


California School Employees Association



Santa Clarita Community College District and California School Employee Association Chapter # 725

July 1, 2022 - June 30, 2024

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

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ARTICLE 1: EFFECTIVE DATE AND PARTIES TO AGREEMENT

- A. This agreement is made and entered into this first day of July 2022 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. The CSEA President will receive a list of the number and location of video recording devices to be used on campus each year and the list will only be distributed to members of the CSEA Executive Board who will maintain the confidentiality of the information. 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 Communication Center/Mailroom 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 Canyons Hall kitchen area.
 - 5. Bulletin board in the Admissions and Records break room (CCC Campus).
 - 6. Bulletin board in the Student Services Learning Resource Center (SSLRC) 2nd floor break room (CCC Campus).
- D. The Association's Executive Board with permission from the Chapter 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 Standing and Ad-Hoc committees per chapter's Constitution & Bylaws.
 - e. Participation in Classified Senate responsibilities.

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 CHRO 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 CHRO, 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 be granted release time without fear of reprisal or hostility, including up to two hours each month to attend Association chapter meetings.
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.

M. 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 sixty (60) 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

1. Only upon the mutually written agreement on the Classified Employee Alternate Work Schedule Agreement found in Appendix G1 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 ten (10) 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 and Remote Work Plans: 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 which may include remote options. A unit member may work remotely up to a maximum of 50% of their regular work assignment. Any alternative work schedules requesting more than 50% of the work schedule performed remotely requires justification of unique circumstance and approval of the CHRO. A Unit Member may review this agreement with the Association before it is finalized. The Unit Member shall be notified in writing of the decision within five (5) business days. Employees with remote work as part of their alternative work schedules shall remain accessible for communication during normal working hours. In the event the District or Unit Member requires an unforeseen temporary schedule adjustment, both parties agree to make a good faith effort to accommodate the request. Employees will have the means to return to their on-campus location within 2 hours of being notified of the unforeseen temporary need unless approved by the CHRO as having a unique circumstance. In the event a Unit Member is unable to immediately adjust their schedule due to the unforeseen need, they shall be able to utilize one of their accrued leaves to cover that time. Should either party wish to terminate and/or modify the agreement they shall do so by providing written notice ten (10) working days in advance.
 1. The decision to approve or deny this option will be made by the direct

Supervisor. Decisions to deny requests will be determined using documented factors surrounding department demand, job responsibility, or unsatisfactory performance evaluations.

2. If the Unit Member and their direct supervisor cannot reach a mutually agreeable customized or remote schedule, the CHRO shall act as an equitable mediator between the two parties,
 3. Should two or more Unit Members have conflicting requests, the District shall utilize seniority to accommodate preferences regarding the Customized and Remote Work schedules.
- 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.

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 the campus is closed to the public and District operations are curtailed due to an unforeseen public health emergency, natural or manmade disaster. Certain administrators and essential personnel may still be required to work on campus, while other employee may be provided an Alternative Work Schedule, which may include working remotely.
- 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 on campus 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. 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.
9. Employees in layoff status shall have the right to apply for promotional positions within the District.
10. 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 AND DISTRICT TASK FORCES

It is understood and recognized that unit members shall be provided release time to enable equitable participation in Classified Senate and Collegial Consultation committees as defined in the Decision-Making Guide. Requests for unit member participation on committees, Classified Senate and District task forces, outside of Collegial Consultation, will not be unreasonably denied.

- A. Appointments of unit members to District committees, at the request of the Committee Chairs/Co-Chairs or the District, shall be made only by the Association Executive Board or their designee, and communicated to the Committee Chair by the Chapter President or their designee.
- B. Classified Staffing Committee
The Classified Staffing Committee reviews requests for new District-funded 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 CHRO who serves as the committee chair. The committee shall meet at a minimum of once per regular term, for a total of at least two (2) times a fiscal year unless waived by mutual agreement.
- C. Workplace 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. No fewer than four (4) members of the Committee will be from the Association.
- D. 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 shall have equitable representatives on the committee.
- E. 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. The committee members shall be appointed by CSEA and chaired by a unit member.
- F. The Chapter President or their designee shall have the right to appoint an equitable number of representatives to any collegial consultation committees or District task forces not explicitly listed in this article.
- G. Procedural elements of this Article are 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 six months. 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 and sixth 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. Grievance files shall be kept separately from regular personnel files. No reprisal of any kind shall be taken by the District or its representatives against any unit member who brings forward a grievance or any unit member participating in the grievance process.
3. All unit members have the right to make a complaint without fear of retaliation or reprisal. 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) should be directed to the appropriate office of the District. The process for filing complaints is delineated in relevant Board Policy and Administrative procedures.
4. Working Day: a working day is defined as a day on which the central administrative offices of the District are open for business.
5. 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. 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. All meetings and hearings under this procedure shall be closed to all persons other than the parties of interest, their representatives, and witnesses as necessary. [In the event the Association grieves the District, the Association reserves the right to keep its members informed throughout the grievance process.](#) 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 their 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 them 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. 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:

12 semester units (22.5 quarter units)	=	\$2,750
24 semester units (45 quarter units)	=	\$2,750
36 semester units (67.5 quarter units)	=	\$2,750
48 semester units (90 quarter units)	=	\$2,750
60 semester units (112.5 quarter units)	=	\$2,750
72 semester units (112.5 quarter units)	=	\$2,750

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. Advanced Degrees

All unit members who possess or subsequently earn an Advanced Degree (Master's or Doctorate) will be placed on the Classified Represented Salary Schedule B from Range 101 to 170. Those unit members with an Advanced Degree (Master's or Doctorate) 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. Effective July 1, 2022, each step on Salary Schedule B, Range 101 to 170 and Range 301 to 370, will be increased from the existing \$150 per month to \$250 per month. This District will provide this incentive for one degree (i.e. one Master's degree or one Doctoral degree) per unit member.

- D. 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.
- E. 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.
- F. 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 year 2020-2021, unit members will receive a 0% total compensation salary schedule increase.
5. For fiscal year 2020-2021, through the time of execution of the MOU, unit members will be eligible for a one-time payment per the terms of the "Fall 2021 COVID -19 Compensation MOU".
6. For fiscal year 2021-2022, unit members will receive a 5.26% total compensation increase effective July 1, 2021. The exact method of distribution of this 5.26% total compensation is to be determined by the CSEA unit membership.
7. For fiscal year 2022-2023, CSEA will receive a 6.99% total compensation increase effective July 1, 2022. CSEA will determine how best to allocate total compensation funds. In addition, any remaining Health and Welfare deficit balance for 2022-2023 will come out of total compensation.
8. For fiscal year 2023-2024, CSEA will receive a total compensation increase equivalent to the State Funded COLA percentage (TBD) effective July 1, 2023. CSEA will determine how best to

allocate these funds and shall have “Me Too” rights to any amount or incentive offered above COLA to another full-time, permanent employee constituency by the District.

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 an Advanced degree (Master’s or Doctorate) 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 an Advanced degree (Master’s or Doctorate) and receive a shift differential.

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, or 301-370 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. The differential between Steps 7-8 and 8-9, shall be two and a half percent (2.5%) the differential between all steps 9-20 shall be one and a half percent (1.5%).

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	Hours Per Month	Days of Vacation
0-1	6.67	10
2-5	8	12
6-10	10	15
11-16	12	18
17+	14.67	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 AND DISCRETIONARY LEAVE

- 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, Juneteenth, 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. Unit members shall be granted a Juneteenth holiday on June 19.
- E. 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.
- F. 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.

- G. 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.
- H. The annual schedule of holidays shall be updated in June of each year. The scheduling shall be in alignment with the legally mandated holidays as provided by the State Chancellor's Office as well as the negotiated holidays contained herein this agreement..
- I. 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.
- J. 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 summer intersession.
 - 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 District leave request containing the dates involved. The unit member's submission of the leave request 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 J.i.f and g above. Personal necessity leave shall be deducted from sick leave earned under the provisions of Article 22.B.

K. Modified Work Schedule

1. **Full-Time Unit Members** - 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):
 - a. changing the holiday week's working hours to a five-day, eight-hour work schedule;
 - b. 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;
 - c. 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;
 - d. 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.

L. Permanent Part-Time Unit Members

1. Permanent Part-Time unit members - When there is a holiday within a part-time unit member's modified work schedule, they will have the choice, 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),
 - a. 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 schedule to work (see Appendix I for more information).

- b. of receiving a substitute prorated 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.

ABSENCES AND LEAVES

A. Verification of Absence

1. 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.
2. A statement of release from a licensed HCP will be required after five (5) consecutive days of absence for illness.

B. Reporting of Absence

1. 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
2. Unit members who have exhausted applicable leave balances and are not on any leave approved through Human Resources 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.

C. Illness or Injury Leave

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

D. 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. If there is no current or accumulated sick leave, extended illness leave shall be counted from the first day of absence from work. Upon commencing Extended Illness Leave, the Unit Member may apply for use of the Classified Sick Leave Pool to remain in 100% pay status. 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.
 - a. 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. Unit members using Extended Illness leave may, in accordance with Article 22 (E), cash out unused vacation to offset the 50% loss of pay, if not approved for Classified Sick Leave Pool, as reflected and planned for in the leave calendars mutually developed by Human Resources and the unit member. Unit member agrees to submit vacation cash out requests monthly as reflected in the leave calendar which may be subject to change. The maximum annual cash out limit does not apply, and can be applied monthly. Extended Illness leave is exclusive of holidays, vacation, discretionary, 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, discretionary time, substitute holiday hours, 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.

E. Bereavement Leave

1. Unit members shall be entitled to 10 days, per fiscal year, 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. 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.

F. Classified Sick Leave Pool

The District shall establish an annual, non-cumulative pool equivalent to one (1) day of leave for

each unit member within the bargaining unit. Leave days may be utilized from this pool for a unit member who is on Extended Illness leave, excluding worker's compensation leaves. A committee composed of three (3) representatives selected by the District and three (3) representatives selected by CSEA shall meet as needed to review requests and authorize the use of the sick leave pool.

G. Family Leave

1. The District shall comply with the provisions of the California Family Rights Act (CFRA), California Pregnancy Disability Leave (PDL), and the Federal Family and Medical Leave Act (FMLA). All CFRA, PDL and/or FMLA qualified medical leaves shall run concurrently with any family and medical leave taken. A unit member who has been employed at least twelve (12) months and has worked at least 1,250 hours during the twelve (12) month period immediately preceding the commencement of the leave and who is eligible for other employee-provided benefits will be granted, upon request, an unpaid family care leave up to a total of twelve (12) work weeks in any twelve (12) month period pursuant to the requirement of this article. Additional information about eligibility and benefits can be found at the following websites:
 - California Family Rights Act can be found at: https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=GOV§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.

H. Maternity Leave

1. Maternity leave shall be granted subject to the District receiving a request for maternity leave accompanied by a statement from the unit member's licensed HCP which states the estimated date on which the leave shall commence, the estimated length of leave of absence, and the estimated date on which the unit member will resume duties.
2. Maternity leave shall commence at such time as the unit member's licensed HCP certifies that the unit member's physical condition renders her unable to continue to provide regular service to the District. The District agrees to pay eligible unit members six (6) weeks of paid Maternity Leave, inclusive of Board approved holidays. Benefits will be prorated for permanent part-time unit members. If the employee is still medically unable to return to work after the six (6) weeks have expired, they may use their accrued sick leave. Should the employee's sick leave be exhausted and the employee is still medically unable to return to work, extended illness leave will be applied as set forth in Article 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.

I. Industrial Accident Leave

1. A unit member shall be provided a leave of absence for industrial accident or occupational illness under the following rules and regulations:
 - a. The industrial accident or occupational illness must have arisen out of and have been in the course of employment of the unit member and must be accepted as a bona fide injury or illness arising out of and in the course of employment by the District's worker's compensation insurance carrier.
 - b. A unit member who has sustained a job-related injury or illness shall report the injury or illness to the immediate supervisor on the District accident form no later than the next scheduled workday or as soon as possible thereafter.
 - c. Allowable leave for each industrial accident or illness will be for the number of days of temporary disability but not to exceed sixty (60) days when the unit member would otherwise have been performing work for the District in any one fiscal year.
 - d. Allowable leave for industrial accident or occupational illness shall not be accumulated from year to year.
 - e. The industrial accident or occupational illness leave under these rules and regulations shall commence on the first day of absence.
 - f. Payment for wages lost on any days shall not, when added to an award granted the unit member under the workers' compensation laws of this State, exceed the normal wages for the day

- g. Industrial accident or occupational illness leave shall be reduced by one day for each day of authorized absence regardless of temporary disability indemnity award.
- h. When an industrial accident or occupational illness leave overlaps into the next fiscal year, the unit member shall be entitled to only the amount of unused leave due him/her for the same illness or injury.
- i. During any paid leave of absence for industrial accident or occupational illness the District receives temporary disability indemnity checks for the unit member. The District, in turn, shall issue the unit member's salary warrant and shall deduct normal retirement and other authorized contributions.
- j. The benefits provided by these rules and regulations shall be applicable to all classified unit members who are a part of the classified service immediately upon the completion of one consecutive year of service with the District.
- k. Any unit member receiving benefits as a result of these rules and regulations shall, during the period of injury or illness, remain within the State of California unless the Board of Trustees authorized travel outside the State.
- l. Upon termination of the industrial accident or occupational illness leave, the unit member shall be entitled to the benefits provided for sick leave (Education Code Section 88191) and the unit member's absence for such purpose shall commence on the date of the termination of the industrial accident or occupational illness leave. If the unit member continues to receive temporary indemnity, the unit member may elect to take as much of accumulated sick leave which when added to his/her temporary disability indemnity will result in payment to the unit member of not more than the unit member's full salary.
- m. If the unit member is not medically able to assume the duties of the position when all available leaves of absence, paid or unpaid, have been exhausted, the unit member shall be placed in another position or be placed on a reemployment list for a period of thirty- nine (39) months. During the 39-month period, the recuperated unit member shall be employed in a vacant position in the class of the unit member's previous assignment over all other available candidates except for a reemployment list established because of lack of work or lack of funds, in which case the unit member shall be listed in accordance with appropriate seniority.
- n. A unit member who has been placed on a reemployment list, as provided herein, who has been medically released for return to duty and who fails to accept an appropriate assignment shall be dismissed.

J. Court Appearance Leave

- 1. A unit member ordered to appear in court (personal necessity excluded) will receive full salary for the time the unit member is ordered to appear in court, subject to the limits contained in sections 2 and 3 below.
- 2. A unit member who appears in court as a litigant on personal business will not be paid unless he/she elects to draw upon any unused portion of the twelve (12) days of annual

personal necessity leave.

3. Judicial and official appearance leave shall be granted if the unit member is required to appear during unit member's regularly scheduled work day for purposes of jury duty or as a subpoenaed witness in court other than as a litigant or to respond to an official order from another government agency for reasons not brought through the initiation, connivance or misconduct of the unit member.

K. Military Leave

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

L. Unpaid Leave

1. Whenever a unit member is absent for personal benefit, deduction in pay will be made for each full day's absence. Deduction in pay for fractional days will be prorated according to the number of hours absent. Advance approval of such absence shall be secured from the designated supervisor prior to the period of absence.
2. Per PERS regulations during a period of unpaid leave, unit members are not earning service year credit from PERS (excluding FMLA leave).

M. Conference Leave

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

N. Catastrophic Leave

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

ARTICLE 23: MILEAGE

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

ARTICLE 24: PARKING

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

ARTICLE 25: SEVERABILITY AND SAVINGS

- A. During the life of this agreement, should any article, section, or clause of this agreement be declared illegal by a court of competent jurisdiction, said part or portion, as the case may be, shall be immediately deleted from this agreement. Such invalidation of a part or portion of this agreement shall not invalidate any remaining portions of this agreement which shall continue in full force and effect.

- B. During the life of this agreement, should any article, section, or clause of this agreement be declared illegal by a court of competent jurisdiction, the parties agree to meet and negotiate, upon request, within thirty (30) days after such determination for the purpose of arriving at a mutually satisfactory replacement for such article, section, or clause. In the event the parties are unable to reach agreement on a satisfactory replacement for such article, section or clause within thirty (30) days after negotiations commence, the issue shall be remanded to the provisions of Article VIII of Chapter 10.7, commencing with section 3540 of the Government Code.

ARTICLE 26: CONTRACT PRINTING

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

ARTICLE 27: RECLASSIFICATION, WORKING OUT OF CLASSIFICATION

A. Purpose

1. 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. The reclassification process is used to recognize increased responsibilities over time and to provide an opportunity to revise the position descriptions to reflect current job conditions. Reclassifications should be initiated only when there is a permanent change in duties and responsibilities. A change in tools, technology, or an increase in the volume of work should not, in themselves, be the basis of a reclassification.
2. Working out of Classification – is when temporary changes in duties to higher level responsibilities are accommodated by a working out of class stipend, in accordance with Article 8, Section A.
3. Manager, for the purposes of this article, refers to the unit member’s immediate supervisor.
4. 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.
5. Department budget shall not be considered when deciding whether a bargaining unit member will or will not be reclassified.
6. A position may only be reclassified every two (2) years (per Education Code 88104).

B. Types of Reclassifications

1. Reclassifications can be either initiated by the unit member or management-initiated.
 - a. For unit member-initiated reclassifications, 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, depending upon the reclassification submittal date in section C.4.a. of this article. The unit member-initiated reclassification questionnaire is available on the intranet and in Appendix H1 of this agreement.
 - b. For management-initiated reclassifications, the unit member will not have the same six (6) months required performance period, as referenced in in B.1.a. above. A management-initiated reclassification shall require agreement between the unit member and the supervisor prior to submission, which will include a list of the out of classification duties being or to be performed with the proposed salary range indicated and a management-initiated reclassification questionnaire signed by both parties. The management-initiated reclassification questionnaire is available on the intranet and in Appendix H2 of this agreement.

C. Submitting the Reclassification Request

1. In the event a unit member believes that they are performing duties that are not consistent

with the unit member's job description, unit members may submit a request for reclassification to the Classification Review Committee

2. The unit member is encouraged to discuss the need for a reclassification with their supervisor.
 - a. Should the supervisor determine that the reclassification is warranted, the supervisor may opt to initiate a management-initiated reclassification review process as outline in Section B.1.b. above.
 - b. Should the supervisor opt not to submit the management-initiated reclassification request as state in Section B.1.b the supervisor shall so advise the unit member. The unit member may still submit the member-initiated request to the Classified Review Committee.
3. If the manager no longer wants the unit-member to perform any duties considered out of classification, they should direct the unit member to cease these duties and submit any documentation necessary to Human Resources for the unit member to receive a working out of classification stipend for the time period the out of classification duties were performed as referenced in Article 8A.
4. Supervisors are expected to provide advice and guidance to the unit member with respect to the process.
5. The following timelines will apply to the submission of the reclassification questionnaire:
 - a. Any request for reclassification, either unit-member or management initiated, 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 C.5.b. and C.5.c. below.
 - b. Per the directions stated on the unit member-initiated 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.
 - c. The supervisor will forward the completed and signed unit member-initiated 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 unit member-initiated questionnaire to the unit member no later than 3:00 p.m. on the 10th working day after receipt.
 - d. If the unit member fails to allow for the review time periods listed in 5.b and 5.c. and the result is a late submission of the unit member-initiated reclassification questionnaire, the submission will be deemed late and will not be accepted.

- e. For management-initiated reclassifications, the supervisor will follow the timelines and directions on the management-initiated reclassification form and allow sufficient time for the process to be completed prior to either the April 1st or October 1st submission deadline.
 - 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 Classification Review 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.
6. For all approved unit member-initiated reclassifications, the unit member shall receive six (6) months retroactive out of classification pay from the reclassification effective date.

Example:

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

For all approved management-initiated reclassifications, the unit member may receive up to six (6) months retroactive out of classification pay from the reclassification effective date. The duration of the out of classification pay will be based on individual evaluation and verification from the unit member’s supervisor.

D. Classification Review Committee

- 1. A Classification Review Committee shall be established and shall meet at least twice each year to review all reclassification requests. The committee shall consist of four (4) members; the Association President or their designee, one additional classified unit member appointed by the chapter executive board, the Chief Human Resources Officer and their designee.
- 2. With guidance from Human Resources the Committee will conduct classification reviews, including an analysis of job descriptions, reclassification questionnaires, salary surveys or benchmarks, internal and external parity, and will formulate recommendations where appropriate. The committee will determine the appropriate classification, salary range placement and approve the final job description.
- 3. On behalf of the classification Review Committee, the Vice President of Human Resources will present the reclassifications proposals to the unit member’s supervisor, Executive Cabinet, and the Chancellor, for review.

4. 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.
5. 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

1. Any unit member who is reclassified will be placed at the lowest salary step which provides an increase of at least five percent (5%). 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 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

10/1/2019 Reclassified to Range 25,

Step 4 on 7/1/2019

Unit member will advance to Range 25, Step 5 on 10/1/2019

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

F. Appeal Process

1. A unit member, the Association, or the District may file an appeal, in writing, within sixty (60) calendar days of the notification of the reclassification or denial of the reclassification decision. An interview with the appropriate parties shall be scheduled with the Classification Review Committee to review the appeal. The Classification Review 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.6. 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 two-year duration becoming effective on July 1, 2022 and continuing through June 30, 2024.
- 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.

2022-2023 Salary Schedule

SANTA CLARITA COMMUNITY COLLEGE DISTRICT
COLLEGE OF THE CANYONS
CLASSIFIED REPRESENTED (SALARY TABLE B, X , Y)
2022-2023

244	7124	7553	7995	8415	8840	9276	9699	9942	10189	10344	10500	10656	10815	10978	11143	11309	11479	11651	11826	12004
245	7227	7663	8098	8540	8972	9411	9842	10087	10340	10495	10654	10812	10974	11140	11307	11475	11649	11824	11999	12179
246	7338	7775	8208	8655	9087	9528	9970	10220	10475	10633	10793	10955	11119	11287	11455	11628	11801	11978	12158	12340
247	7413	7865	8314	8765	9213	9666	10124	10377	10637	10795	10957	11123	11289	11459	11631	11806	11981	12162	12345	12530
248	7520	7963	8415	8848	9302	9749	10196	10451	10713	10874	11037	11205	11372	11542	11715	11892	12070	12251	12434	12621
249	7614	8074	8522	8988	9447	9904	10363	10623	10888	11051	11217	11386	11556	11730	11906	12086	12266	12450	12637	12826
250	7697	8166	8641	9120	9590	10063	10531	10794	11065	11230	11398	11570	11745	11919	12098	12280	12465	12651	12840	13034
251	7801	8275	8743	9209	9679	10142	10613	10879	11151	11317	11488	11660	11835	12013	12192	12376	12561	12751	12940	13135
252	7896	8367	8840	9313	9790	10272	10743	11011	11288	11457	11629	11801	11978	12158	12340	12527	12714	12904	13098	13295
253	7981	8462	8950	9435	9923	10404	10896	11167	11447	11618	11793	11970	12150	12331	12516	12704	12894	13088	13284	13484
254	8088	8576	9065	9557	10045	10531	11031	11307	11590	11765	11941	12119	12300	12485	12672	12861	13055	13251	13451	13652
255	8180	8675	9167	9664	10165	10672	11172	11451	11736	11913	12092	12274	12459	12646	12835	13028	13223	13421	13622	13827
256	8275	8773	9284	9785	10282	10784	11282	11565	11854	12032	12213	12396	12581	12771	12962	13157	13354	13554	13757	13963
257	8367	8881	9380	9892	10392	10905	11410	11696	11989	12168	12351	12536	12724	12915	13110	13306	13505	13706	13913	14122
258	8457	9010	9558	10117	10672	11223	11776	12070	12373	12559	12747	12937	13132	13329	13529	13732	13938	14146	14358	14575
259	8546	9117	9666	10237	10798	11363	11927	12225	12531	12719	12910	13103	13300	13500	13702	13907	14117	14329	14543	14761
260	8653	9221	9790	10364	10923	11499	12059	12362	12672	12861	13055	13250	13448	13650	13855	14061	14274	14486	14705	14925
261	8743	9313	9892	10461	11044	11613	12183	12488	12801	12992	13188	13385	13586	13790	13996	14207	14420	14636	14856	15079
262	8835	9420	10006	10590	11173	11758	12342	12653	12970	13164	13362	13561	13765	13972	14180	14395	14609	14828	15052	15278
263	8922	9523	10119	10714	11307	11905	12500	12813	13134	13332	13533	13735	13940	14150	14363	14577	14796	15018	15244	15472
264	9016	9628	10229	10832	11439	12037	12641	12957	13283	13483	13685	13891	14099	14310	14524	14742	14964	15188	15417	15648
265	9127	9734	10351	10965	11575	12190	12802	13122	13452	13653	13858	14065	14276	14491	14708	14928	15153	15380	15610	15846
266	9209	9827	10453	11069	11685	12305	12933	13256	13586	13792	13998	14207	14420	14636	14857	15079	15305	15535	15767	16005
267	9306	9932	10556	11178	11803	12422	13054	13380	13716	13923	14132	14342	14559	14776	14999	15224	15452	15684	15918	16158
268	9405	10041	10672	11296	11925	12555	13185	13517	13855	14062	14274	14486	14705	14925	15148	15377	15607	15840	16079	16320
269	9501	10134	10781	11416	12057	12709	13342	13675	14017	14227	14441	14659	14878	15102	15327	15558	15791	16028	16269	16512
270	9599	10237	10872	11520	12161	12802	13450	13785	14131	14343	14560	14777	15000	15224	15454	15684	15919	16159	16401	16646

Range 301 through 370 ~ Regular Base with Advanced Degree and Shift Differential

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
301	3330	3502	3681	3868	4044	4221	4397	4500	4607	4674	4740	4806	4874	4944	5015	5086	5159	5232	5307	5383
302	3419	3602	3799	3974	4167	4362	4546	4654	4763	4832	4901	4968	5039	5111	5184	5258	5332	5409	5487	5566
303	3504	3716	3909	4122	4321	4515	4724	4836	4950	5021	5094	5166	5241	5316	5390	5468	5545	5626	5706	5787
304	3603	3812	4024	4228	4432	4645	4856	4970	5088	5163	5236	5310	5386	5463	5541	5621	5702	5783	5866	5950
305	3696	3901	4112	4321	4524	4739	4946	5064	5184	5258	5332	5408	5486	5565	5643	5725	5806	5891	5974	6061
306	3799	4009	4221	4432	4642	4849	5055	5176	5299	5375	5452	5529	5608	5690	5771	5853	5939	6024	6110	6199
307	3891	4112	4334	4546	4761	4980	5199	5323	5450	5528	5607	5687	5769	5851	5936	6022	6108	6194	6281	6374
308	3974	4199	4419	4629	4850	5076	5290	5418	5545	5626	5707	5789	5871	5958	6043	6128	6218	6307	6398	6489
309	4077	4302	4533	4761	4991	5228	5459	5588	5723	5805	5890	5973	6060	6146	6235	6324	6416	6509	6603	6698
310	4169	4417	4642	4882	5111	5351	5586	5719	5857	5941	6027	6113	6202	6290	6383	6473	6566	6662	6759	6856
311	4265	4504	4760	5001	5246	5497	5737	5873	6013	6101	6188	6277	6367	6461	6552	6647	6743	6841	6940	7040
312	4363	4604	4850	5101	5349	5598	5834	5974	6119	6207	6298	6387	6479	6573	6667	6763	6861	6961	7062	7164
313	4460	4714	4971	5232	5496	5745	6006	6150	6299	6388	6482	6574	6669	6765	6863	6963	7063	7166	7269	7374
314	4546	4810	5081	5351	5608	5879	6144	6291	6444	6535	6630	6725	6823	6920	7021	7122	7226	7330	7436	7544
315	4642	4907	5164	5430	5691	5957	6218	6366	6520	6614	6709	6806	6905	7004	7105	7209	7312	7419	7527	7635
316	4745	5008	5280	5550	5818	6079	6343	6496	6652	6749	6847	6945	7046	7147	7250	7355	7462	7571	7679	7791
317	4836	5111	5388	5680	5949	6222	6508	6665	6826	6925	7025	7127	7230	7334	7441	7547	7657	7769	7882	7996
318	4922	5218	5500	5783	6069	6353	6642	6803	6967	7067	7169	7272	7377	7485	7593	7703	7815	7928	8044	8159
319	5021	5311	5589	5871	6166	6445	6725	6887	7052	7155	7260	7364	7470	7577	7688	7799	7913	8028	8145	8264
320	5111	5406	5691	5981	6273	6553	6843	7008	7178	7282	7389	7495	7605	7715	7827	7940	8056	8172	8291	8412
321	5218	5504	5809	6093	6395	6684	6982	7150	7324	7430	7538	7646	7756	7870	7984	8099	8217	8337	8457	8581
322	5318	5599	5907	6192	6493	6788	7082	7252	7428	7535	7644	7755	7869	7983	8097	8216	8336	8457	8580	8706
323	5393	5699	6014	6333	6642	6952	7269	7445	7626	7736	7849	7963	8078	8195	8315	8435	8558	8684	8810	8938
324	5497	5814	6128	6447	6762	7081	7396	7575	7758	7871	7985	8103	8220	8338	8460	8584	8709	8836	8965	9095
325	5592	5917	6253	6584	6908	7246	7572	7754	7943	8059	8176	8294	8415	8537	8662	8789	8917	9048	9179	9313
326	5683	6004	6340	6667	7000	7324	7657	7844	8033	8151	8270	8389	8512	8634	8761	8889	9018	9150	9282	9419
327	5778	6112	6447	6785	7121	7450	7792	7980	8173	8292	8413	8535	8660	8787	8914	9045	9177	9311	9446	9584
328	5871	6218	6553	6900	7245	7583	7916	8110	8306	8426	8550	8674	8799	8928	9058	9190	9324	9460	9598	9739
329	5966	6313	6665	7016	7367	7718	8067	8262	8464	8586	8711	8838	8968	9097	9230	9366	9502	9641	9782	9925
330	6070	6421	6762	7114	7450	7797	8146	8343	8545	8669	8796	8925	9054	9186	9320	9457	9595	9735	9877	10022
331	6166	6518	6875	7233	7591	7946	8305	8509	8715	8841	8971	9100	9233	9367	9504	9642	9784	9928	10073	10219
332	6241	6608	6967	7333	7693	8057	8416	8620	8830	8959	9090	9221	9357	9492	9632	9772	9915	10060	10206	10356
333	6351	6714	7081	7445	7803	8172	8532	8740	8952	9082	9215	9349								

2022-2023 Salary Schedule

SANTA CLARITA COMMUNITY COLLEGE DISTRICT
 COLLEGE OF THE CANYONS
 CLASSIFIED REPRESENTED (SALARY TABLE B, X, Y)
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336	6634	7034	7407	7795	8178	8566	8949	9167	9390	9526	9665	9807	9950	10095	10242	10393	10545	10699	10856	11016
337	6720	7124	7521	7912	8312	8705	9105	9327	9554	9692	9834	9978	10124	10272	10422	10576	10730	10887	11045	11207
338	6815	7214	7612	8009	8407	8805	9205	9430	9658	9800	9943	10088	10236	10384	10537	10692	10847	11007	11168	11333
339	6908	7316	7723	8132	8542	8942	9349	9577	9811	9954	10099	10248	10398	10550	10703	10861	11020	11182	11346	11512
340	7008	7413	7824	8231	8635	9039	9455	9687	9921	10068	10214	10365	10516	10669	10825	10985	11146	11308	11476	11643
341	7093	7521	7919	8341	8757	9162	9578	9812	10052	10198	10349	10500	10654	10810	10968	11129	11293	11458	11625	11797
342	7201	7622	8035	8455	8872	9295	9713	9950	10193	10341	10494	10646	10801	10961	11121	11284	11449	11619	11788	11962
343	7298	7712	8146	8572	8993	9412	9840	10080	10326	10479	10633	10788	10945	11106	11269	11435	11602	11773	11945	12120
344	7374	7803	8245	8665	9090	9526	9949	10192	10439	10594	10750	10906	11065	11228	11393	11559	11729	11901	12076	12254
345	7477	7913	8348	8790	9222	9661	10092	10337	10590	10745	10904	11062	11224	11390	11557	11725	11899	12074	12249	12429
346	7588	8025	8458	8905	9337	9778	10220	10470	10725	10883	11043	11205	11369	11537	11705	11878	12051	12228	12408	12590
347	7663	8115	8564	9015	9463	9916	10374	10627	10887	11045	11207	11373	11539	11709	11881	12056	12231	12412	12595	12780
348	7770	8213	8665	9098	9552	9999	10446	10701	10963	11124	11287	11455	11622	11792	11965	12142	12320	12501	12684	12871
349	7864	8324	8772	9238	9697	10154	10613	10873	11138	11301	11467	11636	11806	11980	12156	12336	12516	12700	12887	13076
350	7947	8416	8891	9370	9840	10313	10781	11044	11315	11480	11648	11820	11995	12169	12348	12530	12715	12901	13090	13284
351	8051	8525	8993	9459	9929	10392	10863	11129	11401	11567	11738	11910	12085	12263	12442	12626	12811	13001	13190	13385
352	8146	8617	9090	9563	10040	10522	10993	11261	11538	11707	11879	12051	12228	12408	12590	12777	12964	13154	13348	13545
353	8231	8712	9200	9685	10173	10654	11146	11417	11697	11868	12043	12220	12400	12581	12766	12954	13144	13338	13534	13734
354	8338	8826	9315	9807	10295	10781	11281	11557	11840	12015	12191	12369	12550	12735	12922	13111	13305	13501	13701	13902
355	8430	8925	9417	9914	10415	10922	11422	11701	11986	12163	12342	12524	12709	12896	13085	13278	13473	13671	13872	14077
356	8525	9023	9534	10035	10532	11034	11532	11815	12104	12282	12463	12646	12831	13021	13212	13407	13604	13804	14007	14213
357	8617	9131	9630	10142	10642	11155	11660	11946	12239	12418	12601	12786	12974	13165	13360	13556	13755	13956	14163	14372
358	8707	9260	9808	10367	10922	11473	12026	12320	12623	12809	12997	13187	13382	13579	13779	13982	14188	14396	14608	14825
359	8796	9367	9916	10487	11048	11613	12177	12475	12781	12969	13160	13353	13550	13750	13952	14157	14367	14579	14793	15011
360	8903	9471	10040	10614	11173	11749	12309	12612	12922	13111	13305	13500	13698	13900	14105	14311	14524	14736	14955	15175
361	8993	9563	10142	10711	11294	11863	12433	12738	13051	13242	13438	13635	13836	14040	14246	14457	14670	14886	15106	15329
362	9085	9670	10256	10840	11423	12008	12592	12903	13220	13414	13612	13811	14015	14222	14430	14645	14859	15078	15302	15528
363	9172	9773	10369	10964	11557	12155	12750	13063	13384	13582	13783	13985	14190	14400	14613	14827	15046	15268	15494	15722
364	9266	9878	10479	11082	11689	12287	12891	13207	13533	13733	13935	14141	14349	14560	14774	14992	15214	15438	15667	15898
365	9377	9984	10601	11215	11825	12440	13052	13372	13702	13903	14108	14315	14526	14741	14958	15178	15403	15630	15860	16096
366	9459	10077	10703	11319	11935	12555	13183	13506	13836	14042	14248	14457	14670	14886	15107	15329	15555	15785	16017	16255
367	9556	10182	10806	11428	12053	12672	13304	13630	13966	14173	14382	14592	14809	15026	15249	15474	15702	15934	16168	16408
368	9655	10291	10922	11546	12175	12805	13435	13767	14105	14312	14524	14736	14955	15175	15398	15627	15857	16090	16329	16570
369	9751	10384	11031	11666	12307	12959	13592	13925	14267	14477	14691	14909	15128	15352	15577	15808	16041	16278	16519	16762
370	9849	10487	11122	11770	12411	13052	13700	14035	14381	14593	14810	15027	15250	15474	15704	15934	16169	16409	16651	16896

2023-2024 Salary Schedule

SANTA CLARITA COMMUNITY COLLEGE DISTRICT
 COLLEGE OF THE CANYONS
 CLASSIFIED REPRESENTED (SALARY TABLE B, X, Y)
 2023-2024

Range 1 through 70 ~ Regular Base

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
1	3052	3222	3400	3585	3759	3935	4109	4212	4317	4384	4449	4515	4582	4651	4722	4792	4865	4937	5011	5086
2	3140	3321	3516	3690	3881	4074	4256	4364	4472	4540	4609	4675	4746	4817	4889	4963	5036	5112	5189	5268
3	3224	3435	3625	3837	4034	4226	4433	4544	4658	4727	4800	4871	4945	5019	5094	5171	5247	5327	5406	5487
4	3322	3529	3740	3941	4144	4355	4564	4677	4794	4868	4941	5014	5089	5166	5243	5322	5402	5483	5564	5648
5	3415	3618	3827	4034	4235	4448	4653	4770	4889	4963	5036	5111	5188	5267	5344	5425	5506	5590	5672	5758
6	3516	3725	3935	4144	4352	4557	4761	4881	5003	5078	5155	5231	5309	5390	5471	5552	5637	5721	5806	5895
7	3608	3827	4047	4256	4470	4687	4904	5027	5152	5230	5308	5388	5469	5550	5634	5719	5804	5890	5980	6068
8	3690	3913	4131	4339	4558	4782	4994	5121	5247	5327	5407	5488	5570	5656	5740	5825	5913	6002	6092	6182
9	3792	4016	4244	4470	4698	4932	5161	5290	5423	5505	5588	5671	5757	5842	5931	6019	6109	6202	6295	6390
10	3884	4129	4352	4590	4817	5054	5288	5419	5556	5640	5725	5810	5898	5985	6077	6166	6259	6354	6450	6545
11	3979	4215	4469	4708	4951	5199	5437	5572	5711	5798	5884	5972	6061	6154	6245	6338	6434	6531	6629	6729
12	4076	4314	4558	4807	5052	5291	5533	5672	5815	5902	5993	6081	6173	6265	6359	6454	6551	6650	6750	6851
13	4171	4423	4678	4937	5198	5445	5704	5847	5994	6082	6175	6266	6360	6456	6553	6652	6751	6853	6955	7059
14	4256	4518	4787	5054	5309	5578	5840	5986	6138	6228	6322	6416	6513	6610	6709	6809	6913	7015	7121	7228
15	4352	4615	4869	5133	5391	5655	5913	6060	6213	6306	6400	6496	6595	6693	6793	6895	6998	7104	7210	7318
16	4454	4714	4985	5252	5518	5776	6038	6189	6344	6440	6537	6634	6734	6834	6937	7040	7146	7254	7362	7472
17	4544	4817	5091	5380	5647	5918	6201	6357	6516	6614	6713	6815	6916	7020	7125	7231	7340	7450	7562	7676
18	4629	4922	5203	5483	5766	6047	6334	6493	6656	6755	6856	6959	7062	7169	7276	7385	7496	7608	7723	7837
19	4727	5015	5291	5570	5862	6139	6416	6577	6741	6842	6947	7049	7155	7260	7371	7481	7593	7707	7823	7941
20	4817	5109	5391	5679	5968	6246	6533	6697	6865	6968	7074	7179	7288	7397	7508	7620	7735	7850	7968	8088
21	4922	5206	5509	5790	6089	6375	6671	6838	7010	7114	7221	7329	7438	7550	7664	7777	7895	8014	8132	8256
22	5022	5301	5606	5888	6186	6479	6770	6938	7112	7219	7327	7437	7549	7663	7776	7894	8013	8132	8255	8379
23	5096	5400	5712	6028	6334	6641	6955	7130	7308	7417	7530	7643	7756	7873	7992	8111	8233	8357	8482	8609
24	5199	5513	5825	6141	6453	6769	7081	7258	7439	7552	7665	7782	7897	8015	8136	8258	8382	8507	8636	8765
25	5293	5616	5948	6276	6598	6932	7255	7436	7623	7738	7853	7971	8091	8212	8335	8462	8588	8718	8848	8981
26	5384	5702	6034	6359	6688	7010	7340	7525	7712	7829	7947	8065	8187	8308	8433	8561	8688	8819	8950	9085
27	5477	5809	6141	6476	6808	7134	7473	7659	7851	7969	8089	8210	8333	8459	8585	8715	8845	8978	9112	9249
28	5570	5913	6246	6589	6931	7266	7596	7788	7983	8102	8224	8347	8471	8599	8728	8858	8991	9127	9263	9402
29	5664	6008	6357	6705	7052	7400	7746	7940	8139	8260	8384	8510	8638	8767	8899	9033	9168	9305	9445	9587
30	5767	6115	6453	6802	7134	7478	7824	8019	8220	8343	8468	8596	8724	8855	8987	9123	9260	9399	9540	9684
31	5862	6211	6565	6919	7275	7626	7982	8184	8388	8513	8642	8769	8901	9034	9170	9306	9447	9590	9734	9879
32	5936	6300	6656	7019	7375	7736	8092	8294	8502	8630	8759	8889	9024	9158	9297	9435	9577	9721	9866	10014
33	6045	6405	6769	7130	7484	7850	8207	8413	8623	8752	8884	9016	9153	9289	9429	9571	9714	9859	10008	10158
34	6128	6499	6863	7222	7592	7955	8325	8534	8748	8880	9013	9146	9284	9422	9564	9709	9854	10001	10152	10303
35	6230	6597	6979	7355	7729	8105	8482	8695	8912	9046	9181	9320	9459	9600	9744	9891	10040	10190	10342	10498
36	6326	6722	7092	7476	7856	8240	8620	8836	9057	9192	9329	9470	9612	9756	9902	10051	10201	10354	10510	10668
37	6411	6811	7205	7592	7989	8378	8775	8995	9219	9357	9497	9640	9784	9931	10079	10232	10384	10540	10697	10857
38	6505	6901	7295	7689	8082	8477	8874	9096	9323	9463	9605	9749	9895	10042	10194	10347	10501	10659	10818	10982
39	6598	7002	7405	7810	8216	8613	9016	9242	9474	9616	9760	9907	10055	10207	10358	10514	10672	10832	10995	11159
40	6697	7098	7505	7908	8309	8709	9121	9351	9583	9728	9873	10023	10173	10324	10479	10637	10796	10958	11123	11289
41	6781	7205	7599	8017	8430	8831	9243	9475	9713	9858	10007	10157	10309	10464	10621	10780	10943	11106	11272	11442
42	6888	7305	7714	8130	8543	8963	9377	9612	9853	10000	10151	10302	10455	10613	10772	10934	11097	11265	11433	11605
43	6984	7395	7824	8246	8663	9079	9503	9740	9984	10136	10289	10442	10598	10757	10919	11083	11249	11418	11589	11762
44	7059	7484	7922	8339	8759	9192	9611	9851	10097	10250	10404	10559	10717	10878	11042	11206	11374	11545	11719	11895
45	7161	7593	8025	8463	8890	9325	9752	9995	10246	10400	10557	10714	10874	11038	11204	11371	11543	11716	11890	12068
46	7271	7704	8134	8576	9004	9442	9880	10127	10380	10536	10695	10855	11018	11184	11351	11522	11694	11869	12048	12228
47	7346	7794	8238	8685	9129	9578	10032	10283	10540	10697	10857	11022	11187	11355	11526	11699	11872	12051	12233	12416
48	7451	7891	8339	8788	9217	9661	10103	10356	10616	10775	10937	11103	11268	11437	11609	11784	11961	12139	12321	12507
49	7545	8001	8444	8906	9361	9814	10269	10526	10789	10950	11115	11283	11450	11624	11798	11976	12155	12337	12522	12709
50	7627	8092	8562	9037	9503	9971	10436	10696	10964	11128	11295	11465	11638	11810	11988	12169	12352	12536	12724	12915
51	7730	8200	8663	9125	9591	10050	10516	10780	11049	11214	11384	11554	11727	11904	12082	12264	12447	12635	12823	13016
52	7824	8291	8759	9228	9701	10178	10645	10911	11186	11352	11523	11694	11869	12048	12228	12413	12598	12787	12979	13174
53	7908	8385	8868	9349	9833	10309	10796	11066	11343	11513	11686	11861	12039	12219	12402	12588	12777	12969	13163	13361

2023-2024 Salary Schedule

**SANTA CLARITA COMMUNITY COLLEGE DISTRICT
COLLEGE OF THE CANYONS
CLASSIFIED REPRESENTED (SALARY TABLE B, X, Y)**

2023-2024

54	8015	8498	8983	9470	9954	10436	10931	11204	11484	11658	11832	12009	12188	12372	12557	12744	12936	13130	13329	13528
55	8105	8596	9084	9576	10073	10575	11070	11347	11629	11805	11982	12162	12345	12531	12718	12910	13103	13299	13499	13701
56	8200	8693	9200	9696	10188	10686	11179	11460	11746	11922	12102	12283	12466	12655	12845	13037	13233	13431	13632	13836
57	8291	8801	9294	9802	10297	10806	11307	11590	11880	12058	12239	12422	12608	12798	12991	13185	13382	13581	13786	13993
58	8380	8928	9471	10025	10575	11121	11668	11961	12260	12445	12631	12819	13012	13208	13406	13608	13811	14017	14228	14443
59	8468	9034	9578	10144	10699	11260	11819	12114	12417	12604	12792	12984	13179	13378	13577	13781	13989	14198	14411	14627
60	8574	9137	9701	10270	10824	11395	11950	12249	12557	12744	12936	13129	13325	13526	13729	13933	14144	14354	14571	14789
61	8663	9228	9802	10366	10944	11507	12072	12375	12684	12874	13068	13263	13463	13664	13869	14077	14289	14502	14720	14942
62	8755	9335	9915	10493	11071	11651	12230	12538	12852	13044	13240	13438	13640	13845	14051	14264	14476	14693	14916	15139
63	8841	9436	10027	10617	11204	11797	12387	12696	13015	13211	13410	13610	13814	14022	14232	14445	14662	14882	15105	15331
64	8934	9541	10136	10733	11335	11928	12526	12839	13162	13360	13561	13765	13971	14180	14392	14608	14828	15050	15276	15505
65	9044	9645	10257	10865	11470	12079	12685	13003	13330	13529	13732	13937	14146	14360	14574	14792	15015	15240	15468	15701
66	9125	9738	10358	10969	11579	12193	12815	13136	13463	13666	13870	14077	14289	14502	14722	14942	15166	15394	15624	15860
67	9221	9842	10460	11077	11696	12309	12935	13259	13591	13796	14003	14211	14426	14642	14862	15086	15311	15541	15773	16011
68	9320	9950	10575	11193	11817	12441	13065	13394	13729	13935	14144	14354	14571	14789	15010	15237	15465	15696	15933	16171
69	9414	10042	10683	11312	11947	12594	13221	13551	13890	14098	14310	14525	14742	14965	15188	15417	15647	15882	16121	16362
70	9511	10144	10774	11416	12050	12685	13327	13660	14002	14213	14427	14643	14863	15086	15313	15541	15774	16012	16252	16495

Range 101 through 170 ~ Regular Base with Advanced Degree

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
101	3302	3472	3650	3835	4009	4185	4359	4462	4567	4634	4699	4765	4832	4901	4972	5042	5115	5187	5261	5336
102	3390	3571	3766	3940	4131	4324	4506	4614	4722	4790	4859	4925	4996	5067	5139	5213	5286	5362	5439	5518
103	3474	3685	3875	4087	4284	4476	4683	4794	4908	4977	5050	5121	5195	5269	5344	5421	5497	5577	5656	5737
104	3572	3779	3990	4191	4394	4605	4814	4927	5044	5118	5191	5264	5339	5416	5493	5572	5652	5733	5814	5898
105	3665	3868	4077	4284	4485	4698	4903	5020	5139	5213	5286	5361	5438	5517	5594	5675	5756	5840	5922	6008
106	3766	3975	4185	4394	4602	4807	5011	5131	5253	5328	5405	5481	5559	5640	5721	5802	5887	5971	6056	6145
107	3858	4077	4297	4506	4720	4937	5154	5277	5402	5480	5558	5638	5719	5800	5884	5969	6054	6140	6230	6318
108	3940	4163	4381	4589	4808	5032	5244	5371	5497	5577	5657	5738	5820	5906	5990	6075	6163	6252	6342	6432
109	4042	4266	4494	4720	4948	5182	5411	5540	5673	5755	5838	5921	6007	6092	6181	6269	6359	6452	6545	6640
110	4134	4379	4602	4840	5067	5304	5538	5669	5806	5890	5975	6060	6148	6235	6327	6416	6509	6604	6700	6795
111	4229	4465	4719	4958	5201	5449	5687	5822	5961	6048	6134	6222	6311	6404	6495	6588	6684	6781	6879	6979
112	4326	4564	4808	5057	5302	5541	5783	5922	6065	6152	6243	6331	6423	6515	6609	6704	6801	6900	7000	7101
113	4421	4673	4928	5187	5448	5695	5954	6097	6244	6332	6425	6516	6610	6706	6803	6902	7001	7103	7205	7309
114	4506	4768	5037	5304	5559	5828	6090	6236	6388	6478	6572	6666	6763	6860	6959	7059	7163	7265	7371	7478
115	4602	4865	5119	5383	5641	5905	6163	6310	6463	6556	6650	6746	6845	6943	7043	7145	7248	7354	7460	7568
116	4704	4964	5235	5502	5768	6026	6288	6439	6594	6690	6787	6884	6984	7084	7187	7290	7396	7504	7612	7722
117	4794	5067	5341	5630	5897	6168	6451	6607	6766	6864	6963	7065	7166	7270	7375	7481	7590	7700	7812	7926
118	4879	5172	5453	5733	6016	6297	6584	6743	6906	7005	7106	7209	7312	7419	7526	7635	7746	7858	7973	8087
119	4977	5265	5541	5820	6112	6389	6666	6827	6991	7092	7197	7299	7405	7510	7621	7731	7843	7957	8073	8191
120	5067	5359	5641	5929	6218	6496	6783	6947	7115	7218	7324	7429	7538	7647	7758	7870	7985	8100	8218	8338
121	5172	5456	5759	6040	6339	6625	6921	7088	7260	7364	7471	7579	7688	7800	7914	8027	8145	8264	8382	8506
122	5272	5551	5856	6138	6436	6729	7020	7188	7362	7469	7577	7687	7799	7913	8026	8144	8263	8382	8505	8629
123	5346	5650	5962	6278	6584	6891	7205	7380	7558	7667	7780	7893	8006	8123	8242	8361	8483	8607	8732	8859
124	5449	5763	6075	6391	6703	7019	7331	7508	7689	7802	7915	8032	8147	8265	8386	8508	8632	8757	8886	9015
125	5543	5866	6198	6526	6848	7182	7505	7686	7873	7988	8103	8221	8341	8462	8585	8712	8838	8968	9098	9231
126	5634	5952	6284	6609	6938	7260	7590	7775	7962	8079	8197	8315	8437	8558	8683	8811	8938	9069	9200	9335
127	5727	6059	6391	6726	7058	7384	7723	7909	8101	8219	8339	8460	8583	8709	8835	8965	9095	9228	9362	9499
128	5820	6163	6496	6839	7181	7516	7846	8038	8233	8352	8474	8597	8721	8849	8978	9108	9241	9377	9513	9652
129	5914	6258	6607	6955	7302	7650	7996	8190	8389	8510	8634	8760	8888	9017	9149	9283	9418	9555	9695	9837
130	6017	6365	6703	7052	7384	7728	8074	8269	8470	8593	8718	8846	8974	9105	9237	9373	9510	9649	9790	9934
131	6112	6461	6815	7169	7525	7876	8232	8434	8638	8763	8892	9019	9151	9284	9420	9556	9697	9840	9984	10129
132	6186	6550	6906	7269	7625	7986	8342	8544	8752	8880	9009	9139	9274	9408	9547	9685	9827	9971	10116	10264
133	6295	6655	7019	7380	7734	8100	8457	8663	8873	9002	9134	9266	9403	9539	9679	9821	9964	10109	10258	10408
134	6378	6749	7113	7472	7842	8205	8575	8784	8998	9130	9263	9396	9534	9672	9814	9959	10104	10251	10402	10553
135	6480	6847	7229	7605	7979	8355	8732	8945	9162	9296	9431	9570	9709	9850	9994	10141	10290	10440	10592	10748
136	6576	6972	7342	7726	8106	8490	8870	9086	9307	9442	9579	9720	9862	10006	10152	10301	10451	10604	10760	10918

2023-2024 Salary Schedule

**SANTA CLARITA COMMUNITY COLLEGE DISTRICT
COLLEGE OF THE CANYONS
CLASSIFIED REPRESENTED (SALARY TABLE B, X, Y)**

2023-2024

137	6661	7061	7455	7842	8239	8628	9025	9245	9469	9607	9747	9890	10034	10181	10329	10482	10634	10790	10947	11107
138	6755	7151	7545	7939	8332	8727	9124	9346	9573	9713	9855	9999	10145	10292	10444	10597	10751	10909	11068	11232
139	6848	7252	7655	8060	8466	8863	9266	9492	9724	9866	10010	10157	10305	10457	10608	10764	10922	11082	11245	11409
140	6947	7348	7755	8158	8559	8959	9371	9601	9833	9978	10123	10273	10423	10574	10729	10887	11046	11208	11373	11539
141	7031	7455	7849	8267	8680	9081	9493	9725	9963	10108	10257	10407	10559	10714	10871	11030	11193	11356	11522	11692
142	7138	7555	7964	8380	8793	9213	9627	9862	10103	10250	10401	10552	10705	10863	11022	11184	11347	11515	11683	11855
143	7234	7645	8074	8496	8913	9329	9753	9990	10234	10386	10539	10692	10848	11007	11169	11333	11499	11668	11839	12012
144	7309	7734	8172	8589	9009	9442	9861	10101	10347	10500	10654	10809	10967	11128	11292	11456	11624	11795	11969	12145
145	7411	7843	8275	8713	9140	9575	10002	10245	10496	10650	10807	10964	11124	11288	11454	11621	11793	11966	12140	12318
146	7521	7954	8384	8826	9254	9692	10130	10377	10630	10786	10945	11105	11268	11434	11601	11772	11944	12119	12298	12478
147	7596	8044	8488	8935	9379	9828	10282	10533	10790	10947	11107	11272	11437	11605	11776	11949	12122	12301	12483	12666
148	7701	8141	8589	9018	9467	9911	10353	10606	10866	11025	11187	11353	11518	11687	11859	12034	12211	12389	12571	12757
149	7795	8251	8694	9156	9611	10064	10519	10776	11039	11200	11365	11533	11700	11874	12048	12226	12405	12587	12772	12959
150	7877	8342	8812	9287	9753	10221	10686	10946	11214	11378	11545	11715	11888	12060	12238	12419	12602	12786	12974	13165
151	7980	8450	8913	9375	9841	10300	10766	11030	11299	11464	11634	11804	11977	12154	12332	12514	12697	12885	13073	13266
152	8074	8541	9009	9478	9951	10428	10895	11161	11436	11602	11773	11944	12119	12298	12478	12663	12848	13037	13229	13424
153	8158	8635	9118	9599	10083	10559	11046	11316	11593	11763	11936	12111	12289	12469	12652	12838	13027	13219	13413	13611
154	8265	8748	9233	9720	10204	10686	11181	11454	11734	11908	12082	12259	12438	12622	12807	12994	13186	13380	13579	13778
155	8355	8846	9334	9826	10323	10825	11320	11597	11879	12055	12232	12412	12595	12781	12968	13160	13353	13549	13749	13951
156	8450	8943	9450	9946	10438	10936	11429	11710	11996	12172	12352	12533	12716	12905	13095	13287	13483	13681	13882	14086
157	8541	9051	9544	10052	10547	11056	11557	11840	12130	12308	12489	12672	12858	13048	13241	13435	13632	13831	14036	14243
158	8630	9178	9721	10275	10825	11371	11918	12211	12510	12695	12881	13069	13262	13458	13656	13858	14061	14267	14478	14693
159	8718	9284	9828	10394	10949	11510	12069	12364	12667	12854	13042	13234	13429	13628	13827	14031	14239	14448	14661	14877
160	8824	9387	9951	10520	11074	11645	12200	12499	12807	12994	13186	13379	13575	13776	13979	14183	14394	14604	14821	15039
161	8913	9478	10052	10616	11194	11757	12322	12625	12934	13124	13318	13513	13713	13914	14119	14327	14539	14752	14970	15192
162	9005	9585	10165	10743	11321	11901	12480	12788	13102	13294	13490	13688	13890	14095	14301	14514	14726	14943	15166	15389
163	9091	9686	10277	10867	11454	12047	12637	12946	13265	13461	13660	13860	14064	14272	14482	14695	14912	15132	15355	15581
164	9184	9791	10386	10983	11585	12178	12776	13089	13412	13610	13811	14015	14221	14430	14642	14858	15078	15300	15526	15755
165	9294	9895	10507	11115	11720	12329	12935	13253	13580	13779	13982	14187	14396	14610	14824	15042	15265	15490	15718	15951
166	9375	9988	10608	11219	11829	12443	13065	13386	13713	13916	14120	14327	14539	14752	14972	15192	15416	15644	15874	16110
167	9471	10092	10710	11327	11946	12559	13185	13509	13841	14046	14253	14461	14676	14892	15112	15336	15561	15791	16023	16261
168	9570	10200	10825	11443	12067	12691	13315	13644	13979	14185	14394	14604	14821	15039	15260	15487	15715	15946	16183	16421
169	9664	10292	10933	11562	12197	12844	13471	13801	14140	14348	14560	14775	14992	15215	15438	15667	15897	16132	16371	16612
170	9761	10394	11024	11666	12300	12935	13577	13910	14252	14463	14677	14893	15113	15336	15563	15791	16024	16262	16502	16745

Range 201 through 270 ~ Regular Base with Shift Differential

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
201	3357	3544	3740	3944	4135	4329	4520	4633	4749	4822	4894	4967	5040	5116	5194	5271	5352	5431	5512	5595
202	3454	3653	3868	4059	4269	4481	4682	4800	4919	4994	5070	5143	5221	5299	5378	5459	5540	5623	5708	5795
203	3546	3779	3988	4221	4437	4649	4876	4998	5124	5200	5280	5358	5440	5521	5603	5688	5772	5860	5947	6036
204	3654	3882	4114	4335	4558	4791	5020	5145	5273	5355	5435	5515	5598	5683	5767	5854	5942	6031	6120	6213
205	3757	3980	4210	4437	4659	4893	5118	5247	5378	5459	5540	5622	5707	5794	5878	5968	6057	6149	6239	6334
206	3868	4098	4329	4558	4787	5013	5237	5369	5503	5586	5671	5754	5840	5929	6018	6107	6201	6293	6387	6485
207	3969	4210	4452	4682	4917	5156	5394	5530	5667	5753	5839	5927	6016	6105	6197	6291	6384	6479	6578	6675
208	4059	4304	4544	4773	5014	5260	5493	5633	5772	5860	5948	6037	6127	6222	6314	6408	6504	6602	6701	6800
209	4171	4418	4668	4917	5168	5425	5677	5819	5965	6056	6147	6238	6333	6426	6524	6621	6720	6822	6925	7029
210	4272	4542	4787	5049	5299	5559	5817	5961	6112	6204	6298	6391	6488	6584	6685	6783	6885	6989	7095	7200
211	4377	4637	4916	5179	5446	5719	5981	6129	6282	6378	6472	6569	6667	6769	6870	6972	7077	7184	7292	7402
212	4484	4745	5014	5288	5557	5820	6086	6239	6397	6492	6592	6689	6790	6892	6995	7099	7206	7315	7425	7536
213	4588	4865	5146	5431	5718	5990	6274	6432	6593	6690	6793	6893	6996	7102	7208	7317	7426	7538	7651	7765
214	4682	4970	5266	5559	5840	6136	6424	6585	6752	6851	6954	7058	7164	7271	7380	7490	7604	7717	7833	7951
215	4787	5077	5356	5646	5930	6221	6504	6666	6834	6937	7040	7146	7255	7362	7472	7585	7698	7814	7931	8050
216	4899	5185	5484	5777	6070	6354	6642	6808	6978	7084	7191	7297	7407	7517	7631	7744	7861	7979	8098	8219
217	4998	5299	5600	5918	6212	6510	6821	6993	7168	7275	7384	7497	7608	7722	7838	7954	8074	8195	8318	8444
218	5092	5414	5723	6031	6343	6652	6967	7142	7322	7431	7542	7655	7768	7886	8004	8124	8246	8369	8495	8621
219	5200	5517	5820	6127	6448	6753	7058	7235	7415	7526	7642	7754	7871	7986	8108	8229	8352	8478	8605	8735

2023-2024 Salary Schedule

**SANTA CLARITA COMMUNITY COLLEGE DISTRICT
COLLEGE OF THE CANYONS
CLASSIFIED REPRESENTED (SALARY TABLE B, X, Y)**

2023-2024

220	5299	5620	5930	6247	6565	6871	7186	7367	7552	7665	7781	7897	8017	8137	8259	8382	8509	8635	8765	8897
221	5414	5727	6060	6369	6698	7013	7338	7522	7711	7825	7943	8062	8182	8305	8430	8555	8685	8815	8945	9082
222	5524	5831	6167	6477	6805	7127	7447	7632	7823	7941	8060	8181	8304	8429	8554	8683	8814	8945	9081	9217
223	5606	5940	6283	6631	6967	7305	7651	7843	8039	8159	8283	8407	8532	8660	8791	8922	9056	9193	9330	9470
224	5719	6064	6408	6755	7098	7446	7789	7984	8183	8307	8432	8560	8687	8817	8950	9084	9220	9358	9500	9642
225	5822	6178	6543	6904	7258	7625	7981	8180	8385	8512	8638	8768	8900	9033	9169	9308	9447	9590	9733	9879
226	5922	6272	6637	6995	7357	7711	8074	8278	8483	8612	8742	8872	9006	9139	9276	9417	9557	9701	9845	9994
227	6025	6390	6755	7124	7489	7847	8220	8425	8636	8766	8898	9031	9166	9305	9444	9587	9730	9876	10023	10174
228	6127	6504	6871	7248	7624	7993	8356	8567	8781	8912	9046	9182	9318	9459	9601	9744	9890	10040	10189	10342
229	6230	6609	6993	7376	7757	8140	8521	8734	8953	9086	9222	9361	9502	9644	9789	9936	10085	10236	10390	10546
230	6344	6727	7098	7482	7847	8226	8606	8821	9042	9177	9315	9456	9596	9741	9886	10035	10186	10339	10494	10652
231	6448	6832	7222	7611	8003	8389	8780	9002	9227	9364	9506	9646	9791	9937	10087	10237	10392	10549	10707	10867
232	6530	6930	7322	7721	8113	8510	8901	9123	9352	9493	9635	9778	9926	10074	10227	10379	10535	10693	10853	11015
233	6650	7046	7446	7843	8232	8635	9028	9254	9485	9627	9772	9918	10068	10218	10372	10528	10685	10845	11009	11174
234	6741	7149	7549	7944	8351	8751	9158	9387	9623	9768	9914	10061	10212	10364	10520	10680	10839	11001	11167	11333
235	6853	7257	7677	8091	8502	8916	9330	9565	9803	9951	10099	10252	10405	10560	10718	10880	11044	11209	11376	11548
236	6959	7394	7801	8224	8642	9064	9482	9720	9963	10111	10262	10417	10573	10732	10892	11056	11221	11389	11561	11735
237	7052	7492	7926	8351	8788	9216	9653	9895	10141	10293	10447	10604	10762	10924	11087	11255	11422	11594	11767	11943
238	7156	7591	8025	8458	8890	9325	9761	10006	10255	10409	10566	10724	10885	11046	11213	11382	11551	11725	11900	12080
239	7258	7702	8146	8591	9038	9474	9918	10166	10421	10578	10736	10898	11061	11228	11394	11565	11739	11915	12095	12275
240	7367	7808	8256	8699	9140	9580	10033	10286	10541	10701	10860	11025	11190	11356	11527	11701	11876	12054	12235	12418
241	7459	7926	8359	8819	9273	9714	10167	10423	10684	10844	11008	11173	11340	11510	11683	11858	12037	12217	12399	12586
242	7577	8036	8485	8943	9397	9859	10315	10573	10838	11000	11166	11332	11501	11674	11849	12027	12207	12392	12576	12766
243	7682	8135	8606	9071	9529	9987	10453	10714	10982	11150	11318	11486	11658	11833	12011	12191	12374	12560	12748	12938
244	7765	8232	8714	9173	9635	10111	10572	10836	11107	11275	11444	11615	11789	11966	12146	12327	12511	12700	12891	13085
245	7877	8352	8828	9309	9779	10258	10727	10995	11271	11440	11613	11785	11961	12142	12324	12508	12697	12888	13079	13275
246	7998	8474	8947	9434	9904	10386	10868	11140	11418	11590	11765	11941	12120	12302	12486	12674	12863	13056	13253	13451
247	8081	8573	9062	9554	10042	10536	11035	11311	11594	11767	11943	12124	12306	12491	12679	12869	13059	13256	13456	13658
248	8196	8680	9173	9645	10139	10627	11113	11392	11678	11853	12031	12213	12395	12581	12770	12962	13157	13353	13553	13758
249	8300	8801	9288	9797	10297	10795	11296	11579	11868	12045	12227	12411	12595	12786	12978	13174	13371	13571	13774	13980
250	8390	8901	9418	9941	10453	10968	11480	11766	12060	12241	12425	12612	12802	12991	13187	13386	13587	13790	13996	14207
251	8503	9020	9529	10038	10550	11055	11568	11858	12154	12335	12522	12709	12900	13094	13290	13490	13692	13899	14105	14318
252	8606	9120	9635	10151	10671	11196	11710	12002	12305	12487	12675	12863	13056	13253	13451	13654	13858	14066	14277	14491
253	8699	9224	9755	10284	10816	11340	11876	12173	12477	12664	12855	13047	13243	13441	13642	13847	14055	14266	14479	14697
254	8817	9348	9881	10417	10949	11480	12024	12324	12632	12824	13015	13210	13407	13609	13813	14018	14230	14443	14662	14881
255	8916	9456	9992	10534	11080	11633	12177	12482	12792	12986	13180	13378	13580	13784	13990	14201	14413	14629	14849	15071
256	9020	9562	10120	10666	11207	11755	12297	12606	12921	13114	13312	13511	13713	13921	14130	14341	14556	14774	14995	15220
257	9120	9681	10223	10782	11327	11887	12438	12749	13068	13264	13463	13664	13869	14078	14290	14504	14720	14939	15165	15392
258	9218	9821	10418	11028	11633	12233	12835	13157	13486	13690	13894	14101	14313	14529	14747	14969	15192	15419	15651	15887
259	9315	9937	10536	11158	11769	12386	13001	13325	13659	13864	14071	14282	14497	14716	14935	15159	15388	15618	15852	16090
260	9431	10051	10671	11297	11906	12535	13145	13474	13813	14018	14230	14442	14658	14879	15102	15326	15558	15789	16028	16268
261	9529	10151	10782	11403	12038	12658	13279	13613	13952	14161	14375	14589	14809	15030	15256	15485	15718	15952	16192	16436
262	9631	10269	10907	11542	12178	12816	13453	13792	14137	14348	14564	14782	15004	15230	15456	15690	15924	16162	16408	16653
263	9725	10380	11030	11679	12324	12977	13626	13966	14317	14532	14751	14971	15195	15424	15655	15890	16128	16370	16616	16864
264	9827	10495	11150	11806	12469	13121	13779	14123	14478	14696	14917	15142	15368	15598	15831	16069	16311	16555	16804	17056
265	9948	10610	11283	11952	12617	13287	13954	14303	14663	14882	15105	15331	15561	15796	16031	16271	16517	16764	17015	17271
266	10038	10712	11394	12066	12737	13412	14097	14450	14809	15033	15257	15485	15718	15952	16194	16436	16683	16933	17186	17446
267	10143	10826	11506	12185	12866	13540	14229	14585	14950	15176	15403	15632	15869	16106	16348	16595	16842	17095	17350	17612
268	10252	10945	11633	12312	12999	13685	14372	14733	15102	15329	15558	15789	16028	16268	16511	16761	17012	17266	17526	17788
269	10355	11046	11751	12443	13142	13853	14543	14906	15279	15508	15741	15978	16216	16462	16707	16959	17212	17470	17733	17998
270	10462	11158	11851	12558	13255	13954	14660	15026	15402	15634	15870	16107	16349	16595	16844	17095	17351	17613	17877	18145

Range 301 through 370 ~ Regular Base with Advanced Degree and Shift Differential

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
301	3607	3794	3990	4194	4385	4579	4770	4883	4999	5072	5144	5217	5290	5366	5444	5521	5602	5681	5762	5845
302	3704	3903	4118	4309	4519	4731	4932	5050	5169	5244	5320	5393	5471	5549	5628	5709	5790	5873	5958	6045

2023-2024 Salary Schedule

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

CLASSIFIED REPRESENTED (SALARY TABLE B, X , Y)

2023-2024

303	3796	4029	4238	4471	4687	4899	5126	5248	5374	5450	5530	5608	5690	5771	5853	5938	6022	6110	6197	6286
304	3904	4132	4364	4585	4808	5041	5270	5395	5523	5605	5685	5765	5848	5933	6017	6104	6192	6281	6370	6463
305	4007	4230	4460	4687	4909	5143	5368	5497	5628	5709	5790	5872	5957	6044	6128	6218	6307	6399	6489	6584
306	4118	4348	4579	4808	5037	5263	5487	5619	5753	5836	5921	6004	6090	6179	6268	6357	6451	6543	6637	6735
307	4219	4460	4702	4932	5167	5406	5644	5780	5917	6003	6089	6177	6266	6355	6447	6541	6634	6729	6828	6925
308	4309	4554	4794	5023	5264	5510	5743	5883	6022	6110	6198	6287	6377	6472	6564	6658	6754	6852	6951	7050
309	4421	4668	4918	5167	5418	5675	5927	6069	6215	6306	6397	6488	6583	6676	6774	6871	6970	7072	7175	7279
310	4522	4792	5037	5299	5549	5809	6067	6211	6362	6454	6548	6641	6738	6834	6935	7033	7135	7239	7345	7450
311	4627	4887	5166	5429	5696	5969	6231	6379	6532	6628	6722	6819	6917	7019	7120	7222	7327	7434	7542	7652
312	4734	4995	5264	5538	5807	6070	6336	6489	6647	6742	6842	6939	7040	7142	7245	7349	7456	7565	7675	7786
313	4838	5115	5396	5681	5968	6240	6524	6682	6843	6940	7043	7143	7246	7352	7458	7567	7676	7788	7901	8015
314	4932	5220	5516	5809	6090	6386	6674	6835	7002	7101	7204	7308	7414	7521	7630	7740	7854	7967	8083	8201
315	5037	5327	5606	5896	6180	6471	6754	6916	7084	7187	7290	7396	7505	7612	7722	7835	7948	8064	8181	8300
316	5149	5435	5734	6027	6320	6604	6892	7058	7228	7334	7441	7547	7657	7767	7881	7994	8111	8229	8348	8469
317	5248	5549	5850	6168	6462	6760	7071	7243	7418	7525	7634	7747	7858	7972	8088	8204	8324	8445	8568	8694
318	5342	5664	5973	6281	6593	6902	7217	7392	7572	7681	7792	7905	8018	8136	8254	8374	8496	8619	8745	8871
319	5450	5767	6070	6377	6698	7003	7308	7485	7665	7776	7892	8004	8121	8236	8358	8479	8602	8728	8855	8985
320	5549	5870	6180	6497	6815	7121	7436	7617	7802	7915	8031	8147	8267	8387	8509	8632	8759	8885	9015	9147
321	5664	5977	6310	6619	6948	7263	7588	7772	7961	8075	8193	8312	8432	8555	8680	8805	8935	9065	9195	9332
322	5774	6081	6417	6727	7055	7377	7697	7882	8073	8191	8310	8431	8554	8679	8804	8933	9064	9195	9331	9467
323	5856	6190	6533	6881	7217	7555	7901	8093	8289	8409	8533	8657	8782	8910	9041	9172	9306	9443	9580	9720
324	5969	6314	6658	7005	7348	7696	8039	8234	8433	8557	8682	8810	8937	9067	9200	9334	9470	9608	9750	9892
325	6072	6428	6793	7154	7508	7875	8231	8430	8635	8762	8888	9018	9150	9283	9419	9558	9697	9840	9983	10129
326	6172	6522	6887	7245	7607	7961	8324	8528	8733	8862	8992	9122	9256	9389	9526	9667	9807	9951	10095	10244
327	6275	6640	7005	7374	7739	8097	8470	8675	8886	9016	9148	9281	9416	9555	9694	9837	9980	10126	10273	10424
328	6377	6754	7121	7498	7874	8243	8606	8817	9031	9162	9296	9432	9568	9709	9851	9994	10140	10290	10439	10592
329	6480	6859	7243	7626	8007	8390	8771	8984	9203	9336	9472	9611	9752	9894	10039	10186	10335	10486	10640	10796
330	6594	6977	7348	7732	8097	8476	8856	9071	9292	9427	9565	9706	9846	9991	10136	10285	10436	10589	10744	10902
331	6698	7082	7472	7861	8253	8639	9030	9252	9477	9614	9756	9896	10041	10187	10337	10487	10642	10799	10957	11117
332	6780	7180	7572	7971	8363	8760	9151	9373	9602	9743	9885	10028	10176	10324	10477	10629	10785	10943	11103	11265
333	6900	7296	7696	8093	8482	8885	9278	9504	9735	9877	10022	10168	10318	10468	10622	10778	10935	11095	11259	11424
334	6991	7399	7799	8194	8601	9001	9408	9637	9873	10018	10164	10311	10462	10614	10770	10930	11089	11251	11417	11583
335	7103	7507	7927	8341	8752	9166	9580	9815	10053	10201	10349	10502	10655	10810	10968	11130	11294	11459	11626	11798
336	7209	7644	8051	8474	8892	9314	9732	9970	10213	10361	10512	10667	10823	10982	11142	11306	11471	11639	11811	11985
337	7302	7742	8176	8601	9038	9466	9903	10145	10391	10543	10697	10854	11012	11174	11337	11505	11672	11844	12017	12193
338	7406	7841	8275	8708	9140	9575	10011	10256	10505	10659	10816	10974	11135	11296	11463	11632	11801	11975	12150	12330
339	7508	7952	8396	8841	9288	9724	10168	10416	10671	10828	10986	11148	11311	11478	11644	11815	11989	12165	12345	12525
340	7617	8058	8506	8949	9390	9830	10283	10536	10791	10951	11110	11275	11440	11606	11777	11951	12126	12304	12485	12668
341	7709	8176	8609	9069	9523	9964	10417	10673	10934	11094	11258	11423	11590	11760	11933	12108	12287	12467	12649	12836
342	7827	8286	8735	9193	9647	10109	10565	10823	11088	11250	11416	11582	11751	11924	12099	12277	12457	12642	12826	13016
343	7932	8385	8856	9321	9779	10237	10703	10964	11232	11400	11568	11736	11908	12083	12261	12441	12624	12810	12998	13188
344	8015	8482	8964	9423	9885	10361	10822	11086	11357	11525	11694	11865	12039	12216	12396	12577	12761	12950	13141	13335
345	8127	8602	9078	9559	10029	10508	10977	11245	11521	11690	11863	12035	12211	12392	12574	12758	12947	13138	13329	13525
346	8248	8724	9197	9684	10154	10636	11118	11390	11668	11840	12015	12191	12370	12552	12736	12924	13113	13306	13503	13701
347	8331	8823	9312	9804	10292	10786	11285	11561	11844	12017	12193	12374	12556	12741	12929	13119	13309	13506	13706	13908
348	8446	8930	9423	9895	10389	10877	11363	11642	11928	12103	12281	12463	12645	12831	13020	13212	13407	13603	13803	14008
349	8550	9051	9538	10047	10547	11045	11546	11829	12118	12295	12477	12661	12845	13036	13228	13424	13621	13821	14024	14230
350	8640	9151	9668	10191	10703	11218	11730	12016	12310	12491	12675	12862	13052	13241	13437	13636	13837	14040	14246	14457
351	8753	9270	9779	10288	10800	11305	11818	12108	12404	12585	12772	12959	13150	13344	13540	13740	13942	14149	14355	14568
352	8856	9370	9885	10401	10921	11446	11960	12252	12555	12737	12925	13113	13306	13503	13701	13904	14108	14316	14527	14741
353	8949	9474	10005	10534	11066	11590	12126	12423	12727	12914	13105	13297	13493	13691	13892	14097	14305	14516	14729	14947
354	9067	9598	10131	10667	11199	11730	12274	12574	12882	13074	13265	13460	13657	13859	14063	14268	14480	14693	14912	15131
355	9166	9706	10242	10784	11330	11883	12427	12732	13042	13236	13430	13628	13830	14034	14240	14451	14663	14879	15099	15321
356	9270	9812	10370	10916	11457	12005	12547	12856	13171	13364	13562	13761	13963	14171	14380	14591	14806	15024	15245	15470
357	9370	9931	10473	11032	11577	12137	12688	12999	13318	13514	13713	13914	14119	14328	14540	14754	14970	15189	15415	15642
358	9468	10071	10668	11278	11883	12483	13085	13407	13736	13940	14144	14351	14563	14779	14997	15219	15442	15669	15901	16137

2023-2024 Salary Schedule

SANTA CLARITA COMMUNITY COLLEGE DISTRICT
COLLEGE OF THE CANYONS
CLASSIFIED REPRESENTED (SALARY TABLE B, X , Y)

2023-2024

359	9565	10187	10786	11408	12019	12636	13251	13575	13909	14114	14321	14532	14747	14966	15185	15409	15638	15868	16102	16340
360	9681	10301	10921	11547	12156	12785	13395	13724	14063	14268	14480	14692	14908	15129	15352	15576	15808	16039	16278	16518
361	9779	10401	11032	11653	12288	12908	13529	13863	14202	14411	14625	14839	15059	15280	15506	15735	15968	16202	16442	16686
362	9881	10519	11157	11792	12428	13066	13703	14042	14387	14598	14814	15032	15254	15480	15706	15940	16174	16412	16658	16903
363	9975	10630	11280	11929	12574	13227	13876	14216	14567	14782	15001	15221	15445	15674	15905	16140	16378	16620	16866	17114
364	10077	10745	11400	12056	12719	13371	14029	14373	14728	14946	15167	15392	15618	15848	16081	16319	16561	16805	17054	17306
365	10198	10860	11533	12202	12867	13537	14204	14553	14913	15132	15355	15581	15811	16046	16281	16521	16767	17014	17265	17521
366	10288	10962	11644	12316	12987	13662	14347	14700	15059	15283	15507	15735	15968	16202	16444	16686	16933	17183	17436	17696
367	10393	11076	11756	12435	13116	13790	14479	14835	15200	15426	15653	15882	16119	16356	16598	16845	17092	17345	17600	17862
368	10502	11195	11883	12562	13249	13935	14622	14983	15352	15579	15808	16039	16278	16518	16761	17011	17262	17516	17776	18038
369	10605	11296	12001	12693	13392	14103	14793	15156	15529	15758	15991	16228	16466	16712	16957	17209	17462	17720	17983	18248
370	10712	11408	12101	12808	13505	14204	14910	15276	15652	15884	16120	16357	16599	16845	17094	17345	17601	17863	18127	18395

APPENDIX B: REPRESENTED CLASSIFICATIONS

DIVISION	TITLE	DEPARTMENT/AREA	RANGE
INST	Academic Coordinator II (SLO/ePortfolio)	Instruction	38
BS	Accountant	Fiscal Services	36
BS	Accountant	Grants & Categorical Accounting	36
BS	Accountant	Business Services	36
BS	Accountant (47.5%)	Fiscal Services	36
BS	Accountant (Special Grants)	Grants & Categorical Accounting	36
BS	Accounting Technician III	Fiscal Services	30
BS	Accounting Technician III (60%)	Fiscal Services	30
BS	Accounting Technician III (Grant and Categorical Programs)	Grants & Categorical Accounting	30
INST	Administrative Assistant I (Art Gallery) (47.5%)	School of Visual and Performing Arts	20
INST	Administrative Assistant I (Career Education)	Career Technical Education	20
UCEN	Administrative Assistant I (University Center) (47.5%)	University Center	20
ID	Administrative Assistant II	Institutional Research, Planning, and Institutional Effectiveness	25
IT	Administrative Assistant II (72.5%)	Infrastructure and Information Security	25
INST	Administrative Assistant III	Early Childhood Education	30
INST	Administrative Assistant III	Physical Education, Kinesiology and Athletics	30
INST	Administrative Assistant III	School of Visual and Performing Arts	30
INST	Administrative Assistant III	Employment Center (Career Center)	30
INST	Administrative Assistant III	School of Applied Technologies	30
INST	Administrative Assistant III	School of Behavioral and Social Sciences	30
INST	Administrative Assistant III	School of Business	30
INST	Administrative Assistant III	School of Humanities	30
INST	Administrative Assistant III	School of Mathematics, Sciences and Engineering	30
SS	Administrative Assistant III	Campus Safety	30
IT	Administrative Assistant III (60%)	Enterprise Applications	30
INST	Administrative Assistant III (Academic Senate and Instructional Support)	Instruction	30

CCC	Administrative Assistant III (Canyon Country Campus Support)	CCC	30
INST	Administrative Assistant IV	Academic Innovation & Continuing Education	51
INST	Administrative Assistant IV	Instruction	35
SS	Administrative Assistant IV	Counseling	35
CCC	Administrative Assistant IV (Canyon Country)	CCC	35
PIO	Administrative Assistant IV (District Communications)	Public Information	35
INST	Allied Health and Public Safety Coordinator II	School of Health Professions and Public Safety	30
INST	Applied Technologies Coordinator II	School of Applied Technologies	32
INST	Articulation Officer and Curriculum Analyst	Instruction	49
INST	Arts Education Technician II (Performing Arts Center)	School of Visual and Performing Arts	24
BS	Assistant Buyer	Contracts, Procurement & Risk Management	25
ID	Assistant Research Analyst (47.5%)	Institutional Research, Planning, and Institutional Effectiveness	32
IT	Associate Web Programmer	Enterprise Applications	38
IT	Audio/Visual Coordinator II	Technology	45
BS	Business Services Analyst	Business Services	36
BS	Buyer	Contracts, Procurement & Risk Management Services	32
SS	Campus Safety Officer	Campus Safety	32
SS	Campus Safety Officer (60%)	Campus Safety	32
SS	Campus Safety Officer II	Campus Safety	34
SS	Campus Safety Officer II (CLERY Compliance)	Campus Safety	34
FAC	Central Plant Operator	Central Plant Operations	33
FAC	Central Plant Operator (CCC)	Central Plant Operations	33
FAC	Civic Center Filming Coordinator	Facility Reservations and Event Services	36
FAC	Civic Center/Custodial Assistant	Facility Reservations and Event Services	18
PIO	Communications/Customer Service Coordinator III	Communications Center	34
CCC	Communications/Customer Service Coordinator III (CCC)	Communications Center CCC	34
PIO	Communications/Customer Service Technician II	Communications Center	24
PIO	Communications/Customer Service Technician II (60%)	Communications Center	24

PIO	Communications/Customer Service Technician II (30%)	Communications Center	24
CCC	Communications/Customer Service Technician II (CCC) (55%)	Communications Center CCC	24
CCC	Communications/Customer Service Technician II (CCC) (72.5%)	Communications Center CCC	24
IT	Computer Support Coordinator I	Technology	42
BS	Contract/Risk Management Technician II (47.5%)	Contracts, Procurement & Risk Management Services	32
IT	Coordinator I	Enterprise Applications	56
INST	CTE Coordinator III	Career Technical Education	36
FAC	Custodian II	Custodial	15
FAC	Custodian II (Day Shift)	Custodial	15
FAC	Custodian II (Graveyard Shift)	Custodial	215
FAC	Custodian II (Late Swing Shift) (CCC)	Custodial	15
FAC	Custodian II (Swing Shift)	Custodial	15
FAC	Custodian/Groundskeeper (CCC)	Custodial	15
IT	Data Analyst	Enterprise Applications	47
FAC	District Locksmith	Maintenance & Operations	37
ECON	Economic Development Coordinator I	Economic and Workforce Development	30
ECON	Employee Training Institute (ETI) Client Relations Liaison	Economic and Workforce Development	32
ECON	Employee Training Institute (ETI) Program Technician	Economic and Workforce Development	22
INST	Employment Center Coordinator II (Job Developer)	Career Technical Education	32
SS	Enrollment Services Analyst	Student Services	46
FAC	Facilities Coordinator, Central Energy Services	Central Energy Systems	45
FAC	Facilities HVAC Systems Specialist	HVAC Systems	32
FAC	Facilities Utilization Lead	Facility Reservations and Event Services	40
FOUND	Foundation Relations Coordinator III	Foundation	32
UCEN	Front Desk Clerk I (47.5%)	University Center	1
INST	Grant and Enrollment Technician I (FS&ECE)	Early Childhood Education	23
PIO	Graphic Designer III	Graphic Design Center	30
FAC	Grounds/Landscape and Pesticide Technician	Maintenance & Operations	25
FAC	Grounds/Landscape Specialist	Maintenance & Operations	20

FAC	Grounds/Landscape Specialist (CCC)	Maintenance & Operations	20
INST	Health Professions Program Technician (47.5%)	School of Health Professions and Public Safety	25
IT	High Tech Center/Access Coordinator III	Infrastructure and Information Security	35
HR	Human Resources Coordinator (Systems Support)	Human Resources	40
HR	Human Resources Technician (Employee Benefits)	Human Resources	30
HR	Human Resources Technician (Systems Support)	Human Resources	30
HR	Human Resources Technician III	Human Resources	26
HR	Human Resources Technician III (47.5%)	Human Resources	26
HR	Human Resources Technician III (75%)	Human Resources	26
IT	Information Technology Coordinator I (Audio/Visual)	Technology	40
IT	Information Technology Coordinator I (Computer Support)	Technology	40
IT	Information Technology Help Desk Specialist II	Technology	24
IT	Information Technology Network Technician IV	Infrastructure and Information Security	36
IT	Information Technology Network/Telecom Technician IV (CCC)	Infrastructure and Information Security	36
IT	Information Technology Technician II (Computer Support)	Technology	32
IT	Information Technology Technician II (Computer Support) (CCC)	Technology	32
IT	Information Technology Technician III (Computer Support)	Technology	34
IT	Information Technology Technician IV	Technology	36
IT	Information Technology Technician IV (Computer Support)	Technology	36
UCEN	Inreach/Outreach Coordinator III (47.5%)	University Center	34
INST	Instructional Laboratory Coordinator (Automotive Technologies)	School of Applied Technologies	30
INST	Instructional Laboratory Coordinator (Culinary Arts and Wine Studies)	School of Business	30
INST	Instructional Laboratory Coordinator -TLC (English)	The Learning Center	35
INST	Instructional Laboratory Coordinator – TLC (Instructional Software)	The Learning Center	34
INST	Instructional Laboratory Coordinator (Welding/Fabrication)	School of Applied Technologies	30
INST	Instructional Laboratory Specialist I (Photography) (40%)	School of Visual and Performing Arts	16
INST	Instructional Laboratory Technician (Advanced Manufacturing)(Castaic High School)(47.5%)	School of Applied Technologies	25

INST	Instructional Laboratory Technician (Art Department)	School of Visual and Performing Arts	25
INST	Instructional Laboratory Technician (Biological Sciences)	School of Mathematics, Sciences and Engineering	25
INST	Instructional Laboratory Technician (Biological Sciences) (80%)	School of Mathematics, Sciences and Engineering	25
INST	Instructional Laboratory Technician (Biological Sciences) (CCC)	School of Mathematics, Sciences and Engineering	25
INST	Instructional Laboratory Technician (Biological Sciences) (CCC)(47.5%)	School of Mathematics, Sciences and Engineering	25
INST	Instructional Laboratory Technician (Chemistry) (47.5%)	School of Mathematics, Sciences and Engineering	25
INST	Instructional Laboratory Technician (Chemistry) (60%)	School of Mathematics, Sciences and Engineering	25
INST	Instructional Laboratory Technician (Chemistry)(CCC)	School of Mathematics, Sciences and Engineering	25
INST	Instructional Laboratory Technician (Computer Networking)	School of Applied Technologies	25
INST	Instructional Laboratory Technician (Construction Technologies)(CCC)	School of Applied Technologies	25
INST	Instructional Laboratory Technician (Earth and Space Sciences)(72.5%)	School of Mathematics, Sciences and Engineering	25
INST	Instructional Laboratory Technician (Media Entertainment Arts Technology)	School of Visual and Performing Arts	25
INST	Instructional Laboratory Technician (Medical Laboratory Technician)(47.5%)	School of Health Professions and Public Safety	25
INST	Instructional Laboratory Technician – Physical/Natural Sciences (Microbiology and Biotechnology)	School of Mathematics, Sciences and Engineering	25
INST	Instructional Laboratory Technician (Photography)	School of Visual and Performing Arts	25
INST	Instructional Laboratory Technician (Physics and Earth Sciences) (CCC)	School of Mathematics, Sciences and Engineering	25
INST	Instructional Laboratory Technician (Physics/Engineering) (47.5%)	School of Mathematics, Sciences and Engineering	25
INST	Instructional Laboratory Technician (Physics/Engineering and Earth/Space Sciences)(CCC)(72.5%)	School of Mathematics, Sciences and Engineering	25
INST	Instructional Laboratory Technician (Physics/Engineering/MakerSpace)	School of Mathematics, Sciences and Engineering	25
INST	Instructional Laboratory Technician (Welding) (47.5%)	School of Applied Technologies	25
INST	Instructional Service Agreement (ISA) Coordinator III	Instruction	32
INST	Instructional Support Coordinator III	International Services and Programs	35
INST	Instructional Support Coordinator III (Learning Resources)	Education Technology, Learning Resources & Online Education	32
INST	Instructional Support Coordinator III (TLC)	The Learning Center	32
INST	Instructional Support Program Analyst	Instruction	46

INST	ISP Technician III	International Services and Programs	26
INST	Laboratory Operations Coordinator (Biological Sciences)	School of Mathematics, Sciences and Engineering	34
INST	Laboratory Operations Coordinator (Chemistry)	School of Mathematics, Sciences and Engineering	34
INST	Laboratory Technical Coordinator (Chemistry)	School of Mathematics, Sciences and Engineering	34
IT	Lead Information Technology Coordinator	Technology	50
SS	Lead Interpreter Specialist (AAC)	Academic Accommodations Center	28
INST	Library/Media Technician I (CCC) (45%)	Library	16
INST	Library/Media Technician I (Public Service) (47.5%)	Library	16
INST	Library/Media Technician I (Public Service) (47.5%)	Library	16
INST	Library/Media Technician I (Technical Services) (37.5%)	Library	16
INST	Library Media Technician IV	Library	30
FAC	Maintenance Worker III	Maintenance & Operations	30
FAC	Maintenance Worker III (CCC)	Maintenance & Operations	30
FAC	Maintenance Worker III (Swimming Pool Technician)	Maintenance & Operations	30
FAC	Maintenance/Facilities Lead (CCC)	Maintenance & Operations	43
FAC	Maintenance/Facilities Lead (VLC and CCC)	Maintenance & Operations	43
PIO	Media Designer III (District Communications) (72.5%)	Public Information	30
IT	MIS Data Analyst	Enterprise Applications	47
IT	Network Engineer/Analyst I	Infrastructure and Information Security	56
SS	Nurse (Student Health Center)	Student Health & Wellness	50
INST	Nutrition Specialist (Center for Early Childhood Education)	Early Childhood Education	16
INST	Online Education Coordinator	Education Technology, Learning Resources & Online Education	40
BS	Payroll Coordinator	Payroll Services	47
BS	Payroll Technician	Payroll Services	30
PIO	Prepress & Print Production Specialist	Reprographics Center	24
PD	Professional Development Technician II	Professional Development	24
INST	Science, Technology, Engineering and Mathematics (STEM) Program Coordinator	School of Mathematics, Sciences and Engineering	30
INST	Personal and Professional Learning Program Coordinator I	School of Personal and Professional Learning	28

SS	Program Specialist II	Kinesiology & Athletics	28
INST	Program Specialist II (School of Personal and Professional Learning)(72.5%)	School of Personal and Professional Learning	30
INST	Program Specialist II (Distance Education Captioning and Transcription Grant) (60%)	Education Technology, Learning Resources & Online Education	30
ID	Program Specialist II (Institutional Effectiveness Initiative)	Institutional Effectiveness	30
INST	Program Specialist III	International Services and Programs	32
SS	Program Specialist III	Financial Aid	35
IT	Programmer	Enterprise Applications	44
IT	Programmer/Analyst	Enterprise Applications	56
PIO	Public Information New Media Journalist (District Communications)	Public Information	30
PIO	Reprographics Coordinator	Reprographics Center	36
PIO	Reprographics Press Operator	Reprographics Center	24
PIO	Reprographics Press Operator (Electronic Prepress)	Reprographics Center	24
PIO	Reprographics Press Operator II	Reprographics Center	26
PIO	Reprographics Technician II (Digital Print Operator)	Reprographics Center	21
ID	Research Analyst	Institutional Research, Planning, and Institutional Effectiveness	40
ID	Research Analyst (Diversity, Equity, and Inclusion)	Institutional Research, Planning, and Institutional Effectiveness	40
BS	Senior Accountant	Business Services	50
BS	Senior Buyer	Contracts, Procurement & Risk Management Services	39
BS	Senior Contract/Risk Management Technician	Contracts, Procurement & Risk Management Services	44
HR	Senior Human Resources Generalist	Human Resources	52
HR	Senior Human Resources Generalist (Academic Personnel)	Human Resources	52
HR	Senior Human Resources Generalist (Classified and Short-Term Employees)	Human Resources	52
INST	Senior Instructional Laboratory Technician (Biological/Physical Sciences) (CCC)	School of Mathematics, Sciences and Engineering	28
IT	Senior Programmer/Analyst	Enterprise Applications	60
ID	Senior Research Analyst	Institutional Research, Planning, and Institutional Effectiveness	59
SS	Student Services Accounting Technician I	Student Business Office	22
INST	Student Services Coordinator I	Employment Center (Career Center)	32
SS	Student Services Coordinator I	Campus Life & Student Engagement	28

SS	Student Services Coordinator I (ASG Computer Lab) (CCC)	Campus Life & Student Engagement	28
SS	Student Services Coordinator I (CalWORKs)	EOPS/CARE/CalWORKs/Rise	28
SS	Student Services Coordinator I (Financial Aid)	Financial Aid	28
SS	Student Services Coordinator I (PE and Athletic Equipment)	Athletics	28
SS	Student Services Coordinator I (Transcripts/Athletic Eligibility) (CCC)	Admissions & Records	28
SS	Student Services Coordinator II	Student Business Office	32
SS	Student Services Coordinator II (Academic Advising - Noncredit) (72.5%)	Personal and Professional Learning	30
SS	Student Services Coordinator II (Academic Advisor)	Student Outreach, Engagement and Onboarding	30
INST	Student Services Coordinator II (CWEE)	Employment Center (Career Center)	32
INST	Student Services Coordinator II (Employment Specialist)	Employment Center (Career Center)	30
SS	Student Services Coordinator II (Outreach)	Student Outreach, Engagement and Onboarding	32
SS	Student Services Coordinator III (Veterans Certifications)	Veterans Resource Center	36
SS	Student Services Coordinator III (Athletic Trainer)	Kinesiology/Athletics	36
SS	Student Services Coordinator III (Off-Site Education)	Student Outreach, Engagement and Onboarding	36
SS	Student Services Coordinator III (Scheduling and Reporting System)	Student Services	35
SS	Student Services Coordinator III (Statistics and Recruiting Coordinator/Asst Football Coach)	Kinesiology/Athletics	36
SS	Student Services Coordinator III (Veterans' Certifications)	Veterans Resource Center	36
SS	Student Services Coordinator IV	Admissions & Records	38
SS	Student Services Coordinator IV (CCC)	Admissions & Records	38
SS	Student Services Coordinator V	Admissions & Records	40
SS	Student Services Coordinator V (Lead Technical Support)	Student Business Office	40
SS	Student Services Operations Analyst	Student Services	44
SS	Student Services Program Specialist II (AAC)	Academic Accommodations Center	30
SS	Student Services Program Specialist III	Student Health & Wellness	35
SS	Student Services Specialist I	Admissions & Records	16
SS	Student Services Specialist I	School of Personal and Professional Learning	16
SS	Student Services Specialist I (47.5%)	Student Business Office	16

SS	Student Services Specialist I (ASG Computer Lab) (47.5%)	Campus Life & Student Engagement	16
SS	Student Services Specialist I (VLC/CCC) (72.5%)	Student Business Office	16
SS	Student Services Specialist I (Noncredit Enrollment Services)(CCC)	Noncredit Enrollment Services	16
SS	Student Services Specialist II	EOPS/CARE/CalWORKs/Rise	18
SS	Student Services Specialist II	Financial Aid	18
SS	Student Services Specialist II (62.5%)	Academic Accommodations Center	18
SS	Student Services Specialist II (ASG Computer Lab)	Campus Life & Student Engagement	18
SS	Student Services Specialist II (Medical Receptionist)	Student Health & Wellness	18
SS	Student Services Specialist II (Scholarships)	Financial Aid	18
SS	Student Services Specialist III (Case Management)(BaNC)	Student Resources and Basic Needs	20
SS	Student Services Specialist III (Parking Enforcement)	Campus Safety	20
SS	Student Services Technical Analyst (Admissions & Records)	Admissions & Records	46
SS	Student Services Technical Analyst (Financial Aid)	Financial Aid	46
SS	Student Services Technician I	Academic Accommodations Center	22
SS	Student Services Technician I	Campus Safety	22
SS	Student Services Technician I (EOPS/CARE)	EOPS/CARE/CalWORKs/Rise	22
SS	Student Services Technician I (Medical Assistant)	Student Health & Wellness	22
SS	Student Services Technician I (Medical Assistant)(CCC)	Student Health & Wellness	22
SS	Student Services Technician I (Off-Site Education)	Admissions & Records	22
SS	Student Services Technician I (PE/Locker/Equipment Technician)	Athletics	22
SS	Student Services Technician II	Campus Life & Student Engagement	24
SS	Student Services Technician II	Veterans Resource Center	24
SS	Student Services Technician II (80%)	Veterans Resource Center	24
SS	Student Services Technician II (Canyons Promise) (72.5%)	Student Services	24
SS	Student Services Technician II (Document Imaging)	Admissions & Records	24
SS	Student Services Technician II (Faculty Liaison)	Admissions & Records	24
SS	Student Services Technician II (Residency)	Admissions & Records	24

SS	Student Services Technician II (Transcript/Degree/Imaging Evaluator)	Admissions & Records	24
SS	Student Services Technician III	Admissions & Records	26
SS	Student Services Technician III	Counseling	26
SS	Student Services Technician III	Financial Aid	26
SS	Student Services Technician III	Personal and Professional Learning	26
SS	Student Services Technician III (Certificate and Degree Eligibility)	Admissions & Records	26
SS	Student Services Technician III (Degree Audit Evaluator)	Admissions & Records	26
INST	Student Services Technician III (ISP)	International Services and Programs	26
IT	System Administrator I	Infrastructure and Information Security	42
IT	System Administrator III	Infrastructure and Information Security	52
IT	Systems Security Administrator	Infrastructure and Information Security	60
FAC	Telecommunications Engineer II	Telecommunications	56
INST	The Learning Center Coordinator II (Athletics Mentor)	The Learning Center	30
INST	The Learning Center Instructional Laboratory Coordinator (Math)	The Learning Center	35
INST	The Learning Center Specialist II (60%)	The Learning Center	18
INST	The Learning Center Specialist II (72.5%)	The Learning Center	18
INST	The Learning Center Testing Specialist III (72.5%)	The Learning Center	20
INST	The Learning Specialist III	The Learning Center	20
FAC	Warehouse/Mail Technician I	Maintenance & Operations	22
FAC	Warehouse/Mail Technician I (CCC)	Maintenance & Operations	22
IT	Web Application Programmer/Analyst	Enterprise Applications	56
IT	Web Developer	Infrastructure and Information Security	56
IT	Web Programmer/Analyst	Enterprise Applications	56

APPENDIX C: CLASSIFIED STAFF PERFORMANCE EVALUATION FORM

SANTA CLARITA COMMUNITY COLLEGE DISTRICT
CLASSIFIED EMPLOYEE EVALUATION

Name: _____

Date: _____

Job Title: _____

Evaluation Type: _____

Evaluation Period: _____

Dept: _____

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: _____

Unit Member's Response:

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) **Tenthly Payroll Deductions:**

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

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

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

TOTAL COMPENSATION FORMULA

TOTAL COMPENSATION FORMULA – Based on Tentative or Adopted Budget, depending on timing, and June 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 \$**

CSEA: Total Compensation Calculation
FY 2022-2023

1)	FULL-TIME & PERMANENT PART-TIME SALARIES - ALL FUNDS (2022-2023 Tentative Budget)			% of Total Comp		
	Salaries before Step Increases			81.43%		25,719,435
	Step Increases			1.89%		597,075
	SUBTOTAL FT AND PPT SALARIES (Used for Salary Schedule Percentage Increase Calculation)			83.32%	A	26,316,510
2)	OTHER COMPENSATION (2022-2023 Tentative Budget)					
	Reclassifications			0.25%		80,000
	Overtime Compensation/Paid Out Comp Time			1.53%		484,305
	PPT Additional Hours			0.21%		65,700
	Vacation Cash Out			0.79%		250,000
	Educational Incentives			0.09%		30,000
	SUBTOTAL - OTHER COMPENSATION			2.88%		910,005
	SUBTOTAL - FT & PPT SALARIES AND OTHER COMPENSATION			86.20%		27,226,515
3)	NUMBER OF EMPLOYEES AS OF 6/1/22 H&W CENSUS					
	Permanent Part-Time Employees (PPT) - Eligible for Employee Only Benefits	26				
	Full-Time and Permanent Part-Time Employees (FT and PPT) - Eligible for Full Benefits	298			D	
	HEALTH & WELFARE BENEFITS AND NEGOTIATED CONTRIBUTION					
4)	CONTRIBUTION					
	Employee Only Benefits (PPT) - Actual Cost			0.81%	E	\$ 255,472
	Health & Welfare Negotiated Contribution: Avg Per Person (APP*) - (FT and PPT)	\$ 13,766		12.99%	B	\$ 4,102,268
	SUBTOTAL - FT AND PPT H&W BENEFITS and NEGOTIATED CONTRIBUTION			13.80%		\$ 4,357,740
5)	TOTAL COMPENSATION BASE - Salaries, Other Compensation and H&W Negotiated Contribution			100.00%		\$ 31,584,255
6)	NEGOTIATED TOTAL COMPENSATION AUGMENTATION AND PERCENTAGE			6.99%		\$ 2,207,739
7)	Total Compensation Allocation - Cost Proposals					
	Vacation accrual increase in article 22			0.00%		\$ -
	Educational Incentive increase in article 18			-0.08%		\$ (26,250)
	Increase of Masters Degree to \$250 per month H&W			-0.22%		\$ (70,613)
				-0.65%		\$ (203,750)
				-0.95%		\$ (300,613)
	BALANCE AVAILABLE FOR SALARY SCHEDULE INCREASE			6.04%		\$ 1,907,126
8)	A: SALARY SCHEDULE % INCR (BALANCE AVAILABLE FOR SALARY SCHEDULE INCR/SUBTOTAL FT AND PPT SALARIES)					7.25%
9)	NEGOTIATED HEALTH & WELFARE CONTRIBUTION RATE - Avg Per Person (APP)					
	2021-22 Negotiated FT/PPT* Total H&W Contribution	B	\$ 4,102,268			
	Increase to Total H&W Contribution: On-Going Funds	C	\$ 203,750			
	2022-23 Negotiated Total FT/PPT* H&W Contribution		\$ 4,306,018			
	Divided by Number of FT/PPT* Employees as of 6/1/22	D	298			
	2022-23 Negotiated FT/PPT* H&W Contribution "Hard Cap" *Includes PPT employees eligible for full benefits		\$ 14,450			
	H&W POOL BALANCE CALCULATION					
	Estimated Health & Welfare Cost per FT/PPT* Employee 2022-2023 (from H&W Pool)					
	2022-2023 H&W ESTIMATED COST					
10)	Est H&W Cost for PPT Employees 2022-2023 (with employee only benefit eligibility)	26	\$ 255,472.20		E	
	Estimated Number of FT/PPT* Employees	298				
	Estimated Health & Welfare Cost Based on (Average per FT/PPT* Employee 2022-2023 from H&W Pool)	\$ 15,929	\$ 4,746,797.90			
	TOTAL H&W COST - ESTIMATED AS OF 6/1/22					\$ 5,002,270
	2022-2023 H&W NEGOTIATED CONTRIBUTION					
11)	Estimated H&W Contribution for PT Employees 2022-2023	26	\$ 255,472.20			
	2022-2023 Negotiated Contribution to FT/PPT* Health & Welfare "Hard Cap"	298	\$ 14,450			
	TOTAL 2022-2023 CONTRIBUTION TO HEALTH & WELFARE	324				\$ 4,561,572
	2022-2023 H&W POOL - EXCESS OR (SHORTFALL)					\$ (440,698)
12)	One-Time Funds Added to H&W Pool					\$ -
	Offset by 2021-2022 Pool Balance Carryforward					\$ 64,700
13)	Total H&W Pool Balance Ending 2022-2023 (Before Payroll Deductions)					\$ (375,998)
14)	EMPLOYEE PAYROLL DEDUCTIONS - TENTHLY	# of Employees	Monthly Deduction	Number of Months		
15)	Offset by Tenthly Payroll Deductions - Cash In Lieu	2	0	10		\$ -
	Offset by Tenthly Payroll Deductions - Employee Only (Kaiser)	63	0	10		\$ -
	Offset by Tenthly Payroll Deductions - Employee + Spouse (Kaiser)	23	139.43	10		\$ 32,068.90
	Offset by Tenthly Payroll Deductions - Employee + Children (Kaiser)	59	79.28	10		\$ 46,775.20
	Offset by Tenthly Payroll Deductions - Employee + Family (Kaiser)	25	353.81	10		\$ 88,452.50
	Offset by Tenthly Payroll Deductions - Employee Only (Anthem HMO)	29	0	10		\$ -
	Offset by Tenthly Payroll Deductions - Employee + Spouse (Anthem HMO)	15	154.81	10		\$ 23,221.50
	Offset by Tenthly Payroll Deductions - Employee + Children (Anthem HMO)	17	96.05	10		\$ 16,328.50
	Offset by Tenthly Payroll Deductions - Employee + Family (Anthem HMO)	23	379.96	10		\$ 87,390.80
	Offset by Tenthly Payroll Deductions - Employee Only (Anthem PPO)	22	77.49	10		\$ 17,047.80

**CSEA: Total Compensation Calculation
FY 2022-2023**

	Offset by Tenthly Payroll Deductions - Employee + Spouse (Anthem PPO)	4	349.53	10	\$	13,981.20
	Offset by Tenthly Payroll Deductions - Employee + Children (Anthem PPO)	6	237.01	10	\$	14,220.60
	Offset by Tenthly Payroll Deductions - Employee + Family (Anthem PPO)	6	724.65	10	\$	43,479.00
	Offset by Tenthly Payroll Deductions - Employee Only (Delta Dental)	79	0	10	\$	-
	Offset by Tenthly Payroll Deductions - Employee + One (Delta Dental)	96	18.35	10	\$	17,616.00
	Offset by Tenthly Payroll Deductions - Employee + Family (Delta Dental)	90	33.23	10	\$	29,907.00
	Offset by Tenthly Payroll Deductions - Employee Only (United Concordia)	12	0	10	\$	-
	Offset by Tenthly Payroll Deductions - Employee + One (United Concordia)	6	2.83	10	\$	169.80
	Offset by Tenthly Payroll Deductions - Employee + Family (United Concordia)	11	11.48	10	\$	1,262.80
	Offset by Tenthly Payroll Deductions - Employee Only (Vision Service Plan)	90	0	10	\$	-
	Offset by Tenthly Payroll Deductions - Employee + One (Vision Service Plan)	102	3.03	10	\$	3,090.60
	Offset by Tenthly Payroll Deductions - Employee + Family (Vision Service Plan)	99	6.86	10	\$	6,791.40
	Subtotal - Payroll Deductions				\$	441,803.60
16)	Total H&W Pool Balance ending 2022-2023 <i>*Includes PPT employees eligible for full benefits</i>				Pool Balance →	\$ 65,806

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:

Human Resources Office
College of the Canyons
26455 Rockwell Canyon Rd.
Santa Clarita, CA 91355

RETURN BY _____(date)

APPENDIX G1: 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.1.)

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 G2: ALTERNATIVE WORK SCHEDULE – REMOTE WORK



Alternative Work Schedule - Remote Work

The Santa Clarita Community College District encourages the use of Remote Work Alternate Work Schedules. Managers and Supervisors should think creatively to find ways to support the needs of their unit members throughout this process, and to work constructively with the members to identify actionable schedules.

A unit member may work remotely up to a maximum of 50 percent of their regular work assignment. A unit member may review this agreement with the Association before it is finalized. Should either party wish to terminate and/or modify the agreement they shall do so by providing written notice ten (10) working days in advance. Article 8, Section F2.

General Work Arrangement

Name of Classified Employee: _____

Name of Immediate Management Supervisor: _____

Request for an Alternate Remote Workweek Schedule for the following period:

Start Date: _____ End Date: _____

Unit member understands that the Agreement to permit remote work will be reviewed continuously during the period by the manager/supervisor and is subject to the terms and conditions of the contract.

Should either party wish to terminate the agreement, they shall do so by providing written notice ten (10) working days in advance of the termination date. Unit Member will return to their regular, District work location beginning on the workday immediately following the termination date.

The following conditions apply:

Unit Member’s remote work schedule is:

Example:

	Day of the Week	Start Time	End Time	Location	Start Time	End Time	Location	Total Hours
<i>Example (Other variations may occur)</i>	Monday	8:30am	12:30pm	VLC	1:00pm	5:00pm	Remote	8
	Tuesday	8:30am	5:00pm	Remote				8
	Wednesday	8:30am	12:30pm	Remote	1:00pm	5:00pm	VLC	8
	Thursday	8:30am	5:00pm	VLC				8
	Friday	8:30am	12:30pm	VLC	2:00pm	6:00pm	Remote	8

Week 1	Day of the Week	Start Time	End Time	Location	Start Time	End Time	Location	Total Hours
	Monday							
	Tuesday							
	Wednesday							
	Thursday							
	Friday							
Week 2 <i>(Leave blank if same as Week 1)</i>	Day of the Week	Start Time	End Time	Location	Start Time	End Time	Location	Total Hours
	Monday							
	Tuesday							
	Wednesday							
	Thursday							
	Friday							

a. Unit member's primary remote work site location is: _____

b. Unit member's primary remote work phone number is: _____

While working remotely:

All bargaining unit members shall be expected to work their scheduled hours and be available for communication during the work period in accordance with the Contract and the Unit Member's job description, and the Unit Member will:

- remain accessible and available during normal working hours during the remote work schedule;
- in the event the District or Unit Member requires an unforeseen temporary schedule adjustment, both parties agree to make a good faith effort to accommodate the request.
- check in daily at the beginning and end of the shift, via email, with the manager/supervisor and to discuss status and open issues as requested;
- be available for video/teleconferences, scheduled on an as-needed basis;
- take rest and meal breaks, and notify manager/supervisor at the start and finish of the breaks, via email as requested, while working remotely in full compliance with all applicable policies or collective bargaining agreements.

Requests for overtime, sick leave, vacation or other leaves must be approved by the supervisor in accordance with the applicable contract and District procedures.

Safety & Equipment; Information Security

Unit Member agrees to maintain a safe, secure, and ergonomic work environment and to report work-related injuries to Unit Member's manager/supervisor at the earliest reasonable opportunity. Unit Member agrees to hold the District harmless for injury to others at the alternate work site. Regarding space and equipment purchase, set-up, and maintenance for telecommuting purposes:

1. **Adhere to all District policies, procedures, contracts, and all labor laws** applicable to work assignment including but not limited to breaks, meals, and overtime.
2. **Ensure that District needs take precedence over the home office schedule**, and that the business needs of the District are adequately met.

3. **E-mail correspondence and phone calls should be the primary communication method for this work from home agreement.** An employee, depending on classification and work location, may be required to utilize video/web conference systems to facilitate communications. The District shall provide training and necessary equipment to facilitate video/web communications.
4. **Establish and maintain a safe home office environment** applying ergonomic and safety practices.
5. **Supplies should be requisitioned through the employee's department.** If a requisition is not possible, an employee needs supervisor approval before purchasing and will retain receipt for reimbursement.
6. **Employer will provide Workers' Compensation benefits.** In the event the employee is injured during the work from home agreement work hours, the employee will contact his/her supervisor to report the injury and complete the Workers' Compensation Incident Report Form.
7. **Employer will provide disability accommodation.** District policies and protocols regarding disability accommodation continue to apply. If an employee believes any reasonable accommodations is needed while working at home, the employee may contact Human Resources.
8. **Unit Member is responsible for** providing space, telephone, and basic Internet capabilities at the remote location.
9. **Unit Member agrees to comply with Board Policies and procedures** regarding personal use of equipment, to protect District-owned equipment, records, and materials from unauthorized access, use, modification, destruction, or disclosure. The precautions described in this agreement apply regardless of the storage media on which information is maintained, the locations where the information is stored, the systems used to process the information, or the process by which the information is stored.
10. **Unit Member agrees to report to Unit Member's manager/supervisor** any incidents of loss, damage, or unauthorized access at the earliest reasonable opportunity.
11. **Unit Member understands** that all equipment, records, and materials provided by the District shall remain the property of the District.
12. **Unit Member agrees to bring or send District-owned** equipment, records, and materials to campus within ten (10) business days of termination of this agreement. Within two (2) business days of written notice, Unit Member must return District- owned equipment for inspection, repair, replacement, or repossession.
13. **With reasonable notice and at a mutually agreed upon time,** the District may make on-site visits to Unit Member's remote work location to ensure that the designated work space is safe and free from hazards, provides adequate protection and security of District property.

I hereby affirm by my signature that I have read this Alternative Work Schedule Remote Work Agreement and understand and agree to all of its provisions.

Unit Member Signature

Date

Manager/Supervisor Signature

Date

Executive Cabinet Signature

Date

APPENDIX H1: 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 jobs change and they are consistently performing duties which are not consistent with those defined in their job description. 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 job description showing the change in your duties with this questionnaire, if you desire.

Please contact 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 Positions

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

- 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 in and of itself constitute a new or additional job duty.

- You must have been performing these new and/or additional duties for at least **6 months** prior to April 1st or October 1st dependent upon the reclassification submission date to qualify for a reclassification.
- Assign each duty a frequency rating based on how frequently you perform that duty.

Frequency Ratings:

- | | |
|--------------------------------|-----------------------------------|
| D = Daily | BM = Bi-Monthly (every 2 months) |
| W = Weekly | Q = Quarterly |
| BW = Bi-Weekly (every 2 weeks) | SA = Semi Annually (2 times/year) |
| M = Monthly | 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.		
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.

Supervision Continued:

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

1.	
2.	
3.	

3. 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 10 working days to respond. The supervisor then forwards this form to the appropriate executive cabinet administrator, who has an additional 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 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):

_____ Date _____
Supervisor Signature

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 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



**MANAGEMENT-INITIATED
CLASSIFIED EMPLOYEE RECLASSIFICATION REQUEST**

All requests must be approved by the unit member, supervisor, and executive cabinet level administrator. Incomplete management-initiated reclassification packets will not be reviewed. 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 questionnaire will be accepted after these respective dates.

Please see Article 27 for provisions regarding the Management-initiated reclassification process.

SECTION A: General Information/Current Positions

Employee Name					Date	
					Effective Date	
How long has Employee been employed in the position?		Years		Months		
Department						
Position Title						
Proposed Position Title						
Current salary schedule placement	Range		Step		Monthly Salary	
Proposed Salary Schedule Placement	Range		Step		Monthly Salary	
Supervisor Name						

SECTION B: Required Documentation

1. This questionnaire is designed to help Human Resources and the Classification Review Committee evaluate the basis of the reclassification and changes in job duties proposed. The manager initiating the reclassification must provide the following:
 - **A completed management-initiated reclassification request form.**
 - **A “draft” job description using the current job description and tracked changes showing the change in duties.**
 - **Both of the documents above must be signed by both the unit member and the manager initiating the reclassification.**
2. For guidance drafting the revised job description, determining the appropriate job title, and or salary placement, they may contact the Director or Recruitment and Employee Services, in the Human Resources Office to schedule a meeting. The bargaining unit member shall be invited to attend the meeting. Please schedule this meeting well in advance of the questionnaire deadline of April 1st and October 1st.
3. Assign each duty a frequency rating based on how frequently they will perform that duty.

Frequency Ratings:

D	=	Daily	BM	=	Bi-Monthly (every 2 months)
W	=	Weekly	Q	=	Quarterly
BW	=	Bi-Weekly (every 2 weeks)	SA	=	Semi Annually (2 times/year)
M	=	Monthly	A	=	Annually

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

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

New and/or Additional Job Duty		Frequency
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

SECTION C: Supervision

1. Check the ONE category below which best describes the amount of supervision they RECEIVE in their current job:

IMMEDIATE SUPERVISION: They work in the presence of their supervisor or in a situation of close control and easy reference. Work assignments are given with explicit instructions or there are pre-established procedures to follow. The employee makes few, if any, deviations from established practice without checking with their supervisor.

MODERATE SUPERVISION: Their 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. They may or may not work in the presence of their supervisor (this is a very broad category).

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

2. Describe three important or significant decisions they make **FREQUENTLY** and **INDEPENDENTLY** in the course of their job:

1.	
2.	
3.	

3. Please list the employee name(s) and job title(s) of any positions that they provide direction to as part of their job (include all classified personnel, short-term employees, and student workers).

--

SECTION D: Supervisor Justification

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

SECTION E: Required Signatures

SUBMITTED BY:

_____ Date: _____
Supervisor Signature

_____ Date: _____
Unit Member Signature

_____ Date: _____
Executive Cabinet Level Administrator Signature

This management-initiated reclassification request and all supporting documentation in Section B above, must be provided to the unit member. This reclassification request must be agreed to by the unit member, the manager, and the Executive Cabinet level administrator, as signified by the signatures above. The supervisor is responsible for submitting the completed request and documentation to Human Resources by the due date listed in Article 27.

If there is not agreement between the unit member, manager, and Executive Cabinet level administrator, the management-initiated reclassification will not move forward. Please see Article 27 for information about filing a unit-member-initiated reclassification request or seeking a working out of classification stipend.

SECTION F: Required Signatures for Classification Committee Amendments

Supervisor Signature

Date: _____

Unit Member Signature

Date: _____

Executive Cabinet Level Administrator Signature

Date: _____

If the classification review committee changes the proposed description, job title, or salary range, the bargaining unit member, executive level cabinet administrator and manager will be notified and required to sign Section F prior to submittal to the board of trustees.

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:

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

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

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

If course is not approved, please state reason:

**SANTA CLARITA COMMUNITY COLLEGE DISTRICT
EDUCATIONAL INCENTIVE PROGRAM INSTRUCTIONS**

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

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

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

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

APPENDIX J3: CLASSIFIED EMPLOYEE EDUCATIONAL INCENTIVE PAYMENT SUBMISSION FORM

Date of Request:

/ /

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

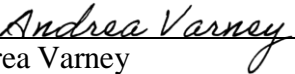
NEGOTIATED AGREEMENT

This agreement, made and entered into this 10th day of May, 2023 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



Andrea Varney
President CSEA Chapter 725



Dr. Dianne G. Van Hook
Chancellor



Labor Relations Representative,
California School Employees Association