



***STATE CENTER COMMUNITY COLLEGE DISTRICT
AND THE
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
AND ITS STATE CENTER CHAPTER NO. 379
AGREEMENT***

JULY 1, 2023 – JUNE 30, 2026

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ARTICLE 1
TERM OF AGREEMENT

- A. This agreement between the State Center Community College District (hereinafter referred to as "District"), its successor and/or affiliates and the California School Employees Association, and its State Center Chapter 379 (hereinafter referred to as "CSEA") is effective for three (3) years from July 1, 2023, or upon ratification, whichever is later, and shall remain in full force and effect until the later of the close of the workday June 30, 2026, or until a successor agreement is in effect.

- B. This shall constitute the full and complete agreement between both parties and shall supersede and cancel all previous agreements and memorandums of understanding, both written and oral. This Agreement may be altered, changed, added to, deleted from, or modified only through the voluntary, written mutual consent of the parties.

ARTICLE 2 RECOGNITION

- A. The District recognizes the CSEA as the sole and exclusive representative of those members of the bargaining unit enumerated in the certifications by the Public Employment Relations Board and the parties to this Agreement voluntarily agree not to seek a change in the unit during the term of the Agreement and shall make good faith efforts to resolve new or changed position designation disputes prior to such disputes being submitted to the Public Employment Relations Board for a decision.
- B. The classifications below shall hereafter be deemed confidential positions not contained within the bargaining unit:

Human Resources

- Benefits Coordinator
- Benefits Technician
- Business Systems Analyst (The Offices of Human Resources and Personnel Commission)
- Human Resources Analyst - Confidential
- Human Resources Technician
- Senior Human Resources Technician

Payroll

- Payroll Technician (The Office of Finance & Administration)
- Senior Payroll Technician

Administrative Support

- Administrative Assistant (The Office of Human Resources)
- Executive Assistant (The Offices of the Chancellor and General Counsel)
- Executive Assistant to the Chancellor
- Executive Assistant to the President
- Executive Assistant to the Vice Chancellor

ARTICLE 3 SEVERABILITY

Savings Clause: If, during the life of this Agreement, any law or any order issued by a court or other tribunal of Competent Jurisdiction other than the District, shall render invalid or restrain compliance with or enforcement of any provision of this Agreement, such provisions shall be inoperative so long as such law or order shall remain in effect, but all other provisions of this Agreement shall not be affected thereby and shall continue in full force and effect. In the event of suspension or invalidation of any Article or Section of this Agreement, the parties shall meet and negotiate within thirty (30) days after such determination for the purpose of arriving at a mutually satisfactory replacement for such Article or Section.

ARTICLE 4
SUPPORT OF AGREEMENT

- A. During the term of this Agreement, the District agrees not to negotiate with any other organization, any individual unit member, any association officer, or any CSEA staff representative on matters about which CSEA is the exclusive representative and which is within its scope of representation. CSEA agrees to negotiate only with the representative officially designated by the District to act on its behalf and agrees neither CSEA, its officers or agents shall attempt to negotiate privately nor individually with the Board, any individual Board member, or any person not officially designated by the Board as its representative.

- B. CSEA and the District shall make good faith attempts to resolve any issues or differences which arise from time to time between the parties.

ARTICLE 5
EFFECT OF AGREEMENT

It is understood and agreed that the specific provisions contained in this Agreement shall prevail over District practices and procedures and over state laws to the extent permitted by state law, and that in the absence of specific provisions in this Agreement, such practices and procedures are discretionary with the District providing they are outside the scope of representation.

**ARTICLE 6
WAIVER CLAUSE**

- A. This Agreement shall constitute the full and complete commitment between both parties. This Agreement may be altered, changed, added to, deleted from, or modified, only through the voluntary, mutual consent of the parties in a written and signed amendment to this Agreement.
- B. Except as otherwise provided in this Agreement, the District and CSEA expressly waive and relinquish the right to bargain collectively on any matter:
 - 1. Whether or not specifically referred to or covered in this Agreement;
 - 2. Even though not within the knowledge or contemplation of either party at the time of negotiations;
 - 3. Even though during negotiations the matters were proposed and later withdrawn.
- C. All federal and state laws or rules, mandatorily affecting classified employees and not included in this contract shall have the same force and effect as those spelled out in full.
- D. Any additions or changes in this Agreement shall not be effective unless reduced to writing and properly ratified and signed by both parties.
- E. The Board shall have the exclusive right to determine the impacts and effects of matters outside the scope of representation as permitted by the Educational Employment Relations Act.

ARTICLE 7
DISTRICT/CSEA RELATIONS - CSEA RIGHTS

California School Employees Association, and its State Center, Chapter 379, shall have the following rights:

- A. CSEA shall have the right of access to bargaining unit members outside of their work hours; i.e., before and after work hours, at meal and break periods.

- B. Forms of Communication**
 - 1. Duly authorized communications may be placed by CSEA on the bulletin boards of each worksite. Such communications shall be dated and bear CSEA identification as the distributor. Reasonable space and time limitations may be invoked by the District when necessary. CSEA should ensure that communications are removed from bulletin boards in a timely manner.

 - 2. Duly authorized CSEA communications placed in staff mailboxes shall bear the letterhead of CSEA and the date of distribution. Only those communications officially authorized by the CSEA chapter president shall be placed in staff mailboxes. A copy of each communication shall be provided to the Vice Chancellor, Human Resources, or designee. CSEA shall be permitted reasonable use of the District's inter-office mail system.

 - 3. CSEA shall be permitted reasonable use of the District's email system and video conferencing equipment with the following conditions:
 - a. Only the CSEA Executive Board, negotiations team, and CSEA Field Office and Headquarters may send emails to unit members.

 - b. Emails shall only be sent and read outside of work hours.

 - c. Only emails regarding the following may be sent:
 - (1) Negotiation updates
 - (2) Chapter meetings and announcements
 - (3) Chapter newsletter (limited to one per month unless approved by the Vice Chancellor, Human Resources, or designee)
 - (4) Surveys regarding District matters

 - d. CSEA agrees to use the District's email service in compliance with the California Education Code section 7054 (Political Activities).

 - e. Prior approval must be received from the Vice Chancellor, Human Resources, or designee, on emails not listed in subsection c above.

- f. Video conferencing equipment shall only be used for chapter, Executive Board, salary and contract negotiations preparation meetings.
 - g. If abuse is suspected, the District and CSEA shall meet in efforts to resolve the matter. The District reserves the right to discontinue CSEA's use of the District's email system and video conferencing equipment. If the District exercises this right, they must provide written notice to CSEA thirty (30) calendar days prior to the effective date.
- C. CSEA shall be supplied quarterly with a list of members within the bargaining unit upon written request. The list shall contain the name, present classification, date of hire, work location, home address, and primary contact phone number.
- D. CSEA shall pay for its own supplies whenever the use of District equipment is approved for producing CSEA materials. CSEA shall pay a reasonable fee for such use. The fee shall be established by the District administration and shall be the same fee charged for all non-District materials, comparable to commercial fees. District requirements shall at all times have priority over that of CSEA.
- E. Upon written request, CSEA shall have the right to use institutional facilities, without charge, at reasonable times for the purpose of meetings concerned with the exercise of the rights guaranteed by law depending upon availability of space, and following normal District procedures. CSEA will be expected to maintain the cleanliness of the facilities after use and pay for any associated costs related to the use of District facilities such as cleaning, overtime wages, etc. The District shall provide space for one (1) file cabinet for the CSEA chapter president.
- F. Materials and data available to the public shall also be available to CSEA pursuant to the Public Records Act.
- G. Unit members shall not be given time off work for meetings of CSEA unless approved by the Vice Chancellor, Human Resources, or designee.
- H. The District shall make the Board agenda "packet," all official Board minutes, and all current Board Policies and Administrative Regulations available on the District website.
- I. CSEA shall furnish annually, and update as required, a list of all officials and representatives authorized to act on CSEA's behalf within five (5) working days of election or appointment. The list shall show name, title, work location, and phone contact. The District agrees to grant authorized officials and representatives access to college campuses to transact official CSEA business.

- J. **Release Time for Processing Grievances:** Each time a designee is to be released from their job assignment, to assist another unit member with a grievance, reasonable release time shall be made available for the express purposes set forth in the Educational Employment Relations Act. Release time shall not be provided for a grievance investigation or preparation.
1. The designee shall complete an absence slip and have it approved by the immediate supervisor prior to the meeting.
 - a. In order for the designee to be released, they shall give the immediate supervisor a prior day's notice before leaving their work station.
 - b. In cases of bonafide emergencies necessitating CSEA assistance, the designee shall be released.
 2. The CSEA President shall authorize the designee who may request release time.
 3. The CSEA President shall request release time from the Vice Chancellor, Human Resources, or designee, prior to the release time.
 4. The Vice Chancellor, Human Resources, or designee, shall request release time from the designee's immediate supervisor prior to the release time.
 5. The designee shall notify the supervisor of the unit member that they are assisting prior to giving any assistance. CSEA and the Vice Chancellor, Human Resources, or the District Director of Human Resources, shall serve as designees for the purposes of such release time.
- K. **Release Time for Health Insurance JPA Board Meetings:** CSEA shall be granted four (4) hours of release time each month for one (1) unit member to attend the monthly Health Insurance JPA Board meeting. The designated unit member shall be appointed by the Chapter President and the Chapter President will notify the Vice Chancellor, Human Resources and the unit member's supervisor of the appointment.
- L. **Release Time for Negotiations:** CSEA shall have the right to designate unit members, the number to be determined by the ground rules, who shall be given mutually agreed upon release time to participate in meet and negotiate sessions, following the same approval process in Section J, numbers 1-5 above.
- M. **Release Time for Investigatory Interview:** Each time a designee is to be released from their job assignment to assist another unit member in an investigatory interview that may lead to discipline, reasonable release time shall be made available for the express purposes set forth in the Educational Employment Relations Act and following the same approval process in Section J, numbers 1-5 above.

- N. If, at the request of the District, a CSEA designee is participating in a District convened shared governance meeting, or attending a Board of Trustees or Personnel Commission meeting, release time is to be granted outside of that specified in this article.
- O. The District shall provide paid release time for up to a total of one hundred (100) hours for elected delegates to attend the CSEA Annual Conference, upon approval of the immediate supervisor. The District reserves the right to deny the release time based on business needs.
- P. The District shall provide for one (1) CSEA representative to participate in the districtwide new hire orientation to present new CSEA bargaining unit members with introductory information, such as officer listing, the enrollment process, and unit member benefits. CSEA shall be given 10-days' notice of new employee orientations. The District shall provide CSEA with the numbers of new employees who will be invited to the orientation no less than five (5) days prior to the orientation.

During the semi-annual new employee orientations, CSEA shall be entitled to a five (5) to ten (10) minute period scheduled on the semi-annual orientation agenda, as well as one (1) thirty (30) minute period for CSEA to meet with new hires immediately after the semi-annual orientation meeting set by the District, however the District shall not incur overtime costs. The CSEA Labor Relations Representative may also attend.

ARTICLE 8
ORGANIZATIONAL SECURITY

DUES AND AGENCY FEES

- A. CSEA shall have the right to have membership dues deducted for voluntary members of the bargaining unit.
- B. The District shall deduct, in accordance with the CSEA Dues Schedule provided to the District, dues from the wages of all voluntary members of CSEA on the date of execution of this Agreement, and who have submitted dues deduction authorization forms to the District.
- C. The District shall deduct dues, in accordance with the CSEA Dues Schedule, from the wages of all voluntary members who, after the date of this Agreement, become members of the CSEA and submit a dues authorization form.
- D. If on file with the District, the District shall provide via email to CSEA the following information with each field listed in its own column, of any newly hired employee within 30 days of hiring. The District shall provide via email to CSEA the following information for all employees in the bargaining unit on the last working day of September, January and May:
 - 1. First Name;
 - 2. Middle Initial;
 - 3. Last Name and Suffix;
 - 4. Job Title;
 - 5. Department;
 - 6. Primary Worksite;
 - 7. Work Telephone Number;
 - 8. Home Street Address 1;
 - 9. Home Street Address 2;
 - 10. City;
 - 11. State;
 - 12. Zip Code;
 - 13. Home Telephone Number;
 - 14. Personal Cellular Telephone Number;
 - 15. Personal Email Address;
 - 16. Employee ID; and
 - 17. Hire Date.
- E. Notwithstanding the foregoing, limited to the express purpose of the requirements of AB 119 and Government Code section 6254.3(c) only, an employee may opt out via written request to the District (copy to CSEA) to direct the District to withhold disclosure of the employees':
 - 1. Home Address;
 - 2. Home Telephone Number;
 - 3. Personal Cellular Telephone Number; and
 - 4. Personal Email Address.

- F. CSEA is solely responsible for distributing to, and collecting from, employees the dues deduction authorization forms. Employees shall submit membership application forms directly to CSEA and not to the District. CSEA is responsible for maintaining the membership applications forms from individual employees. Questions regarding CSEA membership dues amounts, and payroll deductions must be directed to CSEA and not the District.
- G. The District shall refer all unit member requests to cancel membership to CSEA within 7 (seven) business days.
- H. On a weekly basis, CSEA shall provide the District an updated, certified list which shall include any new CSEA members who have provided written authorization for payroll dues deductions to CSEA. CSEA shall also immediately notify the District of any CSEA member validly cancelling or revoking a dues deduction authorization within 7 (seven) business days. By doing so, CSEA shall not be required to submit a copy of each individual employee's written authorization for the payroll dues deductions to be effective, unless a genuine dispute arises about the existence or terms of the written authorization(s).
- I. CSEA shall provide the District with at least 14 calendar days' notice prior to the effective date of any changes to CSEA member dues deduction amounts, along with a copy of the notification of the change that was sent to all concerned employees.
- J. CSEA shall indemnify and hold the District harmless from any and all claims, demands, or suits, or other action arising from the organizational security provisions contained herein, including claims for deductions made in reliance on information provided by CSEA.

ARTICLE 9
DISTRICT/CSEA CONSULTATION COMMITTEE

- A. The District and CSEA agree that communications involving administration of this contract, excluding grievances, and/or negotiable matters, may be facilitated by consultation meetings. The committee shall consist of up to three (3) members from each party.
- B. Either party may request a consultation meeting where it is believed that a resolution of a problem or problems may be feasible.
- C. The party requesting such a meeting shall submit an agenda with sufficient detail to allow an understanding of the problem to be discussed or resolved; and, the date, place, and time requested. The receiving party shall, within three (3) working days, notify the requesting party of agreement or non-agreement to the meeting. Meetings shall be held at times agreeable to both parties. Minutes shall be approved at the next meeting by both parties.
- D. Orientation sessions on this agreement for bargaining unit members will be held during regular working hours; time, date and place to be determined by the District/CSEA Consultation Committee.

ARTICLE 10
MANAGEMENT RIGHTS AND RESPONSIBILITIES

- A. CSEA recognizes and agrees that the Board, on its own behalf and on behalf of the electors of the District, retains and reserves unto itself, limited only by Articles of this Agreement, all powers, rights, authority, duties and responsibilities conferred upon and vested in it, expressed or implied, by the laws and the Constitution of the State of California and of the United States.
- B. CSEA recognizes and agrees that the exercise of the foregoing powers, rights, authority, duties and responsibilities by the Board, the adoption of policies, rules, regulations, and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only by the specific and express terms of this agreement and then, only to the extent such specific and express terms are in conformance to the Constitution and laws of the State of California and the Constitution and laws of the United States.
- C. CSEA recognizes and agrees that the District's powers, rights, authority, duties and responsibilities include, but without limiting the generality of the foregoing, the exclusive right to manage, plan, organize, staff, direct and control; to decrease and increase the work force; to establish and change standards; to determine solely the extent to which the facilities of any department therefore shall be operated, and the outside purchase of products or services (such purchases of products or services shall not be the reason for a reduction in present allocated positions held by unit members); the right to introduce new, or improved methods and facilities; and, to otherwise take any action desired to run the entire operation efficiently, except as modified by this Agreement.
- D. CSEA recognizes and agrees that the District retain its rights to amend, modify, or suspend policies and practices referred to in this Agreement in case of emergency. Emergency to be defined as: an act of God, a natural disaster, or other dire interruption of the District's programs. When an emergency is declared, District shall immediately notify and consult with CSEA. The determination of whether or not an emergency exists is solely within the discretion of the Board.
- E. The District may contract out bargaining unit work as permitted by statute and to the extent such contracting out of unit work does not violate state law including the District's and CSEA's rights under the Educational Employment Relations Act.

ARTICLE 11
PROBATIONARY PERIOD

- A. Every unit member, except unit members designated as Police Communications Dispatchers or Police Communications and Records Coordinators, shall serve an initial probationary period of 130 working days. After serving a probationary period of 130 working days in paid status, a unit member in the classified service shall thereupon be designated as a permanent employee. Police Communications Dispatchers and Records Coordinators shall serve an initial probationary period of one (1) year.
- B. Notwithstanding any other provision in this Agreement, any time a probationary unit member is on any paid or unpaid leave, the time the probationary unit member is absent shall be excluded from satisfying the number of required workdays in any unit member probationary period and constitute a break in the probationary period.
- C. No lateral transfers may take place during a unit member's probationary period.

ARTICLE 12 HOURS OF WORK

- A. Upon initial employment and upon each change in classification thereafter, each unit member shall be provided their classification specification, salary data, assignment or work location, together with duty hours and the prescribed workweek. The salary data shall include the annual, monthly or pay period, daily, hourly, overtime, and differential rate of compensation, whichever are applicable. The unit member shall sign and date the electronic form. The form shall be stored electronically and may be accessed by the District or the unit member at any time.

- B. **Work Load:** In the event any new position is approved by the Board which requires Saturday and/or Sunday duty, such position shall be offered to existing unit members on a volunteer basis. If no volunteer is accepted, eligible candidates shall be considered for the assignment. In the event of necessity, as determined by the District, the least senior unit member in the classification at the respective work location shall be assigned.

- C. **Work Day:** The length of any work day shall be established by the Board in compliance with the law for each position relative to the needs of the District.

- D. **Work Week:** The Board agrees to establish the regular work week for full-time bargaining unit members as being five (5) consecutive days, Monday through Friday, of eight (8) hours per day and forty (40) hours per week. The District may assign unit members to work days other than Monday through Friday when the needs of the District so dictate. Temporary flex week hours may be granted at the unit member's request with approval of the supervisor and must be scheduled within a five (5) day work week.
 - 1. **Alternate Work Schedules:** Unit members may request an alternate work schedule that includes any of the following schedules, however, nothing in this section shall prohibit the District from ending alternate work schedules altogether. The District shall provide unit members ten (10) business days of notice prior to ending an alternate work schedule, unless the ten (10) business day notice period shall materially disrupt District operations. Unit members shall not be able to change to an alternate work schedule which qualifies them for a shift differential, or one that provides them with a greater shift differential. Approvals shall be based on the needs of the department and shall be at the discretion of the supervisor and shall be based on seniority in the classification. The hours/days for the alternate work schedules shall be mutually agreed upon by the unit member and the supervisor. Unit members shall be able to end an alternate work schedule by providing ten (10) business days' notice to the supervisor.

- a. **4/10 Schedule:** Four (4) 10-hour days within a one-week period. Unit members shall be paid overtime for any hours worked beyond the ten (10) hours of any work day, or after forty (40) hours in any work week. When a unit member is absent for any reason, the unit member must use enough leave to cover for the ten-hour work day. Alternate work schedules shall be suspended during weeks in which a holiday occurs. During a holiday week, the unit member's work schedule shall revert back to the regular 5/8 schedule of five (5) 8-hour days and forty (40) hours per week.
 - b. **9/80 Schedule:** Eight (8) nine-hour days and one (1) eight-hour day with one (1) day off in a two-week period. Unit members will be paid overtime for any hours worked beyond the nine (9) hours in a nine-hour work day or beyond the eight (8) hours in the eight-hour work day, or after eighty (80) hours in a two-week period. When a unit member is absent for any reason, the unit member must use enough leave to cover for the nine-hour or eight-hour work day, whichever is applicable. Alternate work schedules will be suspended during the two-week period in which a holiday occurs. During the two-week period in which a holiday occurs, the unit member's work schedule will revert back to the regular 5/8 schedule of five (5) eight-hour days and forty (40) hours per week for both weeks. The scheduled day off must be fixed and the eight-hour day must be the same day the following week. The workweek for those on a 9/80 schedule starts mid-day on the eight (8) hour day.
- E. **Food Services Work Year:** Food services classifications are employed on a ten-month workyear. The District from time to time may have temporary summer employment and unit members in food services classifications may wish to be considered for such temporary employment. The parties recognize that the cost of operating the food services program may inhibit the District from employing regular unit members and the District is not obligated to do so if its financial review would otherwise make it undesirable.
- F. **Pay Period Certification:** For purposes of timekeeping, unit members shall certify each pay period indicating hours worked or an exception to their schedule, which will be in an electronic format using the UKG system.
- 1. The system shall be an exception-based timekeeping system for unit members and unit members shall not be required to clock in and out each day, with the exception of those unit members who currently, as of September 1, 2023, use the current electronic timekeeping system, or complete a paper timesheet, will be rolled over and required to clock in and out with the new UKG system. Unit members clocking in and out are ones that have flexible and variable hours without a standard permanent shift requiring them to clock in and out to record their hours worked.

2. Normal work schedules for unit members shall be loaded in the system and unit members and their supervisors are required to inform Human Resources and Payroll any time their normal work schedule changes by submitting a completed Personnel Action Form (PAC).
 3. As an exception-based system, unit members shall be able to modify their work hours if they temporarily flex their hours per Article 12.D of the collective bargaining agreement.
 4. The system will properly calculate overtime hours for unit members working on an alternate schedule.
 5. Unit members shall be able to access the system on District or personal devices to request leaves or to check leave balances. Unit members are not required to access the system from a personal mobile device, but they may do so. If a unit member accesses the system from a personal mobile device, the District will not incur any costs, or reimburse the unit member, for the unit member's use of their personal device.
 6. The unit member shall receive notifications to approve the timecard at the end of each month and employees shall make every effort to sign the timesheet no later than 12:00 PM on the first business day after the pay period closes. If the employee does not approve their timesheet by 12:00 PM on the first business day after the pay period closes, then it shall be sent to the manager for approval and employees shall be required to sign their timesheet on their next work day.
 7. Consistent with Article 19, Section D.1., if a supervisor denies a vacation request, the supervisor shall provide a reason for the denial and unit members shall receive a written electronic notification.
 8. The system shall not be used to track unit members' location.
 9. No biometric information shall be used to operate, or be stored by, the system.
 10. Unit members and their supervisors will receive training on the UKG system.
- G. **Overtime:** The Board agrees to compensate unit members, at the rate of one and one-half (1- 1/2) times the unit member's regular rate of pay pursuant to the applicable provisions of the Fair Labor Standards Act and the Education Code for each hour of work required in excess of the eight (8) hour work day or forty (40) hour work week for unit members working the regular 5/8 schedule of five (5) days of eight (8) hours per day and forty (40) hours per week. For unit members working the 4/10 schedule, overtime shall be paid for any hours worked beyond the ten (10) hours of any work day, or after forty (40) hours in any work week.

For unit members working the 9/80 schedule, unit members will be paid overtime for any hours worked beyond the nine (9) hours in a nine-hour work day, or beyond the eight (8) hours in the eight-hour work day, or after eighty (80) hours in the two-week period.

The one and one-half (1-1/2) time compensation rate shall be in addition to the regular rate of pay when applied to work performed on a holiday. Unit members shall be compensated at the rate of one and one-half (1-1/2) times their regular rate of pay for work assigned on the sixth and seventh work day. Unit members cannot work overtime without prior approval of the supervisor.

- H. **Overtime Distribution:** The supervisor shall normally assign overtime on a rotational basis, based on the knowledge and skills (relationship to the assignment) or those members in the unit desiring to work overtime on a voluntary basis. However, the supervisor may assign overtime as needed and the unit member may not refuse overtime if they are given reasonable notice, except in cases of emergency as determined by management (reasonable is defined as the previous day).
- I. **Compensatory Time:** In the event of mandatory assignment of overtime, a unit member may elect to take compensatory time off in lieu of cash compensation for overtime work, unless the immediate supervisor determines the election to be disruptive to the department work or one which creates a financial problem for the department. Compensatory time off shall be granted at the appropriate overtime rate and shall be taken during the same fiscal year, except in any case where such utilization of compensatory time off would violate any State or Federal law. Unit members may accrue not more than 240 hours of compensatory time off. Compensation for overtime shall be provided to the unit members with the June supplemental payroll.
- J. **Shift Differential Compensation:** Any unit member required to work four (4) or more hours per day between the hours of 6:00 p.m. and 12:00 midnight shall be paid an additional seven and one-half percent (7-1/2%) of the regular rate of pay for the entire month, providing the assignment is one-half (1/2) or more of the working days in the month. Any unit member required to work four (4) or more hours per day between the hours of 12:00 midnight and 6:00 a.m. shall be paid an additional ten percent (10%) of the regular rate of pay for the entire month, providing the assignment is one-half (1/2) or more of the working days in the month.
- K. **Split Shift Differential:** If a unit member's assigned shift contains one (1) or more periods of unpaid time that exceed two (2) hours, unless mutually agreed, the unit member shall be paid a shift differential of five percent (5%) above the regular rate of pay for all hours worked for the month providing the assignment is for more than one-half (1/2) the working days in the month.

- L. **Flexible-Hour Unit Members:** A flexible-hour unit member is one that is hired in a CSEA classified position.
1. There are three (3) types of flexible-hour unit members: flexible-hour/full-time or part-time, flexible-hour/year-round, and flexible-hour/seasonal.
 - a. Flexible-hour/full-time or part-time unit members work more than six (6) months per fiscal year, have a guaranteed amount of hours per week, and have shifts that can vary on a daily basis and shall be scheduled based on the needs of the department/position within which they are hired.
 - b. Flexible-hour/year-round unit members work more than six (6) months per fiscal year, have hours that can fluctuate per week, and have shifts that can vary on a daily basis and shall be scheduled based on the needs of the department/position within which they are hired. Unit members in this category shall accrue sick leave, vacation days and holidays in accordance with the California Education Code prorated for less than 40 hours per week and less than twelve months per year.
 - c. Flexible-hour/seasonal unit members work less than six (6) months per fiscal year, have hours that can fluctuate weekly, and have shifts that can vary on a daily basis and shall be scheduled based on the needs of the department/position within which they are hired. Unit members in this category shall accrue sick leave, vacation days and holidays in accordance with the California Education Code prorated for less than 40 hours per week and less than twelve months per year.
 2. Compensation would also fluctuate monthly for flexible-hour/year-round and flexible-hour/seasonal unit members based on actual hours worked for that month. The pay period for flexible-hour/year-round and flexible-hour/seasonal unit members shall begin on the 15th of each month and end on the 14th of the succeeding month in order to report actual hours worked.
 3. Flexible-hour unit members shall be notified of any change in hours as soon as possible before the change.
 4. Flexible-hour unit members may be eligible for prorated benefits. To be eligible for pro-rated insurance, the flexible-hour unit member's regular assignment must be a minimum average of 30 hours per week averaged over a twelve (12) month period.
 5. Flexible-hour unit members shall be paid for actual hours worked.

6. The following positions are flexible-hour. This list is inclusive, but not an exhaustive list:

Flexible-Hour/Full-Time or Part-Time:
Athletic Trainer (Slot #322)
Audio-Visual Technician (Slot #76)
Piano Accompanist (Slot #469)
Senior Sign Language Interpreter (Slot #581, 943, 2010, 2011 & 2012)
Senior Sign Language Interpreter – PPT (Slot #73)
Sign Language Interpreter (Slot #577, 578 & 899)
Theater Technical Director (Slot #724 & 725)

Flexible-Hour/Year-Round:
Admissions and Records Assistant I/II (Slot #728 & 930)
Early Childhood Education Specialist
Foundation Events Planner
Outreach Assistant (Slot #745, 746, 747, 751, 752, & 753)
Outreach Specialist (Slot #729 & 921)
Piano Accompanist (Slot #312 & 737)
Senior Sign Language Interpreter (Slot #736, 881 & 982)
Sign Language Interpreter (Slot #415, 730, 731, 732, 733, 734, 735, 882, 884, 1999, & 2000)

Flexible-Hour/Seasonal:
Athletic Trainer (Slot #148 & 754)
Recreational Assistant (Slot #929, 961, 962, 963, 964, 965, 966, 967, 968, 969, & 970)
Recreational Associate (Slot #1979)

- M. **Lunch Periods:** The District shall provide all bargaining unit members with an unpaid, uninterrupted lunch period after the unit member has been on duty for four (4) hours, but not to exceed six (6) hours. The District shall establish the length of time for such lunch periods but for not less than one-half (1/2) hour. However, bargaining unit members in the classifications of Police Communications Dispatcher and Police Communications and Records Coordinator shall have a paid one-half (1/2) hour lunch period as part of their regular eight-hour assignment, which may or may not be interrupted.
- N. **Rest Periods:** The District shall provide one paid fifteen (15) minute rest period for each four (4) hours of work. The supervisor shall schedule the rest period, which should normally be in the middle of each four (4) hour work period. Special work shifts or evening work shifts may take a rest period of thirty (30) minutes for each eight (8) hours of work to be scheduled by the supervisor, e.g., custodians working 10:30 p.m. to 7:00 a.m. Rest periods shall not be used to arrive late or leave early. Rest periods may not be combined or added to lunch periods to create a longer lunch period.

- O. **Minimum Call-in Time:** A unit member required to work on a day when the unit member is not scheduled to work shall receive a minimum of three (3) hours pay at the appropriate rate. This does not apply to pre-scheduled overtime. If the unit member is called to work but it is performed off-campus (such as by remote device), the unit member shall be guaranteed a minimum of one (1) hour of work. However, this does not apply to work performed in de minimis time. De minimis time is defined by the FLSA as infrequent and insignificant periods of time beyond the scheduled working hours which cannot as a practical matter be precisely recorded for payroll purposes and therefore may be disregarded. The courts have held that such periods of time are de minimis (insignificant). This rule applies only where there are uncertain and indefinite periods of time involved, a few seconds or minutes in duration, and where the failure to count such time is justified by industrial realities.

- P. **Telework Pilot Program:** Telework Pilot Program Procedures, as outlined in Appendix IV will be implemented by the District beginning January 2, 2024. This pilot program allows unit members the option to voluntarily request a teleworking arrangement. The Telework Pilot Program will expire on June 30, 2027. Nothing in this pilot program prohibits the District from transitioning from onsite to remote during an emergency without following the processes set forth in the Telework Pilot Program Procedures.

ARTICLE 13
TEMPORARY WORK LOCATION TRANSFER

- A. Work location is defined as Fresno City College, District Office, Reedley College, Clovis Community College, Madera Community College, and each of their associated centers and sites, or any other work location as may be developed. Transfer of unit members from one work location to another on a temporary basis may be initiated by the District's management at any time such transfer is judged to be in the best interest of the District. Such transfer shall not exceed sixty (60) working days except that a transfer may exceed sixty (60) working days in the case of a permanent unit member on a temporary leave of absence. The unit member affected by such transfer shall be given at least a five (5) working days' written notice and the written notice shall include the reasons for the transfer.
- B. In addition, Grounds positions may be temporarily transferred to another College, Center or District Office for a period not to exceed ten (10) working days, with at least a three (3) working days' written notice. A Grounds unit member may not be temporarily transferred for a period of ten (10) working days more than three (3) times within one (1) fiscal year.
- C. The job site transfer process is not subject to the provisions of the grievance article of this Agreement unless the temporary transfer exceeds sixty (60) working days, except when such transfer is to replace a permanent unit member on a temporary leave of absence.
- D. **Mileage:** Mileage beyond normal commute is to be paid between all sites. Any member of the bargaining unit assigned to a temporary work location shall be entitled to mileage reimbursement upon submission of proper verification forms to the immediate supervisor. Any mileage compensation shall be compensated by the reimbursement rate established by the Board. Mileage reimbursement shall be limited to any increase in mileage resulting from the difference between the unit member's home and regular work site and the unit member's home and temporary work site.

ARTICLE 14
UNIFORMS, TOOLS AND EQUIPMENT

- A. **Uniforms:** The manager may require unit members in the following departments to wear uniforms. Upon termination, all uniforms and District-provided laboratory coats will remain the property of the State Center Community College District. College Administration may provide for a cleaning service for laboratory coats. All uniforms and laboratory coats that are cleaned by a third-party service and are property of the service provider may not be altered by the unit member. Unit members are required to return all items upon leaving employment with the District.
1. Athletics
 2. Biology (3 laboratory coats shall be provided)
 3. Building Services
 4. Chemistry (3 laboratory coats shall be provided)
 5. Food Services
 6. Grounds Services
 7. Maintenance & Operations
 8. Manufacturing Technology
 9. Mechanized Agriculture
 10. Nursing
 11. Physical Science
 12. Other departments when required by management.
- B. Replacement of uniforms and laboratory coats shall be approved by the immediate supervisor.
- C. **Food Services:** Unit members in food services are provided one meal per shift.
- D. **Tools:** The District agrees to provide all tools, equipment, and supplies reasonably necessary to unit members for the performance of their assigned duties. Each unit member shall be responsible for equipment entrusted to their control. Loss of equipment and unauthorized removal of equipment should be reported immediately to the appropriate administrator. Equipment shall only be removed from campus with proper authorization as evidenced on the form which follows AR 6535 Off-Premises Equipment Checkout Form.
- E. **Replacing or Repairing Unit Member's Property:** The District agrees to reimburse unit members for loss or damage to personal property required in the course of employment, but in no case shall the District pay for personal property not required. The reimbursement shall be at fair market value and shall be limited to a maximum of \$100 per fiscal year. Loss or damage reimbursement shall only occur upon the following conditions:
1. The property was being used upon the prior written authorization of the supervisor.
 2. The property was being used in a manner prescribed for its intended use.

3. The loss or damage is reported immediately to the supervisor.
 4. The loss or damage was not the result of intentional misuse, negligence or carelessness.
- F. **Safety Equipment:** Should the employment duties of a member in the bargaining unit require reasonable use of any equipment or gear to ensure the safety of the unit member or others, the District agrees to furnish such equipment or gear. The District agrees to purchase rain gear for unit members required to work in inclement weather.
- G. **Hold Harmless Clause:** Whenever any civil or criminal action is brought against a unit member for any action or omission arising out of or while acting in the course of their assigned duties, if protecting property or persons on District property, the District agrees to pay the costs of defending such action. This paragraph does not apply to civil or criminal action arising out of willful violation of a penal statute or ordinance.

**ARTICLE 15
PAY AND ALLOWANCES**

Compensation for members of the Classified Bargaining Unit shall include but not be limited to:

- A. Salary
- B. Step and longevity
- C. Salary/wage-fringe impact
- D. Additional costs as related to the implementation of the Agreement (includes step/longevity increase)

Section 1. Salary:

A. 2023-2024 Salary

Effective July 1, 2023, the District shall provide for the 2023-2024 fiscal year an increase equivalent to the funded Statutory Cost of Living Adjustment (COLA) + 1.00% (equal to a combined total of 9.22%) to the lowest cell of the CSEA salary schedule in effect during the 2022-2023 fiscal year and the range for Sign Language Interpreters will be increased from 81 to 85 and the range for Senior Sign Language Interpreters will be increased from range 86 to range 89. All salary changes will be retroactive to July 1, 2023. The eight (8) step salary schedule shall be four percent (4%) between grades and three percent (3%) between steps. In addition, for the 2023-2024 fiscal year, the District shall also provide unit members with a one-time off-schedule payment of one and three quarter percent (1.75%) to be paid on the July 2024 paycheck.

2024-2025 Salary

Effective July 1, 2024, the District shall provide for the 2024-2025 fiscal year an increase equivalent to the funded Statutory Cost of Living Adjustment (COLA) + 1.00% to the lowest cell of the CSEA salary schedule in effect during the 2023-2024 fiscal year. The eight (8) step salary schedule shall be four percent (4%) between grades and three percent (3%) between steps. In addition, for the 2024-2025 fiscal year the District shall also provide unit members with a one-time off-schedule payment of one percent (1.00%) to be paid on the July 2025 paycheck.

2025-2026 Salary

Effective July 1, 2025, the District shall provide for the 2025-2026 fiscal year an increase equivalent to the funded Statutory Cost of Living Adjustment (COLA) to the lowest cell of the CSEA salary schedule in effect during the 2024-2025 fiscal year. The eight (8) step salary schedule shall be four percent (4%) between grades and three percent (3%) between steps.

- B. Unit members can access a current accounting of their sick leave and vacation on the internet.

- C. An IRC section 125 Plan shall be continued in accordance with Governmental rules and regulations for unit members for medical insurance plans made available by the District. CSEA agrees to defend, indemnify and hold harmless the District, its officers, agents, and employees from any claims, demands, damages, or other liability, including costs and attorney fees arising out of this section or the administration or implementation thereof. Upon valid service of a summons and complaint or of a claim under the Government Tort Claims Act, the District agrees to notify CSEA thereof and to cooperate as reasonably necessary for the defense or settlement of such action.
- D. The State Center Community College District recognizes its obligation to bargain over salary and benefits to unit members represented by the Exclusive Representative.
- E. **Salary Dispute:** Any dispute pertaining to the salary provisions contained herein is subject to the Grievance Procedure of this Agreement except, however, that only CSEA may bring a grievance concerning such implementation and any such grievance must be filed within ten (10) working days of notice from the District of any proposed implementation of these provisions. The District shall notify CSEA concerning its calculations pursuant to the salary provisions contained herein. Such notification shall be in writing. If CSEA disagrees with the calculations, they shall notify the District within ten (10) working days. Such notice of the disagreement shall include calculations prepared by CSEA. The District may implement its proposed calculations, the proposed calculations from CSEA, or attempt to resolve the disagreement. If the matter cannot be satisfactorily implemented or resolved, by mutual agreement, the parties shall agree to reopen negotiations regarding salaries at which time these salary formula provisions shall be of no force or effect.

Section 2. Base Rate:

- A. The base rate of pay for each position in the bargaining unit shall be in accordance with the rates established for each classification as provided for in the Salary Schedule, which includes "salary step" increases. Placement on the salary schedule shall be based on the unit member's education and experience. At the time of a new hire, provided that the unit member submits all the required documents by the given deadline, the District shall review and consider the unit member's education and experience above the required minimum qualifications and make a recommendation on step placement for final approval by Human Resources. Initial step placement shall not exceed step C.
- B. Shift differential pay, longevity increases, and professional growth stipends required to be paid under this Agreement shall be added to the base rate of pay.
- C. This Agreement shall provide for the granting of step and longevity increases effective July 1, or the appropriate anniversary date thereafter.

Section 3. Salary/Longevity Schedule Progression:

- A. The following formula shall determine a classified unit member's progression on the salary/longevity schedule: A unit member may advance in salary step/longevity only if a unit member's performance is evaluated as "meets standards" or better, and if a unit member successfully completed twelve (12) months of paid service in a position.

- B. If a unit member is not performing to standards, they should not be allowed to advance in salary step/longevity until the unit member is determined to “meet standards” upon being evaluated six (6) months following the performance evaluation which indicated a failure to “meet standards.” A unit member receiving less than “meets standards” on their performance evaluation and who shall subsequently be denied their step/longevity increase, may request a review of their performance evaluation by the Vice Chancellor, Human Resources, or designee. The unit member shall have the right of representation.
- C. Longevity schedule progression shall not be affected the first time a unit member receives an overall rating of less than “meets standards” on their performance evaluation. Any unit member who receives a subsequent rating of less than “meets standards” shall not be allowed to advance in salary step/longevity until the unit member is determined to “meet standards.” This is a one-time exception.

Section 4. Longevity Pay:

A. Longevity pay shall be computed from the base rate of pay at two and one-half percent (2-1/2%) after successful completion of ten (10) years of paid service (based on the unit member’s anniversary date) and two and one-half percent (2-1/2%) at each additional level up to five (5) levels for each classified unit member within the State Center Community College District.

B. The Longevity Pay Schedule is as follows:

Level	Years of Service	Benefit
Level 1	10 years	Base Salary + 2-1/2%
Level 2	14 years	Base Salary + 5%
Level 3	17 years	Base Salary + 7-1/2%
Level 4	21 years	Base Salary + 10%
Level 5	25 years	Base Salary + 12-1/2%

Section 5. Professional Growth:

A. Unit members are eligible to participate in the professional growth plan after three (3) years of permanent service with the District.

B. Criteria for placement on the professional growth schedule is as follows:

1. College semester units = Actual unit value. Quarter units shall be converted into semester units.
2. Seminars/Workshops not taken on District time or at District expense = Eight (8) hours is equivalent to 1/2 unit.
3. Proficiency examinations/certificates of achievement = Actual semester units or eight (8) hours = 1/2 semester unit.
4. Unit members must turn in official transcripts.
5. Units must be attained from a nationally or regionally accredited institution.

- 6. Units must be job-related or towards a degree or certificate.
 - 7. Units whose fees were waived by the District may not count towards professional growth.
- C. Petitions for advancement and documentation shall be forwarded directly to the District Director of Human Resources, or designee, by June 25, for implementation on July 1, of each fiscal year.
 - D. Disputed cases may be appealed to the Chancellor, or designee. The decision of the Chancellor or designee is final.
 - E. Unit members qualify for units earned for courses that began after permanent employment. Credit shall be given for college units completed with a "C" or better while employed with the District. Professional growthsteps, as indicated in the following placement chart, are additions to the unit member's monthly base salary:

Units completed:	15	30	45	60	90
Monthly amount:	\$35	\$70	\$105	\$140	\$200
 - F. Unit members employed part-time, less than eight (8) hours per day, shall be paid a pro rata share of the professional growth stipend.
 - G. A professional growth stipend shall cease when a unit member promotes into a classification or position where the skills attained through professional growth are considered a minimum requirement for the new position.

Section 6. Promotions:

Unit members who receive a promotion to a classification allocated to a higher salary range shall be placed on the step of the higher classification which is at least a five percent (5%) increase in their annual base rate of pay, but not beyond the top step of the salary range in any case. The unit member's anniversary date within the classification to which they are promoted shall be the first of the month following the date of hire in the higher classification, unless the date of hire is the first of the month, then that is considered the anniversary date. Step placement for promotion shall be based on education and experience.

Section 7. Direct Deposit:

Direct deposit is available to all unit members upon request. Upon request, the electronic transfer of payroll shall be deposited directly into a financial institution of the unit member's choice and the unit member can dis-enroll or make changes at any time. The District holds the right to not allow direct deposit transactions to financial institutions known to have disreputable transactions.

Section 8. Compensation for Working Out of Class:

- A. Classified members in the bargaining unit are not permitted to perform duties which are not fixed and prescribed for the position by the Governing Board unless the duties reasonably relate to those fixed for the position by the board, except as provided in this provision for working out-of-class. If doubt exists concerning any particular classification, the Human Resources office shall clarify what is and what is not within classification. Disputed cases

may be appealed to the Vice Chancellor, Human Resources. The decision of the Vice Chancellor, Human Resources is final.

- B. A unit member shall work out-of-class only when directed to do so and is therefore required to perform duties inconsistent with the duties for their assigned position; however, in no instance shall a unit member work out-of-class more than 960 hours in a fiscal year. If the period of time the unit member is required to perform the inconsistent duties exceeds five (5) working days within a fifteen (15) calendar day period and the inconsistent duties are in the higher classification than the regular assigned position, the unit member shall be paid for each such day, at the rate commencing the first day of out-of-class work by being placed in the step of the higher salary classification which is greater than but nearest to a five percent (5%) increase in rate. If a bargaining unit member is directed to perform the duties in a higher classification for a management position, and such work period exceeds five (5) working days in any fifteen (15) calendar day period, the unit member shall be paid an additional amount not to exceed fifteen percent (15%) of the current base pay rate of the unit member. In no instance shall the working out of class compensation to a unit member be greater than the base salary provided through promotion to the higher-level classification.

Section 9. Automatic Payroll Deduction (Overpayment):

In the event a unit member is overpaid for any reason, the District may make an automatic payroll deduction in the unit member's paycheck to cover the costs of the overpayment in the same increments as the overpayment, providing the total repayment occurs by the end of the fiscal year unless there is mutual agreement between the District and CSEA concerning the affected unit member to extend beyond the fiscal year.

ARTICLE 16
ANNIVERSARY DATES

- A. **Vacation Accrual Rate and Longevity Increase:** The anniversary date for vacation accrual rate increases and longevity increases is effective the first of the month following a unit member's first date of hire, unless the date of hire is the first of the month in which case it will be the same date. The vacation accrual rate and longevity increase anniversary date will be the date measured to determine both the rate a unit member accrues vacation and when a unit member shall receive a longevity increase.
- B. **Step Increase:** The anniversary date for step increases is effective the first of the month following a unit member's completion of the required period of twelve (12) months of paid service in a permanent classification, unless the date of hire is the first of the month in which case it will be twelve (12) months from the date of hire. The step increase anniversary date will be the date measured to determine when a unit member shall receive a step increase.

Step increase anniversary dates may change due to promotions, demotions, lateral transfers into a related classification, or transfers into an unrelated classification.

- C. **Anniversary Dates will be Adjusted Due to the Following:**
1. Unpaid Leave beyond the ten (10) days provided by Article 25, Section 1
 2. Personal Leave provided by Article 25, Section 2
 3. Unpaid Health Leave of Absence provided by Article 26
 4. Any break in service from the District

ARTICLE 17
HEALTH AND WELFARE BENEFITS

Section 1. Medical Insurance:

To be eligible for District-sponsored group medical insurance plan, a unit member's regular assignment must be a minimum of thirty (30) hours per week during their assigned work year. Unit members may also be offered medical insurance if the unit member becomes eligible under other applicable laws and regulations.

- A. The District shall provide District-sponsored group medical insurance coverage for eligible unit members and their eligible dependents, conditioned upon the provisions of this Article and applicable law. The District's contribution to the premium is set forth in Section 6 of this Article.
- B. District-sponsored group medical insurance coverage shall remain in effect during approved leaves, except as otherwise provided in the respective leave provisions, providing unit members pay, in accordance with insurance carrier requirements, District and unit member premium contributions. Failure to pay required premium shall result in termination of coverage.
- C. Any District-sponsored group medical insurance plan(s) offered to unit members shall first be mutually agreed to by the District and CSEA.
- D. Unit members and their eligible dependents shall become eligible for medical insurance benefits on the first day of the month following their date of hire, upon completion of enrollment requirements.
- E. Eligible unit members are required to enroll in a District-sponsored medical insurance plan according to insurance carrier requirements. If an eligible unit member fails to complete their enrollment in the District's online benefit administration platform, Benefit Bridge, within thirty-one (31) calendar days from the date of hire, which includes the date of hire, the District shall automatically enroll the unit member into the current year's lowest cost medical plan option for the District. The unit member shall be responsible for any portion of the premium in excess of the District's contribution for the medical plan.
- F. Upon resignation or termination from the District, unit members and their eligible dependents medical insurance benefits will end the last day of that month. Unit members and their eligible enrolled dependents may elect to continue the medical insurance at cost under COBRA detailed in Section 9.

Section 2. Dental Insurance:

- A. The District shall provide District-sponsored group dental insurance coverage for eligible unit members and their eligible dependents.

- B. To be eligible for District-sponsored group dental insurance, a unit member's regular assignment must be a minimum of thirty (30) hours per week during their assigned work year.
- C. District-sponsored group dental insurance coverage shall remain in effect during approved leaves, except as otherwise provided in the respective leave provisions, providing unit members pay, in accordance with insurance carrier requirements, District and unit member premium contributions. Failure to pay required premium shall result in termination of coverage.
- D. Unit members and their eligible dependents shall become eligible for District-sponsored group dental insurance benefits on the first day of the month following their date of hire, upon prior completion of enrollment requirements.
- E. Eligible unit members are required to enroll in District-sponsored group dental insurance coverage according to insurance carrier requirements. If an eligible unit member fails to complete their enrollment in the District's online benefit administration platform, Benefit Bridge, within thirty-one (31) calendar days from the date of hire, which includes the date of hire, the District shall automatically enroll the unit member into the dental plan option.
- F. Upon resignation or termination from the District, unit members and their eligible dependents dental insurance benefits will end the last day of that month. Unit members and their eligible enrolled dependents may elect to continue the dental insurance at cost under COBRA detailed in Section 9.

Section 3. Vision Insurance:

- A. The District shall provide District-sponsored group vision insurance coverage for eligible unit members and their eligible dependents.
- B. To be eligible for District-sponsored group vision insurance, a unit member's regular assignment must be a minimum of thirty (30) hours per week during their assigned work year.
- C. District-sponsored group vision insurance coverage shall remain in effect during approved leaves, except as otherwise provided in the respective leave provisions, providing unit members pay, in accordance with insurance carrier requirements, District and unit member premium contributions. Failure to pay required premium shall result in termination of coverage.
- D. Unit members and their eligible dependents shall become eligible for District-sponsored group vision insurance coverage benefits on the first day of the month following their date of hire, upon prior completion of enrollment requirements.

- E. Eligible unit members are required to enroll in District-sponsored group vision insurance coverage according to insurance carrier requirements. If an eligible unit member fails to complete their enrollment in the District's online benefit administration platform, Benefit Bridge, within thirty-one (31) calendar days from the date of hire, which includes the date of hire, the District shall automatically enroll the unit member into the vision plan option.
- F. Upon resignation or termination from the District, unit members and their eligible dependents vision insurance benefits will end the last day of that month. Unit members and their eligible enrolled dependents may elect to continue the vision insurance at cost under COBRA detailed in Section 9.

Section 4. Life Insurance:

- A. The District shall provide District-sponsored group term life insurance coverage for eligible unit members and their eligible dependents. The policy amount shall be fifty thousand dollars (\$50,000.00) level term for the unit member and five thousand dollars (\$5,000.00) for eligible dependent coverage.
- B. To be eligible for District-sponsored group term life insurance, a unit member's regular assignment must be a minimum of thirty (30) hours per week during their assigned work year and the eligible dependent must be enrolled on the unit member's medical insurance plan.
- C. District-sponsored group term life insurance coverage shall remain in effect during approved leaves, except as otherwise provided in the respective leave provisions, providing unit members pay, in accordance with insurance carrier requirements, District and unit member premium contributions. Failure to pay required premium shall result in termination of coverage.
- D. Unit members and their eligible dependents shall become eligible for District-sponsored group term life insurance benefits on the first day of the month following their date of hire, upon prior completion of enrollment requirements.
- E. Upon resignation or termination from the District, unit members and their eligible dependents life insurance benefits will end the last day of that month. Unit members and their eligible enrolled dependents may elect to continue the life insurance at cost directly with the insurance vendor through the life insurance portability options.

Section 5. Long Term Disability (LTD) Insurance:

- A. The District shall provide long-term disability insurance coverage options for eligible unit members.
- B. Eligible unit members have the following long-term disability insurance coverage options depending on their date of hire:

1. **Option 1 (Unit members hired on or before August 31, 2013):**

For eligible unit members hired into full-time, benefited positions on or before August 31, 2013, the District shall provide, at the District's expense, long-term disability insurance coverage. If the unit member separates employment from the full-time, benefited position, the LTD benefit under this section shall be lost. If the unit member is rehired into a full-time, benefited position at a later date, they shall be eligible to purchase a voluntary long-term disability plan as noted in Option 2. Additional supplemental voluntary long-term disability insurance coverage shall be available to purchase at the unit member's expense during open enrollment, per the requirements of the carrier.

2. **Option 2 (Unit members hired on or after September 1, 2013):**

For eligible unit members hired into full-time, benefited positions on or after September 1, 2013, the District shall provide, at the unit member's expense, voluntary long-term disability insurance coverage.

Eligible unit members may enroll in the voluntary long-term disability plan within thirty-one (31) calendar days from the date of hire, which includes the date of hire. Voluntary LTD coverage will become effective on the first day of the month following the date of hire. If the unit member does not enroll during their initial hire enrollment period, they will have the option of applying for coverage during the open enrollment period, per the requirements of the carrier.

- C. To be eligible for long-term disability insurance, a unit member's regular assignment must be a minimum of thirty (30) hours per week during their assigned work year.
- D. Long-term disability insurance coverage shall remain in effect during approved paid leaves, except as otherwise provided in the respective leave provisions, providing unit members pay, in accordance with insurance carrier requirements, District and unit member premium contributions. Failure to pay required premium shall result in termination of coverage.
- E. Unit members may refer to the plan document for their applicable policy to determine coverage as provided by the carrier.
- F. Should an eligible unit member be deemed disabled and approved for LTD benefits by the insurance carrier, the unit member may receive up to sixty percent (60%) of their current salary with a maximum payout of five thousand dollars (\$5,000.00) per month. Unit members who have elected and are enrolled in the supplemental voluntary long-term disability insurance coverage, known as buy-up coverage, may receive up to sixty percent (60%) of their monthly salary with a maximum payout of seven thousand dollars (\$7,000) per month.

Section 6. District Insurance Premium Contributions:

- A. Effective July 1, 2023, the District’s contribution to the medical insurance premium shall be an amount not to exceed a maximum monthly contribution of one thousand, two hundred fifty dollars (\$1,250.00) per month per eligible unit member. The unit member shall pay the difference between the District medical premium contribution and the cost of any premium in excess of the District contribution for any selected medical plan. If the premium is less than the District contribution, the District contribution will be the actual premium amount.

If the full-time faculty bargaining unit and/or District Peace Officers Association receive a greater District medical insurance premium contribution than CSEA, then the CSEA bargaining unit members shall receive the same amount.

Effective October 1, 2024 and each October 1 thereafter, the District’s contribution to the medical insurance premium shall increase by the same percentage increase in the premium of the District’s Modern Care plan, but not to exceed the funded COLA for that year. If the premium is less than the District contribution, the District contribution will be the actual premium amount.

- B. The District shall pay one hundred percent (100%) of the premium for the dental insurance plan.
- C. The District shall pay one hundred percent (100%) of the premium for the vision insurance plan.
- D. The District shall pay one hundred percent (100%) of the premium for the basic life insurance plan.

Section 7. Retiree Medical Insurance:

- A. The retiree medical insurance benefits shall be effective for eligible unit members who retire from the District during the term of this Agreement.
- B. The retiree medical insurance program covers the medical insurance plan only. Benefits shall not be offered nor provided in cash or cash equivalent in lieu of insurance. The dental, vision, and life insurance plans will terminate upon retirement. The dental and vision plans may be continued at the unit member’s expense with the insurance carrier(s) under the Consolidated Omnibus Budget Reconciliation Act (COBRA). The life insurance plan may be continued at the unit member’s expense directly with the insurance carrier(s) within thirty-one (31) days from the date insurance terminates. The long-term disability plan ends upon retirement and is not portable. Should the unit member have voluntary insurance plans and/or deductions, they may be eligible to continue those on an individual basis directly with the individual carrier/agency, subject to law and applicable plan documents.

- C. Eligible spouse/registered domestic partner and eligible dependents may be covered under the retiree medical insurance plan if enrolled on the medical plan at the time of retirement and if they remain continuously on the retiree medical plan with no lapse in coverage. Upon death of retiree, the retiree medical insurance option which includes enrollment on the District's group medical insurance plan and the District contribution shall be terminated for both the surviving spouse/registered domestic partner and surviving dependents on the last day of the month following the retiree's death; unless the retiree medical insurance option chosen had a surviving spouse/registered domestic partner benefit in which case surviving dependents can only remain on the plan if the surviving spouse/registered domestic partner is still enrolled on the plan with no lapse in coverage.
- D. If a retiree or eligible surviving spouse/registered domestic partner drops the retiree medical insurance for any reason, or is terminated due to non-payment of premiums, they are not eligible to re-enroll in the District's retiree medical insurance program.
- E. The retiree and eligible surviving spouse/registered domestic partner enrolled on the retiree medical plan must enroll in Medicare Part A and Part B when first eligible. Unit members should review the Medicare eligibility requirements at medicare.gov to determine their eligibility date.
- F. Unit members who retire from the District and elect a retiree medical option under this Article and later return to work at the District in a capacity that make them eligible for active employee medical insurance, shall no longer continue to receive retiree medical insurance benefits.
- G. To be eligible for the retiree medical insurance program, the unit member must have an effective retirement date with CalPERS (or CalSTRS, if applicable) no later than thirty (30) days after the unit member's last date in paid status with the District. Upon retirement from the District, eligible unit members shall have the option to either opt out or make an election of one (1) of the following retiree medical insurance plan options:
 - 1. Unit members hired on or before June 30, 2013:
 - a. Option 1.1A
 - b. Option 1.1B
 - c. Option 2.1A
 - 2. Unit members hired on or after July 1, 2013:
 - a. Option 1.2A
 - b. Option 1.2B
 - c. Option 2.2A

Option 1.1 (Unit members hired on or before June 30, 2013):

- A. For unit members retiring early (prior to age of Medicare eligibility), and who wish to continue medical insurance coverage as a retiree under the District-offered retiree medical insurance program, the District shall contribute a maximum of two thousand, four hundred dollars (\$2,400.00) per year toward the retiree's District-offered retiree medical insurance plan premium. To be eligible for this option, the unit member must meet all of the following conditions at the time of retirement:
1. The unit member shall have retired after ratification/approval of this collective bargaining agreement by both parties.
 2. The unit member has attained their fiftieth (50th) birthday.
 3. The unit member shall have served the District in a full-time, benefited position for a minimum of ten (10) consecutive years immediately preceding retirement.
 4. The retiree is receiving their regular retirement allowance from PERS or STRS.
 5. This benefit option which includes the District contribution terminates on the first day of the month in which the retiree reaches age of Medicare eligibility. The retiree and eligible enrolled dependents will be terminated from the plan and will be responsible to obtain their own medical insurance supplement to Medicare.
 6. This benefit option is for the unit member and eligible spouse/registered domestic partner enrolled on the medical plan at time of retirement. If the spouse/registered domestic partner is not enrolled on the medical plan at time of retirement, they shall not be eligible for spousal/registered domestic partner benefits under this section.
 7. Upon death of retiree, surviving spouse/registered domestic partner will not be eligible to continue on the District's group medical insurance as a surviving spouse/registered domestic partner and this benefit option which includes the District contribution will be terminated at the end of the month in which the retiree becomes deceased.
 8. Retirees who elect Option 1.1A at time of retirement, upon attaining their age of Medicare eligibility, shall be eligible to receive the benefits of Option 1.1B if the retiree meets, at time of retirement, all the conditions stated in Option 1.1B.
- B. The District shall contribute a maximum sum of one thousand, six hundred dollars (\$1,600.00) per year toward the premium of the District-sponsored medical insurance supplement to Medicare, or the actual cost of the premium of the District-offered retiree medical insurance supplement to Medicare, whichever is less, to unit members who retire after ratification/approval of this collective bargaining agreement by both parties. To be eligible for this benefit, unit members must meet all of the following conditions at the time of retirement:

1. The unit member has attained their sixty-fifth (65th) birthdays, and prior to reaching age seventy (70).
2. The unit member has served the District in a full-time, benefited position for fifteen (15) consecutive years prior to retirement.
3. The retiree and eligible spouse/registered domestic partner must enroll in Medicare Part A and Part B when first qualified.
4. The maximum District contribution as stated in Option 1.1B and in effect on September 1, 2000, shall be increased annually by two percent (2%) effective September 1st each year thereafter. The maximum District contribution amount on October 1, 2022 was two thousand, four hundred seventy-three dollars and fifty-seven cents (\$2,473.57) per year.
5. The retiree is receiving their regular retirement allowance from PERS or STRS.
6. If a retiree and/or eligible, covered spouse/registered domestic partner drops their medical insurance for any reason, they are not eligible for re-enrollment. The spouse/registered domestic partner must be the spouse/registered domestic partner enrolled on the retiree medical insurance plan at the time of retirement and must remain continuously on the plan with no lapses in coverage.
7. Upon death of retiree, surviving spouse/registered domestic partner will not be eligible to continue on the District's group medical insurance as a surviving spouse/registered domestic partner and this benefit option which includes the District contribution will be terminated at the end of the month in which the retiree becomes deceased.
8. This benefit option and the District contribution toward the District-offered retiree medical plan premium shall end on the first day of the month in which the retiree attains age seventy (70), except any unit member who has served the District for twenty (20) years or more shall continue to be eligible to continue Option 1.1B with enrollment in the District's group medical insurance supplement to Medicare and the District contribution above for life.

Option 1.2 (Unit members hired on or after July 1, 2013):

- A. For unit members retiring early (prior to age of Medicare eligibility), and who wish to continue coverage as a retiree under the District's group medical insurance program, the District shall contribute a maximum of two thousand, four hundred dollars (\$2,400.00) per year. To be eligible for this option, the unit member must meet all of the following conditions at the time of retirement:
 1. The unit member shall have retired after ratification/approval of this collective bargaining agreement by both parties.

2. The unit member has attained their fiftieth (50th) birthday.
3. The unit member shall have served the District in a full-time, benefited position for a minimum of ten (10) consecutive years immediately preceding retirement.
4. The retiree is receiving their regular retirement allowance from PERS or STRS.
5. This benefit option which includes the District contribution terminates on the first of the month in which the unit member reaches age of Medicare eligibility. The retiree and eligible enrolled dependents will be terminated from the plan and will be responsible for obtaining their own medical insurance supplement to Medicare.
6. Upon death of retiree, surviving spouse/registered domestic partner shall not be eligible to continue on the District's group medical insurance as a surviving spouse/registered domestic partner and this benefit option which includes the District contribution shall be terminated at the end of the month in which the retiree becomes deceased.
7. Retirees who elect Option 1.2A at time of retirement and upon attaining their age of Medicare eligibility shall be eligible to receive the benefits of Option 1.2B if the retiree meets, at time of retirement, all the conditions stated in Option 1.2B.

B. The District shall contribute a maximum sum of two thousand, twenty-nine dollars and nineteen cents (\$2,029.19) per year toward medical insurance premiums to unit members who retire after ratification/approval of this collective bargaining agreement by both parties. To be eligible for this option, the unit member must meet all of the following conditions at the time of retirement:

1. The unit member has attained their sixty-fifth (65th) birthday, and prior to reaching age seventy (70).
2. The unit member has served the District in a full-time, benefited position for fifteen (15) consecutive years prior to retirement.
3. The retiree and eligible spouse/registered domestic partner must enroll in Medicare Part A and Part B when first qualified.
4. The retiree is receiving their regular retirement allowance from PERS or STRS.
5. If a retiree or eligible, covered spouse/registered domestic partner drops their retiree District group medical insurance for any reason, they are not eligible for re-enrollment. The spouse/registered domestic partner must be the spouse/registered domestic partner enrolled on the retiree medical insurance plan at the time of retirement and must remain continuously on the plan with no lapses in coverage.

6. This benefit option which includes the District contribution shall end on the first of the month in which the unit member turns age seventy(70). The retiree and eligible enrolled dependents will be responsible for obtaining their own medical insurance plan supplement to Medicare at this time.
7. Upon death of retiree, surviving spouse/registered domestic partner shall not be eligible to continue on the District's group medical insurance plan which includes the District's contribution, and coverage shall be terminated at the end of the month in which the retiree becomes deceased.

Option 2.1 (Unit members hired on or before June 30, 2013):

- A. For unit members retiring early (prior to age of Medicare eligibility), and who wish to continue coverage as a retiree under the District-offered retiree medical insurance program, the District shall contribute a maximum of seventy percent (70%) of the District's contribution per year toward the medical insurance premiums to unit members noted in Section 6. To be eligible for this option, the unit member must meet all of the following conditions at the time of retirement:
 1. The unit member shall have retired after ratification/approval of this collective bargaining agreement by both parties.
 2. The unit member has attained their sixtieth (60th) birthday.
 3. The unit member shall have served the District in a full-time, benefited position for a minimum of ten (10) consecutive years immediately preceding retirement.
 4. The retiree is receiving their regular retirement allowance from PERS or STRS.
 5. This benefit option which includes the District contribution terminates on the first of the month in which the unit member reaches age of Medicare eligibility. The retiree and eligible enrolled dependents will be terminated from the plan and will be responsible for obtaining their own medical insurance supplement to Medicare.
 6. Upon death of retiree, surviving spouse/registered domestic partner shall not be eligible for benefit contribution until they reach age sixty (60). Prior to age sixty (60), the eligible surviving spouse/registered domestic partner may continue coverage on the District's retiree medical insurance plan, provided they pay the total cost of the premium.
 7. Surviving spouse/registered domestic partner's participation under this option terminates on the first of the month in which the surviving spouse/registered domestic partner reaches age of Medicare eligibility. Upon reaching the age of Medicare eligibility, the surviving spouse/registered domestic partner will be terminated from the medical insurance and the District contribution ends. The surviving spouse/registered domestic partner will be responsible for obtaining their own medical insurance supplement to Medicare.

8. Unit members who elect Option 2.1A which provides an enhanced pre-age of Medicare eligibility contribution toward the retiree District group medical insurance plan, are not eligible to move to Option 1.1A or 1.1B.
9. If a retiree or eligible, covered spouse/registered domestic partner drops their retiree District group medical insurance plan for any reason, they are not eligible for re-enrollment. The spouse/registered domestic partner must be the spouse/registered domestic partner enrolled on the retiree medical insurance plan at the time of retirement and must remain continuously on the plan with no lapses in coverage.

Option 2.2 (Unit members hired on or after July 1, 2013):

- A. For unit members retiring early (prior to age of Medicare eligibility), and who wish to continue coverage as a retiree under the District-offered medical insurance program, the District shall contribute a maximum of seventy percent (70%) of the District's contribution per year toward the medical insurance premiums to unit members noted in Section 6. To be eligible for this option, the unit member must meet all of the following conditions at the time of retirement:
 1. The unit member shall have retired after ratification/approval of this collective bargaining agreement by both parties.
 2. The unit member has attained their sixtieth (60th) birthday.
 3. The unit member shall have served the District in a full-time, benefited position for a minimum of ten (10) consecutive years immediately preceding retirement.
 4. The retiree is receiving their regular retirement allowance from PERS or STRS.
 5. This benefit option which includes the District contribution terminates on the first of the month in which the unit member reaches age of Medicare eligibility.
 6. Upon death of retiree, surviving spouse/registered domestic partner shall not be eligible to continue on the District's group medical insurance plan and this benefit option which includes the District's contribution shall be terminated at the end of the month in which the retiree becomes deceased. The surviving spouse/registered domestic partner will be responsible for obtaining their own medical insurance supplement to Medicare.
 7. Unit members who elect Option 2.2A which provides an enhanced pre-age of Medicare eligibility contribution toward medical coverage, are not eligible to move to Option 1.2A or 1.2B.
 8. If a retiree or eligible, covered spouse/registered domestic partner drops their retiree District group medical insurance plan for any reason, they are not eligible for re-enrollment. The spouse/registered domestic partner must be the spouse/registered domestic partner enrolled on the retiree medical insurance plan at the time of retirement and must remain continuously on the plan with no lapses in coverage.

Section 8. Retiree Life Insurance:

Upon retirement, unit members have the option to continue their District-sponsored group term life insurance coverage at their own expense directly through the insurance carrier and as per the insurance carrier's guidelines. Unit members have thirty (30) days from the date of the insurance termination to elect this option.

Section 9. Consolidated Omnibus Budget Reconciliation Act (COBRA):

Upon separation from the District, or change from full-time to part-time status, unit members enrolled in health insurance benefits have the option to continue their District-sponsored medical, dental, and vision insurance plans at their own expense as afforded under COBRA legislation. All COBRA plans are administered directly through the District's third-party administrator.

**ARTICLE 18
HOLIDAYS**

A. Each year the Board of Trustees shall determine the holiday schedule. The Board shall provide seventeen (17) paid holidays for all unit members. Unit members in unpaid status on the last Friday prior to the last Monday in May and continuing through July 31, shall not receive pay for Memorial Day and Independence Day. The holiday schedule is as follows:

- Independence Day July 4
- Labor Day First Monday in September
- Admission Day In Lieu Determined by the Board of Trustees
- Veterans Day November 11
- Thanksgiving Day Thursday in November proclaimed by the President
- Christmas Day December 25
- Winter Break and Spring Break Holidays (5) Determined by the Board of Trustees
- New Year's Day January 1
- Martin Luther King, Jr. Day Third Monday in January
- Lincoln Day Friday before Washington Day
- Washington Day Third Monday in February
- Memorial Day Last Monday in May
- Juneteenth Holiday June 19

B. All new unit members shall not be paid for a holiday preceding their first day of employment.

C. Unit members whose employment terminates the day preceding a holiday shall not receive compensation for the holiday. A unit member leaving the classified service must be in a paid status the day succeeding the holiday to receive compensation for the holiday.

D. Unit members shall only receive holiday pay if they are in paid status during any portion of the working day immediately preceding or succeeding the holiday.

E. Unit members shall be given a holiday on every day appointed by the President, or by the Governor of this State, as a public fast, Thanksgiving, or holiday.

F. For unit members whose workweek is defined as Tuesday through Saturday or Wednesday through Sunday and a holiday falls on both a Friday and a Monday (e.g. Lincoln's and Washington's Birthdays), the unit member shall be given the option, subject to the approval of the supervisor, to make up the Saturday workday or the Saturday/Sunday workdays on the preceding Monday or Monday and Tuesday should the worksite be closed on those unit member's work days.

- G. Unit members scheduled to perform duties on designated holidays shall receive eight (8) hours for the holiday at their regular rate of compensation, plus one and one-half (1-1/2) times their regular rate of compensation for their hours worked. Unit members who do not work on designated holidays shall receive eight (8) hours for the holiday at their regular rate of compensation.

- H. Unit members normally employed less than eight (8) hours per day and less than five (5) days per week are entitled to that proportion of paid holidays as the number of hours they normally work bears to forty (40) hours per week.

**ARTICLE 19
VACATION LEAVE**

- A. **Eligibility:** Members of the bargaining unit shall accumulate vacation at the regular rate of pay earned at the time vacation is commenced. Unit members shall earn and accrue vacation leave for each month in which the unit member is in a paid status for more than one-half (1/2) of the working days in the month. However, earned vacation leave shall not become a vested right until completion of the initial 130 working days of employment, and may not be used until the first day of the calendar month after the completion of 130 working days of active service with the District.
- B. **Accrual Rate:** Unit members shall earn and accrue vacation leave on a monthly basis in accordance with the following accrual rate schedule, but proportionately prorated for unit members who work less than 40 hours per week and/or less than 12 months per year:

1. 12-Month Unit Members

Number of years of employment	0-2 years	3-5 years	6-9 years	10-19 years	20+ years
Accrual rate per month	5/6 day	1 day	1-1/2 days	1-3/4 days	2 days
Number of days/hours per year	10 days	12 days	18 days	21 days	24 days
	80 hours	96 hours	144 hours	168 hours	192 hours

2. 11-Month Unit Members

- a. 11/12 of the Twelve-Month Schedule

3. 10-Month Unit Members

- a. 10/12 of the Twelve-Month Schedule

4. Part-Time Unit Members

- a. Prorated vacation for unit members working 39 hours or less per week.

- C. **Vacation Pay Upon Termination:** When a unit member is terminated for any reason, they shall be entitled to compensation for all earned and unused vacation, except that unit members who have not completed 130 working days of employment in regular status shall not be entitled to such compensation.

D. Vacation Scheduling:

1. Vacations shall be scheduled by the unit member and approved by the immediate supervisor, and may be taken at the convenience of the District at any time during the fiscal year. Supervisors shall normally approve or deny vacation requests within twenty (20) working days upon submission of the request. If denied, the unit member shall be informed of the reason for the denial. Management may circulate a vacation schedule at the beginning of the fiscal year in order to survey unit member vacation preferences to assist in anticipation of work coverage. Unit members are not obligated to the dates indicated and are not required to provide dates if vacation plans are not known in advance. In a work unit where vacation schedules are staggered, the unit member with the most seniority in the classification shall be given priority for scheduling their vacation. If seniority in the classification is equal, for the unit members with equal seniority within the classification, the unit member with the most seniority within the District shall be given priority for scheduling their vacation. The approval of vacation shall be at the discretion of the immediate supervisor.
2. Vacation leave may be taken in increments of fifteen (15) minutes. If an absence is not recorded in a 15-minute increment, it shall be adjusted to the nearest 15 minutes per the Federal 7/8 rounding rule, unless the unit member does not have enough leave for the adjustment.

E. Accumulation of Earned Vacation Leave:

1. **Food Services and Flexible-Hour Unit Members:** Any unused accumulated vacation leave hours shall be paid in a lumpsum payment at the end of the fiscal year.
2. **Unit Members Not Mentioned in Section E1 Above:** Unused accumulated vacation leave hours shall be carried over for use in the next fiscal year except that the maximum amount of accumulated vacation leave hours available for carryover shall not exceed two (2) years of a unit member's earned accrual rate. Unused vacation leave hours accumulated in excess of two (2) years shall be paid in a lump sum payment at the end of the fiscal year.

ARTICLE 20 SICK LEAVE

Section 1. General Sick Leave:

- A. Members of the bargaining unit employed by the District 40 hours per week and twelve (12) months per year shall be entitled to twelve (12) days (96 hours) leave of absence for illness or injury, exclusive of days they are not required to render service. Day, as used in this Article, means the unit member's regularly assigned work-day, exclusive of overtime.
- B. Members of the bargaining unit employed full-time for 40 hours per week, but less than a full fiscal year are entitled to a proportion of twelve (12) days or 96 hours leave of absence for illness or injury, as the number of months they are employed bears to twelve (12). Example: a 40-hour per week 12-month unit member earns one day (8 hours) of sick leave per month. Therefore, a 40-hour per week ten-month unit member shall earn 10/12 of 12 days or ten 8-hour days (80 hours) of sick leave per fiscal year.
- C. Members of the bargaining unit employed twelve (12) months per year, but less than 40 hours per week are entitled to that proportion of twelve (12) days or 96 hours leave of absence for illness or injury, as the number of hours they are employed per week bears to 40. Example: a 40-hour per week 12-month unit member earns 96 hours of sick leave per year. Therefore, a 30-hour per week 12-month unit member shall earn 30/40 or 75% of 96 hours (or 72 hours) of sick leave per fiscal year.
- D. When unit members are employed for less than a full fiscal year of service and less than 40 hours per week, the preceding paragraphs shall determine that proportion of absence for illness or injury, to which they are entitled. Example: a 30-hour per week and 10-month unit member would earn $\frac{3}{4}$ of eight (8) hours per month which is six (6) hours for each of the ten (10) months worked.
- E. If for any reason it is impossible to arrive on time or report for work that day, the unit member shall notify their supervisor or the designated alternate as soon as possible, but not later than thirty (30) minutes before the reporting time. Absences shall be reported to the supervisor on a daily basis unless the unit member has submitted a doctor's note to Human Resources excusing the unit member from work for a designated period of time. Unit members absent because of illness or injury shall inform their supervisor in a timely manner as to when they expect to return to work.
- F. The rate of pay for sick leave shall be at the same rate of pay the unit member would have received had they worked that day. On July 1st of each fiscal year, the unit member shall be awarded their annual sick leave accrual, except that for the unit members whose hours fluctuate on a weekly basis shall accrue sick leave on a monthly basis, based on actual hours worked. Probationary unit members of the District shall not be eligible to take more than six (6) days (48 hours), or the proportionate amount to which they may be eligible under paragraphs A through D.
- G. A unit member who has been with the District for five (5) years or more, has received

advanced sick leave payment, and does not return to active employment during the year the sick leave was advanced long enough to earn the sick leave that was advanced shall not be required to make any repayment of the advanced sick leave.

- H. A unit member who has worked for the District less than five (5) years, has received advanced sick leave payment, and does not return to active employment during the year the sick leave was advanced shall have their case reviewed individually to determine if repayment shall be requested.
- I. Except where otherwise provided by law, medically verified pregnancy disability shall be treated the same as any illness absence.
- J. If a member of the bargaining unit does not take the full amount of leave allowed in any year, the amount not taken shall be accumulated from year to year.
- K. Any unit member who does not use Sick Leave or Personal Necessity leave during an entire fiscal year (July 1 – June 30) shall accrue one (1) additional day of sick leave.
- L. Members of the bargaining unit absent due to illness or injury for more than three (3) consecutive assigned work days may be required to submit a medical certification covering the period of the absence and a medical release from a Health Care Provider to their immediate supervisor prior to being permitted to return to work. The medical release shall certify that the unit member is capable of performing the duties required of their regular position. The unit member shall notify the District of their approximate return date.
 - 1. "Health Care Provider" means:
 - a. doctors of medicine or osteopathy authorized to practice medicine or surgery by the state in which the doctor practices; or
 - b. podiatrists, dentists, clinical psychologists, optometrists and chiropractors (limited to manual manipulation of the spine to correct a subluxation as demonstrated by X-ray to exist) authorized to practice, and performing within the scope of their practice, under state law;
 - c. Nurse practitioners, nurse-midwives, clinical social workers and physician assistants authorized to practice, and performing within the scope of their practice, under state law.
 - 2. At the discretion of the District, members of the bargaining unit may be required to submit to a medical examination by a Health Care Provider selected and paid for by the District.
- M. A unit member who has been employed by some other California school district for a period of one (1) calendar year or more and who terminates such employment for the sole purpose of accepting a position in this District and who subsequently accepts within one (1) year of such termination of their former employment a position with this District, and upon unit member request, shall have transferred with them all of the unused accumulated sick

leave. If the unit member is in a probationary status they may not use more than six (6) days (48 hours) or the prorated amount to which they may be entitled to under paragraphs A-D of this Article.

- N. All sick leave rights or accumulations shall be canceled when a unit member severs all official connection with the District as a unit member, except that accumulated leave may be transferred to a subsequent employing district upon unit member written request. Upon retirement any accumulated sick leave shall be credited toward a unit member's retirement, except as otherwise provided by law. (G.C. 20963)
- O. Unit members can access a current accounting of their sick leave on the internet.
- P. Upon medical verification by a physician and after exhaustion of all paid leave; i.e., sick leave, accumulated vacation and accumulated compensatory time, a member of the classified service shall be credited once a year (July 1) with a total of not less than one hundred (100) working days of paid sick leave, including days to which they are entitled under Section 1.A. These days of paid sick leave, in addition to those required by Section 1.A., shall be compensated at not less than fifty percent (50%) of the unit member's regular salary. The paid sick leave authorized under such a rule shall be exclusive of any other paid leave, holidays, vacation, or compensatory time to which the unit member may be entitled.
- Q. Unit members who take time off during the workday for medical or dental appointments shall utilize sick leave for this purpose or, with permission of the supervisor, be allowed the alternative of making up all or a portion of the time on the same day. Unit members who have a one (1) hour lunch period may use up to one-half (1/2) hour to make up the time lost.
- R. If there exists a reasonable belief that abuse of any sick leave has occurred, as a condition of using paid sick leave, a unit member may be requested to submit a statement or other acceptable verification from a licensed Health Care Provider. Medical certification must be submitted within five (5) working days of the request to Human Resources.
- S. Upon return from sick leave and with the approval of the supervisor, a unit member may apply time when they are absent because of illness or injury to unused vacation leave. In such an instance, a unit member may request consideration at the time of absence to have the absence applied against vacation leave rather than sick leave.
- T. Sick leave may be taken in increments of fifteen (15) minutes. If an absence is not recorded in a 15-minute increment, it shall be adjusted to the nearest 15 minutes per the Federal 7/8 rounding rule, unless the unit member does not have enough leave for the adjustment.
- U. **Quarantine:** All regular classified unit members are entitled to receive full salaries when quarantined by City or County health officials because of another's illness. Such quarantine must be verified by a physician or health official.

Section 2. Catastrophic Leave:

A. Definitions:

1. **Catastrophic Illness or Injury:** Catastrophic illness or injury means an illness that is expected to incapacitate the bargaining unit member for an extended period of time, or that incapacitates a member of the unit member's family which incapacity requires the unit member to take time off from work for an extended period of time to care for that family member, and taking such extended time off from work creates a financial hardship for the unit member because they have exhausted all of their sick leave and other paid time off. Catastrophic illness or injury does not include elective surgery, normal pregnancy, worker's compensation, disabilities resulting from the current use of alcohol or drugs, intentionally self-inflicted injuries, or normal illness such as colds, flu, allergies, headaches, etc.
 2. **Family Member:** For purposes of this section, family member is defined as spouse or registered domestic partner, child, parent, or member of the immediate household.
 3. **Eligible Leave Credits:** Eligible leave credits means vacation and sick leave accrued to the donating unit member.
- B. Catastrophic leave is leave that is donated to a catastrophic leave bank by unit members for the benefit and use by unit members who have been absent from work for an extended period of time due to medical necessity.
- C. Catastrophic leave is to be awarded on a case-by-case basis with the mutual agreement of the District and the Chapter President #379 or their respective designees. A unit member may only be granted catastrophic leave when they have exhausted all leaves available to them as identified in the collective bargaining agreement.
- D. **Eligibility Criteria:** Eligible leave credits may be donated to the catastrophic leave bank for use by unit members who have verified that they, or a family member, are suffering a medical condition that qualifies them to apply for catastrophic leave if all of the following requirements are met:
1. The unit member who is, or whose family member is, suffering from a catastrophic illness or injury requests that eligible credits be donated and provides verification of the catastrophic illness or injury by a licensed California physician.
 2. The Vice Chancellor, Human Resources, or designee, determines and agrees that the unit member is unable to work due to the unit member's or their family member's catastrophic illness or injury.
 3. The unit member has exhausted all accrued paid leave credits provided for by the collective bargaining agreement.
 4. The unit member has been incapacitated or absent for no fewer than 30 consecutive calendar days.

5. The unit member donated a minimum of eight (8) hours/one (1) day prorated for less than 40 hours/week and/or less than twelve (12) months per year of leave to the catastrophic leave bank during the period of August 1 through August 31 of that particular fiscal year.

E. **Request for Donations:** Request for donations to the Catastrophic Leave Bank shall be solicited by a joint announcement of the District and CSEA.

F. **Deposits to the Catastrophic Leave Bank:**

1. If the transfer of eligible leave hours is approved by the Vice Chancellor, Human Resources, or designee, any unit member may, upon written notice to the Vice Chancellor, Human Resources, or designee, donate eligible leave hours at a minimum of eight (8) hours, and in one (1) hour increments thereafter.
2. No unit member may donate sick leave hours to the bank unless they have a minimum of 120 hours of sick leave remaining after the eight (8) hours or more donation.
3. No unit member may donate vacation leave hours to the bank unless they have a minimum of 40 hours of vacation leave remaining after the eight (8) hours or more donation.
4. All leave hours donated to the bank are irrevocable. If the donated leave is not used within the fiscal year, the donated leave is lost by both the donor and the donee. Unused hours are returned to the bank.
5. No sick leave hours may be transferred or donated to the bank within 60 calendar days of the donor resigning or retiring.
6. No unit member may donate sick or vacation leave hours unless they have served twelve (12) months with the District.
7. Unit members may make donations to the catastrophic leave bank at any time during the fiscal year, however only those unit members who made a donation of a minimum of eight (8) hours/one (1) day prorated for less than 40 hours/week or less than twelve (12) months per year of leave to the bank between August 1 and August 31 of a particular fiscal year shall be eligible to withdraw from the bank as indicated in Section 2.D.5. above.

G. **Withdrawals from the Catastrophic Leave Bank:**

1. A unit member who receives catastrophic leave credits pursuant to this provision shall use any such leave credits that they continue to accrue on a monthly basis prior to receiving paid catastrophic leave credits.
2. Catastrophic leave credits shall normally not be withdrawn from the bank within 30 calendar days of the donee resigning or retiring. Exceptions may be made for extenuating circumstances with approval of the Vice Chancellor, Human Resources.

3. The maximum amount of donated credit that may be used by one (1) individual under this section shall be seventy (70) working days within a twelve (12) month period.
4. Catastrophic leave credits shall not be used for illness or injury which qualify for workers' compensation benefits.
5. Credits shall not be considered available leave for the purposes of qualifying for PERS retirement disability.

H. **Applicant's Responsibility:** The unit member who is eligible for the use of catastrophic leave shall apply in writing to the Vice Chancellor, Human Resources, or designee in the following manner:

1. The request for leave shall be in writing and submitted to the Vice Chancellor, Human Resources, or designee, when it is apparent to the unit member that their existing leave shall be exhausted before they shall be able to return to work.
2. The requesting unit member shall attach a physician's statement verifying that the unit member is unable to return to work due to their medical condition and/or the medical condition of the family member. The statement must also verify that the unit member's condition shall likely continue to incapacitate the unit member for an extended period of time.

I. **District Responsibility:**

1. The District and CSEA shall jointly request donations for the Catastrophic Leave Bank on an annual basis, and, at any time the account balance diminishes below forty (40) eligible leave hours.
2. The District shall maintain the Catastrophic Leave Bank and provide forms for unit members to use who wish to donate hours to the bank.
3. The distribution of the leave hours shall be approved by the Vice Chancellor, Human Resources, or designee, and the Chapter President #379, or designee.
4. The District shall provide the Chapter President #379, or designee, an annual report of the balance of the catastrophic leave bank upon request, not to exceed two (2) times per year.

ARTICLE 21
PERSONAL NECESSITY LEAVE

- A. A unit member may elect to use accumulated sick leave not to exceed seven (7) days, or fifty-six hours (pro-rated for less than 40 hour a week unit members) in any fiscal year for personal necessities. The following reasons allow a unit member to take personal necessity leave:
1. The death of a member of the immediate family when additional leave is required beyond that provided in Article 23 and any other leave approved by the Chancellor, or designee.
 2. Accident or occurrence, involving their person or property or the person or property of a member of their immediate family. Immediate family has the same meaning as provided in Article 23.
 3. Appearance in any court or before any administrative tribunal as a litigant.
 4. Illness or injury requiring hospitalization, transportation or personal care by the unit member, or a member of their immediate family.
 5. Upon completion of an initial probationary period of 130 working days, two (2) of the seven (7) days, or sixteen (16) hours, may be granted for any reason deemed appropriate by the unit member. Prior approval of the supervisor is necessary. In no case shall there be more than two (2) unit members off at any one (1) time in any one (1) work unit under this paragraph.
- B. Certification of personal necessity leave shall be made on the absence slip provided by the District and signed by the unit member.
- C. The minimum personal necessity leave increment shall be fifteen (15) minutes. If an absence is not recorded in a 15-minute increment, it shall be adjusted to the nearest 15 minutes per the Federal 7/8 rounding rule, unless the unit member does not have enough leave for the adjustment.

ARTICLE 22
INDUSTRIAL ACCIDENT OR ILLNESS LEAVE

- A. Industrial accident or illness leave shall be granted to unit members in accordance with provisions of California Education Code Section 88192, for injury or illness incurred within the course and scope of the unit member's assigned duties.
- B. A unit member who has sustained a job-related injury or illness shall report the injury to the immediate supervisor the same work day the injury or illness occurs, or not later than the next scheduled work day following the accident if such accident occurs after hours, unless the unit member's condition makes it physically impossible to do so. In that case, the unit member must notify the employer of the injury or illness once physically possible.
- C. In order to qualify for industrial accident or illness leave coverage, a unit member claiming such leave shall be subject to examination by a designated licensed physician to verify their condition.
- D. If the unit member did not previously notify the District of their designated licensed physician, the unit member shall receive treatment from a District designated licensed physician.
- E. Unit members can predesignate a personal doctor of medicine (M.D.) or doctor of osteopathy (D.O.) by following the requirements listed in the Predesignation of Personal Physician form (DWC Form 9783). The form must be submitted to the Human Resources office thirty (30) days prior to the illness or injury.
- F. A unit member suffering an injury or illness arising out of and in the course and scope of their employment shall be entitled to a leave of up to sixty (60) working days in any one fiscal year for the same accident or illness.
- G. This leave shall not be accumulated from year to year, and when any leave will overlap a fiscal year, the unit member shall be entitled to only that amount remaining at the end of the fiscal year in which the injury or illness occurred.
- H. Industrial accident or illness leave shall be reduced by one (1) day for each day of authorized absence regardless of a compensation award made under Workers' Compensation.
- I. Payment for wages lost on any day shall not, when added to an award granted to the unit member under the Workers' Compensation laws of this state, exceed normal wages for the day.
- J. Industrial accident or illness leave is to be used in lieu of normal sick leave benefits. When entitlement to industrial accident or illness leave under this section has been exhausted, entitlement to other sick leave, vacation or other paid leave may then be used. If, however, a unit member is still receiving temporary disability payments under the Workers' Compensation laws of this state at the time of the exhaustion of benefits under this section,

they shall be entitled to use that amount of their accumulated and available normal sick leave and vacation leave, which, when added to the Workers' Compensation award, provides for a day's pay at the regular rate of pay.

- K. During a paid leave of absence, the unit member shall endorse to the District wage loss benefit checks received under the Workers' Compensation laws of this state. The District, in turn, shall issue the unit member appropriate warrants for payment of wages or salary and shall deduct normal retirement and other authorized contributions. Reduction of entitlement to leave shall be made only in accordance with this section.
- L. Industrial accident or illness leave of absence shall commence on the first day of absence. If a claim is subsequently denied, the District shall retroactively replace the industrial accident or illness leave with sick leave, vacation leave, and any compensatory time earned to keep the unit member in full pay. If the unit member does not have enough leave to repay the District, arrangements for repayment shall be made in accordance with Article 15, Section 9, of this agreement.
- M. Any time a unit member on industrial accident or illness leave is able to return to an unrestricted work schedule, as verified by a licensed physician, they shall be reinstated in an equivalent position without loss of accumulated longevity benefits or seniority.
- N. When all available leaves of absence, paid or unpaid, have been exhausted and if the unit member is not medically able to assume the duties of their position, the unit member, if not placed in another position, shall be placed on a reemployment list for a period of 39 months.
- O. If, during the 39-month period, the unit member is medically released for return to duty, as verified by a licensed physician, the unit member shall be reinstated to a vacant position in the class of their previous assignment over all other available candidates except for a reemployment list established because of lack of work or lack of funds, in which case the unit member shall be listed in accordance with appropriate seniority regulations.
- P. A unit member who has been placed on a reemployment list, as provided in this section, who has been medically released for return to duty and who fails to accept an appropriate assignment shall be dismissed.
- Q. Any unit member receiving benefits under this article who accepts employment from an employer other than the District during the interim of this leave shall be deemed to have abandoned their position on the date of the acceptance of employment outside the District.
- R. Leave for industrial accident or illness shall not be considered a break in service for the unit member.

ARTICLE 23
BEREAVEMENT LEAVE

- A. Unit members may request up to five (5) days of bereavement leave in the event of the death of any immediate family member(s).

When in-state travel is required:

- If the required distance traveled is less than 250 miles one way, the District agrees to provide unit members, without loss of salary or other benefits, a leave of absence of three (3) working days. Unit members may then request up to two (2) additional days, which can either be unpaid or they may use their accrued leave.
- If the required distance traveled is more than 250 miles one way, the District agrees to provide unit members, without loss of salary or other benefits, a leave of absence of four (4) working days. Unit members may then request up to one (1) additional day, which can either be unpaid or they may use their accrued leave.

When out-of-state travel is required:

- The District agrees to provide unit members a leave of absence of five (5) working days without loss of salary or other benefits (pro-rated for less than 40 hour a week unit members).

Bereavement leave must be taken within one (1) year of the death of the family member. An extension may be granted on a case-by-case basis upon approval by the Vice Chancellor, Human Resources.

- B. "Member of the immediate family" as used in this section, means

- Mother,
- Father,
- Sibling
- Grandmother,
- Grandfather,
- Grandchild,
- Great-grandmother,
- Great-grandfather,
- Child
- Step-parent
- Step-children
- Step-sibling
- In-law
- Spouse, or registered domestic partner, and any aforementioned relations to the spouse or registered domestic partner
- Any relative living in the immediate household of the unit member

- C. The District agrees to provide unit members with a total of sixteen (16) hours (pro-rated for less than 40 hour a week unit members) bereavement leave per fiscal year without loss of salary or other benefits upon the death of a friend or relative not listed in preceding list. All such leave taken under this provision shall not exceed sixteen (16)hours total per fiscal year. Management reserves the right to limit the number of unit members on bereavement leave due to the death of a District colleague.
- D. An extension of bereavement leave may be requested by a unit member as outlined in Article 21. If a unit member has exhausted all of their available bereavement leave under this Article and Article 21, an unpaid extension may be requested by a unit member as outlined in Article 25.
- E. The minimum bereavement leave increment shall be fifteen (15) minutes.
- F. The unit member requesting leave may be required to provide evidenceof death, in the form of a death certificate or obituary if abuse is suspected.

ARTICLE 24
JURY DUTY OR WITNESS LEAVE

Section 1. Jury Duty:

- A. When called for jury duty in the manner provided by law, unit members shall be granted a leave of absence without loss of pay for the time the unit member is required to perform jury duty. Any hours spent on jury duty in any given day shall be reduced from the assigned daily work hours. Unit members do not receive compensation for the time spent on jury duty in excess of the assigned daily work hours. Within one-half (1/2) hour of release from jury duty, or as soon as possible thereafter, the unit member shall notify their immediate supervisor of their approximate return time. Unit members are required to report to work during regular hours preceding and immediately following jury duty and reasonable travel time unless prior authorization has been obtained from the unit member's supervisor to use another type of leave. The immediate supervisor shall arrange the unit member's scheduled work hours in accordance with department needs.
- B. Request for leave shall be made by presenting as soon as possible the official court summons to the unit member's immediate supervisor and to the District payroll office through regular administrative channels. The District may require verification of jury duty time prior to, or subsequent to, providing jury duty compensation.
- C. Government and local agency employees are required by California Government Code Section 481.200 to waive jury pay. In the event jury fees are paid, reimbursement to the District of any monies earned as a juror, except mileage, shall be made by the unit member.
- D. A unit member called for jury duty shall not be encouraged in any way to seek exemption from such duty nor shall they be discriminated against in any way for not seeking such exemption. However, the Vice Chancellor, Human Resources, or designee, may discuss the practicality of seeking exemption or delay, as may be permitted by any applicable statute or rule, with the unit member when acceptance would tend to materially disrupt District operations.
- E. Unit members are required to work for any period of their daily work schedule during which jury duty services are less than eight (8) hours or their regularly scheduled shift.

Section 2. Witness Leave:

Leave of absence without loss of pay shall be granted to any unit member who has been served a subpoena to appear as a witness in a court case. Request for leave of absence to serve as a witness would be made by presenting the official court summons to the supervisor. The length of the leave granted shall be for the number of days in attendance in court as certified by the clerk or other authorized officer of the court. Any monies received for being a witness should be submitted to the District. The witness fee assigned to the District does not include the Court's reimbursement to the unit member for transportation expenses.

ARTICLE 25
LEAVE OF ABSENCE WITHOUT PAY

Section 1. Unpaid Leave:

- A. Any unit member with one (1) year or more of service may request up to a total of ten (10) days (pro-rated for less than 40 hour a week unit members) leave without pay per fiscal year. Utilization of this provision requires prior approval by the immediate supervisor.
- B. Accrual of vacation and sick leave benefits shall continue during time off.
- C. If a unit member is docked pay for any reason within the fiscal year, the time off that was docked shall be applied towards the unpaid leave allotment as defined in this section.

Section 2. Personal Leave:

- A. Any unit member with two (2) years or more of service may be granted a leave not to exceed one (1) year for a specific reason deemed appropriate by the Board and at the convenience of the District.
- B. Any such leave granted shall be without pay or other benefits for the granted unit members. Any personal health or life insurance carried by the unit member through the District may, with the carrier's and District's approval, be continued at the expense of the unit member on personal leave. Unit members shall not accrue sick leave, vacation, holiday or time in service to be applied toward longevity, step increases or anniversary increments.

ARTICLE 26
UNPAID HEALTH LEAVE OF ABSENCE

- A. Upon exhaustion of all paid leaves, a unit member with two (2) or more years of service may, at the discretion of the Board, be granted a leave of absence, without compensation, for health reasons for a period not to exceed one (1) year. At the end of this unpaid leave, a unit member may request to be placed on a thirty-nine (39) month reemployment list.
- B. Certification acceptable to the District of the need for such unpaid leave, or proof of illness, must be provided by a licensed physician.
- C. Unit members on such unpaid leave shall not accrue sick leave, vacation, holiday time, or time in service to be applied toward longevity, step increases, or anniversary increments.
- D. Any such unpaid leave granted, however, shall not count as a break in continuity of service to the District.
- E. The District shall continue to provide the unit member group medical insurance, with the exception of long-term disability insurance, for up to one (1) year after utilization of all paid leaves for unit members who have been employed two (2) years or more and who become disabled due to accident or illness. Illness or injury shall be determined by the District insurance carrier for Long-Term Disability. To be eligible, the unit member is required to request continuance of insurance benefits and pay the unit member portion of the premium to the District prior to the first day of each month. A member of the bargaining unit, upon exhaustion of unpaid health leave of absence, may elect to continue District benefits, excluding Long-Term Disability and Life Insurance, provided the unit member pays the monthly COBRA premium beginning with the first month following the end of the leave.

ARTICLE 27
MILITARY LEAVE OF ABSENCE

Unit members shall be granted Military Leave in accordance with the provisions of the State of California Education Code and of the Military and Veterans' Code.

ARTICLE 28
LEAVE OF ABSENCE FOR STUDY

- A. **Eligibility:** Unit members who have completed five (5) consecutive years of service in regular status with the District shall be eligible to apply for a leave of absence for study purposes. The granting of such leave shall be entirely discretionary with the District. When a study leave has been authorized and taken, an additional five (5) years of service, after return to duty from the last leave, must be completed before another study leave may be granted. Any leave granted and taken under this rule shall not constitute a break in service for any purpose, but the leave time shall not count toward eligibility for a future study leave.
- B. **Length:** Study leave can be for any period of time not to exceed one (1) year and may be taken in any time increments as approved by the District, but must be completed within three (3) years after the initial part of the leave was commenced. If the leave is not continuous, the service performed between the leave intervals shall be credited toward future study-leave eligibility.
- C. **Compensation:** If a leave is granted under this Article, the unit member shall be paid one-half (1/2) what their salary or wage would have been had they not been on leave. To qualify the unit member shall use all accumulated vacation prior to being eligible for pay. Compensation shall be paid as follows:
1. If the unit member does not provide a bond as determined by the District or provide a written statement indicating that they shall serve at least two (2) years (or a two-to-one [2-1] ratio, if leave is taken for a semester only, thereby requiring service of two (2) consecutive semesters) with the District upon return from leave, the agreed to compensation shall be paid in two (2) equal annual installments during the first two (2) years of service to the District following return to duty after termination of leave.
 2. If the unit member provides the required bond or submits a written document, approved by the District, the unit member shall be paid the agreed-upon compensation in the same manner as if they were in active service with the District. If the unit member fails to complete two (2) years of service for the District following return from leave, except as provided below, they may be required to refund to the District a prorated portion of any compensation received while on leave.
 3. If a unit member has provided a bond or written agreement and fails to complete the required two (2) years of service because of their death or physical or mental disability, the bond or conditions of the agreement shall be exonerated in the same manner as if the required service had been performed.
- D. **Procedure:** The unit member must file an application with the District for a leave of absence under this Article and must outline:
1. Their work history with the District (e.g., positions held and length of service in each).

2. Length of leave requested and time period in which the leave shall be completed if granted.
3. The purpose for which the leave is requested. The application must include the complete course of study to be pursued, institution giving the courses, costs involved, degree or other credits to be granted, and pertinent data.
4. Service, if any, to be performed by the unit member for the District during the leave.
5. The benefits to be derived by the District by the granting of the leave.
6. Willingness by the unit member to provide a bond to the District for at least two (2) years after termination of the leave.
7. Willingness to provide the District evidence or to make satisfactory study progress at agreed intervals during the leave. Failure to provide such evidence or to make satisfactory progress may, at the option of the District, result in the immediate cancellation of the leave. Furthermore, the unit member agrees to refund any monies paid pursuant to this Article if it is determined by the District that the unit member has not used the leave for its designated purpose and/or has failed to make satisfactory progress toward the goals established in the application.
8. An agreement by the unit member that they shall report any employment during the leave to the Vice Chancellor, Human Resources, or designee, who shall determine whether conflicts exist with the purpose of the leave.

ARTICLE 29
LEAVE OF ABSENCE FOR RETRAINING

- A. In the event that the Board acts to abolish positions in the classified service and to create new positions because of automation, technological improvements, or for any other reasons, it may provide for the retraining of displaced unit members in accordance with this Article.
- B. To be eligible for retraining leave, a unit member must:
 - 1. Have served in the District at least two (2) consecutive years preceding the granting of leave;
 - 2. Be serving in a position which the District abolishes, or show that the retraining shall clearly benefit the District;
 - 4. Indicate a willingness to undergo the prescribed retraining program; and
 - 5. Indicate a willingness to serve the District for at least two (2) years after successful completion of the retraining program.
- C. The District shall prescribe the retraining program and may provide the program internally or designate the institution or place where the retraining program is to be conducted.
- D. The District shall grant reimbursement of the costs, including tuition fees, to any unit member who satisfactorily completes approved training to improve their job knowledge, ability or skill. Programs eligible for reimbursement shall include, but not be limited to, courses of study at approved academic institutions, seminars and training institutes conducted by recognized professional associations, and conferences, meetings and such other training programs as are designed to upgrade the classified service and to encourage retraining of unit members who may otherwise be subject to layoffs as the result of technological changes. Provisions of this section shall not apply to any unit member who is receiving training and is eligible for reimbursement by any other governmental agency, organization or association.
- E. Any leave granted and taken under this should not constitute a break in service.
- F. Unit members shall receive one-half (1/2) pay.

ARTICLE 30
ENROLLMENT IN COLLEGE COURSES

Section 1. Reduced Pay or Adjusted Work Schedule:

On either a reduced pay or an adjusted work schedule basis, a bargaining unit member may request permission to take a college course during their regularly scheduled work day. Approval of such a request by the immediate supervisor shall be contingent upon the following conditions:

- A. The course will improve the unit member's service to the District.
- B. Additional funds shall not be required.
- C. The course is related to the unit member's work assignment, or related to the unit member's career aspiration that will benefit the District and its students, as determined by the supervisor; or,
- D. The course is required for the degree or certificate the unit member is seeking;
- E. The department operations in a particular area shall not be adversely affected.
- F. Adjusted hours shall be made up within the same workweek during which they are taken;
 - 1. The maximum number of adjusted work hours per week which may be allowed is five (5), except, when a single course requires more than five (5) hours, a maximum of ten (10) hours may be requested.
 - 2. Unit members may request use of vacation leave upon approval of immediate supervisor.
- G. No more than one (1) unit member in the same work unit shall take courses on an adjusted work schedule basis at the same time. Exceptions may be made with the approval of the immediate supervisor as long as department operations are not affected. Approval of requests shall be based on seniority within the department.
- H. If the unit member elects to be on a reduced pay schedule, the amount of reduced pay shall be proportionate to the time taken from the regular work week.
- I. Requests must be submitted at least two (2) weeks prior to the start of the course.

Section 2. Enrollment Fee Waiver:

A unit member enrolling in District Courses shall be eligible for a waiver of enrollment fees on a space availability basis, except that the unit member shall be required to reimburse the District if the unit member receives a grade of D, F, incomplete, or withdrawal and the District is authorized through automatic payroll deduction to charge back any waived enrollment fees for failure to maintain a grade of C or better.

ARTICLE 31
RECRUITMENT, TRANSFER AND PROMOTION

Section 1. Process for Filling Vacancies and Posting Notices

- A. When a manager decides to fill a vacant classified position, prior to opening the position for recruitment, the Personnel Commission shall first send a lateral transfer notice of the vacant position electronically to all unit members and post the lateral transfer notice on the District's website. The notice shall include the job title, a brief description of the position duties, the minimum qualifications required for the position, and the deadline to apply for the position. The lateral transfer notice shall remain posted, and applications shall be accepted, for a period of not less than ten (10) working days during which time unit members who are in the same or related classification, as determined by the Personnel Commission, may apply for the vacant position, following the provisions in the notice.
- B. No unit member shall be allowed to laterally transfer to another department until successful completion of their probationary period (130 working days) in the classification. All permanent unit members who apply for a lateral transfer during the lateral transfer notice period and who meet the minimum qualifications for the position shall be placed on the Transfer Eligibility List. All unit members on the Transfer Eligibility List shall be certified by the Personnel Commission to the hiring manager for an interview. The hiring manager shall conduct interviews and may elect to hire from the Transfer Eligibility List.
- C. If the hiring manager conducts interviews but elects to move forward with recruitment, the Personnel Commission shall then conduct an open recruitment for the position. The Personnel Commission shall send a promotional opportunity notice to all unit members and post the vacant position notice on the District's website. The vacant position notice shall remain posted, and applications shall be accepted, for a period of not less than fifteen (15) working days during which time permanent and probationary unit members, along with the public, may apply for the vacant position, following the provisions in the notice. A promotion is considered an appointment to another classification which requires additional skills, responsibilities, and is on a higher salary range.
- D. Following the conclusion of the recruitment process, the Personnel Commission shall establish two (2) eligibility lists: a Promotional Eligibility List and an Open Recruitment Eligibility List. A Promotional Eligibility List shall consist of a list of candidates with passing scores who are currently employed in a District permanent classified position. An Open Recruitment Eligibility List shall consist of a list of candidates with passing scores who are not currently employed in a District permanent classified position.
- E. The top three (3) ranks on the Promotional Eligibility List and the top three (3) ranks on the Open Recruitment Eligibility List shall be certified by the Personnel Commission to the hiring manager for an interview. The hiring manager may elect to hire from the top three (3) ranks on the Promotional Eligibility List, the top three (3) ranks on the Open Recruitment Eligibility List, or may elect to hire from the Transfer Eligibility List.

Section 2. Seniority Credit

Seniority credit shall be added to the final passing score of candidates currently employed in a District permanent classified position. The passing score shall be determined by the Personnel Commission. Seniority credit shall be calculated in the amount of one-half (0.50) point for each full year of service not to exceed a total of five (5) points. Seniority credit shall not be calculated for less than each full year of service for all permanent unit members.

ARTICLE 32
PERFORMANCE EVALUATIONS

- A. Each immediate supervisor under whom the unit member has served for sixty (60) working days or more during any rating period, shall evaluate the unit member by means of a performance evaluation.

- B. The following schedule shall be followed for the completion of the performance evaluation:
 - 1. For regular probationary unit members by the end of the fourth month of service.
 - 2. For all regular permanent unit members: at least once each year.
 - 3. For any regular unit member at the time a critical incident (which beneficially or adversely affects the public service) occurs. Such a performance evaluation is considered a legitimate record of the District's continuing appraisal of its unit members.

- C. The following procedure shall be adhered to in regard to the performance evaluation:
 - 1. The performance evaluation shall be completed by the unit member's immediate supervisor.
 - 2. The performance evaluation shall be completed on forms prescribed by the District.
 - 3. Upon completing the performance evaluation, and after approval from the supervisor's manager, the immediate supervisor shall present it to the unit member and give them an opportunity to discuss it.
 - 4. The unit member may request a follow up meeting to review the performance ratings with the Evaluator and Union representative if the evaluation states discipline is likely to occur. Such a review meeting shall be scheduled with the Evaluator in advance of a mutually acceptable time but in no event beyond ten (10) working days.
 - 5. The unit member shall then sign the performance evaluation at the time of the meeting in order to acknowledge their receipt, which does not indicate their agreement, and they shall retain a signed copy. In the event the unit member is no longer supervised by the person preparing the performance evaluation, it may be delivered by mail.
 - 6. The unit member shall have the right to respond to any performance evaluation within ten (10) working days after the date the performance evaluation was received. The unit member shall submit a response to the performance evaluation and provide it to the immediate supervisor, the immediate supervisor's manager, and to the Human Resources office to attach it to the performance evaluation for placement in the personnel file.

7. The substance of any performance evaluation, including the observations, opinions, and conclusions of the evaluator, shall not be subject to the provisions of the grievance article of this Agreement.
- D. When a unit member assumes the duties and responsibilities of a higher classification on a temporary basis for at least four (4) months, one (1) or more performance evaluations shall be completed for that period of time and shall be retained in their personnel file.
 - E. When a performance evaluation is due for a unit member who is currently working in a temporary assignment, the permanent supervisor and the temporary supervisor shall both have input on the performance evaluation and the performance evaluation shall be given by the current supervisor.

**ARTICLE 33
PERSONNEL FILES**

- A. The District agrees that unit member personnel files shall be kept in confidence and shall be available for inspection only to management designated employees of the District when actually necessary in the proper administration of the District's affairs or the supervision of the unit member. All documents concerning a unit member shall be kept in the official personnel file at the District Office which may be stored in an electronic format.
- B. A unit member shall be permitted to review, upon request and reasonable notice, their personnel file. Except as otherwise provided herein such review shall not normally be permitted during the unit member's duty hours.
- C. Reviewable material shall not include ratings, reports, or records which:
 - 1. Were obtained prior to the employment of the unit member involved;
 - 2. Were prepared by identifiable examination committee members; or
 - 3. Were obtained in connection with a promotional opportunity.
- D. The District will charge a fee for requesting copies of materials in the personnel file. The fee shall be established by District administration.
- E. Release time for review of a personnel file is granted only in instances where derogatory material is to be filed.
- F. Unit members must be given written notification and copies of derogatory material ten (10) working days before any information of a derogatory nature is placed in their personnel file. Following such notice, the unit member shall have ten (10) working days to review and have attached thereon the unit member's comments relative to such derogatory material.
- G. The unit member shall be given an opportunity during normal working hours for release time not to exceed one (1) hour exclusive of travel time and without loss of pay to review the personnel file and the derogatory material, and initial and date the material within the time period prior to it being placed in the personnel file.

ARTICLE 34
SIGN LANGUAGE INTERPRETING SERVICES

Interpreting Services

- A. Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act (ADA) of 1990 prohibit covered entities from discriminating against persons with disabilities in the provision of benefits or services or the conduct of programs or activities on the basis of their disability. Sign language interpreting service for the deaf and hard of hearing students or employees is a mandatory academic or workplace accommodation the District is required to provide to students and employees under these laws.
- B. If a need for sign language interpreting services arises and there are no unit members available to perform these duties, the District may contract out for sign language interpreting services in order to provide the required academic or workplace accommodations for students and employees who are protected under these laws.
- C. The District shall notify the CSEA chapter president, or designee, and the Labor Relations Representative in writing when it is required to implement this section. The notification shall include the date and time period the sign language interpreting services shall be utilized, with a certification that all unit members were offered the assignment prior to contracting out.
- D. The parties agree that the language contained in this Article shall not cause layoffs or a reduction in hours for bargaining unit members.

National Certification Exam

- A. Unit members in the Sign Language Interpreter or Senior Sign Language Interpreter classifications, who take and pass all components of the National Interpreter Certification (NIC) process, including the knowledge exam, interview and performance exam, will be reimbursed for exam fees, provided that they continue to provide service to the District for at least two semesters and 900 hours of hands-on interpreting after receiving their certification. Unit members who are reimbursed for the exam fees and do not complete two semesters and 900 hours of hands-on interpreting after receiving their certification will be required to reimburse the exam fees to the District on a prorated basis.

Interpreter Longevity

- A. In addition, to any other longevity that a unit member in the Sign Language Interpreter or Senior Sign Language Interpreter classifications may be eligible for under Article 15, Section 4., unit members in these two classifications will be eligible for Sign Language Interpreter Longevity of 1% after working at least eight (8) semesters and 3,600 hours of hands-on interpreting after hire with the District.

ARTICLE 35
LAYOFF/REDUCTION OF HOURS/ABOLITION OF POSITIONS

Section 1. Notice of Layoff:

- A. Unit members shall only be subject to layoff for lack of work or lack of funds in accordance with the Education Code.
- B. The District shall notify California School Employees Association (CSEA) as soon as a final determination is reached by the Board of Trustees to layoff one (1) or more unit members.
- C. The District shall notify CSEA of the proposed reduction in hours prior to the Board action, and shall meet with CSEA to negotiate the decision and the effects of said reduction in hours within ten (10) working days after CSEA has been properly notified.
- D. The District shall notify the affected unit member(s) in writing no later than March 15 that they will be laid-off on June 30 and not reemployed for the following academic year, except that positions laid off to the expiration of a specially funded grant or program will be provided not less than sixty (60) calendar days' notice (sixty days begins on postmark or personal delivery following Board adoption of Layoff Resolution) prior to the effective date of the layoff. A copy of all notices shall be provided to the Chapter President. The written notice of layoff shall include:
 - 1. Reason for layoff;
 - 2. Effective date of layoff action;
 - 3. Seniority placement within classification;
 - 4. Reemployment rights in same classification and in lower classifications in which a unit member has served;
 - 5. Reemployment rights in lower classifications in which a unit member meets minimum qualifications;
 - 6. Displacement rights, if any;
 - 7. Promotional rights;
 - 8. Service retirement options if over fifty (50) years of age;
 - 9. Unemployment Insurance Benefits.
 - 10. Right to request a hearing within seven (7) calendar days of receiving the layoff notice (except for layoff for specially funded grants or programs).

Section 2: Hearing:

- A. Failure by a unit member to request a hearing on or before the date specified in the layoff notice will constitute a waiver of the unit member’s right to a hearing.
- B. An administrative law judge (ALJ) shall conduct a hearing and issue a proposed decision to the District and the classified employee on or before May 7, in accordance with the Administrative Procedures Act.
- C. None of the ALJ’s findings, recommendations, or determinations are binding on the District.
- D. The District must accept, reject, or modify the proposed decision at a meeting before May 15 and provide the final notice of termination to the employee before May 15.

Section 3. Displacement of Bargaining Unit Work:

- A. It is agreed that the employer will not contract work to outside agencies as long as bargaining unit members are in a layoff status, including but not limited to reduction of hours, layoff reemployment list, demotion to avoid layoff, and/or a change of classification to avoid layoff.
- B. No regular unit member (permanent or probationary) of the classified service shall be laid off from any position while individuals serving under emergency, provisional or limited-term employment are retained in positions of the same classification, or related classification for which the unit member is qualified.

Section 4. Maintenance of Benefits:

- A. Health and Welfare: A voluntary reduction in hours to avoid layoff shall not result in loss of eligibility for District contributions for insurance coverage as specified in Article 17.
- B. Unit members who elect service retirement in lieu of layoff shall be eligible for the District contribution toward the medical insurance premium for retirees. See Article 17. The requirement for ten (10) years of District service is waived for early service retirement to avoid layoff. Health benefits shall be paid by the District for one (1) additional month in case of layoff.

Section 5. Order of Layoff:

The order of layoff shall be based on seniority (within classification) throughout the District. A unit member with the least seniority shall be laid off first. Seniority shall be based on the hire date, plus seniority acquired under Articles 28 and 29 of the CSEA/SCCCD Agreement. Seniority shall be based on paid status in a classification and higher related classifications.

Section 6. Displacement Rights:

- A. A unit member laid off from their present classification may displace the least senior unit member in that classification;
- B. The least senior unit member in a classification may bump into a lower classification in which the unit member has served previously providing the unit member has more seniority in the lower classification than the least senior unit member in that classification.

- C. A unit member who cannot exercise a displacement right under a or b above, may displace another unit member in the same family, as defined by the Personnel Commission, in a lower classification, providing the laid-off unit member has more seniority than the least senior person in the lower classification, even though the laid-off unit member has not had service in the lower classification;
- D. The displacement rights listed above are contingent upon the unit member meeting the minimum qualifications as established by the Personnel Commission for the position.

Section 7. Equal Seniority:

Equal seniority shall be determined on the first day of hire (first day of work). If two (2) or more unit members in a classification subject to layoff have equal seniority, the determination as to who shall be laid off shall be made on the basis of the greater hire date seniority, (the first day of work); if that be equal it shall be made on the highest rank on the eligibility list (combination of score and oral interview, etc.); if that be equal it shall be made on the highest score; and if that be equal, then the determination shall be made by lot.

Section 8. Reemployment Rights:

Persons laid off because of lack of work or lack of funds are eligible for reemployment for a period of thirty-nine (39) months and shall be reemployed in preference to new applicants. In addition, such persons laid off have the right to participate in promotional examinations within the district during the period of thirty-nine (39) months. Unit members who take voluntary demotions or voluntary reductions in assigned time in lieu of layoff or to remain in their present positions rather than be reclassified or reassigned, shall be granted the same rights as persons laid off and shall retain eligibility to be considered for reemployment for an additional period of up to twenty-four (24) months; provided, that the same tests of fitness under which they qualified for appointment to the classification shall still apply. The Personnel Commission shall make the determination of the specific period of eligibility for reemployment on a classification-by-classification basis. Unit members who take voluntary demotions or voluntary reductions in assigned time in lieu of layoff shall be, at the option of the unit member, returned to a position in their former classification or to positions with increased assigned time as vacancies become available, and without limitation of time, but if there is a valid reemployment list they shall be ranked on that list in accordance with their proper seniority.

Section 9. Notification of Reemployment Opening:

- A. Any unit member who is laid off and is subsequently eligible for reemployment shall be notified in writing by the District of an opening. Such notice shall be sent by certified mail to the address given the District by the unit member, or by personal contact, and the District shall notify CSEA after the third refusal for employment within the classification from which the unit member was laid off, their name shall be removed from the reemployment list. It is the responsibility of the laid off unit member to keep the District Human Resources Office informed of a current mailing address.

- B. The laid off unit member shall have their name restored to the reemployment list upon written request to the Director of Classified Personnel. If the laid off unit member subsequently refuses an employment offer, their name shall be removed from the reemployment list permanently.

Section 10. Unit Member Notification to District:

A unit member shall notify the District of their intent to accept or refuse reemployment within ten (10) calendar days following postmark of the reemployment notice or personal contact of such notice. If the unit member accepts reemployment, the unit member must report to work within fourteen (14) calendar days after acceptance. The District may extend these time frames for reasonable cause. A unit member given notice of reemployment need not accept the reemployment to maintain the unit member's eligibility on the reemployment list, provided the unit member notified the District of refusal of reemployment within ten (10) calendar days from receipt of the reemployment notice.

Section 11. Reemployment in Highest Class:

Unit members shall be reemployed in the highest rated job classification available in accordance with their classification seniority. Unit members who accept a position lower than their highest former classification shall retain their original thirty-nine (39) month rights plus an additional twenty-four (24) months to the higher paid position.

Section 12. Improper Layoff:

Any unit member who is improperly laid off shall be reemployed immediately upon discovery of the error and shall be reimbursed for all loss of salary and benefits.

Section 13. Voluntary Demotion or Voluntary Reduction in Hours:

Unit members who take voluntary demotions or voluntary reductions in assigned time in lieu of layoff shall be, at the unit member's option, returned to a position in their former classification or to positions with increased assigned time as vacancies become available, and with no time limit, except that they shall be ranked in accordance with their seniority on any valid reemployment list.

Section 14. Layoff in Lieu of Displacing:

A unit member who elects a layoff in lieu of displacing maintains their reemployment rights under this agreement.

Section 15. Rights During Involuntary Unpaid Status:

Upon return to work, the District shall disregard the break in service of the unit member and classify them as, and restore to them all of the rights, benefits and burdens of a permanent unit member in the classification to which they are reinstated or reemployed.

Section 16. Retirement in Lieu of Layoff:

A unit member who is laid off may elect service retirement and the District shall notify CalPERS that retirement was due to layoff upon receipt of notification by the unit member. Such unit member shall within ten (10) workdays prior to the effective date of proposed layoff complete and submit a retirement form provided by the District for this purpose. This unit member's name shall be placed on a reemployment list for thirty-nine (39) months.

Section 17. Unit Member Roster:

If a layoff will occur, the District shall provide CSEA an updated seniority roster indicating bargaining unit members' classification and hire date (including lower classifications when layoffs occur for those unit members affected by the layoff) in which the unit member served.

Section 18. Probationary Employees:

Nothing in this article shall be construed to interfere with the right of the District to release probationary employees who do not become permanent without a notice or hearing.

**ARTICLE 36
DISCIPLINARY ACTION**

- A. **Status of Permanent Unit Members:** No person in the permanent classified service shall be suspended, demoted or dismissed, except for reasonable cause as detrimental to the efficiency of the classified service.
- B. **Discipline of Probationary Unit Members:** Probationary classified unit members are not accorded the rights of regular permanent classified unit members. Probationary classified unit members shall be given reasonable separation notice and the right to request a conference with the District Director of Human Resources if dismissal is recommended. Probationary classified unit members may be dismissed at any time.
- C. **Definitions**
1. **Dismissal:** Permanent removal from the employment of the District.
 2. **Suspension:** Temporary removal from employment for a specified period of time without pay.
 3. **Demotion:** Permanent placement in a lower classification without the unit member's written voluntary consent.
 4. **Disciplinary Action:** Includes any action whereby a permanent unit member is deprived of any classification or any benefits or rights attendant upon any classification in which the unit member has permanence, including suspension, dismissal or demotion without the unit member's voluntary consent, except for layoff for lack of work or lack of funds.
 5. **Charges:** A basis for imposition of discipline upon a unit member. The charges for which a unit member may be disciplined are set forth in Section D below.
 6. **Incident:** A specific transaction, occurrence, act or omission, which constitutes the factual basis upon which a charge is based.
 7. **Skelly Conference:** A conference at which the charges and incidents are reviewed with the unit member and the unit member is allowed to respond and shall provide any and all disciplinary mitigating factors known to the unit member and their representative.
 8. **Notice of Charges and Recommended Disciplinary Action:** The Notice of Charges and Recommended Disciplinary Action sets forth the alleged charges and incidents upon which the District seeks to discipline a unit member. The Notice of Charges and Recommended Disciplinary Action shall not be considered a formal disciplinary recommendation until the Skelly Conference has taken place and the President, Vice Chancellor, Chancellor or designee, has a recommendation to the Board of Trustees that the unit member be disciplined. Until the President, Vice Chancellor, Chancellor or designee, has approved the Notice of Charges and Recommended Disciplinary Action, it shall be considered a proposed disciplinary measure by the immediate supervisor.

D. **Charges:** A permanent classified unit member may have disciplinary action taken against them based on any of the charges set forth below:

1. **Job Performance:**

- a. Incompetence.
- b. Inefficiency in the performance of the duties of their position.
- c. Inattention to or dereliction of duty, including, but not limited to, carelessness or negligence in the performance of one's duties or in the care or use of District property.
- d. Insubordination, including, but not limited to, refusal to perform assigned work or to carry out directions of authorized District personnel.
- e. Excessive or unexcused absenteeism.
- f. Excessive tardiness.
- g. Absence from duty without prior authorization or failure to report after a leave has expired or after notice has been provided that a leave has been disapproved, revoked or canceled.
- h. Failure to report for work within a reasonable time after notice of recall from layoff.
- i. Inability to perform assigned duties, including, but not limited to, mental or physical incapacity.
- j. Failure to possess or maintain required licenses.
- k. Inability to be insured or bonded at the District's standard rate.

2. **Personal Conduct:**

- a. Discourteous, offensive, or abusive conduct or language toward fellow employees, students, or the public.
- b. Any conduct which bears some rational relationship to the employment and is of a character that can reasonably result in the impairment of the public service of the District.
- c. Reporting for duty under the influence of or, carrying into District facilities, or possessing, consuming, or using on District premises, or inducing or causing others to use, drugs or other controlled substances; or giving, selling, or delivering such items to any other person on District premises.

- d. Drinking alcoholic beverages on the job, or reporting for work under the influence of alcohol, or carrying an alcoholic beverage into a District facility or onto District property without prior authorization by the Vice President of Administrative Services, or their designee, or the Vice Chancellor, Finance and Administration, or their designee.
- e. Marking, defacing, damaging, writing, or drawing on any District property not designed for that purpose.
- f. Furnishing confidential information and/or material to unauthorized personnel or removal of records from an employee's personnel file.
- g. Unauthorized review of an employee's personnel file or unauthorized removal of records from an employee's personnel file.
- h. Abuse of leave privileges.
- i. Dishonesty.
- j. Falsifying any information supplied to the District, including but not limited to, information supplied on application forms, employment records, examination materials, time keeping records, absence slips, or travel and conference reimbursement forms.
- k. Unauthorized use of a District vehicle, including, but not limited to, transporting unauthorized persons in a District vehicle; or driving a vehicle on District business when one's driver's license has expired, been suspended, revoked or is in violation of any condition specified by the Department of Motor Vehicles.
- l. Offering anything of value or any service in exchange for special treatment in connection with one's job or employment, or accepting anything of value or any service in exchange for granting any special treatment to another employee or to any member of the public.
- m. Fraud in securing employment with the District.

3. Violation of Laws, Policies, Procedures, and Other Agreements

- a. Engaging in political activity during assigned hours of employment or otherwise in violation of applicable rules or agreements.
- b. Failure to report for a District-required medical examination after due notice.
- c. Conviction of a sex offense as defined in Education Code Section 87010 or other provisions of the law.

- d. Conviction of a narcotics offense as defined in Education Code Section 87011 or other provisions of the law.
 - e. Conviction of a felony or a misdemeanor involving moral turpitude. A plea of guilty or a plea of nolo contendere to a charge of a felony or any misdemeanor involving moral turpitude is deemed to be a conviction within the meaning of this section.
 - f. Advocacy of overthrow of federal, state, or local government by force, violence or other unlawful means.
 - g. Inducement or attempt to induce any employee to commit an unlawful act or to act in violation of any District policy, rule, or regulation.
 - h. Violation of or failure to comply with, established procedures in the work unit, provisions of the Education Code, District policies, rules or regulations, or rules and regulations made applicable to public community colleges by the Governing Board or by an appropriate federal, state, or local government.
- E. **Time Period for Bringing Disciplinary Action:** No disciplinary action shall be taken for any cause which arose more than four (4) years preceding the date of the filing of the Notice of Charges and Recommended Disciplinary Action unless such cause was concealed or not disclosed by the unit member or such cause could not have reasonably been discovered by the District.
- F. **Short Term Suspension and Paid Administrative Leave**
- 1. **Short Term Suspension**
 - a. After consultation with Human Resources, the President, Vice Chancellor, Chancellor, or designee, may immediately suspend a unit member without pay for up to and including five (5) working days. In such cases, the Chancellor, Vice Chancellor, President or designee shall orally notify the unit member of the reason(s) for the suspension and the unit member shall be allowed the opportunity to respond orally at that time and provide any and all known mitigating factors.
 - b. Within a reasonable time after the suspension, written charges will be prepared and served upon the unit member. The Governing Board shall make its determination to ratify, reject, or modify the suspension at the next available Board meeting after the suspension. If the Board upholds the suspension, the unit member shall be notified in writing of the Board's decision.

- c. The decision of the Board shall be final unless the unit member requests a hearing in writing within fourteen (14) calendar days after notice of the Board's action has been served. If the unit member requests a hearing, the Personnel Commission shall conduct a hearing within fourteen (14) calendar days.

2. **Paid Administrative Leave**

Paid administrative leave is a separation from employment with pay. If the President, Vice Chancellor, Chancellor or designee determines that it is in the best interest of the District, he or she may, after consultation with Human Resources, place a unit member on leave with pay pending investigation preliminary to taking disciplinary action. The District shall comply with all disciplinary procedures required by this Article at the earliest possible time.

- G. **General Disciplinary Provisions:** Informal discipline can include counseling or a written reprimand which is placed in a unit member's personnel file subject to the provisions described in the SCCCD/CSEA Agreement. Informal discipline does not require written notice of recommended disciplinary action and charges and is not subject to appeal. No informal discipline is a necessary prerequisite to any other disciplinary action, formal or informal.
1. It is the District's responsibility to present the unit member to be disciplined with a "notice of recommended disciplinary action and charges" prior to the imposition of discipline unless otherwise specified in this Article.
 2. Discipline may be recommended in accordance with this section if, in the judgment of the immediate supervisor, or other authorized administrator, disciplinary action is needed. Prior to the Skelly conference, a unit member against whom disciplinary action has been recommended shall be presented with the Notice of Recommended Disciplinary Action and Charges.
 3. **Notice of Recommended Disciplinary Action and Charges:** The Notice of Recommended Disciplinary Action and Charges shall include the following:
 - a. A statement of the charges upon which the disciplinary action is recommended; a statement in ordinary and concise language of each specific incident upon which the charges are based; the Recommended Disciplinary Action; and a statement as to provisions of Section D, if any which has been violated.
 - b. A statement that the unit member shall be accorded a Skelly conference with the President, Vice Chancellor or Chancellor or designee, at a time and place prescribed in the Notice of Recommended Disciplinary Action and Charges, with an opportunity at that time to respond to each charge and incident.
 - c. The unit member's right to have copies of the material upon which the disciplinary action is based.

- d. The unit member's right to appear personally and to be represented by a person or counselor of their choice.
- e. The Vice Chancellor, Human Resources shall file the Notice for Recommended Disciplinary Action and Charges and shall be deemed complete upon personal delivery or upon deposit in the U.S. registered/certified mail, return receipt requested, and addressed to the last known address of the unit member as contained in District Human Resources office records.

4. **Skelly Conference**

- a. The purpose of the Skelly Conference is to review the Notice of Recommended Disciplinary Action and Charges, charge by charge, incident by incident, to allow the unit member to respond to each charge and incident and to provide any and all mitigating factors known to the unit member and their representative.
- b. The conference shall be an informal meeting and shall not be conducted by formal evidentiary rules. The conference may be tape recorded by mutual agreement. The conference shall be conducted on the date stated on the original Notice of Recommended Disciplinary Action and Charges provided to the unit member, unless a change is mutually agreed to by the President, Vice Chancellor, Chancellor, or designee and the unit member. The President, Vice Chancellor, Chancellor, or designee will serve as the administrator responsible for conducting the conference. During the conference the unit member may be represented by a person of their choice.
- c. The President, Vice Chancellor, Chancellor, or designee shall, after the conclusion of the conference, make a determination of the appropriateness of the recommended disciplinary action and the charges and incidents upon which such disciplinary action is recommended. The District shall retain the taped copy of the conference for possible reference, and a copy shall be made available to the unit member upon request.
- d. The President, Vice Chancellor, Chancellor, or designee may accept, modify, or reject the Notice of Recommended Disciplinary Action and Charges prior to forwarding their recommendation to the Board of Trustees.

- 5. **Revision of Notice of Recommended Disciplinary Action and Charges:** Following service of the Notice of Recommended Disciplinary Action and Charges upon the unit member, an amended or supplemental Notice of Recommended Disciplinary Action and Charges may be served upon the unit member. If the amended or supplemental recommendation presents new charges or incidents, the unit member shall be afforded a reasonable opportunity to discuss the new matters with their immediate supervisor and the President, Vice Chancellor, Chancellor, or designee.

6. **Unit Member Status Pending Decision by Governing Board:** With the exception of a unit member placed on short-term suspension or administrative leave, the recommended disciplinary action shall not take effect until the Governing Board takes action. The unit member against whom disciplinary action has been recommended shall remain on active duty status and shall be responsible for fulfilling the duties of the position pending a decision by the Board unless otherwise stated in these rules.
7. **Governing Board:** The Board retains the right to accept, modify, or reject any portion of the Notice of Recommended Disciplinary Action. The Board may also accept, increase, or decrease the disciplinary penalty. The Board may ask for further evidence or information prior to mailing its decision. Finally, the Board may accept the recommendation of the district administration, take action in closed session, and report that action.
8. **Personnel Commission Hearing**
 - a. The decision of the Board is final, unless the unit member requests within fourteen (14) calendar days, in writing, a hearing. The unit member's failure to request a hearing shall constitute a final waiver of the unit member's right to a hearing. The District Director of Human Resources shall correspond to the unit member describing their appeal rights.
 - b. In the event of elimination of the Personnel Commission, the unit member shall have the right to request the appointment of an arbitrator as provided in Article 37, Section 5, D.

ARTICLE 37 GRIEVANCE PROCEDURE

Purpose: To provide an orderly procedure for reviewing and resolving grievances promptly.

Section 1. Definitions

- A. "Grievance" is a formal written allegation by a grievant that there has been a violation, misapplication, or misinterpretation of any provision of this Agreement. It is the intent of the parties to review and resolve grievances at the lowest possible administrative level. Other matters for which a specific method of review is provided by law, by policies, rules and regulations of the Board of Trustees, or by the administrative regulations and procedures of this District are not within the scope of this Article.
- B. A "grievant" may be any member or members of the bargaining unit covered by the terms of this Agreement, or CSEA, and who have been adversely and specifically affected by the misapplication of a specific term or condition of the collective bargaining agreement.
- C. A "day" (for the purposes of this grievance policy) is any day on which the central administrative office of the State Center Community College District is open for business.
- D. The "immediate supervisor" is the first administrator having immediate jurisdiction over the grievant--not within the same bargaining unit as the grievant.

Section 2. Time Limits

- A. A grievant who fails to comply with the established time limits at any step shall forfeit all rights to further application of this Grievance Procedure relative to the grievance in question.
- B. Failure of the District to respond within established time limits to any step entitles the grievant to proceed to the next step.
- C. Time limits and steps may be waived by mutual written consent of the parties.

Section 3. Other Provisions

- A. Unit members have the right to present grievances to their employer and have such grievances adjusted without intervention of the exclusive representative as long as the adjustment:
 - 1. does not constitute a violation of this Agreement;
 - 2. occurs before mutual agreement between the employer and exclusive representative to refer the matter to the PERB;
 - 3. is not involved in a failure of the employer or exclusive representative of that unit to comply with agreed-to procedures necessitating a court order to enforce compliance;
 - 4. has not previously been adjusted under the above procedures; and

5. provided the employer has submitted a copy of the grievance and the proposed resolution to the exclusive representative, and the exclusive representative has been permitted ten (10) working days to file a response with the employer prior to a final decision.
- B. "Application" -- Grievances as defined in this Agreement in Article 37, Section 1, shall be brought only through this procedure.
 - C. "Grievance Processing - Limits" -- The grievance procedure must be invoked within thirty (30) days of the time the grievance or alleged grievance could reasonably have become known to the unit member.
 - D. Unit Member Legal Rights -- Nothing contained herein shall deny to any unit member their rights under state or federal constitution laws.
 - E. Any grievance involving all District unit members may begin at Level III.

Section 4. Informal Discussion - Oral

Within thirty (30) calendar days of the time a unit member knew or reasonably should have known of an alleged grievance, the unit member, either directly or accompanied by the CSEA representative, "grievance chairperson," or designee, shall orally discuss with their immediate supervisor the alleged grievance. Within five (5) days, the immediate supervisor shall give their oral response.

Section 5. Formal Level:

A. Level I:

1. Within ten (10) working days of the oral response, if the grievance is not resolved, it shall be stated in writing on the "Classified Grievance Form" as provided by the District (and shown as Appendix III of this Agreement), signed by the grievant, and presented to their supervisor, or designee.
2. The supervisor, or designee, shall communicate their decision to the unit member in writing within ten (10) working days after receiving the grievance.
3. Within the above time limits, either the grievant or the immediate supervisor, or designee, may request a personal conference with the other party.

B. Level II:

1. In the event the grievant is not satisfied with the decision at Level I, they may appeal the decision on the appropriate form to the President, appropriate Vice Chancellor, or designee, within ten (10) days.
2. This statement shall include a copy of the original grievance and a written copy of the decision rendered by the unit member's supervisor, or designee.

3. The President, appropriate Vice Chancellor, or designee, shall communicate the decision to the grievant in writing within twelve (12) working days of receiving the appeal. Either the grievant or the college president, or designee, may request a personal conference within the above time limits.

C. Level III:

1. If the grievant is not satisfied with the decision at Level II, they may, within ten (10) working days, appeal the decision on the appropriate form to the Chancellor, or designee.
2. This statement shall include copies of the original grievance and appeals, and written copies of the decisions rendered.
3. The Chancellor, or designee, shall communicate their decision in writing to the grievant within fifteen (15) working days.

D. Level IV: Arbitration

1. Within fifteen (15) working days after receipt of the decision of the Chancellor, the grievant may, upon written notice to CSEA, request the grievance be submitted to arbitration under and in accordance with the prevailing rules of the American Arbitration Association. Only CSEA (exclusive representative) may demand Arbitration. Nothing herein shall prevent the parties from requesting the State Conciliation Service attempt to mediate a settlement to any grievance appealed to arbitration, providing both parties mutually agree to such mediation procedure.
2. Powers of the Arbitrator: It shall be the function of the arbitrator and they are empowered, except as their powers are herein limited, after due investigation, to make a decision in cases of alleged violation of the specific articles and sections of this Agreement, and to determine the arbitrability of any grievance where arbitrability is questioned by either party.
3. The arbitrator shall have no power to:
 - a. Add to, subtract from, disregard, alter, or modify any of the terms of this Agreement;
 - b. Establish, alter, or modify any salary structure;
4. All fees and expenses of the arbitrator shall be shared equally by the Board and CSEA. Other expenses shall be borne by the party incurring them. Neither party shall be responsible for the expense of non-employee witnesses called by the other party.
5. The decision of the arbitrator shall be final and binding on all parties.

Section 6. Witness and Grievant Release Time

The District and CSEA (exclusive representative) may call witnesses. If a unit member gives testimony in connection with the grievance procedure during working hours, the unit member shall suffer no loss of pay. If the grievant's hearing is scheduled during working hours, the grievant shall suffer no loss of pay in order to present their grievance. In order for the unit member to be released, they shall give their immediate supervisor a prior day's notice before leaving their work station.

Section 7. Grievance Representative Release Time

The designated bargaining unit representative, if any, shall be released according to Article 7, Section J for attendance at meeting(s) mutually scheduled between the District and CSEA.

Section 8. Complaints Not Covered in This Article

Any complaint not covered by the grievance definition shall be resolved through the complaint procedure. A complaint procedure form shall be made available through the immediate supervisor.

ARTICLE 38
CLASSIFICATION STUDIES

Classification studies designed to analyze and study a whole class or classes and/or job families, shall be performed only by mutual agreement by and between CSEA and the District which shall be limited in frequency to not more than one (1) such study in any five (5) year period.

ARTICLE 39
DISTRIBUTION OF CONTRACT

The District agrees it shall make this Agreement available on the District's website as soon as practicable after settlement is reached. The District shall provide the website link to each bargaining unit member and to each new member of the bargaining unit within the effective period of the Agreement. The District shall provide a hard copy of this Agreement, at no cost, to the following: 1) Each member of the CSEA Executive Board, 2) Each member of the Bargaining Team, and 3) Upon a bargaining unit member's request to the District Director of Human Resources, or designee.

ARTICLE 40
OPENERS

- A. The District and CSEA agree that except as expressly set forth herein, this contract shall not be subject to reopening on any item for the duration of the Agreement or unless mutually agreed to by both parties. Neither party is obligated to agree to reopen this contract except as stated herein, and any agreement to reopen this contract must be signed in writing by the parties. The contract shall run through June 30, 2026.

- B. If, during the term of this Agreement, the Personnel Commission is terminated, the parties agree to negotiate articles for classification, and reclassification.

AGREEMENT


This Agreement, made and entered on this 2nd day of November 2023, between the State Center Community College District and the California School Employees Association and its State Center Chapter #379, its successor and affiliates, is effective upon ratification as set forth in Article 1 of this Agreement and shall remain in full force and effect until the close of the workday June 30, 2026.

This final settlement agreement concludes bargaining on all issues currently the subject of negotiations between the parties.

Any article proposed for amendment by the Exclusive Representative in accordance with Article 40, shall be deemed herein to remain unchanged in the Collective Bargaining Agreement unless otherwise expressly stated.

**IN WITNESS WHEREOF, EACH OF THE PARTIES AFFIX THEIR SIGNATURES
HERETO ON THIS 2nd DAY OF NOVEMBER 2023.**

State Center Community College District



Julianna D. Mosier, Vice Chancellor, HR


California School Employees Association



Tyler Johns (Nov 9, 2023 08:18 PST)
Tyler Johns, CSEA Chief Negotiator



Virginia Beamer, CSEA President, Chapter #379



Ernie Grijalva (Nov 9, 2023 10:04 PST)
Ernie Grijalva, Labor Relations Representative

CSEA BARGAINING UNIT CLASSIFICATIONS**ADMINISTRATIVE & OFFICE SUPPORT**

FAMILY	JOB CLASSIFICATIONS	SALARY RANGE
Executive & Management Support	Executive Assistant	88
	Administrative Assistant	85
	Instructional Administrative Assistant	

FAMILY	JOB CLASSIFICATIONS	SALARY RANGE
Office Support	Senior Administrative Services Technician	87
	Administrative Services Technician	84
	Office Specialist	82
	Office Assistant II	78
	Office Assistant I	75

FAMILY	JOB CLASSIFICATIONS	SALARY RANGE
Program Support & Career Services	Job Placement Coordinator	93
	Program Coordinator – Student Services	
	Veterans Services Coordinator	
	Job Developer	91
	Senior Program Specialist – Career Technical	
	Senior Program Specialist – Student Services	
	Food Pantry Coordinator	90
International Student Services Coordinator		
Program Specialist Central Mother Lode Regional Consortium		
Program Specialist – Student Services	87	
Job Placement Assistant	83	
Program Assistant – Career Technical		
Program Assistant – Student Services		
Veterans Services Specialist		

COMMUNICATIONS AND PUBLIC RELATIONS

FAMILY	JOB CLASSIFICATIONS	SALARY RANGE
Communications & Public Relations	Public Information Officer	94
	Digital Media and Graphic Designer	87
	Marketing & Communications Specialist	
	Student Communications Specialist	
Sports Information Specialist	84	

FINANCE, ACCOUNTING AND BUSINESS OFFICE

FAMILY	JOB CLASSIFICATIONS	SALARY RANGE
Accounting Operations Payroll, AR, AP and Student Accounting	Lead Accounting Technician	87
	Senior Accounting Technician	87
	Payroll Technician	86
	Accounting Technician	83
	Accounting Assistant	80

FAMILY	JOB CLASSIFICATIONS	SALARY RANGE
Budget Development, Expenditure Review, Tracking and Reporting	Senior Budget Analyst	94
	Budget Analyst	91
	Budget Specialist	89
	Budget Technician	87

FAMILY	JOB CLASSIFICATIONS	SALARY RANGE
Business Office	Business Office Assistant	82
	Business Office Cashier	80

FAMILY	JOB CLASSIFICATIONS	SALARY RANGE
Print Communications and Mail Services	Print Services Technician	82
	Mail Room Worker	77

FAMILY	JOB CLASSIFICATIONS	SALARY RANGE
Professional Financial Accounting	Senior Accountant	94
	Accountant	91

FAMILY	JOB CLASSIFICATIONS	SALARY RANGE
Purchasing-Procurement	Senior Buyer	92
	Buyer	90
	Procurement Technician	83

HUMAN RESOURCES

FAMILY	JOB CLASSIFICATIONS	SALARY RANGE
Human Resources	Deputy Title IX Coordinator	93
	Human Resources Analyst	
	Professional Development Coordinator	
	Human Resources Specialist	86
	Human Resources Assistant	82

INFORMATION TECHNOLOGY

FAMILY	JOB CLASSIFICATIONS	SALARY RANGE
Applications Development & Administration	Senior Applications Developer	100
	Database Administrator	99
	Applications Developer	96
	Web Content Engineer	93
	Business Systems Analyst	92

FAMILY	JOB CLASSIFICATIONS	SALARY RANGE
Audio-Visual Support	Lead Audio-Visual Systems Specialist	93
	Audio-Visual Systems Specialist	91
	Audio-Visual Technician	81

FAMILY	JOB CLASSIFICATIONS	SALARY RANGE
Infrastructure Administration	Infrastructure Systems Engineer	100
	Web Systems Administrator	99
	Systems Administrator	98
	Network Administrator	97
	Assistant Systems Administrator	95
	Telecommunications Specialist	93

FAMILY	JOB CLASSIFICATIONS	SALARY RANGE
IT Customer Support	Senior IT Customer Support Technician	93
	IT Customer Support Technician	91
	IT Customer Support Assistant	86
	Helpdesk Technician	82

FAMILY	JOB CLASSIFICATIONS	SALARY RANGE
Management & IT Security	District Information Technology Security Officer	100

INSTRUCTIONAL SERVICES

FAMILY	JOB CLASSIFICATIONS	SALARY RANGE
Academic & Career Skills Laboratory Support	Nursing Skills Laboratory Technician	91
	Science Laboratory Coordinator	88
	Career Technical Education Laboratory Technician	85
	Arts Laboratory Technician	84
	Nursing Simulations Technician	
	Instructional Computer Laboratory Technician	83

FAMILY	JOB CLASSIFICATIONS	SALARY RANGE
Athletics	Athletic Trainer	91
	Athletic Equipment Manager	84
	PE/Athletic Equipment Assistant	79
Curriculum	Senior Curriculum Analyst	91
	Curriculum Analyst	89

FAMILY	JOB CLASSIFICATIONS	SALARY RANGE
	Curriculum Assistant	86

FAMILY	JOB CLASSIFICATIONS	SALARY RANGE
Early Childhood Education	Early Childhood Education Specialist	87
	Early Childhood Education Associate	78

FAMILY	JOB CLASSIFICATIONS	SALARY RANGE
General & Other Specialized Instructional Support	Academic Technology Systems Specialist	93
	Horticultural Program Specialist	84
	Instructional Assistant	78
	Recreation Associate	77
	Recreation Assistant	73

FAMILY	JOB CLASSIFICATIONS	SALARY RANGE
Institutional Research	Senior Research & Planning Analyst	95
	Research & Planning Analyst	92
	Research Assistant	90

FAMILY	JOB CLASSIFICATIONS	SALARY RANGE
Instructional Resources	Sign Language Interpreter Coordinator	93
	Alternate Media Specialist	91
	Senior Sign Language Interpreter	89
	Sign Language Interpreter	85

FAMILY	JOB CLASSIFICATIONS	SALARY RANGE
Library Operations	Library Operations Coordinator	86
	Senior Library Technician	82
	Library Technician	77

FAMILY	JOB CLASSIFICATIONS	SALARY RANGE
Performing Arts	Theatre Technical Director	90
	Box Office Manager	83
	Costume Shop Manager	
	Piano Accompanist	82

OPERATIONS & FACILITIES

FAMILY	JOB CLASSIFICATIONS	SALARY RANGE
Building Services	Lead Building Trades Generalist	95
	Air Conditioning & Heating Mechanic Boiler/Plumber Specialist Building Trades Generalist Carpenter Electrician Painter	91
	Locksmith Security & Energy Management Systems Technician	89
	Maintenance Worker II	85
	Maintenance Worker I	81
	Utility Worker	79

FAMILY	JOB CLASSIFICATIONS	SALARY RANGE
Construction Management	Construction Services Coordinator	93

FAMILY	JOB CLASSIFICATIONS	SALARY RANGE
Custodial Services	Lead Custodian	81
	Custodian	78

FAMILY	JOB CLASSIFICATIONS	SALARY RANGE
Environmental Health & Safety	District Environmental Health & Risk Management Officer	97

FAMILY	JOB CLASSIFICATIONS	SALARY RANGE
Grounds Services	Lead Groundskeeper Specialist	85
	Groundskeeper & Equipment Repair Specialist	84
	Groundskeeper Specialist	83
	Groundskeeper Worker	81

FAMILY	JOB CLASSIFICATIONS	SALARY RANGE
Police	Police Communications & Records Coordinator	85
	Police Communications Dispatcher	81

FAMILY	JOB CLASSIFICATIONS	SALARY RANGE
Transportation	Vehicle & Equipment Mechanic	91
	Transportation Coordinator	86
	Automotive Parts Technician	83
	DSP&S Mobility Driver	73

FAMILY	JOB CLASSIFICATIONS	SALARY RANGE
Warehouse	Warehouse Worker	81

RESOURCE DEVELOPMENT

FAMILY	JOB CLASSIFICATIONS	SALARY RANGE
Resource Development	Assistant Director, Center for International Trade & Development	90
	Development Specialist	87

STUDENT SERVICES

FAMILY	JOB CLASSIFICATIONS	SALARY RANGE
Admissions & Records	Admissions & Records Specialist	87
	Evaluation Specialist	
	Evaluator	83
	Senior Admissions & Records Assistant	80
	Admissions & Records Assistant II	
Admissions & Records Assistant I	75	

FAMILY	JOB CLASSIFICATIONS	SALARY RANGE
Assessment	Assessment Coordinator	93
	Assessment Technician	86

FAMILY	JOB CLASSIFICATIONS	SALARY RANGE
Enrollment Management	District Enrollment Management Analyst	92
	District Enrollment Coordinator	87
	Senior Call Center Support Assistant	84
	Call Center Support Assistant	81

FAMILY	JOB CLASSIFICATIONS	SALARY RANGE
Financial Aid	Financial Aid Analyst	91
	Financial Aid Specialist	87
	Financial Aid Technical Specialist	
	Scholarship Specialist	85
	Financial Aid Assistant	83

FAMILY	JOB CLASSIFICATIONS	SALARY RANGE
Food Services	Cook	80
	Food Service Worker	74

FAMILY	JOB CLASSIFICATIONS	SALARY RANGE
Student Outreach	Lead Outreach Specialist	92
	Outreach Specialist	91
	Outreach Assistant	82

Appendix II

SCCCD PERSONNEL SYSTEM								
CSEA SALARY SCHEDULE: R -- (YEARLY AMOUNTS)								
EFFECTIVE JULY 1, 2023								
Grade	A	B	C	D	E	F	G	H
73	\$36,953	\$38,062	\$39,204	\$40,380	\$41,591	\$42,839	\$44,124	\$45,448
74	\$38,431	\$39,584	\$40,772	\$41,995	\$43,255	\$44,553	\$45,890	\$47,267
75	\$39,968	\$41,167	\$42,402	\$43,674	\$44,984	\$46,334	\$47,724	\$49,156
76	\$41,567	\$42,814	\$44,098	\$45,421	\$46,784	\$48,188	\$49,634	\$51,123
77	\$43,230	\$44,527	\$45,863	\$47,239	\$48,656	\$50,116	\$51,619	\$53,168
78	\$44,959	\$46,308	\$47,697	\$49,128	\$50,602	\$52,120	\$53,684	\$55,295
79	\$46,757	\$48,160	\$49,605	\$51,093	\$52,626	\$54,205	\$55,831	\$57,506
80	\$48,627	\$50,086	\$51,589	\$53,137	\$54,731	\$56,373	\$58,064	\$59,806
81	\$50,572	\$52,089	\$53,652	\$55,262	\$56,920	\$58,628	\$60,387	\$62,199
82	\$52,595	\$54,173	\$55,798	\$57,472	\$59,196	\$60,972	\$62,801	\$64,685
83	\$54,699	\$56,340	\$58,030	\$59,771	\$61,564	\$63,411	\$65,313	\$67,272
84	\$56,887	\$58,594	\$60,352	\$62,163	\$64,028	\$65,949	\$67,927	\$69,965
85	\$59,162	\$60,937	\$62,765	\$64,648	\$66,587	\$68,585	\$70,643	\$72,762
86	\$61,528	\$63,374	\$65,275	\$67,233	\$69,250	\$71,328	\$73,468	\$75,672
87	\$63,989	\$65,909	\$67,886	\$69,923	\$72,021	\$74,182	\$76,407	\$78,699
88	\$66,549	\$68,545	\$70,601	\$72,719	\$74,901	\$77,148	\$79,462	\$81,846
89	\$69,211	\$71,287	\$73,426	\$75,629	\$77,898	\$80,235	\$82,642	\$85,121
90	\$71,979	\$74,138	\$76,362	\$78,653	\$81,013	\$83,443	\$85,946	\$88,524
91	\$74,858	\$77,104	\$79,417	\$81,800	\$84,254	\$86,782	\$89,385	\$92,067
92	\$77,852	\$80,188	\$82,594	\$85,072	\$87,624	\$90,253	\$92,961	\$95,750
93	\$80,966	\$83,395	\$85,897	\$88,474	\$91,128	\$93,862	\$96,678	\$99,578
94	\$84,205	\$86,731	\$89,333	\$92,013	\$94,773	\$97,616	\$100,544	\$103,560
95	\$87,573	\$90,200	\$92,906	\$95,693	\$98,564	\$101,521	\$104,567	\$107,704
96	\$91,076	\$93,808	\$96,622	\$99,521	\$102,507	\$105,582	\$108,749	\$112,011
97	\$94,719	\$97,561	\$100,488	\$103,503	\$106,608	\$109,806	\$113,100	\$116,493
98	\$98,508	\$101,463	\$104,507	\$107,642	\$110,871	\$114,197	\$117,623	\$121,152
99	\$102,448	\$105,521	\$108,687	\$111,948	\$115,306	\$118,765	\$122,328	\$125,998
100	\$106,546	\$109,742	\$113,034	\$116,425	\$119,918	\$123,516	\$127,221	\$131,038

*A **longevity increase** is granted after number of years of service completed: 10 years = 2.5%; 14 years = 5%; 17 years = 7.5%; 21 years = 10%; 25 years = 12.5%

*A **professional growth increase** is granted after # of units completed after employment: 15 units = \$420/year; 30 units = \$840/year; 45 units = \$1,260/year; 60 units = \$1,680/year; 90 units = \$2,400/year

*A **shift differential increase** is granted if shift is: 4 or more hours between 6pm & 12am = 7.5%; 4 or more hours between 12am & 6am = 10%

*All increases are subject to approval by Human Resources as per the bargaining unit contract and Personnel Commission Rules.

CLASSIFIED GRIEVANCE FORM Grievance No. *
 (For use by classified bargaining unit members)

Employee name	College or District Office	Department
Date of alleged violation	Date of informal discussion	Date of oral response
Date of filing of this statement	Specific articles and sections alleged to have been violated:	
Explanation of alleged violation, including all pertinent supportive facts.		
Statement of relief, remedy, action believed necessary to resolve this grievance.		
Signature: _____		
Level I: Step 1 – Supervisor response to grievance	Date of Receipt: _____	
	Date of Response: _____	
	Grievance Resolved: <input type="checkbox"/>	
	Grievance Denied: <input type="checkbox"/>	
Signature: _____		
Level I: Step 2 – Employee response to Step 1 decision and if not acceptable, reasons for appeal to Level II	Date of Receipt: _____	
	Date of Response: _____	
	Decision Acceptable: <input type="checkbox"/>	
	Appeal to Level II: <input type="checkbox"/>	
Signature: _____		

*Call office of the Vice Chancellor, Human Resources
to obtain a Grievance Number

<p>Level II: Step 1 – College President/Designee response to grievance</p> <p>Signature: _____</p>	<p>Date of Receipt: _____</p> <p>Date of Response: _____</p> <p>Grievance Resolved: <input type="checkbox"/></p> <p>Grievance Denied: <input type="checkbox"/></p>
<p>Level II: Step 2 – Employee response to Step 1 decision and, if not acceptable, reasons for appeal to Level III</p> <p>Signature: _____</p>	<p>Date of Receipt: _____</p> <p>Date of Response: _____</p> <p>Decision Acceptable: <input type="checkbox"/></p> <p>Appeal to Level III: <input type="checkbox"/></p>
<p>Level III: Step 1 – Chancellor/Designee response to grievance</p> <p>Signature: _____</p>	<p>Date of Receipt: _____</p> <p>Date of Response: _____</p> <p>Grievance Resolved: <input type="checkbox"/></p> <p>Grievance Denied: <input type="checkbox"/></p>
<p>Level III: Step 2 – Employee response to step 1 decision and, if not acceptable, reasons for appeal to Level IV</p> <p>Signature: _____</p>	<p>Date of Receipt: _____</p> <p>Date of Response: _____</p> <p>Decision Acceptable: <input type="checkbox"/></p> <p>Appeal to Level IV: <input type="checkbox"/></p>
<p>Level IV: Final and Binding Decision of the Arbitrator</p>	<p>Date of Receipt: _____</p> <p>Date of Hearing: _____</p> <p>Date of Response: _____</p> <p>Grievance Resolved: <input type="checkbox"/></p> <p>Grievance Denied: <input type="checkbox"/></p>

Notes:

1. Attach all responses to this form at all levels.
2. Observe time frame requirements of pertinent policy.

SCCCD Telework¹ Pilot Program Procedures

Purpose

These procedures establish the requirements for both supervisors and employees who voluntarily participate in the Telework Pilot Program. The purpose of these procedures are to define the District's expectations and parameters for employees who have been approved for Telework. Telework is a flexible work arrangement that enables authorized employees to perform their work duties from an alternate worksite other than their District worksite. Telework does not change the number of days and/or hours of scheduled work.

Successful telework programs offer multiple benefits including:

- Increased work efficiency;
- Enhanced employee recruitment and retention;
- Positive environmental impact;
- Improved morale and job satisfaction.

Definitions

1. **Alternate Worksite:** A designated location other than a District worksite, where an approved Teleworking Agreement authorizes the employee to perform job duties and responsibilities. Alternate worksites must be within four or less hours of travel from the District Worksite.

2. **District Worksite:** The District location(s) for an employee is the location of the regular worksite for the employee's position.

3. **Remote Work:** Remote work refers to arrangements where there is no expectation that the employee regularly reports to the District worksite each pay period. Remote work is not covered by this program.

4. **Static onsite day:** The set weekday designated by each President, or their designee, for the colleges and Chancellor, or their designee, for the District Office on which all employees must report to the District worksite.

5. **Telework:** A flexible work arrangement that enables authorized employees to perform their work duties from an alternate worksite other than their District worksite for at least one day during the workweek.

6. **Telework Agreement:** The District approved form outlining the employee's obligations and responsibilities in accordance with this Policy.

7. **(Work) Schedule:** An employee's assigned hours of work.

¹ "Telework refers to arrangements where the employee is expected to report to work both at an agency worksite and alternative worksite on a regular and recurring basis each pay period. Remote work does not involve an expectation that the employee regularly reports to the agency worksite each pay period."

As defined by the U.S Office of Personnel Management: <https://www.opm.gov/frequently-asked-questions/future-of-work/faq/general/is-there-a-difference-between-remote-work-and-telework>

Provisions

Voluntary participation in the program is a privilege and not a guarantee of contractual rights. Telework participation is voluntary by employees and authorized at the discretion of the District based upon the mission of the respective college/district, as well as operational needs. The District is not obligated to approve Telework, and eligible employees are not obligated to participate in Telework. Each agreement may be tailored to the needs of the department and employee function. Agreement to participate in telework does not relieve the employee from observing any, and all existing policies or procedures. This program is not a substitution for personal leave needs of employees that may arise such as, but not limited to childcare, dependent care, pet care, personal or sick leave, this includes the occasional or reoccurring needs of the employee. Employees must manage their personal responsibilities in a manner that allows job expectations to be met as if they were working at their District worksite. Telework is not intended to allow engagement in personal activities, nor outside/self-employment during work hours.

The decision to approve or disapprove of a telework assignment will be at the sole discretion of the District within the Management Rights clause of the corresponding collective bargaining agreement and is not subject to grievance or appeal. No individual agreement is indefinite nor considered to set a precedent and does not require the department to provide similar terms to another employee.

Employee Eligibility

1. Permanent Classified status – does not include probationary, temporary employees, student workers, or permanent employees on a subsequent probationary period without approval from the Vice Chancellor, Human Resources, or designee.
2. Essential Functions may be performed through telework - employees whose work may not be accomplished from an alternate worksite are not eligible to participate. Examples of functional areas where all employees may not be eligible are: Building and Grounds Services, Copy and Print Centers, Police Services, Vehicle and Transportation Maintenance, Athletic Departments, and areas where student or employee in-person interaction is required.
3. Current evaluation rating of at least “meets standards” – employees who have or are subsequently issued an overall evaluation of less than “meets standards” are not eligible. If they are on an approved telework agreement, they will be required to return to the district worksite.
4. Not currently on an approved leave of absence – employees who are on a leave of absence may not participate.
5. Ability to return to the district worksite with four hours’ notice during scheduled workday.
6. Upon supervisor approval of the aforementioned qualifications, employees may only telework two (2) days per week from an alternative worksite.

Exceptions may only be approved by the Vice Chancellor, Human Resources or designee.

Telework Assignment Considerations

Requests for telework assignments will be given due consideration and individually evaluated upon but not limited to:

1. Job Characteristics – How the duties and priorities of the job are established and managed. Consider the amount of individual and group assignments, frequency of meetings and training, and level of contact with other employees or the public. Do the duties have specific, measurable work products?
2. Job Skill/Knowledge – Does the employee have the necessary level of knowledge and resources to perform the required job functions from an alternate worksite with minimal input from others or equipment/supplies that exist only at the District worksite.
3. History of Performance – Is the employee generally self-motivated, reliable, productive and fully trained and does the employee exhibit strong communication skills, sound judgement and adherence to District policies? Have evaluations contained areas of improvement that may be detrimental to the department by implementing telework?
4. Operational Impact – Consider how many employees are being approved for telework, continuance of services, department needs and in-person department events/training.
5. Work Environment Criteria – Is an alternate worksite conducive to business and free of hazards? The alternate worksite must be functional and cost neutral. Will the employee be able to meet travel needs while teleworking?
6. Other job-related considerations deemed necessary and appropriate, and consistent with business necessities, by the employee’s supervisor.

Assignment Scheduling

1. Fixed: schedules must be a set, reoccurring combination of assigned telework at an alternate worksite and District worksite.

Telework may not exceed more than (2) days per week at the alternate worksite. The Chancellor or their designee may increase the number of days at an alternate worksite, as needed.

Static Onsite Day

Each campus will select a day of the week where all employees will be required to work at the District site. All teleworking employees are required to work at their District worksite on the static onsite day designated by their College President (or their designee) or the Chancellor (or their designee) for District Office employees. The static onsite day may change with five (5) working days’ notice.

Employee Responsibilities

1. Completion of required telework training.
2. Performance and productivity are subject to the same standards as work at a District worksite. Telework is expected to be completed without undue interruptions. Teleworking employees are in an on-duty status when working at an alternate worksite.
3. Workspace and equipment – Maintain an ergonomic alternate worksite that provides the same efficiency capabilities as a District worksite (appropriate equipment and software, distraction-free spaces, reliable phone, and high-speed internet of at least 25Mbps download/10Mbps upload speeds). The employee is responsible for establishing, furnishing and maintaining an appropriate workspace.
4. Communication – Employees are required to be available and responsive in a manner that is consistent with expectations of work on a District worksite. Routine, frequent, and timely communication is expected in appropriate modes (i.e., email, phone, chat, videoconferencing). Effective communication is essential for the Telework arrangement to be successful. Employees should confirm with their manager what the standards for responsiveness are.
5. Confidentiality – Accountable for the security and privacy of interactions, files and records. Employees must safeguard all sensitive information in accordance with applicable FERPA and HIPAA Guidelines.
6. Interaction – Fulfill all duties that require attendance on District worksites including but not limited to meetings, activities, training and collaborations. In-person interactions with business guests will not take place at the alternate worksite. Employees must present a professional work presence while working from their telework location. This includes being visible (with camera on) for all teleconference events, the same as if they were in person.
7. Attendance – Adhere to the set weekly schedule and hours including observance of geographical worksite assignment, meals and rest breaks. All absences must be requested in accordance with policy, teleworking is not a replacement for leave or personal needs.
8. Safety and Usage – Furnish and maintain an alternate worksite in a safe manner before teleworking commences. Alternate worksites must include adequate lighting, working smoke and carbon monoxide detectors and office-equivalent furniture. Protect District-owned equipment from theft, damage and unauthorized use.

Equipment and Information Security

1. District equipment and supplies may only be used for work-related purposes by the teleworking employee. Computers may only be used for District-authorized work purposes. No other individual except the District employee may use any District-owned equipment, including a District-owned laptop computer. The employee must use personal computers for activities unrelated to their District work assignment.
2. Use District-issued equipment; exceptions must be approved by the employee's supervisor and if applicable, the Information Systems/Technology Department.
3. Adhere to all District information security/confidentiality policies and measures in relation to software licensing, internet access, and data privacy.
4. Responsible for returning all District-owned equipment upon request from their supervisor, when the Telework arrangement ends, or upon termination of employment.
5. The employee must bring District-owned equipment to the District worksite for maintenance as needed. Maintenance of District-owned equipment will only be performed by authorized Information Systems/Technology staff.
6. Employees are required to take reasonable measures to ensure the security of confidential District information and prevent its loss or unauthorized disclosure. Any breach of confidential information by the employee may result in modification or termination of the employee's telework privileges, and/or disciplinary action.

Safety and Workers' Compensation

1. Employees agree to furnish and maintain and alternate worksite in a manner consistent with workplace health and safety regulations. The District will not furnish alternative worksites.
2. Employees are required to complete a safety and ergonomic checklist prior to commencing telework. The alternate work location is subject to a remote compliance inspection by Risk Management or other authorized staff during scheduled telework hours. Forty-eight (48) hours' notice will be provided prior to inspection.
3. Employees may be eligible for worker's compensation benefits for illness or injury that occurs out of the employee's work at the approved alternate worksite during the assigned telework hours. Job-related illness or injury must be reported in accordance with District policy.
4. The District is not responsible for illness or injury to family members, guests, or other third parties at the alternate worksite.
5. The District's Telework Pilot program is a separate and independent process from the Americans with Disabilities Act (ADA)/Medical Accommodation process. All ADA/Medical accommodation requests must be referred to Human Resources (HR).

Participation Request and Approval

1. Telework Training/Checklists must be completed by the employee prior to submission of a request to volunteer for Telework.
2. The completed agreement must be submitted by the employee to their immediate supervisor.
3. Approval from the immediate supervisor and the second level manager is required, if applicable.
4. Approval from either the corresponding College President, or their designee, or the Chancellor, or their designee, for employees assigned to the District Office is required.
5. The agreement must be received by Human Resources before commencing any telework arrangement. HR will confirm eligibility and training completion.
6. Approval of a telework program will be added to the employee's personnel file. Copies of the request and department approvals are kept individually by the employee and their supervisor.
7. Any decisions to deny requests shall be provided in writing with a reason explaining the denial and may be reviewed with the employee and sent to HR, but are not subject to any grievance or appeal process. A denial does not preclude an employee from future telework.
8. The employee and supervisor will meet to evaluate the effectiveness and efficiency of the telework program upon:
 - i. The completion of the **first** month of telework.
 - ii. The completion of the **third** month of telework.
 - iii. The completion of the **sixth** month of telework.
 - iv. Then every six months thereafter.

Expenses

Mileage and Travel time

- a. Employees will not be reimbursed for mileage when commuting from their alternate worksite to their primary District Worksite.
- b. A telework assignment with both onsite and alternate worksite scheduled in the same day may only be approved as part of a split shift schedule. The employee must use the unpaid time off during the split shift schedule to change work locations. Travel time and mileage for a split shift work location change is not reimbursable.
- c. Reimbursement for mileage occurred while on District business on a scheduled work day will require the normal commute mileage deduction.

Costs

- a. The District is not responsible for costs incurred in telework participation by the employee and will not reimburse for the following expenses:
 - i. Unapproved purchases.
 - ii. Operating expenses of an alternate worksite that would otherwise be provided if the work was conducted at a District worksite such as, but not limited to (i.e., utilities, phone, internet, home maintenance, living expenses, insurance, supplies, printer, toner).
 - iii. Copying/scanning/ mailing tasks must be completed at the District worksite to the extent possible.
 - iv. Personal or financial impacts associated with termination of a telework agreement.
 - v. Maintenance and repair of employee-owned equipment, even if the employee is engaged in District work with the equipment.
 - vi. Necessary maintenance and repairs of District-owned equipment resulting from non-work related use or preventable neglect.
 - vii. Costs of remodeling or furnishing the alternate worksite.
 - viii. Tax and legal implications arising out of telework at an alternative worksite.

The District will not maintain redundant equipment/supplies for both the alternate and district worksites nor transport equipment or complete installations at an alternate worksite.

Assignment Modifications

Scheduling changes or overtime are not allowed, unless pre-approved by management. On a non-telework day, the telework employee may not work at the alternate worksite unless the employee receives advance supervisor approval. Any changes affecting the teleworking agreement must be immediately communicated to the supervisor and pre-approved prior to implementation.

If any equipment and/or connectivity fails (i.e., power outage, computer malfunction, loss of internet connection) and leads to the loss of work time the employee must notify the supervisor immediately.

Loss of work time of more than two hours requires the employee to report to their District worksite. The telework arrangement will be suspended until work may once again be resumed from the alternate worksite and with supervisor approval. Loss of work time is unpaid unless the employee chooses to apply accrued paid leaves. If the employee is required to report to the District worksite, the employee is not guaranteed "replacement time" or an "in lieu of" telework day. The unit member shall not request an assignment modification to attend to personal business.

Supervisor(s) may require the employee to return to a District worksite temporarily or in case an extenuating circumstance arises with four hours' notice.

Duration and Termination

Duration

All agreements must have a limited duration of no more than one year. Upon expiration, a teleworking agreement must cease until a new agreement has been fully approved. No employee may be authorized to telework for more than two (2) days of their weekly assignment. Regular attendance at the District Worksite is required.

Termination by Employee

The employee may discontinue participation in the Telework Program with written notice and acceptance by their supervisor.

Termination by the District

The District reserves the right to terminate the Pilot Program with notice of ten (10) business days or to terminate individual agreements with notice of at least five (5) business days, but in some cases may provide individual employees with one-business day notice to end or modify a telework requirement. Employees are subject to discipline for violating the terms of the Telework Procedures and their authorized participation agreement. A decision to terminate telework will be reviewed with the employee, but is not subject to any grievance or appeal process.

Violation of the telework agreement or other District policies and procedures may result in the immediate termination of a telework agreement.

Disaster Relief Worker

Employees participating in a telework arrangement are not excused from being activated as a College disaster relief worker.

Efficacy Review

As a pilot program, telework is intended to be analyzed and reviewed for operational efficiency and alignment with the District and College's Institutional Goals. All participants will be required to complete periodical effectiveness surveys for continued participation.

Data collected through surveys, workgroups and other feedback will be analyzed at least annually by Human Resources for review by the Chancellor's Cabinet. Changes to, or termination of the program may result from this review.

The annual review by Human Resources will require contributions by all participating department supervisors of the following:

- Number of telework requests and outcome of each (approval or denial).
- Records of telework requests.
- Survey feedback.
- Other data points as requested by Vice Chancellor, Human Resources.

**STATE CENTER COMMUNITY COLLEGE DISTRICT
PILOT PROGRAM TELEWORK AGREEMENT**

Employee to complete request portion through signature section:

EMPLOYEE NAME: _____ EMPLOYEE ID #: _____
 POSITION TITLE: _____ DATE OF SUBMISSION: _____
 MANAGER NAME: _____

I am requesting to voluntarily participate in the District’s Telework Pilot Program as follows:
 The address and primary phone number of my alternative worksite are

ADDRESS: _____ Telephone #(s): _____

Description of alternative worksite space (which area in the offsite location, equipment/software/office furnishings available):
I’ve read through the program procedures and am requesting to participate for the following reasons:

Please identify the desired location in your **current** work schedule that you are requesting:

Day of the week	Workday Times		Meal Period	District or Alternate worksite?	TOTAL DAILY HOURS
	Start	End			
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					

If approved, employee will indicate telework work days in their email signature. In- person attendance at departmental meetings is expected.

I request that the telework schedule become effective on: _____ and end on: _____.
 (Each agreement may not be for more than one year in duration) I understand that this request will be considered and approved at the sole discretion of management in accordance with the Telework Procedures, and that any telework arrangement does not change the terms of my employment with State Center Community College District.

CONTINUED ON NEXT PAGE

The District will supply a laptop and communications software and headset for telework, the employee is expected to provide all other equipment.

If there is any change in the terms of this Telework Agreement, including but not limited to, a schedule change approved by the supervisor, if the alternate worksite location has changed, or if the contact information for the employee has changed, such change should be documented and appended to the Telework Agreement as soon as practical. The employee will abide by all District policies and procedures, including all provisions of any applicable collective bargaining agreements.

I have read, understand, and will abide by all requirements of the pilot program as outlined in the SCCCD Pilot Telework Procedures. I agree to work in accordance with the terms and conditions in their entirety and understand that this agreement may be altered, suspended or terminated at any time at the discretion of management:

Employee Name	Signature	Date
---------------	-----------	------

Management to complete approval portion through signature section:

Direct Supervisor: Is employee approved to use a personal laptop? Yes / No

Employee's Immediate Supervisor	
NAME:	
SIGNATURE:	
DATE:	
<input type="checkbox"/> APPROVED for [insert days of the week]	<input type="checkbox"/> NOT APPROVED
COMMENTS:	

Next Level Manager	
NAME:	
SIGNATURE:	
DATE:	
<input type="checkbox"/> APPROVED	<input type="checkbox"/> NOT APPROVED
COMMENTS:	

College President or Chancellor for District Office Employees	
NAME:	
SIGNATURE:	
DATE:	
<input type="checkbox"/> APPROVED	<input type="checkbox"/> NOT APPROVED
COMMENTS:	

Completed form must be submitted to Human Resources at humanresources@sccd.edu for confirmation of eligibility prior to the start of the telework arrangement.

ALTERNATIVE WORKSITE CHECKLIST

I, _____, by initialing the following, self-certify that I have the following equipment and conditions at my approved Alternate Worksite as required to maintain eligibility for telework:

- _____ District-issued computer and communications software and headset and software (e.g., phone access, Teams, Zoom, etc.)
- _____ Office-equivalent furniture - An appropriate chair should: allow the feet to be flat on the floor or a footrest, allow thighs and wrists to be parallel to the floor, provide back support, leave adequate clearance between my upper thighs and the work surface, and allow me to sit in a straight and neutral position while typing
- _____ Electrical power sufficient to support the requirements of the equipment used in the office. Wires and cords should not obstruct walkways or become tangled with the chair
- _____ Adequate lighting sufficient to illuminate the worksurfaces without causing a glare on the screen and light the workspace walkways
- _____ Working smoke and carbon monoxide detectors
- _____ High speed internet access (recommended at a minimum of 25 Mbps (megabits per second) Downstream/5 MBPS Upstream, but a preferred speed is 40 Mbps Downstream/10 Mbps Upstream).
- _____ Distraction-free space during work hours
- _____ My space is furnished and will be maintained in a safe manner in accordance with workplace regulations
- _____ Recently completed the Ergonomic Training through ASCIP in the last 30 days and submitted my certificate with this checklist. I will apply the ergonomic practices from the training to my alternate worksite
- _____ I understand that District issued supplies, equipment and software is exclusively for work-related usage and will not be utilized by anyone other than myself
- _____ I understand that the College President, or their designee, or Chancellor, or their designee, will set a static onsite workday for all employees at the College or District Office.

Failure to maintain a proper alternate worksite, as determined by management, may lead to termination of the Telework Work Agreement.

EMPLOYEE NAME: _____

EMPLOYEE SIGNATURE: _____

DATE: _____

TELEWORK ARRANGEMENT READINESS CHECKLIST AND EXPECTATIONS FOR EMPLOYEES

Job Fitness

- The characteristics of my job and associated job duties, including working successfully with co-workers and the College/District community, are suitable to a flexible work schedule.
- My proposed telework has no adverse impact on:
 - The quantity of work produced.
 - The quality of work produced.
 - The work or any other employees' work and/or overtime.
 - The current levels of communication between my supervisor/manager and/or colleagues.
- My job does not require me to be physically present at my district worksite to perform the essential functions of my position.
- I am able to serve the college/District community as well as I would in person.

Equipment and Location

- My supervisor has or will provide me with a laptop computer and software access needed to successfully complete my job from an alternate worksite.
- I proficiently use the communication tools available, which include Zoom and Teams.
- I keep my Outlook calendar up to date and others have appropriate access to view my availability to effectively work with my team and supervisor.
- I have adequate and appropriate work space at my alternate worksite, as documented on the completed Alternate Worksite Checklist.

Job Status

- My current and past job performance, including attendance and disciplinary record, meets the eligibility standards.
- I am not on an approved leave of absence.
- I have established goals that are in line with my performance evaluation which can also be achieved through a telework arrangement.
- I am able to work and be accessible at all times during my scheduled hours via the method and manner designated by my supervisor.

If you can check all the relevant boxes above, then you may be a candidate for telework arrangements.

Memorandum of Understanding and Agreement

By and Between

State Center Community College District

And

California State Employees Association and its State Center Chapter #379

Sign Language Interpreter Recruitment Requirements Workgroup

This non-precedent setting Memorandum of Understanding and Agreement (“MOU”) is entered into by and between the State Center Community College District (hereinafter referred to as “District” or “Employer”) and the California School Employees Association and its State Center Chapter #379 (hereinafter referred to as “Exclusive Representative” or “CSEA”).

CSEA enters into this MOU as the Exclusive Representative for the bargaining unit of classified employees excluding peace officers.

The District and CSEA agree as follows:

- A committee of four (4) CSEA representatives appointed by the CSEA executive board and four (4) District representatives shall get together within ninety (90) days of the Board of Trustees adopting the successor collective bargaining agreement to review and evaluate the recruitment requirements for Sign Language Interpreter positions.

The parties agree that the terms of this MOU are non-precedential and will not constitute any waiver of any rights not specifically addressed in this agreement.

By affixing their signatures to this MOU, the parties acknowledge that the matters set forth are agreed. The signatories signify they are the authorized representatives of the parties to this MOU and that all actions necessary for the parties to ratify and accept this MOU as a binding and bilateral agreement will be completed in the manner required by each party or by the law. It is agreed and understood that this agreement is subject to CSEA bargaining unit ratification.

This Agreement is made this 27th day of October in the year 2023, in the City of Fresno, County of Fresno, State of California.

State Center Community College District



Julianna D. Mosier, Vice Chancellor, HR

California School Employees Association

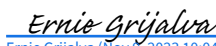


Tyler Johns (Nov 9, 2023 08:18 PST)

Tyler Johns, CSEA Chief Negotiator



Virginia Beamer, CSEA President, Chapter #379



Ernie Grijalva (Nov 9, 2023 10:04 PST)

Ernie Grijalva, Labor Relations Representative












SCCCD & CSEA Agreement 2023-2026 - Clean

Final Audit Report

2023-11-09

Created:	2023-11-09
By:	Lauren Lowe (lauren.lowe@scccd.edu)
Status:	Signed
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"SCCCD & CSEA Agreement 2023-2026 - Clean" History

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-  Document e-signed by Ernie Grijalva (egrijalva@csea.com)
Signature Date: 2023-11-09 - 6:04:30 PM GMT - Time Source: server- IP address: 174.208.169.210

✔ Agreement completed.

2023-11-09 - 6:04:30 PM GMT