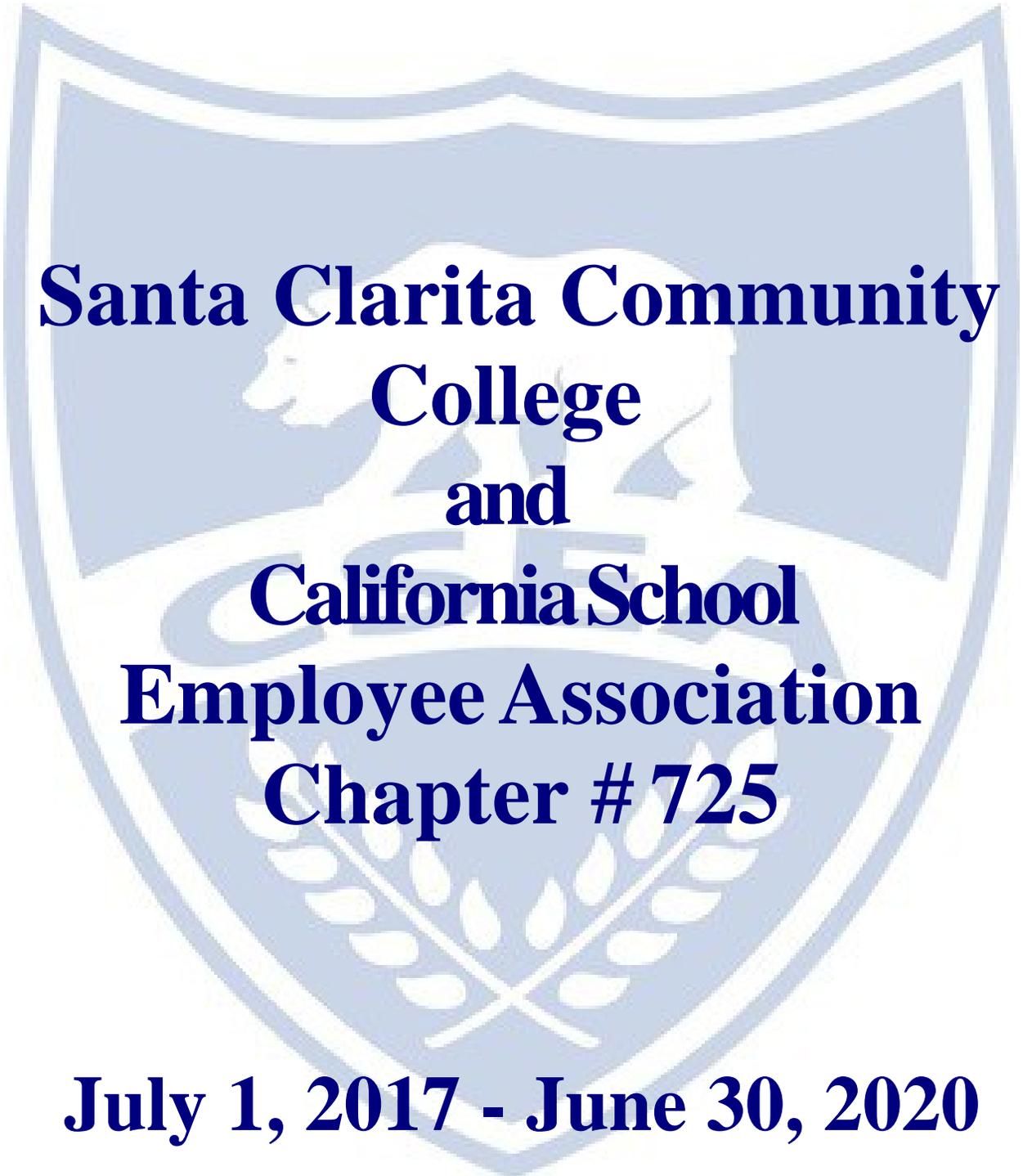


California School Employees Association



**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.canvons.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.....	97
APPENDIX C: CLASSIFIED STAFF PERFORMANCE EVALUATION FORM.....	107
APPENDIX D: TOTAL COMPENSATION WORKSHEET	108
APPENDIX E: SCCCD BOARD POLICY & PROCEDURES: CATASTROPHIC LEAVE.....	114
APPENDIX F: NOTICE OF DEFENSE	117
APPENDIX G: CLASSIFIED EMPLOYEE ALTERNATE WORK SCHEDULE	118
APPENDIX H: CLASSIFIED EMPLOYEE INITIATED RECLASSIFICATION	

QUESTIONNAIRE	119
APPENDIX I: PERMANENT PART-TIME CLASSIFIED EMPLOYEES PRORATION OF HOLIDAYS	126
APPENDIX J1: EDUCATIONAL INCENTIVE PROGRAM: ADVANCED PROGRAM APPROVAL FORM	128
APPENDIX J2: CLASSIFIED EDUCATIONAL INCENTIVE PROGRAM ADVANCED COURSE APPROVAL FORM	130
APPENDIX J3: CLASSIFIED EMPLOYEE EDUCATIONAL INCENTIVE PAYMENT SUBMISSION FORM	132
APPENDIX K: CLASSIFIED TUITION REIMBURSEMENT	133
SIGNATURE PAGE	135

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 6th and/or 7th 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 6th day (*and double time on the 7th 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 1st 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 (1st) 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 hours 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, except for the instance when working additional hours to compensate for a holiday as defined in Article 22.I.3.

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 1st and 15th of the month, the date shall be the first of the month hired (*for example, if a unit member is hired on May 5th, the date is May 1*).
 - 2. If the unit member is hired between the 16th and 31st of the month, the date shall be first of the following month (*for example, if a unit member is hired on May 16th, 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 1st and 15th of the month, the date shall be the first of the month hired (*for example, if a unit member is hired on May 5th, the date is May 1st*).
 - b. If the unit member is hired between the 16th and the 31st of the month, the date shall be the first of the following month (*for example, if a unit member is hired on May 16th, the date is June 1st*).
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 meets 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, grievant(s) 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. Coursework reimbursed by the District in Section G of this Article is not eligible to be used towards the educational incentive.

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 J1 for the approved *Educational Incentive Program Advanced Program Approval* form.
2. See Appendix J2 for the approved *Educational Incentive Program Advanced Course Approval* form.
3. See Appendix J3 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 a maximum of one course per semester 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.

G. Tuition Free District Classes

1. The District will reimburse unit members the cost of tuition and mandatory fees, only for an annual maximum of nine (9) units of District credit courses. Reimbursement will not be provided for units used towards Education Incentive listed in Section A of this Article. Reimbursement is subject to the unit member passing the course (C or better or credit) and submitting the Classified Tuition Reimbursement form, found in Appendix K, within sixty (60) days of the end of the course.
2. The District will reimburse retirees who retired on or after July 1, 2018 the cost of tuition and mandatory fees, only for an annual maximum of nine (9) units of District credit courses. Reimbursement is subject to the unit member passing the course (C or better or credit) and submitting the Classified Tuition Reimbursement form, found in Appendix K, within sixty (60) days of the end of the course.

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 10th and the 25th of the month. Unit members who contribute to the State Teachers Retirement Plan (STRS) will have their warrants payable on the 5th and the 20th 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 1st of the month through the 31st of the same month. Overtime and supplementary services forms will be due to Payroll Services on the 1st of the following month. Overtime assignments will be paid on the 10th 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 1st.
 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 1st 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. Any 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 30th 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 10th 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 eighth (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. Full-Time Unit Members with a Modified Work Schedule
When there is a holiday within a full-time unit member's modified work schedule, they shall have the choice of one of the following with supervisor approval (not to be unreasonably withheld; provided that the supervisor may reject any proposed schedule which would cause the District to incur an obligation to pay overtime):
 1. changing the holiday week's working hours to a five-day, eight-hour work schedule;
 2. receiving a substitute holiday, which shall be used by June 30th of the fiscal year in which it was earned. At the end of the fiscal year, any unused substitute holidays shall be paid out per Education Code 88206. If a holiday falls within a scheduled work week, the work week cannot be shifted in order to receive a substitute holiday;
 3. changing the holiday week's working hours to a mutually agreed upon work schedule. In a workweek when the holiday falls within the work schedule, the employee may modify their hours worked on the first five days of the work week to make up for the hours lost from the holiday and it is agreed that this will not incur overtime. By way of this language it is agreed that this modification of the work week schedule does not obligate the District to pay overtime;
 4. or receiving eight hours holiday pay and submitting a leave request for the remaining

hours as vacation, compensatory time, discretionary time or dock time (if all other leaves have been exhausted). The supervisor shall not deny this leave request; however, the unit member will submit the leave request through the online leave system with as much advance notice as possible.

J. Permanent Part-Time Unit Members

Permanent Part-Time unit members will have the choice, with supervisor approval (not to be unreasonably; provided that the supervisor may reject any proposed schedule which would cause the District to incur an obligation to pay overtime), 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)¹ 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.¹

Illness or Injury Leave

3. Unit members employed forty (40) hours per week by the District will be entitled to twelve

¹ 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.

(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.

4. 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.
5. 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.
6. 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.
7. Unused sick leave is cumulative from year to year without limitation.
8. Unused sick leave will not be paid for upon separation from employment. However, such leave may be accepted by another public employment agency.
9. 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.

B. 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.

C. 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.

D. 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.

E. 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.

F. 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§ionNum=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.

G. 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 22.C. 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.

H. 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.

I. 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.

J. 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.

K. 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).

L. Conference Leave

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

M. 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 1st or October 1st, 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 1st and October 1st or February 1st and April 1st for consideration that fiscal year. Approved reclassifications will become effective July 1st for submissions received by April 1st or January 1st for submissions received by October 1st. 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 10th 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 1st or February 1st. 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 two (2) additional Articles in addition to the opening of Article 19 (Wages) and Article 21 (District Paid Benefits). Re-openers must be submitted no later than April 30th of each year. Negotiations must begin no later than September 15th of each year. The negotiations will utilize interest-based bargaining techniques.
- C. The District and the Association will meet no later than October 31st 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 1st.
- 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)
2018-2019

Steps																				
Range	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
<i>Range 1 through 70 ~ Regular Base</i>																				
1	2457	2594	2737	2887	3027	3168	3308	3391	3476	3529	3582	3635	3689	3745	3801	3858	3916	3975	4034	4095
2	2528	2674	2831	2970	3125	3280	3427	3513	3601	3655	3710	3764	3821	3878	3936	3995	4055	4116	4178	4241
3	2596	2765	2919	3089	3248	3402	3569	3658	3750	3806	3864	3922	3981	4041	4101	4163	4225	4289	4353	4418
4	2675	2841	3011	3174	3336	3506	3674	3766	3860	3919	3978	4037	4097	4159	4221	4285	4349	4414	4480	4548
5	2749	2913	3081	3248	3409	3581	3746	3840	3936	3995	4055	4115	4177	4240	4303	4368	4433	4500	4567	4636
6	2831	2999	3168	3336	3504	3669	3833	3929	4028	4088	4150	4212	4275	4340	4405	4471	4538	4606	4675	4745
7	2904	3081	3258	3427	3599	3773	3948	4047	4148	4211	4274	4338	4403	4469	4536	4604	4673	4743	4814	4886
8	2970	3150	3326	3494	3670	3849	4021	4122	4225	4289	4354	4419	4485	4553	4621	4690	4760	4832	4904	4978
9	3053	3233	3417	3599	3783	3971	4155	4259	4366	4432	4499	4566	4635	4704	4775	4846	4919	4993	5068	5144
10	3127	3324	3504	3695	3878	4070	4257	4363	4472	4540	4609	4678	4748	4819	4892	4965	5039	5115	5192	5270
11	3203	3394	3598	3790	3986	4186	4377	4486	4598	4667	4737	4808	4880	4954	5028	5103	5180	5258	5337	5417
12	3281	3473	3670	3870	4068	4260	4455	4567	4681	4752	4824	4896	4969	5044	5120	5196	5274	5354	5434	5515
13	3358	3561	3767	3975	4185	4383	4592	4707	4825	4897	4971	5045	5121	5198	5276	5355	5434	5517	5600	5683
14	3427	3638	3854	4070	4275	4490	4702	4820	4941	5015	5090	5165	5243	5321	5401	5482	5565	5648	5733	5819
15	3504	3716	3920	4133	4341	4552	4760	4879	5002	5077	5153	5230	5309	5388	5469	5551	5634	5719	5805	5892
16	3586	3796	4013	4228	4442	4650	4861	4983	5108	5185	5263	5341	5421	5502	5585	5668	5753	5840	5927	6016
17	3658	3878	4099	4331	4547	4764	4992	5118	5246	5325	5405	5486	5568	5652	5736	5822	5910	5998	6088	6180
18	3727	3963	4188	4414	4642	4869	5099	5227	5358	5438	5520	5602	5686	5771	5858	5945	6035	6125	6217	6310
19	3806	4038	4260	4485	4719	4942	5165	5295	5427	5509	5592	5675	5760	5846	5934	6023	6113	6205	6298	6393
20	3878	4113	4341	4572	4805	5029	5260	5392	5527	5610	5695	5780	5867	5955	6044	6135	6227	6320	6415	6511
21	3963	4191	4435	4662	4902	5133	5370	5505	5643	5728	5814	5900	5989	6079	6170	6262	6356	6452	6548	6647
22	4043	4267	4513	4741	4980	5216	5450	5586	5726	5812	5899	5988	6078	6169	6261	6355	6451	6548	6646	6745
23	4103	4347	4599	4853	5099	5347	5600	5740	5884	5972	6062	6153	6245	6339	6434	6530	6628	6728	6829	6931
24	4186	4439	4690	4944	5195	5449	5701	5844	5990	6080	6171	6264	6358	6453	6550	6648	6748	6849	6952	7056
25	4262	4521	4789	5053	5312	5581	5841	5987	6137	6230	6323	6418	6514	6612	6711	6812	6914	7018	7123	7230
26	4334	4590	4858	5120	5384	5643	5910	6058	6209	6303	6398	6493	6591	6689	6790	6892	6995	7100	7206	7315
27	4409	4677	4944	5213	5481	5744	6017	6167	6321	6416	6512	6610	6709	6810	6912	7016	7121	7228	7336	7446
28	4485	4760	5029	5304	5580	5849	6116	6270	6427	6523	6621	6720	6821	6923	7027	7132	7239	7348	7458	7570
29	4560	4837	5118	5398	5678	5958	6236	6392	6552	6650	6750	6851	6954	7058	7164	7272	7381	7492	7604	7718
30	4643	4923	5195	5476	5744	6021	6299	6456	6617	6717	6818	6920	7024	7129	7236	7345	7455	7567	7680	7796
31	4719	5000	5286	5571	5857	6139	6426	6588	6753	6854	6957	7060	7166	7273	7383	7493	7606	7720	7836	7953
32	4779	5072	5358	5651	5938	6228	6515	6678	6845	6948	7052	7157	7265	7373	7484	7596	7710	7826	7943	8062
33	4867	5157	5449	5740	6025	6320	6607	6773	6942	7046	7152	7259	7368	7479	7591	7705	7821	7938	8057	8178
34	4934	5232	5525	5815	6112	6405	6703	6871	7043	7149	7256	7364	7474	7586	7700	7816	7933	8052	8173	8295
35	5016	5311	5619	5922	6223	6525	6829	7000	7175	7283	7392	7503	7615	7729	7845	7963	8083	8204	8327	8452
36	5094	5412	5709	6019	6325	6634	6939	7113	7291	7400	7511	7624	7738	7854	7972	8092	8213	8336	8461	8588
37	5161	5484	5800	6112	6432	6744	7064	7241	7422	7533	7646	7761	7877	7995	8115	8237	8360	8486	8613	8742
38	5238	5556	5874	6190	6507	6824	7144	7323	7506	7619	7733	7848	7966	8085	8207	8330	8455	8582	8710	8841
39	5312	5638	5962	6288	6615	6935	7259	7441	7627	7742	7858	7976	8095	8217	8340	8465	8592	8721	8852	8984
40	5392	5715	6042	6367	6690	7012	7343	7528	7716	7832	7949	8069	8190	8312	8437	8564	8692	8822	8955	9089
41	5459	5800	6119	6455	6787	7110	7442	7628	7820	7937	8056	8177	8300	8424	8551	8679	8809	8941	9075	9211
42	5545	5881	6211	6546	6878	7216	7549	7738	7932	8051	8172	8294	8418	8545	8673	8803	8935	9069	9205	9343
43	5623	5953	6299	6639	6975	7309	7651	7842	8039	8160	8283	8407	8533	8661	8791	8923	9056	9192	9330	9470
44	5683	6025	6378	6713	7052	7400	7737	7931	8129	8252	8376	8501	8628	8758	8889	9022	9158	9295	9434	9576
45	5766	6113	6460	6813	7158	7508	7851	8047	8249	8373	8499	8626	8755	8887	9020	9155	9293	9432	9573	9717
46	5854	6202	6549	6904	7250	7601	7954	8153	8357	8483	8611	8740	8871	9004	9139	9276	9415	9556	9700	9845
47	5913	6275	6632	6992	7350	7711	8077	8279	8486	8613	8742	8873	9006	9142	9279	9418	9559	9703	9848	9996
48	5999	6353	6713	7059	7420	7778	8134	8338	8547	8675	8806	8938	9072	9208	9346	9487	9629	9773	9920	10069
49	6074	6441	6798	7171	7536	7901	8267	8474	8686	8816	8949	9083	9219	9358	9498	9641	9785	9932	10081	10232
50	6140	6515	6893	7276	7651	8028	8402	8612	8827	8959	9094	9230	9369	9509	9652	9797	9944	10093	10244	10398

51	6224	6601	6975	7347	7721	8091	8467	8679	8896	9029	9165	9302	9442	9584	9727	9873	10021	10172	10324	10479
52	6299	6675	7052	7430	7810	8195	8570	8784	9005	9140	9277	9415	9556	9700	9845	9993	10143	10295	10449	10606
53	6367	6751	7140	7527	7916	8300	8692	8909	9132	9269	9408	9549	9692	9837	9985	10135	10287	10441	10598	10757
54	6453	6841	7232	7624	8014	8402	8800	9020	9246	9385	9526	9668	9813	9960	10109	10261	10415	10571	10730	10891
55	6525	6920	7314	7709	8109	8514	8912	9135	9363	9504	9647	9792	9939	10088	10239	10393	10549	10707	10868	11031
56	6601	6999	7406	7806	8202	8603	9000	9226	9457	9599	9743	9889	10037	10188	10341	10496	10653	10813	10975	11140
57	6675	7085	7483	7892	8290	8700	9103	9331	9564	9707	9853	10001	10151	10303	10458	10615	10774	10935	11099	11266
58	6746	7188	7625	8071	8514	8953	9394	9629	9871	10019	10169	10321	10476	10633	10793	10955	11119	11286	11455	11627
59	6818	7273	7711	8167	8614	9065	9515	9753	9997	10147	10299	10454	10611	10770	10931	11095	11262	11431	11602	11776
60	6903	7356	7810	8268	8714	9174	9621	9862	10109	10261	10415	10570	10728	10889	11053	11218	11387	11557	11731	11907
61	6975	7430	7892	8345	8810	9264	9719	9963	10212	10365	10521	10678	10839	11001	11166	11334	11504	11676	11851	12029
62	7048	7515	7982	8448	8913	9380	9847	10094	10347	10502	10660	10819	10982	11146	11313	11483	11655	11830	12008	12188
63	7118	7597	8072	8548	9020	9497	9973	10222	10478	10636	10796	10957	11121	11288	11458	11629	11804	11981	12161	12343
64	7192	7681	8160	8641	9126	9603	10085	10337	10597	10756	10918	11081	11248	11416	11587	11761	11938	12117	12299	12483
65	7281	7766	8258	8747	9235	9725	10213	10469	10731	10892	11055	11221	11389	11560	11734	11910	12088	12270	12454	12641
66	7347	7840	8340	8831	9322	9816	10317	10575	10839	11002	11167	11334	11504	11676	11852	12029	12210	12393	12579	12768
67	7424	7924	8421	8918	9416	9911	10414	10675	10942	11107	11274	11442	11614	11788	11965	12145	12327	12512	12699	12890
68	7503	8010	8514	9012	9513	10016	10519	10783	11053	11219	11387	11557	11731	11907	12085	12267	12451	12637	12827	13019
69	7579	8085	8600	9107	9619	10139	10644	10910	11183	11351	11521	11694	11869	12048	12228	12412	12598	12787	12979	13173
70	7657	8167	8674	9191	9702	10213	10729	10998	11273	11443	11615	11789	11966	12145	12328	12512	12700	12891	13084	13280

Range 101 through 170 ~ Regular Base with Master's Degree																				
101	2582	2719	2862	3012	3152	3293	3433	3516	3601	3654	3707	3760	3814	3870	3926	3983	4041	4100	4159	4220
102	2653	2799	2956	3095	3250	3405	3552	3638	3726	3780	3835	3889	3946	4003	4061	4120	4180	4241	4303	4366
103	2721	2890	3044	3214	3373	3527	3694	3783	3875	3931	3989	4047	4106	4166	4226	4288	4350	4414	4478	4543
104	2800	2966	3136	3299	3461	3631	3799	3891	3985	4044	4103	4162	4222	4284	4346	4410	4474	4539	4605	4673
105	2874	3038	3206	3373	3534	3706	3871	3965	4061	4120	4180	4240	4302	4365	4428	4493	4558	4625	4692	4761
106	2956	3124	3293	3461	3629	3794	3958	4054	4153	4213	4275	4337	4400	4465	4530	4596	4663	4731	4800	4870
107	3029	3206	3383	3552	3724	3898	4073	4172	4273	4336	4399	4463	4528	4594	4661	4729	4798	4868	4939	5011
108	3095	3275	3451	3619	3795	3974	4146	4247	4350	4414	4479	4544	4610	4678	4746	4815	4885	4957	5029	5103
109	3178	3358	3542	3724	3908	4096	4280	4384	4491	4557	4624	4691	4760	4829	4900	4971	5044	5118	5193	5269
110	3252	3449	3629	3820	4003	4195	4382	4488	4597	4665	4734	4803	4873	4944	5017	5090	5164	5240	5317	5395
111	3328	3519	3723	3915	4111	4311	4502	4611	4723	4792	4862	4933	5005	5079	5153	5228	5305	5383	5462	5542
112	3406	3598	3795	3995	4193	4385	4580	4692	4806	4877	4949	5021	5094	5169	5245	5321	5399	5479	5559	5640
113	3483	3686	3892	4100	4310	4508	4717	4832	4950	5022	5096	5170	5246	5323	5401	5480	5560	5642	5725	5808
114	3552	3763	3979	4195	4400	4615	4827	4945	5066	5140	5215	5290	5368	5446	5526	5607	5690	5773	5858	5944
115	3629	3841	4045	4258	4466	4677	4885	5004	5127	5202	5278	5355	5434	5513	5594	5676	5759	5844	5930	6017
116	3711	3921	4138	4353	4567	4775	4986	5108	5233	5310	5388	5466	5546	5627	5710	5793	5878	5965	6052	6141
117	3783	4003	4224	4456	4672	4889	5117	5243	5371	5450	5530	5611	5693	5777	5861	5947	6035	6123	6213	6305
118	3852	4088	4313	4539	4767	4994	5224	5352	5483	5563	5645	5727	5811	5896	5983	6070	6160	6250	6342	6435
119	3931	4163	4385	4610	4844	5067	5290	5420	5552	5634	5717	5800	5885	5971	6059	6148	6238	6330	6423	6518
120	4003	4238	4466	4697	4930	5154	5385	5517	5652	5735	5820	5905	5992	6080	6169	6260	6352	6445	6540	6636
121	4088	4316	4560	4787	5027	5258	5495	5630	5768	5853	5939	6025	6114	6204	6295	6387	6481	6577	6673	6772
122	4168	4392	4638	4866	5105	5341	5575	5711	5851	5937	6024	6113	6203	6294	6386	6480	6576	6673	6771	6870
123	4228	4472	4724	4978	5224	5472	5725	5865	6009	6097	6187	6278	6370	6464	6559	6655	6753	6853	6954	7056
124	4311	4564	4815	5069	5320	5574	5826	5969	6115	6205	6296	6389	6483	6578	6675	6773	6873	6974	7077	7181
125	4387	4646	4914	5178	5437	5706	5966	6112	6262	6355	6448	6543	6639	6737	6836	6937	7039	7143	7248	7355
126	4459	4715	4983	5245	5509	5768	6035	6183	6334	6428	6523	6618	6716	6814	6915	7017	7120	7225	7331	7440
127	4534	4802	5069	5338	5606	5869	6142	6292	6446	6541	6637	6735	6834	6935	7037	7141	7246	7353	7461	7571
128	4610	4885	5154	5429	5705	5974	6241	6395	6552	6648	6746	6845	6946	7048	7152	7257	7364	7473	7583	7695
129	4685	4962	5243	5523	5803	6083	6361	6517	6677	6775	6875	6976	7079	7183	7289	7397	7506	7617	7729	7843
130	4768	5048	5320	5601	5869	6146	6424	6581	6742	6842	6943	7045	7149	7254	7361	7470	7580	7692	7805	7921
131	4844	5125	5411	5696	5982	6264	6551	6713	6878	6979	7082	7185	7291	7398	7508	7618	7731	7845	7961	8078
132	4904	5197	5483	5776	6063	6353	6640	6803	6970	7073	7177	7282	7390	7498	7609	7721	7835	7951	8068	8187
133	4992	5282	5574	5865	6150	6445	6732	6898	7067	7171	7277	7384	7493	7604	7716	7830	7946	8063	8182	8303
134	5059	5357	5650	5940	6237	6530	6828	6996	7168	7274	7381	7489	7599	7711	7825	7941	8058	8177	8298	8420
135	5141	5436	5744	6047	6348	6650	6954	7125	7300	7408	7517	7628	7740	7854	7970	8088	8208	8329	8452	8577
136	5219	5537	5834	6144	6450	6759	7064	7238	7416	7525	7636	7749	7863	7979	8097	8217	8338	8461	8586	8713
137	5286	5609	5925	6237	6557	6869	7189	7366	7547	7658	7771	7886	8002	8120	8240	8362	8485	8611	8738	8867
138	5363	5681	5999	6315	6632	6949	7269	7448	7631	7744	7858	7973	8091	8210	8332	8455	8580	8707	8835	8966
139	5437	5763	6087	6413	6740	7060	7384	7566	7752	7867	7983	8101	8220	8342	8465	8590	8717	8846	8977	9109
140	5517	5840	6167	6492	6815	7137	7468	7653	7841	7957	8074	8194	8315	8437	8562	8689	8817	8947	9080	9214
141	5584	5925	6244	6580	6912	7235	7567	7753	7945	8062	8181	8302	8425	8549	8676	8804	8934	9066	9200	9336
142	5670	6006	6336	6671	7003	7341	7674	7863	8057	8176	8297	8419	8543	8670	8798	8928	9060	9194	9330	9468
143	5748	6078	6424	6764	7100	7434	7776	7967	8164	8285	8408	8532	8658	8786	8916	9048	9181	9317	9455	9595
144	5808	6150	6503	6838	7177	7525	7862	8056	8254	8377	8501	8626	8753	8883	9014	9147	9283	9420	9559	9701
145	5891	6238	6585	6938	7283	7633	7976	8172	8374	8498	8624	8751	8880	9012	9145	9280	9418	9557	9698	9842
146	5979	6327	6674	7029	7375	7726	8079	8278	8482	8608	8736	8865	8996	9129	9264	9401	9540	9681	9825	9970
147	6038	6400	6757	7117	7475	7836	8202	8404	8611	8738	8867	8998	9131	9267	9404	9543	9684	9828	9973	10121
148	6124	6478	6838	7184	7545	7903	8259	8463	8672	8800	8931	9063	9197	9333	9471	9612	9754	9898	10045	10194
149	6199	6566	6923	7296	7661	8026	8392	8599	8811	8941	9074	9208	9344	9483	9623	9766	9910	10057	10206	10357
150	6265	6640	7018	7401	7776	8153	8527	8737	8952	9084	9219	9355	9494	9634	9777	9922	10069	10218	10369	10523
151	6349	6726	7100	7472	7846	8216	8592	8804	9021	9154	9290	9427	9567	9709	9852	9998	10146	10297	10449	10604
152	6424	6800	7177	7555	7935	8320	8695	8909	9130	9265	9402	9540	9681	9825	9970	10118	10268	10420	10574	10731
153	6492	6876	7265	7652	8041	8425	8817	9034	9257	9394	9533	9674	9817	9962	10110	10260	10412	10566	10723	10882
154	6578	6966	7357	7749	8139	8527	8925	9145	9371	9510	9651	9793	9938	10085	10234	10386	10540	10696	10855	11016
155	6650	7045	7439	7834	8234	8639	9037	9260	9488	9629	9772	9917	10064	10213	10364	10518	10674	10832	10993	11156
156	6726	7124	7531	7931	8327	8728	9125	9351	9582	9724	9868	10014	10162	10313	10466	10621	10778	10938	11100	11265
157	6800	7210	7608	8017	8415	8825	9228	9456	9689	9832	9978	10126	10276	10428	10583	10740	10899	11060	11224	11391
158	6871	7313	7750	8196	8639	9078	9519	9754	9996	10144	10294	10446	10601	10758	10918	11080	11244	11411	11580	11752
159	6943	7398	7836	8292	8739	9190	9640	9878	10122	10272	10424	10579	10736	10895	11056	11220	11387	11556	11727	11901
160	7028	7481	7935	8393	8839	9299	9746	9987	10234	10386	10540	10695	10853	11014	11178	11343	11512	11682	11856	12032
161	7100	7555	8017	8470	8935	9389	9844	10088	10337	10490	10646	10803	10964	11126	11291	11459	11629	11801	11976	12154
162	7173	7640	8107	8573	9038	9505	9972	10219	10472	10627	10785	10944	11107	11271	11438	11608	11780	11955	12133	12313
163	7243	7722	8197	8673	9145	9622	10098	10347	10603	10761	10921	11082	11246	11413	11583	11754	11929	12106	12286	12468
164																				

Range 201 through 270 ~ Regular Base with Shift Differential

201	2703	2853	3011	3176	3330	3485	3639	3790	3824	3882	3940	3999	4058	4120	4181	4244	4308	4373	4437	4505
202	2781	2941	3114	3267	3438	3608	3770	3864	3961	4021	4081	4140	4203	4266	4330	4395	4461	4528	4596	4665
203	2856	3042	3211	3398	3573	3742	3926	4024	4125	4187	4250	4314	4379	4445	4511	4579	4648	4718	4788	4860
204	2943	3125	3312	3491	3670	3857	4041	4143	4246	4311	4376	4441	4507	4575	4643	4714	4784	4855	4928	5003
205	3024	3204	3389	3573	3750	3939	4121	4224	4330	4395	4461	4527	4595	4664	4733	4805	4876	4950	5024	5100
206	3114	3299	3485	3670	3854	4036	4216	4322	4431	4497	4565	4633	4703	4774	4846	4918	4992	5067	5143	5220
207	3194	3389	3584	3770	3959	4150	4343	4452	4563	4632	4701	4772	4843	4916	4990	5064	5140	5217	5295	5375
208	3267	3465	3659	3843	4037	4234	4423	4534	4648	4718	4789	4861	4934	5008	5083	5159	5236	5315	5394	5476
209	3358	3556	3759	3959	4161	4368	4571	4685	4803	4875	4949	5023	5099	5174	5253	5331	5411	5492	5575	5658
210	3440	3656	3854	4065	4266	4477	4683	4799	4919	4994	5070	5146	5223	5301	5381	5462	5543	5627	5711	5797
211	3523	3733	3958	4169	4385	4605	4815	4935	5058	5134	5211	5289	5368	5449	5531	5613	5698	5784	5871	5959
212	3609	3820	4037	4257	4475	4686	4901	5024	5149	5227	5306	5386	5466	5548	5632	5716	5801	5889	5977	6067
213	3694	3917	4144	4373	4604	4821	5051	5178	5308	5387	5468	5550	5633	5718	5804	5891	5979	6069	6160	6251
214	3770	4002	4239	4477	4703	4939	5172	5302	5435	5517	5599	5682	5767	5853	5941	6030	6122	6213	6306	6401
215	3854	4088	4312	4546	4775	5007	5236	5367	5502	5585	5668	5753	5840	5927	6016	6106	6197	6291	6386	6481
216	3945	4176	4414	4651	4886	5115	5347	5481	5619	5704	5789	5875	5963	6052	6144	6235	6328	6424	6520	6618
217	4024	4266	4509	4764	5002	5240	5491	5630	5771	5858	5946	6035	6125	6217	6310	6404	6501	6598	6697	6798
218	4100	4359	4607	4855	5106	5356	5609	5750	5894	5982	6072	6162	6255	6348	6444	6540	6639	6738	6839	6941
219	4187	4442	4686	4934	5191	5436	5682	5825	5970	6060	6151	6243	6336	6431	6527	6625	6724	6826	6928	7032
220	4266	4524	4775	5029	5286	5532	5786	5931	6080	6171	6265	6358	6454	6551	6648	6749	6850	6952	7057	7162
221	4359	4610	4879	5128	5392	5646	5907	6056	6207	6301	6395	6490	6588	6687	6787	6888	6992	7097	7203	7312
222	4447	4694	4964	5215	5478	5738	5995	6145	6299	6393	6489	6587	6686	6786	6887	6991	7096	7203	7311	7420
223	4513	4782	5059	5338	5609	5882	6160	6314	6472	6569	6668	6768	6870	6973	7077	7183	7291	7401	7512	7624
224	4605	4883	5159	5438	5715	5994	6271	6428	6589	6688	6788	6890	6994	7098	7205	7313	7423	7534	7647	7762
225	4688	4973	5268	5558	5843	6139	6425	6586	6751	6853	6955	7060	7165	7273	7382	7493	7605	7720	7835	7953
226	4767	5049	5344	5632	5922	6207	6501	6664	6830	6933	7038	7142	7250	7358	7469	7581	7695	7810	7927	8047
227	4850	5145	5438	5734	6029	6318	6619	6784	6953	7058	7163	7271	7380	7491	7603	7718	7833	7951	8070	8191
228	4934	5236	5532	5834	6138	6434	6728	6897	7070	7175	7283	7392	7503	7615	7730	7845	7963	8083	8204	8327
229	5016	5321	5630	5938	6246	6554	6860	7031	7207	7315	7425	7536	7649	7764	7880	7999	8119	8241	8364	8490
230	5107	5415	5715	6024	6318	6623	6929	7102	7279	7389	7500	7612	7726	7842	7960	8080	8201	8324	8448	8576
231	5191	5500	5815	6128	6443	6753	7069	7247	7428	7539	7653	7766	7883	8000	8121	8242	8367	8492	8620	8748
232	5257	5579	5894	6216	6532	6851	7167	7346	7530	7643	7757	7873	7992	8110	8232	8356	8481	8609	8737	8868
233	5354	5673	5994	6314	6628	6952	7268	7450	7636	7751	7867	7985	8105	8227	8350	8476	8603	8732	8863	8996
234	5427	5755	6078	6397	6723	7046	7373	7558	7747	7864	7982	8100	8221	8345	8470	8598	8726	8857	8990	9125
235	5518	5842	6181	6514	6845	7178	7512	7700	7893	8011	8131	8253	8377	8502	8630	8759	8891	9024	9160	9297
236	5603	5953	6280	6621	6958	7297	7633	7824	8020	8140	8262	8386	8512	8639	8769	8901	9034	9170	9307	9447
237	5677	6032	6380	6723	7075	7418	7770	7965	8164	8286	8411	8537	8665	8795	8927	9061	9196	9335	9474	9616
238	5762	6112	6461	6809	7158	7506	7858	8055	8257	8381	8506	8633	8763	8894	9028	9163	9301	9440	9581	9725
239	5843	6202	6558	6917	7277	7629	7985	8185	8390	8516	8644	8774	8905	9039	9174	9312	9451	9593	9737	9882
240	5931	6287	6646	7004	7359	7713	8077	8281	8488	8615	8744	8876	9009	9143	9281	9420	9561	9704	9851	9998
241	6005	6380	6731	7101	7466	7821	8186	8391	8602	8731	8862	8995	9130	9266	9406	9547	9690	9835	9983	10132
242	6100	6469	6832	7201	7566	7938	8304	8512	8725	8856	8989	9123	9260	9400	9540	9683	9829	9976	10126	10277
243	6185	6548	6929	7303	7673	8040	8416	8626	8843	8976	9111	9248	9386	9527	9670	9815	9962	10111	10263	10417
244	6251	6628	7016	7384	7757	8140	8511	8724	8942	9077	9214	9351	9491	9634	9778	9924	10074	10225	10377	10534
245	6343	6724	7106	7494	7874	8259	8636	8852	9074	9210	9349	9489	9631	9776	9922	10071	10222	10375	10530	10689
246	6439	6822	7204	7594	7975	8361	8749	8968	9193	9331	9472	9614	9758	9904	10053	10204	10357	10512	10670	10830
247	6504	6903	7295	7691	8085	8482	8885	9107	9335	9474	9616	9760	9907	10056	10207	10360	10515	10673	10833	10996
248	6599	6988	7384	7785	8182	8586	8947	9172	9402	9543	9687	9832	9979	10129	10281	10436	10592	10750	10912	11076
249	6681	7085	7478	7888	8290	8691	9094	9321	9555	9698	9844	9991	10141	10294	10448	10605	10764	10925	11089	11255
250	6754	7167	7582	8004	8416	8831	9242	9473	9710	9855	10003	10153	10306	10460	10617	10777	10938	11102	11268	11438
251	6846	7261	7673	8082	8493	8900	9314	9547	9786	9932	10082	10232	10386	10542	10700	10860	11023	11189	11356	11527
252	6929	7343	7757	8173	8591	9015	9427	9662	9906	10054	10205	10357	10512	10670	10830	10992	11157	11325	11494	11667
253	7004	7426	7854	8280	8708	9130	9561	9800	10045	10196	10349	10504	10661	10821	10984	11149	11316	11485	11658	11833
254	7098	7525	7955	8386	8815	9242	9680	9922	10171	10324	10479	10635	10794	10956	11120	11287	11457	11628	11803	11980
255	7178	7612	8045	8480	8920	9365	9803	10049	10299	10454	10612	10771	10933	11097	11263	11432	11604	11778	11955	12134
256	7261	7699	8147	8587	9022	9463	9900	10149	10403	10559	10717	10878	11041	11207	11375	11546	11718	11894	12073	12254
257	7343	7794	8231	8681	9119	9570	10013	10264	10520	10678	10838	11001	11166	11333	11504	11677	11851	12029	12209	12393
258	7421	7907	8388	8878	9365	9848	10333	10592	10858	11021	11186	11353	11524	11696	11872	12051	12231	12415	12601	12790
259	7500	8000	8482	8984	9475	9972	10467	10728	10997	11162	11329	11499	11672	11847	12024	12205	12388	12574	12762	12954
260	7593	8092	8591	9095	9585	10091	10583	10848	11120	11287	11457	11627	11801	11978	12158	12340	12526	12713	12904	13098
261	7673	8173	8681	9180	9691	10190	10691	10959	11233	11402	11573	11746	11923	12101	12283	12467	12654	12844	13036	13232
262	7753	8267	8780	9293	9804	10318	10832	11103	11382	11552	11726	11901	12080	12261	12444	12631	12821	13013	13209	13407
263	7830	8357	8879	9403	9922	10447	10970	11244	11526	11700	11876	1								

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

301	2840	2991	3148	3313	3467	3622	3776	3868	3961	4019	4078	4136	4195	4257	4319	4381	4445	4510	4575	4642
302	2918	3079	3252	3405	3575	3746	3907	4002	4099	4158	4219	4278	4341	4403	4467	4532	4598	4665	4733	4803
303	2993	3179	3348	3535	3710	3880	4063	4161	4263	4324	4388	4452	4517	4583	4649	4717	4785	4855	4926	4997
304	3080	3263	3450	3629	3807	3994	4179	4280	4384	4448	4513	4578	4644	4712	4781	4851	4921	4993	5066	5140
305	3161	3342	3527	3710	3887	4077	4258	4362	4467	4532	4598	4664	4732	4802	4871	4942	5014	5088	5161	5237
306	3252	3436	3622	3807	3992	4173	4354	4459	4568	4634	4703	4771	4840	4912	4983	5056	5129	5204	5280	5357
307	3332	3527	3721	3907	4096	4288	4480	4589	4700	4770	4839	4909	4981	5053	5127	5202	5278	5355	5433	5512
308	3405	3603	3796	3981	4175	4371	4561	4672	4785	4855	4927	4998	5071	5146	5221	5297	5374	5453	5532	5613
309	3496	3694	3896	4096	4299	4506	4708	4822	4940	5013	5086	5160	5236	5312	5390	5468	5548	5630	5712	5796
310	3577	3794	3992	4202	4403	4615	4820	4937	5057	5132	5207	5283	5360	5438	5519	5599	5680	5764	5849	5935
311	3661	3871	4095	4307	4522	4742	4952	5072	5195	5271	5348	5426	5506	5587	5668	5751	5836	5921	6008	6096
312	3747	3958	4175	4395	4612	4824	5038	5161	5287	5365	5444	5523	5603	5686	5770	5853	5939	6027	6115	6204
313	3831	4055	4281	4510	4741	4959	5189	5315	5445	5524	5606	5687	5771	5855	5941	6028	6116	6206	6298	6389
314	3907	4139	4377	4615	4840	5077	5310	5440	5573	5654	5737	5819	5905	5991	6079	6168	6259	6350	6444	6538
315	3992	4225	4450	4684	4913	5145	5374	5504	5640	5722	5806	5891	5977	6064	6153	6244	6335	6428	6523	6619
316	4082	4313	4552	4788	5024	5253	5485	5619	5756	5841	5927	6013	6101	6190	6281	6372	6466	6562	6657	6755
317	4161	4403	4646	4902	5139	5378	5629	5767	5908	5995	6083	6172	6262	6355	6447	6542	6639	6735	6834	6936
318	4237	4497	4744	4993	5244	5493	5746	5887	6031	6119	6210	6300	6392	6486	6581	6677	6776	6875	6976	7079
319	4324	4579	4824	5071	5328	5574	5819	5962	6107	6197	6289	6380	6474	6568	6665	6763	6862	6963	7065	7170
320	4403	4662	4913	5167	5423	5669	5924	6069	6217	6309	6402	6496	6591	6688	6786	6886	6987	7090	7194	7300
321	4497	4748	5016	5266	5530	5784	6045	6193	6345	6438	6533	6628	6725	6824	6925	7026	7129	7235	7340	7449
322	4585	4831	5102	5353	5616	5875	6133	6282	6436	6531	6626	6724	6823	6923	7025	7128	7234	7340	7448	7557
323	4651	4919	5196	5476	5746	6019	6298	6452	6610	6707	6806	6906	7007	7110	7215	7321	7428	7538	7649	7762
324	4742	5020	5297	5576	5852	6131	6409	6566	6727	6826	6926	7028	7131	7236	7343	7450	7560	7671	7785	7899
325	4826	5111	5405	5696	5981	6277	6563	6723	6888	6991	7093	7197	7303	7411	7520	7631	7743	7857	7973	8091
326	4905	5187	5481	5770	6060	6345	6639	6801	6967	7071	7175	7280	7388	7495	7607	7719	7832	7948	8064	8184
327	4987	5282	5576	5872	6167	6456	6756	6921	7091	7195	7301	7409	7517	7629	7741	7855	7971	8088	8207	8328
328	5071	5374	5669	5972	6276	6571	6865	7035	7207	7313	7421	7530	7641	7753	7867	7983	8100	8220	8341	8465
329	5154	5458	5767	6075	6383	6691	6997	7169	7345	7453	7563	7674	7787	7901	8018	8137	8257	8379	8502	8627
330	5245	5553	5852	6161	6456	6761	7066	7239	7416	7526	7637	7750	7864	7979	8097	8217	8338	8461	8586	8713
331	5328	5638	5952	6266	6580	6890	7206	7384	7566	7677	7790	7904	8020	8138	8259	8380	8504	8630	8757	8886
332	5394	5717	6031	6354	6669	6988	7304	7483	7667	7780	7895	8012	8129	8248	8370	8493	8619	8746	8875	9006
333	5491	5810	6131	6452	6765	7090	7405	7588	7774	7888	8005	8122	8242	8364	8488	8613	8741	8869	9000	9133
334	5565	5893	6215	6534	6861	7183	7511	7696	7885	8001	8119	8238	8359	8482	8608	8735	8864	8995	9128	9262
335	5655	5980	6318	6652	6983	7315	7649	7838	8030	8149	8269	8391	8514	8639	8767	8897	9029	9162	9297	9435
336	5741	6091	6417	6758	7095	7435	7770	7962	8158	8278	8400	8524	8649	8777	8907	9039	9172	9307	9445	9584
337	5815	6170	6518	6861	7213	7556	7908	8103	8302	8424	8548	8675	8802	8932	9064	9198	9334	9472	9612	9754
338	5899	6249	6599	6947	7295	7644	7996	8193	8394	8518	8644	8770	8900	9031	9165	9301	9438	9578	9719	9863
339	5981	6339	6696	7054	7414	7766	8122	8323	8527	8654	8781	8911	9042	9176	9312	9449	9589	9731	9875	10020
340	6069	6424	6784	7141	7497	7851	8215	8418	8625	8753	8881	9013	9147	9281	9418	9558	9699	9842	9988	10135
341	6142	6518	6868	7238	7603	7959	8324	8528	8740	8868	8999	9132	9268	9404	9544	9684	9827	9973	10120	10270
342	6237	6607	6970	7338	7703	8075	8441	8649	8863	8994	9127	9261	9397	9537	9678	9821	9966	10113	10263	10415
343	6323	6686	7066	7440	7810	8177	8554	8764	8980	9114	9249	9385	9524	9665	9808	9953	10099	10249	10401	10555
344	6389	6765	7153	7522	7895	8278	8648	8862	9079	9215	9351	9489	9628	9771	9915	10062	10211	10362	10515	10671
345	6480	6862	7244	7632	8011	8396	8774	8989	9211	9348	9486	9626	9768	9913	10060	10208	10360	10513	10668	10826
346	6577	6960	7341	7732	8113	8499	8887	9106	9330	9469	9610	9752	9896	10042	10190	10341	10494	10649	10808	10967
347	6642	7040	7433	7829	8223	8620	9022	9244	9472	9612	9754	9898	10044	10194	10344	10497	10652	10811	10970	11133
348	6736	7126	7522	7902	8300	8693	9085	9309	9539	9680	9824	9969	10117	10266	10418	10573	10729	10888	11050	11213
349	6819	7223	7615	8026	8427	8829	9231	9459	9692	9835	9981	10129	10278	10431	10585	10743	10901	11063	11227	11393
350	6892	7304	7720	8141	8554	8968	9380	9611	9847	9992	10141	10291	10443	10597	10755	10914	11076	11240	11406	11575
351	6984	7399	7810	8219	8631	9038	9451	9684	9923	10069	10219	10370	10524	10680	10837	10998	11161	11327	11494	11664
352	7066	7480	7895	8311	8729	9152	9565	9800	10043	10192	10342	10494	10649	10808	10967	11130	11295	11462	11631	11804
353	7141	7564	7992	8417	8845	9268	9699	9937	10183	10333	10486	10641	10799	10958	11121	11286	11453	11623	11795	11970
354	7236	7663	8093	8524	8953	9380	9818	10060	10308	10461	10616	10772	10932	11094	11257	11425	11594	11766	11941	12118
355	7315	7750	8183	8617	9057	9503	9941	10186	10437	10592	10749	10909	11070	11234	11400	11570	11741	11915	12092	12272
356	7399	7836	8284	8724	9160	9601	10038	10286	10540	10696	10855	11015	11178	11344	11513	11683	11856	12032	12210	12392
357	7480	7931	8369	8819	9257	9708	10151	10402	10658	10815	10976	11139	11304	11471	11641	11814	11989	12166	12346	12530
358	7558	8044	8525	9016	9503	9986	10471	10729	10996	11158	11323	11491	11661	11834	12010	12188	12368	12552	12738	12927
359	7637	8138	8620	9121	9613	10109	10604	10866	11134	11299	11466	11637	11810	11985	12162	12342	12526	12712	12900	13091
360	7731	8229	8729	9232	9723	10229	10721	10986	11257	11425	11594	11765	11938	12115	12296	12477	12663	12850	13042	13235
361	7810	8311	8819	9317	9829	10328	10828	11097	11371	11539	11711	11883	12060	12239	12420	12605	12792	12981	13174	13369
362	7890	8404	8918	9430	9942	10456	10969	11241	11519	11690	11864	12038	12218	12398	12582	12769	12958	13151	13346	13544
363	7967	8494	9017	9540	10060	10584	11108	11382	11663											

Range 401 through 470 ~ Regular Base with Doctorate Degree

401	2707	2844	2987	3137	3277	3418	3558	3641	3726	3779	3832	3885	3939	3995	4051	4108	4166	4225	4284	4345
402	2778	2924	3081	3220	3375	3530	3677	3763	3851	3905	3960	4014	4071	4128	4186	4245	4305	4366	4428	4491
403	2846	3015	3169	3339	3498	3652	3819	3908	4000	4056	4114	4172	4231	4291	4351	4413	4475	4539	4603	4668
404	2925	3091	3261	3424	3586	3756	3924	4016	4110	4169	4228	4287	4347	4409	4471	4535	4599	4664	4730	4798
405	2999	3163	3331	3498	3659	3831	3996	4090	4186	4245	4305	4365	4427	4490	4553	4618	4683	4750	4817	4886
406	3081	3249	3418	3586	3754	3919	4083	4179	4278	4338	4400	4462	4525	4590	4655	4721	4788	4856	4925	4995
407	3154	3331	3508	3677	3849	4023	4198	4297	4398	4461	4524	4588	4653	4719	4786	4854	4923	4993	5064	5136
408	3220	3400	3576	3744	3920	4099	4271	4372	4475	4539	4604	4669	4735	4803	4871	4940	5010	5082	5154	5228
409	3303	3483	3667	3849	4033	4221	4405	4509	4616	4682	4749	4816	4885	4954	5025	5096	5169	5243	5318	5394
410	3377	3574	3754	3945	4128	4321	4507	4613	4722	4790	4859	4928	4998	5069	5142	5215	5289	5365	5442	5520
411	3453	3644	3848	4040	4236	4436	4627	4736	4848	4917	4987	5058	5130	5204	5278	5353	5430	5508	5587	5667
412	3531	3723	3920	4120	4318	4510	4705	4817	4931	5002	5074	5146	5219	5294	5370	5446	5524	5604	5684	5765
413	3608	3811	4017	4225	4435	4633	4842	4957	5075	5147	5221	5295	5371	5448	5526	5605	5685	5767	5850	5933
414	3677	3888	4104	4320	4525	4740	4952	5070	5191	5265	5340	5415	5493	5571	5651	5732	5815	5898	5983	6069
415	3754	3966	4170	4383	4591	4802	5010	5129	5252	5327	5403	5480	5559	5638	5719	5801	5884	5969	6055	6142
416	3836	4046	4263	4478	4692	4900	5111	5233	5358	5435	5513	5591	5671	5752	5835	5918	6003	6090	6177	6266
417	3908	4128	4349	4581	4797	5014	5242	5368	5496	5575	5655	5736	5818	5902	5986	6072	6160	6248	6338	6430
418	3977	4213	4438	4664	4892	5119	5349	5477	5608	5688	5770	5852	5936	6021	6108	6195	6285	6375	6467	6560
419	4056	4288	4510	4735	4969	5192	5415	5545	5677	5759	5842	5925	6010	6096	6184	6273	6363	6455	6548	6643
420	4128	4363	4591	4822	5055	5279	5510	5642	5777	5860	5945	6030	6117	6205	6294	6385	6477	6570	6665	6761
421	4213	4441	4685	4912	5152	5383	5620	5755	5893	5978	6064	6150	6239	6329	6420	6512	6606	6702	6798	6897
422	4293	4517	4763	4991	5230	5466	5700	5836	5976	6062	6149	6238	6328	6419	6511	6605	6701	6798	6896	6995
423	4353	4597	4849	5103	5349	5597	5850	5990	6134	6222	6312	6403	6495	6589	6684	6780	6878	6978	7079	7181
424	4436	4689	4940	5194	5445	5699	5951	6094	6240	6330	6421	6514	6608	6703	6800	6898	6998	7099	7202	7306
425	4512	4771	5039	5303	5562	5831	6091	6237	6387	6480	6573	6668	6764	6862	6961	7062	7164	7268	7373	7480
426	4584	4840	5108	5370	5634	5893	6160	6308	6459	6553	6648	6743	6841	6939	7040	7142	7245	7350	7456	7565
427	4659	4927	5194	5463	5731	5994	6267	6417	6571	6666	6762	6860	6959	7060	7162	7266	7371	7478	7586	7696
428	4735	5010	5279	5554	5830	6099	6366	6520	6677	6773	6871	6970	7071	7173	7277	7382	7489	7598	7708	7820
429	4810	5087	5368	5648	5928	6208	6486	6642	6802	6900	7000	7101	7204	7308	7414	7522	7631	7742	7854	7968
430	4893	5173	5445	5726	5994	6271	6549	6706	6867	6967	7068	7170	7274	7379	7486	7595	7705	7817	7930	8046
431	4969	5250	5536	5821	6107	6389	6676	6838	7003	7104	7207	7310	7416	7523	7633	7743	7856	7970	8086	8203
432	5029	5322	5608	5901	6188	6478	6765	6928	7095	7198	7302	7407	7515	7623	7734	7846	7960	8076	8193	8312
433	5117	5407	5699	5990	6275	6570	6857	7023	7192	7296	7402	7509	7618	7729	7841	7955	8071	8188	8307	8428
434	5184	5482	5775	6065	6362	6655	6953	7121	7293	7399	7506	7614	7724	7836	7950	8066	8183	8302	8423	8545
435	5266	5561	5869	6172	6473	6775	7079	7250	7425	7533	7642	7753	7865	7979	8095	8213	8333	8454	8577	8702
436	5344	5642	5949	6269	6575	6884	7189	7363	7541	7650	7761	7874	7988	8104	8222	8342	8463	8586	8711	8838
437	5411	5734	6050	6362	6682	6994	7314	7491	7672	7783	7896	8011	8127	8245	8365	8487	8610	8736	8863	8992
438	5488	5806	6124	6440	6757	7074	7394	7573	7756	7869	7983	8098	8216	8335	8457	8580	8705	8832	8960	9091
439	5562	5888	6212	6538	6865	7185	7509	7691	7877	7992	8108	8226	8345	8467	8590	8715	8842	8971	9102	9234
440	5642	5965	6292	6617	6940	7262	7593	7778	7966	8082	8199	8319	8440	8562	8687	8814	8942	9072	9205	9339
441	5709	6050	6369	6705	7037	7360	7692	7878	8070	8187	8306	8427	8550	8674	8801	8929	9059	9191	9325	9461
442	5795	6131	6461	6796	7128	7466	7799	7988	8182	8301	8422	8544	8668	8795	8923	9053	9185	9319	9455	9593
443	5873	6203	6549	6889	7225	7559	7901	8092	8289	8410	8533	8657	8783	8911	9041	9173	9306	9442	9580	9720
444	5933	6275	6628	6963	7302	7650	7987	8181	8379	8502	8626	8751	8878	9008	9139	9272	9408	9545	9684	9826
445	6016	6363	6710	7063	7408	7758	8101	8297	8499	8623	8749	8876	9005	9137	9270	9405	9543	9682	9823	9967
446	6104	6452	6799	7154	7500	7851	8204	8403	8607	8733	8861	8990	9121	9254	9389	9526	9665	9806	9950	10095
447	6163	6525	6882	7242	7600	7961	8327	8529	8736	8863	8992	9123	9256	9392	9529	9668	9809	9953	10098	10246
448	6249	6603	6963	7309	7670	8028	8384	8588	8797	8925	9056	9188	9322	9458	9596	9737	9879	10023	10170	10319
449	6324	6691	7048	7421	7786	8151	8517	8724	8936	9066	9199	9333	9469	9608	9748	9891	10035	10182	10331	10482
450	6390	6765	7143	7526	7901	8278	8652	8862	9077	9209	9344	9480	9619	9759	9902	10047	10194	10343	10494	10648
451	6474	6851	7225	7597	7971	8341	8717	8929	9146	9279	9415	9552	9692	9834	9977	10123	10271	10422	10574	10729
452	6549	6925	7302	7680	8060	8445	8820	9034	9255	9390	9527	9665	9806	9950	10095	10243	10393	10545	10699	10856
453	6617	7001	7390	7777	8166	8550	8942	9159	9382	9519	9658	9799	9942	10087	10235	10385	10537	10691	10848	11007
454	6703	7091	7482	7874	8264	8652	9050	9270	9496	9635	9776	9918	10063	10210	10359	10511	10665	10821	10980	11141
455	6775	7170	7564	7959	8359	8764	9162	9385	9613	9754	9897	10042	10189	10338	10489	10643	10799	10957	11118	11281
456	6851	7249	7656	8056	8452	8853	9250	9476	9707	9849	9993	10139	10287	10438	10591	10746	10903	11063	11225	11390
457	6925	7335	7733	8142	8540	8950	9353	9581	9814	9957	10103	10251	10401	10553	10708	10865	11024	11185	11349	11516
458	6996	7438	7875	8321	8764	9203	9644	9879	10121	10269	10419	10571	10726	10883	11043	11205	11369	11536	11705	11877
459	7068	7523	7961	8417	8864	9315	9765	10003	10247	10397	10549	10704	10861	11020	11181	11345	11512	11681	11852	12026
460	7153	7606	8060	8518	8964	9424	9871	10112	10359	10511	10665	10820	10978	11139	11303	11468	11637	11807	11981	12157
461	7225	7680	8142	8595	9060	9514	9969	10213	10462	10615	10771	10928	11089	11251	11416	11584	11754	11926	12101	12279
462	7298	7765	8232	8698	9163	9630	10097	10344	10597	10752	10910	11069	11232	11396	11563	11733	11905	12080	12258	12438
463	7368	7847	8322	8798	9270	9747	10223	10472	10728	10886	11046	11207	11371	11538	11708	11879	12054	12231	12411	

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

501	2978	3128	3286	3451	3605	3760	3914	4005	4099	4157	4215	4274	4333	4395	4456	4519	4583	4648	4712	4780
502	3056	3216	3389	3542	3713	3883	4045	4139	4236	4296	4356	4415	4478	4541	4605	4670	4736	4803	4871	4940
503	3131	3317	3486	3673	3848	4017	4201	4299	4400	4462	4525	4589	4654	4720	4786	4854	4923	4993	5063	5135
504	3218	3400	3587	3766	3945	4132	4316	4418	4521	4586	4651	4716	4782	4850	4918	4989	5059	5130	5203	5278
505	3299	3479	3664	3848	4025	4214	4396	4499	4605	4670	4736	4802	4870	4939	5008	5080	5151	5225	5299	5375
506	3389	3574	3760	3945	4129	4311	4491	4597	4706	4772	4840	4908	4978	5049	5121	5193	5267	5342	5418	5495
507	3469	3664	3859	4045	4234	4425	4618	4727	4838	4907	4976	5047	5118	5191	5265	5339	5415	5492	5570	5650
508	3542	3740	3934	4118	4312	4509	4698	4809	4923	4993	5064	5136	5209	5283	5358	5434	5511	5590	5669	5751
509	3633	3831	4034	4234	4436	4643	4846	4960	5078	5150	5224	5298	5374	5449	5528	5606	5686	5767	5850	5933
510	3715	3931	4129	4340	4541	4752	4958	5074	5194	5269	5345	5421	5498	5576	5656	5737	5818	5902	5986	6072
511	3798	4008	4233	4444	4660	4880	5090	5210	5333	5409	5486	5564	5643	5724	5806	5888	5973	6059	6146	6234
512	3884	4095	4312	4532	4750	4961	5176	5299	5424	5502	5581	5661	5741	5823	5907	5991	6076	6164	6252	6342
513	3969	4192	4419	4648	4879	5096	5326	5453	5583	5662	5743	5825	5908	5993	6079	6166	6254	6344	6435	6526
514	4045	4277	4514	4752	4978	5214	5447	5577	5710	5792	5874	5957	6042	6128	6216	6305	6397	6488	6581	6676
515	4129	4363	4587	4821	5050	5282	5511	5642	5777	5860	5943	6028	6115	6202	6291	6381	6472	6566	6661	6756
516	4220	4451	4689	4926	5161	5390	5622	5756	5894	5979	6064	6150	6238	6327	6419	6510	6603	6699	6795	6893
517	4299	4541	4784	5039	5277	5515	5766	5905	6046	6133	6221	6310	6400	6492	6585	6679	6776	6873	6972	7073
518	4375	4634	4882	5130	5381	5631	5884	6025	6169	6257	6347	6437	6530	6623	6719	6815	6914	7013	7114	7216
519	4462	4717	4961	5209	5466	5711	5957	6100	6245	6335	6426	6518	6611	6706	6802	6900	6999	7101	7203	7307
520	4541	4799	5050	5304	5561	5807	6061	6206	6355	6446	6540	6633	6729	6826	6923	7024	7125	7227	7332	7437
521	4634	4885	5154	5403	5667	5921	6182	6331	6482	6576	6670	6765	6863	6962	7062	7163	7267	7372	7478	7587
522	4722	4969	5239	5490	5753	6013	6270	6420	6574	6668	6764	6862	6961	7061	7162	7266	7371	7478	7586	7695
523	4788	5057	5334	5613	5884	6157	6435	6589	6747	6844	6943	7043	7145	7248	7352	7458	7566	7676	7787	7899
524	4880	5158	5434	5713	5990	6269	6546	6703	6864	6963	7063	7165	7269	7373	7480	7588	7698	7809	7922	8037
525	4963	5248	5543	5833	6118	6414	6700	6861	7026	7128	7230	7335	7440	7548	7657	7768	7880	7995	8110	8228
526	5042	5324	5619	5907	6197	6482	6776	6939	7105	7208	7313	7417	7525	7633	7744	7856	7970	8085	8202	8322
527	5125	5420	5713	6009	6304	6593	6894	7059	7228	7333	7438	7546	7655	7766	7878	7993	8108	8226	8345	8466
528	5209	5511	5807	6109	6413	6709	7003	7172	7345	7450	7558	7667	7778	7890	8005	8120	8238	8358	8479	8602
529	5291	5596	5905	6213	6521	6829	7135	7306	7482	7590	7700	7811	7924	8039	8155	8274	8394	8516	8639	8765
530	5382	5690	5990	6299	6593	6898	7204	7377	7554	7664	7775	7887	8001	8117	8235	8355	8476	8599	8723	8851
531	5466	5775	6090	6403	6718	7028	7344	7522	7703	7814	7928	8041	8158	8275	8396	8517	8642	8767	8895	9023
532	5532	5854	6169	6491	6807	7126	7442	7621	7805	7918	8032	8148	8267	8385	8507	8631	8756	8884	9012	9143
533	5629	5948	6269	6589	6903	7227	7543	7725	7911	8026	8142	8260	8380	8502	8625	8751	8878	9007	9138	9271
534	5702	6030	6353	6672	6998	7321	7648	7833	8022	8139	8257	8375	8496	8620	8745	8873	9001	9132	9265	9400
535	5793	6117	6456	6789	7120	7453	7787	7975	8168	8286	8406	8528	8652	8777	8905	9034	9166	9299	9435	9572
536	5878	6228	6555	6886	7233	7572	7908	8099	8295	8415	8537	8661	8787	8914	9044	9176	9309	9445	9582	9722
537	5952	6307	6655	6998	7350	7693	8045	8240	8439	8561	8686	8812	8940	9070	9202	9336	9471	9610	9749	9891
538	6037	6387	6736	7084	7433	7781	8133	8330	8532	8656	8781	8908	9038	9169	9303	9438	9576	9715	9856	10000
539	6118	6477	6833	7192	7552	7904	8260	8460	8665	8791	8919	9049	9180	9314	9449	9587	9726	9868	10012	10157
540	6206	6562	6921	7279	7634	7988	8352	8556	8763	8890	9019	9151	9284	9418	9556	9695	9836	9979	10126	10273
541	6280	6655	7006	7376	7741	8096	8461	8666	8877	9006	9137	9270	9405	9541	9681	9822	9965	10110	10258	10407
542	6375	6744	7107	7476	7841	8213	8579	8787	9000	9131	9264	9398	9535	9675	9815	9958	10104	10251	10401	10552
543	6460	6823	7204	7578	7948	8315	8691	8901	9118	9251	9386	9523	9661	9802	9945	10090	10237	10386	10538	10692
544	6526	6903	7291	7659	8032	8415	8786	8999	9217	9352	9489	9626	9766	9909	10053	10199	10349	10500	10652	10809
545	6618	6999	7381	7769	8149	8534	8911	9127	9349	9485	9624	9764	9906	10051	10197	10346	10497	10650	10805	10964
546	6714	7097	7479	7869	8250	8636	9024	9243	9468	9606	9747	9889	10033	10179	10328	10479	10632	10787	10945	11105
547	6779	7178	7570	7966	8360	8757	9160	9382	9610	9749	9891	10035	10182	10331	10482	10635	10790	10948	11108	11271
548	6874	7263	7659	8040	8437	8831	9222	9447	9677	9818	9962	10107	10254	10404	10556	10711	10867	11025	11187	11351
549	6956	7360	7753	8163	8565	8966	9369	9596	9830	9973	10119	10266	10416	10569	10723	10880	11039	11200	11364	11530
550	7029	7442	7857	8279	8691	9106	9517	9748	9985	10130	10278	10428	10581	10735	10892	11052	11213	11377	11543	11713
551	7121	7536	7948	8357	8768	9175	9589	9822	10061	10207	10357	10507	10661	10817	10975	11135	11298	11464	11631	11802
552	7204	7618	8032	8448	8866	9290	9702	9937	10181	10329	10480	10632	10787	10945	11105	11267	11432	11600	11769	11942
553	7279	7701	8129	8555	8983	9405	9836	10075	10320	10471	10624	10779	10936	11096	11259	11424	11591	11760	11933	12108
554	7373	7800	8230	8661	9090	9517	9955	10197	10446	10599	10754	10910	11069	11231	11395	11562	11732	11903	12078	12255
555	7453	7887	8320	8755	9195	9640	10078	10324	10574	10729	10887	11046	11208	11372	11538	11707	11879	12053	12230	12409
556	7536	7974	8422	8862	9297	9738	10175	10424	10678	10834	10992	11153	11316	11482	11650	11821	11993	12169	12348	12529
557	7618	8069	8506	8956	9394	9845	10288	10539	10795	10953	11113	11276	11441	11608	11779	11952	12126	12304	12484	12668
558	7696	8182	8663	9153	9640	10123	10608	10867	11133	11296	11461	11628	11799	11971	12147	12326	12506	12690	12876	13065
559	7775	8275	8757	9259	9750	10247	10742	11003	11272	11437	11604	11774	11947	12122	12299	12480	12663	12849	13037	13229
560	7868	8366	8866	9370	9860	10366	10868	11123	11395	11562	11732	11902	12076	12253	12433	12615	12801	12988	13179	13373
561	7948	8448	8956	9455	9966	10465	10966	11234	11508	11677	11848	12021	12198	12376	12558	12742	12929	13119	13311	13507
562	8028	8542	9055	9568	10079	10593	11107	11378	11657	11827	12001	12176	12355	12536	12719	12906	13096	13288	13484	13682
563	8105	8632	9154	9678	10197	10722	11245	11												

APPENDIX B: REPRESENTED CLASSIFICATIONS

ADMIN. AREA	POSITION	SALARY SCHEDULE	POSITION RANGE
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 (DSPS)	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	QUALITY OF WORK					
	Accuracy, neatness, thoroughness					
	Oral or written expression					
2	WORK KNOWLEDGE					
	Appropriate skill level					
	Information/Training used on the job					
3	QUANTITY OF WORK					
	Amount					
	Timely completion of work/efficiency					
	Multi-tasking					
4	WORK HABITS					
	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	PERSONAL RELATIONS					
	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	INITIATIVE					
	Performance in new situations or with new work methods					
	Performance with minimal instruction/supervision					
7	SUPERVISORY ABILITY (Coordinating/Lead Personnel Only)					
	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.

**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 1st 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 1st 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 1st 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 1st 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:

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

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 1st 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 1st 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 1st 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 1st census date.
- Actual cost for Permanent Part-time employees eligible for “employee only” health and welfare benefits based on a June 1st 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) **Tenthsly 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 1st 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 2018-2019 Tentative Budget
Confidential Negotiation Material**

6/24/2019 11:24



**CSEA: Total Compensation Calculation
FY 2018-2019**

1) FULL-TIME & PERMANENT PART-TIME SALARIES - ALL FUNDS (2018-19 Tentative Budget)		% of Total Comp	
Salaries before Step Increases		80.00%	20,101,039
Step Increases		1.93%	483,673
SUBTOTAL FT AND PPT SALARIES (Used for Salary Schedule Percentage Increase Calculation)		81.93% A	20,584,712
2) OTHER COMPENSATION (2018-19 Tentative Budget)			
Reclassifications		0.20%	50,000
Overtime Compensation/Paid Out Comp Time		2.34%	587,801
PPT Additional Hours		0.20%	49,042
Vacation Cash Out		0.88%	222,050
Educational Incentives		0.12%	30,000
SUBTOTAL - OTHER COMPENSATION		3.74%	938,893
SUBTOTAL - FT & PPT SALARIES AND OTHER COMPENSATION		85.67%	21,523,605
3) NUMBER OF EMPLOYEES AS OF 6/1/18 H&WCENSUS			
Permanent Part-Time Employees (PPT) - Eligible for Employee Only Benefits	23		
Full-Time and Permanent Part-Time Employees (FT and PPT) - Eligible for Full Benefits	261	D	
4) HEALTH & WELFARE BENEFITS AND NEGOTIATED CONTRIBUTION			
Employee Only Benefits (PPT) - Actual Cost		0.72% E	\$ 180,487
Health & Welfare Negotiated Contribution: Avg Per Person (APP*) - (FT and PPT)	\$ 13,107	13.62% B	\$ 3,420,927
SUBTOTAL - FT AND PPT H&W BENEFITS and NEGOTIATED CONTRIBUTION		14.33%	\$ 3,601,414
5) TOTAL COMPENSATION BASE - Salaries, Other Compensation and H&W Negotiated Contribution		100.00%	\$ 25,125,019
6) NEGOTIATED TOTAL COMPENSATION AUGMENTATION AND PERCENTAGE		3.71%	\$ 932,138
7) Total Compensation Allocation - Cost Proposals			
Salary Schedule Reform: Step 12 to 20 change from a 1% to a 1.5% difference between steps		1.24%	\$ 311,158
Increase to Total H&W Contribution: On-Going Funds		0.00%	\$ -
TOTAL COST PROPOSALS		0.14% C	\$ 35,300
BALANCE AVAILABLE FOR SALARY SCHEDULE INCREASE		1.38%	\$ 346,458
8) A: SALARY SCHEDULE % INCR (BALANCE AVAILABLE FOR SALARY SCHEDULE INCR/SUBTOTAL FT AND PPT SALARIES)		2.33% A	\$ 585,680
9) NEGOTIATED HEALTH & WELFARE CONTRIBUTION RATE - Avg Per Person (APP)			
2017-18 Negotiated FT/PPT* Total H&W Contribution	B \$	3,420,927	
Increase to Total H&W Contribution: On-Going Funds	C \$	35,300	
2018-19 Negotiated Total FT/PPT* H&W Contribution	\$	3,456,227	
Divided by Number of FT/PPT* Employees as of 6/1/18	D	261	
2018-19 Negotiated FT/PPT* H&W Contribution "Hard Cap"	\$	13,242	
<i>*Includes PPT employees eligible for full benefits</i>			
H&W POOL BALANCE CALCULATION			
Estimated Health & Welfare Cost per FT/PPT* Employee 2018-2019 (from H&W Pool)			
10) 2018-2019 H&W ESTIMATED COST			
Est H&W Cost for PPT Employees 2018-2019 (with employee only benefit eligibility)	23	\$	180,486.80 E
Estimated Number of FT/PPT* Employees	261		
Estimated Health & Welfare Cost Based on	\$ 14,481	\$	3,779,644.36
Average per FT/PPT* Employee 2018-2019 (from H&W Pool)			
TOTAL H&W COST - ESTIMATED AS OF 6/1/18			\$ 3,960,131
11) 2018-2019 H&W NEGOTIATED CONTRIBUTION			
Estimated H&W Contribution for PT Employees 2018-2019	23	\$	180,486.80
2018-2019 Negotiated Contribution to FT/PPT* Health & Welfare "Hard Cap"	261	\$	13,242
TOTAL 2018-2019 CONTRIBUTION TO HEALTH & WELFARE	284		\$ 3,636,649
12) 2018-2019 H&W POOL - EXCESS OR (SHORTFALL)			
13) Offset by 2017-2018 Pool Balance Carryforward			
14) Total H&W Pool Balance Ending 2018-2019 (Before Payroll Deductions)			
15) EMPLOYEE PAYROLL DEDUCTIONS - TENTHLY			
	# of Employees	Monthly Deduction	Number of Months
Offset by Tenthly Payroll Deductions - Employee + Children (Kaiser)	17	87.28	10
Offset by Tenthly Payroll Deductions - Employee + Spouse (Kaiser)	39	143.36	10
Offset by Tenthly Payroll Deductions - Employee + Family (Kaiser)	25	299.15	10
Offset by Tenthly Payroll Deductions - Employee + Children (Anthem HMO)	18	100.81	10
Offset by Tenthly Payroll Deductions - Employee + Spouse (Anthem HMO)	17	162.56	10
Offset by Tenthly Payroll Deductions - Employee + Family (Anthem HMO)	32	327.95	10
Offset by Tenthly Payroll Deductions - Employee Only (Anthem PPO)	12	26.40	10
Offset by Tenthly Payroll Deductions - Employee + Children (Anthem PPO)	3	212.52	10
Offset by Tenthly Payroll Deductions - Employee + Spouse (Anthem PPO)	3	298.93	10
Offset by Tenthly Payroll Deductions - Employee + Family (Anthem PPO)	1	523.02	10
Subtotal - Payroll Deductions	167		\$ 320,002
16) Total H&W Pool Balance ending 2018-2019			
<i>*includes PPT employees eligible for full benefits</i>			
			Pool Balance → \$ 38,764

APPENDIX E: SCCCD 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 sickleave.
- 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 F.3.)

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 1st or October 1st 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 1st or October 1st 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:

_____ Date: _____
Employee Signature

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):

_____ Date: _____
Executive Cabinet Administrator Signature

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).

_____ Date: _____
Employee Signature

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:

/ /

**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 1st 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:

/ /

**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:

Approved Denied- State reason below

Direct Supervisor's Signature Date (must precede course start date)

Approved Denied- State reason below

Administrator's Signature (if applicable) Date (must precede course start date)

Approved 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:

/ /

**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 1st 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
TOTAL UNITS SUBMITTED				

Employee Signature: _____ Date: _____

HR Office Use:		
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.

APPENDIX K: CLASSIFIED TUITION REIMBURSEMENT



Date of Request

**CLASSIFIED EMPLOYEE/RETIREE
COC TUITION AND MANDATORY FEES
REIMBURSEMENT FORM**

Employee Name (print):		
Current or Former Position Title:		

Per the CSEA Collective Bargaining Agreement, Article 18.G, the District will reimburse current unit members or unit retirees for the cost of tuition and mandatory fees up to a maximum of 9 credit units annually. Reimbursement will not be provided for units used towards Educational Incentives listed in Article 18.A

Please list the COC credit courses taken.

Term Taken	Course ID	Course Title	Units	Grade Received

You must submit the following documents to Human Resources within 60 days of completion of the course:

- 1. This completed form.**
- 2. Receipt for tuition and mandatory fees paid.**
- 3. Proof of grade(s) received in the course.**

Please allow 90 days to receive your reimbursement once your request has been submitted.

I attest that the above information is true to the best of my knowledge.

Employee Signature: _____ Date: _____

HR Office Use:

Employment/Retiree Status verified: _____ Units/Grades Verified _____

Verified use of units: Ed incentive: _____ Reimbursement: _____

HR Approval _____ Date sent to SBO for reimbursement: _____

Return Signed Form and supporting documents above to the Human Resources Office.
Please retain a copy for your records.

SIGNATURE PAGE

SANTA CLARITA COMMUNITY COLLEGE DISTRICT
COLLEGE OF THE CANYONS

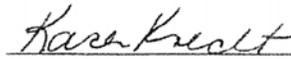
NEGOTIATED AGREEMENT

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

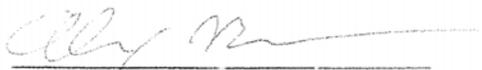
SANTA CLARITA COMMUNITY
COLLEGE DISTRICT



Karen Knecht
Administrator
CSEA, Chapter 725



Dr. Dianne G. Van Hook
Chancellor



Alexander Moore
Labor Relations Representative
California School Employees Association