

**AGREEMENT BETWEEN**

**MOUNT SHASTA UNION SCHOOL DISTRICT**

**AND THE**

**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION**

**AND ITS CHAPTER #720**

**2021-2024**

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**ARTICLE 1**  
**AGREEMENT**

1.1 Agreement

This is an Agreement made and entered into by and between the Mount Shasta Union School District (hereinafter referred to as “District”) and Chapter #720 of the California School Employees Association (hereinafter referred to as “CSEA”).

1.2 Term

1.2.1 This Agreement is effective July 1, 2021 and will remain in full force and effect through June 30, 2024, subject to the modifications and additions described herein.

1.2.2 Both the District and the Association shall have the right to reopen negotiations on any two articles of any two topics within the scope of negotiations by giving written notice to the other party of their intent to reopen on any such two items by March 1 of each school year within this three-year Agreement.

**ARTICLE 2**  
**RECOGNITION**

2.1 The District recognizes the Association as the exclusive representative of the classified employees serving in probationary or permanent status of the classified positions listed on Attachment 1.

2.2 This Agreement applies only to probationary or permanent classified unit members included in said representation unit. Substitute, temporary, or short-term employees are not members of the classified service unit and are not eligible for the benefits of the Agreement.

**ARTICLE 3**  
**DISTRICT RIGHTS**

3.1 It is understood and agreed that the District retains all of its powers and authority to direct, manage and control to the full extent of the law. Further, it is agreed by the parties that, subject to the mandatory issues of collective bargaining, District rights include, by way of illustration and not by way of limitation in conformance with law, the following: (a) the full and exclusive control of the management of the District, (b) the supervision of all operations, methods, processes, and means of performing any and all work, (c) the control of the property and the work hours of its working forces, (d) the right to determine the new or improved operations methods, means or facilities, (e) the right to establish budget procedures and financial allocations, (f) the right to establish educational policies, goals and objectives, (g) the right to otherwise maintain an orderly, effective, and efficient operation.

3.2 The District's exercise of its powers, rights, authority, duties and responsibilities; the adoption of policies, rules, regulations and practices in furtherance thereof; and the use of judgment and discretion in connection therewith, shall be limited only by the specific and express terms of this Agreement, and then only to the extent such specifics and express terms are in conformance with the law.

3.3 The powers, rights and authority and the exercise thereof as set forth in this Article are not subject to the Grievance Procedure article herein.

**ARTICLE 4**  
**ASSOCIATION RIGHTS**

4.1 The Association shall have the right of access to areas in which unit members work, subject to the following procedures and conditions: all Association business, discussion, and activities shall be conducted by unit members and Association officials outside of unit members' assigned duty times and in such a way which will not interfere with school programs or job duties. Association representatives who are not employed by the District shall follow District procedures upon arrival at the school campus or work site.

4.2 The Association may use District facilities when not otherwise in use for the purpose of meetings concerned with the exercise of rights guaranteed by the Educational Employment Relations Act. District policies regulating the use of facilities must be followed.

4.3 The Association may use the District mailboxes and bulletin board spaces, which shall be designated by the District.

**ARTICLE 5**  
**HOURS OF EMPLOYMENT AND OVERTIME**

5.1 Workweek and Workday

5.1.1 Unit members shall perform services during the hours assigned to their positions as described on Attachment 1.

5.1.2 Full-time employment consists of a forty (40) hour workweek rendered in units of eight (8) hours for at least nine (9) complete months. The normal workweek shall be five consecutive workdays Monday through Friday.

5.1.3 The workday and workweek for all unit members shall be established by the District. Any change in the workweek and changes of thirty minutes or more in the starting time of the workday shall be negotiated with the Association.

5.1.4 During minimum days (regularly scheduled minimum days and student only minimum days) all classified employees are required to work their assigned hours and must notify their supervisor of the use of their assigned time.

5.1.5 A part-time unit member who is assigned by the District to work a minimum of thirty (30) minutes per day in excess of his/her regular assignment for a period of twenty (20) consecutive working days or more, shall have their basic assignment changed to reflect the longer hours of the assignment. By mutual agreement between the unit member and the district administration, if a unit member covers duties for a current classified position the twenty (20) consecutive working days or more will not apply to increased hours of their regular assignment.

5.2 Overtime

5.2.1 Overtime compensation at one and one-half times the regular rate of pay shall be provided unit members who are directed by their immediate supervisor to work in excess of eight (8) hours in any one (1) day or in excess of forty (40) hours in any workweek.

5.2.2 Unit members with a workweek of five (5) consecutive workdays averaging four (4) hours or more per day shall receive overtime compensation for work directed and authorized by the immediate supervisor to be performed on the sixth (6th) and seventh (7th) day following the commencement of the workweek.

5.2.3 Unit members whose average work day is less than four (4) hours shall receive overtime compensation for work directed and authorized by the immediate supervisor to be performed on the seventh (7th) day following the commencement of the workweek.

5.2.4 For the purposes of computing the number of hours worked, time during which a unit member is excused from work because of holidays, sick leave, vacation, compensatory time off, or other paid leave of absence shall be considered as time worked by the unit member. All time during which a unit member is directed and authorized by the immediate supervisor to be on duty and to perform service shall also be considered as time worked.

5.2.5 Upon request of the unit members, the District shall pay the unit member time and one-half of the unit member's regular rate of pay or grant the unit member compensatory time off at time and one-half of the unit member's regular rate of pay. Compensatory time off shall be taken as approved by the District by the end of the school year in which it is accrued. If the unit member is unable to take the time, or if the District rejects the unit member's request for compensatory time, the unit member shall be compensated for such time.

### 5.3 Extra Time

Extra time is any time worked by a part-time unit member over and above his/her normal part-time work assignment, up to eight (8) hours per day, as authorized by the immediate supervisor.

### 5.4 Rest Period

A fifteen (15) minute compensated rest period shall be provided members of the unit for each four (4) hour period of service. This rest period shall be taken at the direction of the immediate supervisor at or near the mid-point of each four (4) hour period of service.

### 5.5 Call Back Time

Full-time unit members called in or called back to work by the immediate supervisor on a workday beyond the normal working hours, or a day not scheduled to be worked, shall receive at least (2) hours of work at the over-time rate. This provision shall not apply to any unit member who is assigned, prior to leaving work, to work beyond the normal workday. On the sixth (6th) and seventh (7th) days of work and on holiday, the minimum call-in time is four (4) hours paid at the overtime rate.



## 5.6 Pay for Assigned Days

On any school day during which pupils would otherwise have been in attendance but are not, and for which certificated personnel receive regular pay, unit members shall also receive regular pay whether or not they are required to report for duty that day.

## 5.7 Inclement Weather

A unit member who is excused from work due to inclement weather on a normally scheduled workday shall be paid the regular rate of pay for that day. A unit member who would otherwise be on a leave of absence for that day shall be charged under that leave.

## 5.8 Right of Refusal

Any unit member on authorized leave or authorized vacation shall have the right to reject any offer, or request for overtime, call-back, or call-in.

## 5.9 Provision for Bus Drivers

5.9.1 The home-to-school route established by the District is the primary assignment of District Bus Drivers. All other assignments are secondary. District Bus Drivers shall have the first option and opportunity to transport all District students, at the discretion of the Superintendent

5.9.2 Special Event Trip Assignments. A special-event trip is defined as any pupil transportation other than between home and school or any other regularly scheduled student class site.

5.9.2.1 Driver pay for special-event trips shall be at the individual's rate except that overtime shall be paid in accordance with Section 5.2 of this Agreement.

5.9.2.2 Drivers shall be paid for time that they are assigned to stand by ready and be immediately available to transport students and when the driver is assigned to stay with the bus during school-related events. Notwithstanding the foregoing, the District may assign the driver to supervise students or perform other tasks when not driving the bus.

5.9.2.3 Consistent with the provisions of Section 5.9 "Right of Refusal," the District is responsible to maintain and implement a District rotation list for the assignment of drivers to special-event trips. The purpose of the rotation list is to provide an equal distribution among employees for the opportunity for special-event trips.

5.9.2.4 The District has the right to assign drivers to special-event trips; however, such involuntary assignment shall consist of a rotation in the reverse order of seniority.

5.9.2.5 The District shall have the right and authority to assign an experienced driver to a trip if, in the supervisor's or District's judgment, the trip is difficult and the next driver on the rotation list lacks the necessary experience. The experienced driver selected in preference should be moved to the bottom of the list after the trip. The inexperienced driver shall stay at the top of the list and be next in line for the next special-event trip.

**ARTICLE 6**  
**HOLIDAYS**

6.1 Holidays. All unit members shall be granted the following holidays when such holidays occur during the course of their regular employment:

New Year's Day

Martin Luther King, Jr. Day

\*Lincoln's Birthday

Washington's Birthday

Memorial Day

Independence Day

Labor Day

Admissions Day (to be taken the day after Thanksgiving)

Veterans' Day

Thanksgiving Day

Christmas Day

\*Another day may be designated by the district for this holiday

When a holiday herein listed falls on a Sunday, the following Monday shall be deemed to be the holiday in lieu of the day observed unless designated otherwise by State or Federal authority, then it shall fall on the day designated by said authority. When a holiday herein listed falls on a Saturday, the preceding Friday shall be deemed to be the holiday in lieu of the day observed unless designated otherwise by State or Federal authority. When a unit member is required to work on any said holiday, he/she shall be paid compensation, or given compensatory time off, for such work in addition to regular pay received for the holiday, at the rate of time and one-half (1-1/2) the regular rate of pay.

6.2 Holiday Eligibility. Except as otherwise provided in this Article, a unit member must be in paid status on the working day immediately preceding or succeeding the holiday to be paid for the holiday.

6.3 Unit members in the bargaining unit who are not normally assigned to duty during the school holidays of December 25 and January 1 shall be paid for those holidays provided that

they were in paid status during any portion of their normal assignment immediately preceding or succeeding the holiday period.

## **ARTICLE 7**

### **VACATIONS**

7.1 Eligibility. All unit members in the bargaining unit shall earn paid vacation time under this Article. Vacation benefits are earned on a fiscal year basis, July 1 through June 30.

7.2 Vacation. Except as otherwise provided in this Article, vacation shall be granted no later than the fiscal year immediately following the fiscal year in which it is earned.

7.3 Vacation Accumulation. Vacation for full-time unit members shall be earned at the rate of twelve (12) days per year and shall be prorated for unit members employed fewer than 12 months per year or fewer than eight (8) hours per day. Earned vacation shall not become a vested right until completion of the initial six (6) months of employment. No vacation may be taken by a unit member during the first six (6) months after initial employment with the District. Vacation for full-time unit members who have worked in the District for 10 years shall receive 15 days vacation.

7.4 Vacation Pay. Pay for vacation days for all bargaining unit members shall be the same as that which the unit members would have received had he/she been in a working status. A holiday falling within a vacation period shall not constitute a vacation day. Unit members employed for twelve (12) months per year may request to take accrued vacation at any time. Such requests must be approved by the unit member's immediate supervisor.

7.5. Maximum Accumulation. Unit members may accrue up to twelve (12) days of vacation. If an employee accumulates more than twelve (12) days of vacation, then the employee and the immediate supervisor shall meet to mutually agree upon a time when the employee shall schedule vacation, so as to reduce the days of accumulated vacation to twelve (12) or fewer days. If the unit member and immediate supervisor cannot mutually agree regarding the scheduling of vacation, then the District may, at its option, pay the unit member for such days of accumulated vacation in excess of twelve (12) days. Unit members shall exercise their best efforts to schedule their vacation so as to not accumulate more than twelve (12) days of vacation. Upon the consent of the District, a unit member may accumulate in excess of twelve (12) vacation days in unusual or extenuating circumstances.

7.6 Vacation Pay Upon Termination. Upon separation from service, a unit member shall be entitled to all vacation pay earned and accumulated up to and including the effective date

of the termination, except that unit members who have not completed six (6) months of District employment shall not be entitled to such vacation pay.

7.7 Applicability. This article shall not apply to substitute, short-term employees.

## **ARTICLE 8**

### **SAFETY**

8.1 The District and all unit members shall cooperate in maintaining a safe work environment. All unit members shall report in writing to their immediate supervisor any practice, condition or specific occurrence, which poses a threat to health or safety. The District shall respond in a timely manner to all such reports and take appropriate action.

8.2 Unit members shall immediately report in writing any on-the-job injury.

8.3 Safety equipment which is required by the District shall be provided at District expense. Unit members shall utilize such equipment and shall follow safe operating procedures.

**ARTICLE 9**  
**EVALUATION PROCEDURES**

9.1 Evaluations

Each permanent unit member shall be evaluated at least once every other year unless such evaluation is jointly waived in writing by the unit member and the District.

9.1.1 Each probationary status unit member shall be evaluated in writing no less than once during the probationary period, which shall be six (6) months.

9.1.2 The evaluator shall discuss each such written evaluation with the unit member and shall provide the unit member with a copy of the evaluation on or before May 15 of the year in which evaluation occurred.

9.1.3 Any negative written performance evaluation shall include recommendations for improvement in cited deficiencies. The unit member shall have the right to respond to negative written performance evaluations.

9.1.4 The evaluator shall be the unit member's immediate supervisor or another administrator.

9.1.5 Any unit member who has a reason to question any aspect of his/her performance evaluation has the right to request, within fifteen (15) calendar days, a review of the evaluation by the Superintendent or designee. The unit member is entitled to CSEA representation during this review.

9.1.6 The District may retain the services of non-bargaining unit members to observe unit member(s) and provide input for the evaluation of the unit member if the area of services provided by the unit member(s) is outside of the experience or expertise of the immediate supervisor or District administrator performing the evaluation.

9.1.7 No comment or rating in the evaluation shall be based upon a unit member's participation in association activities.



**ARTICLE 10**  
**PERSONNEL FILES**

10.1 Personnel Files

10.1.1 A unit member may inspect material in the official personnel file which may serve as a basis for affecting the employment status of the unit member except materials which:

- (a) were obtained prior to the unit member's employment
- (b) were prepared by identifiable examination committee members, or
- (c) were obtained in connection with a promotional examination.

10.1.2 A unit member may inspect such materials in the personnel file, with the except of the above specified items, during the normal business hours of the District at times other than when the employee is required to render service.

10.1.3 No materials of a derogatory nature, except the above specified items, may be placed in the unit member's personnel file without allowing the unit member an opportunity to review and comment thereon. A unit member shall have the right to enter, and have attached to any such derogatory statement, the unit member's own comments. The review and comment of materials of a derogatory nature shall take place during the unit member's regular work hours, when the unit member can be spared from work, as determined by the unit member's immediate supervisor. The unit member shall submit a request in advance to the immediate supervisor to leave the normal place of work during assigned duty time for such review and comments. The unit member may have a representative accompany him/her during such inspection of materials in the personnel file.

10.1.4 CSEA shall have the right to access a bargaining unit member's file with the written permission from the unit member.

10.1.5 All materials placed in an employee's personnel file shall be dated and signed by the contributor.

10.1.6 The official personnel file of each unit member as referred to in this Article shall be kept in confidence in the District Office in a locked cabinet.

10.1.7 Non-verifiable or unsubstantial information shall not be placed in an employee's personnel file.

## **ARTICLE 11**

### **GRIEVANCE**

#### **11.1 Definitions**

11.1.1 A “grievance” is a formal written allegation by the grievant that the grievant has been adversely affected by a violation or misapplication of a specific provision of this Agreement.

11.1.2 A “grievant” is a unit member of the Association. A grievant is also the Association if at each level of the grievance the Association specifies the names of the unit members allegedly adversely affected.

11.1.3 A “day” is any weekday for the District Office.

#### **11.2 Informal Level – Immediate Supervisor**

Before filing a formal written grievance, the grievant shall attempt to resolve it by an informal conference(s) with the immediate supervisor.

#### **11.3 Formal Level**

##### **11.3.1 Level 1 – Principal**

11.3.1.1 Within thirty (30) days after the occurrence of the act or omission giving rise to the grievance, the grievant must present the grievance in writing on an appropriate form to the Principal.

11.3.1.2 This statement shall be a clear, concise statement of the grievance, the circumstances involved, the specific contract provision alleged to have been violated, the decision rendered at the informal conference, the specific remedy sought.

11.3.1.3 The Principal shall communicate the decision to the unit member in writing within ten (10) days after receiving the grievance. If the Principal does not respond within said ten (10) days the grievance shall be deemed denied and the grievant may appeal to the next level.

##### **11.3.2 Level II – Superintendent**

11.3.2.1 The grievant may appeal the decision from Level I to the Superintendent within three (3) working days after receiving it and may request a hearing.

11.3.2.2 The hearing shall be held and the Superintendent shall communicate his/her decision in writing to the grievant within eight (8) working days of the

appeal date. Copies shall be sent to the immediate supervisor. The grievant may bring in a representative.

#### 11.3.3 Level III – Mediation

In the event the grievant is not satisfied with the decision at Level II or if the Superintendent doesn't respond at Level II within the eight (8) day time limit, the grievant may submit the grievance to mediation by so notifying the District, in writing, within five (5) days. The grievant and the Association shall then coordinate the calendaring of a mediation to be documented by a mediator as jointly selected by the grievant and the District, or if they are unable to agree upon a mediator, then a mediator, as assigned by the California State Mediation and Conciliation Service. If the mediation does not result in a resolution of the grievance, then the grievant may appeal the grievance in writing to the Governing Board by submitting a request for a grievance hearing within five (5) days of the date of the mediation. This Level III is optional and the grievant is not required to participate in mediation and may move directly to Level IV.

#### 11.3.4 Level IV – Board

11.3.4.1 In the event the grievant is not satisfied with the decision at Level II or at mediation (Level III), the grievant may appeal the decision in writing within five (5) workdays to the Governing Board. The five days run from the date of the Level II decision or after the last day the Superintendent could have responded or on the date the mediation occurred.

11.3.4.2 The Board alone has the power to render a final and binding determination of a grievance.

#### 11.4 General Provisions

11.4.1 Either party to a grievance, at any level/step, may have one (1) representative present during the proceeding.

11.4.2 During the tendency of any proceeding, and until a final determination has been reached, all proceedings shall be private, and any preliminary disposition shall not be made public without the agreement of all parties.

11.4.3 A decision rendered at any step in these procedures becomes final unless appealed within the time limit specified.

11.4.4 Time limits set forth in these procedures may be modified by written agreement of the parties involved.

11.4.5 If the same complaint or substantially the same complaint is made by more than one (1) unit member party only one (1) unit member, on behalf of the unit member and other complaints, may process the grievance or complaint through the grievance procedure. Names of all aggrieved parties shall appear on all documents related to the processing of the grievance.

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

11.5 Nothing contained herein will be construed as limiting the right of any grievant to discuss the matter informally with any appropriate member of the administration and to have the grievance adjusted.

**ARTICLE 12**  
**TRANSFERS AND FILLING OF VACANCIES**

12.1 Vacancy. A “vacancy” is defined as any classified position, which has been permanently, (not temporarily) vacated or any newly created classified position.

12.1.1 If the District decides to fill the vacancy, it shall post the vacancy on the job announcement board in each major work location in the District for five (5) working days. The notices shall contain a description of the position and deadline for the application. Such posting shall be made no later than one calendar week after the District decides to fill the vacancy. The District may advertise the vacancy to the public and post such vacancy as described above, concurrently, and fill the vacancy, as it deems appropriate after the five day posting previously referenced.

12.1.2 The District will not fill any unit vacancy with substitute employee(s) for more than sixty (60) calendar days, unless otherwise agreed to by the Association.

12.1.3 All bargaining unit applicants shall be entitled to be tested and to be interviewed as long as the applicant meets the minimum requirements for the position.

12.1.4 If a unit member requests and is granted a promotion to a new position and the unit member does not satisfactorily complete the probationary period for the promotion position, then the unit member shall be entitled to return to his/her former position in the District.

12.1.5 The District shall take into account unit member’s seniority, ability, training and available time when filling a vacancy.

12.2 Transfer. A “transfer” is defined as a voluntary change of job location.

12.2.1 Any unit member at any time may request a voluntary transfer by submitting a written request for a transfer to the immediate supervisor. All requests shall be kept on file until December 31 of each year, whereupon, they shall all be discarded.

12.3 Assignment. The District may change the assignment of a unit member whenever circumstances such as modified enrollment, staff vacancies, program changes or other District or student needs so dictate. A unit member who does not request a reassignment may not be reassigned until given an opportunity for a meeting with the Superintendent to discuss the reasons for the reassignment.

**ARTICLE 13**  
**LAYOFF AND REEMPLOYMENT**

13.1 Definitions

13.1.1 The classifications of unit members are set forth on the salary schedule.

13.2 Layoff Procedure

13.2.1 Unit members shall be subject to layoff as permitted by law.

13.2.2 Order of Notice of Layoff. The order of notice of layoff within the classification affected shall be determined by length of service. Length of service is the date of hire, i.e. the first day of work in the classification. The unit member who has been employed the shortest time in the class shall be notified of layoff first, except as provided herein. Notwithstanding the above, it is agreed and understood that the District has the right to discontinue a function or service performed by a particular position within a classification. In the case of two or more unit members having identical seniority, the seniority shall be determined by lot drawn or date of hire.

13.2.3 Prior to any layoff, the District shall post a seniority list of unit members. The District shall also provide a copy of the seniority list to the President of the Association.

13.3 Notice of Layoff

13.3.1 When as a result of the expiration of a specially funded program, unit members' positions must be eliminated at the end of any school year, and unit members will be subject to layoff for lack of funds, the unit members to be laid off at the end of such school year shall be given at least 60 days' written notice, informing them of their layoff effective at the end of such school year and of their displacement rights, if any, and reemployment rights. However if the termination date of any specially funded program is other than June 30, such notice shall be given not less than sixty (60) days prior to the effective date of their layoff.

13.3.2 When, as a result of a reduction or elimination of the service being performed by any department, unit members shall be subject to layoff for lack of work, affected unit members shall be given notice of layoff not less than sixty (60) days prior to the effective date of layoff, and informed of their displacement rights, if any, and reemployment rights.

13.3.3 Nothing herein provided shall preclude a layoff for lack of funds in the event of an actual and existing financial inability to pay salaries of unit members nor layoff for

lack of work resulting from causes not foreseeable or preventable by the Governing Board without the notice required by aforementioned subsections.

#### 13.4 Options of Employees Notified of Layoff

13.4.1 The District shall notify a unit member whose position has been eliminated that he/she must select one of the following within five (5) working days of receipt of the notice. Except for options (e) and (f) the following options are listed in priority order, and the unit member must select the first applicable options. The unit member has the right to select options (e) or (f) regardless of the availability of other options listed.

- (a) Displace a less senior employee working the same or fewer hours from a remaining position in the same classification.
- (b) Select vacant position in the same classification.
- (c) Select in another class a vacant position in which the employee has previously completed the probationary period, and for which the employee possesses the required licenses or certificates.
- (d) Displace a less senior employee working the same or fewer number of hours in another class from a remaining position in which the employee has previously completed the probationary period, and for which the employee possesses the required licenses or certificates.
- (e) Elect to be laid off.
- (f) Elect a service retirement as provided in Section 13.6.1 of this contract.

#### 13.5 Reemployment

13.5.1 Reemployment shall be in reverse order of the layoff. Unit members who are laid off are eligible for reemployment in their former class for a period of thirty-nine (39) months, and shall be reemployed in preference to new applicants. In addition, such unit members laid off shall have the right to apply for positions within the District during the thirty-nine (39) month period.

13.5.2 Unit members who take voluntary demotions or voluntary reductions in assigned time in lieu of layoff shall be granted the same rights as unit members laid off up to 39/63 months. (ED Code 45298 7-12-00).

13.5.3 Refusal of two (2) offers of reemployment to the classification from which laid off shall cause removal from the list and the loss of any reemployment rights.

13.5.4 Offers of reemployment shall be made either by personal service or via U.S. Certified Mail addressed to the last known address. Failure to so reply within ten (10) working days from the date of personal service or mailing of the offer of reemployment shall be deemed a refusal of that offer of reemployment. It is the responsibility of each unit member on a reemployment list to file with the District Office a current mailing address.

13.5.5 A unit member who is laid off and subsequently rehired from an employment list shall have the accrued sick leave balance as of the date of layoff reinstated.

13.5.6 Upon reemployment in the class from which laid off, a unit member shall be placed on the former step of the salary range if it exists. If it does not exist, the unit member shall be appropriately placed on the basis of the criteria for placement then being used.

#### 13.6 Retirement and Layoff

13.6.1 Notwithstanding any other provisions of law, any unit member who was subject to being, or was in fact, laid off for lack of work or funds and who elected service retirement from the Public Employees' Retirement System shall be placed on an appropriate reemployment list. The District shall notify the Board of Administration of the Public Employee's Retirement System of the fact that retirement was due to layoff or lack of work or of funds. If the unit member is subsequently subject to reemployment and accepts, in writing, the appropriate vacant position, the District shall maintain the vacancy until the Board of Administration of the Public Employees' Retirement System has properly processed his/her request for reinstatement from retirement.

#### 13.7 General Provisions

13.7.1 Unit members who have been notified of layoff shall be entitled to use one (1) Personal Necessity day to seek other employment.



**ARTICLE 14**  
**PAYROLL DEDUCTIONS FOR ASSOCIATION DUES**

14.1 The Association has the sole and exclusive right for payroll deduction of membership dues.

14.2 The District shall deduct from the pay of Association members and pay to the Association the normal and regular monthly Association membership dues, as voluntarily authorized in writing, subject to the following conditions:

14.2.1 Such deduction shall be made only upon submission of the Association form to the designated representative of the District, duly completed and executed by the employee.

14.2.2 Any new or discontinued deductions pursuant to the term of this Article must be received by the 10th of the month to be effective for that month.

**ARTICLE 15**  
**DISCIPLINE**

15.1 Discipline. A permanent unit member may be subject to disciplinary action by the Governing Board for cause upon recommendation by the Superintendent or designee.

Disciplinary action is defined as dismissal, demotion or suspension without pay in excess of three (3) days. The District may suspend a unit member without pay for two (2) or fewer days without compliance with the provisions of this Article. This Article does not apply to the suspension of a unit member for three (3) or fewer days without pay. This Article applies only to permanent unit members and not to probationary unit members. The District may discipline probationary unit members at any time without cause or hearing.

15.2 Cause. A unit member may be subject to disciplinary action for cause. Causes for disciplinary action include but are not limited to the following:

- (a) Incompetence or inefficiency in the performance of the duties of his/her position.
- (b) Insubordination, including but not limited to, refusal to do assigned work or refusal to follow directives of the Superintendent or the unit member's supervisor.
- (c) Negligence in the performance of duty or in the care or use of property.
- (d) Discourteous, offensive, or abusive conduct or language toward public arising out of acts or omissions within the scope of employment of the unit member or toward unit members or pupils.
- (e) Dishonesty.
- (f) Drinking alcoholic beverages on the job or reporting for work while under the influence of intoxicating liquor.
- (g) Addiction to or use of any drugs or narcotics or any drug or narcotic offense as defined in Education Code section 44011 or possession of drug paraphernalia.
- (h) Conviction of any crime involving moral turpitude.
- (i) Arrest or any violation for a sex offense as defined in Education Code section 44010.

- (j) Repeated and unexcused absence or tardiness.
- (k) Abuse or illness leave privileges.
- (l) Falsifying any information supplied to the District including, but not limited to, information supplied on application forms, employment records or any other office records.
- (m) Offering of anything of value or offering any service in exchange for special treatment in connection with the unit member's job or employment or the accepting of anything of value or any service in exchange for granting special treatment to another unit member or to any member of the public.
- (n) Violation of the Education Code, Board policy or rules of the District or their representation.
- (o) Unauthorized entry, copying, possession, use of viewing of personnel or confidential files, documents or information.
- (p) Violation of the District's sexual harassment policy.
- (q) Conviction of any crime involving moral turpitude or the use, possession, sale or transporting of any illegal, restricted, regulated or controlled substance or drug, including, but not limited to, marijuana or any of its derivative or extracts.

15.3 Abandonment. A unit member shall be deemed to have abandoned his/her position if the unit member fails to show up for work and perform his/her duties for three (3) consecutive work days after the District mails a notice to the unit member which informs the unit member that he/she will be deemed to have resigned from his/her employment with the District unless said unit member returns to work and performs his/her duties within five (5) work days from the date the letter is mailed. Said letter shall be mailed certified mail, return receipt requested to the last known address of the unit member. The unit member is responsible for providing the District with a correct address. If the unit member fails to show up for work and perform his/her duties within five (5) days after the mailing of said notice, then the unit member shall be conclusively presumed to have abandoned his/her position and shall be deemed to have resigned from his/her employment.

15.4 Limitation of Time. No disciplinary action shall be taken for any cause which arose prior to the unit member becoming permanent, nor for any cause which arose more than two (2) years preceding the date of the filing of the notice of cause unless such cause was concealed or not disclosed by such unit member when it could be reasonably assumed that the unit member should have disclosed the facts to the District, or unless such cause was one or two or more causes providing the basis for the disciplinary action or unless such cause was part of a course of conduct extending more than two (2) years back in time.

15.5 Pre-Discipline Meeting. Prior to the issuance of a Discipline Notice, the Superintendent or designee shall meet and discuss the items described in 15.6(a)-(c). The unit member may respond orally or in writing and may be represented. If, thereafter, the superintendent or designee determines to recommend discipline, then the Superintendent or designee shall issue a Discipline Notice as described thereafter.

15.6 Notice. Prior to the imposition of discipline, a notice of proposed disciplinary action shall be written in ordinary and concise language and served in person by registered or certified mail on the unit member. The notice shall indicate:

- (a) The specific acts, omissions, or reasons upon which the disciplinary action is based.
- (b) A statement of the cause or causes for the disciplinary action.
- (c) The specific rule or regulation, if any, of the District or Education Code the unit member is alleged to have violated. Such rule or regulation shall be set forth in said notice.
- (d) The unit member's right to a hearing before the Governing Board of the District.
- (e) The deadline to request a hearing before the Governing Board.
- (f) The date the discipline will be effective.
- (g) A card or paper for the unit member to sign in order to deny the charges and request an appeal.
- (h) Copies of any and all evidence or documents proposed to be used against the unit member.

15.7 Response. The unit member shall have the right to respond in written form to the notice of proposed disciplinary action provided said written response is personally delivered to

the Superintendent or his/her designee at or prior to the hearing, if any is requested. The unit member shall have the right to be represented at all stages of the disciplinary action.

15.8 Request for Hearing. If the unit member requests a hearing, the Superintendent shall schedule the hearing with the Governing Board. At the hearing, the Superintendent, or his/her designee, shall present all the evidence on which the charges are based. The unit member shall have the right to respond either orally or in writing and present any documentary or oral testimony. The Governing Board shall consider the oral and documentary evidence introduced by the unit member and shall determine whether or not the proposed discipline shall be imposed as set forth in the notice of proposed disciplinary action or modified or not imposed. If the Governing Board decides to impose the discipline, it shall, by personal service or by certified mail, return receipt requested, deliver to the unit member a notification of disciplinary action and set forth the date when such disciplinary action shall be effective. If as a result of the hearing the Governing Board does not sustain the charges against the unit member, the unit member shall receive full salary and benefits for the time the unit member was suspended. If the unit member does not request a hearing, the discipline shall be imposed as set forth in the notice of disciplinary action.

15.9 Suspension. Notwithstanding any of the above, the Superintendent has the right to suspend a unit member immediately, with or without pay, pending dismissal provided that all the above procedures are followed as soon as possible after the suspension commences and further provided that if the charges for which the basis of the disciplinary action are not sustained by the Governing Board, the unit member shall receive salary and benefits as determined by the Governing Board for all or any portion of the time the employee was suspended.

15.10 Rights of the Employee. The employee shall be entitled to the following:

- (a) Be represented by counsel or any other person as such hearing;
- (b) Testify under oath;
- (c) Cross-examine all witnesses;
- (d) Present evidence;
- (e) Argue the case.

15.11 Evidence. The hearing shall be informal and need not be conducted according to technical rules relating to evidence and witnesses. Any relevant evidence shall be admitted if it is the sort of evidence on which responsible persons are accustomed to rely in the conduct of

serious affairs, regardless of the existence of any common law or statutory rule which might make improper an admission of such evidence over objection in civil actions. Hearsay evidence may be admitted for any purpose, but shall not be sufficient in itself to support a finding unless it would be admissible over objection in civil actions. The rules of privileges and of official or judicial notice shall be effective to the same extent as in civil actions. Irrelevant and repetitious evidence shall be excluded. Oral evidence shall be taken only under oath or affirmation.

15.12 Report of Hearings. Hearings may be conducted without stenographic reporter or electronic recording machine unless the employee requests in writing, at least three (3) full business days before the day set for the hearing, that such hearing be reported or recorded and pay the cost or fee for such reporting or recording.

15.13 Transcripts of Hearings. The cost of any transcript shall be borne by the party requesting the transcript. If all parties wish to have transcript, the cost shall be borne equally among the parties.

**ARTICLE 16**  
**COMPENSATION**

16.1 Salary Schedule

16.1.1 Salary Schedule. The salary schedule will be posted to the District website and will be made available on request.

16.1.2 Step advancement will only occur on July 1, provided the unit member has been employed at least six months prior thereto.

16.2 Insurance

The District's maximum monthly insurance contribution for eligible unit members who qualify for the District insurance coverage, as posted on the District website, based upon the number of hours worked by said unit members is set forth below.

Fewer than four (4) hours per day: No District contribution.

Four (4) or more hours per day: The District's maximum monthly contribution (or CAP) is prorated on an eight (8) hour per day basis.

The District's maximum monthly contribution for full-time (8 hour) employees shall be as follows: medical, dental, vision and life insurance combined – \$700.00 for twelve months for a total of \$8,400.00.

The District will pay up to, but not exceeding, the maximum monthly contributions, then all amounts in excess thereof shall be paid by the unit member, monthly, in advance, by automatic payroll withdrawal, i.e., the District shall deduct from the monthly paychecks for unit members such amounts in excess of each of the above monthly premiums and shall pay said amount to the insurer, broker or other payee as appropriate.

16.3 Automobile Mileage Reimbursement

16.3.1 A unit member who is authorized in advance by the Superintendent or designee to use his/her personal automobile in the performance of duties shall be reimbursed at the current IRS rate allowed for mileage. To be eligible for such mileage reimbursement, a unit member must follow District approval and claim procedures.

#### 16.4 Payroll Errors

Any payroll errors resulting in insufficient payment for a bargaining unit member shall be corrected, and a supplemental check issued, as soon as practicable after the unit member provides notice to the District.

#### 16.5 Stipends

16.5.1 The District shall provide a separate stipend for the a.m. and p.m. crossing guard assignment in the amount of \$150 per school year. A separate stipend in the amount of \$100 will be paid for outside duty. The stipend will be paid as part of the employee's monthly salary.

16.5.2 Classified employees will have the payment for job related stipends included in their monthly paycheck.

#### 16.6 Tax Sheltered Annuities

Classified employees may participate in the tax-sheltered annuity of their choice with the District providing payroll deduction for this purpose.

#### 16.7 Travel Between Sites

Unit members who are required to work at both sites will be paid \$.50 per working day for mileage to compensate them for travel between the two sites. The mileage payment will be paid in a lump sum at the end of the school year. Unit members shall by the 5th of each month provide to the District a calendar of the days traveled between sites during the prior month in order to receive such compensation. This section 16.7 only applies to work during the regular pupil attendance year and not summer work.



**ARTICLE 17**  
**RETIREMENT BENEFITS**

17.1 Retiree benefits will be provided to employees who work twelve (12) months per year, eight (8) hours per day and have been in the District for at least ten (10) years. The employee may choose one of the options below.

\$100.00 per month for 72 months or

\$120.00 per month for 60 months or

\$150.00 per month for 48 months or

\$200.00 per month for 36 months or

\$300.00 per month for 24 months or

\$600.00 per month for 12 months

## ARTICLE 18

### LEAVES

#### 18.1 Sick Leave

18.1.1 Employees employed five (5) days a week for a fiscal year of service (12 months) shall be entitled to twelve (12) days of absence for illness or injury with full pay.

Employees employed for less than five (5) days a week and/or less than a full fiscal year are entitled to sick leave as follows:

- (a) An employee employed five (5) days a week, who is employed for less than a full fiscal year, is entitled to that proportion of twelve (12) days leave of absence for illness or injury as the number she/he is employed bears to twelve (12).
- (b) An employee employed less than five (5) days a week shall be entitled, for a fiscal year of service, to that proportion of twelve (12) days leave of absence for illness or injury as the number of days she/he is employed per week bears to five (5). 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.

18.1.2 Credit for leave need not be accrued prior to taking such leave. However, newly employed employees shall not be eligible to take more than six (6) days of the proportionate amount to which entitled until after completion of six months of active District service.

18.1.3 Unit member may accumulate unused sick leave without limitation.

18.1.4 Unit members shall notify their immediate supervisor in advance of taking any sick leave and in advance of returning to work.

18.1.5 Unit members returning to work after surgery, serious illness or injury, or absence of three (3) or more consecutive school days may, at the request of the District, be required to provide a written doctor's release certifying medical permission to return to work, which verifies the absence.

18.1.6 When a unit member is absent from duties on account of illness or accident for a period of (5) months or less, the amount deducted from the salary due to the unit member for any month in which the absence occurs shall be equal to the substitute rate of pay as established by the District whether or not a substitute is actually employed.

18.1.7 Employees working fewer than eight (8) hours per day shall schedule medical and dental appointments during non-working hours whenever possible.

18.1.8 Sick leave shall be used in half-hour minimum increments.

## 18.2 Bereavement Leave

18.2.1 A unit member shall be entitled to a maximum of five (5) days leave of absence without loss of salary for the death of any member of his/her immediate family.

18.2.2 Member of the "immediate family" is defined as the parent, sibling, grandparent, or grandchild of the unit member or of the spouse of the unit member, and the spouse, son, son-in-law, stepchild, daughter, daughter-in-law, brother, or sister of the unit member, or any relative living in the immediate household of the unit member.

## 18.3 Jury Duty

18.3.1 A unit member is entitled to a leave to serve jury duty. A unit member shall receive his/her regular pay less any amount received for jury fees, exclusive of allowed mileage, parking, or meal expense reimbursement.

18.3.2 A unit member who serves a full day of jury duty (six hours or more) is not required to, but may, report to work on that day (or evening, in case of evening shift unit members.) If a unit member serves less than a full day of jury duty (less than six hours), the unit member shall report to work for an amount of time equal to the balance of the shift. Unless it is impractical to do so, a unit member is expected to report to work prior to jury duty.

## 18.4 Industrial Accident and Illness Leaves (Workers Compensation)

18.4.1 Unit members shall be eligible for leave of industrial accident or illness as is allowable under workers compensation law of the state. Allowable leave shall be for not more than sixty (60) service days in any one (1) fiscal year for the same accident and shall commence the first (1st) day of absence.

18.4.2 Leave of absence under this provision shall not be accumulated from year to year. When the Industrial Accident or Illness Leave overlaps into the next fiscal year, the unit

member shall be entitled to only the amount of unused leave due him/her for the same illness or injury.

18.4.3 Unit members shall be paid such portion of the salary due them for any month in which absence occurs as, when added to the temporary disability indemnity under the California Labor Code, will result in payment to them of not more than their full salary.

18.4.4 Leave of absence applied for under this provision shall be reduced by one (1) day for each day of authorized absence, regardless of a temporary disability indemnity award to the unit member.

18.4.5 Industrial Illness and Accident Leave (Workers Compensation) is to be used in lieu of Sick Leave. When entitlement to Industrial Illness and Accident Leave has been exhausted entitlement to Sick Leave shall then be used. If a unit member is receiving a temporary disability indemnity, the unit member shall be entitled to utilize only so much of his/her accumulated Sick Leave and vacation leave which, when added to his/her temporary disability indemnity, will result in a payment to him/her of not more than his/her salary. During any paid leave of absence, the unit member shall endorse to the District the temporary disability indemnity checks received on account of his/her industrial accident or illness. The District in turn shall issue the appropriate salary warrants for payment of salary and shall deduct normal retirement and other authorized deductions.

18.4.6 Unless travel outside of California is authorized by the Governing Board, unit members receiving benefits under this provision during a period of illness or injury shall remain in the State of California. This provision does not apply in the case of approved medical treatment.

18.4.7 The District may require, from time to time, a written statement from the unit member's physician verifying the unit member's absence under this leave and his/her ability to return to work, or verifying the continued illness or inability to work due to accident. The District may require a written statement from the unit member's physician certifying medical permission to return to service at the end of this leave.

#### 18.5 Personal Necessity Leave.

18.5.1 Unit members may use a maximum of seven (7) days of accumulated sick leave in any school year for personal necessity leave for the following purposes:

- (a) Death of a member of the immediate family when additional leave is required beyond that provided under Bereavement Leave. One (1) day of personal necessity leave may be used each school year to attend the funeral of a close personal friend.
- (b) Accident involving the person or property of the unit member, or the person or property of a member of the immediate family.
- (c) Appearance in court or before any administrative tribunal as litigant, part, or witness under subpoena or any order made with jurisdiction.
- (d) Upon prior approval of the Superintendent or designee, other personal emergencies which cannot reasonably be expected to be disregarded by the unit member and which necessitate his/her immediate personal attention during assigned duty hours.

18.5.2 For the purposes of this section, “member of the immediate family” shall be defined as in the Bereavement Leave section herein.

#### 18.6 Personal Leave

Unit members are eligible for a maximum of five (5) days of paid personal leave per school year, subject to the following conditions:

- (a) Such leave is for compelling personal reasons not met by other leave provisions and which cannot be taken care of outside working hours.
- (b) Such leave is contingent upon the immediate supervisor determining that the employee can be spared from duty and that all conditions of the leave have been met.
- (c) At least forty-eight (48) hours’ advance notice prior to the leave must be provided, unless this provision is waived by the immediate supervisor.
- (d) Such leave shall be charged to accumulated sick leave.

#### 18.7 Pregnancy Disability Leave

18.7.1 Unit members are granted up to four months (17- 1/3 weeks) of leave while disabled by pregnancy, childbirth, or related medical condition. This leave is unpaid, but the employee is entitled to health benefits in the same manner as if working. Employees need not meet any eligibility criteria.

Temporary disability related to pregnancy, childbirth, or related medical conditions must be treated the same as any other temporary disability, including the right to use available leaves.

#### 18.8 Childcare or Child-Bonding Leave

18.8.1 Unit members are entitled to use up to 12 workweeks of current and accumulated sick leave for parental leave. If an employee does not have 12 workweeks of sick leave but wants to take 12 workweeks of child-bonding/parental leave, he or she may receive substitute differential pay for the remainder of the 12 workweeks of parental leave if:

- (a) The employee exhausts all current and accumulated sick leave; **and**
- (b) The employee must have been employed by the district for at least 12 months prior to commencing the leave and not have used 12 workweeks of CFRA child-bonding leave.

#### 18.9 Family and Medical Leave

18.9.1 Eligible unit members are allowed to take leave for their own serious health conditions, childcare, specified family members' serious health condition, or for reasons related to a family member's military service. Each eligible employee may take up to 12 workweeks of family and medical leave in a 12-month period. The leave is unpaid, but the employer must continue to make its standard contributions toward health insurance coverage. In most cases, employees who take such leaves have rights to reinstatement upon their return. To be eligible an employee must meet four criteria:

- (a) The employee has been employed by the district for at least 12 months.
- (b) The employee has actually worked 1,250 hours in the 12 months prior to the leave.
- (c) The employee is employed at a worksite where 50 or more employees are employed by the employer within 75 miles of the worksite.
- (d) The employee has not taken 12 workweeks of FMLA and/or CFRA leave during the appropriate 12-month period prior to the present request.

#### 18.10 Absence Notification and Completion of Absence Affidavits

Except as otherwise provided herein, unit members shall notify their immediate supervisor as far in advance as possible of taking any of the above leaves. The unit member shall also notify the supervisor as far in advance as possible of returning to work from any leave. If

possible the unit member shall complete the District Absence Affidavit prior to taking any leave of absence. If this is not possible then the unit member shall complete the Absence Affidavit form upon returning to work.

#### 18.11 Catastrophic Sick Leave Bank

The Association and the District will establish a catastrophic sick leave bank with the following provision:

18.11.1 Definition. Catastrophic illness or injury is defined as an illness or injury that is expected to incapacitate a unit member or a member of their immediate family (as defined in 18.2.2) for at least ten (10) working days beyond the exhaustion of accumulated sick leave.

18.11.2 Membership and Contributions. Bargaining unit members may voluntarily become members of the bank by making a contribution of accrued sick leave under the following conditions:

- (a) Contributions are made in writing.
- (b) Contributions are irrevocable once a unit member has become a member of the bank.
- (c) Contributions may be made only from a unit member's accrued sick leave and shall be deducted from said leave balance at the time of the donation.
- (d) The open enrollment period is between September 1 and September 30 of any given year, except for unit members returning from leave who may contribute to the bank within ten (10) calendar days of reemployment. Membership after the open enrollment period is subject to committee approval. Continuance contributions for the succeeding years will be determined by the Association, not to exceed six (6) hours per year.
- (e) The contribution in the first year of membership is six hours. Members may continue membership in succeeding years by contributing four (4) hours if the Association deems it necessary.
- (f) Unit members who are approved for membership to join the Catastrophic Leave Bank after the open enrollment period have a

waiting period of fifteen (15) business days prior to accessing the bank.

- (g) The contribution, on the appropriate form, shall be authorized by the unit member and continued from year to year until canceled, in writing, by the unit member.

18.11.3 Committee. The Catastrophic Sick Leave Bank Committee, composed of three Association members shall be responsible for considering requests for members for grants of catastrophic sick leave. The committee shall notify the District Office in writing of its decision. All matters before the committee shall be kept confidential.

18.11.4 Grants. The committee may grant approval of a catastrophic sick leave grant to a unit member under the following conditions:

- (a) The unit member is a member of the bank and submits a request in writing.
- (b) The unit member has exhausted all accumulated sick leave as verified by the District Office.
- (c) The unit member's illness or injury conforms to the definition of catastrophic illness or injury set forth in this section and the individual's condition is verified by a physicians' written statement.
- (d) A maximum of three grants of up to thirty (30) hours each may be permitted for one individual per school year.
- (e) Requests will be considered and acted upon on a first-come, first-served basis.

18.11.5 The District shall deduct the required hours from the bank for every hour used by a member.

18.11.6 If the bank is exhausted, the Committee will solicit additional contributions on a voluntary basis.

18.11.7 The bank shall carry its balance from year to year.

18.12 Fit for Duty Examination. The District may require a unit member at any time to participate in a fit for duty examination conducted by a licensed medical doctor designated by the District in order to determine whether or not the employee is fit to work in the position in



which the employee is employed by the District. The District shall pay all costs associated with said examination. The employee shall receive regular pay or overtime pay, as applicable, as well as travel and related expenses for participation in such examination.

18.13 Written Statement. Commencing on the third working day of absence, the District may require, from time to time, a written statement from the unit member's medical doctor verifying the unit member's leave of absence and his/her ability or inability to return to work or verifying the continued illness or injury of a unit member in order that the unit member may receive the benefits provided in this Article 18.

**ARTICLE 1**  
**AGREEMENT**

1.1 Agreement

This is an Agreement made and entered into by and between the Mount Shasta Union School District (hereinafter referred to as “District”) and Chapter #720 of the California School Employees Association (hereinafter referred to as “CSEA”).

1.2 Term

1.2.1 This Agreement is effective July 1, 2021 and will remain in full force and effect through June 30, 2024, subject to the modifications and additions described herein.

1.2.2 Both the District and the Association shall have the right to reopen negotiations on any two articles of any two topics within the scope of negotiations by giving written notice to the other party of their intent to reopen on any such two items by March 1 of each school year within this three-year Agreement.

**ARTICLE 19**  
**CONCERTED ACTIVITIES**

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

## **ARTICLE 20**

### **COMPLETION OF MEETING AND NEGOTIATING**

20.1 During the term of this Agreement, the Association and the District may by mutual agreement meet and negotiate concerning any issues within the scope of representation.

**ARTICLE 21**  
**SIGNATURE PAGE**

IN WITNESS WHEREOF, the parties hereto have executed this Agreement this 22  
day of June, 2021.

For the District

Tony Scovill

Mona Aziz

RD Linn

Tony A/A

John

For the Association

Linda Smyth

Karen L. Poore

Kille M. [Signature]

[Signature]

**ATTACHMENT 1**  
**POSITIONS WITHIN THE REPRESENTATION UNIT**

Bus Driver  
Lead Bus Driver  
Custodian  
Maintenance Worker  
Maintenance Supervisor  
Health Clerk  
Teacher Assistant  
Teacher Assistant/LVN  
Resource Specialist Assistant  
Library Clerk  
Library Media Specialist  
Vocal Music Aide  
Computer Technician  
Daycare Worker  
Lead Daycare Worker  
Food Service Worker  
Lead Food Service Worker I  
Lead Food Service Worker II