



**State Center Community College District  
and its  
Peace Officers' Association Agreement  
July 1, 2025 – June 30, 2028**

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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 Peace Officers' Association (hereinafter referred to as "POA") is effective for three (3) years from July 1, 2025, and shall remain in full force and effect until the later of the close of the workday June 30, 2028, or until a successor agreement is in effect.
- B) This agreement shall supersede any rules, regulations, policies, or practices of the POA, District, Board of Trustees, or the Personnel Commission which shall be contrary to or inconsistent with its terms as it pertains to the bargaining unit members only.
- C) 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**

The District recognizes the POA as the sole and exclusive representative of those members of the bargaining unit enumerated in the certification 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.

### **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 POA staff representative on matters about which POA is the exclusive representative and which is within its scope of representation. POA agrees to negotiate only with the representative officially designated by the District to act on its behalf and agrees neither POA, its officers or agents will 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) POA and the District will 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.

## **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 POA 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 will 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/POA Relations – POA Rights

Peace Officers' Association shall have the following rights:

- A) On condition that the District's work is not affected, POA shall have the right of access to bargaining unit members outside of their work hours.
- B) POA may use bulletin boards designated for its use in appropriate places. All items to be posted shall be officially authorized by the POA chapter president, and shall bear the date of posting and the date of removal. A copy shall be provided to the Chief Human Resources Officer, or their designee, prior to posting. POA is limited to the use of no more than one-fourth (1/4) of any one designated bulletin board at any one time.
- C) POA communications placed in staff mailboxes shall bear the letterhead of POA and the date of distribution. Only those communications officially authorized by the POA chapter president shall be placed in staff mailboxes. A copy of each communication shall be provided to the Chief Human Resources Officer, or their designee, prior to distributing. POA shall be provided without charge a mailbox at the police department and shall be permitted reasonable use of the school mail system.
- D) POA shall be supplied quarterly with a list of its bargaining unit members. The list shall contain the name, present classification, date of hire, home address, and primary contact phone number.
- E) POA shall pay for its own supplies whenever the use of District equipment is approved for producing POA materials. POA 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 POA.
- F) Upon written request, POA will have the right to use institutional facilities at reasonable times, without charge, for the purpose of meetings concerned with the exercise of the rights guaranteed by law, depending upon availability of space, and in conformity with the Civic Center Act. POA 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.
- G) Unit members shall not be given time off work for meetings of POA unless approved by the Chief Human Resources Officer, or their designee.
- H) POA shall furnish annually, and update as required, a list of all officials and representatives authorized to act on POA's behalf within seven (7) days of election or appointment. The list shall show name, title, and phone number. The District agrees to grant authorized officials and representatives access to the District to transact official POA business.
- I) **Release Time for processing Grievances:** Reasonable release time shall be made available for the express purposes set forth in the Educational Employment Relations Act. Each time a designee is to be released from their job assignment to assist another unit member with a grievance

1. The designee shall complete an absence slip and have it approved by the Chief of Police, or their designee.
  - a) In order for the designee to be released, they shall give the Chief of Police, or their designee three (3) days' prior notice before leaving their workstation.
  - b) In cases of bonafide emergencies necessitating POA assistance, the designee shall be released.
  - c) Release time shall not be provided for a grievance investigation and/or preparation.
2. The POA President shall authorize the designee who may request release time.
3. The POA President shall request release time from the Chief Human Resources Officer, or their designee, prior to the release time.
4. The Chief Human Resources Officer, or their designee, shall request release time from the Chief of Police, or their designee, prior to the release time.
5. The designee shall notify the Chief of Police, or their designee, that they are assisting prior to giving any assistance.
6. The POA President and the Chief Human Resources Officer, or the District Director of Human Resources, shall serve as designees for the purposes of such release time.
- J) **Release Time for Negotiations:** POA shall have the right to designate unit members, the number to be determined by the ground rules, who shall be given mutually agreed upon released time to participate in meet and negotiate sessions.
- K) If, at the request of the District, a POA bargaining unit member is participating in a District convened meeting, release time is to be granted outside of that specified in this article.
- L) POA shall be granted up to forty (40) hours of release time each year which can be used by POA Officers (President, Vice-President, Secretary, and Treasurer) to conduct or attend official conferences, meetings, or training sessions as approved by the Chief Human Resources Officer, or their designee.

## **Article 8 – Organizational Security**

### **Dues and Deductions**

- A) The POA is solely responsible for distributing to, and collecting from, employees the dues deduction authorization forms. Employees will submit requests to start or stop dues deductions directly to the POA and not to the District. The POA is responsible for maintaining the dues deduction forms from individual employees. Questions regarding POA membership, dues amounts, and payroll deductions must be directed to POA and not the District.
- B) POA shall have the right to have membership dues deducted for members in the bargaining unit who join POA. The District shall deduct, in accordance with the POA Dues Schedule provided to the District, dues from the wages of all employees who are members of POA on the date of execution of this Agreement. The District shall also deduct dues, in accordance with the POA Dues Schedule, from the wages of all members who, after the date of this Agreement become members of the POA. POA will provide the District the POA Dues Schedule by the first day of each month (in Excel format), which shall contain a list of POA members who have provided written authorization for payroll dues and deductions to POA. POA will identify new and continuing POA members in the monthly POA Dues Schedule, the present classification, home address, and primary contact phone number of the POA members, noting any specific changes from the last list provided to the District. POA will also certify to the District, in each submitted monthly POA Dues Schedule, that the contents are accurate and that it has and will maintain individual employee written authorizations for payroll dues deductions to POA. The POA will also notify the District of any POA member validly cancelling or revoking a dues deduction authorization, and will provide the District within five business days an update Dues Deduction List reflecting that cancellation or revocation. By doing so, POA will 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).
- C) POA will provide the District with at least 14 calendar days' notice prior to the effective date of any changes to POA member dues deduction amounts, along with a copy of the notification of the change that was sent to all concerned employees.
- D) POA 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 POA's representations and certifications regarding valid written employee dues deduction authorizations.

## **Article 9 – District/POA Consultation Committee**

- A) The District and POA 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/POA Consultation Committee.

## **Article 10 – Management Rights and Responsibilities**

- A) POA 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) POA 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) POA 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) POA 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 POA. 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 the Education Code or the Educational Employment Relations Act. The District shall immediately notify and meet to discuss with POA.

## **Article 11 – Probationary Period**

- A) After serving a probationary period of one (1) calendar year, a unit member shall thereupon be designated as a permanent employee.
- 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 classified 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) The State Center Community College District Police Department is operational 24 hours a day, 365 days a year.
- C) **Police Officer and Sergeant Work Shifts and Work Schedules:** Work periods, shifts and schedules shall be assigned by the Chief of Police, or their designee. Work shifts and days off may either be fixed or rotated. In assigning work periods and schedules, the Chief of Police, or their designee, shall make a reasonable effort to provide the assignment in an equitable and impartial manner with due consideration to departmental and District needs. Unit members shall be assigned their work shifts based on seniority. Work shifts will be six (6) months in duration unless changed by the Chief of Police, or their designee, for reasons pertaining to operational necessity. Unit members will be allowed to select the same work shift three (3) times in a row, but must select a different work shift for the fourth rotation. No unit member will be required to be assigned duty on the graveyard shift for more than three (3) successive rotations. Unit members may request to trade their work shift(s) with another unit member only when there are extenuating circumstance and only with the approval of the Chief of Police, or their designee.

Traded work shift(s) need to occur within the same pay period month, unless it is approved by the Chief of Police, or their designee for a traded shift(s) to extend into the next pay period. Overtime should not incur with trade shifts. If a traded shift results in a work week of less than forty (40) hours, the unit member must utilize their accrued leave to complete the forty (40) hour work week. If the traded shift(s) is not completed before resignation, termination, or retirement, deductions will be taken from the last paycheck for any time the employee owes to the District or the District will reduce the unit member's accrued vacation leave balance if there is a balance remaining.

Probationary Officers and Sergeants may be assigned to a non-essential day work shift for their first full rotation or their first six (6) months after being authorized to work solo, whichever comes first.

- D) **Work Day:** The length of the work day shall be designated by the District for each classified assignment in accordance with the provisions set forth in this agreement. Non-exempt unit members are required by Federal statute to record the hours worked each day. For purposes of timekeeping, unit members will certify each pay period indicating hours worked or an exception to their schedule. The method of timekeeping records will be determined by the District. The District maintains the right to improve and/or automate the timekeeping recording system. Unit members shall normally not work more than sixteen (16) hours in a 24-hour period and shall

normally not work more than six (6) consecutive days in a seven (7) day period. The POA recognizes and agrees that the District retains its right to amend, modify, or suspend this article in cases of emergencies.

- E) **Work Week:** The District agrees to establish the work week for unit members as being any of the combinations below. The length of any unit member work day shall be established by the Board in compliance with the law for each unit member relative to the needs of the District. Temporary flex week hours may be granted at the unit member's request with approval of the Chief of Police, or their designee. Nothing in this section shall prohibit the District from implementing some other flexible schedule.

1. Five (5) days of eight (8) hours per day within a one-week work period; or
2. Four (4) days of ten (10) hours per day within a one-week work period; or
3. 9/80 within a two-week work period; or
4. Three (3) consecutive days of twelve (12) hours per day in the first week of a two-week work period, followed by three (3) consecutive days of twelve (12) hours per day followed by one (1) day of eight (8) hours in the second week of a two-week work period.

- F) **Changes in Work Schedule:** When the needs of the District require, the Chief of Police, or their designee, may alter a unit member's assigned days off or work hours. The unit member shall be given a minimum of two (2) weeks' notice, except in cases of emergency as determined by management.

- G) **Overtime:** Bargaining unit members shall be entitled to 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 88027. Unit members cannot work overtime without prior approval of the Chief of Police, or their designee.

- H) **Overtime Distribution:** Except for assignments that require special knowledge, skills, and/or rank, voluntary overtime shall be assigned to those unit members desiring to work overtime. Overtime will first be assigned on a seniority basis. Unit members will be notified of available overtime and the most senior person who responds within the first fifteen (15) minutes of the notification being sent will be assigned the overtime. If no unit member responds to the overtime notification, the overtime will be assigned on a first come, first served basis, regardless of seniority. A unit member who voluntarily works overtime shall normally not be subject to mandatory overtime for fourteen (14) days following the voluntary overtime shift. This shall not preclude the District from mandating a unit member to work overtime if they are the only unit member available to work the overtime shift.

Mandatory overtime may be assigned, on a rotational basis, to the least senior unit members when no unit member desiring overtime is available. Mandatory overtime will be filled starting with the least senior unit member available for work, receiving the first such assignment, the next least senior unit member receiving the second such assignment, and rotating on that basis until all available mandatory overtime is covered. Every effort will be made to provide six (6)

hours' notice of mandatory overtime assignments. However, in the event that a six (6) hours' notice is not possible, upon approval of management, Sergeants will have the right to assign overtime as needed.

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 Chief of Police, or their designee, 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 as it was earned, except in any case where such utilization of compensatory time off would violate any State or Federal law. No unit member shall be allowed to receive compensatory time off in excess of 240 hours. Payment for any hours remaining shall be provided to unit members with the June supplemental payroll.

- I) **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 will 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. will 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.
- J) **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
- K) **Lunch Periods:** The District will provide all unit members scheduled to work more than a four (4) hour shift with a lunch period. The District shall establish the length of time for such lunch periods but for not less than one-half (1/2) hour.
- L) **Rest Periods:** The District will provide one paid fifteen (15) minute rest period for each four (4) hours of work. The Chief of Police, or their designee, will schedule the rest period, which should normally be in the middle of each four (4) hour work period. Rest periods shall not be used to arrive late or leave early. Rest periods may not be combined with or added to lunch periods to create a longer lunch period.
- M) **Court Time:** After approval of the Chief of Police, or their designee, unit members required to appear in court on a day in which the unit member is not scheduled to work, shall receive a minimum of two (2) hours of pay compensated at one and one-half (1 1/2) times the unit member's regular rate of pay. Hours worked in excess of two (2) hours shall be paid in fifteen (15) minute increments until the unit member has completed the court appearance. When appearing in court, unit members may use a District vehicle for transportation if one is available, as determined by the Chief of Police or their designee.
- N) **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.

## **Article 13 – Work Location**

- A) Work location is defined as that of the geographical area of the District.
- B) **Mileage for Unit Members:** A unit member required to change work sites during their normal work day will be granted sufficient time for travel between work sites and will be paid for time spent traveling to and from the work sites. If the unit member uses their personal vehicle, then they will be reimbursed for miles traveled per Board policy. If the unit member uses a District vehicle, then they will not be reimbursed for miles traveled per Board policy.

## **Article 14 – Uniforms, Equipment, and Personal Property**

- A) **Uniforms and Equipment:** Because of the nature of their assigned duties, police officers are required to wear uniforms and equipment. Upon termination, all department issued uniforms and equipment shall be returned and remain the property of the State Center Community College District. The following items shall be provided:

### **1. Uniform items:**

- a) One (1) Class A uniform pants
- b) One (1) Class A long sleeve uniform shirt
- c) Two (2) Class B uniform pants
- d) Two (2) Class B long- or short-sleeved uniform shirts
- e) One (1) Class C uniform pants
- f) One (1) Class C uniform shirt
- g) One (1) uniform tie
- h) One (1) tie bar
- i) One (1) hat/cap
- j) One (1) metal badge
- k) One (1) metal identification card
- l) One (1) waterproof pants, per request, if required to work in inclement weather
- m) One (1) waterproof jacket, per request, if required to work in inclement weather
- n) One (1) all weather uniform jacket with liner
- o) One (1) uniform style external load bearing vest carrier

### **2. Equipment items:**

- a) One (1) duty belt
- b) One (1) liner belt
- c) One (1) key holder
- d) Four (4) belt keepers
- e) One (1) double handcuff case
- f) Two (2) pairs of handcuffs
- g) One (1) CPR kit
- h) One (1) flashlight and holder
- i) One (1) mace/pepper spray holder
- j) One (1) collapsible baton and holder
- k) One (1) radio holder
- l) One (1) radio holder belt clip
- m) One (1) patrol fingerprint pad
- n) One (1) soft body armor that meets minimum federal standards
- o) One (1) retention gun holster, level II or III
- p) One (1) duty weapon
- q) One (1) double magazine pouch
- r) Three (3) magazines for primary duty weapon
- s) One (1) level IIIA ballistic helmet with face shield
- t) One (1) AR-15 rifle, with three (3) magazines

- B) The District understands law enforcement is always evolving. The District agrees to provide necessary equipment, uniforms, and supplies reasonably necessary to bargaining unit members to safely and effectively perform their assigned duties. If the duties of a bargaining unit member require equipment or gear not listed above, upon approval of the Chief of Police, or their designee, the District shall furnish such equipment or gear to ensure the safety of the bargaining unit member. Authorization for purchase or replacement of uniforms, equipment, badges, patches, emblems, and other items shall be made by the Chief of Police, or their designee, as required. Replacement of the uniform style external load bearing vest carrier shall be made no sooner than every five (5) years to coincide with the issuance of a unit member's new soft body armor, unless damaged beyond repair during the course of employment.
- C) **Replacing or Repairing Unit Member's Property:** The District agrees to reimburse bargaining 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.
1. The reimbursement will be at fair market value.
  2. The total payable claims shall not exceed \$200 for prescription eyeglasses, \$50 for watches, and \$200 for personal cell phones.
  3. Loss or damage reimbursement shall only occur upon the following conditions:
    - a) Any personal property valued over \$200 shall receive the written authorization of the Chief of Police, or their designee.
    - b) The property was being used in a manner prescribed for its intended use.
    - c) The loss or damage is reported immediately to the Chief of Police, or their designee, and documented in an incident report.
    - d) The loss or damage was not the result of intentional misuse, negligence or carelessness.
- D) **Badge at Retirement:** A unit member who honorably retires with the District, to include a unit member who has qualified for and accepted a disability retirement, will upon approval by the Chief of Police, be able to purchase their badge at a price to be determined by the District. Honorably retired does not include a unit member who has agreed to a service retirement in lieu of termination. In no case will the price of the badge be more than the original amount of the badge.

## Article 15 – Take Home Vehicles

The District may assign selected unit members with a take-home vehicle based on its determination of operational efficiency, economic impact to the Department, tactical deployments and other considerations. Assignment of take-home vehicles is determined by either the Chief of Police or if designated, the Lieutenant. These vehicles may only be used to commute to and from the work-site location and for official business.

Unit members must adhere to the following take-home vehicle policy:

1. The unit member must live within thirty (30) miles (based on actual driving distance) of their regularly scheduled worksite. Members who reside outside the permissible boundaries may be required to secure or garage the vehicle at a designated location or central location at the discretion of the Chief of Police or the Police Lieutenant. Unit members may not circumvent the distance provision by obtaining an address within the limits of this policy and frequenting an address beyond the approved distance.
2. The unit member may not reside in an apartment complex.
3. Commute travel time is not compensable, including work performed during commute time that is de minimis.
4. District-owned vehicles shall not be used for personal errands or other personal business unless previously approved by the Chief of Police or the Lieutenant for exceptional circumstances. The unit member may be required to maintain insurance covering any commuting or personal use.
5. If the unit member is in uniform, they must be armed and must carry their department-issued identification when operating the vehicle. The unit member may operate the vehicle in alternate attire while attending a preapproved work-related function that necessitates alternative attire. Unit members in alternative attire must comply with Department Policy 803 and meet the following conditions:
  - A) **Training Attire:** When attending approved training that does not require a full uniform, the unit member may wear department-authorized training apparel (e.g., a collared shirt, polo shirt, tactical pants, or business casual attire). The unit member must have their department issued badge clearly visible next to their department issued firearm and must carry their department -issued identification when operating the vehicle.
  - B) **Court Appearances & Formal Events:** When attending court or other formal functions requiring professional business attire (e.g., a suit and tie), the unit member may wear such attire while operating a take-home vehicle. The unit member must have their department issued badge clearly visible next to their department issued firearm and must carry their department -issued identification when operating the vehicle.
  - C) **Emergency Response:** Regardless of attire, the unit member operating a take-home vehicle must have the following equipment readily available to ensure they can respond to



emergencies:

1. **Duty Belt, Holster, or Load-Bearing Vest** – Equipped with a department-approved firearm, an extra magazine, a radio, handcuffs, and other essential tools.
2. **Ballistic Vest** – Must be accessible within the vehicle.
3. **Marked Outerwear** – A department-issued or approved outerwear garment that clearly identifies the officer as law enforcement.
4. **Portable Radio** – Must be powered on and monitored while operating the vehicle.

D) **Emergency Response Considerations:** When responding to an emergency while in alternative attire, unit members must:

1. **Assess their attire** to determine whether it allows for a safe and effective response before taking enforcement action.
  2. **When responding to an emergency in non-standard uniform:**
    - a. Immediately put on a department-issued or approved outerwear garment that clearly identifies unit member as law enforcement.
    - b. Activate all emergency equipment and notify dispatch of status and attire.
  3. **If attire poses a safety or tactical disadvantage**, the unit member should provide limited support (e.g., securing the perimeter, identifying witnesses) until fully uniformed law enforcement arrive.
6. Unit members may not transport any unauthorized passengers in the vehicle.
  7. Unit members are strictly prohibited from operating a District vehicle while under the influence of alcohol, drugs, or other prescription or over the counter medication which may impair their ability to safely operate a motor vehicle. The use of tobacco products is not permitted in District vehicles.
  8. Any unit member operating a vehicle equipped with a two-way communications radio, MDC and/or a GPS device shall ensure the devices are on and set to an audible volume, and the unit member is logged into the computer-aided dispatch system, whenever the vehicle is in operation.
  9. All vehicles shall remain locked and the engine off when unattended. The only exceptions are for traffic control, or traffic stops.
  10. If the vehicle is not secured inside a locked garage, all firearms and kinetic impact weapons shall be removed from the interior of the vehicle and properly secured in the unit member's residence (see the Firearms and Qualification Policy 306 regarding safe storage of firearms at home). All department identification, portable radios and equipment shall be secured. Unit members may not leave sensitive information or public documents (other than reference material) in the vehicle while off duty.
  11. The unit member is responsible for the cleanliness (exterior and interior) and overall care and maintenance of their assigned vehicle. Unit members shall make daily inspections of their assigned vehicles for service/maintenance requirements and damage. It is the assigned unit member's responsibility to ensure that their assigned vehicle is maintained according to the

established service and maintenance schedule. All maintenance or repairs needed shall be reported to their supervisor immediately. Negligence may be subject to discipline.

12. The unit member may not alter the vehicle in any way without obtaining prior written approval from the Chief of Police or the Police Lieutenant. Unit members are responsible for ensuring that a spare key is available and placed in the lock box in the police department office.
13. Unit members assigned to a take-home vehicle shall be issued keys. The unit member is responsible for reporting any lost key(s) immediately in writing to the Chief of Police or the Police Lieutenant. Unit members may not duplicate keys.
14. When a unit member who is assigned a take-home vehicle moves beyond the thirty (30) mile radius of the assigned worksite, the unit member must immediately notify their supervisor and the District of the change.
15. When a unit member is on vacation for periods exceeding one (1) week, the unit member may not keep possession of the take-home vehicle during such leave. The vehicle shall be parked in a secure location on District property or may be assigned to another unit member during that time.
16. A unit member who is on modified duty, or on a leave of absence or suspension, will not keep possession of the take-home vehicle and the vehicle may be reassigned to another unit member while the unit member is on leave or suspension.
17. All persons who drive to work from their homes in a marked patrol car are expected to respond from the field. This means you need to have the proper equipment to respond to any emergency situation. At minimum this includes pistol, police identifier, ballistic vest, and proper footwear. Exceptions to this would be court and training.
18. When operating an assigned vehicle to and from work outside of the jurisdiction of the District Police Department, a unit member should avoid becoming directly involved in enforcement actions except in those circumstances where a potential threat to life or serious property damage exists. Unit members may render public assistance (e.g., to a stranded motorist) when deemed prudent.
19. Unit members are cautioned that under federal and local tax rules, personal use of District-owned vehicle may create an income tax liability to the unit member. Unit members should address questions regarding tax consequences to their tax adviser.
20. All District-owned vehicles are subject to inspection and/or search at any time by a supervisor without notice and without cause. No unit member assigned to or operating such vehicle shall be entitled to any expectation of privacy with respect to the vehicle or its contents.
21. Vehicles may be reallocated due to departmental needs, as determined by the Chief of Police, or their designee. In such cases, the unit member will normally be provided 72 hours' notice, unless there are exigent circumstances.

22. Violations of this policy may result in disciplinary action and could result in the revocation of take-home vehicle privileges.

The District will only assign take-home vehicles as available currently in the District's fleet. Not all unit members will be assigned a vehicle. Nothing in this Article requires the District to purchase new vehicles.

## **Article 16 – Pay and Allowances**

Compensation for members of the bargaining unit shall include but not be limited to:

- A) Salary
- B) Step and longevity
- C) Salary/wage-fringe impact
- D) POST Certificate (Intermediate and Advanced)/Special Assignment
- E) Additional costs as related to the implementation of the Agreement (includes step/longevity increase)

### **Section 1. Salary:**

#### **A) 2025-2026 Salary**

Effective July 1, 2025, the range for Police Officers will be increased from range 67 to range 68, before any COLA is applied to the schedule. Unit members will then be placed on the step on the new range where the base salary is equal to or just greater than their base salary on June 30, 2025.

Effective July 1, 2025, the District shall increase each cell of the POA salary schedule in effect during the 2024-2025 fiscal year for unit members by the Statutory Cost-of-Living Adjustment (COLA). “COLA” means funded COLA.

#### **2026-2027 Salary**

Effective July 1, 2026, the District shall increase each cell of the POA salary schedule in effect during the 2025-2026 fiscal year for unit members by the Statutory Cost-of-Living Adjustment (COLA). “COLA” means funded COLA.

For 2026-2027, if funded COLA is less than 2.5%, the District will provide unit members with a one-time, off-schedule payment for the difference between 2.5% and the funded COLA percentage, to be paid on the July 2027 paycheck. There will be no off-schedule payment provided if COLA is unfunded.

#### **2027-2028 Salary**

Effective July 1, 2027, the District shall increase each cell of the POA salary schedule in effect during the 2027-2028 fiscal year for unit members by the Statutory Cost-of-Living Adjustment (COLA). “COLA” means funded COLA.

For 2027-2028 if funded COLA is less than 2.5%, the District will provide unit members with a one-time, off-schedule payment for the difference between 2.5% and the funded

COLA percentage, to be paid on the July 2028 paycheck. There will be no off-schedule payment provided if COLA is unfunded.

- 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. The POA 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's 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 the POA 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 the POA 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 will notify the POA concerning its calculations pursuant to the salary provisions contained herein. Such notification shall be in writing. If the POA disagrees with the calculations, it shall notify the District within ten (10) working days. Such notice of the disagreement shall include calculations prepared by the POA. The District may implement its proposed calculations, the proposed calculations from the POA, 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. Progression on the salary schedule is not automatic, but shall be based on the unit member's performance being evaluated as "meets standards" and shall be based on the unit member's successful completion of twelve (12) months of paid service in a position with the District. At the time of 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, POST certificate (Intermediate and Advanced), and special assignment pay, required to be paid under this Agreement shall be added to the base rate of pay.

### **Section 3. Salary/Longevity Schedule Progression:**

- A) The following formulas 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. If no evaluation is received by the unit member's anniversary date, the unit member will be allowed to progress in the Salary/Longevity Schedule.
- 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" or better 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 will subsequently be denied their step/longevity increase, may request a review of their performance evaluation by the Chief Human Resources Officer, or their designee. The unit member shall have the right of representation.

### **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. 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 the base rate of pay, unless the assigned range of the new classification does not provide for such advancement, or unless they qualify for advanced step placement based on additional experience and education beyond what is required for the minimum requirements of the position. 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.

## **Section 6. 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 7. Compensation for Working Out of Class:**

- A) Classified bargaining unit members 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 will clarify what is and what is not within classification. Disputed cases may be appealed to the Chief Human Resources Officer. The decision of the Chief Human Resources Officer 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. 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

## **Section 8. Compensation for Special Assignment:**

Eligible unit members specially assigned as a Field Training Officer (FTO) or Range Master shall receive a special assignment stipend in addition to the unit member's base salary in an amount not to exceed five percent (5%) of the unit member's current base pay rate for all hours spent serving as the assigned FTO or Range Master. These duties and hours must be assigned in advance by the Chief of Police, or their designee. If a unit member is performing more than one (1) of the above assignments at the same time, the maximum stipend amount shall not exceed seven and one-half percent (7.5%) of the unit member's current base pay rate.

## **Section 9. Intermediate and Advanced POST Certificate Pay:**

Employees hired prior to July 1, 2025

- A) Each permanent unit member shall receive a 3% differential above their regular rate of pay on the salary schedule upon receipt of an Intermediate POST Certificate.

- B) Each permanent unit member shall receive a 5% differential above their regular rate of pay on the salary schedule upon receipt of an Advanced POST Certificate.
- C) If the permanent unit member obtains both the Intermediate and Advanced POST Certificates, the unit member shall receive a combined total of a 8% differential above their regular base rate of pay on the salary schedule.

Employees hired on or after July 1, 2025

- A) Each unit member who possesses or subsequently obtains an Intermediate POST Certificate shall receive a 3% differential above their regular rate of pay on the salary schedule upon receipt of an Intermediate POST Certificate.
- B) Each unit member who possesses or subsequently obtains an Advanced POST Certificate shall receive a 5% differential above their regular rate of pay on the salary schedule upon receipt of an Advanced POST Certificate.
- C) If the unit member possesses or subsequently obtains both the Intermediate and Advanced POST Certificates, the unit member shall receive a combined total of an 8% differential above their regular base rate of pay on the salary schedule upon receipt of both certificates.

**Section 10. Automatic Payroll Deduction (Overpayment):**

- A) 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 POA concerning the affected unit member to extend beyond the fiscal year.
- B) Whenever it is determined that an error has been made in the calculation or reporting of a unit member's payroll, the District shall, within ten (10) working days following such determination, provide the unit member with a statement of the correction and a supplemental payment shall be issued. The District may recover the full overpayment from the next paycheck in cases where the employment of the unit member is terminating either voluntarily or involuntarily.



## **Article 17 – Anniversary Dates**

- A) **Anniversary Date (Longevity Increase):** The longevity increase anniversary date 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 longevity increase anniversary date will be the date which will be measured to determine when a unit member will earn a longevity increase.
- B) **Anniversary Date (Step Increase):** The step increase anniversary date 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. Progression on the salary schedule is not automatic, but is on a merit basis for performance evaluated as "Meets standards" or better, and based on the unit member successfully completing twelve (12) months of paid service. The step increase anniversary date will be the date which will determine when a unit member will earn 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 in which case the step increase anniversary date will be the first of the month following the unit member's completion of twelve (12) months of paid service in the new classification, unless the date in the new classification is the first of the month in which case it will be twelve (12) months from the date in the new classification.
- C) **Anniversary dates may be adjusted due to the following:**
1. Personal Leave provided by Article 25, Section 2
  2. Unpaid Health Leave of Absence provided by Article 26
  3. Any break in service from the District
- D) Anniversary dates shall not be adjusted for industrial accident or illness leave.

## **Article 18 – Health and Welfare Benefits**

### **Section 1. Medical Insurance:**

To be eligible for the District-sponsored group medical insurance plan, a unit member's regular assignment must be a minimum of forty (40) hours per week during their assigned work year. Unit members may also be offered medical insurance if the unit member becomes eligible under the regulations of the Affordable Care Act (ACA).

- 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. The District's contribution to the premium is set forth in Section 6 of this Article.
- B) District-sponsored group medical insurance coverage will 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 will result in termination of coverage.
- C) Any District-sponsored group medical insurance plan(s) offered to unit members will first be mutually agreed to by the District and POA.
- D) Unit members and their eligible dependents will 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 the 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 will automatically enroll the unit member into the lowest employee cost medical plan option for the District. The unit member will be responsible for any portion of the premium in excess of the District's contribution for the medical plan.

### **Section 2. Dental Insurance:**

- A) The District will 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 forty (40) hours per week during their assigned work year.
- C) District-sponsored group dental insurance coverage will 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 will result in termination of coverage.
- D) Unit members and their eligible dependents will 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 the 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 will automatically enroll the unit member into the dental plan option.

### **Section 3. Vision Insurance:**

- A) The District will 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 forty (40) hours per week during their assigned work year.
- C) District-sponsored group vision insurance coverage will 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 will result in termination of coverage.
- D) Unit members and their eligible dependents will become eligible for District-sponsored group vision 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 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 will automatically enroll the unit member into the vision plan option.

### **Section 4. Life Insurance:**

- A) The District will provide District-sponsored group term life insurance coverage for eligible unit members and their eligible dependents: The policy amount will be fifty thousand dollars (\$50,000.00) level term for the unit member plus 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 forty (40) 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 will 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, except as otherwise provided. Failure to pay required premium will result in

termination of coverage.

- D) Unit members and their eligible dependents will 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.

#### **Section 5. Long Term Disability (LTD) Insurance:**

- A) The District will 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 position on or before August 31, 2013, the District will 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 will be lost unless the unit member is placed on a 39-month reemployment list. If the unit member is rehired into a full-time, benefited position at a later date, they will be eligible to purchase a voluntary long-term disability plan as provided in Option 2.

##### **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 will provide, at the unit member's expense, voluntary long-term disability insurance coverage.

- C) To be eligible for long-term disability insurance, a unit member's regular assignment must be a minimum of forty (40) hours per week during their assigned work year.
- D) Long term disability insurance coverage will 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 will 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.

#### **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. 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 ASCIP 90/70 PPO 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.

## **Section 7. Retiree Medical Insurance:**

- A) The retiree medical insurance benefits will 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. Benefit will not be offered nor provided in cash or cash equivalent. 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 or deductions, they may be eligible to continue those on an individual basis directly with the insurance 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 the retiree, the retiree medical insurance option, which includes enrollment on the District's group medical insurance plan, and the District contribution, will be terminated for both the surviving spouse/registered domestic partner and surviving dependents on the first 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 of 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 qualified.
- 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 makes them eligible for active employee medical insurance will no longer continue to receive retiree medical insurance benefits.
- G) To be eligible for the retiree medical insurance program, the unit member must effectively retire

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 will have the option to either opt out or make an election of one of the following retiree medical insurance options:

**1. Unit Members hired on or before June 30, 2013:**

- a) Option 1.1A
- b) Option 1.1B
- c) Option 2

**2. Unit members hired on or after July 1, 2013:**

- a) Option 1.2A
- b) Option 1.2B
- c) Option 2

**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 coverage under the District's retiree medical insurance plan, the District will contribute a maximum of two thousand, four hundred dollars (\$2,400.00) per year conditioned upon the following:

1. The unit member has attained their fifty-fifth (55th) birthday.
2. The unit member will have served the District in a full-time, benefited position for a minimum of ten (10) consecutive years immediately preceding retirement.
3. The retiree is receiving their regular retirement allowance from CalPERS or CalSTRS.
4. This benefit terminates on the first day of the month in which the retiree reaches age of Medicare eligibility.
5. Upon death of retiree, eligible surviving spouse/registered domestic partner will not be eligible for the district contribution under this option until they reach age sixty (60). Prior to age 60, the surviving spouse/registered domestic partner may continue coverage on the District's retiree medical insurance plan at their own cost. An eligible surviving spouse/registered domestic partner is the spouse/registered domestic partner enrolled on the retiree medical insurance plan at the time of retirement and who remains continuously on the plan with no lapses in coverage. If the spouse/registered domestic partner is not enrolled in the medical insurance plan at the time of retirement, or if there is a lapse in coverage, the spouse/registered domestic partner is not eligible to receive the benefits of this option.
6. The eligible surviving spouse's/registered domestic partner's benefit under this option terminates on the first day of the month the eligible surviving spouse/registered domestic partner reaches age of Medicare eligibility.
7. Retirees who are eligible for the benefits of Option 1.1A and who attain their age of Medicare

eligibility shall be eligible to receive the benefits of Option 1.1B if the retiree meets all the conditions stated in Option 1.1B.

8. The eligible surviving spouse/registered domestic partner benefit under this option will terminate should the spouse/registered domestic partner re-marry or enter into a new registered domestic partnership.
- B) The District will contribute a maximum of two thousand, seven hundred seventy-one dollars and thirty-four cents (\$2,771.34) per year toward the District's retiree medical insurance program supplement to Medicare, or the actual cost of the District's retiree medical insurance program supplement to Medicare, whichever is less, for the life of the unit members, and their eligible spouse/registered domestic partner, as conditioned below. The unit member will be eligible to receive said District contributions toward the District's retiree medical insurance program supplemental plan, conditioned upon the following:
1. The unit member has attained their sixty-fifth (65th) birthday, and prior to reaching age seventy (70).
  2. The unit member will have served the District in a full-time, benefited position for a minimum of fifteen (15) consecutive years immediately prior to retirement.
  3. The unit member will have attained their age of Medicare eligibility.
  4. The retiree is receiving their regular retirement allowance from CalPERS or CalSTRS.
  5. The retiree and eligible spouse/registered domestic partner must enroll in Medicare Part A and Part B when first qualified.
  6. The benefit option and District contribution toward the District's retiree medical insurance plan will continue for the life of the retiree or eligible surviving spouse/registered domestic partner.
  7. Spousal/registered domestic partner coverage is limited to the legal, eligible spouse/registered domestic partner enrolled on the retiree medical insurance plan on date of retirement and who remained continuously covered on the plan with no lapses in coverage. If the spouse/registered domestic partner was not enrolled on the retiree medical insurance plan at the time of retirement, they shall not be eligible to receive the benefits of this option.
  8. This benefit option, including the District contribution, will terminate should the eligible spouse/registered domestic partner re-marry or enter into a registered domestic partnership.
- C) If a retiree or eligible, covered spouse/registered domestic partner drops the District-offered retiree medical insurance plan for any reason, they are not eligible for re-enrollment. The spouse/registered domestic partner is the spouse/registered domestic partner enrolled on the retiree medical insurance plan at the time of retirement.

**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 under the District's retiree medical insurance program, the District will contribute a maximum of two thousand, four hundred dollars (\$2,400.00) per year conditioned on the following:
1. The unit member has attained their fifty-fifth (55th) birthday.
  2. The unit member will have served the District in a full-time, benefitted position for a minimum of ten (10) consecutive years immediately preceding retirement.
  3. The retiree is receiving their regular retirement allowance from CalPERS or CalSTRS.
  4. This benefit terminates on the date the retiree reaches age of Medicare eligibility.
  5. Upon death of retiree, eligible surviving spouse/registered domestic partner will not be eligible to participate in plan or for any benefits under this option. The benefit option terminates on the first day of the month following the retiree's death. Spouse/registered domestic partner is the spouse/registered domestic partner enrolled on the retiree medical insurance plan at the time of retirement and who remained continuously covered on the plan with no lapses in coverage.
- B) For bargaining unit members who retire and have served the District in a full-time, benefitted position for a minimum of fifteen (15) consecutive years immediately prior to retiring, the District will contribute a maximum of two thousand five hundred ten dollars and nine cents (\$2,510.09) per year toward the District's retiree medical insurance program supplement to Medicare, or the actual cost of the District's retiree medical insurance program supplement to Medicare, whichever is less, until age seventy (70), as conditioned on the following:
1. The unit member will have attained their age of Medicare eligibility.
  2. The retiree is receiving their regular retirement allowances from CalPERS or CalSTRS.
  3. This benefit option terminates on the first day of the month in which the retiree reaches seventy (70) years of age.
  4. Upon death of retiree, eligible surviving spouse/registered domestic partner will not be eligible to participate in plan or for any benefits under this option. The benefit option terminates on the first day of the month following the retiree's death. Spouse/registered domestic partner is the spouse/registered domestic partner enrolled on the retiree medical insurance plan at the time of retirement and who remained continuously covered on the plan with no lapses in coverage.
- C) If a retiree or eligible, covered spouse/registered domestic partner drops the District-offered retiree medical insurance plan for any reason, or is terminated due to non-payment of premiums, they are not eligible for re-enrollment. The spouse/registered domestic partner is the spouse/registered domestic partner enrolled on the retiree medical insurance plan at the time of retirement.



**Option 2 (All unit members regardless of hire date):**

- A) For unit members retiring early (prior to age of Medicare eligibility), and who wish to continue coverage under the District's retiree medical insurance program, the District will contribute a maximum of seventy percent (70%) of the District's contribution to the active employee premiums per month (see Section 6 above) for the retiree medical insurance program conditioned on the following:
1. The unit member has attained their fifty-fifth (55th) birthday.
  2. The unit member will have served the District in a full-time, benefited position for a minimum of ten (10) consecutive years immediately preceding retirement.
  3. The retiree is receiving their regular retirement allowance from CalPERS or CalSTRS.
  4. This benefit option terminates on the first day of the month in which the unit member reaches their age of Medicare eligibility.
  5. Upon death of retiree, eligible surviving spouse/registered domestic partner will not be eligible for benefit contribution toward the retiree medical insurance under this option until they reach age sixty (60). Prior to age sixty (60), the surviving spouse/registered domestic partner may continue coverage on the District's plan at their own cost. An eligible surviving spouse/registered domestic partner is the spouse/registered domestic partner enrolled on the retiree medical insurance plan with the unit member at the time of retirement and who remains continuously on the plan with no lapses in coverage. The surviving spouse/registered domestic partner will not be eligible to continue the retiree medical insurance for employees hired on or after July 1, 2013 and benefits under this option will terminate on the first day of the month following the retiree's death.
  6. Eligible surviving spouse's/registered domestic partner's benefit under this option terminates on the first day of the month the eligible surviving spouse/registered domestic partner reaches age of Medicare eligibility. The surviving spouse/registered domestic partner shall not be eligible for benefits under this option for employees hired on or after July 1, 2013.
- B) Unit members who elect Option 2, which provides an enhanced pre-Medicare eligibility age District contribution toward the District's retiree medical insurance plan, will not be eligible for option 1.1A, Option 1.1B, Option 1.2A and Option 1.2B.
- C) If a retiree or eligible covered spouse/registered domestic partner drops the District's retiree medical insurance plan for any reason, or is terminated due to non-payment of premiums, they are not eligible for re-enrollment.

**Section 8. Consolidated Omnibus Budget Reconciliation Act (COBRA):**

Upon separation from the District, or change from full-time to part-time status, unit members and

their eligible dependents enrolled in health insurance benefits may have the option to continue their District- sponsored medical, dental, and vision insurance plan at their own expense as afforded under COBRA legislation. All COBRA plans are administered directly through the District's third-party administrator.

#### **Section 9. Physical Fitness:**

Unit members may use District designated fitness centers at each college during posted hours when the facilities are available to faculty, staff and administrators. Unit members will be required to abide by institutional rules in effect at each campus and to sign a District approved waiver of liability form.

## Article 19 – Holidays

- A) Each year the Board of Trustees shall determine the holiday schedule. The Board shall provide seventeen (17) paid holidays for all bargaining 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) Should a holiday or any other day designated by the Board as a public holiday occur while a unit member is absent from work because of sick leave, vacation, or any other paid leave of absence, the holiday shall be considered as time worked and shall not be deducted from other paid leave of absence.
- G) Unit members, regardless of work schedule, shall be entitled to the same number of holidays as indicated in Paragraph A above. Holiday is defined as eight (8) hours (prorated for less than 40 hours a week and less than 12 months per year unit members).
- H) Unit members scheduled to work on designated holidays shall receive one and one-half (1-1/2) times their regular rate of compensation for hours worked. Unit members may choose to either receive a substitute holiday or be compensated for eight (8) hours at straight time. Compensation for eight (8) hours at straight time will be compensated in the next pay period. Substitute holidays must be requested and taken within six (6) months, in increments of eight (8) hours,

upon the approval of the Chief of Police, or their designee.

- I) If a holiday falls on a unit member's regular day off, the unit member may choose to either receive a substitute holiday or be compensated for eight (8) hours at straight time, upon approval of the Chief of Police, or their designee. Compensation for eight (8) hours at straight time will be compensated in the next pay period. Substitute holidays must be requested and taken within six (6) months, in increments of eight (8) hours, upon the approval of the Chief of Police, or their designee.
- J) The District and POA agree to reopen this Article as soon as administratively possible to consider the establishment of a holiday bank in the UKG system.
- K) 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.

- L) **Holiday Assignment:** The Chief of Police, or their designee, will send a memo prior to the beginning of each fiscal year requiring sergeants and officers to sign up for all holidays throughout the upcoming fiscal year. Holiday staffing will be determined by the Chief of Police, or their designee, and will be minimal unless the needs of the District dictate more staffing is required to meet special circumstances as determined by the Chief of Police, or their designee. In the case additional staffing is needed, where practical, assignments will be made by seniority on a rotational basis. The sergeants and officers will have District wide responsibility and will be expected to monitor all District sites except Oakhurst unless the Chief of Police, or their designee, determines differently.

Holiday sign up will be handled on a first come, first served basis. If a holiday shift is not filled, it shall be filled by seniority and rotation. The most senior sergeant will sign up for one holiday shift, then the next most senior sergeant will sign up for one holiday shift and so on. The procedure will then be to rotate back to the most senior sergeant who will sign up for another holiday shift and so on until all shifts are selected.

Officers will sign up using the same procedure as the sergeants. The most senior officer will sign up for one holiday shift, the next most senior officer will sign up for one holiday shift and so on until all officers have chosen one holiday shift. Then the most senior officer will sign up for a second holiday shift, the next most senior officer will sign up for a second holiday shift and so on until all officers have signed up for a second holiday shift. If there are not enough holidays to complete a rotation, the most senior officer may select an assignment or pass to the next most senior officer. This procedure will be repeated until all holidays are covered for the entire fiscal year.

In the case additional holiday staffing is needed and when there is sufficient lead time, the Chief of Police, or their designee, will request bargaining unit members work a holiday using the following procedures. The most senior sergeant or officer may select an assignment or pass to the next most senior sergeant or officer until the shift is covered on a rotational basis. Each subsequent time an additional holiday shift becomes available, the next most senior bargaining unit member who was not given an opportunity to accept or decline will have the first right to accept or decline the shift. This process will continue until all bargaining unit members have had the opportunity to accept or decline an additional shift. If all bargaining unit members decline, the shift will be assigned to the least senior sergeant and/or officer on a rotational basis.

In the case additional holiday staffing is needed and there is not sufficient lead time for the Chief of Police, or their designee, to request bargaining unit members to work the holidays, shifts will be offered on a first come, first served basis. If no bargaining unit members agree to accept the assignment, the shift will be assigned to the least senior sergeant and/or officer on a rotational basis. Each subsequent time an additional holiday shift becomes available, but there is not sufficient lead time, the next most senior bargaining unit member who was not given an opportunity to accept or decline will have the first right to accept or decline the shift. This process will continue until all bargaining unit members have had the opportunity to accept or decline an additional shift. If all bargaining unit members decline, the shift will be assigned to the least senior sergeant and/or officer on a rotational basis.

If a sergeant/officer is on vacation or other leave at the time additional holiday shifts become available, the Chief of Police, or their designee, will send an email to the bargaining unit member(s) offering the shift. If the bargaining unit member does not respond by the deadline, the bargaining unit member will be passed over unless the bargaining unit member is least senior, then the bargaining unit member must accept the assignment.

## Article 20 – 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 paid status for more than one-half (1/2) of the working days in the month.
- B) **Accrual Rate:** Unit members shall earn and accrue vacation leave on a monthly basis in accordance with the following schedule, but proportionately prorated for less than 40 hours per week and/or less than 12 months per year:

### 1. 12-Month Unit Members

Number of years of employment	0-5 years	6-9 years	10-19 years	20+ years
Accrual rate per month	1 day	1-1/2 days	1-3/4 days	2 days
Number of days/hours per year	12 days	18 day	21 days	24 days
	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 Chief of Police, or their designee, and may be taken at the convenience of the District at any time during the fiscal year. Management will circulate a vacation schedule at the beginning of the fiscal year in order to survey unit member annual 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. If a unit member does not use their full annual vacation, the amount not taken shall accumulate and be carried over for use in the next fiscal year. Maximum amount of accrued unused vacation leave hours carried over and available for use in the next fiscal year shall not exceed two (2) years of a unit member's earned annual accrual rate. Unused vacation leave hours in excess of two (2) years shall be paid in a lump sum payment at the end of the fiscal year. 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 will be given priority for scheduling their vacation. The approval of vacation shall be at the discretion of the Chief of Police, or their designee.

2. Vacation time may be taken in increments of fifteen (15) minutes. If an absence slip is not recorded in fifteen (15) minute increments, it will be adjusted to the nearest fifteen (15) minutes per the Federal 7/8 rounding rule.
3. Earned vacation 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.



## Article 21 – Sick Leave

### Section 1. General Sick Leave:

- A) Members of the bargaining unit employed by the District 40 hours per week and 12 months per year shall be entitled to 96 hours per fiscal year (prorated for less than 40 hours per week and 12 months per year unit members) 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 12 days or 96 hours leave of absence for illness or injury as the number of months they are employed bears to 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 will 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 12 months per year, but less than 40 hours per week are entitled to that proportion of 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 will earn 30/40 or 75% of 96 hours or 72 hours of sick leave per fiscal year.
- D) When such persons 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 8 hours per month which is 6 hours for each of the 10 months worked.
- E) If for any reason it is impossible to arrive on time or report for work as scheduled, the unit member shall notify the on-duty Sergeant, as soon as possible, but not later than one (1) hour before the reporting time. If there is no on-duty Sergeant or the on-duty Sergeant cannot be reached, the unit member shall notify dispatch. Absences shall be reported to the Chief of Police, or their designee, daily 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. Persons absent because of illness shall inform the on-duty Sergeant, in a timely manner as to when they expect to return to work. The on-duty Sergeant shall inform the Chief of Police, or their designee, as to when the unit member is expected to return to work.
- F) The rate of pay for sick leave shall be at the same rate the unit member would have received had they worked that day. Sick leave for any hour(s) or day(s) of illness or injury need not be accrued prior to taking such leave by the unit member and such leave may be taken at any time during the unit member's assigned work year. Probationary unit members of the District shall not be eligible to take more than six (6) days, 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 will 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 will have their case reviewed individually to determine if repayment will 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 additional day of sick leave for use in any subsequent fiscal year.
- L) Members of the bargaining unit absent due to illness for more than three (3) consecutive assigned work days may be required to submit a medical release from a Health Care Provider to the Chief of Police, or their designee, 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 reasons other than action initiated by the employer for cause 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 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) **Extended Illness Leave:** 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 he or she is 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) After exhaustion of all paid sick leave, and ninety (90) days from the first day of absence, a unit member with two (2) years of service or more may be placed on unpaid leave upon request and with the approval of the Board of Trustees. The unpaid leave may not exceed twelve (12) months. (See Article 26.)
- R) 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 Chief of Police, or their designee, 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.
- S) If there exists a reasonable belief that abuse of any sick leave has occurred, as a condition of paid sick leave, a unit member may be requested to submit a medical certification 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.
- T) A unit member may apply time when they are absent because of illness to unused vacation time upon approval of the Chief of Police, or their designee. In such an instance, a unit member may request consideration at the time of absence to have the absence applied against vacation time rather than sick leave. The minimum sick leave shall be fifteen (15) minutes. If an absence is not recorded in fifteen (15) minute increments, it will be adjusted to the nearest fifteen (15) minutes per the Federal 7/8 rounding rule.
- U) Once the Payroll department has processed the monthly leave requests, and if a unit member will be docked pay, assuming all the absences were submitted in a timely manner, the Payroll department will notify the unit member by sending notification to the unit member's district email address informing them of the insufficient leave balance.
- V) **Quarantine:** All regular 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) Catastrophic leave is sick leave and/or vacation time donated by members of the bargaining unit for the benefit and use of other members of the bargaining unit who have been absent from work for an extended period of time due to medical necessity. Members of the bargaining unit may only be granted catastrophic leave when they have exhausted all sick leave, vacation leave and compensatory time available to them as identified in the collective bargaining agreement and who have been absent from work for an extended period of time due to medical necessity.
- B) To participate in the Catastrophic Leave Bank program, members of the bargaining unit may donate accumulated and unused sick leave or vacation time to the Catastrophic Leave Bank. Catastrophic leave is to be awarded on a case-by-case basis.
- C) **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 all other applicable paid time off available to the unit member. Catastrophic illness or injury does not include stress-related illness, elective surgery, normal pregnancy, workers' 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 the 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 include vacation and/or sick leave accrued to the donating employee.
- D) **Eligibility Criteria:** Eligible leave credits may be donated to the Catastrophic Leave Bank for use by a member of the bargaining unit who has verified that they, or a family member, is 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's statement.
  - 2. The Chief Human Resources Officer, or their 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 member of the bargaining unit has exhausted all their own accrued paid leave credits

provided for by the collective bargaining agreement.

4. The unit member has been incapacitated or absent for no fewer than thirty (30) consecutive calendar days for the same illness or injury.

5. The unit member has contributed a minimum of eight (8) hours/one (1) day of leave to the Catastrophic Leave Bank.

E) **Request for Donations:** Request for donations to the Catastrophic Leave Bank shall be solicited by the Chief Human Resources Officer, or their designee.

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

1. All unit members may voluntarily participate in the Catastrophic Leave Bank program by contributing a minimum of eight (8) hours between July 1 and August 31.

2. The member of the bargaining unit, at their option, may donate only the available sick leave accrued above fifteen (15) days.

3. Whenever the Catastrophic Leave Bank becomes depleted, each participating unit member will automatically donate one (1) additional day per year from their accumulated leave bank to restock the bank. Leave placed in the bank by participating unit members are irrevocable and:

- a) May not subsequently be withdrawn from the bank except as they are used for sick leave purposes as defined herein;
- b) May not be transferred to another district should that unit member obtain employment elsewhere;
- c) May only be used by participating unit members currently employed by the District;
- d) May not be withdrawn at the time of retirement and may not be used to extend a date of retirement or to receive service credit following a service or disability retirement;
- e) May not be used retroactively for a previous unpaid absence;

4. No sick leave credit may be withdrawn, transferred or donated after the unit member (donor) has submitted their intent to retire or resign.

5. No member may donate sick leave hours unless they have served twelve (12) months with the District.

G) **Catastrophic Leave Bank Requests:**

1. Eligible accrued sick leave and/or vacation shall be used prior to receiving any donated leave credits. This includes new monthly accruals of eligible leave, if any.

2. The maximum amount of donated credit that may be used by one individual under this section shall be forty (40) working days within a rolling twelve (12) month period, based on the date of first request.

3. Catastrophic leave credits shall not be used for bargaining unit members for illness or injury

which qualifies for workers' compensation benefits.

4. Credits shall not be considered available leave for the purposes of qualifying for CalPERS retirement disability.
5. For a member of the bargaining unit to be eligible to receive catastrophic leave donations, the unit member must have been employed by State Center Community College District for at least two (2) years.

H) **Withdrawal from the Catastrophic Leave Bank program:** A unit member may withdraw from participation in the Catastrophic Leave Bank program at any time by notifying the Chief Human Resources Officer, or their designee, in writing of such withdrawal; however, any days contributed previously may not be withdrawn.

I) **Applicant's Responsibility:** The member of the bargaining unit who is eligible for the use of catastrophic leave shall apply in writing to the Chief Human Resources Officer, or their designee, in the following manner:

1. The request for leave shall be in writing and submitted to the Chief Human Resources Officer, or their designee when it is apparent to the unit member that their existing paid leave will be exhausted before they will 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 will likely continue to incapacitate the unit member for an extended period of time.

J) **District Responsibility:**

1. The Human Resources Office will request annual donations for the Peace Officers' Association Catastrophic Leave Bank from new unit members as well as any time the bank has been depleted.
2. The District shall administer the Catastrophic Leave Bank and provide information on the process to unit members who wish to donate credits to the bank.
3. The distribution of the leave credits shall be approved by the Chief Human Resources Officer, or their designee.

## **Article 22 – Personal Necessity Leave**

- A) A unit member may elect to use accumulated sick leave, not to exceed seven (7) days (pro-rated for less than forty 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 their 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 employee of a member of their immediate family.
  5. Upon completion of 130 working days, two (2) of the seven (7) days may be granted for any reason deemed appropriate by the unit member. Prior approval of the Chief of Police, or their designee, is necessary. In no case will 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. Absence slips will be revised by the District to include reference to POA Personal Necessity article the next time absence slips are reprinted, unless the District and POA agree to move an electronic time keeping system.
- C) The minimum personal necessity leave increment shall be fifteen (15) minutes. If an absence slip is not recorded in fifteen (15) minute increments, it will be adjusted to the nearest fifteen (15) minutes per the Federal 7/8 rounding rule.

## **Article 23 – Industrial Accident or Illness Leave**

- A) Industrial accident or illness leave will 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 suffering an injury or illness arising out of and in the course and scope of their employment will be entitled to a leave of up to one hundred twenty (120) working days for the same accident or illness.
- C) This leave will not be accumulated from year to year, and when any leave will overlap a fiscal year, the unit member will be entitled to only that amount remaining at the end of the fiscal year in which the injury or illness occurred.
- D) Payment for wages lost on any day will not, when added to an award granted the unit member under the workers' compensation laws of this state, exceed normal wages for the day.
- E) 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 will 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.
- F) In order to qualify for industrial accident or illness leave coverage, a unit member claiming such leave will be subject to examination by a designated licensed physician to verify their condition.
- G) If the unit member had not previously notified the District of their designated licensed physician, the unit member will receive treatment from an employer-designated licensed physician. However, after thirty (30) days treatment by the employer-designated licensed physician, the unit member may request treatment by another licensed physician of the unit member's choice in the Medical Provider Network (MPN).
- H) 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.
- I) 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 will be reinstated in an equivalent position without loss of accumulated longevity benefits or seniority.
- J) Leave for industrial accident or illness will not be considered a break in service for the unit member.



- K) 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, will be placed on a reemployment list for a period of 39 months.
- L) 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 will 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 will be listed in accordance with appropriate seniority regulations.
- M) 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 will be dismissed.
- N) During a paid leave of absence, the unit member will endorse to the District wage loss benefit checks received under the workers' compensation laws of this state. The District, in turn, will issue the unit member appropriate warrants for payment of wages or salary and will deduct normal retirement and other authorized contributions. Reduction of entitlement to leave will be made only in accordance with this section.
- O) For approved workers' compensation claims, industrial injury or illness leave will be reduced by one (1) day for each day of authorized absence regardless of a compensation award made under workers' compensation. If a claim is delayed or denied, the unit member's accumulated sick leave will be used.
- P) Any unit member receiving benefits under this industrial accident or illness leave section who accepts other employment during the interim of this leave will be deemed to have abandoned their position on the date of the acceptance of employment outside the District.
- Q) Industrial accident or illness leave of absence will commence on the first day of absence. If a claim is subsequently denied, the District will 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 will be made in accordance with Article 15, Section 11, of this agreement.
- R) A unit member who has sustained a job-related injury or illness will report the injury to the Chief of Police, or their designee, 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.

## **Article 24 – 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 300 miles one way, the District agrees to provide unit members a leave of absence of three (3) working days without loss of salary or other benefits. 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 300 miles one way, the District agrees to provide unit members a leave of absence of four (4) working days, without loss of salary or other benefits. 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.

Bereavement leave must be taken within six (6) months of the death of the family member.

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

- Mother
- Father
- Sibling
- Grandmother
- Grandfather
- Grandchild
- 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 in the immediate household of the unit member

- C) The District agrees to provide unit members with a total of eight (8) 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 (8) 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 unpaid extension of bereavement leave may be requested by a unit member as out-lined 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 evidence of death in the form of a death certificate or obituary if abuse is suspected.

## **Article 25 – 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. Within one-half (1/2) hour of release from jury duty, or as soon as possible thereafter, the unit member shall notify the Chief of Police, or their designee. 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 Chief of Police, or their designee, to use another type of leave. The Chief of Police, or their designee, 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 Chief of Police, or their designee, 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 Chief Human Resources Officer, or their 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 Chief of Police, or their designee. 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 26 – Personal Leave of Absence**

- A) Any unit member with two (2) years or more of service may be granted a personal leave of absence not to exceed one (1) year in duration for a specific reason deemed appropriate by District Administration and the Chief Human Resources Officer. Requests for a personal leave of absence must be submitted in writing to the Chief of Police.
- B) Any such personal leave of absence 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 27 – 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 discretionary 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 will continue to provide 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 will 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 employee 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 28 – Military Leave of Absence**

Unit members shall be granted Military Leave in accordance with state and federal law and applicable action by the Board of Trustees.

## **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 will clearly benefit the District;
  - 3. Indicate a willingness to undergo the prescribed retraining program; and
  - 4. 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 – Performance Evaluations**

- A) The Chief of Police, or their designee, under whom the unit member has served for sixty (60) working days or more during any rating period (herein, the “Evaluator”), shall evaluate the unit member by means of a performance evaluation to the procedures and schedules set forth in this article.
1. The performance evaluation shall be completed on forms prescribed by the District and may be in an electronic format. The District and POA shall meet to review changes to the performance criteria.
  2. Performance evaluations are not subject to the grievance article of this Agreement.
- B) Evaluation procedures for unit members in the Police Officer classification:
1. The Evaluator shall assign a Sergeant or Sergeants to complete an initial proposed performance evaluation of the unit member. The assigned Sergeant(s) shall in all cases be someone with direct knowledge of the unit member’s work performance.
  2. Upon receipt of the Sergeant’s proposed performance evaluation, the Evaluator shall review and make any such revisions as they deem appropriate.
  3. Upon completion of the performance evaluation, the Evaluator and the Sergeant(s) who prepared the initial draft shall meet with the unit member, present the performance evaluation, and give the unit member an opportunity to discuss it. The unit member shall then sign the performance evaluation at the time of the meeting to indicate receipt and shall be given a signed copy to keep.
  4. In the event a unit member is no longer supervised by the person preparing the performance evaluation, it may be delivered by mail or email.
- C) Evaluation procedure for unit members in the Sergeant classification:
1. The Evaluator shall complete the Sergeant’s performance evaluation.
  2. Upon completion of the performance evaluation, the Evaluator shall meet with the Sergeant, present the performance evaluation, and give the Sergeant an opportunity to discuss it. The Sergeant shall then sign the performance evaluation at the time of the meeting to indicate receipt and shall be given a signed copy to keep.
  3. In the event the Sergeant is no longer supervised by the person preparing the performance evaluation, it may be delivered by mail or email.
- D) The following schedule shall be followed for the completion of the performance evaluation:
1. For probationary unit members, at the end of the fifth and eleventh months of service.
  2. For all regular permanent unit members: at least once each year, based on the unit member’s

anniversary date in their classification.

3. For any regular unit member, an evaluation may be completed 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.
  4. The unit member may request a follow up meeting to review the performance ratings with the Evaluator and Union representative if the performance 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 have the right to respond to any performance evaluation within thirty (30) calendar days of the date they received the performance evaluation or the date a review meeting was conducted pursuant to section 4 above.
  6. If the performance evaluation was completed after the unit member received a step or longevity increase, and the unit member received a less than "meets standards" overall rating, that increase will not be reversed. The unit member will not receive a future step or longevity increase until the unit member receives a "meets" or "exceeds" standards on a performance evaluation.
- E) When a unit member assumes the duties and responsibilities of a higher classification on a temporary basis for at least four (4) months, one or more performance evaluations may be completed for that period of time and will be retained in their personnel file.

## **Article 31 – Personnel Files**

- A) The District agrees that personnel files shall be maintained in the District Human Resources Office, 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) The District shall, at reasonable times and at reasonable intervals, upon the request of a unit member, during usual business hours, with no loss of compensation to the unit member, permit that unit member to inspect their personnel file.
- C) If, after examination of the unit member's personnel file, the unit member believes that any portion of the material is mistakenly or unlawfully placed in the file, the unit member may request, in writing to the Human Resources department, that the mistaken or unlawful portion be corrected or deleted. Any request made pursuant to this section shall include a statement by the unit member describing the corrections or deletions from the personnel file requested and the reasons supporting those corrections or deletions. A statement submitted pursuant to this section shall become part of the personnel file of the unit member.
- D) Within thirty (30) calendar days of receipt of a request made pursuant to Section C above, Human Resources shall either grant the unit member's request or notify the unit member of the decision to refuse to grant the request. If Human Resources refuses to grant the request, in whole or in part, Human Resources shall state in writing the reasons for refusing the request, and that written statement shall become part of the personnel file of the unit member.
- E) 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.
- F) The District will charge a fee for requesting copies of materials in the personnel file. The fee shall be established by District administration.
- G) The District shall maintain a log of all individuals who have viewed or accessed a unit member's personnel file, excluding human resources staff. The log shall contain the date the file was accessed, the name of the person accessing the file, and the purpose of the access. Such log and the unit member's personnel file shall be available for examination by the unit member or their representative, if authorized in writing by the unit member. The log shall be maintained in the unit member's personnel file.
- H) 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 sign, initial, and date the material within the time period prior to its being placed in the personnel file.

- I) A unit member shall not have any comment adverse to their interest entered in this personnel file, or any other file used for any personnel purposes by Human Resources without the unit member having first read and signed the instrument containing the adverse comment indicating he or she is aware of such comment, except that such entry may be made if after reading such instrument the unit member refuses to sign it. Should a unit member refuse to sign, that fact shall be noted on that document, and signed or initialed by such unit member.
- J) A unit member shall have thirty (30) calendar days within which to file a written response to any adverse comment entered in their personnel file. Such written response shall be attached to, and shall accompany, the adverse comment.

## **Article 32 – Layoff/Reduction of Hours/Abolition of Positions**

### **Section 1. Notice of Layoff:**

- A) The District shall notify Peace Officers' Association (POA) as soon as a final determination is reached by the Board of Trustees to layoff one (1) or more unit members.
- B) The District shall notify POA of the proposed reduction in hours prior to the Board action, and shall meet with POA to negotiate effects of said reduction in hours within ten (10) working days after POA has been properly notified.
- C) 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 due 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.

The written notice of layoff will include:

- 1. Reason for layoff;
- 2. Effective date of layoff action;
- 3. Seniority placement within class;
- 4. Reemployment rights in same class and in lower classes in which the unit member has served;
- 5. Reemployment rights in lower classes in which the 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) days of receiving the layoff notice (except for layoff for specially funded grant 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 employees serving under emergency, provisional or limited-term employment are retained in positions of the same class, or related class 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 health insurance premium for retirees. See Contract, 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 29 of the POA/SCCCD Agreement. Seniority shall be based on paid status in a class and higher related classes.

### **Section 6. Displacement Rights:**

- A) A unit member laid off from their present class may displace the least senior unit member in that class;
- B) The least senior unit member in a class may bump into a lower class in which the unit member has served previously providing the unit member has more seniority in the lower class than the least senior unit member in that class.
- 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 class, providing the laid-off unit member has more seniority than the least senior person in the lower class, even though the laid-off unit member has not had service in the lower class;

- 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 class subject to layoff have equal seniority, the determination as to who shall be laid off will be made on the basis of the greater hire date seniority, (the first day of work); if that be equal it will be made on the highest rank on the eligibility list (combination of score and oral interview, etc.); if that be equal it will 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 class shall still apply. The Personnel Commission shall make the determination of the specific period of eligibility for reemployment on a class-by-class 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 class 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:**

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 on file with the District. After the third refusal for employment within the classification from which the unit member was laid off, their name shall be removed from the employment list, and the District shall notify POA. It is the responsibility of the laid off unit member to keep the District Human Resources Office informed of a current mailing address.

### **Section 10. Unit Member Notification to District:**

A unit member shall notify the District of their intent to accept or refuse reemployment within five (5) working days following postmark of the reemployment 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 may decline the reemployment offer on two occasions and still maintain eligibility on the reemployment list, provided the unit member notified the District of refusal of reemployment within five (5) working 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 class seniority. Unit members who accept a position lower than their highest former class 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 class 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 class 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) working days 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:**



In the event of a layoff, the District shall provide POA 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 notice or hearing.

If the release is based on charges that stigmatize the employee's reputation (for example, theft, dishonesty, or immoral conduct), and there is some type of public disclosure of the charge, the unit member and their representative would be entitled to a conference with the Chief of Police, or their designee, within fourteen (14) calendars after their release to clear their name.

## Article 33 – Disciplinary Action

- A) **Status of Permanent Unit Members:** After serving a probationary period of one (1) calendar year a unit member in the classified service shall be designated as a permanent unit member. 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 bargaining unit members are not accorded the rights of regular permanent classified unit members. Probationary bargaining unit members shall be given reasonable separation notice and the right to request a conference with the Chief Human Resources Officer, or their designee, if dismissal is recommended. Probationary bargaining 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. **Punitive Action:** Includes any action that may lead to dismissal, demotion, suspension, reduction in salary, letter of reprimand, or transfer for purposes of punishment.
  6. **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.
  7. **Incident:** A specific transaction, occurrence, act or omission, which constitutes the factual basis upon which a charge is based.
  8. **Skelly Conference:** A conference at which the charges and incidents are reviewed with the unit member and the unit member is allowed to respond.
  9. **Notice of Charges and Recommended Disciplinary Action:** Notice of Charges and Recommended Disciplinary Action sets out the 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 Vice Chancellor of Operations, Chancellor or their designee, has made a recommendation to the Board of Trustees that the unit member be disciplined. Until the Vice Chancellor of Operations, Chancellor or their designee, has

approved the Notice of Charges and Recommended Disciplinary Action, it shall merely be considered a proposed disciplinary measure by the Chief of Police, or their designee.

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.
- 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.
- n) Sustained findings related to moral turpitude, harassment, discrimination, retaliation, abuse of authority or power, excessive use of force, or conduct unbecoming of a police officer.

### **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 unit member 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 one (1) year before the unit member is provided with the proposed Notice of Intent or Notice of Adverse 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. The District and POA will comply with the provisions set forth in California Government Code §3304, as may be amended. A complete copy of the Public Safety Officers Procedural Bill of Rights Act (POBRA) is attached as Appendix IV.

**F) Short Term Suspension and Paid Administrative Leave:**

**1. Short Term Suspension:**

- a) The Chancellor, Chief Human Resources Officer, or the Vice Chancellor of Operations, or their designee, after consultation with Human Resources, may immediately suspend a unit member without pay for up to and including five (5) working days. In such cases, the Chancellor, Chief Human Resources Officer, or Vice Chancellor of Operations, or their 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.
- 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 Chancellor, Chief Human Resources Officer, Vice Chancellor of Operations, or their designee, determines that it is in the best interest of the District, they 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):** Informal discipline is a memo of concern or a letter of reprimand. A letter of reprimand is placed in a unit member's personnel file and subject to the provisions described in the SCCCD/POA Agreement and the Public Safety Officer Procedural Bill of Rights Act (POBRA). A memo of concern will stay in the supervisory file for two (2) years from the date of issuance unless the Vice Chancellor, Human Resources in consultation with the Chief of Police, or their designee determine it will be removed earlier. However, if there have been reoccurrences of the behavior indicated in the memo of concern, within two (2) years, the memo will not be removed from the supervisory file and destroyed. Informal discipline does not require written notice of recommended disciplinary action and charges. No informal discipline is a necessary prerequisite to any other disciplinary action, formal or informal. The following administrative appeal process is established pursuant to California Government Code §3304.5. It shall supplement, though not replace, the existing disciplinary appeal process utilizing the District Personnel Commission hearing process. This procedure shall not apply to disciplinary actions for which bargaining unit members already are entitled to receive an appeal utilizing the District Personnel Commission hearing process. It shall only apply to punitive actions, as that term is defined by California Government Code §3303, for which bargaining unit members do not already receive an appeal hearing before the District Personnel Commission. This provision is not intended, and shall not be construed, as a waiver of any of

the rights set out in California Government Code §3304(b). The appeal process for informal discipline is as follows:

**1. Right to Administrative Appeal:**

- a) Any public safety officer (as defined by California Government Code §3301) who is subjected to punitive action (as defined by California Government Code §3303) consisting of a letter of reprimand, or a reassignment resulting in a reduction of pay is entitled to an administrative appeal only pursuant to this procedure. A unit member shall not be entitled to appeal an action prior to its imposition.
- b) A unit member who appeals a punitive action under this procedure shall bear their own costs associated with the appeal hearing, including, but not limited to any and all attorney fees. The cost of a hearing officer shall be divided equally between the unit member/Association and the District.

**2. Appeal of Letter of Reprimands:**

- a) Within five (5) calendar days of receipt by a unit member of notification of punitive action consisting of a letter of reprimand, the unit member shall provide written notice to the Chief of Police, or their designee, of the unit member's intent to appeal the letter of reprimand.
- b) The notice of appeal shall specify the substantive and procedural grounds for the appeal.

**3. Hearing Officer (Appeal of Letter of Reprimands Only):**

- a) The Chief Human Resources Officer shall hear appeals of letter of reprimands, and may adopt, modify or reject the letter of reprimand. The decision of the Chief of Human Resources Officer shall be final and binding. If a District reorganization affects the reporting structure of the District police department in that the police department would report directly to the Chief Human Resources Officer, the two (2) parties will reopen negotiations on the designation of a hearing officer.
- b) The hearing before the Chief Human Resources Officer shall not be a trial-type evidentiary hearing. The limited purpose of the hearing shall be to provide the unit member with an opportunity to establish a record of the circumstances surrounding the action and to seek modification or rejection of the letter of reprimand. There shall be no subpoenas issued (for people or documents.)

**4. Appeal of Other Punitive Action:**

- a) Appeal of punitive action consisting of a reduction in salary caused by a reassignment shall be subject to appeal by means of the unit member filing an appeal with the Chief of Police within five (5) calendar days of receipt by the unit member of notice of punitive action being implemented on a date certain. The unit member shall notify the Chief of Police in writing of the officer's intent to appeal said action.
- b) The notice of appeal shall specify the action being appealed and the substantive and

procedural grounds for appeal.

- c) The appeal shall be presided over by a hearing officer selected from a list of nine (9) provided by the State Mediation and Conciliation Service. The hearing officer shall be selected by alternate striking of names by the respective parties.

**5. Conduct of Hearing (Reassignment for Purposes of Punishment, Reduction in Salary Caused by a Reassignment):**

- a) The formal rules of evidence do not apply, although the hearing officer shall have discretion to exclude evidence that is incompetent, irrelevant or cumulative, or the presentation of which will otherwise consume undue time.
- b) The parties may present opening statements.
- c) The parties may present evidence through documents and direct testimony.
- d) The parties shall have the right to cross-examine witnesses.
- e) Following the presentation of evidence, if any, the parties may present closing arguments.
- f) The hearing shall be audio recorded or reported by a court reporter.
- g) The unit member may be represented by a representative of their choice at all stages of the proceedings. All costs associated with such representation and the presentation of the unit member's case shall be borne by the unit member.
- h) The District shall also be entitled to representation at all stages of the proceedings. The District shall bear its cost of representation and presentation of its case.
- i) The cost of a hearing officer shall be divided equally between the POA and the District.
- j) The decision of the hearing officer shall be final subject to the right of each party to the proceeding to contest the hearing officer's determination by means of a C.C.P. § 1094.5 petition for writ of mandate.

**H) General Disciplinary Provisions (Formal):**

- 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 Chief of Police, or their designee, 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 will be accorded a Skelly conference with the Vice Chancellor of Operations or Chancellor, or their 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 Chief Human Resources Officer, or their designee, 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.
- 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 Vice Chancellor of Operations, or their designee, and the unit member. The Vice Chancellor of Operations, or their 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 Vice Chancellor of Operations, or their 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 will 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 Vice Chancellor of Operations, or their 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 the Chief of Police and the Vice Chancellor of Operations.



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 Chief Human Resources Officer, or their designee, 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 34, Section 5, D.

## **Article 34 – 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 POA and who have been adversely and specifically affected by the misapplication of a specific term or condition of the bargaining agreement.
- C) A "day" (for the purposes of this grievance policy) is any day on which the central administrative office, also known as the District Office, of the State Center Community College District is open for business.
- D) The "immediate supervisor" is the first administrator not within the same bargaining unit as the grievant and having immediate jurisdiction over 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 extended or waived by mutual written consent of the parties.

### **Section 3. Other Provisions**

- A) Unit members have the right to present grievances to the District 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 District and exclusive representative to refer the matter to the PERB;
  - 3. is not involved in a failure of the District 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 District 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 District prior to a final decision.
- B) "Application" - Grievances as defined in this Agreement in Article 34, Section 1, shall be brought only through this procedure.
- C) "Grievance Processing - Limits" - The grievance procedure must be invoked within thirty (30) calendar days of the time the grievance or alleged grievance could reasonably have become known to the member.
- D) Unit Member Legal Rights -- Nothing contained herein shall deny to any unit member their rights under state or federal constitution laws. The District strictly prohibits retaliation against any unit member for filing a grievance or for participating in a grievance investigation. All allegations of retaliation will be swiftly and thoroughly investigated. If the District determines that retaliation has occurred, it will take all reasonable steps within its power to stop such conduct. Individuals who engage retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion. Any unit member who believes they have been retaliated against should immediately report such incidents by following the procedures described in Administrative Regulation 3435.
- E) Any grievance involving all unit members may begin at Level III.
- F) The unit member's grievance, all appeals, and responses shall be kept in a file separate from the unit member's personnel file.

#### **Section 4. Informal Discussion – Oral**

Within thirty (30) 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 POA representative, "grievance chairperson," or their designee, shall orally discuss with the Chief of Police, or their designee, the alleged grievance. Within ten (10) days, the Chief of Police, or their designee, shall give their oral response.

#### **Section 5. Formal Level:**

##### **A) Level I:**

1. Within ten (10) days of the oral response, if the grievance is not resolved, it shall be stated in writing on the "Classified Grievance Form" which may be in an electronic format, as provided by the District (and shown as Appendix III of this Agreement), signed by the grievant, and presented to the Chief of Police, or their designee.

2. The Chief of Police, or their designee, shall communicate their decision to the unit member in writing within ten (10) days after receiving the grievance.
3. Within the above time limits, either the grievant or the Chief of Police, or their 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 Vice Chancellor of Operations, or their 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 Chief of Police, or their designee.
3. The Vice Chancellor of Operations, or their designee, shall communicate the decision to the grievant in writing within twelve (12) days of receiving the appeal. Either the grievant or Vice Chancellor of Operations, or their 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) days, appeal the decision on the appropriate form to the Chancellor, or their designee.
2. This statement shall include copies of the original grievance and appeals, and written copies of the decisions rendered.
3. The Chancellor, or their designee, shall communicate their decision in writing to the grievant within fifteen (15) days.

**D) Level IV: Arbitration**

1. Within fifteen (15) days after receipt of the decision of the Chancellor, or their designee, the grievant may, upon written notice to the POA, request the grievance be submitted to arbitration under and in accordance with the prevailing rules of the American Arbitration Association. Only the POA (exclusive representative) may demand arbitration.
2. Within ten (10) working days after the District receives written notification of the Association's desire to arbitrate, the parties shall discuss whether they are willing to participate in voluntary mediation before a mutually agreed-upon mediator and upon such terms and conditions that they agree upon. In the event the parties agree to mediation, the selection of the arbitrator shall be held in abeyance until the conclusion of the mediation process. Either party can terminate the medication process at any time by giving written notice to the other party.

3. If the parties do not agree to mediation, or if one party terminates the mediation process, the parties shall have fifteen (15) working days to agree upon an arbitrator. If no agreement is reached, the parties shall request seven (7) names from the California State Conciliation Service and shall, by alternate striking of names, select an arbitrator. The arbitrator shall be bound by the arbitration standards enumerated below.
4. **Powers of the Arbitrator:** The arbitrator shall have no power to disregard, alter, amend, change, modify, add to, or subtract from any of the terms of this Agreement nor establish, alter, or modify any salary structure, but shall determine whether or not there has been a violation of this Agreement as complained of by the grievant and the arbitrability of any grievance where arbitrability is questioned by either party. The decision of the arbitrator shall be based solely upon the evidence and arguments presented to them by the respective parties in the presence of each other, and upon post-hearing briefs of the parties. However, the arbitrator may also make official notice of a matter of fact or law that is appropriate for official notice by the statutory or decisional law of the State of California or of the United States.

The arbitrator shall, therefore, not have authority, nor shall they consider it their function to decide any issue not properly before them or to interpret or apply the Agreement so as to change what can fairly be said to have been the intent of the parties as determined by generally accepted rules of contract construction. The arbitrator shall not render any decision or award, or fail to render any decision or award, merely because in their opinion such decision or award is fair or equitable. No decision or award rendered by the arbitrator shall be retroactive beyond the beginning of the period specified in Level I of the grievance procedure set forth in this Article.
5. All fees and expenses of the arbitrator shall be shared equally by the District and POA. 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.
6. The decision of the arbitrator shall be final and binding on all parties.

## **Section 6. Witness and Grievant Release Time**

The District and POA (exclusive representative) may call witnesses. Any unit member attending the hearing as a witness in connection with the grievance procedure during working hours, shall request release time according to Article 7, Section I.

The grievant and their representative shall be provided release time without loss of compensation for the purpose of attending grievance conferences or hearings. Release time shall not be provided for a grievance investigation or preparation. Reasonable release time shall be made available for the express purposes set forth in the Educational Employment Relations Act.

## **Section 7. Complaints Not Covered in This Article**

Any complaint not covered by the grievance definition shall be resolved through the District

complaint procedure. A complaint procedure form shall be made available through the Human Resources Office.

### **Article 35 – 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 POA and the District which shall be limited in frequency to not more than one (1) such study in any five (5) year period. The District and POA shall meet and confer regarding the comparator agencies used in the salary study.

### **Article 36 – 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 bargaining unit member within the effective period of the Agreement.



### **Article 37 – Openers**

- A) The District and POA 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 will run through June 30, 2028.
- B) If, during the term of this Agreement, the Personnel Commission is terminated, the parties agree to negotiate articles for classification, and reclassification.

## **Article 38 – CalPERS Safety Retirement**

CalPERS Safety is a retirement benefit for state safety members. State safety members are individuals employed by the state who are involved in law enforcement, fire suppression, the protection of public safety, or who are employed in a position designated by law as “state safety.”

### **Section 1. Plan Benefits:**

The District shall provide unit members with the CalPERS Safety plan effective February 1, 2019, with the following benefits:

- 2.7% @ 57 for members hired before January 1, 2013 with a one (1) year average compensation formula.
- 2.7% @ 57 for members hired on or after January 1, 2013 with a three (3) year average compensation formula.

### **Section 2. Survivor Benefits:**

The District’s CalPERS Safety plan benefits include the Survivor Allowance (PRSA) provision. The 1959 Survivor Benefit is an additional program and will not be included in the District’s CalPERS Safety plan.

### **Section 3. Social Security Benefits:**

Effective June 1, 2023, unit members will contribute to Social Security and will have social security taxes deducted from their paycheck. The District will contribute to social security on behalf of the unit members.

## **Article 39 - Peace Officer Bill of Rights**

The Peace Officer Bill of Rights shall apply to all unit members,  
Link to POBR:

[https://leginfo.legislature.ca.gov/faces/codes\\_displayText.xhtml?lawCode=GOV&division=4.&title=1.&part=&chapter=9.7.&article](https://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=GOV&division=4.&title=1.&part=&chapter=9.7.&article)

## Agreement

This Agreement, made and entered into this 13 day of August 2025, between the State Center Community College District and the Peace Officers' Association, 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, 2028.

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 37, 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 13 day of August 2025**

State Center Community College



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Julianna D. Mosier,  
Vice Chancellor, Human Resources

Peace Officers Association

  
Robert Kifer 2 Aug 15, 2025 22d 18d 27 P DTJ

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Robert Kifer,  
Chief Negotiator



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Eric Azarvand,  
POA Labor Consultant

## **Appendix I - POA Bargaining Unit Classifications**

Classifications	Salary Range
Police Sergeant	76
Police Officer	68

## Appendix II – Annual Salary Schedule

<b>SCCCD Personnel System</b> <b>POA Annual Salary Schedule: P (Yearly Amounts)</b> <b>Effective July 1, 2025</b>					
<b>Range</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
<b>65</b>	\$79,582	\$83,459	\$87,685	\$92,051	\$96,660
<b>66</b>	\$81,577	\$85,585	\$89,860	\$94,402	\$99,189
<b>67</b>	\$83,459	\$87,685	\$92,051	\$96,660	\$101,474
<b>68</b>	\$85,585	\$89,860	\$94,402	\$99,189	\$104,044
<b>69</b>	\$87,685	\$92,051	\$96,660	\$101,474	\$106,553
<b>70</b>	\$89,860	\$94,402	\$99,189	\$104,044	\$109,218
<b>71</b>	\$92,051	\$96,660	\$101,474	\$106,553	\$111,922
<b>72</b>	\$94,402	\$99,189	\$104,044	\$109,218	\$114,722
<b>73</b>	\$96,660	\$101,474	\$106,553	\$111,922	\$117,495
<b>74</b>	\$99,189	\$104,044	\$109,218	\$114,722	\$120,516
<b>75</b>	\$101,474	\$106,553	\$111,922	\$117,495	\$123,473
<b>76</b>	\$104,044	\$109,218	\$114,722	\$120,516	\$126,540
<b>77</b>	\$106,553	\$111,922	\$117,495	\$123,473	\$129,560
<b>78</b>	\$109,218	\$114,722	\$120,516	\$126,540	\$132,738
<b>79</b>	\$111,966	\$117,544	\$123,517	\$129,653	\$136,027

\*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 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%

\*A special assignment increase of 5% is granted for all hours worked when specially assigned as a Field Training Officer or Range Master.

\*Hired prior to July 1, 2025, a POST Certificate differential increase is granted after a permanent unit member receives: Intermediate POST Certificate = 3%; Advanced POST Certificate = 5%

\*Hired on or after July 1, 2025, a POST Certificate differential increase is granted to unit members who possesses or subsequently obtains the following POST Certificate: Intermediate POST Certificate = 3%; Advanced POST Certificate = 5%

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

## Appendix III – SCCC Police Grievance Form

### SCCCD Police Grievance Form

Name:	Assignment/Location:	Date:	
(see Article 34 – Grievance procedure)			
Date of event creating grievance:			
Indicate the specific contract provision(s) allegedly violated, misapplied or misinterpreted:			
Describe how you believe the contract was violated:			
Remedy sought:			
Grievant Signature	Date	Grievant Representative (if any)	Date
Date Informal Discussion Requested		Date of Informal Discussion	
Date of Oral Response by Chief of Police			

#### Level I: Step 1 – Chief of Police response to Grievance

Date of Receipt by Chief of Police	Date of Personal Conference (if applicable)
Chief of Police, or their designee, Written Decision (attach additional pages if necessary):	
Signature	Date of Written Decision
Grievance Resolved <input type="checkbox"/>	Grievance Denied <input type="checkbox"/>

#### Level I: Step 2 – Employee response to Level I decision & reasons for appeal to Level II

Date of Receipt by Employee	Decision Acceptable: Yes <input type="checkbox"/> No <input type="checkbox"/> Appeal to Level II: <input type="checkbox"/>		
Employee response to Step 1 decision and if not acceptable, reasons for appeal to Level II (attach additional pages if necessary):			
Grievant Signature	Date	Grievant Representative (if any)	Date

**Level II: Step 1 – Vice Chancellor of Operations response to Grievance**

Date of Receipt by Vice Chancellor of Operations	Date of Personal Conference (if applicable)
Vice Chancellor of Operations, or their designee, Written Decision (attach additional pages if necessary):	
Signature	Date of Written Decision
Grievance Resolved <input type="checkbox"/>	Grievance Denied <input type="checkbox"/>

**Level II: Step 2 – Employee response to Level II decision & reasons for appeal to Level III**

Date of Receipt by Employee	Decision Acceptable: Yes <input type="checkbox"/> No <input type="checkbox"/> Appeal to Level II: <input type="checkbox"/>		
Employee response to Level II decision and if not acceptable, reasons for appeal to Level III (attach additional pages if necessary):			
Grievant Signature	Date	Grievant Representative (if any)	Date

**Level III: Step 1 – Chancellor response to Grievance**

Date of Receipt by Chancellor			
Chancellor, or their designee, written decision (attach additional pages if necessary):			
Signature	Date of written decision		
Grievance Resolved <input type="checkbox"/>	Grievance Denied <input type="checkbox"/>		

**Level III: Step 2 – Employee response to Level III decision & reasons for appeal to Level IV**

Date of Receipt by Employee	Decision Acceptable: Yes <input type="checkbox"/> No <input type="checkbox"/> Appeal to Level II: <input type="checkbox"/>		
Employee response to Level III decision and if not acceptable, reasons for appeal to Level IV (attach additional pages if necessary):			
Grievant Signature	Date	Grievant Representative (if any)	Date

**Level IV: Final and Binding Decision of the Arbitrator**

Date of Receipt	Date of Voluntary Mediation (if applicable) Grievance Resolved: Yes <input type="checkbox"/> No <input type="checkbox"/>
Date of Hearing	Date of Decision