MEMORANDUM

BETWEEN

CONFIDENTIAL EMPLOYEES

AND THE

SAN ANTONIO UNION SCHOOL DISTRICT

Dated:
July 1, 2014 to June 30, 2015
July 1, 2015 to June 30, 2016
July 1, 2016-June 30, 2017
July 1, 2018-June 30, 2021
Confidential Employees Memorandum
With the San Antonio USD School Board
July 1, 2014-June 30, 2017

This memorandum for the confidential employees of the San Antonio Union School District is to be used as a guideline for the terms and conditions of employment. More detailed conditions are determined by labor law and Education Code.

1. **Workweek:** The regular work week shall consist of five consecutive days of 8 hours per day, unless otherwise specified.

2. **Work-year:** For 10-month positions, the work-year shall consist of at least the number of days in the school year (182) plus any additional days required for preparation for school or cleaning out after the end of the school year. Any such additional days shall require approval by the Superintendent. 11-month employees shall work a total of 229 days. 12-month employees shall work a total of 249 days. All days include any vacation taken.

3. **Lunch and rest periods:** Employees are entitled to a lunch break of 30 minutes at or about the mid-point of each work shift. Rest periods of 15 minutes per four hours worked are a part of the regular work day.

4. **Overtime:** Overtime is defined to include any time worked in excess of 8 hours in any one day or in excess of forty hours in any calendar week. Overtime shall be compensated for at the rate of time and one half of the regular rate of pay. Any holidays worked will be compensated at time and one half of the regular rate of pay in addition to the regular pay received for the holiday. Overtime requires the pre-approval of the Superintendent.

5. **Salary Schedule:** Employees shall be classified and designated a range and step on the salary schedule, which consists of 18 steps. Service credit may be allowed for experience outside the district up to 4 years. Employees shall be eligible for lateral salary step advancement by completion of a required period of service which shall not exceed one calendar year from initial employment date or the date of last salary step advancement or in the case of a change in classification, the date of such change. An employee can be denied regular step advancement as a result of an unsatisfactory performance rating on an annual evaluation report.

6. **Probationary period:** A new employee is considered to be probationary during the first 6 months of employment. If the employee is terminated prior to the end of the probationary period, the employee can have their paycheck docked for any overpayment of sick leave used prior to termination.

7. **Paychecks:** Regular payroll checks are paid on the last working day of each month, and the pay period is typically from the First of the month through the end of the month. Any payroll adjustments will be made in a miscellaneous payroll run, if necessary.

8. **Physical Exams/Fingerprints, X-rays, TB Tests, Licenses and Fees:** The District shall pay the full cost of these fees if they are a condition of employment. Fingerprinting is a condition of employment for all employees and DOJ clearance is required.

9. **Health and Welfare Benefits:**
Benefit package capped at $6800. Confidential employees are eligible to purchase additional health care coverage for employee +1 or family coverage at the district negotiated rates.

July 1, 2018 through June 30, 2021, the District will pay the cost of Health Care Benefits for eligible confidential employees hired on or before September 1, 2016 not to exceed the yearly cost of the Health Care Benefit package of the employees’ choice:
1) Family coverage capped at $16,038;
2) Employee + 1 capped at $11,895;
3) Employee Only capped at $6800

Confidential staff previously employed by the San Antonio Union School District and hired on/or before September 1, 2016 who have left the district and return for full time confidential employment on/or before December 30, 2017 continue to be eligible for the Health Care Benefit package of the employees’ choice:
1) Family coverage capped at $16,038;
2) Employee + 1 capped at $11,895;
3) Employee Only capped at $6800

Confidential staff previously employed by the San Antonio Union School District and hired on/or before September 1, 2016 who have left the district and return for full time certificated employment on/or after January 1, 2018 will be considered new employees for Health Care Benefits. The District will pay the cost of Health Care Benefits for eligible certificated employees not to exceed the yearly cost of the Employee Only Health Care Benefit package capped at $6800.

1. Life Changing Event: Should an employee change their status (marriage – child – divorce – grown children) the employee will move to the cap coverage as their new status.

2. New Hires: Will be placed under the cap coverage they qualify for according to their status as follows: single – married – family.

**Retired employees have the option to purchase Health Benefits to age 65.**


Days marked with an (*) can vary and may be changed to Monday or Friday holidays. 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 a Sunday, the following workday not a holiday shall be deemed to be that holiday. To be eligible for a holiday, an employee shall be in paid status immediately preceding and succeeding the holiday or during the period before and after winter break if the employee is a 10 month employee. 11 month employees will not receive Independence Day.

**11. Vacation:** Probationary employees shall not be eligible to use or be paid for earned vacation until successful completion of the 6 month probationary period. Vacation shall normally be granted no later than the year immediately following the year in which it was earned. Unused vacation days of more than 5 days may be carried over for an additional
year with prior approval of the Superintendent. The date for computing earned days of vacation shall be the anniversary date for 12 month employees or the last day worked in each fiscal year for less than 12-month employees. 12 month employees are entitled to vacation days as follows:

A. Completed years of Service: 0-3 earns 10 days of vacation; 4-9 earns 15 days of vacation; 10 or more earns 18 days of vacation.
B. 10 month employees are entitled to a pro-rata share of earned vacation days as follows: 0-3 years at .03846; 4-9 years at .05769; 10 or more at .06923.
C. 11 month employees are entitled to a pro-rata share of earned vacation days as follows: 0-3 years at .03846; 4-9 years at .05769; 10 or more at .06923.
D. 10 month and 11 month employees shall be paid for their accrued vacation in their last paycheck of the school year, unless they have used it during the school year.
E. When a holiday falls during the scheduled vacation, the holiday will not be counted as a vacation day.
F. An employee may interrupt or terminate a scheduled vacation leave to begin sick leave provided written notice can be provided by a licensed physician.
G. A permanent employee may be advanced vacation days during the year even though they have not been earned at the time they are used.

12. Sick Leave: Sick leave is accrued at the rate of one work day per month for the number of months worked; example - a 10 month, 8 hour employee earns 80 hours during the fiscal year, a 12 month 8 hour employee earns 96 hours during the fiscal year. Unused sick leave shall be accumulated from year to year. An employee could be required to provide a written verification of their illness or injury by a licensed physician, if requested by the Superintendent.

13. Personal Necessity Leave: A fiscal year limit of 7 days of accumulated sick leave may be used as a personal necessity leave upon approval of the Superintendent.

14. Bereavement Leave: Bereavement leave without loss of pay shall be granted up to 5 days or 7 days if out of state, in the event of death of a member of the immediate family. The immediate family is defined as spouse, children, parents, brothers, sisters, parent-in-law, sons or daughters-in-law, grandparents, grandchildren or any relative living in the immediate household of the employee. For extenuating circumstances, up to six days of sick leave in addition to bereavement leave may be utilized for this purpose with prior approval of the Superintendent.

15. Longevity Stipend included in monthly installments

A. At the beginning of the 10th year $50 per month – 10 months $500 – 11 months $550 – 12 months $600
B. At the beginning of the 15th year $100 per month – 10 months $1,000 – 11 months $1,100 – 12 months $1,200
C. At the beginning of the 20th year $150 per month – 10 months $1,500 – 11 months $1,650 – 12 months $1,800
D. At the beginning of the 25th year $200 per month – 10 months $2,000 – 11 months $2,200 – 12 months $2,400

16. For 2014-2015:

A. An additional five steps have been added to the salary schedule
B. Employees at step 10 in 2013-2014 with less than 20 years of service will go to step 11 on the new salary schedule beginning July 1, 2014.

C. Employees at step 10 in 2013-2014 with more than 20 years of services will go to step 15 on the new salary schedule beginning July 1, 2014.

17. For 2018-2021:

A. An additional 3 steps have been added to the salary schedule

B. **Staffing Coverage-$ 500.00 per school calendar year.** This stipend is paid to the personnel in charge of receiving sick calls on evenings and weekends. This position must do his/her due diligence to find coverage for the employee who has called in sick. Should no substitute be available for the dates/times required, employee will contact the Principal/Superintendent and/or the Head Teacher in Charge to strategize alternate plans for coverage.

**Acceptance Signatures**

________________________________________________  ________________
Signature (Confidential)                          Date

________________________________________________  ________________
Signature (Confidential)                          Date

________________________________________________  ________________
Signature (Superintendent)                       Date

________________________________________________  ________________
Signature (Board Member)                         Date