Collective Bargaining Agreement

between

Fowler Unified School District

and

California School Employees Association/Fowler Chapter #452

July 1, 2021 - June 30, 2024
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This is an agreement made and entered into, between the Fowler Unified School District (hereinafter referred to as the “District”) and the California School employees Association and its Fowler Chapter #452 (hereinafter referred to as “CSEA”).
1. **Article I: RECOGNITION**

   The District confirms its recognition of the CSEA as the exclusive representative for that unit of employees recognized by the District per its resolution dated May, 13, 1976, Appendix B.
2. **Article II: ORGANIZATIONAL SECURITY**

2.1. Any bargaining unit member of CSEA on the date on which the Agreement takes effect shall be deemed a continuing unit member for the duration of this Agreement, and any payroll deduction authorization on file at the District Office shall continue in effect. Any unit member who desires membership in CSEA, or who has applied for membership, may sign and deliver to CSEA a payroll deduction authorization form authorizing deduction of membership dues in CSEA. All such payroll deductions authorization shall continue in effect from year to year unless CSEA notifies the District in writing to terminate the deduction. Pursuant to such authorization, the District shall deduct one tenth (1/10) of such dues from the regular salary warrant of the unit member each month for ten (10) months. Deductions for unit members who sign such authorization after the commencement of the school year shall be prorated, commencing with the month of employment or month of beginning membership.

2.2. Membership in CSEA is not compulsory.

2.3. The District shall deduct all sums pursuant to the authorization obtained from CSEA. The District agrees to remit such monies to CSEA, which shall include a list of unit members for whom such deductions are made, and indicating any changes in personnel from previous lists furnished to CSEA.

2.4. CSEA agrees to furnish any information requested by the District to fulfill the provisions of this article. The District agrees to distribute CSEA membership applications to all new employees. Any unit member who desires membership in CSEA, or who has applied for membership may sign and deliver to CSEA or the District payroll deduction.

2.5. CSEA shall indemnify and hold harmless the District from any claims, demands, or lawsuits arising out of or from the organizational security provisions contained in this agreement.

2.6. Bargaining unit members with payroll authorization on file who are on an unpaid leave of absence shall have said authorization continue in effect upon return to active status unless canceled pursuant to this article.

2.7. The District's managers, supervisors, and confidential employees shall be either positive or neutral regarding employees' decision to belong to an employee organization or participate in its activities. Managers, supervisors and confidential employees shall not instruct employees on the process to leave CSEA, but instead simply refer any questions to the CSEA Labor Relations representative and shall obtain his/her approval on behalf of the union before processing any revocation request.
3. **Article III: COMPENSATION AND BENEFITS**

3.1. The District and Association agree to a salary increase of 8.5% for the 2022/23 school year – retroactive to July, 1 2022 (referenced in Article III).

A one time stipend will be paid to all Classified staff in the amount of $1000.00 prorated for the number of months employed for the 2022-2023.

The District and Association agree to the adjusted salary schedule with equal increments vertically (classification) and horizontally (step). As proposed with 3% increment increase per step and 1.50% increase per classification. For a total of 10.66% over four fiscal years (2020/2021 – 2023/2024) retro to July 1, 2020.

3.1.1. Longevity: Longevity will be paid monthly in accordance with the following schedules:

- 1.5% Commencing with 10th year of service
- 2.5% Commencing with 15th year of service.
- 3.0% Commencing with 20th year of service.
- 4.0% Commencing with 25th year of service.
- 5.0% Commencing with 30th year of service.

3.1.2. Classified employees who provided routine bilingual translation services with District approval and with successful passage of a bilingual competency assessment will be paid $500 annually, with pay designated for the months of December and June. Employees wishing to provide bilingual services can do so provided they receive District approval indicating bilingual competency. Employees who are approved and accept the stipend will be expected to provide translation services when needed by their site administration. In addition, employees that translate/interpret for special meetings and/or correspondence with parents outside of their regular duty hours shall be paid their hourly rate on a timesheet.

3.1.2.1. The amount of the classified bilingual stipend will be $500.00 contingent upon passage of a bilingual competency assessment developed and administered by Fowler Unified School District.

3.1.2.2. The number of Fowler Unified classified employees receiving a bilingual stipend while not holding positions with a bilingual requirement will be at the discretion of Fowler Unified School District Superintendent or designee.

3.1.2.3. Bilingual classified positions are required to successfully pass a bilingual competency assessment as a condition of employment. The bilingual competency assessment will be developed and administered by Fowler Unified School District. A list of employees who meet requirements shall be shared onsite and districtwide after each assessment is scored.

3.1.2.4. Current Fowler Unified classified employees holding positions with a bilingual requirement will continue to receive the stipend upon successful passage of a
bilingual competency test developed and administered by Fowler Unified School District.

3.1.2.5. Current Fowler Unified classified employees not holding positions with a bilingual requirement and applying to perform translation/interpretation duties and responsibilities must pass a bilingual competency test developed and administered by Fowler Unified School District.

3.1.2.6. The bilingual competency assessment will be offered twice per year, once in the fall and once in the spring.

3.1.2.7. Once an individual has earned a passing score of 75% or higher on the bilingual competency assessment, they will have met the requirement and will not need to take the assessment again.

3.1.2.8. Employees receiving a bilingual stipend and serving special education students and their families will be required to attend training provided by the district. Employees will be compensated for 5 hours of training with a $200 stipend when training is completed outside of the work day. Certificates of completion will be issued to employees upon successful completion of training.

3.1.2.9. Routine bilingual services can include, but are not limited to, Parent Conferences, Site/District Events/Meetings, phone calls, translation of documents and or instructional materials and general service to our Parents/Students, during translators working hours.

3.1.3. Toileting Stipend - Classified employees working as Health Technicians/Home Liaison and Special Education Aids assigned toileting and diapering duties will be paid $1,400 per year ($7.78 per day). The employee shall only receive this if both the student and employee are present at school performing the duties. The amount per day will be calculated by the total amount divided by total duty days ($1,400/180 duty days = $7.78 per day. The employee is required to keep track of days on a timesheet and submit on a monthly basis following the supplemental pay schedule along with supervisor signature.

3.2. Employees working six (6) hours or more are eligible for District coverage of Health, Dental, and Vision (employee and dependants).

3.2.1. The District shall not be required to offer all or part of the above insurance program to unit members who are regularly assigned less than six (6) hours per day.

3.2.2. This District will provide on a yearly basis information and options for employee voluntary disability insurance policies from outside vendors.

3.3. Insurance Coverage
3.3.1. Commencing with the 2022-2023 school year, the District shall contribute up to $18,771 per year to each employee's annual health and welfare benefits including medical, dental, and vision.

3.3.2. Any language in this agreement, that is inconsistent with this Article, shall be superseded by this Article.

3.3.3. The Parties will agree to a new health and welfare benefit provider in consultation with the health benefits committee.

3.4. Unit members may participate in the Classified Employees Incentive Award Plan, as outlined in Article XXI.

3.5. All employees who are assigned regular duties in more than a single classification (e.g., custodian/bus driver) shall, at the commencement of each school year, have a statement from the District as to the number of regularly assigned hours they shall serve in each such classification and adjusted monthly/hourly rate for such combination assignment. This rate shall then apply for all salary purposes for that school year.

3.6. IRC Section 125 (Cafeteria Plan): The District and the Unit agree to enter into a participation agreement in order to provide excess medical and dependent care reimbursement to employees using tax-free dollars as allowed under Internal Revenue Code Section 125. Unit members who choose to take advantage of the plan will be responsible for any monthly cost to participate as allowable by law/regulations.

3.7. An employee within the bargaining unit who is not absent on any duty day, other than for jury duty or the use of previously approved compensation time, that has been approved by the employee's immediate supervisor, shall receive an additional day's pay based on their daily rate of pay for the current year.

3.8. Early Retirement

3.8.1. Effective July 1, 2023, any retiring bargaining unit member (minimum age 55) who meets the conditions set forth below shall upon written request be eligible for health coverage at District expense for a period of five (5) seven (7) years. The conditions for eligibility to receive such benefits are as follows:

3.8.1.1. The bargaining unit member shall have completed a minimum of ten (10) years of service as a classified employee in the district.

3.8.1.2. The bargaining unit member shall have attained the minimum age of fifty-five (55) on or before the date of retirement.

3.8.1.3. The bargaining unit member must be receiving retirement benefits from PERS immediately following retirement from the District and must continue to receive such benefits from PERS in order to be eligible for health benefits coverage provided above.

3.8.1.4. The above described health coverage for such retiree shall remain in force for
a period of seven (7) years from the date of retirement or until the retiring employee reaches age sixty-five (65) or whichever comes first. If a retiree is currently receiving District-paid retiree benefits under this Article and the qualifying age for Medicare is set beyond age sixty-five (65), the District will continue to provide the same benefits until the retiree reaches the new qualifying age for Medicare. In addition, such health coverage may be terminated upon written request of the retiring employee made at any time within such period.

3.8.1.5. For the eligible employees (25 years of service in Fowler Unified School District or more) the employee can receive a maximum of Six (6) years of health, dental, and vision insurance (EdCare Group) for an employee who has attained the minimum age of sixty-one (61). This provision becomes effective July 1, 2013. The District shall pay the health insurance premiums at the comparable cost of classified bargaining unit members.

3.8.1.6. Retired employees who meet the requirements in 3.8.A.1 - 3.8.A.3 may purchase comparable health benefits from the District at the District's cost until the retired employee reaches age 65 if the retired employee has used up the seven (7) years of health benefit coverage provided by the District and the retired employee has not reached the age of 65. Retired classified employees may purchase comparable health benefits coverage from the District at the District's cost until age 65 if the conditions in 3.8.A.1-3.8.A.3 have been met.

3.8.1.6.1. A retiree may purchase supplementary medical coverage at his/her expense beyond the age of 65. This provision is dependent upon the restriction that the retiree cannot drop his/her supplementary medical coverage and then resume coverage at a later date.

3.8.1.6.2. Each retired unit member for whom the District provided medical insurance coverage under this section shall be eligible to continue the dental and vision plan at the member's cost from the age of sixty-five (65) on, provided retiree benefits are available.
4. **ARTICLE IV: HOURS**

4.1. **Regular Work Week and Day**

   The regular work week shall be forty (40) hours, and the regular work day shall be eight (8) hours.

4.2. **Work Scheduling**

   The scheduling of the hours and the work days shall be at the sole discretion of the District. The number and specific scheduling of work days for unit members shall be fixed annually by the District and shall appear on the individual’s annual Notice of Employment, which will be distributed no later than September 1st.

4.3. **Overtime Distribution**

   4.3.1. Overtime for bus drivers shall be distributed as equally as is practical among those holding a bus drivers license and are willing to take overtime.

   4.3.2. The designation, authorization and allocation of any overtime shall rest solely with the District management. The District will provide written guidelines and procedures for overtime, which will be made available through the immediate supervisors.

   4.3.3. Overtime hours assigned to bus drivers will be posted monthly for all drivers. The posted hours shall include time actually driven and time assigned to a trip turned down by a driver. It is understood and agreed that an exact balance is not required.

   4.3.4. Overtime for all other areas shall be distributed as equally as possible to employees that are available and have necessary skills, as determined by the District.

   4.3.5. Employees working over 12 hours will be paid at double time.

4.4. **Overtime – Eight hour employees**

   The District will provide compensation or compensatory time off at a rate equal to one and one-half (1 ½) times the regular rate of pay for unit members designated by the District and authorized to perform such overtime. Overtime is the time required by the employee’s supervisor to be worked in excess of eight (8) hours in any one work day or any time in excess of forty (40) hours in any calendar week. For the purpose of computing the numbers of hours worked, time during which the unit member is excused from work because of holidays, sick leave, vacation, compensated time off, or other paid leaves of absence, shall be considered as time worked by the unit member.

   4.4.1. The work week for any unit member having an average work day of four (4) hours or more during the work week shall consist of no more than five (5) consecutive working days. Such an employee shall be compensated for any work required to be performed on the sixth (6th) and seventh (7th) day following the commencement of the work week
at a rate equal to one and one-half (1 ½) times the regular rate of pay of the employee designated by the District and authorized to perform the work.

4.4.2. Any employee whose work week is less than four (4) hours per day, five (5) consecutive days shall be compensated at one and one-half times his/her regular rate of pay for any work suffered or permitted on the seventh (7th) day.

4.4.3. All hours worked on holidays designated by this Agreement shall be compensated at a regular pay plus one and one-half (1 ½) times the regular rate of compensation.

4.5. Lunch Period

All unit members who have a regularly assigned duty day of six (6) or more hours shall be entitled to a duty-free lunch period of no less than thirty (30) minutes nor more than one (1) hour per day, as scheduled by the District.

4.5.1. Lunch Period/Duty Free Rest Period – Bus Drivers

All unit members who have a regularly assigned duty day of six (6) hours or more shall be entitled to a duty free lunch period/duty free rest period of no less than thirty (30) minutes nor more than two (2) hours per day as scheduled by the District.

4.6. Rest Periods

All full time bargaining unit members will be granted a rest period of fifteen (15) minutes for every four (4) hours of work as scheduled by the District.

4.7. Compensatory Time Off

An employee shall be paid cash compensation for overtime worked unless, by mutual agreement between immediate supervisor and unit member, compensatory time off can be arranged. Compensatory time off shall be granted at the appropriate rate of overtime in accordance with Section 4.4 of this Article.

4.8. Night Differential

Employees whose regular shift is one-half or more after 4:00 pm shall receive an added seven (7) percent above his/her regular pay for that portion of his/her shift after 4:00 pm

4.9. Substitute in a Higher Classification

When an employee is substituting in a position at a higher pay classification, beginning with the sixth consecutive day, he/she shall receive the difference in pay between his/her pay and that of the same step in the higher classification. This provision excludes bus driving.

4.10. Right of Refusal

An employee shall have the right to reject any offer or request for overtime or call-back, on-call, or call-in time under non-emergency conditions. Under emergency conditions, as determined by the District, unit members will perform duties as requested.
4.11. Hours Worked

For the purpose of computing the number of hours worked, all time during which an employee is in paid status shall be construed as hours worked.

4.12. Call Back (During Contract Days)

4.12.1. Any employee who is required to return to work after his/her regular assignment has been completed or to work on a day he/she is not regularly scheduled to work shall be paid or receive time at the appropriate rate for a minimum of two (2) hours, even if the actual time worked is less than two (2) hours.

4.12.2. Call Back – Out of Contract Days - Any employee who is required to return to work after his/her regular assignment has been completed or to work on a day he/she is not regularly scheduled to work shall be paid or receive time at one and one-half the rate they are paid during thor regular contracted hours.

4.13. Duty Year

Twelve (12) month employees work 246.5 contract days (not including holidays). Twelve month preschool workers work 242 contrat days. Eleven (11) month employees work 226.5 contract days. Ten (10) month employees’ work year shall be governed by their job descriptions.
5. **ARTICLE V: HOLIDAYS**

5.1. All unit members shall be entitled to paid holidays providing the unit members are in paid status during the working day immediately preceding and the working day succeeding the holiday.

5.2. Holidays:

- Independence Day
- Labor Day
- Admission Day*
- Veterans Day**
- Thanksgiving Day
- Day after Thanksgiving
- ½ day Christmas Eve holiday***
- Christmas Day
- Martin Luther King, Jr. Day
- New Year’s Day
- Lincoln’s Birthday**
- Washington's Birthday
- Good Friday
- Memorial Day
- Juneteenth

* Floating Holiday: Admission Day shall be a floating holiday for employees who are on the job 197 or more duty days. Eligible employees may take this floating holiday after school is out each year and up to one week before school starts.

** Or another day as designated by law

*** When Christmas Eve falls on any day of the week. When Christmas Eve falls on a weekend, classified employees will receive the ½ day Christmas Eve holiday on either the day preceding or the day following the Christmas holiday.

5.3. Regular unit members who are regularly assigned to duty during the holidays of December 25 and January 1 shall be paid for those two (2) holidays provided that they were in paid status during the work day of their normal assignment immediately preceding or succeeding the holiday period.

5.4. 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. When a holiday herein listed falls on a Saturday, the preceding Friday shall be deemed the holiday in lieu of the day observed.

5.5. Every day appointed by the President of the United States or the Governor of this State for Public Fast or Thanksgiving shall be a holiday.

5.6. Prior to July 1 of any school year, the Governing Board may designate days during such year as the holidays to which classified employees are entitled in lieu of the holidays on February 12, February 22, May 30, September 9, or November 11, provided such designated days will provide for at least a three-day weekend. Classified employees shall be required to work on the regular holiday for which another day is designated pursuant to this section, and for work of eight (8) hours or less, shall be paid compensation at their regular rate of pay.
6. **ARTICLE VI: VACATION**

6.1. Unit members shall accrue annual vacation at the regular rate of pay earned at the time the vacation is commenced according to the rules and regulations.

6.2. Such vacation shall not become a vested right until completion of six (6) months employment.

6.3. The scheduling of such vacation shall be within the sole discretion of the District.

6.4. Vacations with pay shall be granted to classified employees who have completed six (6) months of service. The amount of vacation shall be determined by the length of employment as of July 1, according to the following schedule:

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Days of Vacation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 5 years</td>
<td>10 days</td>
</tr>
<tr>
<td>Over 5 years</td>
<td>11 days</td>
</tr>
<tr>
<td>Over 6 years</td>
<td>12 days</td>
</tr>
<tr>
<td>Over 7 years</td>
<td>13 days</td>
</tr>
<tr>
<td>Over 8 years</td>
<td>14 days</td>
</tr>
<tr>
<td>Over 9 years through 15 years</td>
<td>15 days</td>
</tr>
<tr>
<td>Over 16 years</td>
<td>16 days</td>
</tr>
<tr>
<td>Over 17 years</td>
<td>17 days</td>
</tr>
<tr>
<td>Over 18 years</td>
<td>18 days</td>
</tr>
<tr>
<td>Over 19 years</td>
<td>20 days</td>
</tr>
</tbody>
</table>

Vacation accrual is based upon a forty (40) hour week, 12 months per year. Vacation time is prorated for employees working less than 12 months per year or less than 8 hours per day in the same ratio as the regular work hours per day and days per week bears to 8.

6.5. Vacations must be taken annually during the summer months or at the convenience of the District. (Substitute employees are not eligible for vacation benefits.)

6.5.1. Vacations for regular employees serving less than the full year shall be granted based on this schedule and prorated in the same ratio as the period of service bears to the length of service for an employee serving the full year. In situations where an employee is employed part of a day and for part of the year, vacations will be computed on the same schedule utilizing both ratios as the period of service relates to a full year employment on an eight (8) hour daily basis.
7. **Article VII: TRANSFERS, PROMOTIONS AND FILLING VACANCIES**

7.1. Employment Policy:

7.1.1. All vacancies and new positions shall be posted at each site for a minimum of five (5) workdays. Consideration shall be given to all applicants, with first consideration to members from within and then to outside the Fowler Unified School District, who meet the established qualifications for the position. Final selection is within the sole discretion of the District. “Workday” shall mean any day not a weekend or holiday.

7.1.2. When a vacancy or new position is posted pursuant to 7.1 A, the District shall simultaneously provide to the CSEA Chapter President and Vice President a copy of the posting or job announcement.

7.2. Classification and Salary Range Placement:

7.2.1. Development of class titles and specifications shall be the prerogative of the District.

7.2.2. Salary range placement for newly created or modified class titles which originated during the life of the Agreement shall be subject to negotiation.

7.3. Probation:

7.3.1. Each classified employee newly-employed after the effective date of this agreement must provide service in a probationary status for a period of six (6) months or 130 days of paid service, whichever is longer.

7.3.2. A permanent employee who is reassigned or promoted to a higher classification shall serve an additional probationary period for six (6) months in the new classification.

7.3.3. A probationary employee may be disciplined or dismissed at any time during the probationary period and such action shall not entitle the employee to a hearing before the Board of Trustees. A probationary employee will be given an employee evaluation at the 2nd and 5th month from their supervisor.

7.3.4. An employee who has served the required probationary period in a satisfactory manner shall be classified as a permanent employee and shall be subject to disciplinary action, including termination, for cause only.

7.3.5. A permanent employee who is serving a probationary period as a result of a reassignment or promotion and who is found to be unsatisfactory in the higher classification shall be reinstated in a permanent status in a pay classification position similar to that in which the employee served prior to his/her reassignment or promotion unless there is otherwise good cause for his or her dismissal.

7.4. Transfer:
7.4.1. The right to transfer personnel in the interest of the District is established as a matter of policy. A Transfer is defined as a permanent change in work site or shift where the employee remains in the same job classification. Transfers may be initiated by the District or at the request of the employee. Qualified employees within the same classification, may request a transfer to that vacant position via a Transfer Request form.

7.4.2. An employee desiring a transfer must make such a request in writing through the Department of Human Resources. If the transfer is made at the request of the District, it shall be done only after discussion with the employee and CSEA's local Chapter President.

7.4.3. An employee shall be deemed qualified to request a transfer if; the employee has attained permanent status in the District; the employee is permanent and has served at least one full year in his/her current classification/job title; and the employee's most recent performance evaluation is satisfactory or better.

7.4.4. An employee who is denied a promotion or transfer shall have the right to request a conference with the Director of Human Resources. The purpose of the conference shall be to advise the employee of the reason for the denial.

7.5. Transfers and Vacancies:

7.5.1. CSEA will be notified regarding classified vacancies and will be allowed to have a classified employee serve on interview panels of classified positions. The classified staff assigned to the panel will be from the same position whenever possible.

7.5.2. Involuntary Transfer

Involuntary Transfers shall not be considered a disciplinary action and made by the District as a last resort. Transfers should be made to fill open positions first. If an employee is assigned to more than one (1) site, they are entitled to be paid for their actual time spent traveling from one site to the next.

7.6. Promotions:

7.6.1. If vacancy is not filled through the transfer process, qualified employees may request a promotion to that vacant position.

7.6.2. A promotion is defined as the permanent movement of an employee from one job classification to another job classification of a higher range.

7.6.3. An employee may qualify to request a promotion if they meet the qualifications under 7.4 C.

7.7. Layoff

The District will comply with AB 438 regarding the layoff of classified employees.
A written notice of layoff for the upcoming school year shall be given to permanent subject to layoff prior to March 15 or the preceding year. The Procedures for layoff notice and right to hearing shall comply with Education Code section 45117.
8. **ARTICLE VIII: EVALUATIONS**

8.1. Evaluation: No evaluation of any employee shall be placed in any personnel file without an opportunity for discussion between the employee and the evaluator. Evaluations shall be made based upon the observation and knowledge of the evaluator. Any negative evaluations shall include specific recommendations for improvements and provisions for assisting the employee in implementing any recommendations made. The employee shall have the right to review and respond to any derogatory evaluation in accordance with the section.

8.1.1. Should be done no later than April 30th. Employees shall be given (2) workdays’ notice prior to such evaluation. If an employee is absent on the day of the scheduled evaluation, the evaluation will take place no later than 10 work days from the employee’s return to work. The evaluation conference shall be held during the employee’s regular work hours.

8.1.2. The employee shall be asked to sign a copy of the evaluation acknowledging receipt. An employee's signature does not imply agreement. Employees will be given a copy of the evaluation. Employees will be given 10 days to respond to any evaluation. Each bargaining unit member has the right to attach a response to any evaluation, which shall then be attached to the evaluation. Evaluations shall be signed by both evaluator and the employee. Evaluations shall not be altered or modified after they have been signed by both parties. If the employee considers the evaluation inaccurate they may request within the 10 days a meeting with the Human Resources Director to appeal the evaluation.

8.2. All classified employees in the bargaining unit shall be evaluated by his/her immediate supervisor at least once each year. Probationary employees (i.e., those employed 12 months or less) will be given two evaluations.

8.3. Evaluation reports will be made in triplicate. The original copy is to be forwarded to the District Superintendent for review and filing in the individual’s record file; a duplicate copy is to be kept by the immediate supervisor, another to the employee.

8.4. After appealing the evaluation to the Human Resources Director, if the employee is still unsatisfied, he/she may appeal it to the Superintendent. The decision of the Superintendent is final and shall not be subject to the Grievance Procedure in Article XIII.

8.5. If the employee is still unsatisfied, he or she may respond to the evaluation in writing and have that response stapled directly to the evaluation sheets kept in District files.

8.6. Pursuant to California Education Code Section 44031, all bargaining unit members shall have access to their personnel files, when not required to render services to the District.

8.7. Material of a derogatory nature in the unit member’s personnel file relating to unit member actions or omissions which have not been repeated within the prior three (3) year period may
not be used by the District in any evaluation except as otherwise authorized by law. The unit member may request in writing that such material be removed from the file. The Superintendent or his/her designee shall decide whether the questioned material is to be removed.
9. **ARTICLE IX: EMPLOYEE EXPENSES AND MATERIALS**

9.1. The District shall provide persons serving in the classifications of Bus Driver, Custodian, Grounds, Maintenance, with laundered uniforms. The District shall select the type and number of uniforms to be laundered. Employees shall be required to wear the District-approved uniforms on a daily basis during working hours. Bus Drivers shall be allowed to wear walking shorts that are professional and appropriate in appearance. The District shall provide clean aprons, and other required materials and supplies for Child Nutrition Workers.

9.2. The District shall provide reflective safety vests for any employee performing crossing guard duties.

9.3. Employees in the classifications of Grounds, Maintenance, Custodian, and Child Nutrition must wear appropriate safety footwear on a daily basis during work hours. The District shall reimburse Grounds, Maintenance, Mechanics, employees an amount not to exceed $100 per year for the purchase of footwear. The District shall reimburse Child Nutrition employees an amount of $50 per year for the purchase of required footwear.

9.4. **9.7 Mileage**

The District requires employees to utilize District vehicles. In an instance where a District vehicle is not available, and an employee is required to drive their personal vehicle for District business, the District shall reimburse bargaining unit members for their actual mileage at the current IRS rate per mile for all miles driven on behalf of the District. This amount shall be payable when the employee requests reimbursement on the District forms with authorization from his/her administrator per the District’s usual practice.
10. **ARTICLE X: SAFETY**

The District shall provide safe working conditions for its employees within its financial ability to do so, and in compliance with CAL-OSHA rules and regulations.
11. **ARTICLE XI: LEAVE PROVISIONS**

11.1. **Sick Leave**

11.1.1. Each full-time classified employee shall be allowed one (1) day sick leave for each month employed per year, accumulated unlimited. The District may require the employee to submit a medical doctor’s statement as to the cause of illness when such illness is for five (5) consecutive days or more. The District may request a doctor’s note on a case by case basis if the District has reason to believe that an employee is abusing leave.

11.1.2. Regular employed part-time classified employees shall be granted the same sick leave benefits as granted to regular full-time classified employees, but such benefits are to be prorated in the same ratio as the regular work schedule of such part time employees relates to an eight (8) hour working day.

11.1.3. After all earned leave as set forth in paragraph above is exhausted, additional non-accumulated long-term illness leave shall be available for a period not to exceed five (5) school months. The five-month period shall begin at the conclusion of all accumulated paid leave. The rate of pay shall be the difference between the unit members’ regular pay and that of a substitute actually hired.

11.1.4. A bargaining unit member whose absences are covered by State Disability Insurance (SDI) shall have the option of coordinating SDI benefits with illness/injury/disability leave from the first day SDI coverage applies. This provision is dependent upon the bargaining unit agreeing to pay for the cost of SDI sometime during the life of this agreement.

11.2. **Industrial Accident or Illness Leaves of Absence**

11.2.1. Any classified employee who has been employed by the school district for a period of one (1) year shall be entitled to industrial accident or illness leave of absence for sixty (60) working days in any one fiscal year for the same accident. Such leaves for the regularly employed part-time classified employee may be prorated in the same ratio that his/her regular schedule bears to the schedule of the twelve (12) month employee.

11.2.2. The leave commences on the first day of absence and when it is exhausted, available sick leave, accumulated compensatory time or earned vacation may be used.

11.2.3. As long as the employee has paid leave of absence time available, the District shall require that temporary disability checks be endorsed to the District. The District shall then issue the employee his/her regular salary warrants with the usual deductions for retirement and other authorized contributions so that payment will not exceed the normal wage of the period.

11.2.4. Allowable leave shall not be accumulated from year to year. When an industrial accident or illness occurs at the time when the full sixty (60) days will overlap into the next fiscal
year, the employee will be entitled to only the amount remaining for the same injury or illness.

11.2.5. Upon termination of the benefits outlined above in 11.2.B, the employee shall be placed on a thirty-nine (39) month reemployment list.

11.2.6. When all available leaves of absence for employees have been exhausted and the employee is not medically able to assume the duties of his/her position, he/she shall, if not placed in another position, be placed on a reemployment list for a period of thirty-nine (39) months to be employed in a vacant position in the class of his previous assignment. Employees who fail to accept an appropriate assignment after being medically released shall be removed from the thirty-nine (39) month reemployment list and dismissed.

11.3. Bereavement Leave

A unit member shall be granted leave of absence for the death of any member of the immediate family* without loss of pay or deduction from other leave benefits found in this Article. This leave shall be for up to five (5) days.

*Mother and father, step-parents, in-laws’ parents, spouse, children, step-children, son, or daughter-in-law, Domestic Partner, or any person living in the immediate household.

11.4. Personal Necessity Leave of Absence

Employees are permitted to use up to seven (7) days of sick leave during any school year for the following specified personal necessities:

11.4.1. Serious accident involving his/her person or property, or the person or property of a family member living in his/her household, if the immediate presence of the employee is required during his/her work day.

11.4.2. Appearance in court as a litigant, or a witness under official order (advance permission is required).

11.4.3. Serious or critical illness of a member of the immediate family, as defined in Part 11.3, of such an emergency nature that the immediate presence of the employee is required during his/her work day.

11.4.4. To attend the funeral of a niece, nephew, aunt, uncle or cousin.

11.4.5. Paternity leave for fathers is permitted under this section. Day(s) to be taken within one week of the child's birth (advanced permission is required).

11.4.6. Other serious personal emergencies which cannot be resolved on a non-working day, if approved by the Superintendent or his/her designee (advance permission is required).

11.4.7. Response to an official order from another governmental jurisdiction with power to subpoena for reasons not brought about through the connivance or misconduct of the
employee of such emergency nature that the presence of the employee is required during his/her regular working hours and no alternative meeting time during non-duty hours can be arranged (advance permission is required).

11.4.8. To be used to extend bereavement leave granted under Article 11.3.

11.5. Absence for Personal Business

Each bargaining unit member shall be entitled to two (2) days of personal business leave per school year. Such personal business leave days may be accumulated to a maximum of three (3) days total. Such personal business leave days shall be deducted from the allowable days of current sick leave granted to a bargaining unit member each year pursuant to Section 11.1. Personal business leave shall be in full working day increments only. No leave will be granted for personal business leave during the back to school institute week or during the final week of the school year.

11.6. Unpaid Family Care Leave

The District and Association agree that the provisions of the Family and Medical Leave Act (FMLA) provisions will be implemented in accordance with state and federal law.

11.7. Catastrophic Leave Program

The purpose of the Catastrophic Leave Program is to allow all classified employees who have exhausted their own accumulated sick leave and personal leave and other paid time off and have a serious illness/disability or have an emergency in their immediate family requiring their presence to request donation of sick days. For the purpose of this program, immediate family shall be defined as a spouse, domestic partner, child, stepchild, foster child, parent, or parent-in-law of the participant.

11.7.1. When a classified employee or member of his/her family experiences a catastrophic illness or injury which requires the employee to take time off from work for an extended period, and the employee has exhausted all available sick leave and other paid time off, he/she may request donations of accrued vacation or sick leave credits.

11.7.2. Catastrophic Leave will require a medical verification to substantiate the illness or injury. It may not be used for elective surgery, personal, necessity leave or normal pregnancy. 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.

11.7.3. Participants may request a donation of sick days only after all their leaves have been exhausted. If the participant is also entitled to FMLA / CFRA, the twelve (12) workweeks within a twelve (12) month period shall run concurrently with the use of Catastrophic Illness Leave days.

11.7.4. A Catastrophic Leave Committee will be established to monitor the program, review requests and determine eligibility to receive a donation of days. The committee will be composed of the District Human Resources Officer and two (2) CSEA representatives.
The District Human Resources Office shall have the responsibility of maintaining records for the program.

11.7.5. The decisions of the Committee shall not be subject to the grievance process.

11.7.6. Participants may request and be granted a withdrawal in units of no more than fifty (50) workdays per catastrophic illness or injury. Unit members may submit a request for an extension of a withdrawal of one (1) additional fifty (50) workday’s allotment for each catastrophic illness or injury.

11.7.7. Upon determination that the employee is unable to work due to his/her own or a family member’s catastrophic illness or injury, any other employee, upon written notice to the Governing Board, may donate accrued vacation and/or sick leave credits to the requesting employee. Donations shall be at a minimum of eight hours and in hour increments thereafter (Education Code 44043.5).

11.7.8. The amount of days to be donated to the participant will be determined by the committee and may not cover the length of the request. If there are not enough days to fund a request, the Committee has no obligation to provide sick leave days to the applicant. The District is under no obligation to provide additional sick leave days.

11.7.9. To ensure that the employee retains enough accrued sick leave to meet their own needs, donors shall not reduce their accumulated sick leave to fewer than twelve (12) days.

11.7.10. All transfers of eligible leave credit shall be irrevocable.

11.7.11. The employee who is the recipient of the donated leave credits shall use those credits within twelve (12) consecutive months.

11.7.12. The names of employees donating sick leave and how many days they have donated will be kept in complete confidence, the employee receiving donations will be informed of the total days available. If the employee receives more donated leave than they require, the remaining leave will be returned to the employee(s) who donated them. The Superintendent or designee shall ensure that all donations are confidential.

11.7.13. An employee who receives paid catastrophic leave shall use any leave credits that he/she continues to accrue on a monthly basis before receiving paid leave pursuant to this program.
12. **ARTICLE XII: EMPLOYEE RIGHTS**

12.1. The District and CSEA recognize the right of employees to form, join and participate in lawful activities of employee organizations and the equal alternative right of employees to refuse form, join and participate in employee organization activities, except as indicated in Article II.

12.2. **Personnel Files**

   Upon written request, an employee shall have the right during regular scheduled working hours of the District Office, to examine his/her personnel file.
13. **ARTICLE XIII: CSEA RIGHTS**

13.1. The CSEA shall have the right of access to bargaining unit employees during rest periods, meal periods, or any time before or after an employee’s working day when the employee is present upon District property but not expected to be performing services or to be ready to perform services on behalf of the District.

13.2. District facilities may be used for meetings or employees before or after duty hours. Meetings held on school premises shall be approved in accordance with District rules and regulations.

13.3. Bulletin board space shall be available to CSEA in each school. Any communications posted on bulletin boards or sent through school means of distribution or placed in employee boxes shall be dated and contain the name of the CSEA officer responsible for communications.

13.4. The names, addresses, phone numbers, and work site locations of all members of the bargaining unit who voluntarily provide such information shall be made available to the CSEA upon request as soon as it is compiled in the District, unless written authorization to withhold a phone number shall be given to the District.

13.5. With prior authorization from the work site administrator, a CSEA representative may contact an employee during his/her working hours.

13.6. CSEA shall have the right of fifteen (15) hours paid release time per year for Association business. The use of this time will be limited to the President of the Association or designee. The President of the Association or designee will communicate times and dates to the immediate supervisor so that there is no conflict with school/District activities. The District reserves the right to approve all requests for paid release time.

13.7. The District shall include the CSEA membership packet in any employee orientation packet of District materials provided to any newly hired employee. CSEA shall provide the copies of the CSEA membership packet to the District for distribution.

13.8. Upon request, the Association will receive two (2) copies of the District’s budget submitted and adopted by the Governing Board.

13.9. The District shall provide release time for up to three (3) CSEA chapter delegates to attend the CSEA Annual Conference. The chapter will assume all other expenses. The Chapter President must give the District thirty (30) days advance notice of all days sought to be used.

13.10. CSEA and the District agree on the importance of the Labor Management Council (“LMC”). CSEA and the District intend to use LMC to: resolve employee/administration conflicts or disputes; share information; discuss and resolve grievances; address complaints and issues; and assist sites with problem solving.
13.10.1. CSEA and the District shall endeavor to build and model a climate of ongoing problem solving that enhances outcomes for the District and CSEA.

13.10.2. The Parties shall meet as needed upon mutual agreement at mutually agreed upon dates and times.

13.10.3. The Parties shall each designate two appropriate representatives to attend LMC. If additional attendees are needed, then the Parties may request, in advance, to bring additional attendees.

13.11. The CSEA Chapter President and or designee(s) shall be allowed up to thirty (30) minutes to present new CSEA bargaining unit members information on membership and benefits at District new employee orientation.
14. **ARTICLE XIV: DISTRICT RIGHTS**

The District retains all of its powers and authority to direct, manage and control the educational program to the full extent of the law except as limited by the terms of this Agreement. Included in, but not limited to, these duties and powers is the right to determine its organization; direct the work of its employees; determine the times and hours of operation; determine the kind and levels of service to be provided and the methods and means of providing them; establish its educational policies, goals, and objectives; insure the rights and educational opportunities of students; determine staffing patterns; determine the number and kinds of personnel required; maintain the efficiency of District operations; build, move or modify facilities; establish budget procedures and determine budgetary allocations; determine the methods of raising revenue and contract out work to be done in compliance with statutory requirements, however, CSEA has the right to bargain the decision and effects of contracting out work normally and routinely performed by bargaining unit members. In addition, the District Board retains the right to hire, assign, evaluate, promote, terminate, and discipline employees, and to take action it deems necessary in the event of an emergency.
15. **ARTICLE XV: GRIEVANCE PROCEDURE**

15.1. **Definitions:**

15.1.1. A "grievance" shall mean an alleged violation of a specific provision of this Agreement which adversely affects the grievant. This Grievance Procedure shall not be used to challenge or change policies, regulations, or procedures of the District which are not included in this Agreement, nor shall the Grievance Procedure be used for other matters for which specific methods of review are provided by law.

15.1.2. A "grievant" shall mean an employee covered by this Agreement filing a grievance or Association.

15.1.3. A "conferee" shall mean any Association representative selected by the grievant to assist the grievant in presenting and processing the grievance. An Immediate Supervisor with whom a grievance is filed may also choose a representative to assist in processing a grievance.

15.1.4. A "day" shall mean any day on which the District Office is open for business.

15.1.5. An "Immediate Supervisor" shall mean the first level supervisor having immediate jurisdiction over the grievant (who has been designated to adjust grievances).

15.1.6. A "District grievance form" shall mean a District-provided form, completed in writing by the grievant at Level 2 within fifteen (15) days of the occurrence or within fifteen (15) days of when the employee could reasonably have known of the occurrence, act, or omission giving rise to the grievance.

15.2. **General Provisions:**

15.2.1. The purpose of the grievance process is to attempt to secure equitable solutions to grievances. All parties agree that these proceedings will be kept informal and confidential, and that the grievant and Immediate Supervisor should attempt to resolve the grievance at the informal level.

15.2.2. The filing of a grievance shall in no way interfere with the rights of the District to proceed in carrying out its management responsibilities subject to the Board's final decision regarding the grievance. If the alleged grievance involves an order, requirement, or other direction, the grievant shall fulfill such order, requirement, or other directive pending a final decision on the grievance.

15.2.3. Each party involved in a grievance shall act quickly so that the grievance may be resolved promptly. Every effort will be made to comply with the time limits contained in the grievance procedure, but upon written consent of both parties, the time limitation for any step of the grievance process may be extended.
15.2.4. The filing of a grievance shall not reflect unfavorably upon the grievant.

15.2.5. The employee and his/her immediate supervisor or District administrator shall have the right to include in grievance meetings at Level 2 or higher such individuals as they deem necessary to develop facts pertinent to the grievance. These names shall be made available to both parties upon request.

15.2.6. Failure by a grievant to meet any deadline set forth in this Article shall immediately terminate the grievance and the grievant shall not have a right to re-file on the same set of facts. Failure by the District to meet a deadline set forth in this Article shall give the grievant the right to proceed to the next step in the grievance process. The timelines set forth in this Article may be extended upon mutual agreement of both parties in writing.

15.2.7. Representation:

15.2.7.1. No employee may be required to be represented by CSEA in processing a grievance.

15.2.7.2. An employee may request CSEA to represent him/her in all stages of the grievance procedure. Neither CSEA nor the District shall take any reprisals or unilaterally discriminate against any employee for exercising rights under this article.

15.2.7.3. If an employee pursues a grievance without the intervention of CSEA the grievance shall not be considered resolved until CSEA has received notice of the grievance solution and has been given an opportunity to file a written response.

15.2.7.4. An employee may not pursue a grievance beyond Level 1 without CSEA representation.

15.3. Procedures:

15.3.1. Level 1-Informal Meeting. The employee must meet with his/her immediate supervisor within five (5) working days of the occurrence, or within five (5) working days of when the employee could reasonably have known of the occurrence of the act or omission giving rise to the grievance, to discuss the grievance in an attempt to resolve it informally at the lowest possible level. If the employee is unable to meet with his/her immediate supervisor or if grievance is not resolved at Level 1, the employee may proceed to Level 2.

15.3.2. Level 2-Immediate Supervisor. Within five working (5) days of the Level 1 Informal Meeting, the grievant must present his/her grievance to the Immediate Supervisor in writing on the District-provided form. The grievance shall contain a clear and concise statement of the grievance, the circumstances involved, the decision rendered at the informal conference, and the specific remedy sought.

The Immediate Supervisor shall communicate a decision to the employee writing within five working (5) days- after receiving the written grievance. Within the foregoing time
limit, either party may request a conference to discuss the grievance.

15.3.3. Level 3-Superintendent/Designee. If the grievant is not satisfied with the decision at Level 2, the employee may, within five working (5) days, appeal the decision to the Superintendent or his/her designee. This written appeal statement shall include a copy of the original grievance, the appeals, and the decisions rendered at the previous levels, and a clear, concise statement of the reasons for the appeal. The Superintendent or his/her designee shall communicate a written decision within five working (5) days. Within the forgoing time limit, either party may request a conference to discuss the grievance.

15.3.4. Level 4-Board. If the grievant is not satisfied with the decision at Level 3, the grievant may, within five working (5) days, appeal to the Board of Trustees. The Board will schedule a meeting. At the Board meeting, the grievant and his/her representative shall have the opportunity to present the grievance to the Board in closed session. Any evidence presented by the grievant shall be limited to what had been presented at the lower levels of this procedure. The Board meeting shall not be an evidentiary hearing but shall provide both the grievant and the administration with an opportunity to fully address the grievance. The decision of the Board of Education shall be communicated in writing to the grievant within three (3) working days after the meeting.

15.3.5. Level 5-Mediation. In the event that the grievant is not satisfied with the decision at Level 4, he/she may request that CSEA and the District request the services of a mediator from the California State Mediation and Conciliation Service within fifteen (15) days. CSEA and the District shall attempt to mediate a settlement of the grievance. In no instance will the form or matter of the discussion and/or proposals during the mediating process be revealed. Only the terms of a settlement, if any, may be revealed.

15.3.5.1. If an agreement is reached at mediation, the agreement shall be reduced to writing and shall be signed by the grievant, the Association and the District. This agreement shall be non-precedential and shall constitute a settlement of the grievance.

15.3.5.2. If the grievant, the Association and the Superintendent or his/her designee have not resolved the grievance with the assistance of the mediator, the Association may proceed to Level 6.

15.3.6. Level 6- Binding Arbitration. In the event the grievant is not satisfied with the decision at Level 5, it may, within fifteen (15) days of completion of the Level 5 proceedings, submit the grievance to arbitration. CSEA and the District shall attempt to mutually agree upon an arbitrator. If an arbitrator cannot be mutually agreed upon, CSEA shall request a list of five (5) arbitrators through the California State Mediation and Conciliation Service. Each party shall strike two names from the list of arbitrators in alternate order. The determination of which party shall strike first will be determined by lot.
15.3.6.1. The Arbitration shall be limited solely to the interpretation and application of this Agreement to the precise issue(s) submitted for arbitration. The arbitration shall not determine any other issue(s). The arbitrator shall have no power or authority to hear cases challenging any of the following:

15.3.6.1.1. The employment release of a probationary employee.

15.3.6.1.2. The content of an employee's evaluation.

15.3.6.2. In the event that the District has raised procedural objections at any level of the Grievance Procedure, the arbitrator shall rule on the procedural objections prior to proceeding to a hearing on the merits of the grievance.

15.3.6.3. After a hearing on the merits of the grievance, the arbitrator shall render a written decision which sets forth findings of fact, reasoning, and conclusions on the precise issue(s), submitted. Where the District has made a judgment involving the exercise of discretion, the arbitrator shall review such decision solely to determine whether the decision has violated the Agreement and shall not substitute the arbitrator's judgment for that of the District. The arbitrator shall not add to, subtract from, amend, modify or alter any provisions or procedures contained in this Agreement. The arbitrator shall not issue statements of opinion or conclusions not essential to the determination of the issue(s) submitted. The arbitrator's decision may include restitution, financial reimbursement, or other proper remedy, except fines or penalties. The arbitrator's remedy shall not include attorney's fees for either party.

15.3.6.4. The arbitrator's decision shall be submitted to the District and CSEA for review and implementation. The arbitrator's decision shall be binding on all parties and shall be implemented promptly. The costs of the arbitration proceeding, including filing fees, fees and the per diem charges of the arbitrator, and cost of a court reporter shall be borne equally by the parties. Each party shall be responsible for the costs of presenting its case.

15.4. Written Materials

All written material used to support allegations must be signed and dated. New allegations not previously presented at Level Two may not be presented at Level Three.

15.5. Representation

No employee shall be required to be, or be prevented from being, represented by the Association in processing a grievance after Level One.

15.6. Released Time

The Association shall be entitled to have one (1) representative receive released time without loss of pay for the purpose of accompanying a grievant to a meeting with the District at Levels
Two or Three. On duty unit members who appear as witnesses at the request of the District or grievant shall be given released time without loss of pay to attend hearings at levels Two or Three. Released time shall not be granted for the purposes of preparing a grievance, interviewing witnesses, or for any activities other than meeting with the District at Levels Two and Three.
16. **ARTICLE XVI: SAVINGS PROVISION**

16.1. 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.

16.2. Should a provision or application of this Agreement be deemed invalid as described, the parties shall meet no later than (10) working days after the request by either party to renegotiate the provision so affected.
17. **ARTICLE XVII: CONCERTED ACTIVITIES**

17.1. 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 operations of the District by CSEA 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.

17.2. CSEA recognizes the duty and obligation of its representatives to comply with the provisions of this Agreement and to make every effort toward inducing all employees to do so. In the event of a strike, work stoppage, slow-down, or other interference with the operations of the District by employees who are represented by the CSEA, the CSEA agrees in good faith to take all necessary steps to cause those employees to cease action.

17.3. It is agreed and understood that any employee violating this Article may be subject to discipline up to and including termination by the District.

17.4. It is understood this in the event this article is violated, and the CSEA, acting in good faith, has exhausted all efforts to stop the violation, the District shall be entitled to temporarily withdraw any rights, privileges, or service provided for this agreement or in District policy, from any employee or employees involved in the violation, pending further negotiation with CSEA.
18. **ARTICLE XVIII: SUPPORT OF AGREEMENT**

The 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 negotiation process except as by mutual agreement of the District and CSEA.
19. **ARTICLE XIX: EFFECT OF AGREEMENT**

It is understood and agreed that the specific provisions contained in this Agreement shall prevail over District practices and procedures and over State laws to the extent permitted by State law, and in the absence of specific provisions in this Agreement, such practices and procedures are discretionary with the District until the District and CSEA expressly agree to change those practices or procedures to the extent they fall within the scope of bargaining through the negotiation process.
20. **ARTICLE XX: TERM**

20.1. The Agreement shall remain in full force and effect through June 30, 2024.

20.2. CSEA may open negotiations on Article 3 – Compensation and Benefits and two other Articles. The District will also be limited to two Articles.

20.3. Negotiations for the succeeding Agreement are to commence with presentations of initial proposals.
21. **ARTICLE XXI: PROFESSIONAL GROWTH PLAN**

21.1. **Basic Plan**

Each class of approved course work is worth a $20.00 stipend per month during months worked for eight hour per day employees. Pay is prorated for those who work less time except that no part-time employee shall receive less than $10.00 stipend per month for each class block during months worked.

Incentive award pay will be for the time the employee is actively taking the course. During the term of the course. Upon successful completion of the course, payment will be issued. Prorated for those who work less time.

Proof of successful completion and final grade must be filed with the Director of Human Resources before an increase in salary can be granted.

21.2. **Course Application Procedures:**

21.2.1. Units for a course must be directly related to the employee’s current job or towards a position that benefits the District and approved by the Superintendent or designee.

21.2.2. Application must be made on the Incentive Plan Form in Appendix D.

21.2.3. The approval procedure is complete when the form is signed by the Superintendent or Designee and returned to the employee.

21.3. **Acceptable Training:**

21.3.1. Courses receiving prior approval from the Superintendent or Designee are:

- directly job-related offered by an adult school, college, or university
- sponsored or endorsed by the district for employees in specific job classification.
ADDENDUM NO.1

Board Policy 4112.5 and Administrative Regulation 4112.5, adopted December 13, 1995, require alcohol and controlled substance abuse for safety sensitive positions (classified employees). This board policy and related administrative regulation were implemented in order to conform to the current law.
ADDENDUM NO.2

In order to encourage bus drivers in Fowler Unified School District to maintain their school bus licenses/certificates for 180 days per school year, the following pay incentives have been established:

1. Each unit member who currently has a valid bus license/certificate will receive One Hundred Dollars ($100.00) annually, to be paid on July 10 of every year.

2. In addition to the One Hundred Dollars ($100.00) received in no.1 above, additional incentive monies will be paid to each unit member maintaining a valid school bus driver license/certificate for 180 school days of a school year.

   a. Sixteen unit members who maintain a valid school bus driver license/certificate for 180 days of a school year will generate an additional Twenty-five Dollars ($25.00) stipend to be paid on July 10.

   b. Each additional unit member beyond the 16 in “a” above who maintains a valid school bus driver license/certificate for 180 days of a school year will generate an additional Twenty-five ($25.00) per unit member up to a maximum of Two Hundred ($200.00) per unit member (19 or more bus drivers).
ADDENDUM NO.3

The District and Association agree to the Job Description for classifications 1 - 33 that were revised during the 2021/2022 school year.
## APPENDIX A

**2022-2023**  
**Fowler Unified School District**  
** Classified Salary Schedule**

<table>
<thead>
<tr>
<th>Position</th>
<th>Class</th>
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<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
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<td>18.72</td>
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*Any salary listed that falls below CA minimum wage will be paid at the current CA minimum wage. Maximum 5 years credit given for skilled experience.

Night Shift (after 4:00 pm) receives a shift differential equal to 7% of hourly rate (for only 3 months)

Longevity shall be paid monthly in accordance with the following schedule:

1.50% Commencing with 10th year of service
2.50% Commencing with 15th year of service
3.00% Commencing with 20th year of service
4.00% Commencing with 25th year of service
5.00% Commencing with 30th year of service

Annual Rate is determined by Hourly Rate * 1.5 X # of duty days

- Salary schedule reflects 8.5% settlement for FY 22-23 & 1.5% longevity for 10th year of service

Board Approved: 5/24/2023
Revised: 4/26/2023
Effective: 7/1/2023
# APPENDIX A Continued

## 2023-2024

**Fowler Unified School District**

**Classified Salary Schedule**

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Night Shift (after 4:00 pm) receives an additional 7% of hourly rate (for up to 9 months)

Lengthy shall be paid monthly in accordance with the following schedule:

- 1.50% Commencing with 10th year of service
- 2.00% Commencing with 15th year of service
- 3.00% Commencing with 20th year of service
- 3.50% Commencing with 25th year of service
- 4.00% Commencing with 30th year of service
- 4.50% Commencing with 35th year of service
- 5.00% Commencing with 40th year of service

Annual Rate is determined by Hourly Rate X 8 hours X # of duty days

- salary schedule reflects additional $0.95/hour for all Driver classifications and Special Ed Aides increase to Class 9 hourly rate

Board Approved: 9/24/2023
Revised: 5/29/2023
Effective: 9/1/2023

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APPENDIX B

CLASSIFIED EMPLOYEES
PROFESSIONAL GROWTH PLAN

The purpose of the incentive award plan is to encourage employees to take training that leads to direct, significant improvement of their ability to perform in their current job assignment.

To: Superintendent or Designee

I request approval of the following courses for credit under that Classified Incentive Award Plan:

Course Title: ___________________________________________________________

Number of Units: _______________________________________________________

Name of College or Adult School: _________________________________________

Date: ________________ Employees Name: _______________________________

Employees School: ________________________________

--------------------------------------------------------------------------DO NOT WRITE BELOW THIS LINE--------------------------------------------------------------------------

____ Participation approved for credit on the Professional Growth Plan

____ Participation not approved for credit for the following reason(s):

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Date: __________________________ Superintendent or Designee