

# **CONTRACT**

**BETWEEN**

**WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT**

**AND**

**SCHOOL SUPERVISORS ASSOCIATION/  
INTERNATIONAL FEDERATION OF PROFESSIONAL  
AND TECHNICAL ENGINEERS LOCAL 21**

July 1, 2021 – June 30, 2022

# TABLE OF CONTENTS

ARTICLE 1 - AGREEMENT .....	1
1000 PARTIES.....	1
ARTICLE 1.1 - RECOGNITION.....	1
1100 AUTHORITY .....	1
1101 THE APPROPRIATE UNIT IS AS FOLLOWS.....	1
1102 POSITIONS CLASSIFICATIONS REMAIN IN UNIT.....	3
1103 NOTIFICATION OF NEW POSITIONS .....	3
1104 UNFILLED POSITIONS .....	3
ARTICLE 2 - ORGANIZATIONAL SECURITY .....	3
2000 DUES CHECK OFF .....	3
2001 MAINTENANCE OF MEMBERSHIP .....	3
2003 REMITTANCE OF DUES.....	4
ARTICLE 3 - WORK SCHEDULE .....	5
3000 WORKDAY .....	5
3001 WORK WEEK.....	5
3002 WORK YEAR.....	5
3003 SUMMER WORK SCHEDULE.....	6
3004 DISTANCE WORK PROTOCOLS.....	6
ARTICLE 3.1 - SALARY .....	6
3100 DUTIES AND RESPONSIBILITIES (JOB DESCRIPTION).....	6
3101 REGULAR RATE OF PAY .....	6
3102 SALARY ADVANCEMENT.....	6
3103 PROMOTION - EFFECT UPON RATE OF COMPENSATION.....	6
3104 DEMOTION - EFFECT UPON RATE OF COMPENSATION.....	7
3105 EFFECT OF CERTAIN MISCELLANEOUS ACTIONS UPON SALARIES .....	7
3106 TEMPORARY WORK IN HIGHER CLASSIFICATION .....	7
3107 RECLASSIFICATION.....	7
3108 OVERTIME .....	7
3109 CALL BACK.....	8
3110 DETERMINATION OF HOURLY RATE OF PAY.....	8
3111 LONGEVITY .....	8
3112 CERTIFICATION AND LICENSE DIFFERENTIAL.....	9
3113 LAYOFF PROCEDURES .....	9
ARTICLE 3.2 - SALARY SCHEDULES AND INCREASES .....	11
3200 SALARY SCHEDULES .....	11
ARTICLE 3.3 - ADMINISTRATIVE POSITIONS .....	11
3300 ACKNOWLEDGMENT OF ADMINISTRATIVE POSITIONS.....	11
3301 INTENT OF PARTIES .....	12
3302 APPLICATION OF AGREEMENT.....	12
3303 VACATION.....	12
3304 EVALUATION.....	13
3305 LONGEVITY .....	13
3306 SALARY .....	13

3307 WORK HOURS, OVERTIME, HOLIDAY PAY, CALL BACK PAY .....	13
ARTICLE 4 - HIRING, PROMOTIONS AND TRANSFERS .....	13
4000 OBJECTIVE.....	13
4001 VACANCY NOTICE.....	14
4002 METHOD OF RECRUITMENT .....	14
4003 SCREENING REVIEW .....	14
4004 INTERVIEW .....	14
4005 QUALIFIED APPLICANTS LISTING .....	14
4006 ELIGIBILITY LISTS .....	14
ARTICLE 5 - BENEFITS .....	15
5000 HEALTH BENEFITS FOR ACTIVE AND RETIREES SHALL BE IN ACCORDANCE WITH THE 2005-2008 .....	15
5001 MEDICAL BENEFITS.....	15
5002 PRESCRIPTION DRUG PLAN .....	15
5003 DENTAL BENEFITS.....	15
5004 VISION.....	15
5005 HEALTH AND OTHER BENEFIT PLANS CONTINUED DURING PAID STATUS .....	16
5006 CONTINUATION RETIREMENT .....	16
5007 RETIREE HEALTH BENEFITS .....	16
5008 EMPLOYEE PERSONAL PROPERTY .....	17
5009 RETIREMENT .....	17
5010 ADDRESS AND CHANGE OF ADDRESS .....	17
ARTICLE 5.1 - VACATION .....	18
5100 VACATION ENTITLEMENT.....	18
5102 VACATION TAKEN .....	18
5103 VACATION ACCUMULATION.....	18
5104 VACATION UPON SEPARATION FROM SERVICE .....	18
5105 ILLNESS/ACCIDENT DURING VACATION .....	18
ARTICLE 5.2 - ACCIDENT AND ILLNESS LEAVE.....	19
5200 ACCIDENT AND ILLNESS LEAVE .....	19
5201 USE OF SICK LEAVE .....	19
5202 EXHAUSTED PAID LEAVE .....	19
5203 RE-EMPLOYMENT AFTER EXHAUSTED PAID LEAVE.....	19
ARTICLE 5.3 - OTHER PAID LEAVE .....	22
5300 PERSONAL NECESSITY LEAVE .....	22
5301 BEREAVEMENT LEAVE .....	22
5302 PERSONAL LEAVE FOR FAMILY ILLNESS .....	23
5303 JURY DUTY OR WITNESS LEAVE .....	23
5304 PATERNITY LEAVE .....	23
5305 ADOPTION .....	23
5306 NO DISCRIMINATION BECAUSE OF PREGNANCY .....	23
5307 ASSOCIATION LEAVE.....	23
5308 HOLIDAY SCHEDULE .....	23
ARTICLE 5.4 - INDUSTRIAL ACCIDENT OR ILLNESS LEAVE.....	24
5400 INDUSTRIAL ACCIDENT OR ILLNESS LEAVE.....	24
ARTICLE 5.5 - UNPAID LEAVE .....	24
5500 HEALTH LEAVE .....	24
5501 MILITARY LEAVE .....	25
5502 PREGNANCY DISABILITY LEAVE .....	25
5503 CHILD CARE LEAVE .....	25
5504 FAMILY AND CARE LEAVE .....	26

ARTICLE 6 - SUSPENSION, DEMOTION OR DISMISSAL.....	26
6000 GENERAL PROVISIONS.....	26
6001 CAUSES .....	26
6002 PROCEDURES PRIOR TO IMPOSITION OF DISCIPLINE .....	27
6003 NOTICE OF PROPOSED DISCIPLINARY ACTION.....	28
6004 EMPLOYEE DEMAND FOR A HEARING.....	28
6005 EMPLOYEE FAILURE TO RESPOND .....	28
6006 IMPOSED LEAVE PENDING HEARING .....	28
6007 CLASSIFIED SUPERVISORY EMPLOYEE DISCIPLINARY HEARING PROCEDURE .....	28
6008 PRESENTATION OF EVIDENCE.....	29
6009 HEARING OFFICER’S RECOMMENDED DECISION .....	29
6010 EFFECTIVE DATE OF DECISION .....	29
6011 DECISION IS FINAL AND CONCLUSIVE .....	29
ARTICLE 7 - GRIEVANCE PROCEDURE .....	30
7000 GRIEVANCE DEFINED .....	30
7001 INFORMAL PROCEDURE.....	31
7002 FORMAL LEVEL I: DIRECTOR OF HUMAN RESOURCES.....	31
7003 FORMAL LEVEL II: SUPERINTENDENT OR DESIGNEE .....	31
7004 APPEAL LEVEL I: MEDIATION (OPTIONAL).....	31
7005 APPEAL LEVEL II: ARBITRATION.....	31
7006 NOTIFICATION TO SSA/IFPTE LOCAL 21 .....	31
ARTICLE 8 - EVALUATION .....	32
8000 GOAL.....	32
8001 OBJECTIVES.....	32
8002 DIVISION HEAD, DEPARTMENT HEAD AND PRINCIPAL .....	32
8003 ASSISTANT SUPERINTENDENT OF HUMAN RESOURCES .....	32
8004 PROBATIONARY EMPLOYEES.....	32
8005 PERMANENT EMPLOYEES .....	32
8006 EVALUATION FORMS.....	33
8007 EMPLOYEE EVALUATION RIGHTS.....	33
ARTICLE 9 - MANAGEMENT RIGHTS.....	33
9000 MANAGEMENT RIGHTS CONTINUED.....	33
9001 MANAGEMENT AND CONTROL OF THE DISTRICT.....	33
9002 MANAGING THE WORK AND WORK FORCE .....	33
9003 DETERMINING SERVICE, SUPPLIES, METHODS AND OPERATION.....	33
9004 RULES AND REGULATIONS .....	33
ARTICLE 9.1 - CONTINUITY OF SERVICE.....	34
9100 WORK CONTINUATION PROVISION.....	34
9101 PARTIES TO COMPLY WITH ALL ARTICLES.....	34
ARTICLE 10 - ENTIRE AGREEMENT .....	34
10000 DISTRIBUTION OF AGREEMENT .....	34
10001 TERM OF AGREEMENT.....	34
10002 EFFECTIVE DATE OF AGREEMENT .....	34
ARTICLE 11 - MISCELLANEOUS PROVISIONS .....	35
11000 SSA/IFPTE LOCAL 21 USE OF DISTRICT BULLETIN BOARDS .....	35
11001 PAY FOR GRIEVANCE PROCEDURE DUTIES.....	35
11002 SEMINARS, WORKSHOPS AND TRAINING .....	35
11003 STAFF DEVELOPMENT .....	35
11004 INVALID PROVISION .....	35
11005 NEGOTIATIONS CONCLUDED .....	35
11006 FEDERAL AND STATE LAWS APPLY TO AGREEMENT .....	35

11007 CHANGES NECESSITATED BY LAW.....	35
Appendix A - TITLE AND SALARY RANGE .....	37
APPENDIX B -_Holidays.....	40
APPENDIX C - SALARY SCHEDULES.....	41
APPENDIX D - SCHOOL CALENDARS.....	44
APPENDIX F -_EVALUATION FORM.....	48
INDEX .....	56

# **ARTICLE 1**

## **AGREEMENT**

### **1000 Parties**

This Agreement is entered into as of its date of ratification by and between School Supervisors Association/International Federation of Professional and Technical Engineers, Local 21 (hereinafter referred to as SSA/IFPTE LOCAL 21) and the Governing Board of the West Contra Costa Unified School District (hereinafter referred to as the District).

## **ARTICLE 1.1**

### **RECOGNITION**

#### **1100 Authority**

This Agreement is entered into and pursuant to Chapter 10.7, Sections 3540 through 3549 of the Government Code (herein referred to as the Act), and covers those employees employed in positions in the appropriate employee unit recognized by the Board of Education of the West Contra Costa Unified School District, June 8, 1977. SSA/IFPTE LOCAL 21 is hereby recognized as the exclusive representative for those employees employed in the above referenced unit with respect to the scope of representation as defined in Section 3543.3 of the Act.

#### **1101 The Appropriate Unit is as Follows**

All classified supervisory employees of West Contra Costa Unified School District in the following positions:

- Administrative Services Contract Manager
- After School Program Coordinator
- Assessment Supervisor
- Assistant Maintenance Coordinator
- Assistant Operation Coordinator
- Campus Safety Specialist Supervisor
- Case Specialist Title IX
- Charter Schools Financial Coordinator
- Chief Interpreter/Translator
- Coordinator of Business Services
- Coordinator of Business/Fiscal Service
- Coordinator, Community Engagement
- Coordinator, Disaster and Safety Preparedness
- Coordinator Electronic Communications
- Coordinator of African American Student Achievement
- Coordinator of HR Data Systems
- Coordinator of Payroll/Benefits

Coordinator of Position Control  
Coordinator Work Based Learning WBL  
Coordinator, Youth Development Program  
Custodial Services Supervisor  
Custodial Supervisor, Middle/Junior High School  
Custodial Supervisor, Senior High School  
Data Integration Analyst Programmer  
Database Administrator  
Disability Compliance Program Coordinator  
Early Learning Program Supervisor  
Employee Health, Safety and Training Manager  
FAB Lab Manager  
Financial Systems Analyst  
Fiscal Fund Supervisor  
Fiscal/Project Accountant Analyst  
Food Service Area Supervisor  
Food Services Cook Manager  
Food Services Production Supervisor  
Food Services Assistant Production Supervisor  
Food Services Coordinator  
Food Services Operations and Maintenance Supervisor  
Food Services Warehouse Supervisor  
Health Assistant LVN  
MIS Production Supervisor  
Network Engineer  
Office Manager  
Payroll Supervisor  
Principal Accountant  
Recruitment Coordinator  
Risk Manager  
School Site Safety Specialist (S4) Supervisor  
Senior Administrative Assistant  
Senior Human Resources Assistant  
Senior Network Engineer  
Social Work Specialist  
Speech Pathology Assistant (SLPA)  
State Reporting Coordinator  
Student Information Services Supervisor  
Student Support Services Supervisor  
Supervisor Library Services  
Technical Operations Supervisor  
Theater Technician Manager  
Vocational Education Transition Specialist  
Warehouse Services Supervisor

*\*Indicates Dormant Classification*

NOTE: Substitute (After 30 days), Temporary, Limited, and Short Term Supervisor(s) are also part of this unit.

### **1102 Positions Classifications Remain in Unit**

District agrees that the above listed classifications (Section 1101) will remain in the bargaining unit during the term of this contract regardless of future title changes.

### **1103 Notification of New Positions**

District agrees to give prior notification to SSA/IFPTE LOCAL 21 when any new position(s) is created with supervisory or lead functions.

### **1104 Unfilled Positions**

In the event the District determines a position in this bargaining unit is to remain unfilled for longer than thirty (30) days, the District must notify SSA/IFPTE LOCAL 21 in writing. Substitute(s) may not be used in unfilled positions.

## **ARTICLE 2 ORGANIZATIONAL SECURITY**

### **2000 Dues Check Off**

SSA/IFPTE LOCAL 21 shall have the sole and exclusive right to have membership dues and initiation fees deducted for all employees in the bargaining unit by the District.

Upon receipt of an employee's signed membership or other authorization form, including an authorization consistent with the Uniform Electronic Transactions Act, the District will deduct the appropriate dues or fees from the employee's pay, as established and as may be changed from time to time by SSA/IFPTE LOCAL 21 and remit such dues or fees to SSA/IFPTE LOCAL 21. Deductions will continue unless the employee mails a written revocation to SSA/IFPTE LOCAL 21 in accordance with the terms of the authorization form, or absent any such terms, by mailing a written revocation to the Union that is postmarked during the 30 day period immediately prior to the annual anniversary of the date on which the employee signed an authorization.

The District shall initiate payment to the designated payee within ten (10) days of the deduction, all sums so deducted.

### **2001 Maintenance of Membership**

Employees who are members of SSA/IFPTE LOCAL 21, upon the signing of this Agreement, shall remain members of SSA/IFPTE LOCAL 21 until the Agreement has been terminated and all employees who join after the Agreement has been signed shall remain members of SSA/IFPTE LOCAL 21 for the duration of this contract.

#### **2002.01 Error Correction**

District agrees to deduct the correct dues, as specified in writing by SSA/IFPTE LOCAL 21. The District will make every effort to correct any errors within five (5) days of written notice from SSA/IFPTE LOCAL 21.



### **2003 Remittance of Dues**

The amounts deducted pursuant to Sections 2000, 2001 and 2002 shall be remitted promptly to SSA/IFPTE LOCAL 21 with an alphabetical list of the employees from whom deducted.

**2004.** The District shall provide SSA/IFPTE LOCAL 21 written notice of, and access to, new employee orientation/onboarding meetings and information, as set forth below.

A. Notice: The Employer shall provide at least 15 business days' written notice, by email to addresses that the Union shall provide to the Employer, of all new employee orientations and onboarding meetings, whether the orientation takes place in person, online or through any other medium in which Employer personnel advise one or more newly-hired employees in a SSA/IFPTE LOCAL 21-represented bargaining unit (hereinafter, "new employees") of information regarding employment status, rights, benefits, duties, responsibilities, or any other employment-related matters

B. Access: At all orientation/onboarding meetings as defined in part A above, the Union shall be afforded thirty (30) minutes to meet privately with (and provide materials and information to) all SSA/IFPTE LOCAL 21-represented new employees who are present, without management personnel or any other persons present.

C. Alternate Process for New Employees Whose Onboarding is One-on-One or Otherwise Not at a Group Meeting: To the extent that a new employee's onboarding/orientation process is individualized for that new employee, and/or to the extent that a new employee for any reason does not within 60 days of beginning work attend a group orientation/onboarding meeting satisfying parts A and B above, the following alternate provisions shall apply in lieu of parts A and B:

1. The Union shall notify the new employee and labor relations of a proposed thirty (30) minute time slot, during normal working hours, for up to two Union representatives to meet privately with (and provide materials and information to) the new employee, without management personnel or any other persons present. Up to two of the Union's representatives may be bargaining unit members, and any such bargaining unit members shall be on without-loss-of-pay status.
2. For reasons of operational necessity only, the Employer may notify the Union that the proposed time is unworkable and that the Union must propose an alternate time.

D. Information Exchange: Within sixty (60) days of hiring an employee, or by the first pay period of the month following hire, the employer will provide SSA/IFPTE Local 21 with the below listed information in a digital or other usable data format:

1. Name
2. Job Title
3. Department
4. Work Location
5. Telephone number(s) [work, home and personal cellular]
6. Personal email addresses on file with employer

## 7. Home Address of the new hire

Similarly, the District will also provide the Union (SSA-Local 21) with the above detailed information for all employees within the Bargaining Unit at least every one hundred and twenty (120) calendar days in a digital or other usable data format.

- E. Indemnification: It is specifically agreed that the District assumes no obligations or liability, financial or otherwise, pursuant to payroll deductions other than those specified in this article. SSA/IFPTE Local 21 agrees that it will indemnify and hold the District harmless from any claims, actions, or proceedings by any person or entity, arising from deductions made by the District pursuant to this article.

## **ARTICLE 3 WORK SCHEDULE**

### **3000 Workday**

The workday for employees subject to this Agreement shall be seven and one-half (7-1/2) hours. However, if the District implements grant funded or specially funded programs which necessitate less than full time positions, the District will notify SSA/IFPTE LOCAL 21 in advance to meet and confer regarding the appropriate hours of work for such positions. As a shift differential the Assistant Custodial Supervisors shall work the same hours as those employees they supervise.

It is understood by both parties the District has the right to set work hours including the beginning and ending times of each day. The District may adjust employee workday calendars to better meet the operational needs of the District, shall meet and confer. By mutual agreement of the employee and their supervisor the beginning and ending times of the workday may vary from day to day to meet the operational needs of the District.

### **3001 Work Week**

The work week for employees shall be thirty-seven and one-half (37-1/2) hours.

### **3002 Work Year**

The work year for all employees subject to this Agreement, except those listed in Section 3002.01 shall be twelve (12) months.

#### **3002.01 Eleven Month Employees**

Employees in the following classifications shall have a work year of eleven (11) months:

Food Services Assistant Production Supervisor (238)  
Food Services Cook Manager (208)

### **3003 SUMMER WORK SCHEDULE**

The Summer work schedule, beginning the week following the last week of school and ending the first week of August, shall shift to a 4-day work week. Full time employees shall work 9.375 hours per day and have the Friday of that week as a non-work day. Should a holiday fall on the week (Independence Day / Juneteenth) the full time employees shall revert to a normal 7.5 hour workday for that week and received the paid holiday as a day off.

1. Employees in Operations support classifications, may, with supervisor consent, remain on a traditional 5-day work schedule during this period.
2. Employees may choose to continue to work a 7.5 hour day with supervisor notification and have vacation time deducted daily for the balance of the work day during this summer schedule

### **3004 DISTANCE WORK PROTOCOLS**

The parties agree to meet and confer to develop protocols for distance work during the 2021 - 2022 school year. These protocols, which do not impact direct services to students, will be defined by specific job classification / title and shall be piloted, through an MOU, for possible inclusion into the successor contract.

## **ARTICLE 3.1 SALARY**

### **3100 Duties and Responsibilities (Job Description)**

It shall be the responsibility of the District to ascertain and record the duties and responsibilities of all supervisory positions.

### **3101 Regular Rate of Pay**

The regular 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 Appendix A and C incorporated as part of this Agreement.

#### **3101.01 Supervisor/Subordinate Pay Ratio**

The pay range of each supervisor covered by this contract shall be not less than five (5) pay ranges above the highest paid employee directly supervised. This ratio shall not apply between positions within this unit.

### **3102 Salary Advancement**

An employee occupying a regular full-time or part-time position will advance to the next higher step on the appropriate salary range on July 1 of each year upon satisfactory completion of six (6) months of the calendar year of service in the class.

### **3103 Promotion - Effect upon Rate of Compensation**

An employee promoted to a higher classification shall advance to the nearest step in the new salary range providing such advance is at least five (5) percent higher than the previous salary. However, no employee shall advance higher than the maximum step in the new salary range.

### **3104 Demotion - Effect upon Rate of Compensation**

The rate of compensation to be paid in cases of demotion shall be within the salary range limits of the classification to which the employee was demoted. In cases of demotion, voluntary, and in lieu of layoff, the employee shall receive the salary in the lower classification nearest to employee's present salary.

### **3105 Effect of Certain Miscellaneous Actions upon Salaries**

Any employee occupying a position which is reallocated to a class, the maximum for which is less than the incumbent's present salary or occupying a position in a class for which the salary rate or range is reduced, shall continue to receive their present salary. Such salary shall be known as a "Y Rated" position, subsequent appointments to that position shall be made in accordance with the provisions of the rules and the salary plan.

### **3106 Temporary Work in Higher Classification**

An employee who serves as a substitute for an employee in a higher classification, or an employee who is appointed in a Division Head, Department Head, or similar administrative position and assumes all or substantially all of the duties of the higher classification shall be paid the appropriate rate for the higher classification as stated in Section 3103 as though it were a promotion, beginning with the second day of such service with retroactive pay to the first day of service.

### **3107 Reclassification**

Any member of the unit may request a job audit when the member believes that, as a result of a gradual increase of duties, the position may warrant a salary range upgrade. The request for an audit must be submitted in writing, through SSA/IFPTE LOCAL 21 with copies to the member's manager or department head and to Human Resources. Such requests shall be made on a mutually approved form and submitted to Human Resources between the dates of October 1 and January 31. Human resources shall respond in writing to all reclassification requests prior to March 31 and shall notify the employee and SSA/IFPTE LOCAL 21 in writing of the recommendations as a result of the job audit. Any recommendation for job description modifications or salary range placement shall be subject to negotiations with SSA/IFPTE LOCAL 21. Any approved reclassification requests will be implemented no later than July 1 of each year.

### **3108 Overtime**

Overtime is that amount of time worked in excess of seven and one-half (7-1/2) hours in one day or thirty-seven and one-half (37-1/2) hours in one week.

#### **3108.01 Rate of Pay for Overtime**

Overtime pay shall be computed at the rate of time and one-half of the amount of time worked as overtime.

#### **1) Work beyond Five Day Week**

All hours worked beyond the work week of five (5) consecutive days shall be compensated at the overtime rate of time and one-half commencing on the sixth consecutive day of work.

#### **2) Work on Seventh Consecutive Day**

All hours worked on the seventh consecutive day of work up to seven and one-half (7-1/2) hours shall be compensated at double the regular rate of pay.

### **3) Work on Holidays and Beyond 7.5 Hours on Sixth and Seventh Day**

All hours worked on holidays designated by this Agreement and/or beyond 7-1/2 hours on the sixth and/or seventh day shall be compensated at two and one-half (2-1/2) times the regular rate of pay.

#### **3108.02 Authorization to Work Overtime**

When there is a need, principals or department heads may request supervisors to work overtime.

#### **3109 Call Back**

When an employee covered by this contract is called back for work, which was not pre-scheduled at least forty-eight (48) hours in advance, after having completed a workday or a work week, that individual shall be paid for no less than four (4) hours at the time and one-half rate of pay (1-1/2); however, should the call back be on a holiday, the individual shall be paid at two and one-half pay rate (2-1/2).

#### **3110 Determination of Hourly Rate of Pay**

Employees in this unit shall have their hourly rate of pay determined by dividing 162.5 into the monthly rate of pay.

#### **3111 Longevity**

Longevity pay for SSA/IFPTE LOCAL 21 members shall be as follows:

##### **3111.01 Five Years Service**

After five (5) years service (beginning with year 6) \$100.00 per month through the 10th year of service.

##### **3111.02 Ten Years Service**

After ten (10) years service (beginning with year 11) \$200.00 per month through the 15th year of service.

##### **3111.03 Fifteen Years Service**

After fifteen (15) years service (beginning with year 16) \$250.00 per month through the 20th year of service.

##### **3111.04 Twenty Years Service**

After twenty (20) years service (beginning with year 21) \$300.00 per month through the 25th year of service.

##### **3111.05 Twenty-Five Years Service**

After twenty-five (25) years service (beginning with year 26) \$325.00 per month.

##### **3111.06 Thirty Years Service**

After thirty (30) years service (beginning with year 31) \$350.00 per month.

##### **3111.07 Thirty-Five Years Service**

After thirty-five (35) years service (beginning with year 36) \$375.00 per month.

##### **3111.08 Longevity Earned**

Longevity is earned while in a paid status.

### **3112 Certification and License Differential**

The District shall pay five (5) percent differential to all supervisors who are required by the District to have and maintain a special license or certification in addition to any specified in their job descriptions.

### **3113 Layoff Procedures**

**3113.1** Reason for Layoff: Layoffs shall occur due to lack of work or lack of funds.

**3113.2** Forms of Layoff: Layoffs may take one (1) or more of the following forms:

1. An involuntary reduction in the number of days worked in a year;
2. An involuntary reduction in the number of hours worked in a day or week;
3. An involuntary reduction in classification through bumping by senior employees;
4. An involuntary reduction in salary or other compensation to avoid layoff;
5. Acceptance of bumping to a lower classification to avoid layoff is at the option of the employees affected.

**3113.3** Notice of Layoff: Unit members affected by layoff shall be given no less than sixty (60) calendar day's written notice of such action.

1. After the Board has determined that there is a lack of work or a lack of funds and has made the decision to lay off employees, the District will issue notices of layoff to the employees affected.
2. Employees to be laid off shall be notified by certified/registered mail sent to the most recent address provided to the District by the employee.
3. The notice shall be deposited in the U.S. mail no less than sixty (60) calendar days prior to the effective date of the layoff. Copies of notices shall be sent to the Union.
4. The notice shall contain effective day of layoff, displacement rights, if any, and reemployment rights.
5. The notice shall also contain a statement that the employee may be eligible for unemployment insurance.

**3113.4** Order of Layoff: Layoffs shall be based upon seniority within a class and higher classes within the District.

1. In determining order of layoff in a lateral class (where an employee moves or has moved from one (1) class to another class at the same salary range) the original class, prior to lateral movement, shall be considered a lower class for purposes of seniority within class.
2. Employees with the least seniority within the class, plus higher classes, shall be laid-off first.

3. Seniority shall be based on the hire date in a permanent paid status in a class plus higher classes, as of the date of layoff.

**3113.5** Bumping Rights:

1. An employee laid-off from his/her present class may bump into the next lower class in which the employee has previously served.
2. The accumulated service in the higher class plus the service of seniority in the present class shall determine the seniority within the class.
3. The employee may continue to bump into successive lower classes in which he/she has served to avoid layoff.
4. An employee may elect to be laid-off in lieu of bumping. Accepting such a layoff does not affect the employee's reemployment rights under this Agreement.
5. When an employee was initially employed in an identifiable entry-level position within an existing specific family grouping of the classifications, that employee shall retain seniority for that entry-level position even though the position has been reclassified and /or the title changed, provided the employee meets minimum qualification required for the entry-level position.
6. The position bumped into shall be a vacancy, if one exists, or shall be to that position of the lowest senior employee in the classification.

**3113.6** Equal Seniority: Where two (2) or more employees subject to layoff have equal class seniority, layoff shall be made on the basis of the last continuous hire date seniority. If the dates remain equal, layoff shall be made on the basis of total time in the district. If the seniority service times remains equal, time worked in the District, including substitute service shall be used to break the tie. If seniority remains equal, seniority shall be determined by lot to break the tie.

**3113.7** Reemployment Rights: Members laid-off are eligible for reemployment in reverse order of layoff for a period of thirty-nine (39) months and shall be mandatorily reemployed in preference to the District accepting new applicants within the class from which the layoff occurred. Employees who accept a reduction in time, or classification shall have (63) months of reemployment rights. Offers of reemployment shall be sent by certified mail to the employee's last known address. It is the responsibility of the laid off employee to provide the District with current address information.

An employee who accepts placement in a classification other than that from which they were laid off shall retain their full rights of reemployment to the previous classification from which laid off.

**3113.8**

1. Any employee who is improperly laid-off shall be reemployed immediately upon discovery of the error and shall be reimbursed for all loss of salary.

2. Any permanent or probationary employee who is laid-off and is subsequently reemployed shall retain that seniority earned prior to the effective date of the layoff.
3. No seniority shall be earned during periods of separation from employment in the District, except during authorized military leave.

### **3113.9**

The District and SSA/IFPTE LOCAL 21 agree that when layoff within the unit is anticipated, the parties shall meet in advance of Board layoff action to explore alternatives to layoffs.

## **ARTICLE 3.2 SALARY SCHEDULES AND INCREASES**

### **3200 Salary Schedules**

Salary schedules are attached as Appendix A and C and have been adjusted to include consistent step increments as of July 1, 2021.

### **3201 Salary Increase**

The parties agree to the following:

The Union and District agreed to modifications in the salary schedule and longevity increments for all SSA-IFPTE Local 21 represented classifications. These changes were implemented effective July 1, 2021 and are reflected in Appendix A and Appendix C.

## **ARTICLE 3.3 ADMINISTRATIVE POSITIONS**

### **3300 Acknowledgment of Administrative Positions**

The parties acknowledge the following are administrative positions in the SSA/IFPTE LOCAL 21 negotiations unit.

These positions include the following:

After School Program Coordinator  
Assistant Maintenance Coordinator  
Assistant Operations Coordinator  
Case Specialist Title IX  
Charter Schools Financial Coordinator



Chief Interpreter/Translator  
Coordinator, Community Engagement  
Coordinator of African American Student Achievement  
Coordinator of Business & Fiscal Services  
Coordinator of Business Services  
Coordinator, Disaster Preparedness and Safety  
Coordinator of HR Data Systems  
Coordinator of Payroll & Benefits Accounting  
Coordinator of Position Control  
Coordinator Work Based Learning WBL  
Coordinator, Youth Development Program  
Custodial Services Supervisor  
Data Integration Analyst/Programmer  
Database Administrator  
Disability Compliance Program Coordinator  
Employee Health, Safety and Training Manager  
Food Service Coordinator  
Network Engineer  
Recruitment Coordinator  
Risk Manager  
Sr. Network Engineer  
State Reporting Coordinator  
Student Info Services Supervisor  
Technology Operations Supervisor  
Theater Technician Manager  
Warehouse Services Supervisor

*\*Indicates Dormant Classification*

### **3301 Intent of Parties**

The parties intend to maintain the terms and conditions of employment of employees in the above administrative positions included to the unit with the exception of the changes negotiated by the District and the Union.

### **3302 Application of Agreement**

The provisions of this agreement will apply to the positions listed in this Article with the exceptions included herein.

### **3303 Vacation**

Employees will be eligible for four weeks' vacation for each year of employment. The vacation will be taken by the employee during the year it is earned at the time approved by the manager. Any vacation taken but not earned will be deducted from the last pay warrant of the year or of the person's employment. Vacation may be accumulated as other employees according to the section on Vacation Accumulation (See Article 5.1).

## **3304 Evaluation**

### **3304.01 Procedure**

The District will evaluate employees according to current practices. The parties may mutually agree to new procedures for evaluation either as part of future negotiations on the contract or apart from the negotiations.

### **3304.02 Frequency**

The parties agree to modify the evaluation frequency to provide that employees hired before January 1, 2001 will continue to be evaluated annually for the first five years of employment and every other year thereafter (more frequently with proper notice). The District will evaluate employees hired into the unit on or after January 1, 2001 at least once during their one year probationary period, and annually thereafter.

## **3305 LONGEVITY**

The employees will qualify for the longevity provisions of the agreement effective July 1, 2001.

## **3306 Salary**

The administrators' salary schedule is incorporated into the SSA/IFPTE LOCAL 21 salary schedule – Schedule 4B.

## **3307 Work Hours, Overtime, Holiday Pay, Call Back Pay**

### **3307.01 Exempt**

The employees in this article are exempt employees whose supervisory and administrative functions call for flexibility in work responsibilities and hours of work. As salaried employees they are exempt from overtime provisions of the contract, such as overtime, call back pay, holiday pay, etc.

### **3307.02 Extra Pay for Extra Work**

The District may pay extra stipends for extra work beyond the employee's responsibilities in extraordinary circumstances as recommended by the manager and approved by the division head prior to the work taking place. Such approval must be reduced to writing and signed by all three persons.

## **ARTICLE 4**

## **HIRING, PROMOTIONS AND TRANSFERS**

### **4000 Objective**

The District and SSA/IFPTE LOCAL 21 agree that it is the object of the following selection process to accomplish the following:

1. To allow the District to select the best qualified person for all supervisory positions.
2. To protect the interests of all SSA/IFPTE LOCAL 21 members.
3. To give members of SSA/IFPTE LOCAL 21 an equal opportunity to compete for all supervisory positions.
4. To establish a system of screening and selection of supervisors that is perceived as fair to all.

To achieve these objectives, the District and SSA/IFPTE LOCAL 21 jointly agree to the following process:

#### **4001 Vacancy Notice**

Announcements of vacancies in supervisory classifications will be sent to each member via electronic mail so unit members may request assignment transfers or promotions. Transfer requests will be considered and granted according to the best interests of the District. All employees interested in transferring or applying for a position must apply on the District's electronic application system.

#### **4002 Method of Recruitment**

If the original vacancy is not filled by transfer, the District Human Resources Department will fill positions through promotion and outside recruitment. An SSA/IFPTE LOCAL 21 unit member may apply for any vacant position, whether it is a transfer, promotion or demotion notwithstanding.

#### **4003 Screening Review**

All applicants' written material will be subject to a screening review, arranged by the Human Resources Department, to ascertain that all applicants meet the stated minimum requirements. All SSA/IFPTE LOCAL 21 applicants that meet the minimum requirements will progress to the interview process; outside applicants meeting requirements may be subject to other screening criteria to produce a manageable number of applicants.

#### **4004 Interview**

Only applicants qualified through Section 4002 above will be interviewed by a panel that will include representative(s) of the School Supervisors Association. The number of SSA/IFPTE LOCAL 21 representatives on an interview panel may equal but not exceed one half of the total number of panel members. A majority of the panel members must pass on an applicant for that person to be determined qualified.

#### **4005 Qualified Applicants Listing**

The alphabetized list of all the qualified applicants will be sent to the appointing administrator/manager who may interview and select as he or she see fit.

#### **4006 Eligibility Lists**

The Human Resources Department may establish, using the above process, eligibility lists for job classifications. The names on the eligibility lists will be arranged in alphabetical order and will be used to fill all appropriate vacancies for the period of one calendar year, or until the list contains only three or fewer names, whichever happens soonest.

## **ARTICLE 5**

### **BENEFITS**

#### **5000 Health Benefits for active and retirees shall be in accordance with the 2005-2008 contract through December 31, 2009.**

Status quo, except prorated for part-time employees.

##### **5001 Medical Benefits**

The District shall provide all eligible employees, their spouses, dependents, and domestic partners an opportunity to enroll in medical benefits as currently offered by CalPERS. Effective January 1, 2018 the district shall calculate the District contribution on an eighty percent (80%) district contribution and a twenty percent (20%) employee contribution based on the Bay Area Kaiser Permanente published rates. Once these rates are calculated, new employer/employee contributions will be established for 2021, and will be used as the published contributions for future years. Those rates are:

Employee Only:	\$ 651.91
Employee Plus One:	\$ 1301.82
Employee Plus Dependents:	\$ 1692.37

##### **5001.01 Cash In Lieu**

Effective January 1, 2007 the cash in lieu amount shall be \$300.00/month.

##### **5001.02 Part-time Employees**

An employee whose regular assignment is less than 7-1/2 hours per day is considered part-time.

Part-time employees hired July 1, 2009 shall be eligible for health benefits on a prorated basis effective January 1, 2010. Part-time employees whose primary assignment is more than 3-3/4 hours per day but less than 7-1/2 hours per day hired on or after July 1, 2009 shall be eligible for health benefits on a prorated basis. Part-time employees may elect to permanently forego (unless employee attains full time status) their eligibility for contribution to health benefits, including post-retirement benefits, and receive a cash in lieu payment of \$400 per month.

##### **5002 Prescription Drug Plan**

The above plans shall include prescription drug coverage with a co-payment paid by the employee.

##### **5003 Dental Benefits**

The District shall provide all eligible employees, their spouses, dependents, and domestic partners with the dental insurance plan currently offered by Delta Dental Service.

##### **5004 Vision**

The District shall provide all eligible employees, dependents and domestic partners with the vision coverage insurance plan currently offered by VSP through June 30, 2013.

### **5005 Health and Other Benefit Plans Continued During Paid Status**

District approved health plans and other benefits shall continue while the supervisor is in a paid status.

### **5006 Continuation Retirement**

Employees in the bargaining unit who retire and who subsequently become eligible for and successfully enroll in federal medical or dental insurance programs available to persons receiving OASHDI benefits, may be converted by the employer to supplemental coordination of benefit programs so long as the overall coverage for the retired employee of the bargaining unit is not less than would be received under the active employee program.

Current retirees will not be impacted by this agreement. The District's contribution formula for employees who retire prior to January 1, 2007 will not change.

### **5007 Retiree Health Benefits**

The District shall offer to eligible retiring employees the same health plans as are offered to active employees during the term of the employee's retirement. To be eligible for this benefit the employee must retire from WCCUSD, directly into PERS or STRS, be eligible for health benefits at the time of retirement and have attained the required years of service to the District as stated below.

1. The effective date of this section will be July 1, 2010. To be eligible for these benefits, employees must meet the requirements stated in the above paragraph and one of the following years of service requirements:
  - a. Current regular employees hired prior to January 1, 2007 who attain five continuous years of service with WCCUSD (as defined by PERS/STRS) shall have met the required years of service to the District for the purposes of this section. The maximum district contribution towards benefits for employees in this category shall be \$450.00 per month.
  - b. For Employees who have attained twenty years of continuous years of service with WCCUSD (as defined by PERS/STRS) by 6/30/10, the District shall pay a maximum contribution of \$550.00 per month.
  - c. Current regular employees hired after January 1, 2007 but prior to July 15, 2009 who attain ten continuous years of service with WCCUSD (as defined by PERS/STRS) shall have met the required years of service to the District for the purposes of this section. The maximum district contribution towards benefits for employees in this category shall be \$450.00 per month.
  - d. For employees hired on or after July 15, 2009, who attain twenty-five years of continuous years of service with WCCUSD (as defined by PERS/STRS) shall have met the required years of service to the District for the purposes of this section. The maximum district contribution towards benefits for employees in this category shall be \$450.00 per month until the employee reaches the age of 65. Thereafter, the District shall only pay a total of the CalPERS Health Benefits Program minimum allowable monthly unequal contribution amount for the enrollment in a health benefits plan of each eligible retiree, including enrollment of a maximum of one dependent. This amount shall increase by the minimum increase required by law. The District shall make no payment to retirees for prescription coverage not covered by CalPERS Health Benefits Program, vision or dental insurance.

- e. For employees hired on or after July 15, 2009, who do not attain twenty-five years of continuous years of service with WCCUSD (as defined by PERS/STRS), but do attain, under CalPERS rules, five years of service as defined by PERS/STRS, the District shall only pay a total of the CalPERS Health Benefits Program minimum allowable monthly unequal contribution amount for the enrollment in a health benefits plan of each eligible retiree, including enrollment of a maximum of one dependent. This amount shall increase by the minimum increase required by law. The District shall make no payment to retirees for prescription coverage not covered by CalPERS Health Benefits Program, vision or dental insurance.
- f. Commencing July 1, 2018, any employee hired after this date into the bargaining unit will not be eligible for benefits under this section. Members hired into the bargaining unit which previously had this benefit from another unit will be eligible based on offerings from this article.

## **5008 Employee Personal Property**

### **5008.01 General Provisions**

The Governing Board of the District will provide for the payment of the costs of replacing or repairing the job -required personal effects of an employee which are damaged in the line of duty without fault of the employee. Such items are eyeglasses, hearing aids, dentures, watches, jewelry, or articles of clothing. If the items are damaged beyond repair, the actual value of such items shall be paid. The value of such items shall be determined as the cost of the damaged thereto.

### **5008.02 Restrictions**

It is not the intention of this section to replace personal effects which are worn out through ordinary wear and tear. The Governing Board will be responsible for repair or replacement costs to a maximum of \$400 for any one incident.

### **5008.03 Time Limits and Substantiation**

Employees must submit a claim within thirty (30) days of occurrence. Any claim for repair or replacement shall be substantiated with evidence clearly indicting that the damaged was caused by circumstances beyond the control of the employee. Receipts for payment of loss will be required.

## **5009 Retirement**

All employees who work half -time or more become members of the Public Employees Retirement System. The employee and the District contribute to the retirement system to pay the employee's retirement benefits.

Employees also belong to Federal Social Security when they become members of the Public Employees Retirement System. An additional deduction is made from the employee's earnings and the District also contributes.

## **5010 Address and Change of Address**

Employees must keep on file in the Human Resources Office their residence address and permanent address, if different, and telephone number, if any. All employees shall immediately notify the Human Resources Office of any change of address.

## **ARTICLE 5.1**

### **VACATION**

#### **5100 Vacation Entitlement**

All employees covered by this contract shall be entitled to paid vacation, which is a vested right, as follows:

##### **5100.01 Two Weeks per Year**

For the first thirty-six (36) complete months of service – 5/6 of a day per month (2 weeks annually).

##### **5100.02 Three Weeks per Year**

Beginning with the thirty -seventh month through the tenth year - 1 and 1/4 days per month (3 weeks annually).

##### **5100.03 Four Weeks per Year**

Beginning with the eleventh year on - 1 and 2/3 days per month (4 weeks annually).

**5100.04** Beginning with thirtieth (30<sup>th</sup>) year of service, add one (1) additional day per year.

#### **5102 Vacation Taken**

Vacation shall be taken at the convenience of the District. Request for vacation leave must be approved in advance. Vacations for the most part are to be taken during Christmas, Easter or summer (when school is not in session) and scheduled so as not to disrupt the work of the District. This section shall be liberally interpreted to accommodate the desire of the employee when possible.

#### **5103 Vacation Accumulation**

Vacation days may be accumulated to a maximum of double the annual entitlement with the approval of the Division Assistant Superintendent. A maximum of forty (40) days' vacation may be taken in one year. Exceptions must have the approval of the Division Assistant Superintendent.

#### **5104 Vacation upon Separation from Service**

Upon separation from the service, the employee shall be entitled to lump-sum compensation for all earned and unused vacation.

#### **5105 Illness/Accident during Vacation**

An employee covered by this contract who becomes ill or suffers an accident during vacation and who can support this fact through a physician's statement may charge such illness or accident to sick leave and have the vacation extended to a later period.

## **ARTICLE 5.2**

### **ACCIDENT AND ILLNESS LEAVE**

#### **5200 Accident and Illness Leave**

Accident and illness leave is earned at the rate of fifteen (15) working days per fiscal year, July 1 through June 30, and shall be accumulative from year to year without limitation. Absence of less than one full day shall be charged to the nearest hour of absence. Verification from a licensed physician may be required for personal illness of more than five working days duration, advising that the person is not physically able to do his or her regular work. The physician's statement shall verify the illness from the first day of absence to the date of return to work. In cases of excessive absence or when abuse of sick leave is evident, following previous counsel with the employee, the school administration may require that the employee furnish, in writing, a physician's statement to verify any future absence of less than five (5) working days for the remainder of the school year.

#### **5201 Use of Sick Leave**

The employee shall have the right to utilize sick leave and difference pay benefit for absences necessitated by pregnancy, miscarriage, childbirth, and recovery therefrom.

##### **5201.01 Use of Sick Leave to Attend to Illness of a Child, Parent or Spouse**

Members of SSA/IFPTE LOCAL 21 shall have the right to use up to half of annual sick leave to attend to the illness of a child, parent or spouse. (Labor Code section 233)

#### **5202 Exhausted Paid Leave**

When all available paid leaves are exhausted, the employee is placed on "Difference Leave". An employee on "Difference Leave" is paid the difference between regular salary and that paid the substitute. This is paid for a maximum period of five (5) months. The five -month period is calculated from the sixteenth day of sick leave or last day of available sick leave, whichever comes first. When "Difference Leave" is exhausted, the employee with at least three (3) years of service shall be allowed Health Leave; an employee with less than three (3) years of service is placed on a re -employment list for a period of thirty-nine (39) months.

#### **5203 Re-employment after Exhausted Paid Leave**

At any time during the prescribed thirty-nine (39) months the employee is able to assume the duties of the former position, the employee shall be re-employed in the first vacancy in the classification previously assigned. Re -employment will take preference over all other applicants except those laid off for lack of work or funds, in which case they shall be ranked according to proper seniority. Upon resumption of duties, the break in service will be disregarded and the employee shall be fully restored as a permanent employee.

#### **5204 – Catastrophic Leave Program**

##### **1. Definitions**

- a. Employee: A person who works for WCCUSD in either a part-time or full-time capacity and accrues sick leave.
- b. Participant: An employee who contributes to the Catastrophic Leave Bank.
- c. Applicant: A participant who wishes to access the Catastrophic Leave Bank.



## **2. Creation and Purpose**

- a. The District, Teamsters 856, SSA/IFPTE LOCAL 21, UTR, WCCAA and the unrepresented employees agree to create a Catastrophic Leave Bank effective July 1, 2015.
- b. Catastrophic Leave will permit all employees of the District to donate day(s) to a Bank, which shall be administered under the terms and conditions of this article.
- c. A catastrophic illness or injury is defined as an illness or injury that is expected to incapacitate the employee for an extended period of time, or that incapacitates a member of the employee's family whose incapacitation requires the employee to take time off from work for an extended period of time to care for that family member and taking extended time off work creates a financial hardship for the employee because he/she has exhausted all his/her sick leave. A doctor's verification is required.
- d. An employee's family is defined as spouse, child, stepchild, domestic partner or parent of the employee. Leave requested to care for a person with a catastrophic illness for whom the employee has legal guardianship, will be considered for approval by the Catastrophic Leave Committee.
- e. Days in the Bank shall accumulate in the Bank from year to year.
- f. The Bank shall be administered by a Joint Committee (Committee) of the Assistant Superintendent of Human Resources or his/her designee, two members each appointed by Teamsters 856, SSA/IFPTE LOCAL 21, UTR, WCCAA, and two members appointed by the District on behalf of the non-represented employees.

## **3. Eligibility and Contributions**

- a. All employees of the District are eligible to contribute to the Bank.
- b. Participation is voluntary but requires contributions to the Bank. Only contributors will be permitted to withdraw from the Bank.
- c. Employees hired between September 1 and January 15 are eligible for enrollment from January 1-January 15. Employees hired between Jan. 16 and August 31 are eligible for enrollment from July 1-August 31.
- d. Current employees are only eligible for enrollment from July 1-August 31.
- e. The contribution, on the appropriate form, must be authorized by the unit member.
- f. Members wishing to cancel must notify the Human Resources Department in writing by July 1. Sick leave contributed to the Bank shall not be returned. Forms for cancelling contributions to the leave bank shall be sent out no later than May 15 of the preceding school year.

- g. Employees wishing to participate in the Bank shall make an initial contribution of one day the first year of participation. Part-time employees shall have their contributions prorated. Continued membership requires a yearly donation of one day per year unless the Bank maximum is reached.
- h. If the bank is getting low on days, the Committee may require that bank members contribute one additional day.
- i. Employees who elect not to join the Bank must wait until the beginning of the next school year to join the Bank. The beginning of the next school year is defined as July 1.

#### **4. Application for Withdrawal from the Bank**

- a. Application shall be made when it becomes apparent that Catastrophic Leave may be needed.
- b. Participants must use all accrued sick leave available to them before becoming eligible to withdraw from the Bank.
- c. Family members (as defined in 2.d) and legal guardians may apply for catastrophic leave on behalf of the unit member.
- d. Leave is granted for thirty (30) days at a time. Continuation of leave requires another doctor verification and reevaluation by the Committee. A participant's total withdrawal from the Bank per catastrophic illness or injury may not exceed the participant's actual contractual year as defined by his or her bargaining unit contract. When requesting leave to care for a parent, a maximum of ten (10) days will be granted.
- e. If the unit member is receiving Workers' Compensation or Disability Insurance, no leave will be granted until compensation is exhausted.
- f. If no leave days are available in the Bank, the District has no obligation to provide leave.

#### **5. Administration of the Bank**

- a. The Committee maintains records of employees participating, receives requests, verifies validity, approves, and communicates actions to members and to the District.
- b. Decisions will be final and made in writing to the applicant within ten (10) working days of the application to the Committee.
- c. All requests and actions by the Committee will be confidential.
- d. The District will keep records and notify the Committee monthly of new members and days remaining in the Bank.

- e. If the Catastrophic Leave Program is discontinued, the Committee will continue to administer Catastrophic Leave days until the days in the Bank are exhausted.
- f. In order to protect someone from being charged an extra day when not necessary, the Committee shall set the maximum number of days in the bank after the first year of experience. If the number of days accumulated exceeds the maximum number of days, no contributions will be assessed except for new members wishing to join the bank.

## **ARTICLE 5.3**

### **OTHER PAID LEAVE**

#### **5300 Personal Necessity Leave**

Absence for personal necessity is defined as "absence which through pressure of circumstances is logically urgent or unavoidable." Written substantiating evidence in the form of court summons, court clerk's certificate, doctor's certificate, or employee's affidavit must be submitted to the Assistant Superintendent, Personnel in all cases of personal necessity leave. Such absence, unless properly substantiated, will result in full salary deduction. Except as noted below, the employee shall notify their superior in advance of the absence. A maximum of seven (7) days of accumulated sickness or injury leave in any school year may be used by the employee, at will, in cases of personal necessity. In the event an employee is without accumulated sick leave, the District shall deduct from the employee's salary the cost of providing a substitute. The employee shall not be required to give advance notification for leave taken for any of the following reasons:

1. Death or serious illness of a member of the immediate family.
2. Accident involving the employee's person or property of the immediate family.
3. In certain emergencies, when it is not possible to complete the appropriate leave request in advance, a form must be completed upon return to duty verifying the cause of absence.

#### **5301 Bereavement Leave**

Employees shall be granted a leave with full pay in the event of the death of any member of the employee's immediate family. The leave shall be for a period of five (5) working days. Up to seven (7) working days may be taken if out-of-state or travel of four hundred miles or more, one way, is involved. Normally the necessity for bereavement leave shall not exceed two (2) events per year unless there are extenuating circumstances, in which case the employee shall make special arrangements through the SSA/IFPTE LOCAL 21 President. The "immediate family" is defined as spouse, mother, father, grand parent, great grandparent, grandchild, foster parent, step-child, son, father-in-law, mother-in-law son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister, sister-in-law, aunt, uncle, niece, nephew or any relative living in the immediate household of either the employee or spouse. A member may request up to 2 additional days of bereavement leave from Human Resources for extenuating circumstances, such as funeral delays. This leave must be requested, but no reasonable request will be denied.

### **5302 Personal Leave for Family Illness**

An employee in this unit shall be granted two (2) days emergency leave per school year from service without loss of pay or sick leave for the following reasons: Sudden or unexpected illness or injury of a member of the immediate family, or necessary surgery on a member of the immediate family.

### **5303 Jury Duty or Witness Leave**

Employees subpoenaed to appear as jurors or as witnesses in cases other than those of a personal nature shall be allowed full salaries minus fees, excluding travel received during their required absence from duty. Employees shall deposit with the Payroll Office their daily fees, and shall receive their regular salary check. In such cases where the fees exceed the salary that would have been earned by the employee, the employee shall turn the fee check into the Payroll Office.

### **5304 Paternity Leave**

One day with pay.

### **5305 Adoption**

Any adoptive parent shall be entitled to one day's leave with pay and, in addition, may utilize personal necessity leave upon request.

#### **5305.01 Benefit Not Dependent upon Marriage**

Marriage is not required in order to qualify for the benefits in this Section.

### **5306 No Discrimination Because of Pregnancy**

The District shall not discriminate against an employee because of pregnancy.

### **5307 Association Leave**

Elected or appointed officers or delegates of SSA/IFPTE LOCAL 21 may be permitted to be absent from duty at no salary deduction for purposes of representing their organization at regional, state and national meetings. A total of five (5) days per school year shall be allocated to SSA/IFPTE LOCAL 21 for this purpose. The District shall pay the costs of substitutes replacing employees on such leave. Individual employees shall be limited to a maximum of three (3) days of such leave per school year.

### **5308 Holiday Schedule**

The District and SSA/IFPTE LOCAL 21 agree to the holidays shown in Appendix B.

## **ARTICLE 5.4**

### **INDUSTRIAL ACCIDENT OR ILLNESS LEAVE (Workers Compensation)**

#### **5400 Industrial Accident or Illness Leave**

Each employee in a position covered by this contract shall be entitled to sixty (60) working days of industrial accident or illness leave per accident or illness per year.

##### **5400.01 Use of Industrial Accident or Illness Leave**

Industrial accident or illness leave shall be for any accident or illness that has arisen through the course of the employee's employment.

##### **5400.02 Pay for Industrial Accident or Illness Leave**

For purposes of pay, employees on industrial accident or illness leave shall be compensated at the same rate of pay as when they are working.

##### **5400.03 Exhaustion of Industrial Accident or Illness Leave**

An employee who has exhausted all industrial accident or illness leave shall use sick leave or vacation in order to continue receiving full pay.

##### **5400.04 Industrial Accident or Illness Compensation**

While receiving leave pay from the District equal to the employee's full salary, all industrial accident or illness compensation checks made to the employee for said illness or accident shall be endorsed to the District. Upon the exhaustion of all paid leave the employee is then entitled to keep all industrial accident or illness compensation checks for said illness or accident.

##### **5400.05 Hepatitis Testing**

When hepatitis testing is required the cost shall be borne by workers compensation or the District.

## **ARTICLE 5.5**

### **UNPAID LEAVE**

#### **5500 Health Leave**

A health leave, no pay, no fringe benefits, shall be allowed a classified employee who has completed three (3) full years of service with the District. When the employee is able to return to work, the employee shall submit a written statement from a licensed physician verifying that the employee is able to do regular work. This statement must be submitted to the Human Resources Office at least two (2) weeks prior to termination of leave.

A person on health leave will be returned to his or her position provided the length of absence does not exceed one year. If at the conclusion of health leave, the employee is still unable to assume the duties of the position, the employee shall be placed on a reemployment list for a period of thirty nine (39) months.

#### **5501 Military Leave**

Military leave shall be in accordance with the provisions of the Military and Veterans' Code, Sections 389 through 395.

#### **5502 PREGNANCY DISABILITY LEAVE**

The length of disability leave of absence due to pregnancy, miscarriage, childbirth, and recovery therefrom, including the date on which the leave shall commence and the date on which the member shall resume duties, shall be determined by the member and the member's physician. The physician's signature verifying commencement and cessation of disability will be required on a District form. This leave is available to members immediately if disabled due to pregnancy, childbirth or related medical condition.

Members may take up to four months per pregnancy of unpaid leave while disabled by pregnancy, childbirth or related medical condition. Members who qualify for this leave must exhaust all paid leaves including sick leave and differential pay. Members will be entitled to health benefits in the same manner as if working during this period.

The District shall not discriminate against a member because of pregnancy.

This leave will run concurrently with all applicable federal and state family medical leaves statutes.

#### **5503 Child Care Leave**

Members may take up to 12 work weeks of unpaid family care in any 12-month period, which shall be counted backward from the date family leave is taken to care for a newborn child or placement of a child for adoption or foster care. Members may use any accrued sick leave as compensation but may not use differential/extended illness leave to cover the absence. Members will be entitled to health benefits in the same manner as if working.

To qualify for this leave the member must have:

- Been employed with the District for at least 12 months;
- Actually worked 1250 hours during the 12 month period immediately prior to commencement of the leave;
- A newly born, adopted or foster child placement;
- Provided notice to their immediate supervisor and Human Resources at least 30 days in advance, if such leave is foreseeable; and
- Provided Human Resources with a verification on the appropriate District form for Parental Leave.

Such leave must be taken within one year of the birth, adoption or foster child placement. This leave will run concurrently with all applicable federal and state family medical leaves statutes.

A parent shall not have to be married in order to qualify for the benefits provided in this section.

## **5504 Family and Care Leave**

**The district shall comply with State and Federal laws regarding Family and Medical Leave for Employees of the unit.**

Members may take up to 12 work weeks of unpaid family care leave in any 12-month period, which shall be counted backward from the date family leave is taken to care for a child under age 18 or over 18 and incapable of self-care due to disability, parent, spouse, or domestic partner registered with the State of California, with a serious health condition. Members may use any accrued sick leave as compensation but may not use differential/extended illness leave to cover the absence. Members will be entitled to health benefits in the same manner as if working.

To qualify for this leave, the member must have:

- Been employed with the District for at least 12 months;
- Actually worked 1250 hours during the 12 month period immediately prior to the commencement of the leave;
- Have a family member with a "serious" medical condition;
- Provided notice to their immediate supervisor and Human Resources at least 30 days in advance if such leave is foreseeable; and
- Provided Human Resources with a verification on the appropriate District form, which sets forth the reason, timing and duration of such leave, etc.

This leave will run concurrently with all applicable federal and state family medical leaves statutes.

### **5504.01 Twelve Weeks Entitlement**

A maximum of twelve (12) weeks of leave is available to eligible supervisors.

## **5505 Paid Family Leave**

The District shall comply with the State laws regarding the Paid Family Leave Act and shall provide leave to all eligible employees of the unit in accordance with such laws.

## **ARTICLE 6**

### **SUSPENSION, DEMOTION OR DISMISSAL**

#### **6000 General Provisions**

A permanent classified supervisor may be suspended, demoted, or dismissed by the Governing Board for cause.

#### **6001 Causes**

The causes which shall be deemed sufficient for disciplinary action include:

1. Excessive or unexcused absence.
2. Conviction or commission of any felony or crime involving moral turpitude; conviction or commission of a sex offense as defined in Education Code 44010; conviction of or commission of a narcotics offense as defined in Education Code 44011.
3. Disorderly or immoral conduct.
4. Incompetence or inefficiency.
5. Insubordination.
6. Drinking or possessing alcoholic beverages on the job, or reporting for work while intoxicated.
7. Addiction to the use of narcotics or a restricted substance, use of narcotics or restricted substance while on the job or reporting to work while under the influence of a narcotic or restricted substance.
8. Neglect of duty.
9. Negligent or willful damage to District property, or waste or inappropriate use of District supplies, property or equipment.
10. Violation of or refusal to obey safety rules, regulations made applicable to public schools by the District administration, Governing Board or by an appropriate state or local governmental agency.
11. Falsifying any information supplied to the District, including but not limited to, information supplied on application forms, employment records, or any other District records.
12. Misappropriation of District funds or property.
13. Abandonment of position.
14. For employees who drive a vehicle in the regular course of their employment:
  - a) Failure to maintain a good personal or business driving record.
  - b) Failure to satisfy the insurability requirements of the District's insurance carrier under the District's regular insurance policies. The District's ability to obtain insurance for the employee under a high risk or any policy other than the regular insurance policies does not mitigate this failure.

### **6002 Procedures Prior to Imposition of Discipline**

In any action to dismiss, suspend, or demote a permanent classified supervisor, the Superintendent shall prepare a notice of proposed disciplinary action which shall include the following:

1. A statement in ordinary and concise language of the specific acts and/or omissions upon which the disciplinary action is based.
2. The disciplinary action proposed.
3. A Statement of the cause(s) or reason(s) for the proposed disciplinary action.
4. If it is claimed that an employee has violated any rule or a regulation, a copy of such regulation.
5. A statement of the employee's right to a hearing before the Governing Board on the charges.



6. A form which constitutes a denial of all charges and a demand for a hearing.

### **6003 Notice of Proposed Disciplinary Action**

The notice of proposed disciplinary action shall be served upon the person to be dismissed, suspended, or demoted either personally or by certified mail to the employee's last known mailing address. The notice shall be effective either upon personal service or deposit in the US Postal Service.

### **6004 Employee Demand for a Hearing**

The employee may demand a hearing on the charges contained in the notice of proposed disciplinary action by mailing or delivering the form supplied for that purpose on or before the sixth day after receipt thereof.

### **6005 Employee Failure to Respond**

In the absence of a demand for a hearing, the Governing Board shall act upon the notice of proposed disciplinary action after the time the demand for a hearing has expired.

### **6006 Imposed Leave Pending Hearing**

Pending Governing Board action, the Superintendent, or his designee, for cause specified in writing, may place the employee on a temporary leave of absence with pay.

### **6007 Classified Supervisory Employee Disciplinary Hearing Procedure**

The procedure set forth below will govern the conduct of the hearing which will be granted at the request of a supervisor who has received a notice of proposed disciplinary action. Where this procedure is silent or good cause is shown, the person(s) conducting the hearing may apply other rules of adjudication.

#### **6007.01 Procedures**

1. Upon receipt of the request for a hearing, the District shall appoint a Hearing Officer who will hold such hearing within 30 days, which time may be extended by mutual agreement.
2. The Hearing Officer shall conduct the hearing, and shall rule on questions concerning evidence and procedure.
3. The hearing shall be in executive session unless the employee makes a written request for a public hearing at least three (3) days prior to the hearing date.
4. The employee or representative and the responsible administrator who will present the case on the District's behalf may require the presence of such persons, and the production of such documents not otherwise privileged at the hearing as are subject to the District's control.
5. The employee and the responsible administrator may be represented, call witnesses, introduce evidence, testify, and question adverse witnesses.
6. Technical rules of evidence shall not apply.
7. Relevant noncumulative evidence may be admitted if it is the kind of evidence upon which reasonable persons are accustomed to rely in the conduct of serious affairs.
8. The responsible administrator has the burden of proving the charges and the burden of persuading the Hearing Officer that the severity of discipline recommended is justified.

9. The hearing will be recorded by the District, and shall not otherwise be recorded unless it is a public hearing.

#### **6008 Presentation of Evidence**

The hearing shall proceed in the following manner, unless directed otherwise:

1. The notice of proposed disciplinary action, the request for hearing, and these hearing procedures shall be made part of the record. The responsible administrator and employee may state their positions; the employee may wait until after the responsible administrator has presented evidence.
2. The responsible administrator may present evidence subject to examination by the employee.
3. The employee may present evidence subject to examination by the responsible administrator.
4. The Hearing Officer may request other evidence from the responsible administrator and/or the employee.
5. The parties respectively may offer rebuttal evidence.
6. The responsible administrator and the employee may argue the facts pertaining to the evidence presented.

#### **6009 Hearing Officer's Recommended Decision**

The Hearing Officer shall prepare written findings of fact and a recommended decision based thereon.

#### **6010 Effective Date of Decision**

The Hearing Officer's recommended decision shall be effective when ratified by the Governing Board. The Governing Board may reduce the penalty proposed by the Hearing Officer, but may not increase it or apply a penalty where none is recommended without reviewing the entire record of the hearing.

#### **6011 Decision is Final and Conclusive**

The recommended decision of the Hearing Officer, when ratified by the Governing Board, shall be final and conclusive.

#### **6012 Personnel File**

Employees shall have the following rights, including those in accordance with Education Code 44031:

1. The ability to inspect his/her personnel file upon request and appointment during normal business hours with the Human Resources Department. The review shall take place during normal business hours and the employee shall be released from duties for this purpose without salary reduction.
2. Information of a derogatory nature shall not be entered into an employee's personnel records unless and until the employee is given notice and an opportunity to review and comment on that information. Materials entered into a personnel file shall not contain information that is hearsay, information, nor that which is unsubstantiated. No adverse action of any kind shall be taken against an employee based upon material that is not in the personnel file, nor upon material which may be in the personnel file, unless such materials had been placed in the file at the time of incident, following proper notice to the employee. The employee shall have the right to enter, and have attached to any derogatory statement, his or her own comments, within thirty (30) calendar days.

3. A non-credentialed employee shall have access to his or her numerical scores obtained as a result of a written examination.
4. Except as provided in paragraph (3), nothing in this section shall entitle an employee to review ratings, reports, or records that:
  - (a) Were obtained prior to the employment of the person involved,
  - (b) Were prepared by identifiable examination committee members, or
  - (c) Were obtained in connection with a promotional examination.
5. The employee may give written authorization for the union president, the SSA/IFPTE LOCAL 21 Executive Director or designated Executive Board members of SSA/IFPTE LOCAL 21 to review his/her personnel files.
6. All personnel files are kept in confidence in the Human Resources Department.
7. All derogatory material placed in an employee's file shall be signed and dated by the drafter and the employee on the day on which it was reviewed. Any written material placed in a personnel file shall indicate the date received in the District Human Resources office. Materials or events beyond two years from the date in the personnel file are not eligible for disciplinary proceedings. An employee may request Human Resources to remove any negative material at the end of two years if there has been no recurrence of disciplinary action. This shall not apply to evaluations.
8. Beginning January 1, 2013, anyone reviewing an employee's personnel file shall be required to sign and date a form after reviewing the file.
9. Employees may request letters of recommendation, commendations, awards, certificates of achievement or coursework be placed in their personnel file.

## **ARTICLE 7**

### **GRIEVANCE PROCEDURE**

#### **7000 Grievance Defined**

A grievance is an alleged violation, misinterpretation, or misapplication of the terms and provisions of this agreement. The term grievance, however, shall not apply to:

1. Any matter, which according to law, is beyond the scope of the Board of Education's authority.

2. Any matter specified in the Agreement for which a method of review or remedy is prescribed by law.

#### **7001 Informal Procedure**

The alleged violation shall be discussed informally with the immediate supervisor. During this informal discussion, the grievant shall have the right to have an SSA/IFPTE LOCAL 21 representative present. The informal discussion must be requested within ten (10) work days of the alleged violation or within ten (10) work days of when the grievant had knowledge of the facts constituting the alleged violation.

#### **7002 Formal Level I: Director of Human Resources**

If the matter is not resolved informally, the grievant may then reduce the grievance to writing and send it to the Director of Human Resources within five (5) days of the informal discussion. The Director of Human Resources may convene a grievance hearing as part of the investigation of the grievance and shall render a decision in writing within ten (10) days of receipt of the grievance or of the grievance hearing.

#### **7003 Formal Level II: Superintendent or Designee**

If the grievant is not satisfied with the Level I decision, the grievance may be appealed in writing to the Superintendent or designee within five (5) days. The Superintendent/designee may convene a grievance hearing and shall render a decision in writing within ten (10) days of receipt of the grievance or of the grievance hearing.

#### **7004 Appeal Level I: Mediation (Optional)**

If the grievant is not satisfied with the decision at Level II, the grievant may request the Association to submit the grievance to mediation. If the Association decides to appeal the grievance, notification must be sent to the Superintendent/designee within ten (10) days. SSA/IFPTE LOCAL 21 and the District shall jointly request that the State Mediation and Conciliation Service assign a mediator to assist them in resolution of the grievance. The mediator's recommendations do not prevent either the SSA/IFPTE LOCAL 21 or the District from proceeding to Appeal Level II, Arbitration.

#### **7005 Appeal Level II: Arbitration**

Within ten (10) days of the Level II decision, the Association may notify the Superintendent/designee that it will move the grievance to binding arbitration. If mediation is used to attempt to resolve the grievance, either the Association or the District may within ten (10) days, notify the other party that it is proceeding to arbitration.

##### **7005.01 Selection of Arbitrator**

The parties shall select a mutually acceptable Arbitrator or shall submit the grievance to the California State Mediation and Conciliation Service with a request that a list of arbitrators be submitted. Selection of the Arbitrator shall be by alternate striking of names from the list.

##### **7005.02 Arbitrator Authority**

The Arbitrator shall have no power to add to, delete, disregard, modify or amend the terms of the Agreement. The cost of the Arbitrator shall be shared equally by the parties.

#### **7006 Notification to SSA/IFPTE LOCAL 21**

SSA/IFPTE LOCAL 21 shall be informed of all grievances filed under this contract and shall have the right to represent its members in the grievance procedure. No decision shall be made without the full knowledge and consent of SSA/IFPTE LOCAL 21.

## **ARTICLE 8**

### **EVALUATION**

#### **8000 Goal**

The basic goal of the employee evaluation process is to help each employee perform their present job more effectively to the mutual benefit of the individual and the District.

There shall be an SSA/IFPTE LOCAL 21/District committee that will jointly revise the Evaluation form and improve the Goals, Objectives, Procedures and the Evaluation process (with the intent to provide improved communication, opportunity for employee involvement and positive working relationships).

#### **8001 Objectives**

##### **8001.01 Provide a Means**

To provide a means of evaluating each SSA/IFPTE LOCAL 21 member's performance in the specific context of the job.

##### **8001.02 Determine Needs**

To determine individual needs for improvement and development.

##### **8001.03 Continuing Development**

To secure continuing communication of individual development.

##### **8001.04 Recognition of Praiseworthy Service**

To provide a basis for giving recognition for praiseworthy service.

#### **8002 Division Head, Department Head and Principal**

The Division Head, Department Head and the Principal have the major responsibility for the evaluation of classified personnel under their supervision. The Division Head, Department Head, and Principal shall call on other supervisory personnel to assist in evaluating employees they supervise.

#### **8003 Assistant Superintendent of Human Resources**

The Assistant Superintendent of Human Resources has the responsibility of compiling information for the Superintendent from the evaluations made by all administrators.

#### **8004 Probationary Employees**

Probationary employees shall be formally evaluated at least twice during the probationary period and more frequently if deemed advisable.

#### **8005 Permanent Employees**

Permanent employees having less than five (5) years of service shall be formally evaluated at least once annually, and may be evaluated more frequently upon proper notification. Permanent employees having more than five (5) years of service shall be formally evaluated upon proper notification.

### **8006 Evaluation Forms**

All formal evaluations shall be filed in the employee's file in the Human Resources Office, and are available for the employee's inspection by appointment. A copy of the evaluation form shall be given to the employee.

### **8007 Employee Evaluation Rights**

No evaluation of any employee shall be placed in any personnel file without an opportunity for discussion between the employee and the evaluator(s). No evaluation shall be made based upon hearsay statements but shall only be based upon the direct observation and knowledge of the evaluator(s). Any negative evaluation shall include specific recommendations for improvements and provisions for assisting the employee in implementing any recommendations made. The employee shall have the right to review and respond to any derogatory evaluation.

## **ARTICLE 9**

### **MANAGEMENT RIGHTS**

#### **9000 Management Rights Continued**

Recognizing that the Board of Education is the elected body charged with conducting the affairs of the District, all rights which ordinarily vest in and have been exercised by the District shall continue to vest exclusively in and be exercised by the District unless otherwise agreed to. Such rights shall include, by way of example but not limitation, the right to:

#### **9001 Management and Control of the District**

Manage and control the District, its facilities and operations as well as to direct the working forces of the District.

#### **9002 Managing the Work and Work Force**

Within existing law, direct the working forces, including the right to select, hire, lay off, promote, discipline, suspend, dismiss, transfer, assign work or extra duties, and determine the size of the work force.

#### **9003 Determining Service, Supplies, Methods and Operation**

Determine the services, supplies, and equipment necessary to conduct the operation of the District and to determine the methods, schedules, and standards of operation essential to all District programs.

#### **9004 Rules and Regulations**

Adopt and enforce District rules and regulations.

## **ARTICLE 9.1**

### **CONTINUITY OF SERVICE**

#### **9100 Work Continuation Provision**

Employees of the District shall not take part in any strike, work stoppage, or activity during duty hours which would interfere with the normal operation of the District. All parties signatory to this Agreement agree that neither employee representatives or employees will collectively, concertedly, or individually induce, engage, or participate directly or indirectly in any strike, picketing, slowdown, stoppage, or other curtailment or interference with the employer's operation or interfere or cause interference with the flow of material or persons in or out of the premises or property.

#### **9101 Parties to Comply with all Articles**

All parties to this Agreement will comply with all articles of the Agreement and perform all agreed upon duties regardless of any agreement or disagreement with any other District employee.

## **ARTICLE 10**

### **ENTIRE AGREEMENT**

#### **10000 Distribution of Agreement**

Following ratification of this Agreement by both parties herein, said parties shall share equally with the cost of preparing and distributing a sufficient number of copies to all members of the bargaining unit and designated management personnel.

#### **10001 Term of Agreement**

The term of this Agreement shall be July 1, 2021 through June 30, 2022.

#### **10001.01 Contract Re-Openers**

The term of this Agreement shall be July 1, 2021 through June 30, 2022. The parties agree to Reopeners on:

For the 2021-22 school year, the parties agree to reopen Article 5, Section 5001 Medical Benefits for the sole purpose of renegotiating the District healthcare contribution for calendar year 2022. The parties agree to meet by September 22 in order to complete negotiations by December 1.

#### **10002 Effective Date of Agreement**

This Agreement is effective 1st day of July 2021.

## **ARTICLE 11**

### **MISCELLANEOUS PROVISIONS**

#### **11000 SSA/IFPTE LOCAL 21 Use of District Bulletin Boards**

SSA/IFPTE LOCAL 21 shall be entitled to reasonable use of District bulletin boards and buildings for the purposes of communicating with its members and conducting meetings.

#### **11001 Pay for Grievance Procedure Duties**

SSA/IFPTE LOCAL 21 officers shall be allowed reasonable time off, with full pay, to participate in grievance hearings.

#### **11002 Seminars, Workshops and Training**

District shall provide seminars/workshops/training sessions as a means of professional growth for SSA/IFPTE LOCAL 21 members.

#### **11003 Staff Development**

The District and SSA/IFPTE LOCAL 21 agree to establish a joint Task Force composed of three (3) representatives from the District and three (3) from SSA/IFPTE LOCAL 21 for the purpose of determining the staff development needs and interest of SSA/IFPTE LOCAL 21 members. Further, the Task Force will meet with the Staff Development Department to convey those needs and interests.

#### **11004 Invalid Provision**

If any provisions of this Agreement should be held invalid by operation of law or by the final judgment of any court of competent jurisdiction, the remainder of this Agreement shall not be affected thereby.

#### **11005 Negotiations Concluded**

This Agreement constitutes the entire Agreement between the parties and concludes negotiation on any subject, included in this Agreement except as noted above, for the terms of this Agreement.

#### **11006 Federal and State Laws Apply To Agreement**

Modifications, revisions, additions or deletions of contract provisions herein which are brought about by the amendment, addition or deletion of statutory guarantees now provided in California or federal law shall be reflected in this Agreement.

#### **11007 Changes Necessitated By Law**

Such shall obligate the parties within fifteen (15) days of the effective date of the change to negotiate concerning such provisions within this Agreement.



For SSA/IFPTE Local 21

Justin Decker

Representative, SSA/IFPTE Local 21

For West Contra Costa Unified School District

Tony Wolk

Associate Superintendent  
Business Services

## **Appendix A**

### **TITLE AND SALARY RANGE**

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT  
**SCHOOL SUPERVISORS ASSOCIATION**  
2021-2022 JOB TITLES

JOB TITLE	DAYS	SCHEDULE	RANGE
ACCOUNTING SUPERVISOR	260	04	75
ADMINISTRATIVE GRANTS SPECIAL PROJECTS	225	4B	10
ADMINISTRATIVE SERVICES CONTRACTS MANAGER	260	04	84
AFTER SCHOOL PROGRAM COORDINATOR	225	4B	14
ASSESSMENT DATABASE SPECIALIST	260	04	84
ASSESSMENT SUPERVISOR	260	04	68
ASSISTANT CUSTODIAL SERVICES SUPERVISOR	260	04	74
ASSISTANT MAINTENANCE COORDINATOR	225	4B	17
ASSISTANT OPERATIONS COORDINATOR	225	4B	17
CAMPUS SAFETY SPECIALIST SUPERVISOR	260	04	78
CASE SPECIALIST TITLE IX	225	4B	42
CHARTER SCHOOLS AND DISTRICT FINANCIAL COORDINATOR	225	4B	14
CHIEF INTERPRETER/TRANSLATOR	225	4B	46
COORDINATOR AFRICAN AMERICAN STUDENT ACHIEVEMENT	225	4B	14
COORDINATOR OF BUSINESS SERVICES	225	4B	14
COORDINATOR BUSINESS/FISCAL SERVICES	225	4B	14
COORD. DISASTER PREPAREDNESS & SAFETY	225	4B	14
COORDINATOR WORK BASED LEARNING WBL	225	4B	14
COORDINATOR COMMUNITY ENGAGEMENT	225	4B	14
COORD. ELECTRONIC COMMUNICATIONS	225	4B	44
COORDINATOR OF K-12 OPERATIONS	225	4B	14
COORDINATOR OF HR DATA SYSTEMS	225	4B	14
COORDINATOR OF PAYROLL & BENEFITS ACCT.	225	4B	14
COORDINATOR OF POSITION CONTROL	225	4B	14
COORDINATOR YOUTH DEVELOPMENT PROGRAM	225	4B	14
CUSTODIAL SERVICES SUPERVISOR	225	4B	32
CUSTODIAL SUPERVISOR JR HIGH SCHOOL	260	04	61
CUSTODIAL SUPERVISOR SR HIGH SCHOOL	260	04	64
DATA INTEGRATION ANALYST/PROGRAMMER	225	4B	32
DATABASE ADMINISTRATOR	225	4B	25
DISABILITY COMPLIANCE PROGRAM COORDINATOR	225	4B	10
EARLY LEARNING PROGRAM SUPERVI	260	04	71
EMPLOYEE HEALTH, SAFETY & TRAINING MANAGER	225	4B	46
ENERGY CONSERVATION PROGRAM MANAGER	225	4B	14
FAB LAB MANAGER	260	04	79
FINANCIAL SYSTEMS ANALYST	260	04	78
FISCAL FUND SUPERVISOR	260	04	71
FISCAL/PROJECT ACCT ANALYST	260	04	84
FOOD AREA SUPERVISOR	260	04	77
FOOD SERVICE AREA SUPERVISOR	260	04	77
FOOD SERVICE COOK MANAGER	208	4C	60
FOOD SERVICE COORDINATOR	225	4B	42

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT  
**SCHOOL SUPERVISORS ASSOCIATION**  
2021-2022 JOB TITLES

JOB TITLE	DAYS	SCHEDULE	RANGE
FOOD SERVICE WAREHOUSE SUPERVISOR	260	04	76
FOOD SERVICES CHEF	225	4B	46
FOOD SERVICES PRODUCTION SUPERVISOR	260	04	79
FOOD SERVICES ASST. PRODUCTION SUPERVISOR	238	4C	68
FOOD SERVICES OPERATIONS MAINTENANCE SUPERVISOR	260	04	81
GROUND'S SUPERVISOR	260	04	78
HEALTH ASSISTANT LVN	260	04	74
HEALTH SAFETY COORDINATOR	225	4B	10
MAINTENANCE SUPERVISOR	260	04	78
MIS PRODUCTION SUPERVISOR	260	04	75
NETWORK ENGINEER	225	4B	14
NETWORK PLANNER	225	4B	39
OFFICE MANAGER	260	04	69
PAYROLL SUPERVISOR	260	04	80
PRINCIPAL ACCOUNTANT	260	04	82
PURCHASING SUPERVISOR	260	04	74
RECRUITMENT COORDINATOR	225	4B	10
RISK MANAGER	225	4B	46
SCHOOL SITE SAFETY SPECIALIST SUPERVISOR	260	4	71
SENIOR ADMINISTRATIVE ASSISTANT	260	04	79
SENIOR HUMAN RESOURCES ASSISTANT	260	04	79
SENIOR NETWORK ENGINEER	225	4B	10
SOCIAL WORK SPECIALIST	260	04	85
SPEECH PATHOLOGY ASSISTANT (SLPA)	260	04	60
STATE REPORTING COORDINATOR	225	4B	14
STUDENT INFO SERVICES SUPERVIS	225	4B	14
STUDENT SUPPORT SERVICES SUPERVISOR	260	04	71
SUPERVISOR LIBRARY SERVICES	260	04	80
TECHNOLOGY OPERATIONS SUPERVISOR	225	4B	14
THEATER TECHNICIAN MANAGER	225	4B	40
VOCATIONAL ED. TRANSITION SPECIALIST	260	04	85
WAREHOUSE SERVICES SUPERVISOR	225	4B	16

## **APPENDIX B**

### **HOLIDAYS**

#### **SCHOOL YEAR**

The following shall be paid holidays:

Independence Day

Labor Day

Veterans Day

Thanksgiving Day

Day after Thanksgiving

Christmas Holiday (2 days)

New Year's Day Holiday

Martin Luther King, Jr. Holiday

Presidents' Recess Week

Spring Vacation Day

Memorial Day

Juneteenth

# **SALARY SCHEDULES**

## **APPENDIX C**

**Effective July 1, 2021**

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT  
SCHOOL SUPERVISORS ASSOCIATION  
SALARY SCHEDULES 04, 4B, 4C

2021-2022

JOB TITLE	DAYS	SCHEDULE	RANGE	STEP 1			STEP 2			STEP 3			STEP 4			STEP 5		
				Annual	Monthly	Hourly	Annual	Monthly	Hourly	Annual	Monthly	Hourly	Annual	Monthly	Hourly	Annual	Monthly	Hourly
ACCOUNTING SUPERVISOR	260	04	75	\$64,719.53	\$5,393.29	\$33.19	\$67,955.58	\$5,662.97	\$34.85	\$71,353.36	\$5,946.11	\$36.59	\$74,921.03	\$6,243.42	\$38.42	\$78,667.08	\$6,555.59	\$40.34
ADMINISTRATIVE GRANTS SPECIAL PROJECTS	225	4B	10	\$110,055.04	\$9,171.25	\$65.22	\$115,556.60	\$9,629.72	\$68.48	\$121,333.99	\$10,111.17	\$71.90	\$127,400.95	\$10,616.75	\$75.50	\$133,770.92	\$11,147.58	\$79.27
ADMINISTRATIVE SERVICES CONTRACTS MANAGER	260	04	84	\$79,446.95	\$6,620.58	\$40.74	\$83,419.31	\$6,951.61	\$42.78	\$87,590.27	\$7,299.19	\$44.92	\$91,969.79	\$7,664.15	\$47.16	\$96,568.28	\$8,047.36	\$49.52
AFTER SCHOOL PROGRAM COORDINATOR	225	4B	14	\$102,437.94	\$8,536.50	\$60.70	\$107,621.26	\$8,968.44	\$63.78	\$113,069.17	\$9,422.43	\$67.00	\$118,794.15	\$9,899.51	\$70.40	\$124,733.83	\$10,394.49	\$73.92
ASSESSMENT DATABASE SPECIALIST	260	04	84	\$79,446.95	\$6,620.58	\$40.74	\$83,419.31	\$6,951.61	\$42.78	\$87,590.27	\$7,299.19	\$44.92	\$91,969.79	\$7,664.15	\$47.16	\$96,568.28	\$8,047.36	\$49.52
ASSESSMENT SUPERVISOR	260	04	68	\$55,206.65	\$4,600.55	\$28.31	\$57,967.06	\$4,830.59	\$29.73	\$60,865.41	\$5,072.12	\$31.21	\$63,908.68	\$5,325.72	\$32.77	\$67,104.11	\$5,592.01	\$34.41
ASSISTANT CUSTODIAL SERVICES SUPERVISOR	260	04	74	\$63,121.99	\$5,260.17	\$32.37	\$66,278.14	\$5,523.18	\$33.99	\$69,592.05	\$5,799.34	\$35.69	\$73,071.65	\$6,089.30	\$37.47	\$76,725.23	\$6,393.77	\$39.35
ASSISTANT MAINTENANCE COORDINATOR	225	4B	17	\$95,635.90	\$7,969.66	\$56.67	\$100,417.69	\$8,368.14	\$59.51	\$105,438.58	\$8,786.55	\$62.48	\$110,710.51	\$9,225.88	\$65.61	\$116,246.03	\$9,687.17	\$68.89
ASSISTANT OPERATIONS COORDINATOR	225	4B	17	\$95,635.90	\$7,969.66	\$56.67	\$100,417.69	\$8,368.14	\$59.51	\$105,438.58	\$8,786.55	\$62.48	\$110,710.51	\$9,225.88	\$65.61	\$116,246.03	\$9,687.17	\$68.89
CAMPUS SAFETY SPECIALIST SUPERVISOR	260	04	78	\$69,213.91	\$5,767.83	\$35.49	\$72,674.66	\$6,056.22	\$37.27	\$76,308.39	\$6,359.03	\$39.13	\$80,123.81	\$6,676.98	\$41.09	\$84,130.00	\$7,010.83	\$43.14
CASE SPECIALIST TITLE IX	225	4B	42	\$80,086.00	\$6,673.83	\$47.46	\$84,138.52	\$7,011.54	\$49.86	\$88,398.24	\$7,366.52	\$52.38	\$92,872.63	\$7,739.39	\$55.04	\$97,516.19	\$8,126.35	\$57.79
CHARTER SCHOOLS AND DISTRICT FINANCIAL COORDINATOR	225	4B	14	\$102,437.94	\$8,536.50	\$60.70	\$107,621.26	\$8,968.44	\$63.78	\$113,069.17	\$9,422.43	\$67.00	\$118,794.15	\$9,899.51	\$70.40	\$124,733.83	\$10,394.49	\$73.92
CHIEF INTERPRETER/TRANSLATOR	225	4B	46	\$74,729.19	\$6,227.43	\$44.28	\$78,515.90	\$6,542.99	\$46.53	\$82,488.54	\$6,874.05	\$48.88	\$86,665.90	\$7,222.16	\$51.36	\$90,999.22	\$7,583.27	\$53.93
COORDINATOR AFRICAN AMERICAN STUDENT ACHIEVEMENT	225	4B	14	\$102,437.94	\$8,536.50	\$60.70	\$107,621.26	\$8,968.44	\$63.78	\$113,069.17	\$9,422.43	\$67.00	\$118,794.15	\$9,899.51	\$70.40	\$124,733.83	\$10,394.49	\$73.92
COORDINATOR OF BUSINESS SERVICES	225	4B	14	\$102,437.94	\$8,536.50	\$60.70	\$107,621.26	\$8,968.44	\$63.78	\$113,069.17	\$9,422.43	\$67.00	\$118,794.15	\$9,899.51	\$70.40	\$124,733.83	\$10,394.49	\$73.92
COORDINATOR OF BUSINESS/FISCAL SERVICES	225	4B	14	\$102,437.94	\$8,536.50	\$60.70	\$107,621.26	\$8,968.44	\$63.78	\$113,069.17	\$9,422.43	\$67.00	\$118,794.15	\$9,899.51	\$70.40	\$124,733.83	\$10,394.49	\$73.92
COORD. DISASTER PREPAREDNESS & SAFETY	225	4B	14	\$102,437.94	\$8,536.50	\$60.70	\$107,621.26	\$8,968.44	\$63.78	\$113,069.17	\$9,422.43	\$67.00	\$118,794.15	\$9,899.51	\$70.40	\$124,733.83	\$10,394.49	\$73.92
COORDINATOR WORK BASED LEARNING WBL	225	4B	14	\$102,437.94	\$8,536.50	\$60.70	\$107,621.26	\$8,968.44	\$63.78	\$113,069.17	\$9,422.43	\$67.00	\$118,794.15	\$9,899.51	\$70.40	\$124,733.83	\$10,394.49	\$73.92
COORDINATOR COMMUNITY ENGAGEMENT	225	4B	14	\$102,437.94	\$8,536.50	\$60.70	\$107,621.26	\$8,968.44	\$63.78	\$113,069.17	\$9,422.43	\$67.00	\$118,794.15	\$9,899.51	\$70.40	\$124,733.83	\$10,394.49	\$73.92
COORD. ELECTRONIC COMMUNICATIONS	225	4B	44	\$78,515.90	\$6,542.99	\$46.53	\$82,488.54	\$6,874.05	\$48.88	\$86,665.90	\$7,222.16	\$51.36	\$91,051.68	\$7,587.64	\$53.96	\$95,604.26	\$7,967.02	\$56.65
COORDINATOR OF HR DATA SYSTEMS	225	4B	14	\$102,437.94	\$8,536.50	\$60.70	\$107,621.26	\$8,968.44	\$63.78	\$113,069.17	\$9,422.43	\$67.00	\$118,794.15	\$9,899.51	\$70.40	\$124,733.83	\$10,394.49	\$73.92
COORDINATOR OF K-12 OPERATIONS	225	4B	14	\$102,437.94	\$8,536.50	\$60.70	\$107,621.26	\$8,968.44	\$63.78	\$113,069.17	\$9,422.43	\$67.00	\$118,794.15	\$9,899.51	\$70.40	\$124,733.83	\$10,394.49	\$73.92
COORDINATOR OF PAYROLL & BENEFITS ACCOUNTING	225	4B	14	\$102,437.94	\$8,536.50	\$60.70	\$107,621.26	\$8,968.44	\$63.78	\$113,069.17	\$9,422.43	\$67.00	\$118,794.15	\$9,899.51	\$70.40	\$124,733.83	\$10,394.49	\$73.92
COORDINATOR OF POSITION CONTROL	225	4B	14	\$102,437.94	\$8,536.50	\$60.70	\$107,621.26	\$8,968.44	\$63.78	\$113,069.17	\$9,422.43	\$67.00	\$118,794.15	\$9,899.51	\$70.40	\$124,733.83	\$10,394.49	\$73.92
COORDINATOR YOUTH DEVELOPMENT PROGRAM	225	4B	14	\$102,437.94	\$8,536.50	\$60.70	\$107,621.26	\$8,968.44	\$63.78	\$113,069.17	\$9,422.43	\$67.00	\$118,794.15	\$9,899.51	\$70.40	\$124,733.83	\$10,394.49	\$73.92
CUSTODIAL SERVICES SUPERVISOR	225	4B	32	\$88,832.58	\$7,402.72	\$52.64	\$93,328.19	\$7,777.35	\$55.31	\$98,050.93	\$8,170.91	\$58.10	\$103,018.33	\$8,584.86	\$61.05	\$108,169.24	\$9,014.10	\$64.10
CUSTODIAL SUPERVISOR JR HIGH SCHOOL	260	04	61	\$47,314.96	\$3,942.91	\$24.26	\$49,680.67	\$4,140.06	\$25.48	\$52,164.70	\$4,347.06	\$26.75	\$54,772.93	\$4,564.41	\$28.09	\$57,511.58	\$4,792.63	\$29.49
CUSTODIAL SUPERVISOR SR HIGH SCHOOL	260	04	64	\$50,402.73	\$4,200.23	\$25.85	\$52,922.90	\$4,410.24	\$27.14	\$55,609.04	\$4,630.75	\$28.50	\$58,347.50	\$4,862.29	\$29.92	\$61,264.87	\$5,105.41	\$31.42
DATA INTEGRATION ANALYST/PROGRAMER	225	4B	25	\$92,007.46	\$7,667.29	\$54.52	\$96,789.25	\$8,065.77	\$57.36	\$101,810.14	\$8,484.18	\$60.33	\$107,082.07	\$8,923.51	\$63.46	\$112,617.59	\$9,384.80	\$66.74
DATABASE ADMINISTRATOR	225	4B	25	\$92,007.46	\$7,667.29	\$54.52	\$96,789.25	\$8,065.77	\$57.36	\$101,810.14	\$8,484.18	\$60.33	\$107,082.07	\$8,923.51	\$63.46	\$112,617.59	\$9,384.80	\$66.74
DISABILITY COMPLIANCE PROGRAM COORDINATOR	225	4B	10	\$110,055.04	\$9,171.25	\$65.22	\$115,556.60	\$9,629.72	\$68.48	\$121,333.99	\$10,111.17	\$71.90	\$127,400.95	\$10,616.75	\$75.50	\$133,770.92	\$11,147.58	\$79.27
EARLY LEARNING PROGRAM SUPERVISOR	260	04	71	\$59,118.13	\$4,926.51	\$30.32	\$62,074.15	\$5,172.85	\$31.83	\$65,177.86	\$5,431.49	\$33.42	\$68,436.75	\$5,703.06	\$35.10	\$71,858.59	\$5,988.22	\$36.85
EMPLOYEE HEALTH, SAFETY & TRAINING MGR.	225	4B	46	\$74,729.19	\$6,227.43	\$44.28	\$78,515.90	\$6,542.99	\$46.53	\$82,488.54	\$6,874.05	\$48.88	\$86,665.90	\$7,222.16	\$51.36	\$90,999.22	\$7,583.27	\$53.93
ENERGY CONSERVATION PROGRAM MANAGER	225	4B	14	\$102,437.94	\$8,536.50	\$60.70	\$107,621.26	\$8,968.44	\$63.78	\$113,069.17	\$9,422.43	\$67.00	\$118,794.15	\$9,899.51	\$70.40	\$124,733.83	\$10,394.49	\$73.92
FAB LAB MANAGER	260	04	79	\$70,882.60	\$5,906.88	\$36.35	\$74,426.69	\$6,202.22	\$38.17	\$78,148.02	\$6,512.34	\$40.08	\$82,055.42	\$6,837.95	\$42.08	\$86,158.19	\$7,179.85	\$44.18
FINANCIAL SYSTEMS ANALYST	260	04	78	\$69,213.91	\$5,767.83	\$35.49	\$72,674.66	\$6,056.22	\$37.27	\$76,308.39	\$6,359.03	\$39.13	\$80,123.81	\$6,676.98	\$41.09	\$84,130.00	\$7,010.83	\$43.14
FISCAL FUND SUPERVISOR	260	04	71	\$59,118.13	\$4,926.51	\$30.32	\$62,074.15	\$5,172.85	\$31.83	\$65,177.86	\$5,431.49	\$33.42	\$68,436.75	\$5,703.06	\$35.10	\$71,858.59	\$5,988.22	\$36.85
FISCAL/PROJECT ACCT ANALYST	260	04	84	\$79,446.95	\$6,620.58	\$40.74	\$83,419.31	\$6,951.61	\$42.78	\$87,590.27	\$7,299.19	\$44.92	\$91,969.79	\$7,664.15	\$47.16	\$96,568.28	\$8,047.36	\$49.52
FOOD AREA SUPERVISOR	260	04	77	\$67,747.39	\$5,645.62	\$34.74	\$71,134.81	\$5,927.90	\$36.48	\$74,691.55	\$6,224.30	\$38.30	\$78,426.13	\$6,535.51	\$40.22	\$82,347.44	\$6,862.29	\$42.23
FOOD SERVICE AREA SUPERVISOR	260	04	77	\$67,747.39	\$5,645.62	\$34.74	\$71,134.81	\$5,927.90	\$36.48	\$74,691.55	\$6,224.30	\$38.30	\$78,426.13	\$6,535.51	\$40.22	\$82,347.44	\$6,862.29	\$42.23
FOOD SERVICE COOK MANAGER	208	4C	64	\$40,123.20	\$3,647.56	\$25.72	\$42,120.00	\$3,829.09	\$27.00	\$44,226.00	\$4,020.55	\$28.35	\$46,441.20	\$4,221.93	\$29.77	\$48,765.60	\$4,433.24	\$31.26
FOOD SERVICE COORDINATOR	225	4B	42	\$80,086.00	\$6,673.83	\$47.46	\$84,138.52	\$7,011.54	\$49.86	\$88,398.24	\$7,366.52	\$52.38	\$92,872.63	\$7,739.39	\$55.04	\$97,516.19	\$8,126.35	\$57.79
FOOD SERVICE WAREHOUSE SUPERVISOR	260	04	76	\$66,123.63	\$5,510.30	\$33.91	\$69,429.78	\$5,785.82	\$35.61	\$72,901.27	\$6,075.11	\$37.39	\$76,546.33	\$6,378.86	\$39.25	\$80,373.65	\$6,697.80	\$41.22
FOOD SERVICES CHEF	225	4B	46	\$74,729.19	\$6,227.43	\$44.28	\$78,515.90	\$6,542.99	\$46.53	\$82,488.54	\$6,874.05	\$48.88	\$86,665.90	\$7,222.16	\$51.36	\$90,999.22	\$7,583.27	\$53.93
FOOD SERVICES PRODUCTION SUPERVISOR	260	04	79	\$70,882.60	\$5,906.88	\$36.35	\$74,426.69	\$6,202.22	\$38.17	\$78,148.02	\$6,512.34	\$40.08	\$82,055.42	\$6,837.95	\$42.08	\$86,158.19	\$7,179.85	\$44.18
FOOD SERVICES ASST. PRODUCTION SUPERVISOR	238	4C	72															

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT  
**SCHOOL SUPERVISORS ASSOCIATION**  
 SALARY SCHEDULES 04, 4B, 4C

2021-2022

JOB TITLE	DAYS	SCHEDULE	RANGE	STEP 1			STEP 2			STEP 3			STEP 4			STEP 5		
				Annual	Monthly	Hourly	Annual	Monthly	Hourly	Annual	Monthly	Hourly	Annual	Monthly	Hourly	Annual	Monthly	Hourly
SENIOR HUMAN RESOURCES ASSISTANT	260	04	79	\$70,882.60	\$5,906.88	\$36.35	\$74,426.69	\$6,202.22	\$38.17	\$78,148.02	\$6,512.34	\$40.08	\$82,055.42	\$6,837.95	\$42.08	\$86,158.19	\$7,179.85	\$44.18
SENIOR NETWORK ENGINEER	225	4B	10	\$110,055.04	\$9,171.25	\$65.22	\$115,556.60	\$9,629.72	\$68.48	\$121,333.99	\$10,111.17	\$71.90	\$127,400.95	\$10,616.75	\$75.50	\$133,770.92	\$11,147.58	\$79.27
SOCIAL WORK SPECIALIST	260	04	85	\$81,392.72	\$6,782.73	\$41.74	\$85,462.40	\$7,121.87	\$43.83	\$89,735.52	\$7,477.96	\$46.02	\$94,222.29	\$7,851.86	\$48.32	\$98,933.41	\$8,244.45	\$50.74
SPEECH PATHOLOGY ASSISTANT (SLPA)	260	04	60	\$46,189.18	\$3,849.10	\$23.69	\$48,498.53	\$4,041.54	\$24.87	\$50,923.46	\$4,243.62	\$26.11	\$53,469.63	\$4,455.80	\$27.42	\$56,143.12	\$4,678.59	\$28.79
STATE REPORTING COORDINATOR	225	4B	14	\$102,437.94	\$8,536.50	\$60.70	\$107,621.26	\$8,968.44	\$63.78	\$113,069.17	\$9,422.43	\$67.00	\$118,794.15	\$9,899.51	\$70.40	\$124,733.83	\$10,394.49	\$73.92
STUDENT INFO SERVICES SUPERVIS	225	4B	14	\$102,437.94	\$8,536.50	\$60.70	\$107,621.26	\$8,968.44	\$63.78	\$113,069.17	\$9,422.43	\$67.00	\$118,794.15	\$9,899.51	\$70.40	\$124,733.83	\$10,394.49	\$73.92
STUDENT SUPPORT SERVICES SUPERVISOR	260	04	71	\$59,118.13	\$4,926.51	\$30.32	\$62,074.15	\$5,172.85	\$31.83	\$65,177.86	\$5,431.49	\$33.42	\$68,436.75	\$5,703.06	\$35.10	\$71,858.59	\$5,988.22	\$36.85
SUPERVISOR LIBRARY SERVICES	260	04	80	\$72,438.94	\$6,036.58	\$37.15	\$76,060.91	\$6,338.41	\$39.01	\$79,863.95	\$6,655.33	\$40.96	\$83,857.15	\$6,988.10	\$43.00	\$88,050.01	\$7,337.50	\$45.15
TECHNOLOGY OPERATIONS SUPERVISOR	225	4B	14	\$102,437.94	\$8,536.50	\$60.70	\$107,621.26	\$8,968.44	\$63.78	\$113,069.17	\$9,422.43	\$67.00	\$118,794.15	\$9,899.51	\$70.40	\$124,733.83	\$10,394.49	\$73.92
THEATER TECHNICIAN/MANAGER	225	4B	40	\$81,954.35	\$6,829.53	\$48.57	\$85,927.03	\$7,160.59	\$50.92	\$90,104.37	\$7,508.70	\$53.40	\$94,490.16	\$7,874.18	\$55.99	\$99,024.45	\$8,252.04	\$58.68
VOCATIONAL ED. TRANSITION SPECIALIST	260	04	85	\$81,392.72	\$6,782.73	\$41.74	\$85,462.40	\$7,121.87	\$43.83	\$89,735.52	\$7,477.96	\$46.02	\$94,222.29	\$7,851.86	\$48.32	\$98,933.41	\$8,244.45	\$50.74
WAREHOUSE SERVICES SUPERVISOR	225	4B	16	\$97,548.62	\$8,129.05	\$57.81	\$102,426.04	\$8,535.50	\$60.70	\$107,547.35	\$8,962.28	\$63.73	\$112,924.72	\$9,410.39	\$66.92	\$118,570.95	\$9,880.91	\$70.26

Longevity after:	Monthly:
5 Years:	\$100.00
10 Years:	\$200.00
15 Years:	\$250.00
20 Years:	\$300.00
25 Years:	\$325.00
30 Years:	\$350.00
35 Years:	\$375.00

Adopted by the Board of Education on 5/6/2020 Revised 10/19/2021



**APPENDIX D**  
**SCHOOL CALENDARS**  
2021-22, 2022-23 & 2023-24

# West Contra Costa Unified School District School Calendar

## 2021-2022 (August 16-June 8) **Revised**

### July '21

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

5 – Independence Day Holiday

### January '22

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

3 – Class Reconvene after recess  
14 – End of 2<sup>nd</sup> Quarter  
17 – Martin Luther King Holiday  
18 – Secondary Work Day (No School Middle & High Schools)  
28 – 100<sup>th</sup> day

School Days 20E 19S

### August '21

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

10 – New Teacher Orientation  
11-12 – Professional Development  
12 – In-Service Training Day  
13 – Teacher Work Day  
16 – First Day of School Min. Day  
23 – Terence Martin Day (Memorial Day)

School Days 12

### February '22

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

21-25 – Presidents' Week Recess (District Holidays)

School Days 15

### September '21

S	M	T	W	T	F	S
			1	*2	3	4
5	6	7	8	9	*10	11
12	13	14	15	16	17	18
19	20	21	22	23	*24	25
26	27	28	29	30		

2 – Back to School Night-Elementary Schools (Min. Day)  
6 – Labor Day (District Holiday)  
9 – Back to School Night-Middle Schools  
10 – Middle Schools Only- Min. Day  
23 – Back to School Night-High Schools  
24 – High Schools Only-MIN day

School Days 21

### March '22

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	*18	19
20	21	22	23	24	*25	26
27	28	29	30	31		

1 – End of Trimester 2  
17 – Open House-Middle Schools  
18 – Middle Schools Only-MIN day  
24 – Open House- High Schools-  
25 – High Schools Only- MIN day  
31 – End of 3<sup>rd</sup> Quarter

School Days 23

### October '21

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	*20	21	22	23
24	25	26	27	28	*29	30
31						

11-No School (reserved day1)  
19-End of 1<sup>st</sup> Quarter  
20-Minimum Day Middle/High Schools (Mark Report Cards)  
29-End of Trimester 1  
29-Minimum Day, K-8

School Days 20

### April '22

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	*11	12	13	14	15	16
17	18	19	20	*21	22	23
24	25	26	27	28	29	30

1-No School (reserved day1)  
4-8 – Spring Recess (No School)  
4 – District Holiday  
11 – Middle & High School MIN (Mark Report Cards)  
21 – Open House Elementary Schools -Minimum Day

School Days 15

### November '21

S	M	T	W	T	F	S
	1	*2	*3	*4	*5	6
7	*8	9	10	11	12	13
14	15	16	17	18	*19	20
21	22	23	24	25	26	27
28	29	30				

1- Elementary Conference Day (No School, Elementary Only)  
2,4,5,8-Elementary Conference (Min. Days, Elementary)  
2-Minimum Day Middle & High  
11 – Veterans' Day Holiday  
19 – Minimum Day All Schools  
22-26 – No School  
25-26 – Thanksgiving Holiday

School Days 15E 16S

### May '22

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

27- No School (reserved day 3)  
30 – Memorial Day - Holiday

School Days 20

### December '21

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	*17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

\*17 – Minimum Day All Schools  
20-31 – Winter Recess (No School)  
23-24 & 31 – District Holidays

School Days 13

### June '22

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

8 – Last day of School (Noon Dismissal)

20- Juneteenth Holiday

School Days 6

	Holiday	<b>Total School Days 180</b> <b>Total Teacher Workdays 184</b> <b>**[2 Self-Directed Learning Days]</b>  *MIN-Minimum Day First Semester 93 Second Semester 87  End-Trimester 1 - 66 End-Trimester 2 - 62 End-Trimester 3 - 62
	No School	
	Teacher Workday	
	Professional Development	
	New Teacher Orientation	
	8/23	
	Terence Martin Day	
	First/Last day of school	
	100 <sup>th</sup> Day	
	No School Reserved Days to be utilized for a foreseen circumstance	

Board Approved 5.20.20-**Revised:**

# West Contra Costa Unified School District School Calendar

## 2022-2023 (August 16-June 9) Revised

### July '22

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

4 – Independence Day Holiday

### January '23

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

School Days 20E 19S

### August '22

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	*16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

School Days 12

### February '23

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

School Days 15

### September '22

S	M	T	W	T	F	S
				*1	2	3
4	5	6	7	8	*9	10
11	12	13	14	15	16	17
18	19	20	21	22	*23	24
25	26	27	28	29	30	

School Days 21

### March '23

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	*17	18
19	20	21	22	23	*24	25
26	27	28	*29	30	31	

School Days 22

### October '22

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	*20	21	22
23	24	25	26	27	28	29
30	*31					

School Days 20

### April '23

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

School Days 15

### November '22

S	M	T	W	T	F	S
		1	*2	*3	*4	5
6	*7	*8	9	10	11	12
13	14	15	16	17	*18	19
20	21	22	23	24	25	26
27	28	29	30			

School Days 15E 16S

### May '23

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

School Days 21

### December '22












S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	*16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

School Days 12

### June '23

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	*9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

School Days 7

	Holiday	<p><b>Total School Days 180</b>  <b>Total Teacher Workdays 184</b>  <b>**{2 Self-Directed Learning Days}</b></p> <p>*MIN-Minimum Day      First Semester 91      End-Trimester 1 -55                  Second Semester 89      End-Trimester 2 - 62                  End-Trimester 3 - 63</p> <p> No School Reserved Days to be utilized for an unforeseen circumstance                  Board Approved 5.20.20-revised</p>
	No School	
	Teacher Workday	
	Professional Development	
	New Teacher Orientation	
	8/23 Terence Martin Day	
	First/Last day of school	
	100th Day	
		
		

# West Contra Costa Unified School District School Calendar

## 2023-2024 (August 15-June 7) **Revised**

### July '23

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

4 – Independence Day Holiday

### January '24

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1-District Holiday

2- Class Reconvene after recess

12- End of 2<sup>nd</sup> Quarter

15- Martin Luther King Holiday

16 – Secondary Work Day (No School Middle & High Schools)

30 – 100<sup>th</sup> day

School Days 21E 20S

### August '23

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

9- New Teacher Orientation

10-11 – Professional Development

10- In- Service Training Day

14 – Teacher Work Day

15- First Day of School Min. Day

23 – Terence Martin Day (Memorial Day)

School Days 13

### February '24

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

19-23- Presidents' Week Recess (District Holidays)

School Days 16

### September '23

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

4 – Labor Day (District Holiday)

7 – Back to School Night- Elementary Schools (Min. Day)

14 – Back to School Night- Middle Schools

15- Middle Schools Only- Min. Day

28 – Back to School Night- High Schools

29- High Schools Only-MIN day

School Days 20

### March '24

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

6- End of Trimester 2

14 – Open House-Middle Schools

15- Middle Schools Only-MIN day

21 – Open House- High Schools-

22 – High Schools Only- MIN day

27 – End of 3<sup>rd</sup> Quarter

28- Middle & High School (Mark Report Cards- MIN day)

29-No School (reserved day2)

School Days 20

### October '23

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

9- No School (reserved day1)

24 – End of 1<sup>st</sup> Quarter

25 – Minimum Day Middle/High Schools (Mark Report Cards)

31 – Minimum Day, K-8

School Days 20

### April '24

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1-5- Spring Recess (No School)

1- District Holiday

18\* – Open House Elementary Schools -Minimum Day

School Days 17

### November '23

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

1- Elementary Conference Day (No School, Elementary Only-2,3,4,7,8-Elementary Conference (Min. Days, Elementary Only)

7- Middle & High Schools – Min. Day

8- End of Trimester 1

10 – Veterans' Day Holiday

17 – Minimum Day All Schools

20-24 – No School

23-24 – Thanksgiving Holiday

School Days 15E 16S

### May '24

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

24-No School (reserved day 3)

27 – Memorial Day - Holiday

School Days 21

### December '23

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

\*15 – Minimum Day All Schools

18-29 – Winter Recess (No School)

25,26- District Holidays

School Days 11









### June '24

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

7- Last day of School (Noon Dismissal)

19-Juneteenth Holiday

School Days 5

	Holiday
	No School
	Teacher Workday
	Professional Development
	New Teacher Orientation
	Terence Martin Day
	First/Last day of school
	100 <sup>th</sup> Day

**Total School Days 180**

**Total Teacher Workdays 184**

**\*\*[2 Self-Directed Learning Days]**

\*MIN-Minimum Day


First Semester 91

Second Semester 89

End-Trimester 1 -58

End-Trimester 2 - 64

End-Trimester 3 - 58

 No School Reserved Days to be utilized for an unforeseen circumstance

Board Approved 5.20.20-revised

**APPENDIX F**  
**EVALUATION FORM**

Effective July 1, 2013, the following definitions apply in all Performance Evaluations:

<b>UNSATISFACTORY</b>	shall be used to mean the employee is not meeting requirements of the position and/or job performance is unacceptable
<b>NEEDS IMPROVEMENT</b>	shall be used to mean the employee is sometimes meeting requirements or meeting them marginally; deficiencies are to be made up; general improvement expected
<b>MEETS EXPECTATIONS</b>	shall be used to mean the employee is fulfilling all expectations for the job, performing well, and progressing in the position
<b>EXCEEDS EXPECTATIONS</b>	shall be used to mean the employee not only fulfills performance expectations, but also makes appreciable contributions to the unit/department above and beyond expectations, performing in an excellent and commendable fashion
<b>SUPERIOR</b>	shall be used when the employee not only exceeds performance expectations and contributes to the department appreciably, but also perform consistently at a level expected of employees charged with greater responsibilities and makes contributions significant to the depart resulting in improved services and operation

These definitions should be included in each Performance Evaluation

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

PROGRAM IMPROVEMENT PLAN

Employee Name: \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Department/Site: \_\_\_\_\_ Period Covered \_\_\_\_\_

OUTLINE THE FACTORS AFFECTING THE EMPLOYEE'S PERFORMANCE:

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OUTLINE SPECIFIC TRAINING AND PROGRAM IMPROVEMENT PLANS TO BE ACCOMPLISHED:

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I met with my supervisor to discuss my Program Improvement plan on \_\_\_\_\_

EMPLOYEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

SUPERVISOR'S SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

## PERFORMANCE EVALUATION

Employee Name: \_\_\_\_\_ Work Site: \_\_\_\_\_

Position: \_\_\_\_\_

Type of Review: \_\_\_\_\_ Annual \_\_\_\_\_ Probationary (2-mo) \_\_\_\_\_ Probationary (5 mo) \_\_\_\_\_ Special

Date: \_\_\_\_\_

The statements following the definitions of criteria are descriptive examples and are intended for use as guides. They are not to be considered necessarily inclusive or exhaustive.

**PART A. GENERAL EVALUATION CRITERIA:** General areas of job performance applicable to most employees will be rated in this section, on a scale ranging from unsatisfactory to superior. In order to maximize the clarity and benefit of the evaluation, it is mandatory that the "Comments" area be used to indicate the considerations, which influenced the rating. Note that the statements following the definitions of criteria are merely guidelines, and not the only points which may be considered.

1. **JOB KNOWLEDGE:** The degree to which the employee understands all phases of this job and closely related matters required to perform work assignments properly.

- \*Demonstrates understanding of standard procedures
- \*Acquires and applies necessary job skills within a reasonable period of time
- \*Demonstrates understanding of how one's work relates to other work in the department.
- \*Is able to explain all aspects of own job
- \*Understand the general plans and goals of the work site
- \*Shows knowledge of proper communication channels

For personnel with supervisory responsibilities also consider:

- \*Knowledge of job descriptions
- \*Keeps up-to-date on policy and rules

Superior      Exceeds Expectations      Meets Expectations      Needs Improvement      Unsatisfactory

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_

2. **DEPENDABILITY:** The degree to which the employee is reliable within the requirements of the job and under varying conditions.

- \*Maintains an established schedule
- \*Makes appropriate arrangements for absences
- \*Works with minimum supervision
- \*Meets deadlines with completed assignments

Superior      Exceeds Expectations      Meets Expectations      Needs Improvement      Unsatisfactory



COMMENTS: \_\_\_\_\_  
\_\_\_\_\_

3. **PRODUCTIVITY:** This describes how the employee manages and completes workload expectations and demonstrates the knowledge and skills needed to do the job.

\*The amount of measurable work performed in relation to a defined standard

\*Organizes work for maximum efficiency

Superior      Exceeds Expectations      Meets Expectations      Needs Improvement      Unsatisfactory

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_

4. **QUALITY OF WORK:** Quality results from the performance of various functions of the job with consistency, accuracy and thoroughness while meeting recognized standards of performance.

\*Gives attention to the details of the job

\*Adheres to job standards

Superior      Exceeds Expectations      Meets Expectations      Needs Improvement      Unsatisfactory

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_

5. **JUDGEMENT/RESPONSIBILITY:** Decision-making ability when faced with job related problems.

\*Ability to perceive alternatives, their implications, and assess priorities

\*Willingness to make prompt reasonable decisions characterized by sound thinking without guidance

\*Willingness to be personally accountable for judgments made

Superior      Exceeds Expectations      Meets Expectations      Needs Improvement      Unsatisfactory

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_

6. **ATTITUDE & COOPERATION:** The employee's mental outlook toward his/her position and the manner in which he/she works effectively with others.

- \*Interest or enthusiasm shown in his/her work
- \*Awareness of District policies and objectives
- \*Willingness to aid other member of the work unit
- \*Uses tact, diplomacy and courtesy in dealing with others

Superior      Exceeds Expectations      Meets Expectations      Needs Improvement      Unsatisfactory

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

7. **ADAPTABILITY/FLEXIBILITY:** The manner in which the employee adapts to change and is open to new and different ways of doing things.

- \*Adapts to changes in standard procedures and work duties
- \*Adapts to changing job responsibilities
- \*Is flexible and open-minded
- \*Adapts communication and work style to the situation

Superior      Exceeds Expectations      Meets Expectations      Needs Improvement      Unsatisfactory

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

8. **INITIATIVE AND APPLICATION:** Resourcefulness, independent thinking, attention and application to work.

- \*Resourcefulness or aptitude displayed in contributing to or implementing improvements
- \*Self-reliance ... works steadily and conscientiously without procrastination
- \*Finds or asks for something to do when assigned tasks are completed

Superior      Exceeds Expectations      Meets Expectations      Needs Improvement      Unsatisfactory

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

9. **COMMUNICATION:** This describes how effectively the supervisor shares information, builds relationships, and influences positive outcomes.

- \*Strives to explain clearly work objectives and procedures

- \*Keeps each staff member informed on changes in the work unit
- \*Keeps management informed of project status and current possible controversial issues or situations
- \*Resolves conflict situations appropriately while remaining open to discussion

Superior      Exceeds Expectations      Meets Expectations      Needs Improvement      Unsatisfactory

COMMENTS: \_\_\_\_\_

**10. COORDINATION/DELEGATION:** How well the supervisor plans and distributes work, utilizing available resources

- \*See what has to be done and what resources are available at the time
- \*Plans and assigns work within the job classification
- \*Orients and trains staff

Superior      Exceeds Expectations      Meets Expectations      Needs Improvement      Unsatisfactory

COMMENTS: \_\_\_\_\_

**11. MOTIVATION:** The ways in which the supervisor keeps the employees motivated to get the job done

(a) By encouraging effective performance:

- \*Keeps up on the progress of each staff member
- \*Provides counseling when work related problems arise and as a means for exchange of ideas
- \*Acknowledges good performance of individuals

(b) Through discipline: The supervisor's actions reflect an awareness that:

- \*Discipline should be in correct proportion to the infraction
- \*Discipline should be constructive, it's purpose being to correct the person's job behavior
- \*Corrective actions should contain no element of punishment

Superior      Exceeds Expectations      Meets Expectations      Needs Improvement      Unsatisfactory

**PART B: OVERALL EVALUATION OF PERFORMANCE:** This section sums up the total job performance. Comments are mandatory to give a more specific and complete picture than the ratings alone.

Superior      Exceeds Expectations      Meets Expectations      Needs Improvement      Unsatisfactory

**PART C: EMPLOYEE’S COMMENTS & CERTIFICATION:** I have reviewed this report. In signing it, I do not necessarily agree with the evaluation. I understand that if I desire, I have the right of adding any comments in the space below.

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**PART D: SIGNATURES:**

**EMPLOYEE’S SIGNATURE:** \_\_\_\_\_ **DATE** \_\_\_\_\_

**SUPERVISOR’S SIGNATURE:** \_\_\_\_\_ **DATE** \_\_\_\_\_

## INDEX

### A

Accident and Illness Leave - 5200.....	19
Acknowledgment of Administrative Positions - 3300.....	11
Address and Change of Address - 5010.....	18
Application of Agreement - Administrative Positions - 3302 .....	12
Appropriate Unit - 1101 .....	1
Authority - 1100 .....	1

### B

Benefit Not Dependent upon Marriage - 5305.01 .....	23
Bulletin Boards - SSA Use of District - 11000.....	35

### C

Call Back - 3109 .....	8
Cash In Lieu - 5001.01 .....	15
Cash In Lieu - 5001.01 .....	15
Catastrophic Leave Committee -5204 .....	20
Certification and License Differential - 3112 .....	9
Changes Necessitated By Law - 11007 .....	36
Classified Supervisory Employee Disciplinary Hearing Procedure - 6007 .....	28
Continuation Retirement - 5006 .....	16
Contract Re-Openers - 10001.02 .....	35

### D

Demotion - Effect upon Rate of Compensation - 3104 .....	7
Dental Benefits - 5003 .....	15
Determination of Hourly Rate of Pay - 3110.....	8
Determining Service, Supplies, Methods and Operation - 9003.....	34
Disciplinary - Notice of Proposed Action - 6003 .....	28
Disciplinary Hearing - Presentation of Evidence - 6008 .....	29
Disciplinary Hearing Procedures - Classified Supervisory Employees - 6007.01 .....	28
Discipline - Causes - 6001 .....	27
Discipline - Effective Date of Disciplinary Decision - 6010 .....	29
Discipline - Employee Demand for a Hearing - 6004 .....	28
Discipline - Employee Failure to Respond - 6005.....	28
Discipline - General Provisions - 6000.....	27
Discipline - Hearing Officer's Recommended Decision - 6009 .....	29
Discipline - Imposed Leave Pending Hearing - 6006 .....	28
Discipline - Procedures Prior to Imposition - 6002 .....	28
Distribution of Agreement - 10000.....	35
Dues Check Off - 2000.....	3
Dues Error Correction - 2002.01 .....	3
Duties and Responsibilities (Job Description) - 3100.....	6

### E

Effect of Certain Miscellaneous Actions upon Salaries - 3105 .....	7
Effective Date of Agreement - 10002.....	35
Eligibility Lists - 4006.....	14

Employee Medical Coverage - 5000 .....	15
Employee Personal Property - 5008 .....	17
Evaluation - Administrative Positions - 3304 .....	13
Evaluation - Continuing Development - 8001.03 .....	33
Evaluation - Determine Needs - 8001.02 .....	33
Evaluation - Division Head, Department Head and Principal - 8002 .....	33
Evaluation - Employee Rights - 8007 .....	33
Evaluation - Goal - 8000 .....	32
Evaluation - Objectives - 8001 .....	32
Evaluation - Permanent Employees - 8005 .....	33
Evaluation - Probationary Employees - 8004 .....	33
Evaluation - Procedure - Administrative Positions - 3304.01 .....	13
Evaluation - Provide a Means - 8001.01 .....	32
Evaluation - Recognition of Praiseworthy Service - 8001.04 .....	33
Evaluation Form .....	48
Evaluation Forms - 8006 .....	33
Evaluation Frequency - Administrative Positions - 3304.02 .....	13
Exempt - Administrative Positions - 3307.01 .....	13
Exhausted Paid Leave - 5202 .....	19
Exhaustion of Industrial Accident or Illness Leave - 5400.03 .....	24
Extra Pay for Extra Work - Administrative Positions - 3307.02 .....	13
<i>F</i>	
Federal and State Laws Apply To Agreement - 11006 .....	36
for Industrial Accident or Illness Leave Compensation - 5400.04 .....	24
<i>G</i>	
Grievance - Appeal Level I- Mediation (Optional) - 7004 .....	31
Grievance - Appeal Level II - Arbitration - 7005 .....	32
Grievance - Arbitrator Authority - 7005.02 .....	32
Grievance - Definition - 7000 .....	31
Grievance - Formal Level I - Director of Personnel Services - 7002 .....	31
Grievance - Formal Level II - Superintendent or Designee - 7003 .....	31
Grievance - Informal Procedure - 7001 .....	31
Grievance - Notification to SSA - 7006 .....	32
Grievance - Selection of Arbitrator - 7005.01 .....	32
<i>H</i>	
Health and Other Benefit Plans Continued During Paid Status - 5005 .....	16
Health Plans - 5001 .....	15
Hepatitis Testing - 5400.05 .....	24
Hiring, Promotions and Transfers Objectives - 4000 .....	13
Holiday Schedule - 5308 .....	24
Holiday Schedule - Appendix B .....	40
<i>I</i>	
Illness/Accident during Vacation - 5105 .....	19
Industrial Accident or Illness Compensation - 5400.04 .....	24
Industrial Accident or Illness Leave - 5400 .....	24
Intent of Parties - Administrative Positions - 3301 .....	12
Interview - 4004 .....	14
Invalid Provision - 11004 .....	36
<i>L</i>	
Layoff Procedures - 3113 .....	9

Leave - Adoption - 5305.....	23
Leave - Association - 5307.....	23
Leave - Bereavement - 5301.....	22
Leave - Child Care - 5503.....	25
Leave - Family and Medical - 5504.....	26
Leave - Health -5500.....	25
Leave - Jury Duty or Witness - 5303.....	23
Leave - Military - 5501.....	25
Leave - Paternity - 5304.....	23
Leave - Personal and Family Illness - 5302.....	23
Leave - Personal Necessity - 5300.....	22
Leave - Twelve Weeks Entitlement - 5504.01.....	26
Longevity - 3111.....	8
Longevity - Administrative Positions - 3305.....	13
Longevity - Fifteen Years Service - 3111.03.....	8
Longevity - Five Years Service - 3111.01.....	8
Longevity - Ten Years Service - 3111.02.....	8
Longevity - Twenty Years Service - 3111.04.....	8
Longevity - Twenty-Five Years Service - 3111.05.....	8
Longevity Earned - 3111.06.....	9

## *M*

Maintenance of Membership - 2001.....	3
Management and Control of the District - 9001.....	34
Management Rights Continued - 9000.....	34
Managing the Work and Work Force - 9002.....	34
Method of Recruitment - 4002.....	14

## *N*

Negotiations Concluded - 11005.....	36
No Discrimination Because of Pregnancy - 5306.....	23
Notification of New Positions - 1103.....	3

## *O*

Overtime - 3108.....	7
Overtime Authorization to Work - 3108.02.....	8
Overtime Rate of Pay - 3108.01.....	7

## *P*

Paid Family Leave - 5505.....	26
Parties to Comply with all Articles - 9101.....	35
Parties to the Agreement - 1000.....	35
Part-time Employees -5001.02.....	15
Pay for Grievance Procedure Duties - 11001.....	35
Pay for Industrial Accident or Illness Leave - 5400.02.....	24
Personal Property General Provision - 5008.01.....	17
Personal Property Restrictions - 5008.02.....	17
Personal Property Time Limits and Substantiation - 5008.03.....	17
Personnel File - 6012.....	30
Positions Classifications Remain in Unit - 1102.....	3
Prescription Drug Plan - 5002.....	15
Promotion - Effect upon Rate of Compensation - 3103.....	6

## *Q*

Qualified Applicants Listing - 4005.....	14
--	----

## *R*

Reclassification - 3107 .....	7
Re-employment after Exhausted Paid Leave - 5203.....	19
Regular Rate of Pay - 3101 .....	6
Remittance of Dues - 2003 .....	4
Retiree Health Benefits - 5007 .....	16
Retirement - 5009 .....	17
Rules and Regulations - 9004 .....	34

## *S*

Salary - 3306.....	13
Salary Advancement - 3102.....	6
Salary Schedule - Title and Salary Range - Appendix A.....	37
Salary Schedules - 3200 .....	11
Salary Schedules - Appendix C .....	41
Screening Review - 4003 .....	14
Seminars, Workshops and Training - 11002.....	36
SSA/IFPTE Local 21 .....	35
Staff Development - 11003.....	36
Supervisor/Subordinate Pay Ratio - 3101.01.....	6

## *T*

Temporary Work in Higher Classification - 3106 .....	7
Term of Agreement - 10001 .....	35

## *U*

Unfilled Positions - 1104.....	3
Use of Industrial Accident or Illness Leave - 5400.01 .....	24
Use of Sick Leave - 5201.....	19
Use of Sick Leave to Attend to Illness of a Child, Parent or Spouse - 5201.01 .....	19

## *V*

Vacancy Notice - 4001 .....	14
Vacation - Administrative Positions - 3303.....	13
Vacation - Four Weeks per Year - 5100.03 .....	18
Vacation - Three Weeks per Year - 5100.02 .....	18
Vacation - Two Weeks per Year - 5100.01 .....	18
Vacation Accumulation - 5103.....	18
Vacation Entitlement - 5100.....	18
Vacation Taken - 5102 .....	18
Vacation upon Separation from Service - 5104.....	18
Vision Plan - 5004.....	16

## *W*

Work Continuation Provision - 9100.....	34
Work Hours, Overtime, Holiday Pay, Call Back Pay - Administrative Positions - 3307.....	13
Work Week - 3001 .....	5
Work year - Eleven Month Employees - 3002.01 .....	5
Work Year - Twelve Month Employees - 3002.01.....	5
Workday - 3000.....	5