

**MASTER CONTRACT
BETWEEN
SULPHUR SPRINGS UNION SCHOOL DISTRICT
AND
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
CHAPTER 298**

Ratified by CSEA Chapter 298: January 17, 2024
Adopted by Board of Trustees: January 17, 2024
for the 2023-2024 school year



WITNESSETH:

This is an agreement made and entered into on December 6, 2022, between the Sulphur Springs Union School District (hereafter referred to as "District"), and the California School Employees Association, Sulphur Springs Chapter #298 (hereafter referred to as "Association").

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Contracting Out _ Exp. 6/30/2024

Installation and use Video Cameras on District Property

Signing Bonus: Bus Drivers and Bus Driver Instructors _ Exp. 6/30/2024

ARTICLE I: RECOGNITION

The Sulphur Springs Union School District Board of Trustees hereby grants exclusive recognition to the California School Employees Association, Sulphur Springs Chapter #298 of all classified employees in the following positions:

Accounting Specialist	Maintenance Worker
Behavioral Intervention Asstistant	Mechanic Shop Operator
Bus Driver	Media and Technology Technician
Bus Driver/Trainer	Multiskilled Maint Worker
Certified Ed Interpreter	Noon Supervisor
Certified OT Assistant	Office Specialist
Community Liaison	Purchasing Technician
Computer Lab Specialist	Reading Assistant
Curriculum Specialist	Receptionist
Custodian	School Office Assistant
Groundskeeper	School Office Assistant - Bilingual
Health Care Assistant	School Office Manager
IMC Technician	School Office Specialist
Instructional Assistant	Science Lab Assistant
Instructional Assistant - Sp. Ed. - DHH I	Secretary
Instructional Assistant - Sp. Ed. - Severe	Senior Custodian
Instructional Assistant- Sp.Ed. - SDC, RSP, LAS	Speech Language Pathology Assistant
Instructional Assistant - Special Circumstances	State Preschool Instructional Assistant
Interpreter/Translator	State Preschool Site Supervisor
Irrigation Specialist	State Preschool Teacher (am or pm)
Irrigation Technician	Student Info. Data Specialist
Lead Bus Driver	Tech Support Technician I
Lead Curriculum Specialist	Technical Support Technician
Lead Groundskeeper	Technology Specialist
Library Assistant	Transportation Office Specialist
Library Resource Technician	Utility Worker
Licensed Vocational Nurse	Warehouse Operator
Maint & Ops Coordinator	

Through attrition of Confidential employees, decisions will be made to reclassify particular jobs as Classified.

ARTICLE II: DEFINITIONS

The District and Association agree that the following definitions shall be utilized in the interpretation of this agreement.

Section 2.1: Board of Trustees An agency of the State for government and management of the District.

Section 2.2: Employee One who works for the District and is represented by an exclusive representative as defined in Government Code Section 3540 (hereafter “exclusive representative”).

Section 2.3: Employer The District who employs the services of those employees represented by an exclusive bargaining unit.

Section 2.4: Immediate Family The mother, father, mother-in-law, father-in-law, grandmother, grandfather or grandchild of the employee represented by an exclusive bargaining agent, or the spouse of the employee, and the spouse, registered domestic partner, son, son-in-law, daughter, daughter-in-law, brother or sister of the employee, brother-in-law, sister-in-law, or any relative living in the immediate household, step parent, verified foster or court appointed person/s acting as parent.

Section 2.5: Immediate Supervisor A line or staff officer of the District to whom an employee represented by an exclusive bargaining agent or unit is immediately accountable.

Section 2.6: District Synonymous with the Employer and Board of Trustees.

Section 2.7: Allocation The assignment of a position class to a particular range on the salary schedule.

Section 2.8: Anniversary Date First day of the month that the employee is employed in a regular probationary position, if he or she is compensated for one-half or more of the working days in that month, otherwise it is the first day of the following month.

Example 1: Sally is hired on 8/6/2011 as an Instructional Aide. Sally was then hired on 9/24/2014 as an Office Assistant. Since Sally’s initial employment in a probationary position in her Instructional Aide position and the date falls in the first half of the working days in that month, the anniversary date for Sally is 8/1/2011.

Example 2: Jake gets hired on 5/17/2008 as a Senior Day Custodian. Since Jake’s first date of employment in a probationary position is in the second half of the working days in that month, Jake’s anniversary date is 6/1/2008.

Section 2.9: Position Classification A group of positions similar in duties and responsibilities that bear the same descriptive title and require substantially the same requirements for education, experience, knowledge and ability.

Section 2.10: Job Description A written statement of duties and responsibilities of the positions in the classification.

Section 2.11: Permanent Employee An employee who has completed a probationary period in the position classification to which he or she is assigned.

Section 2.12: Probationary Period A trial period of six months or 130 working days, whichever is longer following initial employment or a promotional appointment to a permanent position.

Section 2.13: Salary Schedule A complete list of ranges, steps and rates by which the employees are compensated.

Section 2.14: Salary Step A specific rate within a salary range.

Section 2.15: Seniority "Seniority" or length of service shall be determined by date of hire.

Example: Sally is hired on 8/6/2011 as an Instructional Aide. Sally was then hired on 9/24/2014 as an Office Assistant. Sally now has a position on two seniority lists. On the Instructional Aide seniority list, Sally is placed by her hire date of 8/6/2011. On the Office Assistant seniority list, Sally is placed by her hire date for that position of 9/24/2014.

Section 2.16: Substitute Employee A substitute employee is a person employed to replace any classified employee temporarily absent from duty. In addition, if the District is engaged in a procedure to hire a permanent employee to fill a vacancy in a classified position, the governing board may fill the vacancy through the employment of a substitute, for up to ninety calendar days. A substitute employee is employed and paid for less than seventy-five percent of a school year, or one hundred ninety-five working days.

Section 2.17: Short-Term Employees "Short-term employee" means any person employed to perform the service for the District, upon the completion of which, the service is required or similar services will not be extended or needed on a continuing basis. Short-term employees are employed and paid for less than seventy-five percent (one hundred ninety-five days), of a school year (July 1 - June 30).

Section 2.18: Declared Emergency Defined as an act of nature or other condition necessitating disruption of normal district operations. For the purposes of this contract a "Declared Emergency" can only be declared by the District Superintendent or his/her designee.

Section 2.19: Hire Date Hire date is the first date of probationary service in the classification.

Example: Sally is hired on 8/6/2011 as an Instructional Aide. Sally was then hired on 9/24/2014 as an Office Assistant. Sally now has two hire dates connected to each position she holds. Her hire date for the Instructional Aide position is 8/6/2011, and her hire date for the Office Assistant position is 9/24/2014.

Section 2.20: Part Time Playground Employees Part time playground and noon supervisor positions shall be classified as part of the classified service only if the employee in the position also works in the District in a regular classified position.

Section 2.21: Full Time Status An employee whose regular assignment is 40 hours per week, regardless of the number of days in the employee's assigned work year.

ARTICLE III: DUTY HOURS

The District and the Association agree to the following duty hour provisions:

Section 3.1: Work Week

3.1.1. The work week for employees shall be forty (40) hours rendered in units of eight (8) hours, except for part time positions as designated at the time the position is filled.

3.1.2 The work week shall consist of five (5) consecutive work days for all employees rendering service averaging four (4) hours or more per day during the work week.

3.1.3 The District retains the right to extend the regular workday or work week when it is deemed necessary to carry out the District's business.

Section 3.2: Work Day

The work day for all employees shall be established and regularly fixed by the District in order to meet the District's educational goals and objectives and to function in an organized, efficient manner. A classified employee who works a minimum of 30 minutes per day in excess of his part-time assignment for a period of 20 consecutive working days or more, shall have his basic assignment changed to reflect the longer hours in order to acquire fringe benefits on a properly prorated basis as specified in Section 45136. (Ed Code 45137)

Section 3.3: Workload

The District shall annually reevaluate and update, as applicable, its formula for school staffing. Its formula shall be made available to the CSEA Chapter President on an annual basis. The number of positions shall be increased, if necessary, to maintain/achieve a reasonable workload.

Section 3.4: Lunch Period

A thirty (30) minute non-compensated, duty-free lunch period shall be provided for all employees who render service of at least six (6) consecutive hours. The lunch period shall be assigned by the immediate supervisor to be taken as soon after the conclusion of four (4) hours of service as possible.

Section 3.5: Rest Period

A fifteen (15) minute compensated rest period shall be provided to all employees for each four (4) hour period of service. The rest period herein described shall be taken at the direction of the immediate supervisor at or near the midpoint of each four (4) hour period of service.

Section 3.6: Overtime

3.6.1 Overtime compensation shall be provided to employees who are directed by their immediate supervisor to work in excess of eight (8) hours in any one day, or in excess of forty (40) hours in any calendar week. The employee shall be compensated equal to time and one-half of the regular rate of pay.

3.6.2 Employees excused from work because of holidays, sick leave, vacation, compensatory time or other paid leave of absence shall be allowed to utilize the time off as time worked for the purpose of computing the number of hours worked overtime service credit.

3.6.3 Employees directed and authorized by the immediate supervisor and who provide service to the District for five (5) consecutive work days averaging four (4) hours or more per day shall be compensated on the sixth (6th) and seventh (7th) day following the commencement of the work week at the rate of time and one-half of the employee's regular rate of pay.

3.6.4 Employees directed and authorized by the immediate supervisor who serve five (5) consecutive work days averaging less than four (4) hours per day shall be compensated on the seventh (7th) day at time and one-half of the employee's regular rate of pay.

ARTICLE IV: SALARY

Effective July 1, 2023, all unit members will receive an ongoing salary increase of 3% on schedule. The District and the Association agree that the employees represented by the unit shall be compensated in accordance with the salary schedule attached. (Appendix H)

Section 4.1: Inconsistent Duty Compensation

Employees who are required and directed by their immediate supervisor to perform higher level duties inconsistent with their assigned duties for five (5) days or more within a fifteen (15) day period shall be compensated at not less than five percent (5%) above the employee's regular rate of pay.

4.1.1 The following language will be incorporated in the Master Contract and directly on the salary schedule: *"Unit members who perform short term and substitute assignments in a lower paid classification shall be compensated at the highest hourly rate of the classified staff member's permanent (probationary or permanent status) job classification."*

Section 4.2: Shift Differential Compensation

4.2.1 Employees who are required and directed by their immediate supervisor to perform their regularly assigned duties in excess of twenty (20) days during the night and morning shift (schedule which includes work after 7:00 p.m. or before 5:00 a.m.) shall be compensated at not less than five percent (5%) above the employee's regular rate of pay.

4.2.2 Employees who are receiving differential compensation and who are directed and assigned temporary duties by their immediate supervisor at times other than night and morning shift hours, for a period less than twenty (20) days shall continue to receive the differential compensation in addition to the employee's regular rate of pay.

Section 4.3: Promotion Compensation

Employees permanently assigned by the District to a position within the unit which is compensated at a higher salary range than their present salary range shall be deemed to have been promoted, and shall receive not less than five percent (5%) above the compensation rate to which they were previously assigned unless the highest step of the new range is less than five percent (5%).

Section 4.4: Demotion Compensation

Employees permanently assigned by the District to a position within the unit which is compensated at a lower salary range than their previously assigned salary range shall be deemed to have been demoted, and shall be placed at the appropriate salary range for the position

classification to which they have been assigned. Employees shall retain their anniversary step placement and shall be placed on the same step of the new salary range previously held.

Section 4.5: Holiday Compensation

Employees assigned and directed by their immediate supervisor to provide service on an employee holiday authorized by the District, shall be compensated at their regular rate of pay, plus time and one-half of their regular rate of pay.

Section 4.6: Anniversary Increment

An employee who has performed in a satisfactory manner as described in his or her most recent performance rating report shall be entitled to the anniversary increments provided for in Appendix H.

Section 4.7: Furlough Days

See Attached MOU (Appendix H)

ARTICLE V: EMPLOYEE BENEFITS

The District shall provide negotiated insurance benefits as specified within the master contract(s) between the District and the respective insurance carriers the District selects. The summary of Benefit Levels is provided by the insurance carriers based upon the items and conditions of the master insurance policy contract(s) which will be distributed to all employees.

Section 5.1: Eligibility

The District agrees to provide retirement annuity contracts for part-time unit members (less than 4 hours daily) in lieu of Social Security contributions. Each contract premium shall not exceed 3.75% of each eligible unit member's base compensation and 3.75% of the same base compensation contributed by the District.

5.1.1. Full-Time Employees: A full-time employee shall have the District financial contribution paid in full. In the event that the total premium(s) exceed the District contribution, the employee desiring coverage shall be required to complete a payroll deduction form for the difference between the District contribution and the total premium cost.

5.1.2 Part-Time Employees: Employees serving less than full time (less than 6 hours a day) are not covered by the District's insurance benefits program. Part-time employees who are currently receiving benefits based on prior contractual agreements are not affected by this

provision and will continue to receive the benefit level provided to full-time employees as long as they remain in their current classification. Part-time Bus Drivers are defined as those working less than four (4) hours a day.

Section 5.2: District Contribution

For health insurance coverage, the District will contribute based on the following tiered benefits caps:

One Party: \$1,125 tenthly

Two Party: \$1,800 tenthly

Family (3 or more individuals): \$1,900 tenthly

Should an employee select coverage for dependents in excess of District contribution, a payroll deduction will be required for the difference.

Effective July 1, 2018 the district sponsored health plan will provide an incentive of \$50 tenthly to any employee who is required to enroll in one of the district health care offerings through SISC, based on SISC's published enrollment requirements, who provides evidence of enrollment in group sponsored coverage, and chooses to decline coverage by selecting to participate in SISC's WABE program rather than enrolling in a SISC medical plan for primary medical coverage.

Effective 7/1/18, an eligible unit member whose spouse or registered domestic partner is a SSSD employee enrolled in District health coverage will enroll only in the WABE Bronze Plan, for which the District will contribute \$ 50 tenthly unless the employee presents a current, valid court order requiring double coverage, and thus enrolls in an alternate plan. In such a case, the employee shall by payroll deduction pay all premium costs over the District's \$50 tenthly contribution for the double coverage. Kindly refer to the examples below for further clarification.

Example A (a 2-Party Family Unit)

If two eligible Subscribers (active or retired) are married or are otherwise eligible to become dependents of the other as a 2- party unit, the plan will not fund any amounts that exceed the total costs for each Subscriber as single tiered enrollments, unless either or both Subscribers have been issued a legally binding document requiring such double coverage. If one or both of the eligible Subscribers elects to enroll the other Subscriber as a dependent, and/or unnecessarily enrolls in SISC's WABE program that person will pay the difference in premium the enrollment has cost the plan via payroll deductions.

Example B (a 3-Party Family Unit)

If two eligible Subscribers (active or retired) are married or otherwise eligible to become dependents of the other as a 3- party unit, (such as if a married couple has one child dependent), the plan will not fund any amounts that exceed the total costs for one 2-Party enrollment and one Single enrollment, unless either or both Subscribers have been issued a court order or other binding legal document requiring such double coverage. If one or both of the eligible Subscribers elects to enroll the other Subscriber or their dependent in double coverage and/or unnecessarily enrolls in SISC's WABE program that person will pay the difference in premium the enrollment has cost the plan via payroll deductions.

Example C (a 4-or-more-Party Family Unit)

If two eligible Subscribers (active or retired) are married or otherwise eligible to become dependents of the other as a 4- or-more-Party unit, (such as if a married couple has two or more child dependents) the district will not fund any amounts that exceed the total costs for one Family enrollment and one Single enrollment or one Single selection of SISC's WABE program, unless either or both Subscribers have been issued a court order requiring such double coverage. If one or both of the eligible Subscribers elects to enroll the other Subscriber or their dependent in double coverage and/or unnecessarily enrolls in SISC's WABE program that person will pay the difference in premium the enrollment has cost the plan via payroll deductions.

Effective July 1, 2016: The cash-in-lieu benefit shall no longer be offered to any employee who was not currently enrolled to receive such benefit as of June 30, 2016. Full time employees enrolled in the cash-in-lieu benefit as of June 30, 2016 shall continue to receive this benefit until such time as they no longer qualify or until they elect to discontinue the benefit by enrolling in a District-sponsored medical plan. Upon discontinuance of the cash-in-lieu benefit, an employee who formerly participated in this benefit may not re-enroll. All full-time employees with the exception of those currently enrolled in the cash-in-lieu benefit as defined in this section will be required to enroll in one of the district sponsored medical plans.

Current rates can be found in the Business Services section of the District webpage.

Section 5.3: Leave of Absence

5.3.1 The District shall continue to contribute an employee's premium contribution, while on paid leave status, in the same manner as if the employee had remained in regular service.

5.3.2 Employees on District approved, non-paid leaves of absence may elect to continue coverage for themselves by mailing the entire premium payment required for coverage, made payable to the Sulphur Springs Union School District and submitted to the District.

Section 5.4: Cancellation

The employee insurance coverage, under the District's master insurance contract(s), shall be canceled under the following conditions:

- A. The leave expires and the employee does not return to active duty.
- B. A premium payment is not received in the District Office by the first of the month.

Section 5.5: Medical Insurance Upon Retirement

Retirees must participate in the District sponsored benefits program to be eligible for District support. The District will not provide for payments to other insurers or cash in lieu of insurance coverage.

1. The District will contribute a payment up to 50% of the premiums of the District Benefits (health, dental & vision) capped dollar amount, based on the tiered benefits cap established in Article V until the employee reaches the age of 65 or becomes eligible for state or federal health insurance.

2. For an employee who has rendered at least fifteen (15) years active service in the District prior to retirement, the District will contribute a payment up to 100% of the premiums of the District benefits capped dollar, based on the tiered benefits cap established in Article V until the employee reaches the age of 65 or becomes eligible for state or federal health insurance.

An employee who has rendered at least 10 years of service to the District prior to retirement, and who retires at the age of 55, shall be entitled to medical insurance coverage subject to the conditions and provisions of the District's medical insurance program. The District shall pay 50% of the allowable premium until the employee reaches the age of 65 or becomes eligible for state or federal health insurance. The employee must retire by June 30 of the fiscal year in which he/she becomes 55 years of age to be eligible for 50% coverage.

An employee who has rendered at least fifteen (15) years of service to the District prior to retirement, and who retires at the age of 55, shall be entitled to medical insurance coverage subject to the conditions and provisions of the District's medical insurance program. The District shall pay 100% of the allowable premium until the employee reaches the age of 65 or becomes eligible for state or federal health insurance. The employee must retire by June 30 of the fiscal year in which he/she becomes 55 years of age to be eligible for 100% coverage.

Employees who have rendered at least 15 years of service to the District and who retire between the ages of 55 and 65 shall be entitled to a District contribution towards participation in the District's medical insurance program until the employee reaches the age of 65 or becomes eligible for state or federal health insurance.

The District's contribution will be determined as follows:

15 years of District service - 70%	23 years of District service - 86%
16 years of District service - 72%	24 years of District service - 88%
17 years of District service - 74%	25 years of District service - 90%
18 years of District service - 76%	26 years of District service - 92%
19 years of District service - 78%	27 years of District service - 94%
20 years of District service - 80%	28 years of District service - 96%
21 years of District service - 82%	29 years of District service - 98%
22 years of District service - 84%	30 years of District service - 100%

Retirees who retire after June 30, 2000, shall receive Dental and Vision benefits in addition to their other health benefits. The remaining percentage of the premium shall be paid by the retiree and must be submitted to the business office by the 1st day of each month of coverage.

A retiring employee intending to participate in the retiree benefit plan must notify the District at least 90 days prior to their retirement date, unless the employee chooses to retire in lieu of a layoff. Any retiree qualifying under this provision shall be eligible to participate in the District's Health Maintenance Organization (HMO) plan or Preferred Provider Organization (PPO) with the District's percentage of contribution based on the contracted capped dollar amount.

Effective July 1, 2018:

- The District sponsored health plan will provide an incentive of \$50 tenthly to any employee who is required to enroll in one of the district health care offerings through SISC, based on SISC's published enrollment requirements, who provides evidence of enrollment in group sponsored coverage, and chooses to decline coverage by selecting to participate in SISC's WABE program rather than enrolling in a SISC medical plan for primary medical coverage.
- An eligible unit member whose spouse or registered domestic partner is a SSSD employee enrolled in District health coverage will enroll only in the WABE Bronze Plan, for which the District will contribute \$ 50 tenthly unless the employee presents a current, valid court order requiring double coverage, and thus enrolls in an alternate plan. In such a case, the employee shall by payroll deduction pay all premium costs over the District's \$50 tenthly contribution for the double coverage. Kindly refer to the examples below for further clarification.

Example A (a 2-Party Family Unit)

If two eligible Subscribers (active or retired) are married or are otherwise eligible to become dependents of the other as a 2- party unit, the plan will not fund any amounts that exceed the total costs for each Subscriber as single tiered enrollments, unless either or both Subscribers have been issued a legally binding document requiring such double coverage. If one or both of the eligible Subscribers elects to enroll the other Subscriber as a dependent, and/or unnecessarily

enrolls in SISC's WABE program that person will pay the difference in premium the enrollment has cost the plan via payroll deductions.

Example B (a 3-Party Family Unit)

If two eligible Subscribers (active or retired) are married or otherwise eligible to become dependents of the other as a 3- party unit, (such as if a married couple has one child dependent), the plan will not fund any amounts that exceed the total costs for one 2-Party enrollment and one Single enrollment, unless either or both Subscribers have been issued a court order or other binding legal document requiring such double coverage. If one or both of the eligible Subscribers elects to enroll the other Subscriber or their dependent in double coverage and/or unnecessarily enrolls in SISC's WABE program that person will pay the difference in premium the enrollment has cost the plan via payroll deductions.

Example C (a 4-or-more-Party Family Unit)

If two eligible Subscribers (active or retired) are married or otherwise eligible to become dependents of the other as a 4- or-more-Party unit, (such as if a married couple has two or more child dependents) the district will not fund any amounts that exceed the total costs for one Family enrollment and one Single enrollment or one Single selection of SISC's WABE program, unless either or both Subscribers have been issued a court order requiring such double coverage. If one or both of the eligible Subscribers elects to enroll the other Subscriber or their dependent in double coverage and/or unnecessarily enrolls in SISC's WABE program that person will pay the difference in premium the enrollment has cost the plan via payroll deductions. If one or both of the eligible Subscribers elects to enroll the other Subscriber or their dependent(s) in double coverage that Subscriber will pay the difference in premium the unnecessary double coverage has cost the plan via payroll deductions.

Effective July 1, 2016:

- The cash-in-lieu benefit shall no longer be offered to any employee who was not currently enrolled to receive such benefit as of June 30, 2016. Full time employees enrolled in the cash-in-lieu benefit as of June 30, 2016 shall continue to receive this benefit until such time as they no longer qualify or until they elect to discontinue the benefit by enrolling in a District-sponsored medical plan. Upon discontinuance of the cash-in-lieu benefit, an employee who formerly participated in this benefit may not re-enroll.
- All full time employees with the exception of those currently enrolled in the cash-in-lieu benefit as defined in this section will be required to enroll in one of the district sponsored medical plans

Section 5.5.1

Effective July 1, 2016, a bargaining unit member who has been employed for 50 years or more of creditable service to the District shall be entitled upon retirement to the minimum health employer contribution set by the Public Employees' Medical and Hospital Care Act (PEMHCA).

Members who retire before July 1, 2016, shall be entitled to the retiree benefits for which they are eligible under section 5.5 of the parties' collective bargaining agreement. Members who retire on or after July 1, 2016 who do not meet the years of creditable service requirement for the minimum health employer contribution set by PEMHCA shall be eligible for retiree benefits under section 5.5 of the parties' agreement. In order to receive the employer's contribution payable for post – retirement benefits set by CALPERS under PEMHCA, annuitants who retire for disability must meet the credited years of service requirement set forth herein.

Section 5.6: Healthy Families Program

The District agrees to restore the Healthy Family Program for the 2010-2011 school year through June 30, 2012. Capped at \$9.00 a child with a monthly cap of \$27.00 per family.

Section 5.7: Right to Utilize Complaint Procedure

The District recognizes the right of unit members to utilize the District's complaint procedure to file and pursue complaints without retaliation. In addition, the parties recognize the right of the unit member to have a conferee or representative in attendance at Levels II, III or IV of the procedure.

ARTICLE VI: GRIEVANCE

Section 6.1: Definitions

6.1.1 A "grievance" shall mean an alleged violation, misapplication or misinterpretation of a specific provision of this Agreement.

6.1.2 A "grievant" may be any unit member or group of unit members covered by the terms of this Agreement. The Association may be a grievant, provided it complies with time lines and specificity requirements herein.

6.1.3 A "conferee" shall mean any Association representative selected by the grievant to assist in presenting and processing the claimant's grievance. An immediate supervisor with whom a grievance is filed may also choose a representative to assist in processing the grievance.

6.1.4 "Association" shall mean the employee organization recognized by the EERA and the Board of Trustees as the exclusive representative for the bargaining unit of employees covered by this Agreement.

6.1.5 "Day" shall mean any day on which the central administrative office of the District is open for business.

6.1.6 An “Immediate Supervisor” shall be the first level administrator having immediate jurisdiction over the grievant.

6.1.7 A “District Grievance Form” shall mean a District form signed by the grievant at Level II. Such a form shall be mutually developed by the Association and the District.

Section 6.2: General Provisions

6.2.1 The grievant, including the Association, who fails to comply with established time limits will forfeit all rights to the application of the grievance procedure for the alleged contract violation. The time limits may, however, be extended by written mutual agreement.

6.2.2 The purpose of the procedure is to attempt to secure equitable solutions to the grievances. All parties agree that these proceedings will be kept as informal and confidential as possible, and that the grievant and immediate supervisor shall attempt to resolve the grievance at the informal level.

6.2.3 The filing of a grievance shall in no way interfere with the right of the Board of Trustees to proceed in carrying out its management responsibilities subject to the final decision pertaining to the grievance. In the event the alleged grievance involves an order, requirement or directive, the grievant shall fulfill or carry out such order, requirement or directive, pending the final decision pertaining to the grievance.

6.2.4 Nothing contained herein shall be construed as limiting the right of any grievant to discuss a grievance informally with his or her immediate supervisor, or to have the grievance adjusted without intervention of the Association prior to arbitration, provided that the adjustment is not inconsistent with the terms of this Agreement. Any proposed resolution at the formal levels shall not be agreed upon by the District until the Association has been provided a copy and allowed an opportunity to respond.

6.2.5 The filing of a grievance shall not reflect unfavorably upon the grievant, nor upon the supervisor with whom it may be filed.

6.2.6 The employee and immediate supervisor shall have the right to include in grievance hearings such witnesses as they deem necessary to develop facts pertinent to the grievance. The names of the witnesses to be utilized in the formal grievance hearing shall be made available to either party upon request. Such witnesses shall be in addition to the conferee.

6.2.7 In the case of a multiple grievance which affects more than one association member in a single building or Bargaining Unit members in more than one building, the Association, with the consent of the grievant, may choose to group the claims together at Level II so that only one form needs to be filed at each succeeding level and only one individual selected by the Association.

6.2.8 In the event that a grievance claim cannot be heard and a decision rendered during the grievant's service period, the time limits specified herein may be extended to a reasonable future time upon the mutual agreement of both parties. The purpose of any extension shall be to hear the grievance matter as expeditiously as possible yet not interfere with either the grievant's non-service period, nor the non-active service period of supervisory and management personnel.

6.2.9 A representative designated by the Association shall be allowed to attend a grievance hearing or subsequent hearings on the same matter in order to process a grievance to a final resolution without loss of compensation.

6.2.10 All documents, communications and records dealing with the processing of a grievance matter shall be filed and maintained in a separate grievance file.

Section 6.3: Informal Procedure

LEVEL I - The employee shall meet with the immediate supervisor within twenty (20) days of the occurrence or within twenty (20) days of when the employee could reasonably have known of the occurrence, act or omission giving rise to the grievance. With mutual consent of both parties, either the employee or the immediate supervisor may have a conferee present at such a conference. If the potential grievance is not resolved at this level, the employee may proceed to Level II. Upon request, the employee shall receive a written statement from the immediate supervisor that the issue was not resolved at Level I.

Section 6.4: Formal Procedure

LEVEL II - If within ten (10) days of the informal conference the grievant is not satisfied with the decision at level I, the grievant must present the grievance, in writing, on a District provided form, to the immediate supervisor. The District form shall contain a clear and concise statement of the grievance, the circumstances involved, the decision rendered at the informal conference, if any, and the specific remedy sought. The immediate supervisor shall communicate a decision to the employee in writing ten (10) days after receiving the grievance. If the immediate supervisor does not respond within the time limits specified, the grievant may appeal to the next level. Within the above time limits, either party may request a conference to discuss the grievance matter. Either the grievant or the immediate supervisor may have a conferee present at such a conference.

LEVEL III - If the grievant is not satisfied with the decision at LEVEL II, the grievant may, within then (10) days, appeal the decision to the Superintendent. This written appeal statement shall include a copy of the original grievance and decision, if any, rendered at previous levels, and a clear and concise statement regarding the reasons for the appeal. Within the above time limits, either party may request a conference to discuss the grievance matter. Either the grievant or the Superintendent may have a conferee present at such a conference. The Superintendent shall

communicate a decision to the grievant within ten (10) days of the receipt of the grievance appeal. If the Superintendent does not respond within the time limits specified, the grievant may appeal to the next level.

LEVEL IV - If the grievant is not satisfied with the decision at LEVEL III, the grievant may, within ten (10) days, submit a request in writing to the Association and the Superintendent for arbitration of the dispute. Should the Association represent the grievant through arbitration, the Association and the District shall attempt to agree upon an arbitrator and if no agreement can be reached, the parties shall request the California State Conciliation Service supply a panel of five names of persons experienced in hearing grievance matters in public schools. Each party shall alternately strike a name until one name remains. The remaining panel member shall be the arbitrator. The order of striking shall be determined by lot.

The fees and expenses of the arbitrator and the hearing process shall be borne equally by the District and the Association. All other expenses, including fees for witnesses and conferees or the cost of substitutes, shall be borne by the party incurring them.

The arbitrator shall, as soon as possible, hear evidence and render a decision on the issue or issues that were submitted to arbitration. If the parties cannot agree upon a submission agreement, the arbitrator shall determine the issues by referring to the written grievance and the answers attached at each level. In disputed cases regarding whether or not a grievance claims within the scope of these proceedings, the arbitrator shall rule on the arbitrability of the issue.

The arbitrator shall have no power to add to, subtract from or modify the terms of this agreement. After a hearing and both parties have had an opportunity to present written arguments, the arbitrator shall submit, within thirty (30) calendar days to all parties the written findings. The decision of the arbitrator is binding on both parties.

ARTICLE VII: SAFETY CONDITIONS

Section 7.1

Any abuse of school personnel, assault or battery upon school personnel or any threat of force or violence directed toward school personnel at any time or place which is related to school activity or school attendance shall be reported by employees to their immediate supervisor. Employees shall complete reports required by the District relating to the violations described herein. Employees shall be provided coverage under the terms and conditions of the District Workers' Compensation Program and illness leave provision for any injury or illness arising out of or in the course of their employment.

An employee shall be responsible for submitting written recommendations to the District regarding the maintenance of safe working conditions, facilities and equipment, repairs and modifications and other practices designed to ensure compliance with applicable standards of the

California Occupational Safety and Health Act, California State Compensation Insurance Fund and the provisions of the school District fire and liability insurance programs.

The District will provide a minimum of one CSEA representative on the District wide Safety Committee. The District shall create training opportunities for (and encourage classified employees to obtain) First Aid/CPR training. The District shall offer renewal opportunities so that this training remains current at all times.

Section 7.2

The District and CSEA believe all District employees who are required to operate a motor vehicle in the course of their District duties have significant responsibility for their own safety as well as the safety of students and other employees. Therefore, bargaining unit members required by their job description to operate a District vehicle in the course of their duties shall be subject to the same requirements for alcohol and controlled substance as are applied under federal law to District employees whose job descriptions require them to possess a Class A or Class B drivers' license including pre-employment testing post-accident testing, reasonable suspicion testing upon a formal complaint, and, dependent on the reason for the leave, testing upon return to duty. The fact that a bargaining unit member has received a physician's medical marijuana recommendation does not entitle the member to possess or be under the influence of a controlled substance, including marijuana, during working hours, while at work, or while operating a District vehicle.

ARTICLE VIII: TRANSFER

Section 8.1: Definition

A transfer is defined as a change of job locations, but within the same position classification.

Section 8.2: Employee Initiated Transfer Request

Any permanent employee who has successfully completed the Probationary year covered by this Agreement shall have the privilege of requesting a transfer to any job location within the same position classification and subject to the following conditions:

8.2.1 The following criteria shall be used in consideration of transfer requests:

- A. Employees in the bargaining unit shall be given careful consideration in filling any job vacancy within the District for which they are qualified.
- B. The needs and efficient operation of the District.
- C. The contribution the staff member can make in the new position.
- D. The qualifications include the experience and recent training of the staff member

compared to those of other candidates.

- E. The length and quality of the service rendered to the District by the employee.
- F. The input of the immediate supervisor to whom the employee is currently responsible, and the immediate supervisor where the vacancy exists.
- G. The preference of the employee.

8.2.2 Submission of a request for transfer shall be on the appropriate District form. Properly filed transfer requests shall be given administrative consideration.

8.2.3 An employee's request for transfer shall bear the signature of that employee's present immediate supervisor. Such signature is acknowledgment only that the immediate supervisor has been informed of the employee's desire for transfer consideration. Such signature does not necessarily imply approval or disapproval of the immediate supervisor, nor may the acknowledgment be withheld by the immediate supervisor.

8.2.4 The filing of a request for transfer is without prejudice to the employee and shall not jeopardize the present assignment. A request for transfer may be withdrawn by the employee in writing at any time prior to the official notification of transfer approval.

8.2.5 The Personnel Department shall notify the appropriate immediate supervisor(s) of employee requests for transfer. If requested vacancies develop, administrative consideration shall be given to all employees who submitted properly complete transfer requests for such vacancies.

8.2.6 The District shall provide the employee and the appropriate immediate supervisor, official notification of the disposition of the voluntary transfer request.

Section 8.3: Employer Initiated Transfer

A transfer may be made by the District at any time for any of the following reasons:

- A. In order to balance the classified staff of the District by considering experience.
- B. A change of enrollment or workload necessitating transfer of classified staff.
- C. Improved efficiency of the District.
- D. Reassignment of members of the immediate family. Members of the immediate family who are employed by the District may be assigned to the same school or work location at the discretion of the immediate supervisor.
- E. An opportunity to evaluate an employee in a different school or location.
- F. Significant personality conflicts.

A list of District vacant assignments, within the individual's present position classification, shall be made available to each employee being considered for an involuntary transfer. An employee may request the position in order of preference, to which a transfer is desired. An employee may request a conference or written statement regarding the reasons for the administrative transfer.

Section 8.4: Posting of Notices

Notice of all regular classified job vacancies in excess of two (2) hours shall be advertised within the District by posting at each District site and the District shall make a good faith effort to send emails to all employed bargaining unit members. The job vacancy notice shall remain posted for a period of five (5) work days during which bargaining unit members may file for the vacancy. Any bargaining unit member on leave or vacation during the period of posting shall be mailed a copy of the notice if they have submitted a written request for notification of openings for an identified period of vacation with sufficient self-addressed stamped envelopes for the purpose of mailing notices.

Section 8.5: Extended Special Education Summer School

Whenever the District participates in an extended school year program for Special Education, the following provisions shall apply:

8.5.1 Notice of Openings

Prior to the end of the student school year, the Personnel Department shall send an application to all needed classifications of anticipated available Special Education positions for the extended school year.

8.5.2 Notice of Interest

According to the application due date, employees interested in working an extended school year position must submit the extended school year application to the Personnel Department.

8.5.3 Selection Process

Selection of staff will be based on the following criteria:

- A. Seniority in a district special education position
- B. On a rotational basis, i.e., if an employee worked the previous extended school year, then they will go to the bottom of the list
- C. A minimum of 2 hours per day in a district special education position. After vacancies are filled from the above group, if there are still positions available, they will be filled on the basis of seniority only (provided the employee has submitted an application to the Personnel Department).

8.5.4 Salary

Each ESY employee will be paid at the same rate they receive for their regular assignment. Unit members who work the ESY session in a permanent or substitute Special Circumstance Instructional Aide, Instructional Aide- Severe, Behavior Intervention Assistant, or Instructional Aide- Mild/Mod position shall be paid a \$100 stipend prorated for the paid days of work.

8.5.5 Accident and Illness Leave

Extended school year permanent employees shall be entitled to one day's absence for accident or illness and vacation with full pay prorated to % of a partial ESY assignment. Leave beyond one day shall be without pay.

Section 8.6: General Education Summer School

Whenever the District participates in a 4 week summer school program for general education, the following provisions shall apply:

8.6.1 Notice of Openings Prior to the end of the student school year, the Personnel Department shall send an application to all needed classifications of anticipated available general education summer school positions for the summer school year.

8.6.2 Notice of Interest According to the application due date, employees interested in working a summer school position must submit the summer school application to the Personnel Department.

8.6.3 Selection Process Selection of staff will be based on the following criteria:

- A. seniority in a district position
- B. on a rotational basis, i.e., if an employee worked the previous summer school, then they will go to the bottom of the list
- C. a minimum of 2 hours per day in a district position. After vacancies are filled from the above group, if there are still positions available, they will be filled on the basis of seniority only (provided the employee has submitted an application to the Personnel Department).

8.6.4 Salary Each summer school employee will be paid at the same rate they receive for their regular assignment.

8.6.5 Accident and Illness Leave Summer school permanent employees shall be entitled to one day's absence for accident or illness and vacation with full pay prorated to % of a partial summer school assignment. Leave beyond one day shall be without pay.

ARTICLE IX: LAYOFFS

Section 9.1

Classified employees shall be subject to layoff due to lack of funds or lack of work.

Section 9.2

Whenever a full time or part time classified employee, or a part time employee is laid off, the order of layoff within the class shall be determined by the length of service. Length of service is determined by the employee's hire date. The employee who has been employed by the District the shortest time in the class, plus higher classes, shall be laid off first.

ARTICLE X: LEAVES

Section 10.1: Bereavement Leave

An employee covered by this Agreement shall be granted up to five (5) days for bereavement purposes. Additional days of absence beyond those described herein may be provided under the terms of the personal necessity leave provisions of Article X. If unusual circumstances exist, the employee may, with the approval of the Superintendent, be granted up to three (3) additional days of leave. Unit members who work ESY or summer school may utilize bereavement leave, which shall be deducted in increments equivalent to their daily rate of pay.

Section 10.2: Family Care and Medical Leave

Provision for Family Care and Medical Leave will be applied in accordance with the Federal Family and Medical Leave Act of 1993 and the California Family and Medical Leave Act of 1994. (See Board Policy 4161.8) FCML requires the District to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons. Employees are eligible if they have worked for the District for at least one year, and for 1,250 hours over the previous 12 months, and if there are at least 50 employees within 75 miles.

Unpaid leave must be granted for any of the following reasons:

- to care for the employee's child after birth, or placement for adoption or foster care
- to care for the employee's spouse, son or daughter, or parent, who has a serious health condition
- a serious health condition that makes the employee unable to perform the employee's job

At the employee's or employer's option, certain kinds of paid leave may be substituted for unpaid leave. The employee may be required to provide advance leave notice and medical certification. The District must maintain the employee's health coverage under any "group health plan". Most employees must be restored to their original or equivalent positions with equivalent pay, benefits and other employment terms.

Section 10.3: Industrial Accident and Illness Leave

An employee covered by this Agreement who has sustained an illness or injury within the course and scope of their assigned duties shall be granted up to sixty (60) days compensated leave during the time when schools of the District are required to be in session or when the employee would otherwise be performing work for the District in any one fiscal year for the same illness or accident. This leave shall not be accumulated from year to year.

An industrial accident or illness leave shall commence on the first day the employee is absent from service due to an industrial accident or illness. The sixty (60) day leave allowance shall be reduced by one (1) day for each day of authorized absence regardless of whether a temporary disability indemnity award has been provided to the employee. If an industrial accident and illness leave overlaps into the next fiscal year, the employee shall be entitled to only the amount of unused leave due for the same illness or injury.

An employee receiving benefits under this leave, shall, during the period of illness or injury, remain within the State of California unless the Governing Board of the District authorizes travel outside the state.

An employee who has sustained a permanent disability as a result of accident or injury shall, prior to requesting to return to work from leave, provide a complete doctor's evaluation of their present ability to do tasks of the position outlined in the employee's job description. The District shall, in accordance with applicable law, make reasonable accommodation of such disability.

Section 10.4: Judicial and Official Appearance Leave

An employee covered by this Agreement, may be granted, with compensation, leave for the purposes of regularly called jury duty, appearance as a witness in court other than as a litigant, or to respond to an official order from another governmental jurisdiction for the reasons not brought about through the connivance or misconduct of the employee.

Section 10.5: Legislative Leave

An employee covered by this Agreement, who has achieved permanent status within the District, and has been elected to the California State Legislature, shall be granted a non-compensated leave for the full term of the legislative office to which the employee has been elected.

Section 10.6: Personal Leave

An employee covered by this Agreement, may be granted a non-compensated personal leave of absence for reasons not enumerated elsewhere in this Agreement. Employees granted a personal leave of absence shall be permitted to participate in the District insurance program at their expense as provided in the District master insurance contract.

Section 10.7: Personal Necessity Leave

An employee covered by this Agreement may use accumulated sick leave credit as compensated leave for circumstances that are serious in nature which cannot be expected to be disregarded, which necessitate immediate attention, and cannot be dealt with during off-duty hours. Employees utilizing this leave provision shall not be required to seek prior approval for the following:

- Death or serious illness of a member of the employee's immediate family.
- Accident involving the person or property of the employee, or the person or the property of the employee's immediate family.
- Appearance in any court or before any administrative tribunal as a litigant, party or witness under subpoena or any order made with jurisdiction.

Section 10.8: Sick Leave

- An employee covered by this Agreement, working five (5) days per week for a full contract year shall be annually entitled to twelve (12) compensated days of leave of absence for physical and mental disabilities which are medically necessary and caused by illness, injury or quarantine.
- An employee, covered by this Agreement, working less than full-time shall be entitled to sick leave in the same ratio that their employment bears to full-time employment.
- An employee who is in paid status for more than one-half of the working days each month, shall be credited with one (1) day of sick credit which shall be compensated at the employee's regular rate of pay for each month of service.
- Employees covered by this Agreement, upon initial employment, shall be eligible to take not more than six (6) days, or the proportionate amount of sick leave to which they are entitled, until the first day of the calendar month following six (6) months of service.
- The District, on July 1 of each year, shall credit each employee as described herein, above, with one hundred (100) days of paid sick leave including the entitlement described herein above. Upon exhaustion of all accumulated sick leave credit, an employee who continues

to be absent for the purposes of this policy shall receive fifty percent (50%) pay for a period not to exceed one hundred (100) days of paid sick leave. In order to qualify for fifty percent (50%) pay an employee shall first utilize any other paid leave, holidays, vacation or compensatory time. Only one increment of fifty percent (50%) pay shall be allowed for any single and continuous absence that extends into the next school year.

- An employee is entitled to this provision once within their service to the District. The Board's decision on a request made under this provision is final and is specifically excluded from the grievance procedure. Unit members hired for a summer school assignment will earn one day of sick leave in the same proportion as their daily work hours have to an eight-hour work day.

Section 10.9: Vacation Leave

10.9.1 Employees must request vacation leave a minimum of five working days before the leave is proposed to begin. The immediate supervisor must respond in writing using the District's vacation approval system, stating their reason for denial to the request for vacation within two working days after the employee has submitted their vacation request. If the supervisor does not respond to the vacation request within two working days, the request is considered approved. The definition of "working day" can be found under Grievance section 6.1.5.

10.9.2

- An employee, covered by this Agreement, serving the District in a full-time status of five (5) days and forty (40) hours a week for a full work year and who is in paid status for more than one-half of the working days each month, shall be credited with one (1) day of vacation credit which shall be compensated at the employee's regular rate of pay for each month of service.
- An employee who is in paid status for more than one-half of the working days each month, shall be credited with one (1) day of vacation credit which shall be compensated at the employee's regular rate of pay for each month of service.
- An employee, covered by this Agreement, serving in a part-time status shall be credited with vacation leave in the same ratio that their employment status bears to full-time employment.
- An employee, covered by this Agreement, serving the District in a full-time status of five (5) days and forty (40) hours per week for a full work year shall be credited with 1.25 vacation days per month at the conclusion of five (5) full contracted years of service.

- An employee, covered by this Agreement, serving the District in a full-time status of five (5) days and forty (40) hours per week for a full work year shall be credited with 1.50 vacation days per month at the conclusion of ten (10) full contracted years of service.
- An employee, covered by this Agreement, serving the District in a full-time status of five (5) days and forty (40) hours per week for a full work year shall be credited with 1.75 vacation days per month at the conclusion of fifteen (15) full contracted years of service.
- An employee, covered by this Agreement, serving the District in a full-time status of five (5) days and forty (40) hours per week for a full work year shall be credited with 2.0 vacation days per month at the conclusion of twenty (20) full contracted years of service.
- An employee, covered by this Agreement, serving the District in a full-time status of five (5) days and forty (40) hours per week for a full work year shall be credited with 2.25 vacation days per month at the conclusion of twenty-five (25) full contracted years of service.
- An employee, covered by this Agreement, serving the District in a full-time status of five (5) days and forty (40) hours per week for a full work year shall be credited with 2.50 vacation days per month at the conclusion of thirty (30) full contracted years of service.
- An employee, covered by this Agreement, serving the District in a full-time status of five (5) days and forty (40) hours per week for a full work year shall be credited with 2.75 vacation days per month at the conclusion of thirty-five (35) full contracted years of service.
- An employee, covered by this Agreement, serving the District in a part-time status shall be credited with longevity vacation leave in the same ratio that their employment status bears to full-time employment.
- In no event shall an employee, covered by this Agreement, either part-time or full-time be eligible for vacation leave until the completion of six (6) months of service. If an employee does not achieve permanency (successful completion of probation), he or she shall receive no vacation leave credit.
- An employee, covered by this Agreement, shall utilize the annual vacation benefits within twelve (12) months of the end of the fiscal year in which the vacation credit was earned.

- An employee, covered by this Agreement, who regularly provides service to the District for less than twelve (12) months shall be required to take vacation leave during the year it is earned.

Section 10.10: Holidays

The following list of holidays shall be observed during this contract year.

- | | |
|------------------------|--------------------------|
| • Independence Day | • Winter Holiday |
| • Labor Day | • Winter Holiday |
| • Veterans Day | • New Year's Day |
| • Thanksgiving Day | • Martin Luther King Day |
| • Thanksgiving Holiday | • Lincoln Day |
| • Winter Holiday | • Washington Day |
| • Winter Holiday | • Memorial Day |
| • Winter Holiday | • Juneteenth |

Holiday Eligibility: Except as otherwise provided in this article, an employee must be in paid status on the working day immediately preceding or succeeding the holiday to be paid for the holiday. Employees in the bargaining unit who are not normally assigned to duty during the school holidays (winter and spring vacation), shall be paid for those holidays provided that they were in a paid status during any portion of the working day of their normal assignment immediately preceding or succeeding the holiday period.

10.11 Catastrophic Leave

- A catastrophic illness or injury is defined as an illness or injury that is expected to incapacitate the employee for an extended period of time, or that incapacitates an immediate family member of the employee which incapacity requires the employee to take time off from work for an extended period of time to care for that immediate family member, and taking extended time off work creates a financial hardship for the employee because he or she has exhausted all of his or her sick leave and other paid time off. A unit member is considered to be incapacitated for an extended period of time if they are unable to work for at least 60 calendar days due to their or their immediate family member's catastrophic illness or injury. "Immediate family member" is defined in Article II, Section 4 of the Master Contract.
- To be eligible for the Catastrophic Leave Program, the unit member must (1) be unable to work due to their or their immediate family member's catastrophic illness or injury; (2) have exhausted all of their current and accumulated fully paid sick leave (including any available extended illness). However, the unit member may apply for the leave prior to exhausting all sick leave.

- Family members or Association representatives may submit a request on behalf of a unit member in cases where the injury or illness prevents the unit member from completing the form.
- Participants shall work with the health care provider to complete the required certification in support of their request (Attachment A). Participants may request a donation of sick days only after all of their current year and accrued sick leave have been exhausted. If the participant is also entitled to FMLA / CFRA which has not yet been used, the twelve (12) workweeks within a twelve (12) month period shall run concurrently with the use of Catastrophic Illness Leave days. When the absence is for the employee's own illness or injury, donated leave may be combined with extended illness pay to make up a full day of pay.
- No contributions will be accepted if the Catastrophic Leave Bank exceeds one thousand six hundred (1,600) hours at the start of the contribution period. In the event the Catastrophic Leave Bank falls below eighty (80) hours, a special contribution period may be opened, subject to District approval. Accrued sick leave shall be donated and contributed in hours.
- A Catastrophic Leave Committee will be established to monitor the program, review requests and make recommendations to the District's Assistant Superintendent of Personnel regarding an applicant's eligibility to receive a donation of days. The Committee will be comprised of the Deputy Superintendent for Business Services and two (2) CSEA representatives. The District Personnel Services Office shall have the responsibility of maintaining records for the program.
- The Committee will exercise its authority in a neutral and equitable manner, keeping in mind that a single unit member's request should be considered in light of the needs of other unit members who may also request donations. The recommendation of the Committee shall not be subject to the grievance process.
- Eligible participants may request and be granted a withdrawal in units of no more than fifty (50) workdays per serious health condition of an eligible employee or family member as certified by the health care provider.
- Upon certification that the employee is unable to work due to his/her own serious health condition or the need and serious medical condition of an eligible family member for his/her care/assistance, any other unit member upon written notice to the Governing Board, may donate accrued sick leave credits to the requesting employee. Donations shall be a minimum of eight hours and in hour increments thereafter (Education Code 44043.5).
- The amount of days to be donated to the participant will be determined by the committee and may or may not cover the length of the request. If there are not enough days to fund a

request, the Committee has no obligation to provide sick leave days to the applicant. The District is under no obligation to provide additional sick leave days.

- To ensure that donor employees retain enough accrued sick leave to meet their own needs, donors shall not reduce their accumulated sick leave to fewer than their annual sick leave accrual (example: a 2 hour 9 month employee shall not reduce their leave below 9 days).
- All transfers of eligible leave credit shall be irrevocable. Leave shall be used in the order donated.
- The employee who is the recipient of the donated leave credits shall use donated credits within a period of 12 consecutive months.
- Catastrophic Leave Committee members shall keep confidential from other unit members the names of employees donating sick leave and the number of days donated. The unit member receiving donations will be informed of the total days available to him/her. If the unit member receives more donated leave than is required, the remaining leave will remain in the catastrophic leave bank.
- A unit member who receives paid catastrophic leave under this program shall use any sick leave credits that he/she continues to accrue on a monthly basis before receiving paid leave pursuant to this program.
- Employees who are retiring can donate any unused sick time to the catastrophic leave bank.

****Upon ratification of this agreement, the existing Memorandum of Understanding concerning Catastrophic Leave will expire.****

ARTICLE XI: EVALUATION PROCEDURE

The following procedures shall be utilized with regard to the employees covered by this Agreement.

Section 11.1: Probationary Employee Evaluation

11.1.1 Regular probationary employees shall receive at least three formal, written performance ratings, on District approved forms, during the probation period (six months or 130 working days). These ratings shall be completed as closely as possible at the end of the third, fifth and sixth month of service prior to becoming a permanent employee. If a probationary employee is granted or requires a leave of absence for 30 consecutive calendar days or more during the

probationary period, the probationary status stops during the leave and continues upon return of the employee to working status.

11.1.2 The rating forms described herein shall be completed and signed by the employee's immediate supervisor and shall be reviewed and signed by the departmental manager prior to an evaluation conference between the employee and the immediate supervisor. The formal rating form shall contain information bearing on employee performance related to the evaluation criteria established by the District. The data gathered relative to employee appraisal shall be in conformity with the evaluatee's job description as prescribed by the District.

11.1.3 The rating shall contain an appraisal of the employee's performance and, as appropriate, commendations or specific suggestions for the improvement of the evaluatee's performance.

11.1.4 The evaluatee shall receive a written copy of the performance rating forms described herein at a personal conference conducted by the evaluator, and proof of the transmission of the rating to the evaluatee shall be established by the evaluator. The evaluatee may attach a written response to the performance evaluation. Such written response by the employee shall be reviewed by the departmental manager prior to placement in the evaluatee's personnel file.

11.1.5 The evaluator's judgment and recommendations contained in the evaluation appraisals described herein shall not be subject to the Grievance Procedure contained in this Agreement.

Section 11.2: Permanent Employee Evaluations

11.2.1 Regular permanent classified employees shall receive at least one formal written performance rating on District approved forms each year. Normally, these ratings shall be completed annually. A permanent employee may be evaluated by his or her immediate supervisor at any other time if exemplary or unsatisfactory service is performed, but shall be evaluated by the immediate supervisor within a thirty (30) day period of time after the unsatisfactory service is performed.

11.2.2 The rating forms described herein shall be completed and signed by the employee's immediate supervisor and shall be reviewed and signed by the departmental manager prior to an evaluation conference between the employee and the immediate supervisor. The formal rating shall contain information bearing on employee performance related to the evaluation criteria established by the District. The data gathered relative to employee appraisal shall be in conformity with the evaluatee's job description as prescribed by the District.

11.2.3 The rating shall contain an appraisal of the employee's performance and, as appropriate, commendations or specific suggestions for the improvement of the evaluatee's performance.

11.2.4 The evaluatee shall receive a written copy of the performance rating forms described herein at a personal conference conducted by the evaluator, and proof of the transmission of the rating to the evaluatee shall be established by the evaluator. The evaluatee may attach a written response to the performance evaluation. Such written response by the employee shall be reviewed by the departmental manager prior to placement in the evaluatee's personnel file.

11.2.5 The evaluator's judgment and recommendations contained in the evaluation appraisals herein shall not be subject to the Grievance Procedure (Article VI) contained in this Agreement.

11.2.6 If any employee receives no evaluation, that employee shall be considered as meeting District standards for the current year.

Section 11.3: Review of Personnel Files

The Association has the right to review employee's personnel files and any other records dealing with an employee only when accompanied by the employee or upon presentation of a written authorization signed by the employee.

ARTICLE XII: PROFESSIONAL GROWTH

Section 12.1 Course Work Reimbursement Program

The District and the Association agree that three thousand dollars (\$3000) shall be set aside annually for Course Work Reimbursement Program purposes. The terms under which this program shall be administered are as follows:

- An employee, covered by this Agreement, may present a proposal (CWR-Form #1-Appendix A) to their supervisor to be allowed to receive a Course Work Reimbursement Program reimbursement.
- This reimbursement shall be up to eighty percent (80%) of registration and course work costs (including required books, etc.). This reimbursement shall not exceed three hundred dollars (\$300) in any one year in which this Agreement is in effect.
- The District shall give administrative consideration to the employee's request, and shall approve the request based on the needs of the District and the potential benefit to the employee participating in the Course Work Reimbursement Program.

- The employee shall present evidence of a satisfactory conclusion of their participation in the Course Work Reimbursement Program (and a completed, signed copy of CWR Form #1 - Appendix A) prior to receiving reimbursement.

Section 12.2: Conference/Workshop Attendance

The District and the Association agree that three thousand five hundred dollars (\$3500) shall be set aside annually for the purpose of employee conference or workshop attendance. The terms of this subsection are as follows:

1. An employee may submit a Conference Attendance Request form to his/her immediate supervisor.
2. If approved by the supervisor, the request shall be forwarded to the Assistant Superintendent of Business Services for approval.
3. If approved by the Assistant Superintendent of Business Services, the request shall be forwarded through the Superintendent to the Board of Trustees for approval.
4. All or part of the Conference/Workshop will be paid by the District based on availability of funds.
5. Requests will be approved based on the following criteria:
 - a. Relevance to the employee's job.
 - b. Value to the District.
 - c. Balance remaining in the fund.
 - d. Number of total requests.
 - e. Number of requests from the applicant.
6. Reimbursement for Conference/Workshop will be disbursed upon receipt of Report of Meeting or Conference (Appendix C) and Conference Reimbursement Form (Appendix D).

Section 12.3: Professional Growth Program

12.3.1 Purpose: It is the intent of this program to encourage and reward members of the Classified Staff who make a conscious effort to improve their effectiveness as an employee of the Sulphur Springs Union School District.

12.3.2 Definition: Professional Growth is a continuous and purposeful engagement in approved study, experience, or activity, for the purpose of gaining new skills and/or improving skills, directly related to the employees' job assignment or other job assignments in the district.

12.3.3 Eligibility: All permanent classified employees of the Sulphur Springs Union School District who have a current satisfactory evaluation.

12.3.4 Program Development: Professional growth, for the purposes of this program, will be the result of activities preplanned and jointly agreed upon by the employee and the District.

Supervisors are expected to counsel and assist participating employees in the development of a meaningful plan for accomplishing the employees' professional growth goals.

12.3.5 Professional Growth Choices: An employee who wishes to participate in this program may choose either class stipends, as currently described in the District's Classified Contract, or salary increments based on the completion of an approved professional growth plan.

12.3.6 Salary Incentive Program: Salary increments shall be awarded to each participating employee for the completion of each increment of their approved professional growth plan. A plan increment will consist of the accumulation of 20 points earned through the completion of any combination of the activities approved in the personal professional growth plan. All activities resulting in the accumulation of increment points will take place outside of the regular work day of the employee. No activities paid for by the District or taking place during paid work time may be used for the purposes of the salary incentive program. To assure the employees primary focus is on their current work responsibilities, employees are limited to earning a maximum of 20 points in any calendar year. Earned professional growth increment pay increases will start at the beginning of the fiscal year following the completion of the increment requirements. All courses must be completed and verification submitted to the supervisor by June 15th to qualify for an increment increase in the following fiscal year.

12.3.7 Authorized Program Activities and Related Point Schedule

Authorized activities include programs, workshops, seminars, conferences, conventions, institutes, lectures, etc., offered by colleges, adult schools or professional organizations, voluntary apprenticeships, and other special events specifically preapproved by the employee's immediate supervisor. Credit for the completion of pre-approved college, adult education or trade school courses will be given only if the course is completed with a grade of "C" or better. Auditing of pertinent college classes may be permitted but must be preapproved and the employee will be required to submit a certificate of attendance.

Points are awarded for college and trade school courses on the basis of two points per semester unit or 1 1/2 points per quarter unit.

Credit for adult school classes and all other activities will be awarded according to the following scale:

Total Hours in Activity	Points
10 - 15	1/2
16 - 20	1
21 - 30	1 1/2
31 - 40	2
41 - 50	2 1/2
51 - 60	3

For activities less than 10 hours or exceeding 60 hours, points may be awarded if a scale can be agreed upon by the employee, supervisor and Assistant Superintendent of Personnel/Pupil Services.

12.3.8 Application for Participation

Appendix E is a self-explanatory application for participation in the program. This application is to be processed before entry into the program and has the advantage of complete assurance of points or credits before the activity is begun, however, there are no restrictions to preclude employees from making a request to add or delete courses or activities from the approved plan. Whenever an activity is added or deleted, a revised application must be submitted to the supervisor for pre approval. The key to the approval of these requests is the job relationship and the supervisor's determination that the employee is committed and capable of completion.

12.3.9 Restrictions

A two (2) year interval must elapse between salary increments: excess credits can be carried from one two-year interval to another. Activities must commence and be completed while the applicant is a permanent employee of the school district. (Probationary employees are not eligible.) Credit will not be given to an employee on leave from the district to become a full-time student, as it is assumed such effort is being pursued for the purpose of qualifying for a substantial advance in position. Employees are limited to a maximum of 4 increments within any one classification.

12.3.10 Records

Employee will keep a copy of his initial request. The Supervisor will keep a copy of the initial request and his action, and provide a copy of his action to the employee and the Assistant Superintendent of Personnel/Pupil Services. A "Records Envelope" should be maintained by the employee. It is the responsibility of the employee to maintain his/her own file of verifications, report cards, transcripts or other acceptable certification of courses completed. Evidence of attendance at special events and a short summary of lectures, workshops, conferences, conventions, etc., must be presented to the Supervisor within 15 days after attendance. The form labeled Appendix F will be used for this purpose.

Upon completion of the required twenty points, a copy of the entire records envelope shall be submitted to the Principal or Supervisor for certification. If any questions arise regarding the acceptance of any credits, the file shall be forwarded to the Assistant Superintendent of Personnel/Pupil Services for action. If all records are in order, the Principal or Supervisor shall complete the "Professional Growth Increment - Classified Certificate of Completion", labeled Appendix G, and forward it to the personnel office. The certificate shall be filed permanently in the employee's personnel file. Acceptance of the completion of the program and awarding of a salary increment shall establish the date for officially entering another program interval. The salary increment shall be 3% of the employee's current salary.

12.3.11 Complaint Procedure

All aspects of this program are specifically excluded from the Grievance Procedure. If a question or conflict arises that cannot be mutually agreed upon by the employee and his or her immediate supervisor, a written request for a decision will be prepared, by the employee, and presented to the Assistant Superintendent of Personnel/Pupil Services. Within 10 working days of receipt of the written request a final and binding decision will be made by the Assistant Superintendent of Personnel/Pupil Services who will provide a written summary of that decision to both the employee and the supervisor.

12.3.12 Examples of Professional Growth Increment-Classified

Titles below are suggestions only. Applicability to specific jobs must be determined on an individual classification basis through use of the application form.

Blueprint Reading	Interpersonal Relations
Bookkeeping and Accounting	Landscaping
Building Maintenance	Office Management
Business Correspondence	Organization Skills
Business Data Processing	PBX Operation
Business Law/Math	Personal Development
Business Machines	Pest Control
Business Math	Physical Science
CPR	Principles of Accounting
Communication Techniques	Public Relations
Computer Courses	Report Writing
Dictation and Transcription	Safety in the Workplace
Disaster Preparedness	Sanitation and Safety
Drafting	Shorthand
Environmental Courses	Speed Reading and comprehension
Equipment Use and Operation	Stress Reduction
First Aid	Time Management
Foreign Language	Trade Skills
Gardening	Typing
Health Education	Vocabulary and Spelling
Horticulture	Work Simplification

Note: The courses listed have been found in the catalogs of colleges, and adult and trade schools and are merely a guide to the types of courses offered which would be considered acceptable for the program.

ARTICLE XIII: PAYROLL DEDUCTIONS

The District and Association agree that the District shall deduct from the pay of Association members and pay to the Association the normal and regular monthly Association membership dues as voluntarily authorized in writing by the employee. The District shall not be obligated to implement any new Association monthly dues deduction until the pay period commencing fifteen (15) days or more after such submission.

It is the mutual intention of the parties that the provisions of this Article protect the rights of individual employees. CSEA has the exclusive right to have employee organization membership dues deducted by the District for employees who have elected to join the bargaining unit. The Human Resource office shall refer all employee questions about CSEA membership to the CSEA President or CSEA Labor Relations Representative.

The District shall refer all employee requests to revoke membership to the CSEA President and CSEA Labor Relations Representative and shall obtain the union's written confirmation before processing any revocation requests.

The employer shall not be obligated to put into effect any new or changed deductions until the pay period commencing thirty (30) days or more after such submission. There shall be no charge by the employer to CSEA for regular membership dues deductions. The District shall deduct, in accordance with the CSEA dues schedule from the wages of all employees who are members of the bargaining unit.

The District shall, without charge, pay to CSEA, within fifteen (15) days of the deduction, all sums so deducted. Along with each monthly payment to CSEA, the District shall, without charge, furnish the Association with an alphabetical list of all employees in the bargaining unit identifying them by name, the last four digits of their social security number, months per year in paid status, and annual salary.

CSEA agrees to indemnify and hold harmless the District against any and all liabilities, claims, or actions which may be brought against the District or its governing Board, individually or collectively, its officers, employees, and agents, including but not limited to reimbursement for all costs, expenses, fees, settlements, and judgments, and to provide an effective defense on behalf of the District at the direction and expense of CSEA against any and all lawsuits, grievance arbitrations, unfair labor practice charges or other legal proceedings arising out of and in connection with this Article.

ARTICLE XIV: DECLARED EMERGENCY

In the event it is necessary to close one or more of the District's schools due to a Declared Emergency, the Superintendent or his/her designee may elect one of the following provisions regarding work schedules of classified employees.

1. When it is necessary for the District to close schools due to a Declared Emergency, prior to the beginning of a school day, and teachers are not paid for the day, classified staff shall not work and shall not be paid, unless the State grants a Pupil Attendance Waiver for the day. The workday shall be rescheduled if no waiver is granted. An employee may be paid for a Declared Emergency Day by using a vacation or personal business day.

2. When it is determined that the District will be closed due to a Declared Emergency, classified employees will be notified of changes in regular schedules via radio stations, i.e., KHTS, KFI, KMPC or Channel 6 TV station or by a phone call from their supervisor.

3. When single sites are closed by Declared Emergencies not affecting the entire District, affected classified employees may be temporarily reassigned to perform their duties at other sites.

4. It is understood that during a Declared Emergency, some classified employees may be requested to remain on duty. Any classified employee asked to work during a period of term when all classified employees have been excused from work shall be compensated at the rate of double pay.

5. Authorization for a classified employee to remain on duty during a Declared Emergency must be received from the Superintendent, Assistant Superintendent of Business Services or their immediate supervisor.

ARTICLE XV: CHAPTER SUPPORT

Section 15.1: Paid Attendance at State Conferences

The District will allow the Association each year a total of five (5) days of released time with pay, for no more than five (5) Chapter Delegates, for the purpose of attending the annual CSEA State Conference.

Section 15.2: Distribution of Contract

Within thirty (30) days of mutual ratification of this Agreement, the District shall provide the Association with a copy of this Agreement for each classified employee, and post it on the District website. Any employee who is hired after the distribution of copies to the Association shall receive a copy of this Agreement when given other District materials.

Section 15.3: Union Duties

CSEA President, or designee, shall be provided with 50 hours of release time annually in support of Union duties.

Section 15.4: Union Orientation

The District shall provide CSEA a list of all newly hired employees on a monthly basis.

15.4.1 If the District conducts a formal group orientation session for newly hired employees, CSEA shall have the right to conduct a CSEA session at the end of the District's orientation.

15.4.2 If the state or a local public health agency issues an order limiting the size of gatherings, CSEA may schedule multiple meetings to ensure that newly hired employees will have the opportunity to attend without exceeding the maximum allowable number of people. If such an order prohibits all gatherings, the CSEA may schedule a meeting or meetings once the order is lifted or modified to permit gatherings. Alternative access pursuant to these provisions shall be determined through mutual agreement between the District and CSEA.

15.4.3 If the District has not conducted an in-person new employee orientation within 30 days of a newly hired employee's start date, and the new employee is working in person, CSEA shall be entitled to schedule an in-person meeting at the worksite during employment hours, during which newly hired employees shall have the opportunity to attend and shall be relieved of other duties for the purpose of attending the meeting. During this meeting, CSEA (the Chapter President, or designee) shall be permitted to communicate directly with newly hired employees for up to 30 minutes on paid time, or up to one (1) hour if there are three (3) or more new employees being oriented simultaneously. The District shall provide appropriate on-site meeting space within ten (10) days of receiving a request from CSEA.

ARTICLE XVI: CONCERTED ACTIVITIES

It is agreed and understood that there will be no strike, work stoppage, slow-down, picketing or refusal or failure to fully and faithfully perform job functions and responsibilities, or other interference with the operations of the District by the Association or by its officers, agents or members during the terms of this Agreement, including compliance with the request of other labor organizations to engage in such activity.

The Association recognizes the duty and obligation of its representatives to comply with the provisions of this Agreement and to make every effort toward inducing all employees to do so. In the event of a strike, work stoppage, slow-down or other interference with the operations of the District by employees who are represented by the Association, the Association agrees in good faith to take all necessary steps to cause employees to cease such action.

It is agreed and understood that any employee violating this Article may be subject to discipline up to and including termination by the District.

It is understood that in the event this Article is violated, the District shall be entitled to withdraw any rights, privileges or services provided for in this Agreement or in District policy from the violating employee.

The District and the Association further agree that there shall be no lock out of employees in the bargaining unit during the terms of this Agreement.

ARTICLE XVII: SUPPORT OF AGREEMENT

The District and the Association agree that it is in their mutual benefit to encourage the resolution of differences through the meet and negotiation process. Therefore, it is agreed that the Association and the District will support the terms of this Agreement. CSEA shall receive, upon request and without cost, reasonable copies of any and all materials to any article contained with the current contract.

ARTICLE XVIII: CONCLUSION OF MEET AND NEGOTIATION

During the term of this Agreement, the parties expressly waive and relinquish the right to meet and negotiate and agree that the parties shall not be obligated to meet and negotiate with respect to any subject or matter whether referred to, or covered in this Agreement, or not, even though each subject or matter may not have been within the knowledge or contemplation of either or both the District or the Association at the time they met and negotiated on and executed this Agreement, and even though such subject matter was proposed and later withdrawn.

ARTICLE XIX: SAVINGS PROVISION

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

ARTICLE XX: TRANSPORTATION

20.1.1: During the regular school year, drivers will be guaranteed a fixed route of at least 6 hours per day. At the conclusion of the school year, all drivers will revert to their guaranteed 6 hours prior to the bid process for the next school year.

20.1.2: Regular daily bus routes shall be bid by regular drivers on an annual basis by order of seniority based on the date of hire, according to the Board Approved Action Report. When two or more drivers share the same date of hire, according to the BAAR, the bidding order, as between tied drivers, will be determined by lot. The driver with the greatest seniority shall select his or her route first. Bidding shall proceed in descending order until completed. A “route” is a daily period of work with starting and ending times.

20.1.3: When a regular daily route becomes vacant during the school year that route shall be offered for bidding by seniority.

20.1.4: Drivers who bid on, and are awarded a route that is more than their guaranteed hours shall, at the conclusion of the school year, revert to their guaranteed 6 hours. This shall not be considered a reduction in hours or a layoff, nor shall the reversion require board action nor statutory notice of layoff.

20.1.5: Special education drivers shall work the SELPA calendar. This shall not cause a reduction in the total number of paid holidays provided by this contract. However, the days holidays are observed may differ from this contract or the District calendar.


ARTICLE XXI: TERM

This agreement shall remain in full force and effect up between CSEA Chapter 298 and the Sulphur Springs Union School District with a term of July 1, 2023 through June 30, 2026. Thereafter shall continue in effect until a succeeding agreement is reached. Each party to this contract will have four reopeners of their choosing not to include a calendar, which will be agreed upon as a separate item. If a new agreement is to be negotiated, the party desiring to renegotiate the agreement shall notify the other party, in writing no later than June 1 of its request to modify or amend the agreement for the following year.

The Parties agree that Articles and Sections will be renumbered as necessary in order to be sequential.

Date Signed: December 14, 2023

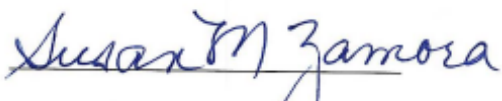


Felicia McLaughlin
CSEA President


Dr. Jay Greenlinger
Assistant Superintendent
Personnel/Pupil Services

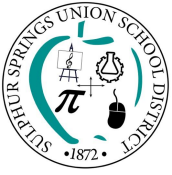
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Chris Fujioka
Labor Relations Representative







Appendix A

Course Work Reimbursement Program

Request for Course Work Reimbursement Program must be approved prior to beginning of the program.

Name (please print)

School or Department

Name of Course: _____

Where course is being held: _____

Beginning Date _____ Ending Date _____

Total Units _____ Cost _____

State briefly how this course will help you in your classification and how it will benefit the district.

Approvals:

Principal/Supervisor Signature

Date

Assistant Superintendent of
Personnel/Pupil Services

Date

Final approval upon completion of course and official grade card of C or better or certificate (attached) presented to the Business Manager.

Assistant Superintendent of
Personnel/Pupil Services

Date

CWR-Form #1

Appendix B



Sulphur Springs Union School District Request to Attend a Conference



Name: _____ Site: _____

Name of Conference: _____

Location: _____ Date(s): _____

ESTIMATED EXPENSES		DAY 1	DAY 2	DAY 3	DAY 4	DAY 5
	ALLOWED	DATE:	DATE:	DATE:	DATE:	DATE:
REGISTRATION						
LODGING						
MILEAGE						
BREAKFAST						
LUNCH						
DINNER						
PARKING						
OTHER						
DAILY SUBTOTALS						

*Mileage rate subject to change due to IRS ruling. Mileage should be calculated from your work site.

GRAND TOTAL ESTIMATED EXPENSES: _____

I have registered and paid for this conference. Please select:

I have registered but not paid for this conference. Please select:

For how many days will you need a substitute? _____

Budget Code:

· - · - - - -

FUND

RESOURCE PROJECT YR

GOAL

FUNCTION

OBJECT

SITE

Signature of Applicant

Signature of Supervisor

Signature of Educational Services - Approval

Signature of Superintendent - Initial Approval

Name of Program: _____

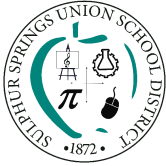
-----District Office Only-----

Signature of Superintendent

Board Approval Date

Directions:

1. Complete form and attach a description of the conference.
2. Submit to your supervisor for approval no less than 30 days prior to the conference. Submissions with less than 30 day notice require Superintendent's approval.
3. Your supervisor will send this form to the Superintendent's Office. Purchase requisitions for registration, lodging and travel, if applicable, must be initiated at this time.
4. Upon approval by the Board, a copy will be returned to you.
5. If you use your own vehicle, submit an estimate of the mileage cost under transportation rate (current rate of _____ /mile).



SULPHUR SPRINGS UNION SCHOOL DISTRICT REPORT OF MEETING OR CONFERENCE

District personnel who attend a meeting or conference at District expense or on school time should complete this form and send it to their supervisor within one week following the meeting or conference. This report will then be sent to the Superintendent for distribution to the Board.

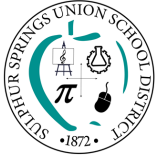
1. Name of attendee (print): _____
2. Name of Conference: _____
3. Purpose of Conference: _____
4. Date(s) and place of meeting: _____
5. Highlights of the meeting including specific reason for the meeting, topics considered, and any conclusions or recommendations reached or ideas gained (attach additional pages as necessary):

Date: _____ Attendee: _____

Date: _____ Supervisor: _____

Date: _____ Superintendent: _____

Appendix D



SULPHUR SPRINGS UNION SCHOOL DISTRICT CONFERENCE REIMBURSEMENT FORM

Name		School/Dept		Conference Dates		
Conference				Location		
<p>Itemize your OUT-OF-POCKET expenses in the chart below. Original itemized (must list items purchased and price of each) receipts are required for meals, registration, hotel and airfare. Do not include expenses which were prepaid by the District. Please note: Reimbursements are not permitted for "tips or gratuities, alcohol, entertainment, laundry, or personal travel expenses." (See Board Policy #3350)</p>						
EXPENSE CATEGORY	ALLOWED	DAY 1 DATE:	DAY 2 DATE:	DAY 3 DATE:	DAY 4 DATE:	DAY 5 DATE:
REGISTRATION						
LODGING						
BREAKFAST						
LUNCH						
DINNER						
AIRFARE						
MILEAGE						
PARKING						
TAXI						
OTHER						
OTHER						
DAILY SUBTOTALS						

*Include a copy of Google Map or Mapquest mileage for your destination. Mileage rate subject to change due to IRS ruling. Mileage should be calculated from your work site.

COMPLETED FORM MUST BE TURNED IN WITHIN 30 DAYS OF CONFERENCE TO BE ELIGIBLE FOR REIMBURSEMENT.

Total Out -Of -Pocket Expense

\$

Claimant Signature

Date

Supervisor

Date

Budget Account:

Fund-Resource-Goal-Function-Object-Location

Board Approval Date	Board Approved Cost	Actual Cost

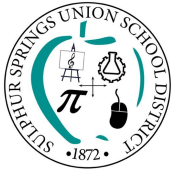
Business Services Use Only

Review

Initials

Date

REVISED 6/16/22-BUSINESS SERVICES



Appendix E

Application for Classified Professional Growth Increment Program

☐ Original

☐ Revision

Name (please print)

School or Department

Date

Classification _____ Date of Hire _____

- I. **Program Goal** - State briefly the specific goal of your program. Be sure you include an estimated timeline and emphasize how the combination of these activities will help you do a better job in your current assignment. Your plan must include a minimum of 20 points worth of activities. This plan may be revised at any time if approved by your supervisor.

- II. **Proposed Program** - List proposed activities and expected credits.

Activity	Credits	Activity	Credits
1. _____	_____	5. _____	_____
2. _____	_____	6. _____	_____
3. _____	_____	7. _____	_____
4. _____	_____	8. _____	_____

- III. **Activity Justification** - For the activities listed above, explain what you expect to gain from their completion and how they relate to your current assignment.

- IV. **Supervisor Comments:**

☐ Approved ☐ Not Approved*

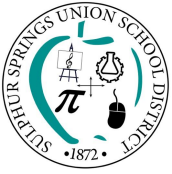
Employee Signature

Date

Supervisor Signature

Date

* A plan not approved may be submitted to the Assistant Superintendent of Personnel/Pupil Services for review and a final decision.



Appendix F

Classified Professional Growth Increment Program Courses Verification

Name (please print)

School or Department

Date

I. **Activity and conducting college or agency**

II. Beginning Date _____ Ending Date _____

III. **Activity Description** - Give a brief description of the content of the activity and what you gained from it.

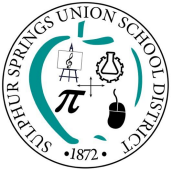
IV. **Points** - Identify how credit was achieved. Be specific; semester units, quarter units, hours, etc. You must attach acceptable proof of satisfactory completion of college or trade schoolwork and total hours of attendance for all others.

Employee Signature _____ Date _____

Points _____

Supervisor Signature _____ Date _____

Points Verified ☐



Appendix G

Classified Professional Growth Increment Program

Certificate of Completion

has presented evidence of having completed the following courses or activities
totaling at least twenty points of acceptable credits
toward completion of a Professional Growth Program.

I hereby certify that _____ is now eligible for the appropriate
advancement on the salary schedule, effective _____.

Supervisor Signature _____ Date _____

☐ Approved

Current Salary Placement _____

Adjusted Salary Placement _____

Assistant Superintendent of Personnel/Pupil Services

Date

Appendix H

Sulphur Springs Union School District- Appendix-H (Monthly)
2023-24 Classified Salary Schedule SCH 025/C
Effective Date: 07/01/23
Board Approval Date:01/17/24

* MONTHLY RATE IS BASED ON A 12 MONTH, 8 HOUR PER DAY EMPLOYEE

Base Pay

Range	Step I	Step II	Step III	Step IV	Step V	Step VI
003	\$2,962	\$3,110	\$3,265	\$3,428	\$3,601	\$3,779
	\$3,031	\$3,184	\$3,342	\$3,510	\$3,685	\$3,869
012;092	\$3,103	\$3,258	\$3,421	\$3,592	\$3,771	\$3,960
006;009;021;024	\$3,177	\$3,335	\$3,501	\$3,676	\$3,859	\$4,053
	\$3,251	\$3,413	\$3,583	\$3,762	\$3,951	\$4,149
027;028;030;091	\$3,326	\$3,492	\$3,667	\$3,851	\$4,044	\$4,246
033;036	\$3,404	\$3,574	\$3,754	\$3,942	\$4,139	\$4,346
042	\$3,484	\$3,660	\$3,842	\$4,035	\$4,236	\$4,448
044	\$3,567	\$3,746	\$3,934	\$4,129	\$4,335	\$4,553
048	\$3,651	\$3,833	\$4,024	\$4,226	\$4,436	\$4,660
054;057	\$3,737	\$3,922	\$4,119	\$4,326	\$4,542	\$4,769
060	\$3,824	\$4,015	\$4,217	\$4,428	\$4,649	\$4,881
039;066	\$3,913	\$4,110	\$4,315	\$4,531	\$4,758	\$4,996
090	\$4,007	\$4,207	\$4,417	\$4,638	\$4,869	\$5,113
063	\$4,100	\$4,304	\$4,521	\$4,747	\$4,983	\$5,232
069	\$4,197	\$4,406	\$4,626	\$4,857	\$5,101	\$5,356
064;071	\$4,295	\$4,509	\$4,735	\$4,972	\$5,220	\$5,481
	\$4,395	\$4,615	\$4,847	\$5,088	\$5,344	\$5,611
072	\$4,499	\$4,724	\$4,959	\$5,208	\$5,468	\$5,741
075	\$4,604	\$4,835	\$5,078	\$5,331	\$5,597	\$5,877
	\$4,713	\$4,949	\$5,197	\$5,456	\$5,729	\$6,015
078	\$4,823	\$5,065	\$5,319	\$5,585	\$5,863	\$6,157
	\$4,938	\$5,185	\$5,444	\$5,714	\$6,002	\$6,303
	\$5,054	\$5,306	\$5,572	\$5,850	\$6,143	\$6,451
081	\$5,172	\$5,431	\$5,702	\$5,988	\$6,286	\$6,600
	\$5,293	\$5,558	\$5,836	\$6,127	\$6,434	\$6,756

LG1 = 10 YRS

98.03

Range	Step I	Step II	Step III	Step IV	Step V	Step VI
103	\$3,060	\$3,208	\$3,363	\$3,526	\$3,699	\$3,877
	\$3,129	\$3,282	\$3,440	\$3,608	\$3,783	\$3,967
112;192	\$3,201	\$3,356	\$3,519	\$3,690	\$3,869	\$4,058
106;109;121;124	\$3,275	\$3,433	\$3,599	\$3,774	\$3,957	\$4,151
	\$3,349	\$3,511	\$3,681	\$3,860	\$4,049	\$4,247
127;128;130;191	\$3,424	\$3,590	\$3,765	\$3,949	\$4,142	\$4,344
133;136	\$3,502	\$3,672	\$3,852	\$4,040	\$4,237	\$4,444
142	\$3,582	\$3,758	\$3,940	\$4,133	\$4,334	\$4,546
144	\$3,665	\$3,844	\$4,032	\$4,227	\$4,433	\$4,651
148	\$3,749	\$3,931	\$4,122	\$4,324	\$4,534	\$4,758
154;157	\$3,835	\$4,020	\$4,217	\$4,424	\$4,640	\$4,867
160	\$3,922	\$4,113	\$4,315	\$4,526	\$4,747	\$4,979
139;166	\$4,011	\$4,208	\$4,413	\$4,629	\$4,856	\$5,094
190	\$4,105	\$4,305	\$4,515	\$4,736	\$4,967	\$5,211
163	\$4,198	\$4,402	\$4,619	\$4,845	\$5,081	\$5,330
169	\$4,295	\$4,504	\$4,724	\$4,955	\$5,199	\$5,454
164;171	\$4,393	\$4,607	\$4,833	\$5,070	\$5,318	\$5,579
	\$4,493	\$4,713	\$4,945	\$5,186	\$5,442	\$5,709
172	\$4,597	\$4,822	\$5,057	\$5,306	\$5,566	\$5,839
175	\$4,702	\$4,933	\$5,176	\$5,429	\$5,695	\$5,975
	\$4,811	\$5,047	\$5,295	\$5,554	\$5,827	\$6,113
178	\$4,921	\$5,163	\$5,417	\$5,683	\$5,961	\$6,255
	\$5,036	\$5,283	\$5,542	\$5,812	\$6,100	\$6,401
	\$5,152	\$5,404	\$5,670	\$5,948	\$6,241	\$6,549
181	\$5,270	\$5,529	\$5,800	\$6,086	\$6,384	\$6,698
	\$5,391	\$5,656	\$5,934	\$6,225	\$6,532	\$6,854

Range	Position
021	(School) Office Assistant
057	Accounting Specialist
028	Behavioral Intervention Asst
039	Bus Driver
064	Bus Driver/Trainer
072	Certified Ed Interpreter
081	Certified OT Assistant
003	Community Liaison
003	Computer Lab Specialist
012	Curriculum Specialist
030	Custodian
036	Groundskeeper
033	Health Care Assistant
021	IMC Technician
024	Inst. Assist - Sp. Ed. - DHH I
009	Inst. Assist - Sp. Ed. - Severe
006	Inst. Assist - Sp.Ed.
009	Inst. Asst. - Special Circumstances
012	Instr Assist-Bilingual
012	Instr Assist-ESL
003	Instructional Assistant
092	Instructional Assistant (State Preschool)
069	Interpreter/Translator
048	Irrigation Specialist
054	Irrigation Technician
063	Lead Bus Driver
021	Lead Curriculum Specialist
044	Lead Groundskeeper
003	Library Assistant
021	Library Resource Technician
072	Licensed Vocational Nurse
078	Maint&Ops Coordinator
060	Maintenance Worker
069	Mechanic Shop Operator
075	Media and Technology Technician
069	Multiskilled Maint Worker
003	Noon Supervisor
027	Office Specialist
066	Purchasing Technician
003	Reading Assistant
021	Receptionist
048	School Office Manager
027	School Office Specialist
003	Science Lab Assistant
048	Secretary
042	Senior Custodian
090	Site Supervisor (State Preschool)
081	Speech Language Path Assist
071	Student Info. Data Specialist
091	Teacher (am or pm) (State Preschool)
075	Tech Support Technician I
054	Technical Support Technician
027	Technology Specialist
039	Transportation Office Specialist
036	Utility Worker
066	Warehouse Operator

"Unit members who perform short term and substitute assignments in a lower paid classification shall be compensated at the highest hourly rate of the classified staff member's permanent (probationary or permanent status) job classification.

LG2 = 15 YRS

198.63

Range	Step I	Step II	Step III	Step IV	Step V	Step VI
203	\$3,161	\$3,309	\$3,464	\$3,627	\$3,800	\$3,978
	\$3,230	\$3,383	\$3,541	\$3,709	\$3,884	\$4,068
212;292	\$3,302	\$3,457	\$3,620	\$3,791	\$3,970	\$4,159
206;209;221;224	\$3,376	\$3,534	\$3,700	\$3,875	\$4,058	\$4,252
	\$3,450	\$3,612	\$3,782	\$3,961	\$4,150	\$4,348
227;228;230;291	\$3,525	\$3,691	\$3,866	\$4,050	\$4,243	\$4,445
233;236	\$3,603	\$3,773	\$3,953	\$4,141	\$4,338	\$4,545
242	\$3,683	\$3,859	\$4,041	\$4,234	\$4,435	\$4,647
244	\$3,766	\$3,945	\$4,133	\$4,328	\$4,534	\$4,752
248	\$3,850	\$4,032	\$4,223	\$4,425	\$4,635	\$4,859
254;257	\$3,936	\$4,121	\$4,318	\$4,525	\$4,741	\$4,968
260	\$4,023	\$4,214	\$4,416	\$4,627	\$4,848	\$5,080
239;266	\$4,112	\$4,309	\$4,514	\$4,730	\$4,957	\$5,195
290	\$4,206	\$4,406	\$4,616	\$4,837	\$5,068	\$5,312
263	\$4,299	\$4,503	\$4,720	\$4,946	\$5,182	\$5,431
269	\$4,396	\$4,605	\$4,825	\$5,056	\$5,300	\$5,555
264;271	\$4,494	\$4,708	\$4,934	\$5,171	\$5,419	\$5,680
	\$4,594	\$4,814	\$5,046	\$5,287	\$5,543	\$5,810
272	\$4,698	\$4,923	\$5,158	\$5,407	\$5,667	\$5,940
275	\$4,803	\$5,034	\$5,277	\$5,530	\$5,796	\$6,076
	\$4,912	\$5,148	\$5,396	\$5,655	\$5,928	\$6,214
278	\$5,022	\$5,264	\$5,518	\$5,784	\$6,062	\$6,356
	\$5,137	\$5,384	\$5,643	\$5,913	\$6,201	\$6,502
	\$5,253	\$5,505	\$5,771	\$6,049	\$6,342	\$6,650
281	\$5,371	\$5,630	\$5,901	\$6,187	\$6,485	\$6,799
	\$5,492	\$5,757	\$6,035	\$6,326	\$6,633	\$6,955

LG3 = 20 YRS

301.83

Range	Step I	Step II	Step III	Step IV	Step V	Step VI
303	\$3,264	\$3,412	\$3,567	\$3,730	\$3,903	\$4,081
	\$3,333	\$3,486	\$3,644	\$3,812	\$3,987	\$4,171
312;392	\$3,405	\$3,560	\$3,723	\$3,894	\$4,073	\$4,262
306;309;321;324	\$3,479	\$3,637	\$3,803	\$3,978	\$4,161	\$4,355
	\$3,553	\$3,715	\$3,885	\$4,064	\$4,253	\$4,451
327;328;330;391	\$3,628	\$3,794	\$3,969	\$4,153	\$4,346	\$4,548
333;336	\$3,706	\$3,876	\$4,056	\$4,244	\$4,441	\$4,648
342	\$3,786	\$3,962	\$4,144	\$4,337	\$4,538	\$4,750
344	\$3,869	\$4,048	\$4,236	\$4,431	\$4,637	\$4,855
348	\$3,953	\$4,135	\$4,326	\$4,528	\$4,738	\$4,962
354;357	\$4,039	\$4,224	\$4,421	\$4,628	\$4,844	\$5,071
360	\$4,126	\$4,317	\$4,519	\$4,730	\$4,951	\$5,183
339;366	\$4,215	\$4,412	\$4,617	\$4,833	\$5,060	\$5,298
390	\$4,309	\$4,509	\$4,719	\$4,940	\$5,171	\$5,415
363	\$4,402	\$4,606	\$4,823	\$5,049	\$5,285	\$5,534
369	\$4,499	\$4,708	\$4,928	\$5,159	\$5,403	\$5,658
364;371	\$4,597	\$4,811	\$5,037	\$5,274	\$5,522	\$5,783
	\$4,697	\$4,917	\$5,149	\$5,390	\$5,646	\$5,913
372	\$4,801	\$5,026	\$5,261	\$5,510	\$5,770	\$6,043
375	\$4,906	\$5,137	\$5,380	\$5,633	\$5,899	\$6,179
	\$5,015	\$5,251	\$5,499	\$5,758	\$6,031	\$6,317
378	\$5,125	\$5,367	\$5,621	\$5,887	\$6,165	\$6,459
	\$5,240	\$5,487	\$5,746	\$6,016	\$6,304	\$6,605
	\$5,356	\$5,608	\$5,874	\$6,152	\$6,445	\$6,753
381	\$5,474	\$5,733	\$6,004	\$6,290	\$6,588	\$6,902
	\$5,595	\$5,860	\$6,138	\$6,429	\$6,736	\$7,058

Range	Position
021	(School) Office Assistant
057	Accounting Specialist
028	Behavioral Intervention Asst
039	Bus Driver
064	Bus Driver/Trainer
072	Certified Ed Interpreter
081	Certified OT Assistant
003	Community Liaison
003	Computer Lab Specialist
012	Curriculum Specialist
030	Custodian
036	Groundskeeper
033	Health Care Assistant
021	IMC Technician
024	Inst. Assist - Sp. Ed. - DHH I
009	Inst. Assist - Sp. Ed. - Severe
006	Inst. Assist - Sp.Ed.
009	Inst. Asst. - Special Circumstances
012	Instr Assist-Bilingual
012	Instr Assist-ESL
003	Instructional Assistant
092	Instructional Assistant (State Preschool)
069	Interpreter/Translator
048	Irrigation Specialist
054	Irrigation Technician
063	Lead Bus Driver
021	Lead Curriculum Specialist
044	Lead Groundskeeper
003	Library Assistant
021	Library Resource Technician
072	Licensed Vocational Nurse
078	Maint&Ops Coordinator
060	Maintenance Worker
069	Mechanic Shop Operator
075	Media and Technology Technician
069	Multiskilled Maint Worker
003	Noon Supervisor
027	Office Specialist
066	Purchasing Technician
003	Reading Assistant
021	Receptionist
048	School Office Manager
027	School Office Specialist
003	Science Lab Assistant
048	Secretary
042	Senior Custodian
090	Site Supervisor (State Preschool)
081	Speech Language Path Assist
071	Student Info. Data Specialist
091	Teacher (am or pm) (State Preschool)
075	Tech Support Technician I
054	Technical Support Technician
027	Technology Specialist
039	Transportation Office Specialist
036	Utility Worker
066	Warehouse Operator

LG4= 25 YRS

407.58

Range	Step I	Step II	Step III	Step IV	Step V	Step VI
403	\$3,370	\$3,518	\$3,673	\$3,836	\$4,009	\$4,187
	\$3,439	\$3,592	\$3,750	\$3,918	\$4,093	\$4,277
412;492	\$3,511	\$3,666	\$3,829	\$4,000	\$4,179	\$4,368
406;409;421;424	\$3,585	\$3,743	\$3,909	\$4,084	\$4,267	\$4,461
	\$3,659	\$3,821	\$3,991	\$4,170	\$4,359	\$4,557
427;428;430;491	\$3,734	\$3,900	\$4,075	\$4,259	\$4,452	\$4,654
433;436	\$3,812	\$3,982	\$4,162	\$4,350	\$4,547	\$4,754
442	\$3,892	\$4,068	\$4,250	\$4,443	\$4,644	\$4,856
444	\$3,975	\$4,154	\$4,342	\$4,537	\$4,743	\$4,961
448	\$4,059	\$4,241	\$4,432	\$4,634	\$4,844	\$5,068
454;457	\$4,145	\$4,330	\$4,527	\$4,734	\$4,950	\$5,177
460	\$4,232	\$4,423	\$4,625	\$4,836	\$5,057	\$5,289
439;466	\$4,321	\$4,518	\$4,723	\$4,939	\$5,166	\$5,404
490	\$4,415	\$4,615	\$4,825	\$5,046	\$5,277	\$5,521
463	\$4,508	\$4,712	\$4,929	\$5,155	\$5,391	\$5,640
469	\$4,605	\$4,814	\$5,034	\$5,265	\$5,509	\$5,764
464;471	\$4,703	\$4,917	\$5,143	\$5,380	\$5,628	\$5,889
	\$4,803	\$5,023	\$5,255	\$5,496	\$5,752	\$6,019
472	\$4,907	\$5,132	\$5,367	\$5,616	\$5,876	\$6,149
475	\$5,012	\$5,243	\$5,486	\$5,739	\$6,005	\$6,285
	\$5,121	\$5,357	\$5,605	\$5,864	\$6,137	\$6,423
478	\$5,231	\$5,473	\$5,727	\$5,993	\$6,271	\$6,565
	\$5,346	\$5,593	\$5,852	\$6,122	\$6,410	\$6,711
	\$5,462	\$5,714	\$5,980	\$6,258	\$6,551	\$6,859
481	\$5,580	\$5,839	\$6,110	\$6,396	\$6,694	\$7,008
	\$5,701	\$5,966	\$6,244	\$6,535	\$6,842	\$7,164

LG5= 30 YRS

515.93

Range	Step I	Step II	Step III	Step IV	Step V	Step VI
503	\$3,478	\$3,626	\$3,781	\$3,944	\$4,117	\$4,295
	\$3,547	\$3,700	\$3,858	\$4,026	\$4,201	\$4,385
512;592	\$3,619	\$3,774	\$3,937	\$4,108	\$4,287	\$4,476
506;509;521;524	\$3,693	\$3,851	\$4,017	\$4,192	\$4,375	\$4,569
	\$3,767	\$3,929	\$4,099	\$4,278	\$4,467	\$4,665
527;528;530;591	\$3,842	\$4,008	\$4,183	\$4,367	\$4,560	\$4,762
533;536	\$3,920	\$4,090	\$4,270	\$4,458	\$4,655	\$4,862
542	\$4,000	\$4,176	\$4,358	\$4,551	\$4,752	\$4,964
544	\$4,083	\$4,262	\$4,450	\$4,645	\$4,851	\$5,069
548	\$4,167	\$4,349	\$4,540	\$4,742	\$4,952	\$5,176
554;557	\$4,253	\$4,438	\$4,635	\$4,842	\$5,058	\$5,285
560	\$4,340	\$4,531	\$4,733	\$4,944	\$5,165	\$5,397
539;566	\$4,429	\$4,626	\$4,831	\$5,047	\$5,274	\$5,512
590	\$4,523	\$4,723	\$4,933	\$5,154	\$5,385	\$5,629
563	\$4,616	\$4,820	\$5,037	\$5,263	\$5,499	\$5,748
569	\$4,713	\$4,922	\$5,142	\$5,373	\$5,617	\$5,872
564;571	\$4,811	\$5,025	\$5,251	\$5,488	\$5,736	\$5,997
	\$4,911	\$5,131	\$5,363	\$5,604	\$5,860	\$6,127
572	\$5,015	\$5,240	\$5,475	\$5,724	\$5,984	\$6,257
575	\$5,120	\$5,351	\$5,594	\$5,847	\$6,113	\$6,393
	\$5,229	\$5,465	\$5,713	\$5,972	\$6,245	\$6,531
578	\$5,339	\$5,581	\$5,835	\$6,101	\$6,379	\$6,673
	\$5,454	\$5,701	\$5,960	\$6,230	\$6,518	\$6,819
	\$5,570	\$5,822	\$6,088	\$6,366	\$6,659	\$6,967
581	\$5,688	\$5,947	\$6,218	\$6,504	\$6,802	\$7,116
	\$5,809	\$6,074	\$6,352	\$6,643	\$6,950	\$7,272

Range	Position
021	(School) Office Assistant
057	Accounting Specialist
028	Behavioral Intervention Asst
039	Bus Driver
064	Bus Driver/Trainer
072	Certified Ed Interpreter
081	Certified OT Assistant
003	Community Liaison
003	Computer Lab Specialist
012	Curriculum Specialist
030	Custodian
036	Groundskeeper
033	Health Care Assistant
021	IMC Technician
024	Inst. Assist - Sp. Ed. - DHH I
009	Inst. Assist - Sp. Ed. - Severe
006	Inst. Assist - Sp.Ed.
009	Inst. Asst. - Special Circumstances
012	Instr Assist-Bilingual
012	Instr Assist-ESL
003	Instructional Assistant
092	Instructional Assistant (State Preschool)
069	Interpreter/Translator
048	Irrigation Specialist
054	Irrigation Technician
063	Lead Bus Driver
021	Lead Curriculum Specialist
044	Lead Groundskeeper
003	Library Assistant
021	Library Resource Technician
072	Licensed Vocational Nurse
078	Maint&Ops Coordinator
060	Maintenance Worker
069	Mechanic Shop Operator
075	Media and Technology Technician
069	Multiskilled Maint Worker
003	Noon Supervisor
027	Office Specialist
066	Purchasing Technician
003	Reading Assistant
021	Receptionist
048	School Office Manager
027	School Office Specialist
003	Science Lab Assistant
048	Secretary
042	Senior Custodian
090	Site Supervisor (State Preschool)
081	Speech Language Path Assist
071	Student Info. Data Specialist
091	Teacher (am or pm) (State Preschool)
075	Tech Support Technician I
054	Technical Support Technician
027	Technology Specialist
039	Transportation Office Specialist
036	Utility Worker
066	Warehouse Operator

LG6= 35 YRS

626.86

Range	Step I	Step II	Step III	Step IV	Step V	Step VI
903	\$3,589	\$3,737	\$3,892	\$4,055	\$4,228	\$4,406
	\$3,658	\$3,811	\$3,969	\$4,137	\$4,312	\$4,496
912;992	\$3,730	\$3,885	\$4,048	\$4,219	\$4,398	\$4,587
906;909;921;924	\$3,804	\$3,962	\$4,128	\$4,303	\$4,486	\$4,680
	\$3,878	\$4,040	\$4,210	\$4,389	\$4,578	\$4,776
927;928;930;991	\$3,953	\$4,119	\$4,294	\$4,478	\$4,671	\$4,873
933;936	\$4,031	\$4,201	\$4,381	\$4,569	\$4,766	\$4,973
942	\$4,111	\$4,287	\$4,469	\$4,662	\$4,863	\$5,075
944	\$4,194	\$4,373	\$4,561	\$4,756	\$4,962	\$5,180
948	\$4,278	\$4,460	\$4,651	\$4,853	\$5,063	\$5,287
954;957	\$4,364	\$4,549	\$4,746	\$4,953	\$5,169	\$5,396
960	\$4,451	\$4,642	\$4,844	\$5,055	\$5,276	\$5,508
939;966	\$4,540	\$4,737	\$4,942	\$5,158	\$5,385	\$5,623
990	\$4,634	\$4,834	\$5,044	\$5,265	\$5,496	\$5,740
963	\$4,727	\$4,931	\$5,148	\$5,374	\$5,610	\$5,859
969	\$4,824	\$5,033	\$5,253	\$5,484	\$5,728	\$5,983
964;971	\$4,922	\$5,136	\$5,362	\$5,599	\$5,847	\$6,108
	\$5,022	\$5,242	\$5,474	\$5,715	\$5,971	\$6,238
972	\$5,126	\$5,351	\$5,586	\$5,835	\$6,095	\$6,368
975	\$5,231	\$5,462	\$5,705	\$5,958	\$6,224	\$6,504
	\$5,340	\$5,576	\$5,824	\$6,083	\$6,356	\$6,642
978	\$5,450	\$5,692	\$5,946	\$6,212	\$6,490	\$6,784
	\$5,565	\$5,812	\$6,071	\$6,341	\$6,629	\$6,930
	\$5,681	\$5,933	\$6,199	\$6,477	\$6,770	\$7,078
981	\$5,799	\$6,058	\$6,329	\$6,615	\$6,913	\$7,227
	\$5,920	\$6,185	\$6,463	\$6,754	\$7,061	\$7,383

Range	Step I	Step II	Step III	Step IV	Step V	Step VI
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Professional Growth = 3%

634	Behavioral Intervention Asst	\$3,426	\$3,597	\$3,777	\$3,967	\$4,165	\$4,373
635	Behavioral Intervention Asst	\$3,524	\$3,695	\$3,875	\$4,065	\$4,263	\$4,471
636	Behavioral Intervention Asst	\$3,625	\$3,796	\$3,976	\$4,166	\$4,364	\$4,572
637	Behavioral Intervention Asst	\$3,728	\$3,899	\$4,079	\$4,269	\$4,467	\$4,675
638	Behavioral Intervention Asst	\$3,834	\$4,005	\$4,185	\$4,375	\$4,573	\$4,781
639	Behavioral Intervention Asst	\$3,942	\$4,113	\$4,293	\$4,483	\$4,681	\$4,889
640	Behavioral Intervention Asst	\$4,053	\$4,224	\$4,404	\$4,594	\$4,792	\$5,000
690	Groundskeeper	\$3,506	\$3,681	\$3,867	\$4,060	\$4,263	\$4,476
691	Groundskeeper	\$3,604	\$3,779	\$3,965	\$4,158	\$4,361	\$4,574
692	Groundskeeper	\$3,705	\$3,880	\$4,066	\$4,259	\$4,462	\$4,675
693	Groundskeeper	\$3,808	\$3,983	\$4,169	\$4,362	\$4,565	\$4,778
694	Groundskeeper	\$3,914	\$4,089	\$4,275	\$4,468	\$4,671	\$4,884
695	Groundskeeper	\$4,022	\$4,197	\$4,383	\$4,576	\$4,779	\$4,992
696	Groundskeeper	\$4,133	\$4,308	\$4,494	\$4,687	\$4,890	\$5,103

Differential = 5%

700	Custodian	\$3,492	\$3,667	\$3,850	\$4,044	\$4,246	\$4,458
701	Custodian	\$3,590	\$3,765	\$3,948	\$4,142	\$4,344	\$4,556
702	Custodian	\$3,691	\$3,866	\$4,049	\$4,243	\$4,445	\$4,657
703	Custodian	\$3,794	\$3,969	\$4,152	\$4,346	\$4,548	\$4,760
704	Custodian	\$3,900	\$4,075	\$4,258	\$4,452	\$4,654	\$4,866
705	Custodian	\$4,008	\$4,183	\$4,366	\$4,560	\$4,762	\$4,974
706	Custodian	\$4,119	\$4,294	\$4,477	\$4,671	\$4,873	\$5,085

Differential = 5% plus Professional Growth = 3%

720	Custodian	\$3,597	\$3,777	\$3,966	\$4,165	\$4,373	\$4,592
721	Custodian	\$3,695	\$3,875	\$4,064	\$4,263	\$4,471	\$4,690
722	Custodian	\$3,796	\$3,976	\$4,165	\$4,364	\$4,572	\$4,791
723	Custodian	\$3,899	\$4,079	\$4,268	\$4,467	\$4,675	\$4,894
724	Custodian	\$4,005	\$4,185	\$4,374	\$4,573	\$4,781	\$5,000
725	Custodian	\$4,113	\$4,293	\$4,482	\$4,681	\$4,889	\$5,108
726	Custodian	\$4,224	\$4,404	\$4,593	\$4,792	\$5,000	\$5,219

Range	Position
021	(School) Office Assistant
057	Accounting Specialist
028	Behavioral Intervention Asst
039	Bus Driver
064	Bus Driver/Trainer
072	Certified Ed Interpreter
081	Certified OT Assistant
003	Community Liaison
003	Computer Lab Specialist
012	Curriculum Specialist
030	Custodian
036	Groundskeeper
033	Health Care Assistant
021	IMC Technician
024	Inst. Assist - Sp. Ed. - DHH I
009	Inst. Assist - Sp. Ed. - Severe
006	Inst. Assist - Sp.Ed.
009	Inst. Asst. - Special Circumstances
012	Instr Assist-Bilingual
012	Instr Assist-ESL
003	Instructional Assistant
092	Instructional Assistant (State Preschool)
069	Interpreter/Translator
048	Irrigation Specialist
054	Irrigation Technician
063	Lead Bus Driver
021	Lead Curriculum Specialist
044	Lead Groundskeeper
003	Library Assistant
021	Library Resource Technician
072	Licensed Vocational Nurse
078	Maint&Ops Coordinator
060	Maintenance Worker
069	Mechanic Shop Operator
075	Media and Technology Technician
069	Multiskilled Maint Worker
003	Noon Supervisor
027	Office Specialist
066	Purchasing Technician
003	Reading Assistant
021	Receptionist
048	School Office Manager
027	School Office Specialist
003	Science Lab Assistant
048	Secretary
042	Senior Custodian
090	Site Supervisor (State Preschool)
081	Speech Language Path Assist
071	Student Info. Data Specialist
091	Teacher (am or pm) (State Preschool)
075	Tech Support Technician I
054	Technical Support Technician
027	Technology Specialist
039	Transportation Office Specialist
036	Utility Worker
066	Warehouse Operator

* MONTHLY RATE IS BASED ON A 12 MONTH, 8 HOUR PER DAY EMPLOYEE

Base Pay

Range	Step I	Step II	Step III	Step IV	Step V	Step VI
003	\$17.09	\$17.94	\$18.84	\$19.78	\$20.78	\$21.80
	\$17.49	\$18.37	\$19.28	\$20.25	\$21.26	\$22.32
012;092	\$17.90	\$18.80	\$19.74	\$20.72	\$21.76	\$22.85
006;009;021;024	\$18.33	\$19.24	\$20.20	\$21.21	\$22.26	\$23.38
	\$18.76	\$19.69	\$20.67	\$21.70	\$22.80	\$23.94
027;028;030;091	\$19.19	\$20.15	\$21.16	\$22.22	\$23.33	\$24.50
033;036	\$19.64	\$20.62	\$21.66	\$22.74	\$23.88	\$25.07
042	\$20.10	\$21.12	\$22.17	\$23.28	\$24.44	\$25.66
044	\$20.58	\$21.61	\$22.70	\$23.82	\$25.01	\$26.27
048	\$21.06	\$22.11	\$23.22	\$24.38	\$25.59	\$26.89
054;057	\$21.56	\$22.63	\$23.76	\$24.96	\$26.20	\$27.51
060	\$22.06	\$23.16	\$24.33	\$25.55	\$26.82	\$28.16
039;066	\$22.58	\$23.71	\$24.90	\$26.14	\$27.45	\$28.82
090	\$23.12	\$24.27	\$25.48	\$26.76	\$28.09	\$29.50
063	\$23.65	\$24.83	\$26.08	\$27.39	\$28.75	\$30.19
069	\$24.21	\$25.42	\$26.69	\$28.02	\$29.43	\$30.90
064;071	\$24.78	\$26.01	\$27.32	\$28.69	\$30.12	\$31.62
	\$25.36	\$26.63	\$27.96	\$29.35	\$30.83	\$32.37
072	\$25.96	\$27.25	\$28.61	\$30.05	\$31.55	\$33.12
075	\$26.56	\$27.90	\$29.30	\$30.76	\$32.29	\$33.91
	\$27.19	\$28.55	\$29.98	\$31.48	\$33.05	\$34.70
078	\$27.83	\$29.22	\$30.69	\$32.22	\$33.83	\$35.52
	\$28.49	\$29.91	\$31.41	\$32.97	\$34.63	\$36.36
	\$29.16	\$30.61	\$32.15	\$33.75	\$35.44	\$37.22
081	\$29.84	\$31.33	\$32.90	\$34.55	\$36.27	\$38.08
	\$30.54	\$32.07	\$33.67	\$35.35	\$37.12	\$38.98

LG1 = 10 YRS

0.566

Range	Step I	Step II	Step III	Step IV	Step V	Step VI
103	\$17.66	\$18.51	\$19.41	\$20.35	\$21.35	\$22.37
	\$18.06	\$18.94	\$19.85	\$20.82	\$21.83	\$22.89
112;192	\$18.47	\$19.37	\$20.31	\$21.29	\$22.33	\$23.42
106;109;121;124	\$18.90	\$19.81	\$20.77	\$21.78	\$22.83	\$23.95
	\$19.33	\$20.26	\$21.24	\$22.27	\$23.37	\$24.51
127;128;130;191	\$19.76	\$20.72	\$21.73	\$22.79	\$23.90	\$25.07
133;136	\$20.21	\$21.19	\$22.23	\$23.31	\$24.45	\$25.64
142	\$20.67	\$21.69	\$22.74	\$23.85	\$25.01	\$26.23
144	\$21.15	\$22.18	\$23.27	\$24.39	\$25.58	\$26.84
148	\$21.63	\$22.68	\$23.79	\$24.95	\$26.16	\$27.46
154;157	\$22.13	\$23.20	\$24.33	\$25.53	\$26.77	\$28.08
160	\$22.63	\$23.73	\$24.90	\$26.12	\$27.39	\$28.73
139;166	\$23.15	\$24.28	\$25.47	\$26.71	\$28.02	\$29.39
190	\$23.69	\$24.84	\$26.05	\$27.33	\$28.66	\$30.07
163	\$24.22	\$25.40	\$26.65	\$27.96	\$29.32	\$30.76
169	\$24.78	\$25.99	\$27.26	\$28.59	\$30.00	\$31.47
164;171	\$25.35	\$26.58	\$27.89	\$29.26	\$30.69	\$32.19
	\$25.93	\$27.20	\$28.53	\$29.92	\$31.40	\$32.94
172	\$26.53	\$27.82	\$29.18	\$30.62	\$32.12	\$33.69
175	\$27.13	\$28.47	\$29.87	\$31.33	\$32.86	\$34.48
	\$27.76	\$29.12	\$30.55	\$32.05	\$33.62	\$35.27
178	\$28.40	\$29.79	\$31.26	\$32.79	\$34.40	\$36.09
	\$29.06	\$30.48	\$31.98	\$33.54	\$35.20	\$36.93
	\$29.73	\$31.18	\$32.72	\$34.32	\$36.01	\$37.79
181	\$30.41	\$31.90	\$33.47	\$35.12	\$36.84	\$38.65
	\$31.11	\$32.64	\$34.24	\$35.92	\$37.69	\$39.55

Range	Position
021	(School) Office Assistant
057	Accounting Specialist
028	Behavioral Intervention Asst
039	Bus Driver
064	Bus Driver/Trainer
072	Certified Ed Interpreter
081	Certified OT Assistant
003	Community Liaison
003	Computer Lab Specialist
012	Curriculum Specialist
030	Custodian
036	Groundskeeper
033	Health Care Assistant
021	IMC Technician
024	Inst. Assist - Sp. Ed. - DHH I
009	Inst. Assist - Sp. Ed. - Severe
006	Inst. Assist - Sp.Ed.
009	Inst. Asst. - Special Circumstances
012	Instr Assist-Bilingual
012	Instr Assist-ESL
003	Instructional Assistant
092	Instructional Assistant (State Preschool)
069	Interpreter/Translator
048	Irrigation Specialist
054	Irrigation Technician
063	Lead Bus Driver
021	Lead Curriculum Specialist
044	Lead Groundskeeper
003	Library Assistant
021	Library Resource Technician
072	Licensed Vocational Nurse
078	Maint&Ops Coordinator
060	Maintenance Worker
069	Mechanic Shop Operator
075	Media and Technology Technician
069	Multiskilled Maint Worker
003	Noon Supervisor
027	Office Specialist
066	Purchasing Technician
003	Reading Assistant
021	Receptionist
048	School Office Manager
027	School Office Specialist
003	Science Lab Assistant
048	Secretary
042	Senior Custodian
090	Site Supervisor (State Preschool)
081	Speech Language Path Assist
071	Student Info. Data Specialist
091	Teacher (am or pm) (State Preschool)
075	Tech Support Technician I
054	Technical Support Technician
027	Technology Specialist
039	Transportation Office Specialist
036	Utility Worker
066	Warehouse Operator

LG2 = 15 YRS

1.147

Range	Step I	Step II	Step III	Step IV	Step V	Step VI
203	\$18.24	\$19.09	\$19.99	\$20.93	\$21.93	\$22.95
	\$18.64	\$19.52	\$20.43	\$21.40	\$22.41	\$23.47
212;292	\$19.05	\$19.95	\$20.89	\$21.87	\$22.91	\$24.00
206;209;221;224	\$19.48	\$20.39	\$21.35	\$22.36	\$23.41	\$24.53
	\$19.91	\$20.84	\$21.82	\$22.85	\$23.95	\$25.09
227;228;230;291	\$20.34	\$21.30	\$22.31	\$23.37	\$24.48	\$25.65
233;236	\$20.79	\$21.77	\$22.81	\$23.89	\$25.03	\$26.22
242	\$21.25	\$22.27	\$23.32	\$24.43	\$25.59	\$26.81
244	\$21.73	\$22.76	\$23.85	\$24.97	\$26.16	\$27.42
248	\$22.21	\$23.26	\$24.37	\$25.53	\$26.74	\$28.04
254;257	\$22.71	\$23.78	\$24.91	\$26.11	\$27.35	\$28.66
260	\$23.21	\$24.31	\$25.48	\$26.70	\$27.97	\$29.31
239;266	\$23.73	\$24.86	\$26.05	\$27.29	\$28.60	\$29.97
290	\$24.27	\$25.42	\$26.63	\$27.91	\$29.24	\$30.65
263	\$24.80	\$25.98	\$27.23	\$28.54	\$29.90	\$31.34
269	\$25.36	\$26.57	\$27.84	\$29.17	\$30.58	\$32.05
264;271	\$25.93	\$27.16	\$28.47	\$29.84	\$31.27	\$32.77
	\$26.51	\$27.78	\$29.11	\$30.50	\$31.98	\$33.52
272	\$27.11	\$28.40	\$29.76	\$31.20	\$32.70	\$34.27
275	\$27.71	\$29.05	\$30.45	\$31.91	\$33.44	\$35.06
	\$28.34	\$29.70	\$31.13	\$32.63	\$34.20	\$35.85
278	\$28.98	\$30.37	\$31.84	\$33.37	\$34.98	\$36.67
	\$29.64	\$31.06	\$32.56	\$34.12	\$35.78	\$37.51
	\$30.31	\$31.76	\$33.30	\$34.90	\$36.59	\$38.37
281	\$30.99	\$32.48	\$34.05	\$35.70	\$37.42	\$39.23
	\$31.69	\$33.22	\$34.82	\$36.50	\$38.27	\$40.13

LG3 = 20 YRS

1.743

Range	Step I	Step II	Step III	Step IV	Step V	Step VI
303	\$18.83	\$19.68	\$20.58	\$21.52	\$22.52	\$23.54
	\$19.23	\$20.11	\$21.02	\$21.99	\$23.00	\$24.06
312;392	\$19.64	\$20.54	\$21.48	\$22.46	\$23.50	\$24.59
306;309;321;324	\$20.07	\$20.98	\$21.94	\$22.95	\$24.00	\$25.12
	\$20.50	\$21.43	\$22.41	\$23.44	\$24.54	\$25.68
327;328;330;391	\$20.93	\$21.89	\$22.90	\$23.96	\$25.07	\$26.24
333;336	\$21.38	\$22.36	\$23.40	\$24.48	\$25.62	\$26.81
342	\$21.84	\$22.86	\$23.91	\$25.02	\$26.18	\$27.40
344	\$22.32	\$23.35	\$24.44	\$25.56	\$26.75	\$28.01
348	\$22.80	\$23.85	\$24.96	\$26.12	\$27.33	\$28.63
354;357	\$23.30	\$24.37	\$25.50	\$26.70	\$27.94	\$29.25
360	\$23.80	\$24.90	\$26.07	\$27.29	\$28.56	\$29.90
339;366	\$24.32	\$25.45	\$26.64	\$27.88	\$29.19	\$30.56
390	\$24.86	\$26.01	\$27.22	\$28.50	\$29.83	\$31.24
363	\$25.39	\$26.57	\$27.82	\$29.13	\$30.49	\$31.93
369	\$25.95	\$27.16	\$28.43	\$29.76	\$31.17	\$32.64
364;371	\$26.52	\$27.75	\$29.06	\$30.43	\$31.86	\$33.36
	\$27.10	\$28.37	\$29.70	\$31.09	\$32.57	\$34.11
372	\$27.70	\$28.99	\$30.35	\$31.79	\$33.29	\$34.86
375	\$28.30	\$29.64	\$31.04	\$32.50	\$34.03	\$35.65
	\$28.93	\$30.29	\$31.72	\$33.22	\$34.79	\$36.44
378	\$29.57	\$30.96	\$32.43	\$33.96	\$35.57	\$37.26
	\$30.23	\$31.65	\$33.15	\$34.71	\$36.37	\$38.10
	\$30.90	\$32.35	\$33.89	\$35.49	\$37.18	\$38.96
381	\$31.58	\$33.07	\$34.64	\$36.29	\$38.01	\$39.82
	\$32.28	\$33.81	\$35.41	\$37.09	\$38.86	\$40.72

Range	Position
021	(School) Office Assistant
057	Accounting Specialist
028	Behavioral Intervention Asst
039	Bus Driver
064	Bus Driver/Trainer
072	Certified Ed Interpreter
081	Certified OT Assistant
003	Community Liaison
003	Computer Lab Specialist
012	Curriculum Specialist
030	Custodian
036	Groundskeeper
033	Health Care Assistant
021	IMC Technician
024	Inst. Assist - Sp. Ed. - DHH I
009	Inst. Assist - Sp. Ed. - Severe
006	Inst. Assist - Sp.Ed.
009	Inst. Asst. - Special Circumstances
012	Instr Assist-Bilingual
012	Instr Assist-ESL
003	Instructional Assistant
092	Instructional Assistant (State Preschool)
069	Interpreter/Translator
048	Irrigation Specialist
054	Irrigation Technician
063	Lead Bus Driver
021	Lead Curriculum Specialist
044	Lead Groundskeeper
003	Library Assistant
021	Library Resource Technician
072	Licensed Vocational Nurse
078	Maint&Ops Coordinator
060	Maintenance Worker
069	Mechanic Shop Operator
075	Media and Technology Technician
069	Multiskilled Maint Worker
003	Noon Supervisor
027	Office Specialist
066	Purchasing Technician
003	Reading Assistant
021	Receptionist
048	School Office Manager
027	School Office Specialist
003	Science Lab Assistant
048	Secretary
042	Senior Custodian
090	Site Supervisor (State Preschool)
081	Speech Language Path Assist
071	Student Info. Data Specialist
091	Teacher (am or pm) (State Preschool)
075	Tech Support Technician I
054	Technical Support Technician
027	Technology Specialist
039	Transportation Office Specialist
036	Utility Worker
066	Warehouse Operator

LG4= 25 YRS

2.354

Range	Step I	Step II	Step III	Step IV	Step V	Step VI
403	\$19.44	\$20.29	\$21.19	\$22.13	\$23.13	\$24.15
	\$19.84	\$20.72	\$21.63	\$22.60	\$23.61	\$24.67
412;492	\$20.25	\$21.15	\$22.09	\$23.07	\$24.11	\$25.20
406;409;421;424	\$20.68	\$21.59	\$22.55	\$23.56	\$24.61	\$25.73
	\$21.11	\$22.04	\$23.02	\$24.05	\$25.15	\$26.29
427;428;430;491	\$21.54	\$22.50	\$23.51	\$24.57	\$25.68	\$26.85
433;436	\$21.99	\$22.97	\$24.01	\$25.09	\$26.23	\$27.42
442	\$22.45	\$23.47	\$24.52	\$25.63	\$26.79	\$28.01
444	\$22.93	\$23.96	\$25.05	\$26.17	\$27.36	\$28.62
448	\$23.41	\$24.46	\$25.57	\$26.73	\$27.94	\$29.24
454;457	\$23.91	\$24.98	\$26.11	\$27.31	\$28.55	\$29.86
460	\$24.41	\$25.51	\$26.68	\$27.90	\$29.17	\$30.51
439;466	\$24.93	\$26.06	\$27.25	\$28.49	\$29.80	\$31.17
490	\$25.47	\$26.62	\$27.83	\$29.11	\$30.44	\$31.85
463	\$26.00	\$27.18	\$28.43	\$29.74	\$31.10	\$32.54
469	\$26.56	\$27.77	\$29.04	\$30.37	\$31.78	\$33.25
464;471	\$27.13	\$28.36	\$29.67	\$31.04	\$32.47	\$33.97
	\$27.71	\$28.98	\$30.31	\$31.70	\$33.18	\$34.72
472	\$28.31	\$29.60	\$30.96	\$32.40	\$33.90	\$35.47
475	\$28.91	\$30.25	\$31.65	\$33.11	\$34.64	\$36.26
	\$29.54	\$30.90	\$32.33	\$33.83	\$35.40	\$37.05
478	\$30.18	\$31.57	\$33.04	\$34.57	\$36.18	\$37.87
	\$30.84	\$32.26	\$33.76	\$35.32	\$36.98	\$38.71
	\$31.51	\$32.96	\$34.50	\$36.10	\$37.79	\$39.57
481	\$32.19	\$33.68	\$35.25	\$36.90	\$38.62	\$40.43
	\$32.89	\$34.42	\$36.02	\$37.70	\$39.47	\$41.33

LG5= 30 YRS

2.978

Range	Step I	Step II	Step III	Step IV	Step V	Step VI
503	\$20.07	\$20.92	\$21.82	\$22.76	\$23.76	\$24.78
	\$20.47	\$21.35	\$22.26	\$23.23	\$24.24	\$25.30
512;592	\$20.88	\$21.78	\$22.72	\$23.70	\$24.74	\$25.83
506;509;521;524	\$21.31	\$22.22	\$23.18	\$24.19	\$25.24	\$26.36
	\$21.74	\$22.67	\$23.65	\$24.68	\$25.78	\$26.92
527;528;530;591	\$22.17	\$23.13	\$24.14	\$25.20	\$26.31	\$27.48
533;536	\$22.62	\$23.60	\$24.64	\$25.72	\$26.86	\$28.05
542	\$23.08	\$24.10	\$25.15	\$26.26	\$27.42	\$28.64
544	\$23.56	\$24.59	\$25.68	\$26.80	\$27.99	\$29.25
548	\$24.04	\$25.09	\$26.20	\$27.36	\$28.57	\$29.87
554;557	\$24.54	\$25.61	\$26.74	\$27.94	\$29.18	\$30.49
560	\$25.04	\$26.14	\$27.31	\$28.53	\$29.80	\$31.14
539;566	\$25.56	\$26.69	\$27.88	\$29.12	\$30.43	\$31.80
590	\$26.10	\$27.25	\$28.46	\$29.74	\$31.07	\$32.48
563	\$26.63	\$27.81	\$29.06	\$30.37	\$31.73	\$33.17
569	\$27.19	\$28.40	\$29.67	\$31.00	\$32.41	\$33.88
564;571	\$27.76	\$28.99	\$30.30	\$31.67	\$33.10	\$34.60
	\$28.34	\$29.61	\$30.94	\$32.33	\$33.81	\$35.35
572	\$28.94	\$30.23	\$31.59	\$33.03	\$34.53	\$36.10
575	\$29.54	\$30.88	\$32.28	\$33.74	\$35.27	\$36.89
	\$30.17	\$31.53	\$32.96	\$34.46	\$36.03	\$37.68
578	\$30.81	\$32.20	\$33.67	\$35.20	\$36.81	\$38.50
	\$31.47	\$32.89	\$34.39	\$35.95	\$37.61	\$39.34
	\$32.14	\$33.59	\$35.13	\$36.73	\$38.42	\$40.20
581	\$32.82	\$34.31	\$35.88	\$37.53	\$39.25	\$41.06
	\$33.52	\$35.05	\$36.65	\$38.33	\$40.10	\$41.96

Range	Position
021	(School) Office Assistant
057	Accounting Specialist
028	Behavioral Intervention Asst
039	Bus Driver
064	Bus Driver/Trainer
072	Certified Ed Interpreter
081	Certified OT Assistant
003	Community Liaison
003	Computer Lab Specialist
012	Curriculum Specialist
030	Custodian
036	Groundskeeper
033	Health Care Assistant
021	IMC Technician
024	Inst. Assist - Sp. Ed. - DHH I
009	Inst. Assist - Sp. Ed. - Severe
006	Inst. Assist - Sp.Ed.
009	Inst. Asst. - Special Circumstances
012	Instr Assist-Bilingual
012	Instr Assist-ESL
003	Instructional Assistant
092	Instructional Assistant (State Preschool)
069	Interpreter/Translator
048	Irrigation Specialist
054	Irrigation Technician
063	Lead Bus Driver
021	Lead Curriculum Specialist
044	Lead Groundskeeper
003	Library Assistant
021	Library Resource Technician
072	Licensed Vocational Nurse
078	Maint&Ops Coordinator
060	Maintenance Worker
069	Mechanic Shop Operator
075	Media and Technology Technician
069	Multiskilled Maint Worker
003	Noon Supervisor
027	Office Specialist
066	Purchasing Technician
003	Reading Assistant
021	Receptionist
048	School Office Manager
027	School Office Specialist
003	Science Lab Assistant
048	Secretary
042	Senior Custodian
090	Site Supervisor (State Preschool)
081	Speech Language Path Assist
071	Student Info. Data Specialist
091	Teacher (am or pm) (State Preschool)
075	Tech Support Technician I
054	Technical Support Technician
027	Technology Specialist
039	Transportation Office Specialist
036	Utility Worker
066	Warehouse Operator

LG6= 35 YRS

3.617

Range	Step I	Step II	Step III	Step IV	Step V	Step VI
903	\$20.71	\$21.56	\$22.46	\$23.40	\$24.40	\$25.42
	\$21.11	\$21.99	\$22.90	\$23.87	\$24.88	\$25.94
912;992	\$21.52	\$22.42	\$23.36	\$24.34	\$25.38	\$26.47
906;909;921;924	\$21.95	\$22.86	\$23.82	\$24.83	\$25.88	\$27.00
	\$22.38	\$23.31	\$24.29	\$25.32	\$26.42	\$27.56
927;928;930;991	\$22.81	\$23.77	\$24.78	\$25.84	\$26.95	\$28.12
933;936	\$23.26	\$24.24	\$25.28	\$26.36	\$27.50	\$28.69
942	\$23.72	\$24.74	\$25.79	\$26.90	\$28.06	\$29.28
944	\$24.20	\$25.23	\$26.32	\$27.44	\$28.63	\$29.89
948	\$24.68	\$25.73	\$26.84	\$28.00	\$29.21	\$30.51
954;957	\$25.18	\$26.25	\$27.38	\$28.58	\$29.82	\$31.13
960	\$25.68	\$26.78	\$27.95	\$29.17	\$30.44	\$31.78
939;966	\$26.20	\$27.33	\$28.52	\$29.76	\$31.07	\$32.44
990	\$26.74	\$27.89	\$29.10	\$30.38	\$31.71	\$33.12
963	\$27.27	\$28.45	\$29.70	\$31.01	\$32.37	\$33.81
969	\$27.83	\$29.04	\$30.31	\$31.64	\$33.05	\$34.52
964;971	\$28.40	\$29.63	\$30.94	\$32.31	\$33.74	\$35.24
	\$28.98	\$30.25	\$31.58	\$32.97	\$34.45	\$35.99
972	\$29.58	\$30.87	\$32.23	\$33.67	\$35.17	\$36.74
975	\$30.18	\$31.52	\$32.92	\$34.38	\$35.91	\$37.53
	\$30.81	\$32.17	\$33.60	\$35.10	\$36.67	\$38.32
978	\$31.45	\$32.84	\$34.31	\$35.84	\$37.45	\$39.14
	\$32.11	\$33.53	\$35.03	\$36.59	\$38.25	\$39.98
	\$32.78	\$34.23	\$35.77	\$37.37	\$39.06	\$40.84
981	\$33.46	\$34.95	\$36.52	\$38.17	\$39.89	\$41.70
	\$34.16	\$35.69	\$37.29	\$38.97	\$40.74	\$42.60

Range	Step I	Step II	Step III	Step IV	Step V	Step VI
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Professional Growth = 3%

634 Behavioral Intervention Asst	\$19.77	\$20.76	\$21.80	\$22.89	\$24.03	\$25.24
635 Behavioral Intervention Asst	\$20.34	\$21.33	\$22.37	\$23.46	\$24.60	\$25.81
636 Behavioral Intervention Asst	\$20.92	\$21.91	\$22.95	\$24.04	\$25.18	\$26.39
637 Behavioral Intervention Asst	\$21.51	\$22.50	\$23.54	\$24.63	\$25.77	\$26.98
638 Behavioral Intervention Asst	\$22.12	\$23.11	\$24.15	\$25.24	\$26.38	\$27.59
639 Behavioral Intervention Asst	\$22.75	\$23.74	\$24.78	\$25.87	\$27.01	\$28.22
640 Behavioral Intervention Asst	\$23.39	\$24.38	\$25.42	\$26.51	\$27.65	\$28.86
690 Groundskeeper	\$20.23	\$21.24	\$22.31	\$23.42	\$24.60	\$25.82
691 Groundskeeper	\$20.80	\$21.81	\$22.88	\$23.99	\$25.17	\$26.39
692 Groundskeeper	\$21.38	\$22.39	\$23.46	\$24.57	\$25.75	\$26.97
693 Groundskeeper	\$21.97	\$22.98	\$24.05	\$25.16	\$26.34	\$27.56
694 Groundskeeper	\$22.58	\$23.59	\$24.66	\$25.77	\$26.95	\$28.17
695 Groundskeeper	\$23.21	\$24.22	\$25.29	\$26.40	\$27.58	\$28.80
696 Groundskeeper	\$23.85	\$24.86	\$25.93	\$27.04	\$28.22	\$29.44

Differential = 5%

700 Custodian	\$20.15	\$21.16	\$22.22	\$23.33	\$24.50	\$25.73
701 Custodian	\$20.72	\$21.73	\$22.79	\$23.90	\$25.07	\$26.30
702 Custodian	\$21.30	\$22.31	\$23.37	\$24.48	\$25.65	\$26.88
703 Custodian	\$21.89	\$22.90	\$23.96	\$25.07	\$26.24	\$27.47
704 Custodian	\$22.50	\$23.51	\$24.57	\$25.68	\$26.85	\$28.08
705 Custodian	\$23.13	\$24.14	\$25.20	\$26.31	\$27.48	\$28.71
706 Custodian	\$23.77	\$24.78	\$25.84	\$26.95	\$28.12	\$29.35

Differential = 5% plus Professional Growth = 3%

720 Custodian	\$20.76	\$21.80	\$22.89	\$24.03	\$25.24	\$26.50
721 Custodian	\$21.33	\$22.37	\$23.46	\$24.60	\$25.81	\$27.07
722 Custodian	\$21.91	\$22.95	\$24.04	\$25.18	\$26.39	\$27.65
723 Custodian	\$22.50	\$23.54	\$24.63	\$25.77	\$26.98	\$28.24
724 Custodian	\$23.11	\$24.15	\$25.24	\$26.38	\$27.59	\$28.85
725 Custodian	\$23.74	\$24.78	\$25.87	\$27.01	\$28.22	\$29.48
726 Custodian	\$24.38	\$25.42	\$26.51	\$27.65	\$28.86	\$30.12

Range	Position
021	(School) Office Assistant
057	Accounting Specialist
028	Behavioral Intervention Asst
039	Bus Driver
064	Bus Driver/Trainer
072	Certified Ed Interpreter
081	Certified OT Assistant
003	Community Liaison
003	Computer Lab Specialist
012	Curriculum Specialist
030	Custodian
036	Groundskeeper
033	Health Care Assistant
021	IMC Technician
024	Inst. Assist - Sp. Ed. - DHH I
009	Inst. Assist - Sp. Ed. - Severe
006	Inst. Assist - Sp.Ed.
009	Inst. Asst. - Special Circumstances
012	Instr Assist-Bilingual
012	Instr Assist-ESL
003	Instructional Assistant
092	Instructional Assistant (State Preschool)
069	Interpreter/Translator
048	Irrigation Specialist
054	Irrigation Technician
063	Lead Bus Driver
021	Lead Curriculum Specialist
044	Lead Groundskeeper
003	Library Assistant
021	Library Resource Technician
072	Licensed Vocational Nurse
078	Maint&Ops Coordinator
060	Maintenance Worker
069	Mechanic Shop Operator
075	Media and Technology Technician
069	Multiskilled Maint Worker
003	Noon Supervisor
027	Office Specialist
066	Purchasing Technician
003	Reading Assistant
021	Receptionist
048	School Office Manager
027	School Office Specialist
003	Science Lab Assistant
048	Secretary
042	Senior Custodian
090	Site Supervisor (State Preschool)
081	Speech Language Path Assist
071	Student Info. Data Specialist
091	Teacher (am or pm) (State Preschool)
075	Tech Support Technician I
054	Technical Support Technician
027	Technology Specialist
039	Transportation Office Specialist
036	Utility Worker
066	Warehouse Operator

SSUSD APPENDIX-H (HOURLY)
2023-24 CLASSIFIED SALARY SCHEDULE
Effective: 7/1/23
Board Approval Date: 01/17/24

SCH 025 / C

	AVG=	1.25	VACATION FACTORED WORK YEARS					
WHICH Yr of Srvc	1-5	6-10	11-15	16-20	21-25	26-30	31-35	36+++
VACATION FACTOR	1.00	1.25	1.50	1.75	2.00	2.25	2.50	2.75
SchDays/WorkYr	180	180	180	180	180	180	180	180
Holidays/WorkYr	15	15	15	15	15	15	15	15
Sch+Hol/WorkYr	195	195	195	195	195	195	195	195
VacDays/11MONTHS	11.00	13.75	16.50	19.25	22.00	24.75	27.50	30.25
EstDays/WorkYr	206.0	208.8	211.5	214.3	217.0	219.8	222.5	225.3
	AVG=	1.25						

(vacation factor for 36+ years added in 2005/06)

BENEFITS

Paid medical insurance (capped annually at \$11,250 for single, \$18,000 for two party, or \$19,000 for family) or
 Cash in lieu of medical insurance (capped at \$3500.00 annually) if selected by 01/01/2016
 Paid dental and vision insurance or employee and family at 100% of premium
 1.0 days of sick leave shall be accrued for each creditable month.

MEMORANDUM OF UNDERSTANDING
BETWEEN THE
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS
SULPHUR SPRINGS CHAPTER #298
AND THE
SULPHUR SPRINGS UNION SCHOOL DISTRICT

REGARDING CONTRACTING OUT SERVICES

This Memorandum of understanding ("MOU") is entered into by and between the Sulphur Springs Union School District ("District") and the California School Employees Association ("CSEA") and its Sulphur Springs Chapter #298 (collectively referred to herein as the "Parties") regarding the impacts and effects, if any, of retaining outside contractors to supplement the Special Education Staff classifications.

WHEREAS, critical and skilled Special Education staff positions are vacant and/or understaffed;

WHEREAS, the District is unable to fully operate and provide specific special education services because approximately 25% of the District's Special Education Staff positions are vacant and/or understaffed during the 2022-2023 school year; and

WHEREAS, the District has an urgent need to fill Special Education Staff vacancies to provide adequate educational services to ensure compliance with state and federal special education obligations.

WHEREAS, the District has a need to contract out services to supplement the Special Education Staff classifications because their services are either not available within the District; are of such a highly specialized or technical nature that the necessary expert knowledge, experience, and ability are not available through remaining bargaining unit members; and/or are of such an urgent, temporary, or occasional nature that the delay incumbent in their implementation under the District's regular or ordinary hiring process would frustrate their very purpose.

1. The District may retain an outside contractor to temporarily fill any Classified Special Education Staff vacancy.
2. The Parties agree that the District's use of outside contractors to supplement the Special Education Staff classifications shall be limited to those positions requiring federally mandated services through current Individualized Education Programs to provide critical and urgent services that are not otherwise available through existing members.
3. The Parties agree that the District may hire an outside contractor to supplement Special Education Staff classifications for the reasons set forth under Education Code section 45103.1(b), including, if there is an urgent and temporary need that prevents the District from complying with state and/or federal law.
4. The District will only contract out for vacant Special Education Staff positions – i.e., positions for which the District has posted on EdJoin, but has been unable to find a qualified applicant. Contracting out under this MOU shall not displace current CSEA bargaining unit members, nor will it be used as the basis for reductions in hours and/or layoffs.

5. The District shall provide CSEA written notice prior to hiring an outside contractor to temporarily fill any Special Education Staff classifications.
6. The District shall continue to post on EdJoin for any vacancies temporarily performed by a contracted Special Education Staff until the position is filled by a successful applicant or the position is no longer required.
7. In consideration for the above, the District agrees to permanently move the Speech and Language Pathologist Assistants ("SLPA") salary range from Range 072 to 081 (which currently equates to approximately 15%).
8. The District shall offer to convert four (4) part-time Instructional Assistant - Severe ("IA - Severe") positions to four (4) full-time positions (4.0 FTE = 6.5 hours per day per position) ("Converted IA - Severe positions"). The converted positions shall be offered in seniority order only within the IA - Severe classification (i.e., to employees currently serving in the IA - Severe classification). Unit members shall have 5 working days to accept the increase in hours.
9. The District also shall offer to convert four (4) part-time Instructional Assistant - Special Circumstance ("SCIA") positions to four (4) full-time positions (4.0 FTE = 6.5 hours per day per position) ("Converted SCIA positions"). The converted positions shall be offered in seniority order only within the SCIA classification (i.e., to employees currently serving in the SCIA classification). Unit members shall have 5 working days to accept the increase in hours.
10. If less than four IA - Severe employees accept the increase in hours, then the District shall rescind the unaccepted positions and increase the total number of Converted SCIA positions by the amount of unaccepted Converted IA - Severe positions. (For example, if two Converted IA - Severe positions are unfilled, they shall be rescinded, and the total number of Converted SCIA positions shall be increased from 4 to 6.) If there exist unfilled Converted SCIA positions two months after ratification of this MOU, then the offer for the unfilled converted full-time positions shall be rescinded.
11. By agreeing to this MOU, the Parties have completed any and all negotiations related to contracting out to supplement the Special Education Staff classifications as may be required by the Educational Employment Relations Act ("EERA").
12. The Parties agree that a unit member's acceptance of a Converted IA - Severe or Converted SCIA position may result in the unit member being transferred to a different site.
13. This MOU is non-precedential, will not bind the Parties in any future action, whether under similar circumstances or not, and cannot be introduced in any grievance, arbitration, complaint, administrative, or legal proceeding as evidence of past practice or intent of the Parties or meaning or application of the CBA. This MOU will become effective once ratified by both Parties under their internal procedures.

Except where indicated above, the terms of this MOU shall continue in full force until June 30, 2024. All terms and conditions set forth in the CBA will remain in full force and effect, except as specifically modified by this agreement.

IT IS SO AGREED:

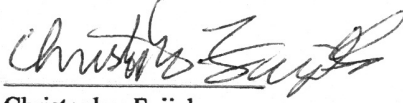
Dated: March 20, 2023

FOR THE ASSOCIATION:



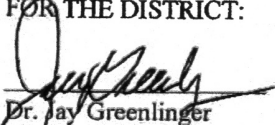
Felicia McLaughlin, President
CSEA Chapter #298

Sulphur Springs Union School District



Christopher Fujioka
Labor Relations Representative
California School Employees Association

FOR THE DISTRICT:



Dr. Jay Greenlinger

Assistant Superintendent, Personnel/Pupil Services
Sulphur Springs Union School District

MEMORANDUM OF UNDERSTANDING

Between the

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION

AND ITS SULPHUR SPRINGS CHAPTER #298

And the

SULPHUR SPRINGS UNION SCHOOL DISTRICT

April 21, 2023

This Memorandum of Understanding (MOU) reflects the full and complete agreement of the California School Employees Association and its Sulphur Springs Chapter #298 (hereinafter "Association") and the Sulphur Springs Union School District (hereinafter "District") (collectively hereinafter the "Parties") regarding the impacts/effects of the District's decision to install and use video cameras on District property.

1. The District shall install video cameras at high traffic locations at school sites and in the District Office, such as at building and parking lot entrances, lobbies, hallways, parking bays, loading docks, fueling stations, Bus Yard, Mechanic's Shop, and Maintenance Bay Area, and/or other locations identified as a security or safety risk. The District shall not install video cameras in bathrooms.
2. The District may also install cameras on school buses.
3. There will be appropriate signage and an e-mail notification to all bargaining unit members as to the location of the video cameras. Signs will be posted in entryways to school sites, the Bus Yard, Mechanic's Shop, Maintenance Bay Area, and school buses so as to inform persons that the building and grounds may be under video surveillance. The posted signs will read: "Surveillance Cameras in Use."
4. The primary intent of the video cameras is to ensure that District property is not stolen, mishandled, or destroyed. The District will not use surveillance footage to replace, supplant, or circumvent its responsibility to supervise and manage employees. The District will also not use surveillance footage to monitor employees' day-to-day work activities. The District may, however, use surveillance footage for workplace investigations and/or to prove that an employee engaged in conduct in violation of state or federal law, or District board policy. The District will not engage in surveillance of Bargaining Unit Members that is disparate, arbitrary, or targeted.
5. Only cabinet level administrators or their designee shall have access to the footage. However, the District may release the footage to law enforcement, as needed, and pursuant to this MOU, a court order, lawful subpoena, or statute (i.e., Brown Act, California Public Records Act, or Freedom of Information Act), as authorized by state or federal law.
6. The Video Surveillance will not be the sole and exclusive source of discipline, unless the employee's conduct is also illegal pursuant to California or Federal law.

7. In the event the District determines that disciplinary action may be warranted based on surveillance footage, upon written request, the District will provide a copy of that footage to the employee subject to disciplinary action and their Association representative. The employee shall have an opportunity to respond to the footage if the District uses the footage, or information obtained from the footage, as a basis for disciplinary action.

8. In the event the District seeks to expand, enhance, and/or modify its video surveillance or related technologies, the Parties agree to meet and negotiate regarding the effects of this decision.

This concludes the effects negotiations of the installation of video surveillance on District School property.

The parties agree to the following terms to take effect upon ratification of this Memorandum of Understanding by the parties:

Disputes regarding this Memorandum of Understanding shall be resolved via the Collective Bargaining Agreement grievance procedure.

The Parties further agree that this MOU satisfies and concludes any and all obligations to bargain the effects of the District's decision to install and use video cameras on District property.

This Agreement becomes final upon ratification of the Association membership (pursuant to Association Policy 610) and adoption by the Sulphur Springs Union School Board.

Upon ratification, this MOU shall continue in full force and effect, and the parties agree to incorporate this MOU into the 2023-2025 successor Collective Bargaining Agreement.

Dated: May 3, 2023

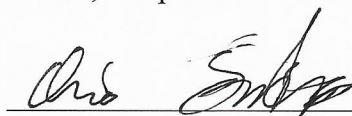
FOR THE ASSOCIATION:



Felicia McLaughlin

Chapter President

CSEA, Chapter 298



Chris Fujioka

Labor Relations Representative

California School Employees Association

FOR THE DISTRICT:



Dr. Jay Greenlinger

Assistant Superintendent

Sulphur Springs Union School District

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE SULPHUR SPRINGS UNION SCHOOL DISTRICT
AND CSEA CHAPTER #298**

This Memorandum of Understanding ("MOU") is entered into by and between the Sulphur Springs Union School District ("District") and the California School Employees Association ("CSEA"), Sulphur Springs Chapter 298, (collectively, the "Parties") regarding signing bonuses for Bus Drivers and Bus Driver Instructor.

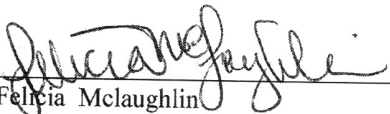
1. In order to recruit and retain highly qualified school bus drivers, the District shall provide the following signing bonuses to individuals hired as a Bus Driver or Bus Driver Instructor, effective July 1, 2023:
 - a. Bus Driver. Individuals who accept employment with the District as a Bus Driver shall be eligible for a \$3,000 signing bonus. The signing bonus will be paid over the course of one (1) year in two equal installments of \$1,500 each. The first installment will be paid upon the employee's completion of three (3) months of employment, and the second installment will be paid upon the employee's completion of one (1) year of employment. The employee must be actively employed and on payroll on the date of their three (3) month and one (1) year employment anniversary to receive each installment of the signing bonus.
 - b. Bus Driver Instructor. Individuals who accept employment with the District as a Bus Driver Trainer shall be eligible for a \$5,000 signing bonus. The signing bonus will be paid over the course of one (1) year in two equal installments of \$2,500 each. The first installment will be paid upon the employee's completion of three (3) months of employment, and the second installment will be paid upon the employee's completion of one (1) year of employment. The employee must be actively employed and on payroll on the date of their three (3) month and one (1) year employment anniversary to receive each installment of the signing bonus.
2. If an employee hired as a Bus Driver or Bus Driver Instructor terminates their employment with the District, either voluntarily or involuntarily, during their first year of employment, the employee shall repay their signing bonus in accordance with the following schedule:

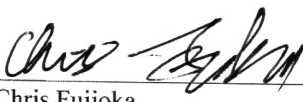
<u>Period of Time Employed</u>	<u>Repayment Percentage</u>
3 Months	100%
4 Months	90%
5 Months	80%
6 Months	70%
7 Months	60%
8-12 Months	50%

3. This MOU shall expire of its own accord on June 30, 2024.
4. This MOU supersedes any prior agreements between the Parties regarding the subject matter hereof, as well as any conflicting provisions of the Parties' Collective Bargaining Agreement ("CBA"). All provisions of the CBA not in conflict with this MOU shall remain in full force and effect.

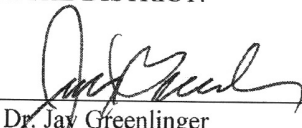
5. This MOU is non-precedential, will not bind the Parties in any future action, whether under similar circumstances or not, and cannot be introduced in any negotiation, grievance, arbitration, complaint, administrative or legal proceeding as evidence of past practice or intent of the Parties or meaning or application of the Parties' CBA.
6. This Agreement becomes final upon ratification of the Association membership (pursuant to Association Policy 610) and adoption by the Sulphur Springs Union School Board.

FOR CSEA:


Felicia McLaughlin
Chapter 298 President
California School Employees Association


Chris Fujioka
Labor Relations Representative
California School Employees Association

FOR THE DISTRICT:


Dr. Jay Greenlinger
Assistant Superintendent, Personnel/Pupil Services
Sulphur Springs Union School District