

AGREEMENT BETWEEN

REEF-SUNSET UNIFIED SCHOOL DISTRICT

AND

CALIFORNIA SCHOOL EMPLOYEES'
ASSOCIATION

AND ITS

KETTLEMAN CITY HILLS CHAPTER #332

FOR PERIOD

JULY 1, 2020

THROUGH JUNE 30, 2023

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ARTICLE I
EFFECT OF AGREEMENT

The Articles and Provisions contained herein constitute a bilateral and binding agreement by and between the Governing Board of the REEF-SUNSET UNIFIED SCHOOL DISTRICT and the CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION, AND ITS CHAPTER #332 an employee organization.

The following agreement shall be effective as of July 1, 2020 and shall continue in full force and effect until June 30, 2023.

ARTICLE II RECOGNITION

1. ACKNOWLEDGEMENT

The District hereby acknowledges that CSEA is the exclusive bargaining representative for all classified employees holding those positions described in Appendix A, attached hereto, and incorporated by reference as a part of this Agreement. The bargaining unit may be expanded to other classes by mutual agreement of the District and CSEA subject to the rules of the Public Employment Relations Board.

2. SCOPE OF REPRESENTATION

The scope of representation shall be limited to matters relating to wages, hours of employment and all other terms and conditions of employment as enumerated in Government Code Section 3543.2

**ARTICLE III
SUPPORT OF AGREEMENT**

CSEA agrees to support this Agreement for its term and will not appear before the public school employer in order to seek change or improvement in any matter subject to the meet and negotiate process, except as by mutual agreement of the DISTRICT and CSEA.

**ARTICLE IV
DISTRICT RIGHTS**

1. MANAGEMENT RIGHTS

The Board, on its own behalf and on behalf of the electors of the District, hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and the Constitution of the State and of the United States, including, but without limiting the generality of the foregoing, the right:

- A. To the executive management organization and administrative control of the District and its properties and facilities, and the activities of its employees;
- B. To direct the work of its employees, determine the time and hours of operations and determine the kinds and levels of service to be provided and the methods and means of providing those services not routinely performed;
- C. To hire all employees and subject to the provisions of the law to determine their qualifications and the conditions for their continued employment, discipline, dismissal or demotion, and to promote, assign, and transfer all such employees;
- D. To established educational policies, goals and objectives; to insure rights and educational opportunities of students; to determine staffing patterns; to determine the number and kinds of personnel required in order to maintain the efficiency of District operations; and
- E. To build, move or modify facilities; establish budget procedures and determine budgetary allocation; determine the method of raising revenue; and take action on any matter in the event of an emergency.

2. LIMITATIONS

The exercise of the forgoing powers, rights, authority, duties and responsibilities by the Board, in adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only by the specific and express terms of this agreement and then only to the extent such specific and express terms hereof are in conformance with the Constitution and the laws of the State of California Constitution and laws of the United States.

3. EMERGENCY PROCEDURE

The District retains its right to amend, modify or rescind policies and practices referred to in this agreement in case of emergency. The determination of whether or not an emergency exists is solely within the discretion of the Board and is expressly excluded from the provisions of Article XI "Grievance". The CSEA Chapter will be notified of the emergency and the anticipated length.

**ARTICLE V
ORGANIZATIONAL RIGHTS**

1. EMPLOYEE RIGHTS

The district recognizes organizational security for CSEA, therefore, employees inherit the right to form, join and participate in lawful activities.

2. CHECK OFF

CSEA shall have the sole and exclusive right to have membership dues and service fees deducted for employees in the bargaining unit by the District.

3. DUES OR FEES AND PAYROLL DEDUCTIONS

- A. All employees in the bargaining unit who are not members of the Association, and all employees who hereafter enter the bargaining unit, may become members of CSEA by submitting to CSEA authorization for the deduction of membership dues. The District shall deduct, in accordance with the CSEA due schedule, dues from the wages of all employees who are members of CSEA, CSEA will provide the District with a dues schedule and will certify to the District that it has received written authorization from all employees for whom dues deductions are authorized
- B. The parties agree that the District shall not deduct any “back payment” of dues or fees from the pay of unit members who are initially employed by the District and have elected to be members of CSEA, after the commencement of a school year, nor shall such employees be held liable for the payment of dues or fees to cover any period prior to their initial employment.
- C. With respect to all sums deducted by the District pursuant to Section 3a and 3B above, the District agrees promptly to remit such monies to the Association accompanied by the list provided by the county office.
- D. The Association agrees to furnish any information needed by the District to fulfill the provisions of this Article.
- E. The Association shall indemnify, defend, and hold the District harmless from any and all claims, suits, and judgments based upon the enforcement of this Article, including the payment of reasonable attorneys’ fees and costs incurred. The Association shall have the exclusive right to decide and determine whether any such action or proceeding shall or shall not be compromised, resisted, defended, tried, or appealed.

4. CSEA RIGHTS

CSEA shall have the following rights in addition to the rights contained in any other portion of this Agreement:

- A. The right of access to areas in which employees work during the employees' lunch and break periods or such other periods as authorized by the District administration.
- B. The right to use without charge the following: institutional bulletin boards, mailboxes, district telephones for local calls for association business and email pursuant to the District Acceptable Use Agreement (AUA).
- C. The right to use without charge institutional facilities and buildings at reasonable time.
- D. The right of CSEA to receive a copy of any financial statement which- are furnished in hard copy to the Board at the monthly meetings.
- E. CSEA shall be granted up to 35 days release time, per school year, non-cumulative, with a one (1) day prior approval by the Principal or Immediate Supervisor, for organizational business. Up to five (5) days of additional release time shall be granted for the President and one (1) other CSEA member to attend the CSEA State Conference. CSEA will notify the district at least 30 days in advance of names of the employees that will be attending the conference.
- F. The District recognizes that it has the obligation to consult with the classified employees regarding the school calendar and consider their suggestions.
- G. If CSEA provides packets to the District, the District will give one to each new unit member hired. Within 30 days after a new unit employee is hired, the District shall notify CSEA of the employee's name, classification and job site. By the first week of every month, the District will notify CSEA of any changes in employee work status. The CSEA President shall receive a copy of the notification letter presented to classified employees upon hire or change of status.
 - 1. New employees shall be provided orientation of district procedures and guidelines within sixty (60) days of their hire date. CSEA shall be included in the orientation and shall have the opportunity to meet with new employees for up to 30 minutes. Participation by CSEA shall be by the Chapter President or designee. The CSEA Site Representative may also participate.

5. RESTRICTION OF DISTRICT NEGOTIATIONS AND AGREEMENTS

The District shall conduct no negotiations nor enter into any agreement with any other organization on matters concerning the rights of bargaining unit employees and/or CSEA.

- A. The employer will allow necessary time off from work with pay (lost time) for members of the CSEA Bargaining Committee, not to exceed six (6) current CSEA employees when they are functioning as negotiators for CSEA in meetings with the employer.

- B. Members of CSEA Bargaining Committee will provide advance notice to their supervisor when required to be absent from work for the above purpose.
- C. The District shall allow, without penalty, unit members to attend any Association-conducted meeting called for the purpose of considering the ratification of a proposed collective bargaining agreement after 5 p.m., not to exceed 2 hours including travel.

**ARTICLE VI
COMPENSATION AND BENEFITS**

1. BENEFITS

- A. CSEA acknowledges that employee benefits are a significant part of the total remuneration. Should the District agree to an adjustment in compensation and benefits with any other unit, the District agrees to meet and negotiate with CSEA.
- B. CSEA unit members shall participate in one of the following plans: Plan A #6 or #8 or Plan B # 1 or #3, including Delta Dental Plan and Vision Services Plan C/10 of the Central Valley Trust. Starting January 1, 2008, the Delta Plan shall include unlimited dental and 2 cleanings per calendar year. The District contribution toward Health and Welfare Benefits shall be \$1,240.00 per month effective July 1, 2019.
- C. Additionally, effective for October 1, 2021- June 30, 2023, the District will contribute an additional \$56 per month off-schedule dollars for each CSEA covered member in order to increase the Districts contribution and reduce the employee's monthly contribution for Fringe Benefits allowing the Cost Containment Committee to vigorously explore options for reduced costs and/or increased benefits options CSEA.
- D. For purposes of receiving the above health benefits, eligible unit members shall be defined as those employees regularly working 30 hours or more per week excluding overtime.
- E. The District agrees to provide a term life insurance policy to all classified employees in the amount of \$50,000 effective no later than July 1, 2017.
- F. The District and CSEA agree to establish a Cost Containment Committee no later than June 30, 2022 that will review cost containment strategies and provide advisory recommendations to constituent groups concerning insurance benefits.
 - a. The committee will be compromised of an equal representation among management/confidential, certificated, and classified staff.
 - b. The Cost Containment Committee shall not make any changes in the rate structure (i.e. composite rate vs. tiered rate) or change plan offering without bargaining with the respective unit first.
 - c. The Cost Containment Committee has no jurisdiction to change or otherwise modify the terms of Article VI or any other provisions of the collective bargaining agreement.

2. SALARY SCHEDULE

The District and CSEA propose an increase to the 2021-2022 salary schedules (Classified Salary Schedule and Child Development Classified Salary Schedule) of 4.5% and an increase of 3% for 2022-2023.

Effective July 1, 2020, the CSEA Classified Salary Schedule shall be increased by 2.5% for the 2020-2021 school year. If the certificated staff receive a higher increase for 2020-2021 school year, classified staff will receive the same increase.

CSEA and the District agree to set up a committee to work on standardizing and/or squaring the classified salary schedule. Every effort will be made to have a recommendation presented to the Board of Education by the December 2021 meeting.

Salary Schedule, see Appendix A.

3. **BILINGUAL STIPEND**

Any unit member that is certified by the district and is required to use bilingual skills in the course of their duties, shall receive a stipend equivalent to 3.5% of their salary. This certification will require the employee to pass a written and oral examination adopted and administered by the district. Unit members who have not passed the written and oral examinations shall not be required to perform translation services for the District. Specialized training shall be provided for IEP translation assignments. The District will post and notify the bargaining unit as to when the written test is being conducted.

4. **SALARY COMPUTATION**

Each unit employee shall be given a salary computation schedule by November 1, of each year.

5. **LONGEVITY RECOGNITION**

A. Upon completion of full years of service, employees shall receive longevity pay increases in salary. The increase will be made on the anniversary date of hire upon completion of the years indicated below:

5 – 9 yrs.	3%
10 – 14 yrs.	4%
15 – 19 yrs.	5%
20 – 24 yrs.	6%
25 – 29 yrs.	7%
30 + yrs.	8%

B. Longevity calculation shall be based on the initial date of hire for the eligible employee without a break in service regardless of the classification in which the employee has served. Placement on the reemployment list (39- month rehire list) subsequent restoration will include the longevity step which was earned by the employee at the time of separation.

C. Effective July 1, 2021 and in addition to the above, employees shall receive a Longevity Stipend at the following benchmarks:

- a. 15 years: \$1,200
- b. 25 years: \$2,400
- c. 30 years: \$3,600

6. **PAY AND ALLOWANCES**

The District agrees to pay the expense of all classes required of bus drivers in maintaining bus drivers' license and bus driving certificates. This includes the required medical certificate and physical examination and any CHP or DMV fees.

The District shall pay the employee's current hourly rate for all hours required to be spent in attendance at in-District required training outside the employee's contracted hours or contracted days.

A. **PROFFESIONAL GROWTH**

The District and CSEA agree to develop a committee to explore professional development opportunities and career advancement for classified employees. CSEA and the District agree to meet by November 12, 2021 to explore ideas.

(Committee is currently working and has had multiple meeting; Surveys have been sent out and results are in.)

The District and CSEA recognize the mutual benefits of a Job Skills and Professional Development Training Program designed to promote: (1) increased career mobility, promotional opportunities, workplace health and safety and (2) a highly skilled, motivated and productive work force committed to excellence.

To this end, the District and CSEA will convene a joint committee by the second week of February each year for the following school year, to prepare a staff development program that considers feasibility, cost, job skills, and effectiveness among other things, and may include but is not limited to the following:

1. Job skills and professional development training
2. Technical and computer skills training to all our unit members
3. In-service training
4. Cross-training work assignments
5. Special Certification and/or Licensing

Classified employees who have attained permanent status in the District will be eligible to earn professional growth increments.

- a. General Regulations
 - i. Professional Growth credits may be earned through participation in the following types of activities that are either related to the bargaining unit member's job duties or are part of the curriculum for a specific Certificate Program.
- b. Consideration for Professional Growth stipends will only be given for hours taken outside of the unit member's regular duty.
 - i. No Professional Growth credit shall be given to employees for professional growth activities taken and/or completed prior to employment in the Classified Service of the District or prior to the ratification date (2022) of this section.
- c. Approval Process for compensation for college degrees
 - i. Permanent employees shall submit official transcripts to the District Human Resources Department on or before

September 30th of each year in order to receive credit for that work year and thereafter.

- ii. The Human Resources Department management designee reviews Professional Growth applications and verifies that the hours taken/planned are appropriate for Professional Growth credit, in accordance with the criteria above, are supported by authentic records, and were submitted on a timely basis. Applications for Professional Growth credit that do not meet these standards will be denied and/or returned for amendment/correction. The reason for denial shall be stated in writing.
- iii. Bargaining unit members whose Professional Growth application has been denied may file an appeal within ten (10) days of the date of the denial. The appeal must clearly state the specific reasons why the denial is not acceptable.
- iv. The bargaining unit may request a meeting with the Executive Director of Human Resources to review the appeal. The bargaining unit member may be accompanied by a Union representative for this purpose.
- v. Any appropriately filed appeal shall be reviewed by the Superintendent or designee. A decision to approve, or confirm the denial, of the Professional Growth application shall be based on judgment of the totality of facts and circumstances. Approval shall be granted only if it is not in conflict with the negotiated provisions of this Article.

d. Professional Growth Stipends

Stipends will be paid in a single payment when the certificate/program is completed and verified.

Stipends may be earned by the completion of a pre-approved professional growth program equaling the following hours of participation:

- i. 5- 10 hour program = \$200
- ii. 11- 20 hour program = \$350
- iii. 21+ hour program = \$500

B. COMPENSATION FOR COLLEGE/UNIVERSITY DEGREES

Effective on July 1, 2021 bargaining unit members with degrees (from regionally accredited colleges and universities shall be entitled to the following stipends:

- Doctorate = \$1,500 per year
- Masters = \$1,300 per year
- Bachelors = \$1,000 per year
- Associates = \$750 per year

Bargaining unit members are only entitled to one stipend for their highest degree.

- C. When bargaining unit members apply for and are promoted to a higher classification from within the district, their placement on the salary schedule shall be calculated according to the following formula:

The individual shall be placed at the first step of the schedule for their new classification that represents an increase in pay of at least 3 percent over the step of the salary schedule where they were placed at the time the promotion occurred.

All newly hired or promoted unit members shall serve a probationary period of six (6) months or 130 days paid service, whichever is greater. A newly hired or permanent employee promoted to a classification, between January 1 and June 30, shall receive a step increase after successfully completing the twelve (12) month period in the new classification. Thereafter, such employees shall receive their annual step increase as of July 1 each year. Employees hired or promoted to a new classification between July 1 and December 31 shall receive their step increase the following July 1 provided they successfully complete their six (6) month or 130 days of paid service probationary period in the new classification.

Classified employees may be placed no higher than the third step on the salary on the salary schedule at the time of employment, unless deemed an extraordinary circumstance and approved by the Superintendent. Any exception will include prior notification to the bargaining unit on a case-by-case basis.

7. PAYROLL ERRORS

Whenever it is determined that an error has been made in the calculations or reporting of any bargaining unit employee's salary, the District shall, within five (5) workdays following such determination provide the employee with a statement of the correction and supplemental payment, if required or the employee shall reimburse the District of any overpayment of salary. To prevent a hardship to the employee, the employee shall be able to make payment arrangements with the District.

8. WORKING OUT OF CLASS: COMPENSATION

A qualified bargaining unit employee may be temporarily required to perform duties inconsistent with those normally assigned to the employee. When unit members are assigned as "TEMPORARY DESIGNEE" to perform the essential required duties of an absent lead classified employee as defined by District Policy, such a designation shall result in a 5% differential being paid to that unit member for the period of time such service is performed.

When bargaining unit members are assigned to substitute for a higher classification for a period greater than 5 consecutive days, they shall be paid at Step 1 of the higher classification or their current rate plus 5%, whichever is greater, retroactive to the first day.

9. **MILEAGE AND OTHER TRAVEL EXPENSES**

- A. Bargaining unit employees shall be reimbursed for necessary mileage and travel expenses as provided by Board Policy.
- B. Employees using personal vehicles shall be reimbursed at the IRS rate.
- C. Meal: The District will reimburse the actual amount for the meal as substantiated by the receipt provided. Breakfast may only be claimed when an overnight stay is approved. Dinner may only be claimed when the ending time for the conference/workshop plus the travel time would result in the individual returning to his/her work site later than 7:00 p.m.

10. **STIPENDS**

- A. If a stipend position is filled by a classified employee, the employee has the right to apply for the position for the following school year.
- B. Any open stipend position shall be opened to classified employees before being opened to non-district employees.
- C. Any classified employee that is filling a stipend position shall be compensated at the normal stipend rate (see Appendix D for Stipend Schedule).
- D. Any classified employee that is serving as a sports coach shall receive release time to attend sporting events that take place during the employee's normal working hours.
- E. Whenever possible, the District will have contracts in place at least 30 days after the start of the school year for current year coaching positions.

ARTICLE VII HOURS

1. WORKDAY

The length of the workday shall be designated by the Board for each classified assignment in accordance with the law. Each bargaining unit employee shall be assigned a fixed, regular, and ascertainable minimum number of hours.

2. WORKWEEK

The workweek shall consist of five (5) days, of eight (8) hours per day and forty (40) hours per week. This article shall not restrict the extension of the regular workday or workweek on an overtime basis when such is necessary to carry on the business of the District.

3. OVERTIME

The Board agrees to compensate bargaining unit employees at the rate of one and one-half times the employee's regular rate for each hour of work accomplished in excess of the 8 hour work day or 40 hour work week, only when time is pre-approved by the employee's immediate supervisor. A 10-hour workday without overtime pay is authorized only when requested by the employee and approved by the Superintendent. When a 10-hour workday is authorized; the work week will not exceed 40 hours. This compensation rate applies to work accomplished during the employee's regular day off. Two and one-half times the regular rate of pay compensation shall be paid to the employee when applied to work performed on a holiday. Overtime worked on the 6th and 7th workday shall be paid pursuant to Education Code section 45131.

4. COMPENSATORY TIME

- A. An employee in the bargaining unit has the option to elect to take compensatory time in lieu of such compensation; the compensatory time must be pre-approved by the employee's immediate supervisor.
- B. No employee shall receive or accumulate more than 120 hours of compensatory time off at any time. Employees must take all but 40 hours of compensatory time by the end of the fiscal year in which it was accrued. The remaining 40 hours may be carried over into the new fiscal year. All compensatory time shall be recorded at one and a half times the regular rate when earned.
- D. Compensatory time off shall be scheduled on mutually agreed upon dates between the employee and the supervisor.
- E. Less than full time employees may choose to receive-flex time in lieu of compensation; the flex time must be pre-approved by the employee's immediate supervisor. Flex time shall be recorded as 1:1 time earned unless they are assigned to work in excess of 8 hours on a given day or 40 hours on a given week, and only to that extent. Any hours worked over the 8 hours per day or 40

hours per week will be recorded at one and a half times (1.5) the regular rate when earned. Sections B and C above shall also apply to flex time.

5. LUNCH PERIODS AND REST PERIODS

The Board shall establish an unpaid uninterrupted lunch period of not less than one-half ½ hour, not more than one (1) hour for each bargaining unit employee working five (5) or more consecutive hours per day. The Board shall provide one paid (15) fifteen minute rest period for each bargaining unit employee for each (4) four hour period worked at times approved by the immediate supervisor but not during the first or last hour of the workday. Dinner periods and rest periods for evening and early morning shift employees shall be established whenever possible within the regulations for the day shift employees. Where a bus driver's supervisor certifies that the driver's duties prevented him/her from taking a duty free, unpaid lunch break, the lunch break shall be paid at the appropriate hourly rate.

6. CALL - IN /CALL – BACK TIME

- A. Any employee called in to work on a day when the employee is not scheduled to work shall receive a minimum of two (2) hours pay at the appropriate rate of pay under this Agreement.
- B. Any employee called back to work shall be compensated for at least two (2) hours of work at the overtime rate if it is more than an eight hour shift, irrespective of the actual time less than that required to be worked. Scheduled events shall be excluded.

7. DIFFERENTIAL PAY

- A. Employees working an assigned split shift with at least two (2) hours down time shall receive an additional thirty cents (.30) per hour over the regular base rate for all hours in paid status.
- B. An employee working a swing or night shift will receive an additional thirty cents (.30) per hour over their base salary rate.
- C. A swing or night shift is defined as one that begins at 12:00 p.m. or after and ends at 8:30 p.m. or after.
- D. Employees meeting criteria for health benefits as described in ARTICLE VI, SECTION 1, ITEM C, and being utilized as a bus driver working between 6:00 a.m. and 6:00 p.m. could have their shifts adjusted with reasonable notice. If the shift extends beyond 6:00 p.m. the bus driver will be guaranteed a minimum of two (2) hours pay at the overtime rate.

**ARTICLE VIII
VACANCIES/PROMOTIONS/TRANFERS**

1. **DEFINITION:**

- A. **Vacancy.** A vacancy is defined as a position within the bargaining unit which becomes open and available to be filled through the occurrence of a resignation, release, termination, retirement, death, promotion, reassignment, or transfer, or a position within the bargaining unit that is newly added.
- B. **Transfer.** A transfer is defined as a permanent change in work site, or to a position at the same work site with additional hours, where the employee remains in the same job classification.
- C. **Promotion.** A promotion is defined as the permanent movement of an employee from one job classification to another job classification of a higher range of pay. Six-months or 130 days of paid service, whichever is longer, probationary period included in all promotions.
- D. **Seniority.** For the purposes of this Article, seniority is determined unit-wide based upon the member's initial date of service in the bargaining unit.

2. **Notification:** All vacancies and new positions shall be posted inside only by the District at the District Office and at each job site and emailed via District email, for a minimum of five working days. A copy of each notice shall also be provided to the CSEA Chapter President on the date of posting. Each notice shall include the job title, a brief description of the position and duties, training and experience requirements, location, number of hours per day, number of days per week, number of paid days per year, the salary range and the deadline for applying.

3. **EMPLOYEE REQUESTED TRANSFER**

Employees may request transfers when vacancies exist. These requests must be in writing.

- A. A qualified employee may submit a request for transfer/promotion when vacancy is posted. Any unit member who wishes to be considered for a vacancy which might occur during a period when the unit member is on leave must submit a letter to the Human Resources Department prior to the leave indicating such interest. The letter shall state the beginning and ending dates of the leave and shall be valid only during the dates stated and shall list family classifications of interest. For the purpose of this section a leave is defined as any time an employee is off work, excluding weekends.

If a unit member has performed duties that fall under the job description for 10 consecutive days or 25 non-consecutive days in a 12-month period they will automatically be deemed qualified and will be granted an interview.

An employee shall be deemed qualified to request a transfer, or promotion to another classified position if the employee has attained permanent status in the District, has served at least six months in his/her current position, his/her most recent performance evaluation is satisfactory or better, and he/she meets the minimum qualifications for the position in question.

- B. If an employee's request for voluntary transfer/reassignment/promotion is granted, the employee must accept the offer within two (2) work days of notification. If the employee fails to respond to the offer within two (2) work days of notification, or the District is unable to reach the employee by phone within two (2) work-days, the offer shall be deemed rejected by the employee and thereby, the offer shall be revoked.
- C. If a unit member's request for a voluntary transfer is denied, the employee, upon request, shall be granted a meeting with the management employee who denied the request to discuss the reasons for the denial. Following the meeting the employee may request and shall receive written reasons for the denial.
- D. The District's decision related to a request for a transfer, or promotion is the sole discretion of the District and is not grievable under Article XI, unless the District has failed to follow the process when making their decision.

4. **INVOLUNTARY TRANSFER**

- A. The right to transfer and assign employees is vested in the District. The District may involuntarily transfer or laterally assign employees, prior to posting vacancies, when the Superintendent or designee determines that the transfer or lateral assignment is in the best interest of the District. Such instances may include, but are not limited to, improved efficiencies in operations, changes in enrollment, training opportunities, and personnel matters. However, no such transfer or lateral assignment shall be made for disciplinary purposes and shall not be made arbitrarily or capriciously.
- B. If an employee is involuntarily transferred, the employee and a CSEA Representative shall be given five (5) days' notice, unless such notice is administratively impossible and if so, as much notice as is possible shall be given.
- C. If an employee is involuntarily transferred, the employee, upon request, shall be granted a meeting with the management employee who made such a determination to discuss the reasons for the transfer. Following the meeting the employee may request and shall receive written reasons for the transfer.
- D. The District's decision related to involuntarily transfer is the sole discretion of the District and is not grievable under Article XI, unless the District has failed to follow the process when making their decision.

5. **TRANSFER/PROMOTION INTERVIEWS**

- A. Unit members requesting promotions or transfers shall be granted an interview, providing they meet requirements set forth in Article VIII, 3. A, at the end of the 5 day inside only posting period.

If a unit member has performed duties that fall under the job description for 10 consecutive days or 25 non- consecutive days in a 12-month period, they will automatically be deemed qualified and will be granted an interview. If the unit member is denied an interview or is not hired for the position, upon request, he or she shall be granted a meeting with the Human Resource Manager to discuss the reasons for the denial.

All transfer/promotion interviews shall include a CSEA representative designated by the Chapter President.

6. **SENIORITY CONSIDERATION**

In all instances, vacancies shall be filled by the most qualified employees available. However, if two (2) or more unit members are deemed equally qualified for a position in question, the following consideration shall be made:

- A. In regards to voluntary transfers, lateral assignments and promotions, the unit members with the greatest seniority shall be assigned to the position.
- B. In regards to involuntary transfers and lateral assignments, the unit member with the least seniority shall be assigned to the position.
- C. In considering whether employees are equally qualified, the District shall consider factors including, but not limited to, seniority within the District, relevant work experience, relevant training, relevant education, satisfactory work history with the District, and/or oral or written examinations if applicable. Such determinations are at the sole discretion of the District.

**ARTICLE IX
SAFETY**

1. The District shall conform to and comply with all health, safety and sanitation requirements imposed by State or Federal law or regulations adopted under State or Federal law.
2. **DISTRICT CHILD ABUSE**
 - A. All classified employees shall be given training on child abuse reporting. Each employee will be furnished with a copy of the certification to the State of California Department of Education of the training provided.
 - B. Training will primarily be provided during working hours; but, if such training is outside working hours, employees shall be compensated for such time.
 - C. Child abuse reporting forms shall be made available at work locations at each site, along with the telephone number of the reporting agency. Postage for report will be paid for by the District. Any employee filing such a report must do so within thirty-six (36) hours of first suspecting any child abuse.
 - D. Reporting of child abuse is to be made preferably to the Juvenile Service Officer, or to any other such agency, without seeking administration permission.
 - E. An employee may notify the site administration verbally that such a report has been filed, or can seek assistance from the site administration in filing the report; but the site administration must maintain confidentiality at all time.
 - F. No disciplinary action shall be taken against any employee making such a report.

**ARTICLE X
PERSONNEL FILES**

1. Materials in personnel files of employees, which may serve as a basis for affecting the status of their employment, are to be made available for the inspection of the person involved.
2. Such material is not to include ratings, reports or records which; (1) were obtained prior to the employment of the person involved; (2) were prepared by identifiable examination committee members; (3) were obtained in connection with a promotional examination.
3. Every employee shall have the right to inspect such materials upon request, provided that the request is made at a time when such person is not actually required to render services to the employing District. Employees are not required to render services during lunch period or before or after scheduled work hours.
4. Information of a derogatory nature, except materials mentioned in the second paragraph of this section, shall not be entered or filed unless and until the employee is given notice and an opportunity to review and comment thereon. Any employee shall have the right to enter, and have attached to any derogatory statement, his/her own comments hereon. Such review shall take place during normal business hours with no loss in compensation for the employee.
5. Upon written authorization by the employee, a representative of CSEA shall be permitted to examine and/or obtain copies of materials in such employee's personnel file. The District shall pay for or provide copies of the employee's personnel file requested pursuant to this paragraph.
6. Access to personnel files shall be limited to the members of the District Administration on a need – to know basis. Board of Trustees may request the review of an employee's file at a personnel session of the Board. The contents of all personnel files shall be kept in the strictest confidence.

**ARTICLE XI
GRIEVANCE**

1. DEFINITION

- A. A “grievance” is a formal written allegation by a grievant that he/she has been adversely affected by a violation or misapplication of this Agreement.
- B. A “grievant” may be any employee(s) covered by this contract and/or the association.
- C. A “day” is any day in which the Central Administrative Offices of the Reef-Sunset Unified School District are open for business.
- D. The “immediate supervisor” is the manager or supervisor having immediate jurisdiction over the grievant.

2. MISCELLANEOUS GRIEVANCE PROCEDURES

- A. CSEA shall be informed of the grievance disposition at each formal level.
- B. An employee and/or the association may present a grievance directly and have such grievance adjusted without intervention of CSEA as long as the adjustment is not inconsistent with the terms of the Agreement.
- C. Any employee witnesses required to appear in connection with this article by the supervisor shall suffer no loss of pay, nor be required to make up the time.
- D. The grievant and one (1) CSEA Grievance Officer shall be entitled to release time to take part in any grievance adjudication conference called by the supervisor deciding the grievance.

3. INFORMAL LEVEL

Before filing a formal grievance, the grievant shall attempt to resolve the grievance by an informal conference with his/her immediate supervisor.

4. LEVEL I

Within ten (10) days after the occurrence of the act of omission giving rise to the grievance, the grievant and /or his/her CSEA Grievance Officer must present his/her grievance, in writing, on the appropriate District form, to his/her immediate supervisor. This shall be a clear, concise statement of the grievance, including the specific provisions of this Agreement claimed to have been violated, the circumstances constituting such alleged violation, the decision rendered at the informal conference and the specific remedy sought.

- A. The immediate supervisor shall communicate his/her decision to the employee in writing within five (5) days after receiving the formal grievance.

If the immediate supervisor does not respond within the time limit, the grievant may appeal to the next level.

- B. Within the above time limits, either party may request a personal conference and the employee may be accompanied to such conference by a CSEA Grievance Officer.

5. **LEVEL II**

- A. If the grievant believes the decision at the previous levels is incorrect, he/she may, within five (5) days, appeal the decision, on the appropriate District form, to the Principal or his/her designee. This statement shall include a copy of the original grievance and appeal, the decision rendered and, a clear, concise statement of the reasons for the appeal.

- B. The Principal, or his/her designee, shall communicate his/her decision to the grievant within five (5) days. If the Principal or his /her designee does not respond within the time limit provided, the grievant may appeal to the next level.

6. **LEVEL III**

- A. If the grievant believes the decision at the previous level is incorrect, he/she may, within five (5) days, appeal the decision on the appropriate District form, to the Superintendent or his/her designee. This statement shall include a clear copy of the original grievance and appeals, the decision rendered and a clear, concise statement of the reasons for this appeal.

- B. The Superintendent, or his/her designee, shall communicate his/her decision to the grievant within five (5) days. If the Superintendent, or his/her designee, does not respond within the time limit provided, the grievant may appeal to the next level.

7. **LEVEL IV**

- A. In the event the grievant is not satisfied with the decision of the Superintendent, or his/her designee, he/she may appeal the decision, in writing, within five (5) days to the Board of Trustees. Copies of the previous actions on the grievance shall be included with the appeal, and it shall be made on the District form. The Board shall consider the matter within thirty (30) days.

- B. If the Board of Trustees determines that it is unable to render as final determination based on the record submitted, it may reopen the record for the taking of additional evidence.

- C. The Board of Trustees alone has the power to render the final binding determination of the grievance. Such determination shall be communicated to the grievant in writing.

**ARTICLE XII
EVALUATIONS**

1. WHO MAKES EVALUATIONS

Each immediate supervisor under whom the employee has served for 60 working days or more during the rating period shall provide a performance evaluation, even though the employee may have left his/her control.

- A. Probationary employees shall normally be evaluated twice during the initial probationary period, which is six months or 130 days of paid services, whichever is longer. Permanent employees shall be evaluated annually until employee has received three consecutive years of satisfactory evaluations, and then evaluated once every two years.

2. PROCEDURES TO BE FOLLOWED

- A. Performance evaluation reports shall be made on forms prescribed by the superintendent and shall be prepared by the employee's immediate supervisor. The form shall be reviewed by the superintendent or designee. Any conduct not directly observed by the evaluator will be investigated first by the evaluator before being placed in the evaluation. Any negative evaluation shall include a specific recommendation for improvement.
- B. The immediate supervisor shall present the performance evaluation report to the employee and shall discuss it with him/her. The evaluation form shall be signed by the employee to indicate receipt only, and the employee shall be given a signed copy.
- C. Performance evaluation reports shall be filed in the employee's personnel records and shall be available for review in connection with promotional examinations and disciplinary actions. All personnel files shall be kept in confidence and shall be available for inspection only to other employees of the District when necessary in the proper administration of the District affairs or the supervision of the employee.

3. APPEALS

If the employee is not satisfied with his/her performance evaluation, he/she may appeal to the next level of supervision. The appeal may allege that the content is arbitrary, capricious, or discriminatory. In case of a violation of the agreed – to procedure, the appeal may be processed according to the Grievance Article.

**ARTICLE XIII
DISCIPLINE**

1. DISCIPLINE OF PROBATIONARY EMPLOYEES Probationary employees may be disciplined or terminated without cause or a hearing for any lawful reason upon written notice from the administration.

2. DISCIPLINE OF PERMANENT EMPLOYEES SERVING IN PROMOTIONAL POSITIONS

A. Duration Permanent employees who are promoted shall be deemed to be on probation in the promotional position for a period of six (6) calendar months or 130 days of paid service whichever is greater from the date the employee commences service in the promotional position.

B. Release The District may release an employee serving in a promotional position to return to his/her former position for any lawful reason upon written notice to the employee. **Said notice shall not be appealable in any forum and shall not be deemed a Skelly notice or entitle the employee to due process of any kind.**

C. Return to former position If a permanent employee is returned to his/her former position, the District may exercise its right to release the employee who previously occupied the permanent employee's original position in accordance with Education Code 45117. If positions are available, every effort will be made to offer position(s) to the displaced employee.

D. Employee rights A permanent employee serving a promotional probationary period cannot have his/her employment relationship, in the position in which he/she satisfactorily completed probation, terminated without cause and a hearing as set forth below.

3. DISCIPLINE OF PERMANENT EMPLOYEES

A. The District shall have the right to impose disciplinary action, both orally or written, and suspension, for just cause.

B. This article shall not limit the District's right to evaluate or to reprimand orally or in writing or to counsel classified employees.

C. The classified employee may request the presence of CSEA representative at any meeting scheduled by an administrator where discipline is the reason for meeting.

D. Each step of progressive discipline must be preceded by the previous step except when the Superintendent or designee determines that the misconduct justifies the skipping of steps of progressive discipline.

4. STEPS OF PROGRESSIVE DISCIPLINE

- A. The steps of progressive discipline shall be followed by the District except when the Superintendent and/or designee determine that the misconduct justifies the skipping of steps of progressive discipline.

STEP 1: Verbal Counseling

The Verbal Counseling session shall take place between the administrator and the classified employee.

STEP 2: Letter of Concern

A Letter of Concern shall report the specific acts or omissions upon which the concern is based and shall specify the administrator's expectation for improvement. It shall not be placed in the unit member's personnel file, except as attachments to a written reprimand. The classified employee shall have the right to attach his/her statement of rebuttal to any Letter of Concern. Such statements of rebuttal shall remain with the Letter of Concern if attached to a letter of reprimand. A Letter of Concern shall also include a statement explaining that if the act/omission occurs again, further disciplinary action may be taken with the unit member.

STEP 3: Letter of Reprimand

A Letter of Reprimand shall report the specific acts or omissions upon which the reprimand is based and shall specify the administrator's expectation for improvement. The employee shall sign the written reprimand, only to acknowledge receipt and not to imply concurrence. All written reprimands shall include a standard statement from the District informing classified employees of the following:

The written reprimand shall be placed in the employee's personnel file.

The employee has the right to submit a written rebuttal to the written reprimand at any time, and that such rebuttal shall be permanently attached to the written reprimand.

STEP 4: Letter of Possible Disciplinary Action

The letter of possible disciplinary action shall report the specific acts or omissions upon which the possible discipline is based and shall specify the recommended disciplinary action which may include demotion, suspension, or dismissal.

5. DISCIPLINARY ACTION

The following disciplinary actions may be taken by the District against a permanent employee for the causes listed in Section D.

1. "Dismissal" is removal from the employment of the District.
 2. "Suspension" is temporary removal from the employment of the District with/without pay for a specified period of time, not to exceed thirty (30) calendar days.
 3. "Involuntary Demotion" is placement in a lower classification.
 4. "Involuntary Reassignment" is a change of assignment whereby an employee is deprived of an incident of classification and/or removed for punitive reasons.
6. DEMOTION, SUSPENSION, OR DISMISSAL OF PERMANENT CLASSIFIED EMPLOYEE
1. A permanent classified employee may be demoted, suspended, or dismissed by the Superintendent, or in his absence by his designee, for cause as provided in Section D of this Agreement; provided, however, that such action shall not be effective until written charges are filed and served upon the employee and the Board has taken action as herein provided.

7. GROUND FOR THE DISCIPLINARY ACTION OR DISMISSAL OF PERMANENT CLASSIFIED EMPLOYEE

One or more of the following causes shall be grounds for suspension, demotion, or dismissal of any permanent classified employee:

1. Incompetence or inefficiency in the performance of the duties of the position.
2. Inability to perform assigned duties due to failure to meet job qualifications (including, but not limited to, failure to possess licenses or failure to pass required test.)
3. Insubordination (including, but not limited to, refusal to do assigned work.)
4. Carelessness or negligence in the performance of duty or in the care or use of District property.
5. Discourteous or offensive behavior towards students, coworkers, or the public.
6. Dishonesty.
7. Drinking alcoholic beverages on the job, or reporting for work while intoxicated or with evidence of alcoholic intake.
8. Addiction to the use of narcotics or a restricted substance, use of narcotics or restricted substances while on the job, or reporting to work while under the influence of a narcotic or restricted substance.

9. Engaging in political activity during assigned hours of employment.
10. Conviction of any crime involving moral turpitude.
11. Arrest for a sex offense as defined in Education Code section 44010.
12. Conviction of a narcotics offense as defined in Education code section 44011.
13. Repeated and unexcused absence or tardiness.
14. Repeated, unexcused failure to report to work as assigned.
15. Excessive absence which is detrimental to the District.
16. Falsifying any information supplied to the District, including but not limited to, information supplied on application forms, employment records, or any other District records.
17. Persistent violation or refusal to obey safety rules and regulations made applicable to public schools by the Board of Trustees or by an appropriate state or local government agency.
18. Offering anything of value or offering any service in exchange for special treatment in connection with the employee's job or employment or accepting anything of value or any service in exchange for granting any special treatment to another employee or to any member of the public.
19. Abandonment of position.
20. Advocacy of overthrow of federal, state, or local government by force, violence, or other unlawful means.
21. Membership in the Communist Party.
22. Engaging in an illegal work stoppage.
23. Loss of any license or certificate required for the position.
24. Willful or negligent damage to school property or willful waste of District supplies or equipment.
25. Mental or physical incapacity detrimental to the efficiency of the classified service.
26. Misappropriation of District funds or property.
27. Sexual Harassment as prescribed in Board Policy 4012.

This Section shall not be construed to prevent layoffs for lack of work or lack of funds.

E. DISCIPLINARY PROCEDURE

1. Immediate Suspension

An employee may be immediately suspended with pay, pending a conference when his/her continuing presence would be seriously detrimental to the welfare of the District, students, or employees. Such immediate suspensions may be ordered by the Superintendent after the employee has been notified of the charges and has been given an opportunity to respond.

2. Informal Conference

An employee, against whom disciplinary action will be taken, shall meet with the Superintendent or his/her designee prior to written notification or official charges. The employee shall be informed orally of the reasons for disciplinary action and the action to be taken and be given an opportunity to respond. The employee may be represented at the conference by a representative of his/her choice.

F. NOTICE OF PROPOSED DISCIPLINARY ACTION TO PERMANENT CLASSIFIED EMPLOYEE

Notification to a permanent employee of proposed disciplinary action shall be deemed sufficient when it is delivered in person to the employee or when it is deposited in the U.S. Certified Mail, postage prepaid, and addressed to the last known address of the employee. The notification to the employee shall contain the following:

1. A statement of the specific acts and omissions upon which the disciplinary action is based;
2. A statement of the cause for the action taken;
3. If it is claimed that the employee has violated a rule or regulation of the District, a statement of the rule or regulation;
4. A statement of the action proposed;
5. A statement that the employee has violated a rule or regulation of the District, a statement of the rule or regulation;
6. A card or paper, the signing and filing of which with the Board of Trustees shall constitute a demand for hearing, and denial of all charges.

G. UNPAID STATUS PENDING BOARD HEARING

If the Superintendent or his/her designee determines that, pending a Board of Trustees hearing of the demotion, suspension, or dismissal, leave without pay would be in the best interest of the District, the following procedure shall be initiated prior to imposing the unpaid demotion, suspension, or dismissal:

1. In addition to the written notice of the proposed disciplinary action as provided in Article XI, the employee shall be given written notice of the demotion or suspension without pay and the charges upon which that action is based, and his right to respond to those charges both orally at a conference and in writing.
2. The employee shall be given notice of the immediate demotion or suspension sufficiently in advance of the action to review the charges and to frame a response.
3. The demotion or suspension action shall be discussed at the Skelly conference with the Superintendent or his designee, during which time the employee shall have the right to present any rebutting evidence. Nothing in this Section shall be constructed to prohibit an immediate interim five (5) workday suspension prior to notice and a conference where an immediate suspension is required in the best interest of the District.
4. The suspended employee shall be given written notice in person or by deposit in U.S. Certified Mail of the charges upon which the suspension was based within one (1) workday after suspension.
5. The employee shall be notified of his right to file a written response or to have a conference with the appropriate administrator.
6. A reasonable opportunity shall be afforded the employee for a conference within five (5) workdays from the date of suspension.

Any employee charged with the commission of any sex offense as defined in Education Code section 44010 or any narcotics offense as defined in section 44011 of the Education Code by complaint, information, or indictment filed in a court of competent jurisdiction may be suspended as provided for in section 45304 of the Education Code.

H. COMPENSATION FOR LOSS OF SALARY DURING DEMOTION OR SUSPENSION DURING DEMOTION OR SUSPENSION WITHOUT PAY

If disciplinary action against the employee is not upheld by the Board of Trustees, the employee shall be compensated for any loss of salary resulting from a demotion or suspension without pay prior to the hearing.

**ARTICLE XIV
LEAVES**

1. 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 three (3) days in state within 200 miles; five (5) days in state over 200 miles one-way; six (6) days if out-of-state travel is required. Documentation of death/travel may be required for any utilization of bereavement leave. The immediate family is defined as mother, father, grandfather, grandmother, or a grandchild of the employee or of the spouse of the employee, and the spouse, son, son-in-law, daughter, daughter-in-law, brother or sister, foster parent, step-parent, brother-in-law, sister-in-law of the employee or of the spouse of the employee, or any relative living in the immediate household of the employee.

2. JURY DUTY

- A. Any employee summoned for jury duty shall be entitled to leave of absence with full pay for such period of time as he/she may be required to attend the court in response to such summons. If an employee in the bargaining unit whose regular shift is an evening shift, is summoned for jury duty, the employee shall be entitled to a leave of absence with full pay for such period of time as he/she may be required to attend court in response to such summons.
- B. An employee shall be entitled to leave of absence with full pay to appear as a witness in court, other than as a litigant, or to respond to an official order from another governmental jurisdiction for reasons not brought about through his/her connivance or misconduct.
- C. The employee may retain such payment as may be allowed him/her for travel, lodging, and expenses but, as a condition for entitlement to court leave, he/she shall make payable to the District any and all fees which they may receive as payment for his/her service as a juror or witness.

3. MILITARY LEAVE

An employee shall be entitled to any military leave provided by law and shall retain all rights and privileges granted by law arising out of the exercise of military leave.

4. SICK LEAVE (LEAVE OF ABSENCE FOR ILLNESS OR INJURY)

- A. An employee employed five (5) days a week by the District shall be granted twelve (12) days leave of absence for illness or injury, exclusive of all days he/she is not required to render service to the District, with full pay for a fiscal year of service.

- B. An employee, employed five (5) days a week, who is employed for less than a full fiscal year is entitled to that prorated proportion of twelve (12) days leave of absence for illness or injury.
- C. An employee employed for less than (8) eight hours per day shall be entitled, for a fiscal year of service, to that prorated proportion of twelve (12) days leave of absence for illness or injury as the number of hours per day he/she is employed per week in relation to (40) forty hours per week. When such persons are employed for less than a full fiscal year of service this and the preceding paragraph shall determine that proportion of leave of absence for illness or injury to which they are entitled.
- D. At the beginning of each fiscal year, the full amount of sick leave earned under this section shall be credited to each employee as provided by law. Credit for sick leave need not be accrued and such leave may be taken at any time during the year. However, a new employee of the District shall not be eligible to take more than six (6) days or the proportionate amount to which he/she may be entitled, until the first day of the calendar month after completion of six (6) months of active service with the District.
- E. If an employee does not take the full amount of leave allowed in any year under this section, the amount not taken shall be accumulated from year to year.
- F. The District may request a physician's verification of illness on the third consecutive day of absence or on the first day of absence after the fourth day of use of sick leave during the school year. Any cost incurred by the employee in obtaining such verification shall be paid by the District.

5. PREGNANCY LEAVE

Childbirth, or complications arising from pregnancy, shall be treated as a health condition for the purpose of sick leave.

6. INDUSTRIAL ACCIDENT AND ILLNES LEAVE

In addition to any other benefits that an employee may be entitled to under the Worker's Compensation Laws of this State, employees shall be entitled to the following benefits:

- A. An employee suffering an injury or illness arising out of and in the course and scope of his/her employment shall be entitled to a leave of up to sixty (60) working days in any one fiscal year for the same accident or illness. This leave shall not be accumulated from year to year, and when any leave will overlap a fiscal year, the employee shall be entitled to only that amount remaining at the end of the fiscal year in which the injury or illness occurred.
- B. The 60 days is to run concurrently with the 100 days in item 10, "Entitlement to other sick leave".

- C. Industrial Accident and Illness Leave provisions will be withheld for 1 year from hire date.
- D. Payment for wages lost on any day shall not, when added to an award granted the employee under the Worker's Compensation Law of this State, exceed the normal wage for the day.
- E. The industrial accident or illness leave is to be used in lieu of normal sick leave benefits. When entitlement to industrial accident or illness leave under this section has been exhausted, entitlement to other sick leave, vacation or other paid leave may then be used. If, however, an employee is still receiving temporary disability payments under the Worker's Compensation Laws of this State at the time of the exhaustion of benefits under this section, he/she shall be entitled to use only so much of his/her accumulated and available normal sick leave and vacation leave; which, when added to the Worker's Compensation award, provides for a day's pay at the regular rate of pay.
- F. Any time an employee on Industrial Accident or Illness Leave is able to return to work, he/she shall be reinstated in his/her position without loss of pay or benefits.

7. BREAK IN SERVICE

No absence under any paid leave provisions of this Article shall be considered as a break in service for any employee who is in paid status, and all benefits accruing under the provisions of this agreement shall continue to accrue under such absence.

8. PERSONAL NECESSITY LEAVE

Employees may use up to eight (8) days of accumulated sick leave during any school year for the purpose of personal necessity. The use of Personal Necessity shall be governed by the following conditions:

- A. Three days in each school year may be utilized for reasons deemed by the employee to be personal necessity and may be reported by the employee as personal necessity with no further explanation.
- B. The subsequent five (5) days may be utilized for the following reasons only and shall be reported by the employee with sufficient detail to allow a reasonable judgment that the use conforms to the reasons indicated:
 - (1) Extension of bereavement leave
 - (2) Accident involving his/her person or property, or the person or property of his/her immediate family
 - (3) Serious illness of a member of his/her immediate family.
 - (4) Such other reasons as the employee's supervisor may approve. Such request, if denied may be appealed to the Superintendent.

(5) Additional flexibility for use of accumulated Sick Leave for Personal Necessity Leave may be granted by employee supervisor and appealable to the superintendent.

- C. In all cases the use of personal necessity leave shall be requested by the employee on the appropriate form at least two (2) days in advance of such use unless such advance request is not reasonable because of accident. When an advance request is not made the absence shall be reported on the appropriate district form on the day the employee returns to work.
- D. For purposes of extending bereavement leave the definition of immediate family shall be the same as identified in Article XIV, Section 1 Bereavement Leave.
- E. For all other uses of personal necessity leave immediate family shall be defined as those relatives identified in Article XIV, Section I who physically reside in the same household as the employee.
- F. Personal Necessity Leave days may be taken in one (1) hour increments with one day defined as the number of hours that the employee regularly works in one day.
- G. Personal Necessity Days not used for the reason enumerated in Section B above may not be taken on the day immediately before or immediately after a school vacation or holiday, unless the employee is normally required to work during the school vacation.

9. **CHILD REARING LEAVE**

An employee who is the natural or adoptive parent of a child shall be entitled to an unpaid leave of absence for the purpose of rearing his/her child. Such leave shall be for a maximum period of three (3) months and shall be granted upon giving the District four (4) weeks' notice prior to the anticipated date on which the leave is to commence.

During such leave, the District shall provide health benefits paid by the District if the individual already qualified for paid health benefits.

10. **ENTITLEMENT TO OTHER SICK LEAVE**

Each employee in the bargaining unit shall, once a year be credited with a total of one hundred (100) days sick leave days per illness in addition to the sick leave under Article XIV. Each day of sick leave provided by this section shall be compensated at the rate of fifty percent (50%) of the employee's regular salary. The paid sick leave provided for under this section shall be in addition to any other paid leave provided for in this article and shall be used after the exhaustion of the leaves provided in Article XIV. This section will become applicable on the fourth consecutive day of absence of each illness. Payment on the fourth consecutive day will be retroactive to the first day with a doctor's verification that the employee was unable to work due to illness or injury.

11. UNPAID LEAVE OF ABSENCE

An employee may request an unpaid leave of absence for a period not to exceed one (1) year. The employee utilizing such a leave shall not accrue seniority, step increases, or sick leave, but may be continued on health benefits during such leave provided the employee reimburses the District the cost of such programs. The district will consider requests separately and may approve or deny such request on the merits of each individual request.

12. FAMILY AND MEDICAL LEAVE (FMLA)

Pursuant to the Federal Family and Medical Leave Act of 1993 (“the Act”) and the California Family Care Leave Act (Government Code section 12945.2, “the California Act”) employees may be eligible for either paid or unpaid Family and Medical Leave, for family and medical purposes, depending upon the employee’s circumstances. To qualify for Family and Medical Leave, the employee must meet the requirements under the Act, and/or the California Act, whichever is applicable. Any employee who wishes to seek Family and Medical Leave shall request said leave through the personnel office. See Appendix C for summary of the regulations and procedures under FMLA and CFRA.

13. CATASTROPHIC LEAVE

When a catastrophic illness or injury incapacitates an employee or a member of his/her family for an extended period of time, fellow employees may donate accrued vacation as sick leave credits to that employee under the specific requirements of the office catastrophic leave program. Donations made under the catastrophic leave program shall be strictly voluntary (Board Policy 4161.9)

A. An employee who is, or whose family member is, suffering from a catastrophic illness or injury may request donations of accrued vacation or sick leave credits under the catastrophic leave program. Requests may be submitted on the “Catastrophic Sick Leave Request” form. Prior to requesting catastrophic leave donations, the employee must request that all accrued sick leave, vacation, and other paid leave be approved as catastrophic leave. The employee must exhaust all other leaves accrued to him/her prior to requesting catastrophic leave.

B. “Catastrophic illness” or “injury” means 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 which incapacity 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 of his/her sick leave and other paid time off.

C. Upon requesting donations under this program, the employee shall provide verification of the catastrophic injury or illness. Verification shall be made by means of a letter, dated and signed by the sick or injured person’s physician, indicating the incapacitating nature and probable duration of the illness or injury.

D. The superintendent or designee shall determine:

1. That the employee is unable to work due to the employee's or his/her family member's catastrophic illness or injury, and
2. That the employee has exhausted all accrued paid leave credits.

E. When the above verification and determinations are made, the superintendent or designee will approve the transfer of accrued vacation and sick leave credits.

F. The superintendent or designee shall inform employees of the means by which donations may be made in response to the employees' request.

G. Any employee, upon written notice to the office may donate accrued vacation and/or sick leave credits to the requesting employee at a minimum of eight hours, and in hour increments thereafter. All donated leave will only be given to the employee that it was originally donated to. Donated leave shall be dated, time stamped, and transferred to the receiving employee as it is needed. The "Authorization to Donate Leave" form shall be used by employees for the purpose of contributions of sick leave and must be personally delivered to the human resource department.

H. To ensure that employees retain sufficient accrued sick leave to meet needs that normally arise, donors shall not donate more than 25% of their accumulated sick leave, or reduce their accumulated sick leave to fewer than ten (10) days during the fiscal year.

I. Benefiting employees may use donated leave credits until June 30th of the school year in which they applied. If the employee does not use all donated leave credits, the leave shall return to the employee(s) that donated the leave. If more than one employee donated leave, the remainder of available leave credits shall be divided up and returned to the donating employees based on the percentage of leave that they donated.

J. An employee who receives paid leave pursuant to this program shall use any leave credits that he/she continues to accrue on a monthly basis before receiving paid leave pursuant to this program.

K. The superintendent or designee shall ensure that all donations are confidential.

14. **SABBATICAL LEAVE**

The Board may grant classified employees a Sabbatical Leave of absence not to exceed one (1) year as long as the purpose of the leave is to pursue a program of study which may be of benefit to the District.

A. If granted, a Sabbatical Leave shall not be considered as a break in service and all benefits accruing under the provisions of this agreement shall continue to accrue.

- B. If the employee is currently receiving health benefits they may continue to receive health benefits during such leave provided the employee reimburses the district for the employee's portion of the cost of the benefits.
- C. The employee will be required to sign an MOU agreeing to work for RSUSD for two years after completion of the Sabbatical Leave or reimburse the district for the district's portion of the benefits.

**ARTICLE XV
VACATION TIME**

1. ELIGIBILITY

All employees in the bargaining unit shall earn paid vacation time under this Article. Vacation benefits are earned on a fiscal year basis – July 1 – June 30.

2. PAID VACATION

Except as otherwise provided in this Article, paid vacation shall be granted no later than the fiscal year immediately following the fiscal year in which it is earned. When approved by the employer, the paid vacation may be granted in the fiscal year in which it is earned.

3. ACCUMULATION

Vacation time shall be earned and accumulated on a monthly basis in accordance with the following schedules:

- A. From the first year through the fifth year of service vacation time shall be earned and accumulated at the rate of one (1) day vacation for each month of service; not to exceed twelve (12) days per fiscal year.
- B. From the sixth through the tenth year of service, the employee shall be entitled to fourteen (14) days vacation per year.
- C. From the eleventh through the fourteenth year of service to the District, the employee shall be entitled to sixteen (16) days vacation per year.
- D. From the fifteenth through the eighteenth year of service, the employee shall be entitled to (18) days vacation per year.
- E. From the nineteenth through the twentieth years of service the employee shall be entitled to twenty (20) days vacation per year.
- F. For the twenty – first year and over, the employee shall be entitled to twenty-five (25) days vacation per year.
- G. Vacation days shall be prorated for employees who work less than full – time in the same ratio as the regular hours per day, days per week, weeks per month, or months per year of such part – time employees in relation to eight (8) hours per day, forty (40) hours per calendar week, for (4) four calendar weeks per month, or twelve (12) calendar months during the school year.

4. VACATION PAY

Pay for vacation days for all bargaining unit employees shall be the same as that which the employees would have received had he/she been in a working status.

5. VACATION PAY UPON TERMINATION

When an employee in the bargaining unit is terminated for any reason, he/she shall be entitled to all vacation pay earned and accumulated up to and including the effective date of termination.

6. VACATION POSTPONEMENT

- A. If a bargaining unit employee's vacation becomes due during a period when he/she is on leave due to illness or injury, he/she may request that his/her vacation date be changed and the District may reschedule such vacation in accordance with vacation dates available at that time. The employee may request to have his /her vacation rescheduled in accordance with the vacation schedule available at that time, or may request to carry over his/her current year's vacation to the following year, or he/she may elect to receive compensation for all vacation earned during the current fiscal year.
- B. If, because of employer's needs, a bargaining unit employee is not permitted to take all or any part of his/her annual vacation, the amount not taken shall, at the option of the employee, be accumulated for use in the following year or be paid for in cash.

7. VACATION SCHEDULING

- A. Vacation schedules shall be prepared by the District administration at the beginning of each work year. Employees shall submit their requested dates for vacation within three weeks of receiving the vacation request form from the District.

The District shall make every reasonable effort to comply with requests for vacation consistent with the work needs of the District, and other scheduling constraints. Conflicts between employees as to scheduling shall be determined by seniority on a rotating basis. Once approved, changes to the annual vacation schedule may be approved if at least 15 days' notice is given prior to the modification.

- B. Twelve month employees who request and are approved for vacation time six (6) months or more in advance shall be guaranteed their schedule and approved vacation, except under emergency circumstances.
- C. Less than twelve month employees shall be paid the amount of their yearly accrued vacation which is included in their salary computation for each school year.
- D. An employee may not accumulated or carry over more than 20 vacation days.

8. INTERRUPTION OF VACATION

An employee in the bargaining unit shall be permitted to interrupt or terminate vacation leave in order to begin another type of paid leave provided by this Agreement without a return to active service, provided the employee supplies notice and supporting information regarding the basis for such interruption or termination.

**ARTICLE XVI
HOLIDAYS**

The district agrees to provide all unit members with the following paid holidays provided they are in paid status during any portion of the working day preceding or succeeding the holiday adopted according to the Board adopted calendar.

1. SCHEDULED HOLIDAYS

- (1) New Year's Day
- (2) Martin Luther King, Jr. Day
- (3) Lincoln's Birthday
- (4) President's Birthday
- (5) Friday of Spring Recess
- (6) Memorial Day
- (7) Independence Day
- (8) Labor Day
- (9) Floating Holiday * (2)
- (10) Veteran's Day
- (11) Thanksgiving Day and Day Following
- (12) Christmas Day and Day Before

* One (1) additional Floating Holiday will be given to all classified employees who currently have two (2) for the 2008-09 school year and the 2009-10 school year.

*The floating holiday must be approved in advance by the immediate supervisor. Floating holiday must be used in current school year and cannot be carried over to the next year.

*In addition, no substitute will be used when using a floating holiday.

2. ADDITIONAL HOLIDAYS

Every day declared by the President or Governor of this state as a holiday, public fast, mourning, thanksgiving, or any day requiring the closing of the School District declared by the Governing Board shall be considered an additional holiday.

3. HOLIDAY ELIGIBILITY

Except as otherwise provided in this article, an employee must be in paid status on the working day immediately preceding or succeeding the holiday to be paid for the holiday. Employees in the bargaining unit who are not normally assigned to duty during the school holidays of December 25 and January 1, or Spring Vacation Day, shall be paid for those holidays provided that they were in a paid status during any portion of the working day of their normal assignment immediately preceding or succeeding the holiday period.

4. HOLIDAYS ON SATURDAY OR SUNDAY

When a holiday falls on a Saturday, the preceding workday not a holiday shall be deemed to be that holiday. When a holiday falls on Sunday the following workday not a holiday shall be deemed to be that holiday.

**ARTICLE XVII
LAYOFF**

1. PROCEDURE

- A. The District shall lay off employees based on lack of work or lack of funds. The District shall notify the association prior to a layoff of bargaining unit employees and shall make it available to discuss such layoff prior to layoff action. The parties agree that the decision to layoff employees rest solely and exclusively with the District. The impact of layoff on working conditions shall be the sole topic of discussion provided for above.
- B. The District shall layoff according to least seniority within class. Laid off employees shall be restored by seniority within or lower classifications as that of the laid off employee for a period of 39 months.
- C. Seniority with the District shall be calculated based upon date of hire. The seniority of the individual shall be based on the elapsed time of continuous service to the district since the first date the employee rendered paid service in a specific classification regardless of work hours.
- D. Employees in higher classifications as determined by salary range shall accrue seniority in lower classifications in which the employee has performed service. Employees who move from a higher classification as determined by the salary range to a classification retain the seniority in the lower classification but shall not continue to accrue seniority in the higher classification. If two or more employees have the same hire date the layoff shall be determine by lot.
- D. Different classifications on the same salary range shall not accrue seniority in other classifications at that same salary range. (i.e. Equal Salary Range placement.)
- E. In addition to the rights set forth above, affected employees shall be eligible to exercise their rights as outlined in the Tucker v. Grossmont decision to the extent required by law.

2. RETIREMENT IN LIEU OF LAYOFF

An Employee in the bargaining unit may elect to accept a service retirement in lieu of layoff, voluntary demotion, or reduction in assigned time. Such employee shall, within ten (10) work days prior to the effective date of the proposed layoff, complete and submit a form provided by the District for this purpose.

3. SENIORITY DURING INVOLUNTARY UNPAID STATUS

Upon return to work, all time during which an individual is in involuntary, unpaid status shall be counted for seniority purposes not to exceed thirty-nine (39) months, except that during such time the individual will not accrue vacation, sick leave, holidays or other leave benefits.

**ARTICLE XVIII
EMPLOYEE EXPENSES AND MATERIALS**

1. UNIFORMS

Cafeteria and MOT employees will receive eleven (11) shirts and will be required to submit five (5) shirts on a weekly basis for laundering. All shirts must be returned to the District Office upon termination. Employee will be responsible for the cost of shirts not returned. MOT employees will be provided with a medium weight jacket once every five years. Laundry services for the jacket will not be provided. Employees may be subject to discipline if a uniform is provided and the employee fails to wear the provided uniform.

2. TOOLS

The District agrees to provide all tools, equipment and supplies reasonably necessary to bargaining unit employees for performance of employment duties.

3. REPLACING OR REPAIRING EMPLOYEE'S PROPERTY

The District will provide reimbursement to any employee for the cost of repairing or replacing eyeglasses, hearing aids, dentures or other personal effects necessary for normal performance of their task when such property is damaged on the job without employee negligence. Repair or replacement costs will be prorated on the basis of life expectancy of the items being repaired or replaced. Life expectancy is to be determined by a mutually agreed upon source. Proof of loss may be required.

The District will provide for reimbursement for the loss of an employee's personal effects only while the employee is acting within the scope of the employee's responsibilities. A written request for reimbursement under this section shall be required of the employee before any payment can be authorized.

4. SAFETY EQUIPMENT

Should the employment duties of an employee in the bargaining unit reasonably require use of any equipment or gear to insure the safety of the employee, or others, the District agrees to furnish such equipment or gear.

5. NON- OWNED AUTOMOBILE INSURANCE

An individual classified employee using his/her vehicle on authorized school business shall be considered an agent of the District and covered under the District's general liability policy.

6. PHYSICAL EXAMINATIONS

The District agrees to provide the full cost of any required medical examinations as a condition of continued employment.

ARTICLE XIX
EARLY RETIREMENT HEALTH BENEFITS

1. ELIGIBILITY

The following provisions are applicable only to full-time classified employees and shall determine the conditions of eligibility and payment of Early Retirement Benefits.

- A. The employee must have reached his/her fifty-seventh (57) birthday the year he/she elects to retire.
- B. The employee must have submitted to the Human Resources Office his/her letter of intent to retire ninety (90) days before his/her effective retirement date.
- C. The employee must have rendered fifteen (15) years of continuous service to the District.
- D. Only the eligible spouse and family members of the employee shall be afforded health and welfare benefits commensurate with the retiree's eligibility period.
- E. The coverage of the health, dental and vision care insurance plans shall be for a period not to exceed eight (8) years to the age of sixty-five (65) or when the employee is eligible for Medicare.
- F. The District will pay for the premium cost for health and welfare benefit coverage for retiree and eligible spouse and family members at the annual approved premium rate, but not to exceed the total dollar amount allotted to full time employees in service with the District.
 - 1. In the event the premium cost for the retiree and eligible spouse and family members exceeds the total amount allotted employees in service with the District, an option will be given the retiree to make supplementary payments to the District in order to maintain coverage.

ARTICLE XX
NO STRIKE

The Board and the Association recognize that strikes and other forms of work stoppage by members of the exclusive bargaining unit are contrary to the continuity of education programs. The Board and the Association subscribe to the principle that differences shall be resolved by peaceful and appropriate means, and agreements shall result from negotiating in good faith. The Association therefore, agrees that there shall be no strikes, work stoppages, or other refusal to perform work by the employees covered by this Agreement. The Board agrees not to engage in any lock out of employees covered by this agreement.

ARTICLE XXI
ZIPPERS

Any individual contract between the Board and an individual employee within the representational unit of this contract heretofore executed shall be subject to and consistent with the terms of this or subsequent agreements to be executed by both parties. If an individual contract contains any language inconsistent with this agreement, this agreement, during its duration, shall be controlling.

This agreement shall supersede any rules, regulations or practices of the Board, which shall be contrary to or inconsistent with its terms. The provisions of the agreement shall be considered part of the established policies of the Board.

All MOU's/side letters signed since the contract was last printed shall be incorporated in the new agreement.

The District shall provide each unit member with a copy of this agreement.

All other provisions of the existing contract shall remain unchanged.

SAVINGS

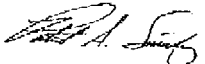
If any provisions of this Agreement are held to be contrary to law by a court of competent jurisdiction, such provisions will not be deemed valid and subsisting except to the extent permitted by law, but all other provisions will continue in full force and effect. In the event a court of competent jurisdiction suspends or invalidates any Article or Section of this Agreement, the parties agree to meet and negotiate within thirty (30) days after such determination of the purpose of arriving at a mutually satisfactory replacement for such Article or Section. Any additions or changes in this Agreement shall not be effective unless agreed to, reduced to writing, and properly ratified and signed by both parties.


**ARTICLE XXII
COMPLETION OF MEET AND NEGOTIATION**

The CSEA and District agree that they have had a full and unrestricted right to make, advance and discuss all matters which may be properly within the scope of meeting and negotiating according to State Law. The above and foregoing Agreement constitutes the full and complete Agreement of the parties and there are no other, oral or written, except as herein contained. The parties for the term of this Agreement, specifically waive the right to raise new subjects of bargaining, whether or not the subjects were known to either party at the time of execution hereof as proper subjects for meeting and negotiating.

DATE 9-12-21

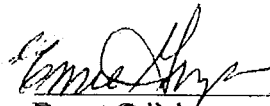
DATE 8-12-2021

BY: 

BY: 

Pat Sanchez, Superintendent
Reef-Sunset Unified School District

Elisha Vieira, CSEA President
California School Employees Association


Ernest Grijalva
CSEA Labor Representative

**ARTICLE XXIII
RECLASSIFICATION**

- 23.1 Reclassification means the re-defining of a position to account for changes in technology, duties or work that may alter the nature of the job.
- 23.2 Procedures:
- 23.2.1 Any individual request for reclassification shall be submitted to both the District and ASSOCIATION with required data (1 copy to the District) no later than March 1st of any year. The District will meet to negotiate all such requests annually with ASSOCIATION. This negotiation process shall take place during the months of April and May.
- 23.2.2 When either party seeks to effect a reclassification, he/she shall submit to the other party the following data when specific changes of duties are being alleged:
- 23.2.2.1 A cover letter stating an overview of the request.
- 23.2.2.2 The class or position to be reclassified;
- 23.2.2.3 The existing job description and salary placement;
- 23.2.2.4 The proposed job description and salary placement;
- 23.2.2.5 Employees affected by the proposal and the proposed disposition of same;
- 23.2.2.6 The basis for the reclassification.
- 23.2.2.7 The employee may request a letter from the employee's supervisor stating his/her recommendation and reasons for such recommendation regarding the request.
- 23.2.3 The other party shall have thirty (30) working days from date of receipt of the reclassification proposal to respond. It may:
- 23.2.3.1 advise that it approves the proposal;
- 23.2.3.2 call for a consultation session before referring the matter to the bargaining teams for negotiation.

APPENDIX

A

**APPENDIX A
CLASSIFICATION RANGE**

CLASSIFICATION	RANGE
ACCOUNT CLERK	20
ADMINISTRATIVE RECEPTIONIST	16
ADMINISTRATIVE SECRETARY I	15
ADMINISTRATIVE SECRETARY II/SIST	22
ADULT STUDENT SUPPORT AIDE LIASON	5
BUS DRIVER/UTILITY	17
CAFETERIA ASSISTANT	3
CAFETERIA COORDINATOR	15
CARPENTER	25
CUSTODIAN	15
GROUNDS	15
HEAD CUSTODIAN	25
HEAD GROUNDS	25
HUMAN RESOURCES ANALYST	26
INFORMATION TECHNOLOGY I	23
INFORMATION TECHONOLOGY II	26
INSTRUCTIONAL AIDE	5
INSTRUCTIONAL AIDE- SPECIAL NEEDS	10
INSTRUCTIONAL AIDE ONE-ON-ONE	10
LEAD BUS DRIVER/VEHICLE SERVICE	21
LIBRARY MEDIA CLERK	15
LVN	25
MAINTENANCE	19
OFFICE CLERK REGISTRAR	9
PART TIME BUS DRIVER	13
PAYROLL TECHNICIAN	26
PBIS AIDE	11
PLUMBER	25
STUDENT SUPERVISOR AIDE	1

**Reef-Sunset Unified School District
Classified Salary Schedule
2020-2021**

Classification	Range	Step 1	Step 2	Step 3	Step 4	Step 5
Student Supervisor Aide	1			14.18	14.74	15.31
Cafeteria Assistant	3	15.42	15.65	16.57	17.33	18.35
Inst. Aide/Adult Student Support Aide Liason	5	16.62	16.41	17.23	18.06	19.00
School Nurse Assistant	7	16.69	16.94	17.94	18.76	19.85
Office Clerk Registrar	9	16.66	17.54	18.41	19.34	20.33
Instructional Aide Special Needs/ One-On-One Sp. Needs	10	17.00	17.79	18.61	19.43	20.39
PBIS Aide	11	17.46	18.23	19.08	19.93	20.90
Part Time Bus Drivers	13	18.18	19.05	19.83	20.84	21.69
Cafe Coord/Adm Sec 1/Custodian/ Grounds 1/Lib Med Clerk	15	18.28	19.16	20.10	21.15	22.18
Admin. Receptionist	16	18.41	19.26	20.11	21.17	22.22
Bus Driver/Utility	17	19.35	20.10	21.13	21.48	23.03
Lead Bus Dr/Vehicle Ser	21	20.33	21.15	22.17	22.55	24.26
Info Tech I/Internet Help Desk	23	21.02	21.80	22.62	23.48	24.41
Maintenance	19	21.99	22.86	23.78	24.79	25.59
Account Clerk	20	22.66	23.70	24.79	22.16	27.11
Administrative Secretary II /SIST	22	22.73	23.80	24.88	26.02	27.21
Head Custodian/Head Grounds/ LVN/HVAC/Plumber	25	25.20	26.34	27.55	28.82	30.16
Payroll Technician/ Info Tech II/ Human Resources Analyst	26	26.26	27.46	28.75	30.05	31.45

Longevity Recognition of Base Salary

10-14 Years	4%
15-19 Years	5%
20-24 Years	6%
25-29 Years	7%
30 Years	8%

Longevity pay for part-time employees shall be paid on a prorated basis.

Approved College Units

1-4	\$250 per year
5-9	\$500 per year
10+	\$750 per year

Bilingual Stipend of 3.5% of salary - To receive a bilingual stipend, the employee must pass a district-adopted and district administered written and oral test.

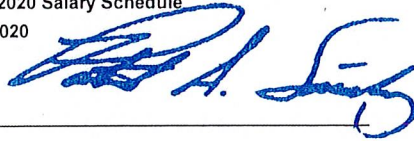
Split, Swing or Night Shift work: \$.30 per hour additional

Substitute work in a higher classification equals Step 1 of higher class or 5% of current class, whichever is highest.

2.5% above 2019-2020 Salary Schedule

Effective July 1, 2020

Superintendent: _____



Date: _____

09/16/2021

*Board Approved 09-16-2021

**REEF - SUNSET UNIFIED SCHOOL DISTRICT
PRE-SCHOOL PROGRAM**

CHILD DEVELOPMENT CLASSIFIED SALARY SCHEDULE

CLASSIFICATION	Range	Step 1	Step 2	Step 3	Step 4	Step 5
Preschool Assistant	1	15.04	15.27	16.17	16.91	17.90
Preschool Associate Teacher	2	16.59	17.36	18.16	18.96	19.89
Preschool Teacher	3	19.64	20.40	21.44	21.89	23.38
Preschool Master Teacher	4	24.91	25.87	27.19	27.66	29.65

Superintendent:  _____

Date: 05/20/2021

*Board Approved 05-20-2021

**Reef-Sunset Unified School District
Classified Salary Schedule
2021-2022**

Classification	Range	Step 1	Step 2	Step 3	Step 4	Step 5
Student Supervisor Aide	1			14.81	15.40	16.00
Cafeteria Assistant	3	16.11	16.36	17.32	18.11	19.17
Inst. Aide/Adult Student Support Aide Liaison	5	16.32	17.15	18.01	18.87	19.86
School Nurse Assistant	7	17.44	17.71	18.74	19.60	20.75
Office Clerk Registrar	9	17.41	18.33	19.24	20.21	21.24
Instructional Aide Special Needs/ One-On-One Sp. Needs	10	17.77	18.59	19.45	20.31	21.30
PBIS Aide	11	18.23	19.06	19.93	20.82	21.84
Part Time Bus Drivers	13	19.00	19.91	20.73	21.78	22.67
Café Coord/Adm Sec 1/Custodian/ Grounds 1/Lib Med Clerk	15	19.10	20.01	21.00	22.10	23.18
Admin. Receptionist	16	19.24	20.13	21.02	22.12	23.22
Bus Driver/Utility	17	20.22	21.00	22.08	22.45	24.07
Lead Bus Dr/Vehicle Ser	21	21.24	22.10	23.17	23.56	25.35
Info Tech I/Internet Help Desk	23	21.97	22.78	23.64	24.54	25.50
Maintenance	19	22.98	23.89	24.85	25.91	26.75
Account Clerk	20	23.68	24.76	25.91	27.06	28.33
Administrative Secretary II /SIST	22	23.76	24.87	26.00	27.20	28.44
Head Custodian/Head Grounds/ LVN/HVAC/Plumber	25	26.34	27.53	28.79	30.12	31.51
Payroll Technician/ Info Tech II/ Human Resources Analyst/ Business Services Tech	26	27.44	28.70	30.05	31.41	32.86

Longevity Recognition of Base Salary

5-9 Years	3%
10-14 Years	4%
15-19 Years	5%
20-24 Years	6%
25-29 Years	7%
30 Years	8%

One Time Longevity Stipend

15th Year	\$1,200
25th Year	\$2,400
30th Year	\$3,600

Longevity pay for part-time employees shall be paid on a prorated basis.

Approved College Units

1-4	\$250 per year
5-9	\$500 per year
10+	\$750 per year

Advance Degree Compensation

Associate's Degree	\$750
Bachelor's Degree	\$1,000
Master's Degree	\$1,300
Doctrine	\$1,500

Bilingual Stipend of 3.5% of salary - To receive a bilingual stipend, the employee must pass a district-adopted and district administered written and oral test.

Split, Swing or Night Shift work: \$.30 per hour additional

Substitute work in a higher classification equals Step 1 of higher class or 5% of current class, whichever is highest.

4.5% above 2020-2021 Salary Schedule
Effective July 1, 2021

Superintendent: _____

Date: _____

5/19/22

*Board Approved 05-19-2022

**REEF - SUNSET UNIFIED SCHOOL DISTRICT
PRE-SCHOOL PROGRAM
2021-2022**


CHILD DEVELOPMENT CLASSIFIED SALARY SCHEDULE

CLASSIFICATION	Range	Step 1	Step 2	Step 3	Step 4	Step 5
Preschool Assistant	1	15.72	15.96	16.90	17.67	18.71
Preschool Associate Teacher	2	17.34	18.14	18.98	19.81	20.79
Preschool Teacher	3	20.52	21.32	22.40	22.88	24.43
Preschool Master Teacher	4	26.03	27.03	28.41	28.90	30.98

CHILD DEVELOPMENT SUPERVISORY SALARY SCHEDULE

Preschool Site Supervisor	6	55,178	57,614	60,377	63,151	66,060	69,093
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(Note: Salary will be pro-rated based on actual number of hours worked)
4.5% above 20-21
Board Approved May 19th, 2022

Superintendent:  Date: 5/19/22

**Reef-Sunset Unified School District
Classified Salary Schedule
2022-2023**

Classification	Range	Step 1	Step 2	Step 3	Step 4	Step 5
Student Supervisor Aide	1			15.26	15.86	16.48
Cafeteria Assistant	3	16.59	16.85	17.84	18.66	19.75
Inst. Aide/Adult Student Support Aide Liaison	5	16.81	17.66	18.55	19.44	20.45
School Nurse Assistant	7	17.96	18.24	19.31	20.19	21.37
Office Clerk Registrar	9	17.93	18.88	19.81	20.82	21.88
Instructional Aide Special Needs/ One-On-One Sp. Needs	10	18.30	19.15	20.04	20.92	21.94
PBIS Aide	11	18.78	19.63	20.53	21.45	22.50
Part Time Bus Drivers	13	19.57	20.51	21.35	22.43	23.34
Café Coord/Adm Sec 1/Custodian/ Grounds 1/Lib Med Clerk	15	19.67	20.61	21.63	22.76	23.87
Admin. Receptionist	16	19.81	20.73	21.65	22.78	23.92
Bus Driver/Utility	17	20.83	21.63	22.74	23.12	24.79
Lead Bus Dr/Vehicle Ser	21	21.88	22.76	23.86	24.27	26.11
Info Tech I/Internet Help Desk	23	22.63	23.47	24.35	25.28	26.27
Maintenance	19	23.66	24.60	25.60	26.69	27.55
Account Clerk	20	24.39	25.51	26.69	27.87	29.18
Administrative Secretary II /SIST	22	24.47	25.62	26.78	28.01	29.29
Head Custodian/Head Grounds/ LVN/HVAC/Plumber	25	27.13	28.35	29.66	31.02	32.46
Payroll Technician/ Info Tech II/ Human Resources Analyst/ Business Services Tech	26	28.27	29.56	30.95	32.35	33.85

Longevity Recognition of Base Salary

5-9 Years	3%
10-14 Years	4%
15-19 Years	5%
20-24 Years	6%
25-29 Years	7%
30 Years	8%

One Time Longevity Stipend

15th Year	\$1,200
25th Year	\$2,400
30th Year	\$3,600

Longevity pay for part-time employees shall be paid on a prorated basis.

Approved College Units

1-4	\$250 per year
5-9	\$500 per year
10+	\$750 per year

Advance Degree Compensation

Associate's Degree	\$750
Bachelor's Degree	\$1,000
Master's Degree	\$1,300
Doctrine	\$1,500

Bilingual Stipend of 3.5% of salary - To receive a bilingual stipend, the employee must pass a district-adopted and district administered written and oral test.

Split, Swing or Night Shift work: \$.30 per hour additional

Substitute work in a higher classification equals Step 1 of higher class or 5% of current class, whichever is highest.

3% above 2021-2022 Salary Schedule
Effective July 1, 2022

Superintendent: _____

Date: 5/19/22

*Board Approved 05-19-2022

**REEF - SUNSET UNIFIED SCHOOL DISTRICT
PRE-SCHOOL PROGRAM
2022-2023**

CHILD DEVELOPMENT CLASSIFIED SALARY SCHEDULE

CLASSIFICATION	Range	Step 1	Step 2	Step 3	Step 4	Step 5
Preschool Assistant	1	16.19	16.44	17.41	18.20	19.27
Preschool Associate Teacher	2	17.86	18.68	19.55	20.40	21.41
Preschool Teacher	3	21.14	21.96	23.07	23.57	25.16
Preschool Master Teacher	4	26.81	27.84	29.26	29.77	31.91

CHILD DEVELOPMENT SUPERVISORY SALARY SCHEDULE

Preschool Site Supervisor	6	56,833	59,342	62,188	65,046	68,041	71,166
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(Note: Salary will be pro-rated based on actual number of hours worked)

3% above 21-22

Board Approved May 19th, 2022

Superintendent: 

Date: 5/19/22