

Table of Contents

1		
2		
3	ARTICLE 1: RECOGNITION.....	3
4	ARTICLE 2: GENERAL PROVISIONS.....	4
5	ARTICLE 3: ORGANIZATION RIGHTS.....	6
6	ARTICLE 4: GRIEVANCE PROCEDURE.....	10
7	ARTICLE 5: COMPENSATION.....	15
8	ARTICLE 6: HEALTH AND WELFARE BENEFITS.....	23
9	ARTICLE 7: HOURS OF EMPLOYMENT.....	27
10	7.1 Work Schedule.....	27
11	7.3 Adjustment of Assigned Time.....	27
12	7.4 Lunch Period.....	28
13	7.5 Rest Period.....	28
14	7.6 Overtime.....	28
15	7.7 Compensatory Time Off.....	29
16	7.8 Overtime Opportunities.....	29
17	7.9 Holiday Pay.....	29
18	7.10 Call Back Time.....	29
19	7.11 Right of Refusal:.....	30
20	7.12 Shift Classification.....	30
21	7.13 Schedule of Paid Holidays.....	30
22	7.14 Holiday Eligibility.....	32
23	7.15 Additional Holiday.....	32
24	7.16 Vacations.....	32
25	7.17 Four Ten-Hour Day Workweek.....	35
26	7.18 Voluntary Nine Hour Per Day/Eighty Hours Per Two-Week Work	
27	Schedule.....	37
28	7.19 Fluctuating Work Schedule.....	39
29	7.20 Floating Holiday.....	39
30	ARTICLE 8: EFFECTS OF LAYOFF.....	41
31	ARTICLE 9: TRANSFER PROCEDURES.....	43
32	9.1 Definition.....	43
33	9.2 Employee Initiated Transfer Requests.....	43
34	9.3 Employer Initiated Transfers.....	44

35	9.4 Vacancies Created by Transfer.....	44
36	ARTICLE 10: EVALUATION PROCEDURES.....	45
37	10.1 Probationary Employee Evaluations.....	45
38	10.2 Permanent Employee Evaluations.....	45
39	10.3 General Provisions	45
40	ARTICLE 11: CONCERTED ACTIVITIES	47
41	ARTICLE 12: SICK LEAVE	48
42	ARTICLE 13: PERSONAL NECESSITY LEAVE	51
43	ARTICLE 14: BEREAVEMENT LEAVE.....	53
44	ARTICLE 15: INDUSTRIAL ACCIDENT AND ILLNESS LEAVE	54
45	ARTICLE 16: JURY DUTY LEAVE.....	56
46	ARTICLE 17: PARENTAL LEAVE.....	57
47	ARTICLE 18: PERSONAL BUSINESS LEAVE	58
48	ARTICLE 19: MILITARY LEAVE	59
49	ARTICLE 20: UNAUTHORIZED LEAVE	60
50	ARTICLE 21: BREAK-IN-SERVICE	61
51	ARTICLE 22: SAFETY CONDITIONS OF EMPLOYMENT	62
52	ARTICLE 23: ORGANIZATIONAL SECURITY - PAYROLL DEDUCTION	63
53	ARTICLE 24: ANNOUNCEMENT OF JOB OPENINGS	64
54	ARTICLE 25: PROFESSIONAL GROWTH	65
55	ARTICLE 26: UNPAID FAMILY AND MEDICAL LEAVE	67
56	ARTICLE 27: PARKING PERMITS	68
57	ARTICLE 28: NEW EMPLOYEE ORIENTATION (AB119).....	69
58	ARTICLE 29: TERM OF AGREEMENT.....	71
59	APPENDIX A – Job Classifications	I
60	APPENDIX B – Salary Schedule.....	V
61		
62		
63		
64		
65		
66		
67		
68		
69		

70 **ARTICLE 1: RECOGNITION**

71 1.1 The Board recognizes CSEA as the sole and exclusive bargaining agent for
72 classified employees occupying classes listed in **Appendix A**, attached and
73 incorporated as a part of this Agreement. CSEA, in turn, recognizes the Board
74 as the duly elected representative of the people and agrees to negotiate
75 exclusively with the Board through the provisions of the Rodda Act. Negotiations
76 between CSEA and the District shall be conducted only by representatives as
77 designated by each of the respective parties. New classifications created or
78 positions added to classes shall be subject to negotiations between the District
79 and CSEA to determine if they are to be included in the unit. Disputed cases
80 shall be submitted to the Public Employment Relations Board and shall not be
81 subject to grievance procedures contained in this Agreement.

82 1.2 The above recognition is given for the purpose of bargaining within the scope of
83 Government Code Chapter 10.7, Section 3543.2 which states for classified
84 employees:

85 The scope of representation shall be limited to matters relating to wages,
86 hours of employment, and other terms and conditions of employment.
87 "Terms and conditions of employment" mean health and welfare benefits
88 as defined by Section 53200, leave and transfer policies, safety conditions
89 of employment, procedures to be used for the evaluation of employees,
90 organizational security pursuant to Section 3546, and procedures for
91 processing grievances pursuant to Sections 3548.5, 3548.6, 3548.7, and
92 3548.8. All matters not specifically enumerated are reserved to the
93 District and may not be a subject of meeting and negotiating, providing
94 that nothing herein may be construed to limit the right of the District to
95 consult with any employees or employee organization on any matter
96 outside the scope of representation.

ARTICLE 2: GENERAL PROVISIONS [TA dated 9/25/2024]

2.1 If any provisions of this Agreement are held to be contrary to law by 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.

2.2 The District and CSEA agree that it is to their mutual benefit to encourage the resolution of differences through the meet and negotiation process. Therefore, it is agreed that CSEA and the District will support this agreement for its term and will not appear before any public bodies to seek change or improvement in any matter subject to the meet and negotiation process except by mutual agreement of the District and CSEA. CSEA and the District further agree that this is not a waiver of either parties right to seek enforcement of this Agreement or EERA-protected rights.

2.3 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 that in the absence of specific provisions in this Agreement, such practices and procedures are the prerogative of the District to the extent permitted by State law.

2.4 During the term of this Agreement, neither CSEA nor the District is obligated to meet and negotiate with respect to any subject or matter whether or not referred to or covered in this Agreement, even though such subject or matter may not have been within the knowledge or contemplation of either or both the District or CSEA at the time they met and negotiated on and executed this Agreement, and even though such subjects or matters were proposed and later withdrawn, except as follows:

2.4.1 For the term of this Agreement, the District and CSEA mutually agree to reopeners to negotiate as follows:
2025-2026 on one Article selected by each party, excluding Articles 5 and 6, or topic enumerated in the scope of representation pursuant to Government Code Section 3543.2. The Article or topic chosen by each party shall not have any monetary impact to the District.
2026-2027 on two Articles or topics enumerated in the scope of representation pursuant to Government Code Section 3543.2 selected by each party, in addition to any other specific reopeners included in this Agreement.

2.5 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. Included in but not limited to those duties and powers are the exclusive right to: Determine its organization; direct the work of its employees; determine the times and hours of operation; determine the kinds and levels of services 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 pattern; determine the number and kinds of personnel required; maintain the efficiency of District operations; determine the curriculum; build, move, or modify facilities; establish budget procedures and determine budgetary allocation; determine the methods of raising revenue; and take action

163 on any matter in the event of an emergency as defined in Article 2, Section 2.7.
164 In addition, the District retains the right to hire, classify, assign and reassign,
165 evaluate, promote, terminate, and discipline employees.

166 2.6 The exercise of the foregoing powers, rights, authority, duties and responsibilities
167 by the District, the adoption of policies, rules, regulations and practices in
168 furtherance thereof, and the use of judgment and discretion in connection
169 therewith, shall be limited only by the specific and express terms of this
170 Agreement, and then only to the extent such specific and express terms are in
171 conformance with law.

172 2.7 The District retains its right to amend or suspend policies and practices referred
173 to in this Agreement in cases of emergency for the duration of the emergency.
174 An emergency is defined as an act of God, epidemic, natural disaster, physical
175 calamity occurring within the District or community, or some other extraordinary
176 occurrence. The District shall determine whether or not an emergency exists and
177 the determination, except in the case of other extraordinary occurrence, is
178 expressly excluded from provisions of Article 4, Grievance Procedure.

179 2.8 The exercise of any right reserved to the District herein in a particular manner or
180 the non-exercise of any such right shall not be deemed a waiver of the District's
181 right or preclude the District from exercising the right in a different manner at a
182 different time.

183 2.9 Any dispute arising out of or in any way connected with either the existence of or
184 the exercise of any of the above described rights of the District is not subject to
185 the grievance provisions set forth in this Agreement.
186
187
188
189
190
191
192
193
194
195
196
197
198
199
200
201
202
203
204
205
206
207
208
209

210 **ARTICLE 3: ORGANIZATION RIGHTS**

211 3.1 CSEA shall have the right to represent the classified employees as defined in
212 **Appendix A** in their employment relations with the District.

213 3.2 Designated CSEA representatives and CSEA Labor Relations Representatives
214 shall have the right of access to areas in which unit employees work only at non-
215 duty times, or at scheduled rest and lunch periods. Within ten (10) workdays of
216 execution of this Agreement, CSEA shall provide the District with a list of not
217 more than twenty-five (25) unit employees designated to serve as CSEA
218 representatives pursuant to this Agreement, and the name of the CSEA Labor
219 Relations Representative assigned to the District. The list of unit employees
220 shall indicate the employees' names, and their titles/functions as CSEA
221 representatives. In the event of any changes in said list, the District shall be
222 given five (5) workdays advance notice before another unit employee may
223 replace an employee on the list as a CSEA representative. If the CSEA Labor
224 Relations Representative assigned to the District is changed, CSEA shall
225 immediately provide the District the name of the new representative, except in
226 the event of extenuating circumstances, in which case CSEA shall provide such
227 name to the District as soon as possible. Access to areas in which the
228 employees work by CSEA representatives and the CSEA Labor Relations
229 Representative shall not interfere in any way with the employees' duties or the
230 District operations, except when a CSEA representative(s) and/or CSEA Labor
231 Relations Representative is participating in a District authorized meeting with
232 management in order to resolve a grievance pursuant to Article 4: Grievance
233 Procedure.

234 3.3 CSEA shall have the right to use District designated institutional bulletin boards,
235 mailboxes, and other means of communication, subject to reasonable regulation
236 by the District.

237 3.4 CSEA shall have the right to use the District's computer system to host a Chapter
238 website, with links to it from the District's Index page and from the Site Contents
239 page under the heading of Classified Resources. The Classified Resources
240 heading shall have other District links that may be of interest to classified
241 employees, such as salary schedule, employment opportunities, and staff
242 development. If these pages change names, there shall be links from the
243 replacement pages to the CSEA chapter website.

244 3.4.1 CSEA agrees to abide by the applicable standards established by the
245 Web Standards Committee. CSEA shall administer this site. CSEA shall
246 not add material of a derogatory nature concerning the District or any
247 employee to this web site. This shall not preclude CSEA from posting its
248 newsletters and general information items concerning the bargaining unit
249 and its activities. Material deemed to be of a derogatory nature shall be
250 removed or modified after mutual agreement between CSEA and the
251 District. If mutual agreement cannot be reached, the District reserves the
252 right to disable the link to the disputed material until such time an
253 agreement can be reached. CSEA will not endorse Board of Trustee
254 candidates or other political candidates or initiatives on its web site if it is
255 deemed by District's Counsel that it would be unlawful or inappropriate for

- 256 CSEA to use the District's web site for this purpose. CSEA will endeavor
257 to keep the web site current.
- 258 3.5 CSEA shall have the right to use institutional facilities at reasonable times as
259 determined by the District for the purpose of meetings concerned with the
260 exercise of the rights guaranteed under Chapter 10.7 (commencing with Section
261 3540) to Division 4 to Title I of the Government Code.
- 262 3.6 The District shall provide the CSEA President with one (1) parking permit for the
263 use of the CSEA Labor Relations Representative which shall be valid for the
264 duration of this Agreement.
- 265 3.7 The District shall provide the CSEA President with ten (10) copies of the seniority
266 list for each classification of unit employees subject to layoff. The list for each
267 such classification shall be provided to CSEA prior to the effective date of the
268 layoff. If and when seniority lists for other classifications are available as
269 determined by the District, the District shall provide the CSEA President with ten
270 (10) copies of such seniority lists.
- 271 3.8 The District shall provide CSEA with three (3) copies of the adopted District
272 budget and a copy via current media technology as the District may have the
273 capability to produce.
- 274 3.9 The CSEA President or representative shall be a member of the Coordinating
275 Committee.
- 276 3.10 The District shall provide the CSEA President with three (3) copies of a complete
277 agenda, excluding any confidential or personnel matters, for each Board of
278 Trustees meeting.
- 279 3.11 Release Time for CSEA:
- 280 3.11.1 Annual Conference: On an annual basis, the District shall grant a
281 maximum of five (5) working days of release time without loss of
282 compensation if on assigned duty, to each of the four (4) unit employees
283 designated by CSEA for attendance at the CSEA Annual Conference.
284 All expenses related to attendance at the Conference shall be borne by
285 CSEA and/or the unit employees.
- 286 3.11.2 General Release Time: On an annual basis each academic year (July 1
287 – June 30), the District shall provide CSEA with a total of seven hundred
288 (700) hours of non-cumulative release time for the purposes of
289 conducting lawful CSEA business and employee-employer relations
290 matters, excluding collective bargaining. For bargaining purposes, CSEA
291 shall be entitled to reasonable periods of release time for a reasonable
292 number of representatives for meeting and negotiating with the District.
293 CSEA may allocate any portion of this time to its representatives, and will
294 annually submit to the Vice President of Human Resources a list of
295 CSEA officers who may utilize this release time. Requests for release
296 time must be submitted to a unit members immediate supervisor with as
297 much advance notice as practicable, and will be tracked and accounted
298 as a form of leave.
- 299 3.11.3 Additional Release Time: Consistent with Education Code 88210, CSEA
300 Chapter 161 may purchase additional release time beyond that specified
301 in Articles 3.11.2 and 3.11.3, for lawful union activities. Any released time

- 302 purchased will be at the hourly rate of the unit member to be released,
303 plus District payroll taxes.
- 304 3.12 Within fifteen (15) workdays of the effective date of this Agreement, the District
305 shall provide each unit employee with one (1) copy of this Agreement. The
306 District shall also provide CSEA one (1) copy of this Agreement on a
307 computerized medium the District may have the capability to produce.
308 Thereafter, the District shall provide each new unit employee with one (1) copy of
309 this Agreement within fifteen (15) workdays of employment.
- 310 3.13 CSEA is entitled to have three (3) unit employees serve as voting members on
311 the District's Planning and Budgeting Committee and also three (3) unit
312 employees to serve as alternate members on this Committee. The Chairperson
313 of the District's Planning and Budgeting Committee shall provide CSEA a
314 minimum of two (2) weeks advance notice of the initial annual Planning and
315 Budgeting Committee meeting. CSEA shall submit the names of the unit
316 employees to the Chairperson of the Committee a minimum of five (5) workdays
317 prior to the initial meeting of the Committee. If the Chairperson of the Committee
318 has any questions/concerns about the unit employee(s) named to serve on the
319 Committee, the Chairperson will contact the CSEA President to discuss these
320 questions/concerns.
- 321 3.14 By January 31 each year, the District shall annually provide CSEA with one (1)
322 copy of a District organizational chart depicting number(s) of positions per
323 classification reporting to each manager, at each level of managerial
324 responsibility, except in the case of extenuating circumstances in which case the
325 District shall provide such organizational chart to CSEA as soon as possible.
- 326 3.15 Security Cameras and Use of Recordings:
- 327 3.15.1 The District has and will install recording equipment for the purpose of
328 ensuring safety, and deterring and recording unlawful activity.
- 329 3.15.2 When there is a suspected incident of unlawful activity, the recordings will
330 be reviewed initially by the Cerritos College Campus Police. The sole
331 purpose of viewing these recordings is to determine the source of/or
332 preventing unlawful activity. Specifically, the recordings will be viewed
333 from the date on which there is a reasonable suspicion of alleged unlawful
334 activity; retroactive to the date the action reasonably may have occurred
335 (usually the period of review is not more than 72 hours).
- 336 3.15.3 No later than January 31st of each year, the District shall provide CSEA
337 with a list of the number and location of known recording equipment and
338 identity of users with access to the recordings as authorized by the
339 Superintendent or Executive Council. The list will be updated at least
340 annually, CSEA will be notified in good faith of any changes in equipment
341 or users, and users will only be authorized for non-arbitrary purposes.
- 342 3.15.4 When the District has installed recording equipment, signs will be posted
343 to notify students, employees, and visitors that recordings may occur at
344 the District.
- 345 3.15.5 No recording equipment will be installed where there is a reasonable
346 expectation of privacy, in accordance with applicable law, such as
347 bathrooms, locker rooms, or lactation rooms.

348
349
350
351
352
353
354
355
356
357
358
359
360
361
362
363
364
365
366
367
368
369
370
371
372
373
374
375
376
377
378
379
380
381
382
383
384
385
386
387
388
389
390
391
392
393
394

3.15.6 Data from security cameras may be initially reviewed by Campus Police, Human Resources, and/or a designated investigator in connection with official investigations initiated by the District and/or an appropriate regulatory agency. The District will not use recording(s) to evaluate job performance or make other personnel decisions except when there is a substantiated finding that unlawful conduct occurred.

3.16 The District shall concurrently provide the CSEA Chapter Treasurer the same membership dues deduction information as is provided to the statewide affiliate organization for all unit members from whom a deduction is made, and shall provide that information via email.
This is supplemental to AB 119 and does not relinquish the district responsibility to fulfill Article 28.2 Employee Information.

395 **ARTICLE 4: GRIEVANCE PROCEDURE**

396 4.1 Definitions

397 4.1.1 A "Grievance" is a formal written allegation by an individual unit employee
398 who has been adversely affected by a violation, misinterpretation, or
399 misapplication of the specific provisions of this Agreement. This grievance
400 procedure shall allow for class action grievances. Grievances filed by
401 more than one unit employee alleging violation of the same express term
402 of this Agreement may be consolidated and processed as a class action
403 grievance.

404 4.1.2 A "day" pursuant to this Article, is a day in which the central administrative
405 office of the District is open for business.

406 4.1.3 The "immediate manager" is the manager having jurisdiction over the
407 grievant and who has been designated by the District to adjust grievances.

408 4.1.4 A "grievant" is a District employee in the unit covered by this Agreement
409 who is filing a grievance.

410 4.1.5 A "District employee" is a full-time or part-time employee receiving
411 compensation and belonging to the unit covered by the Agreement.

412 4.1.6 A "representative" shall mean a representative of CSEA selected by the
413 grievant to assist the employee in presenting and processing the
414 employee's grievance. An immediate manager with whom a grievance is
415 filed also may select a representative to assist in processing the
416 grievance.

417 4.1.7 This grievance procedure shall not be used to challenge or change
418 policies, regulations or procedures of the District which are not included in
419 this Agreement, nor shall the grievance procedure be used for other
420 matters for which specific methods of review are provided by law, or
421 District policies, rules, or regulations. Unit employees may refer to the
422 Classified Employees' Handbook for information regarding the grievance
423 procedure applicable to addressing these matters.

424 4.2 Informal Level

425 Before filing a formal written grievance, the grievant shall attempt to resolve it by
426 an informal conference with the grievant's immediate manager within ten (10)
427 days after the occurrence of the act or omission giving rise to the grievance. The
428 grievant and/or immediate manager may have a representative at the informal
429 level. The immediate manager shall communicate a decision to the employee
430 within five (5) days after the informal conference. If the immediate manager fails
431 to respond within the time limits, the grievant may file at Level I and if the
432 grievant fails to file within the specified time limits, the grievance is deemed
433 denied.

434 4.3 Formal Level

435 4.3.1 Level I

436 In the event the grievant is not satisfied with the decision at the informal
437 level, the grievant may file at Level I of the formal level by presenting the
438 grievance in writing on an appropriate District form to the immediate
439 manager, or designee within twenty (20) days after the occurrence of the
440 act or omission giving rise to the grievance. Failure to present such

grievance within the time limits shall render the grievance null and void. This presentation shall be a clear, concise statement of the grievance, the circumstances involved, specific provisions of this Agreement allegedly violated, the decision rendered at the informal conference, and the specific remedy sought. The immediate manager, or designee, shall communicate a decision to the grievant in writing within ten (10) days after receiving the written grievance. If the immediate manager, or designee, fails to respond within the time limit, the grievant may appeal to the next level and if the grievant fails to appeal within the specified time limit, the grievance is deemed denied.

4.3.2 Level II

In the event the grievant is not satisfied with the decision at Level I, the grievant may appeal the decision on an appropriate District form to the Vice President of Human Resources, or designee, within five (5) days after the decision of the immediate manager. The appeal shall include a copy of the original grievance, the decision rendered, and a clear, concise statement of the reasons for the appeal. The Vice President of Human Resources, or designee, shall communicate a decision within ten (10) days after receiving the appeal. If the Vice President of Human Resources, or designee, fails to respond within the time limit, the grievant may appeal to the next level and if the grievant fails to appeal within the specified time limit, the grievance is deemed denied.

4.3.3 Level III

In the event the grievant is not satisfied with the decision at Level II, the grievant may appeal the decision on an appropriate District form to the President/Superintendent, or designee, within five (5) days after the decision of the Vice President of Human Resources, or designee. The appeal shall include a copy of the original grievance and the decision rendered, a copy of the first appeal and the decision rendered, and a clear, concise statement of the reasons for the second appeal. The President/Superintendent or designee, shall communicate a decision within ten (10) days after receiving the appeal. If the President/Superintendent, or designee, fails to respond within the time limit, the grievant may appeal to the next level and if the grievant fails to appeal within the specified time limit, the grievance is deemed denied.

4.3.4 Level IV

4.3.4.1 In the event, CSEA is not satisfied with the decision at Level III, CSEA shall notify the President/Superintendent in writing of its request for advisory arbitration on the grievance within twenty (20) days after the date the decision is mailed or personally delivered to the grievant and the President of CSEA, Chapter #161. The request shall be submitted to the President/Superintendent's Office and must include the following: (1) a copy of the first appeal and the decision rendered; (2) a copy of the second appeal and the decision rendered; and (3) a clear and concise statement of the reason(s) for requesting advisory arbitration.

487
488
489
490
491
492
493
494
495
496
497
498
499
500
501
502
503
504
505
506
507
508
509
510
511
512
513
514
515
516
517
518
519
520
521
522
523
524
525
526
527
528
529
530
531
532

- 4.3.4.2 CSEA and the District shall attempt to agree upon an advisory arbitrator. If no agreement is reached within fifteen (15) days from the receipt by the President/Superintendent's Office of the request for arbitration, then CSEA shall request a list of arbitrators experienced in labor relations in public schools from the California Mediation and Conciliation Service, Los Angeles Office (CMCS). CSEA and the District shall review the list and attempt to agree upon an advisory arbitrator. If no agreement is reached within ten (10) working days from receipt of the list, the parties will engage in the striking process. In the striking process each party shall alternately strike a name from a list of five (5) arbitrators until one name remains. The remaining individual shall be the arbitrator. The order of striking shall be determined by lot.
- 4.3.4.3 The arbitrator shall hear evidence and render a recommended decision on the issue or issues submitted to him/her. If any question arises as to whether or not the grievance can be arbitrated, the question shall be ruled upon by the arbitrator prior to hearing the merits of the grievance.
- 4.3.4.4 The arbitrator shall have no power to alter, amend, change, or add to or subtract from any of the terms of this Agreement, and shall determine only whether or not there has been a violation of this Agreement as alleged in the grievance. The recommended decision of the arbitrator shall be based solely upon the evidence and arguments presented by the respective parties in the presence of each other and upon arguments presented in written briefs.
- 4.3.4.5 The Board of Trustees shall review and consider the recommendation of the Advisory Arbitrator. The Board of Trustees may accept, reject, or modify the recommendation of the Advisory Arbitrator. The Board of Trustees shall make the final decision on the grievance, and such decision along with the reason(s) for the decision shall be communicated to the parties in writing. The decision by the Board of Trustees shall be the final determination of the grievance and binding on all parties. Nothing herein shall preclude CSEA from appealing the final decision by the Board of Trustees to a court of competent jurisdiction. Such venue shall be the Los Angeles County Superior Court.
- 4.3.4.6 Each party shall bear the cost of his/her counsel, any other costs of presenting his/her case, and the cost of any transcripts that he/she requires.
- 4.3.4.7 The cost of the arbitrator selection process and the fees and expenses of the arbitrator and the hearing shall be borne equally by the District and CSEA. All other expenses shall be borne by the party incurring them.

533
534
535
536
537
538
539
540
541
542
543
544
545
546
547
548
549
550
551
552
553
554
555
556
557
558
559
560
561
562
563
564
565
566
567
568
569
570
571
572
573
574
575
576
577
578

4.4 General Provisions

- 4.4.1 Any bargaining unit employee may present grievances relating to an alleged violation of the Agreement to the District and have such grievances adjusted without the intervention of the Association as long as the adjustment is not inconsistent with the terms of this Agreement. The District shall not agree to the adjustment or resolution of the grievance until the Association has received a copy of the grievance and the proposed resolution, and has been given the opportunity to file a written response within five (5) workdays of receipt of the grievance and proposed resolution.
- 4.4.2 Failure by the District to adhere to decision deadlines constitutes the right for the grievant to appeal to the next level. Failure of the grievant to adhere to the submission deadlines shall mean that the grievant is satisfied with the latest decision and waives any right to further appeal. However, nothing shall prevent the parties from extending the dates by mutual agreement.
- 4.4.3 Grievance meetings will be scheduled by the District during normal work hours. The District shall provide release time with no loss of pay to the grievant and one authorized representative of CSEA for only the time spent in all actual grievance meeting(s) conducted by the designated manager(s) or during the Advisory Arbitration hearing conducted pursuant to the provisions of this Article. This shall constitute "reasonable periods of release time" within the meaning of Government Code 3543.1(c).
- 4.4.4 When a grievance has been filed by a unit employee the grievant may terminate the grievance at any time by giving written notice to the District and the District shall so notify CSEA. Failure to comply with time limits to attend scheduled meetings to discuss the grievance, or to provide requested information at the grievant's disposal relating to the subject matter of the grievance shall be deemed a termination of the grievance by the employee.
- 4.4.5 The grievant has the right to have a representative present at any step of the grievance procedure. The grievant, however, shall be present at each step of the grievance procedure.
- 4.4.6 No probationary or permanent unit employee may use the grievance procedure in any way to appeal any disciplinary action, including but not limited to dismissal, demotion, and suspension. Unit employees may refer to the Classified Employees' Handbook for information regarding disciplinary procedures.
- 4.4.7 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 decision of the grievance except in cases where the employee's physical safety is in jeopardy. In the event the alleged grievance involves an order, requirement, or other directive, the employee shall fulfill or carry out such order, requirement, or other directive, pending the final decision of the grievance except in cases where the employee's physical safety is in jeopardy. Failure to fulfill or carry out such order,

579 requirement, or other directive by the unit employee shall render the
580 grievance null and void and may result in disciplinary action against the
581 employee.

582 4.4.8 In the event the grievant is legitimately absent from duty in accordance
583 with a leave of absence provision of the Agreement during the time
584 periods specified in the grievance procedure, the submission and/or
585 appeal deadlines and scheduled meetings shall be deferred until the
586 grievant's return to duty. In the event a management employee specified
587 in this procedure is absent from duty during the time periods specified in
588 this grievance procedure, the response deadlines and scheduled meetings
589 shall be deferred until the management employee's return to duty.

590 4.4.9 For a grievant who is working on an alternate work schedule (other than
591 normal hours), compensatory time off for the grievant and his/her
592 representative (if also on an alternate work schedule) shall be provided on
593 an hour-for-hour basis for only the time spent in all actual grievance
594 meeting(s) conducted by the designated manager(s), or during the
595 Advisory Arbitration hearing conducted pursuant to the provisions of this
596 Article.

597 4.4.10 In the event a grievance includes an allegation(s) that a manager(s) (other
598 than the grievant's immediate manager) violated, misinterpreted, or
599 misapplied the specific provisions of this Agreement, the adjustment or
600 resolution of the grievance shall include consultation with such other
601 manager(s) as deemed necessary by the manager designated to adjust
602 the grievance pursuant to the provisions of this Article.

603 4.4.11 In the event that a formal written grievance is sustained and the District
604 fails to implement the remedy provided, then the grievant may by-pass the
605 informal level of the Grievance Procedure (Article 4.2), and file a new
606 grievance regarding such failure at Formal Level I in accordance with the
607 provisions of Article 4.3.1. Any such grievance must be filed within 20
608 days after the occurrence of the act or omission giving rise to the
609 grievance, and failure to present such grievance within this time limit shall
610 render the grievance null and void.

625 **ARTICLE 5: COMPENSATION [TA dated 9/25/2024]**

626 For the effective term of this Agreement, annual salary increases shall be based on the
627 District's funding, and specifically the Total Computational Revenue (TCR) received by
628 the District as of the Second Principal Apportionment (P2) period for each fiscal year.
629 There are three potential conditions that will trigger salary increases:

630
631 A) if the District receives the Student Centered Funding Formula (SCFF)
632 Calculated Revenue (Option A), the CSEA Basic Salary Schedule for that
633 fiscal year shall be increased by an amount equivalent to 100% state-
634 funded COLA;

635
636 B) if the District receives the prior-year SCFF Calculated Revenue plus
637 COLA (Option B), the CSEA Basic Salary Schedule shall be increased by
638 an amount equivalent to 50% state-funded COLA;

639
640 C) if the District receives the Hold Harmless (floor) Revenue, there will be
641 no on-schedule increases to the salary schedule.
642

643 For 2024-2025, the CSEA Basic Salary Schedule shall be increased by an amount
644 equivalent to 50% state-funded COLA and the District shall include a one time off-
645 schedule payment equivalent to six (6%) of annual base salary calculated from the
646 adjusted 2024-2025 salary schedule. For example, the District shall pay the retroactive
647 adjustment necessary due to the on-schedule increase within 60 working days after Board
648 of Trustee ratification; the off-schedule payment of the salary increase in a single lump
649 sum within 90 working days after Board of Trustee ratification.
650

651 For 2025-2026 and 2026-2027, the Options discussed above may become effective
652 based upon the TCR at P2, e.g the CSEA Basic Salary Schedule may be increased per
653 Option A, Option B, or Option C above. Because P2 is calculated in June of each fiscal
654 year, salary increases shall be retroactive. For example, P2 for 2025-2026 will be
655 calculated as of June 2026, with retroactive application and payment occurring within sixty
656 (60) days of final TCR confirmation. The District shall notify CSEA if there are delays in
657 payment processing.
658

659 For the term of this Agreement, the District agrees that if the Faculty Federation receives
660 a greater on-schedule salary increase and/or off schedule payment during 2025-2026 or
661 2026-2027, CSEA shall be entitled to receive the greater of the increases, and may
662 immediately reopen negotiations to determine the distribution of the difference.
663

664 5.1 Initial Salary Placement

665 New unit members shall be placed on Step 1, unless otherwise authorized by the
666 Board of Trustees, in the appropriate range for the position classification in
667 accordance with **Appendix B**.

668 5.2 Salary Computation

- 5.2.1 Full-time unit members shall be compensated on the basis of the monthly salary in the appropriate range for the position classification in accordance with **Appendix B**.
- 5.2.2 Part-time unit members assigned to work less than forty (40) hours per week on a percentage basis of a full-time assignment shall be compensated on the basis of the percentage of the monthly salary in the appropriate range for the position classification in accordance with **Appendix B**.
- 5.2.3 Part-time unit members assigned to work less than forty (40) hours per week on an hourly basis shall be compensated for each hour of service rendered at the hourly equivalent of the monthly salary range for the appropriate position classification in accordance with **Appendix B**. In determining the hourly equivalent from the monthly salary range, the divisor of 173.33 hours per month shall be utilized.

5.3 Anniversary Increment — Full-Time and Part-Time Employees

- 5.3.1 Unit members (full-time and part-time) initially placed on Step 1 in accordance with the salary schedule in **Appendix B** shall be granted an anniversary increment to Step 2 after completion of six (6) months of fully paid status in the District. The anniversary increment shall be effective on the first day of the month following completion of the six (6) months as specified above.
- 5.3.2 Unit members (full-time and part-time) placed on Step 2 in accordance with the salary schedule in **Appendix B** shall be granted by the District an anniversary increment advancement to Steps 3, 4, and 5 after completion of each one (1) calendar year period on the prior step. Unit members paid on a monthly salary basis shall have been in fully-paid status for at least seventy-five percent (75%) of the working days in the one (1) year period to be credited with the entire year. Seventy-five percent (75%) of the working days in the one (1) year period shall be defined as follows:

<u>Length of Annual Assignment</u>	<u>Number of Workdays</u>
10 months	165
11 months	181.5
12 months	198

Unit members paid on an hourly rate basis shall have been in a fully paid status for at least seventy-five percent (75%) of the assigned hours in the one (1) year period to be credited with the entire year.

5.4 Longevity Increment — Full-Time and Part-Time Employees

- 5.4.1 After nine (9) consecutive years of credited service in the District, the unit member's salary as provided in **Appendix B** shall be increased by an increment of five (5) percent.
- 5.4.2 After fourteen (14) consecutive years of credited service in the District, the unit member's current salary shall be increased by an increment of five (5) percent.

- 714 5.4.3 After nineteen (19) consecutive years of credited service in the District, the
 715 unit member's current salary shall be increased by an increment of five (5)
 716 percent.
 717 5.4.4 After twenty-four (24) consecutive years of credited service in the District,
 718 the unit member's current salary shall be increased by an increment of five
 719 (5) percent.
 720 5.4.5 After twenty-nine (29) consecutive years of credited service in the District,
 721 the unit member's current salary shall be increased by an increment of five
 722 (5) percent.
 723 5.4.6 After thirty-four (34) consecutive years of credited service in the District,
 724 the unit member's current salary shall be increased by an increment of five
 725 (5) percent.
 726 5.4.7 The unit member paid on a monthly salary basis shall have been in a fully
 727 paid status for a minimum of seventy-five percent (75%) of the working
 728 days in a year to be credited with the entire year. The unit member paid
 729 on an hourly rate basis shall have been in a fully paid status for a
 730 minimum of seventy-five percent (75%) of the assigned working hours in a
 731 year to be credited with the entire year. The longevity increment shall be
 732 effective on the first day of the month after completion of credited service
 733 as specified above. Seventy-five percent (75%) of the working days in a
 734 year shall be defined as follows:

<u>Length of Annual Assignment</u>	<u>Number of Workdays</u>
10 months	165
11 months	181.5
12 months	198

740
 741 5.5 Differentials — Full-Time and Part-Time Employees

742 5.5.1 If a unit member qualifies for a differential pursuant to Article 7: Hours of
 743 Employment, Sections 7.12.1 - 7.12.4, said employee's salary, as
 744 provided in **Appendix B**, shall be increased by a differential increment as
 745 follows:

746 5.5.1.1	Swing Shift	2.5%
747 5.5.1.2	Split Shift	2.5%
748 5.5.1.3	Graveyard Shift	5.0%
749 5.5.1.4	Weekend Shift	5.0%

750 5.5.2 If a bargaining unit member qualifies for two (2) or more differentials
 751 pursuant to Sections 5.5.1.1, 5.5.1.2, 5.5.1.3, and 5.5.1.4 above, said
 752 employee's salary as provided in Appendix B shall be increased by the
 753 sum of the differential increments specified above.

754 5.6 Salary Warrants

755 5.6.1 Bargaining unit member's regular monthly salary warrants (excluding
 756 earned salary advances and special warrants) shall be itemized to indicate
 757 deductions and overtime.

758 5.7 Salary Warrant Frequency

- 759 5.7.1 Bargaining unit members (full-time and part-time on a monthly salary
760 basis) in paid status normally shall receive a salary warrant on the 10th
761 and 25th day of each month. Hourly unit members in paid status normally
762 shall receive a salary warrant on the 10th day of each month, except unit
763 members employed in the classifications for Cafeteria Workers on the
764 Salary Schedule in Appendix B, shall receive a salary warrant on or about
765 the 10th and 25th day of each month. If salary warrants are unavailable
766 by the specified days, the warrants shall be issued as soon as
767 administratively practicable.
- 768 5.8 Salary Warrant Errors
- 769 5.8.1 Whenever it is determined that a District error has been made in the
770 calculation or reporting in any bargaining unit member's payroll or in the
771 payment of any bargaining unit member's salary, the District shall provide
772 the member with a statement of the correction and a supplemental
773 payment normally within five (5) working days of such determination. The
774 member shall provide written notification to the Payroll Department of any
775 alleged errors. Whenever it is determined that a salary warrant error
776 resulting in an overpayment for a bargaining unit member has occurred,
777 the District shall meet with the member and mutually agree upon a
778 payment plan to be established.
- 779 5.9 Lost Salary Warrants
- 780 5.9.1 If a bargaining unit member: 1) loses a salary warrant after receipt, b) fails
781 to receive a salary warrant within ten (10) workdays of the date of mailing,
782 or c) fails to cash a salary warrant within six (6) months of the issuance
783 date, said employee shall immediately notify the Payroll Office and as
784 soon as administratively practicable a new salary warrant shall be issued.
785 The District shall charge said employee for the actual and necessary
786 expense of reissuing a warrant in case of the loss of salary warrant or
787 failure to cash a salary warrant within the time period specified above.
- 788 5.10 Promotion, Range Adjustment, and Reclassification
- 789 5.10.1 Any unit member subject to promotion approved by the Board of Trustees
790 shall be placed on the appropriate higher range and thereafter, placed on
791 the appropriate step, not lower than Step 2 (unless the employee is
792 currently on Step 1), so as to result in at least a five (5) percent salary
793 increase as compared to the immediately prior range and step placement,
794 exclusive of longevity increments and shift differentials.
- 795 5.10.2 Any unit member subject to reclassification or salary range adjustment
796 approved by the Board of Trustees shall be placed on the appropriate
797 higher range on the same step as the prior step placement.
- 798 5.10.3 For anniversary increments pursuant to Section 5.3.2 an employee shall
799 be credited with the period of time on the prior step in determining the one
800 (1) calendar year period necessary for advancement to the next step.
- 801 5.11 Retroactive Salary Adjustment
- 802 If retroactive salary adjustments are agreed upon pursuant to this Agreement,
803 then it shall be issued to unit members within sixty (60) workdays of approval of
804 said agreement by the Board of Trustees.

805 5.12 Working Out-of-Classification

806 Unit members required to work in a higher classification, with prior approval of
807 the unit member's immediate manager, shall qualify for "out-of-class" pay, and
808 have his/her salary adjusted upward for the entire period he/she is required to
809 work out-of-classification, in accordance with the following provisions:

810 5.12.1 A full-time unit member assigned to work on a Five Eight-Hour Day
811 Workweek Schedule shall qualify for "out-of-class" pay if he/she is
812 required to work in a higher classification assignment for five (5) or more
813 workdays in a fifteen (15) calendar day period. For the purpose of
814 determining eligibility for "out-of-class" pay only those workdays on which
815 an employee renders a full eight hours of service, as scheduled for the
816 assignment, shall be credited toward fulfillment of the five (5) or more
817 workdays of service requirement as specified above.

818 5.12.2 A full-time unit member assigned to work on an Alternate Work Schedule
819 (i.e., Nine-Eighty Work Schedule, Four Ten-Hour Day Workweek, or
820 Fluctuating Work Schedule) shall qualify for "out-of-class" pay if he/she is
821 required to work in a higher classification assignment for forty (40) or more
822 hours in a fifteen (15) calendar day period. For the purpose of
823 determining eligibility for "out-of-class" pay only those hours of service
824 rendered for a full workday, as scheduled for the assignment, shall be
825 credited toward fulfillment of the forty (40) or more hours of service
826 requirement as specified above.

827 5.12.3 A part-time unit member shall qualify for "out-of-class" pay if he/she is
828 required to work in a higher classification assignment for five (5) or more
829 workdays in a fifteen (15) calendar day period. For the purpose of
830 determining eligibility for "out-of-class" pay only those workdays on which
831 an employee renders a full workday of service, as scheduled for the
832 assignment, shall be credited toward fulfillment of the five (5) or more
833 workdays of service requirement as specified above.

834 5.12.4 Salary adjustment for "out-of-class" pay shall be an amount which
835 reasonably reflects the duties required to be performed outside an
836 employee's normal assigned duties. Salary shall be adjusted for only full
837 workdays of service rendered during the period of the higher classification
838 assignment, and such adjustment shall be made pursuant to the
839 provisions of Article 5.10.1.

840 5.12.5 The CSEA President shall be provided a copy of the Employment Request
841 form processed for a unit member who is assigned to work out-of-
842 classification under the provisions of this Article. The CSEA President
843 shall also be provided a copy of any written communication which
844 terminates such an assignment, except when the Employment Request
845 form designates an ending date for the assignment, in which case the
846 Employment Request form shall serve as said written notice.

847 5.12.6 The following provisions shall apply to working out-of-classification
848 assignments, except for when a unit member is substituting for a unit
849 member who is absent from his/her position:

- 850 5.12.6.1 After a unit member has been assigned and has worked out-of-
851 classification in a bargaining unit position for a continuous period
852 of one calendar year, the District, upon written request by CSEA,
853 will meet and negotiate the following options: (1) making a
854 change to the position (job classification) for filling on a
855 permanent basis; or (2) continuation of the unit member in the
856 out-of-classification assignment beyond the one-year period.
- 857 5.12.6.2 At any time during the period a unit member is assigned to work
858 out-of-classification in a bargaining unit position the District may:
859 (1) announce, screen, and fill the vacant position (if the
860 assignment is to temporarily perform duties of a vacant
861 bargaining unit position); and/or (2) terminate the assignment.
- 862 5.12.6.3 CSEA and the District shall designate not more than two (2)
863 representatives each to conduct any negotiations as specified in
864 Article 5.12.6.1 above.
- 865 5.12.6.4 In the event that any negotiations between CSEA and the
866 District, as specified in Article 5.12.6.1 above are not completed,
867 the District may continue a unit member working in any such
868 assignment pending the completion of such negotiations.
- 869 5.12.6.5 In the event that a recruitment/selection process to fill a vacant
870 position is not completed, the District may continue a unit
871 member working in any such assignment pending the completion
872 of the recruitment/selection process for filling the position.
- 873 5.12.6.6 The provisions as specified in Articles 5.12.5 and 5.12.6 above
874 shall apply only to unit members whose beginning date in an
875 assignment to work out-of-classification in a bargaining unit
876 position is January 1, 1999 or after.

877 5.13 Reclassification Procedures

878 When there is sufficient reason for a unit member to believe that the duties
879 assigned to a classified bargaining position have permanently changed or
880 evolved into an assignment that is within a different or new classification, the
881 following procedures for an employee to request a reclassification of the
882 employee's current position shall apply.

883 5.13.1 A District wide committee ("Joint Committee") consisting of six (6) District-
884 employee members --- 3 appointed by CSEA and 3 appointed by the
885 District --- will be trained by a professional consultant, selected jointly by
886 the District and CSEA to provide assistance to the Joint Committee. The
887 Joint Committee shall (1) be appropriately trained in job analysis to
888 conduct the review process; and (2) formulate written recommendations
889 for approval to the District Executive Council not later than April 30. The
890 consultant shall have an advisory role to the Joint Committee and will not
891 be a voting member of the Joint Committee. CSEA members serving on
892 the Joint Committee shall be provided with release time for attendance at
893 Joint Committee meetings.

894 5.13.2 When there is sufficient reason to believe that the duties assigned to a
895 position have substantially changed or evolved on a permanent basis for

896
897
898
899
900
901
902
903
904
905
906
907
908
909
910
911
912
913
914
915
916
917
918
919
920
921
922
923
924
925
926
927
928
929
930
931
932
933
934
935
936
937
938
939
940

at least six months, a bargaining unit member may request a reclassification of his/her position and subject to the following provisions.

- 5.13.2.1 Probationary employees are not eligible to apply until they have one year of service within the job classification. This does not preclude the unit member from being eligible for out of class pay pursuant to Article 5.12.
- 5.13.2.2 Reclassification requests shall be submitted in writing on a Reclassification Request Form, to the Human Resources Department during the period of November 15 through December 15, or not more than once in a 24-month period.
- 5.13.2.3 Reclassification requests shall include sufficient information to confirm that the duties assigned to the unit member's position have substantially changed or evolved on a permanent basis for at least six months.
- 5.13.2.4 The affected unit member and/or a representative from the CSEA bargaining unit may appear before the Joint Committee to present verbal information on behalf of the employee having submitted a reclassification request.
- 5.13.3 The Joint Committee will recommend the appropriate action to approve or disapprove the request(s) based upon the job analysis and include appropriate rationale. If the Committee recommends a new classification, it shall also include a recommendation for the appropriate salary range assignment. Only approvals for reclassification by majority or tie vote will be recommended for consideration by the Executive Council. A report indicating the approvals and disapprovals will be submitted to the Vice President of Human Resources. All requests considered, and the related materials and deliberations, by the Joint Committee will be considered as confidential.
- 5.13.4 Within 15 work days of the Joint Committee's final recommendation, the affected unit member and CSEA Chapter President will be provided written notice of that recommendation.
- 5.13.5 The Executive Council shall retain the final authority to approve/disapprove the Joint Committee's recommendation(s) and, as appropriate, a recommendation for a new classification's salary range. If the determination is to disapprove, the Human Resources Department shall take appropriate action to insure that the duties and responsibilities of the affected unit member remain within the job description/class specification to which assigned. Reclassification requests approved by the Executive Council shall be recommended to the Board of Trustees for implementation on July 1 following the year in which the request was submitted.
- 5.13.6 Within 15 work days of the Executive Committee's final recommendation, the affected unit member and CSEA Chapter President will be provided

941
942
943
944
945
946
947
948
949
950
951
952
953
954
955
956
957
958
959
960
961
962
963
964
965
966
967
968
969
970
971

written notice of the recommendation and explanation, if the request is denied.

5.13.7 Reclassification recommendations/decisions, including rationale and explanations, are not grievable. A failure by the Joint Committee to follow the timelines provided in this Section 5.13, without prior agreement with CSEA, may be addressed through the grievance procedures of this agreement commencing at Level II (Article 4.3.2) within 10 days of the failure of the Joint Committee to follow the timelines. All other allegations of procedural violations of this provision are subject to the grievance procedure.

972 **ARTICLE 6: HEALTH AND WELFARE BENEFITS**

973 6.1

974 6.1.1 Beginning January 1, 2023, and continuing through December 31, 2024,
975 the District shall pay the premium cost of all subscriber+2 (family) plans
976 offered by the District and chosen by eligible unit members, with the
977 exception of Anthem Blue Cross Traditional or any newly offered plan that
978 exceeds \$29,000. Unit members that select family plans with Anthem Blue
979 Cross Traditional, or any newly offered plan that exceeds \$29,000, shall
980 pay the difference in excess of the District's monthly contribution between
981 the Blue Shield Access+ family plan and the Anthem Blue Cross
982 Traditional plan or any newly offered plan that exceeds \$29,000. This
983 difference shall be deducted from the unit members salary as a payroll
984 deduction.

985 6.1.2 Effective January 1, 2025, through December 31, 2027, the District shall
986 contribute a maximum amount of \$34,500 towards medical insurance
987 premiums, except as follows:

988 6.1.2.1 For unit members enrolled in District benefits as of July 1, 2024, and
989 who have enrolled in PERS Platinum PPO, the District shall continue
990 to contribute the full cost of the medical insurance premiums,
991 including the CalPERS administrative fee, provided that the unit
992 member remains enrolled in the PERS Platinum PPO plan.

993
994 6.1.2.2 For unit members enrolled in District benefits as of October 11,
995 2024, the District shall continue to contribute the full cost of the
996 medical insurance premiums for the medical plans chosen by unit
997 members, with the exception of PERS Platinum PPO, provided the
998 unit members remain in the medical plan. Any unit member that
999 chooses to move from their existing plan to another plan shall
1000 become eligible to receive medical benefits coverage pursuant to
1001 Article 6.1.2.3 upon the effective date of their medical plan election.

1002
1003 6.1.2.3 For unit members who are hired and/or enrolled in District benefits
1004 after October 11, 2024, including those unit members that change
1005 medical plan coverage after October 11, 2024, the District shall
1006 contribute the full premium for medical benefit coverage for either: 1)
1007 Kaiser Permanente, or 2) PERS Gold PPO. For all other plans, the
1008 District will contribute a maximum of \$34,500 towards medical
1009 insurance premiums for the medical plans chosen by the newly hired
1010 unit members. Any additional premiums that exceed \$34,500 will be
1011 paid by the newly hired unit member by automatic payroll deductions
1012 in accordance with established District payroll procedures. The
1013 District will pay the CalPERS administrative fee, if applicable.

1014
1015 6.2 Dental Coverage

1016 The District will continue to offer the existing Delta Premiere and Delta Care
1017 dental plans.

- 1018 6.2.1 Delta Premiere Dental Plan: For the period January 1, 2025, through
1019 December 31, 2027, the District will pay the full super-composite premium
1020 for this plan for eligible employees and dependents based on the premium
1021 rate(s) in effect for this plan during this period.
- 1022 6.2.2 Delta Care Dental Plan: For the period January 1, 2025, through
1023 December 31, 2027, the District will pay the full super-composite premium
1024 for this plan for eligible employees and dependents based on the premium
1025 rate(s) in effect for this plan during this period.
- 1026 6.2.3 Eligible bargaining unit employees must select one of the above listed
1027 dental plans.
- 1028 6.3 Vision Care Coverage
1029 The District will continue the current ASCIP VSP Vision Plan B for eligible
1030 employees and dependents.
1031 For the period January 1, 2025, through December 31, 2027, the District will pay
1032 the full super-composite premium for the VSP Vision Plan B for eligible
1033 employees and dependents based upon the premium rate(s) in effect for this
1034 plan during this period.
1035
- 1036 6.4 Life Insurance Coverage
1037 The District will continue to pay 100% of the full annual premium cost for a
1038 \$50,000 life insurance plan for full-time unit members.
- 1039 6.5 For benefit years covered by this Agreement, the District will provide up to
1040 \$4,000 annually in lieu of medical insurance for those unit members who are
1041 eligible for medical insurance and who provide evidence of major medical
1042 insurance coverage through a spouse or State registered domestic partner. Unit
1043 members will be paid a pro-rata portion of the \$4,000 annual cash-in-lieu amount
1044 (currently paid tenthly) for any portion of the year that the employee did not
1045 receive District provided medical insurance. Cash-in-lieu recipients must notify
1046 the District immediately if they lose their medical insurance. These unit members
1047 shall be enrolled in a District provided medical insurance plan of their choice and
1048 subject to any restrictions imposed by the medical plan carriers and subject to
1049 the District maximum. The cash-in-lieu program shall be at no additional cost to
1050 the District and is intended to result in additional health benefit savings.
- 1051 6.6 Any benefits or services offered through the above plans that are reduced or
1052 eliminated by carriers shall not require the District to provide supplementary or
1053 other plans during the period of this agreement.
- 1054 6.7 Unit members assigned eighty-eight (88) hours or more per month shall be
1055 eligible for the above District-paid health and welfare benefits subject to
1056 enrollment eligibility requirements for such plans.
- 1057 6.8 Retiree Medical Coverage and Health Benefit
1058 Eligible bargaining unit employees who retire from the District can participate in
1059 the PERS Medical and Hospital Insurance Program for retirees and eligible
1060 dependents as implemented by the District. Each year, the District shall
1061 contribute the Base District Contribution amount toward the plan selected by the
1062 retiree, as follows:

- 1063 6.8.1 Base District Contribution: For full-time unit members who retire from the
1064 District after a minimum of one (1) year of full-time service, who have a
1065 CalPERS or CalSTRS retirement date after July 1, 2018, the District
1066 agrees to contribute \$300.00 per month towards the medical plan
1067 premium provided that the retiree: 1) qualifies for medical insurance
1068 coverage from CalPERS, and 2) the contribution is contingent on the
1069 retiree continuing to receive retiree benefits from CalPERS or CalSTRS.
- 1070 6.8.2 Early Retiree Benefit Program:
1071 6.8.2.1 The District agrees to an Early Retiree Benefit Program for CSEA
1072 unit members who retire from the District, who are at least 62
1073 years of age, and have at least 20 years of continuous service
1074 with the District. Entitlement to retiree benefits under this Early
1075 Retiree Benefit Program shall end when the retiree turns 65 years
1076 of age.
- 1077 6.8.2.2 For retirees that qualify for and elect coverage under the District's
1078 CalPERS medical plan, the retiree is eligible to receive the Base
1079 District Contribution described in Article 6.8.1. The District will also
1080 provide the maximum annual contribution of \$11,400 per fiscal
1081 year to a Health Reimbursement Account (HRA) administered by
1082 a District-designated provider (currently MidAmerica). After the
1083 retiree turns 65 years of age, remaining HRA balances will be
1084 administered consistent with the plan provider guidelines.
- 1085 6.8.2.3 For retirees that do not participate in the District's CalPERS
1086 medical plan, the retiree is ineligible to receive the Base District
1087 Contribution described in Article 6.8.1. The District will provide a
1088 maximum contribution of \$18,000 per fiscal year to a Health
1089 Reimbursement Account (HRA) administered by a District-
1090 designated provider (currently MidAmerica). After the retiree turns
1091 65 years of age, remaining HRA balances will be administered
1092 consistent with the plan provider guidelines.
- 1093 6.8.3 Bargaining unit employees eligible for participation in this retiree medical
1094 program as retirees are those who were covered under District-paid
1095 medical plans at the time of their retirement from the District and become
1096 annuitants as defined by the Public Employees' Retirement Systems or
1097 State Teachers' Retirement System.
- 1098 6.9 Retiree Dental Coverage
1099 Eligible bargaining unit employees who have retired from the District are eligible
1100 to enroll in the current District dental plans. Retirees may enroll themselves,
1101 spouses, or other eligible dependents. Retirees shall be responsible for the
1102 entire insurance premium and any administrative fees required for participation in
1103 the dental plan selected.
- 1104 6.10 Retiree Vision Coverage
1105 Eligible bargaining unit employees who retire from the District are eligible to
1106 continue their vision coverage (District Vision Service Plan) by paying the full
1107 premium to the District.

1108
1109
1110
1111
1112
1113
1114
1115
1116
1117
1118
1119
1120
1121
1122
1123
1124
1125
1126
1127

Bargaining unit employees eligible for participation in this retiree vision plan are those employees who are covered under the District-paid Vision Service Plan at the time of their retirement from the District and who retire on or after January 1, 1990.

1128 **ARTICLE 7: HOURS OF EMPLOYMENT**

1129 7.1 Work Schedule: A unit member's normal work schedule shall not exceed five (5)
1130 consecutive days, eight (8) hours per day nor forty (40) hours per week. This
1131 does not preclude the extension of the workweek or the workday on an overtime
1132 basis. The starting time and ending time of the workday shall be established by
1133 the District based on District needs. Prior to effecting any regular (ongoing)
1134 change in the starting and ending time of the workday, the District shall notify the
1135 unit member in writing fifteen (15) working days in advance prior to making the
1136 change. In addition, the immediate manager may temporarily modify the starting
1137 time and ending time of the workday based on District needs or a request of a
1138 unit member.

1139 7.2 Part-time unit members shall have an assignment of less than forty (40) hours
1140 during the workweek.

1141 7.3 Adjustment of Assigned Time: Any unit member who works an average of thirty
1142 (30) minutes or more per day in excess of his or her regular part-time assignment
1143 for a period of twenty (20) consecutive working days or more shall have his/her
1144 regular assignment changed to reflect the longer hours, effective with the next
1145 pay period.

1146 7.3.1 Adjustment of Assigned Shift: No full-time unit member in the unit, except
1147 for the exclusions listed below, shall be temporarily assigned to work
1148 his/her regularly assigned shift at different hours pursuant to Article 7,
1149 Section 7.1, for more than seven (7) days per semester, or more than
1150 fourteen (14) days per year without the consent of the unit member,
1151 except in extenuating circumstances. In order to constitute a shift change,
1152 the starting time shall differ by at least one (1) hour from the employee's
1153 normal starting time.

1154 7.3.2 The Vice President of Human Resources or designee will review all cases
1155 of extenuating circumstances necessitating shift changes exceeding the
1156 limitations as set forth in Article 7.3.1. Such request must be approved by
1157 the President/Superintendent or designee. If a unit member is temporarily
1158 assigned to work his/her regularly assigned shift at different hours for
1159 more than seven (7) days per semester or more than fourteen (14) days
1160 per year without the consent of the unit member, the unit member shall
1161 receive a shift change differential of two and one-half percent (2 1/2%) for
1162 each day worked on the different shift in excess of the above limitations.

1163 7.3.3 The limitation on shift changes and shift change differential shall not apply
1164 in any way to any of the following unit members or situations:

1165 7.3.3.1 Unit members assigned to the Student Activities Department,
1166 Athletic Department, and Theatre/Music Departments; and other
1167 unit members as designated by the District where support of
1168 programs/activities/events on the District's Master Calendar
1169 requires fluctuations in a position's daily working hours.

1170 7.3.3.2 Unit members whose assignments are changed from a swing or
1171 graveyard shift to a day shift during the Christmas, Spring and
1172 Summer periods. Such unit members shall continue to receive

- 1173 the shift differential of their regular assignment during such
1174 periods.
- 1175 7.3.3.3 Shift changes voluntarily accepted by a unit member or initiated
1176 by a unit member through a request of his/her immediate
1177 manager.
- 1178 7.3.3.4 Unit members who accept academic employment and whose work
1179 hours as a unit member are modified to accommodate the
1180 academic employment.
- 1181 7.3.4 The above limitations shall not restrict in any way the District's prerogative
1182 to assign overtime consistent with the applicable provisions of the CSEA-
1183 District collective bargaining agreement. In addition, the compensation
1184 paid for the days specified in the above provisions shall not be subject to
1185 any of the differential pay provisions of the CSEA-District collective
1186 bargaining agreement. These provisions should not be interpreted as
1187 limiting in any way the authority of the District to make any permanent
1188 change in hours of an employee or reduce the hours of any unit member
1189 due to lack of work or lack of funds as provided by the Education Code.
- 1190 7.4 Lunch Period: A thirty (30) minute non-compensated lunch period shall be
1191 provided to all unit members who render service of at least six (6) consecutive
1192 hours in a workday. With the mutual agreement of the immediate manager and
1193 the unit member, the non-compensated lunch period may be extended to a
1194 maximum of an additional thirty (30) minutes for a unit member who renders
1195 service for at least six (6) consecutive hours in a workday. If the lunch period is
1196 extended up to a maximum of thirty (30) additional minutes, the additional
1197 minutes shall be worked on the same day as an extension of his/her regular
1198 assigned work schedule. The immediate manager may interrupt or terminate an
1199 employee's extended lunch period schedule, and return the employee to a thirty
1200 (30) minute lunch period schedule in accordance with District needs. The lunch
1201 period shall be assigned by the immediate manager at or about the midpoint of
1202 each employee's work shift. Immediate manager in making lunch period
1203 assignments will take into consideration both District and employee needs. It is
1204 the unit member's responsibility to take the assigned lunch period. The lunch
1205 period is not to be used for any other District purpose.
- 1206 7.5 Rest Period: A fifteen (15) minute compensated rest period shall be provided to
1207 each unit member for each four (4) hour period of service. The rest period herein
1208 described shall be taken at or near the midpoint of each four (4) hour period of
1209 service. Any exception to this will be at times least disruptive to the operation of
1210 the office or department and subject to the mutual agreement of the immediate
1211 manager and the unit member. The immediate manager may interrupt or
1212 terminate rest periods scheduled as exceptions under these provisions, and
1213 return the employee to a rest period schedule at or near the midpoint of each four
1214 (4) hour period of service in accordance with District needs. It is the unit
1215 member's responsibility to take the rest period. The rest period is not to be used
1216 for any other District purpose.
- 1217 7.6 Overtime is defined as any time worked by a unit member as authorized by the
1218 immediate manager in excess of eight (8) hours in any one workday or on any

1219 one shift or in excess of forty (40) hours in any workweek. Unit members shall
1220 be compensated at the rate of one and one-half (1 1/2) times regular pay rate for
1221 overtime hours worked, or granted compensatory time off in accordance with
1222 Article 7.7 for such overtime hours worked. The District and the unit member
1223 shall agree upon which manner of such compensation shall be granted for
1224 overtime hours worked by unit members before such work is started.

1225 7.7 Compensatory Time Off: Unit members authorized by the immediate manager to
1226 take compensatory time off in lieu of paid compensation for authorized overtime
1227 must take the compensatory time off within twelve (12) months of having earned
1228 the compensatory time. Such time off shall be taken at a time mutually agreed to
1229 by the employee and the immediate manager. Unit members may not
1230 accumulate more than seventy (70) working hours (105 compensatory hours) at
1231 any one time. If the compensatory time has not been taken within nine (9)
1232 months of the date it was earned, the District shall designate when such time off
1233 will be taken. All compensatory time shall be taken no later than twelve (12)
1234 months from the date it was earned. Compensatory time off shall be at the rate
1235 of one and one-half (1 1/2) hours off for each overtime hour worked. If a unit
1236 member is not able to take the earned compensatory time off because of District
1237 needs, the unit member will then be compensated for the compensatory time
1238 earned.

1239 7.8 Overtime Opportunities shall be distributed and rotated as equally as is practical
1240 among qualified unit members in each department. Unit members shall be
1241 notified of any overtime when known by the immediate manager as soon as
1242 possible. A record of all overtime assigned to unit members shall be posted.

1243 7.9 Holiday Pay: When a unit member is required to work on recognized holidays,
1244 they shall be paid compensation, or given compensating time off, for such time
1245 worked, in addition to the regular pay received for the holidays, at the rate of time
1246 and *one half* their regular rate of pay.

1247 7.9.1 A full-time unit member shall receive a substitute holiday or compensation
1248 at their regular rate if assigned a workweek and as a result loses a holiday
1249 to which they would otherwise be entitled.

1250 7.9.2 A part-time bargaining unit member assigned a workweek as described
1251 above in Article 7.9.1 shall be provided substitute holiday time-off on a
1252 prorated basis in the same workweek within which the holiday falls, or
1253 compensation on a prorated basis. The prorated substitute holiday or
1254 compensation shall be based upon the total assigned hours per week in
1255 relation to a full-time five-day workweek assignment.

1256 7.10 Call Back Time:

1257 7.10.1 Any unit member who is contacted to perform work that requires the
1258 employee to return to the college campus (or other designated work site)
1259 at a time when the employee is not regularly scheduled to work shall
1260 receive a minimum of three (3) hours of pay at the appropriate rate of pay
1261 under this Agreement.

1262 7.10.2 Any unit member who is contacted outside of his/her regularly scheduled
1263 work hours to perform work that the employee is able to perform without
1264 returning to the college campus (or other designated work site) shall

1265 receive a minimum of one (1) hour of pay at the appropriate rate of pay
1266 under this Agreement.

1267 7.10.3 Any unit member who is off work on approved vacation, sick leave or other
1268 paid or unpaid leave, except when the employee is on an Administrative
1269 Leave, shall not be contacted unless in the case of an emergency, as
1270 defined in Article 2.7.

1271 7.10.4 Call-back requests shall only be made by or with the responsible manager
1272 approval. Each manager shall establish a verifiable call-back protocol in
1273 accordance with 7.10, which shall be approved by the appropriate Vice
1274 President.

1275 7.11 Right of Refusal:
1276 Any unit member shall have the right to reject any offer or request for overtime or
1277 call back, on call, or call-in time, except in such emergencies that health and
1278 safety are major concerns.

1279 7.12 Shift Classification:

1280 7.12.1 Swing Shift: When hours of work regularly assigned exceed 4:30 p.m. by
1281 more than three (3) hours per day on a normal workweek. Unit member
1282 must work this shift for at least three (3) of the five (5) normal workdays.

1283 7.12.2 Split Shift: When hours of work regularly assigned are split by two (2) or
1284 more hours for three (3) or more days of a normal workweek.

1285 7.12.3 Graveyard Shift: When hours of work regularly assigned exceed 12
1286 o'clock midnight and/or precede 8:00 a.m. by more than three (3) hours
1287 per shift during a normal workweek. Unit members must work this shift for
1288 at least three (3) for the five (5) normal workdays.

1289 7.12.4 Weekend Shift: In order to qualify for the differential, a unit member's
1290 regular assigned workweek must include both Saturday and Sunday.

1291 7.12.5 A unit member receiving a shift differential who is temporarily reassigned
1292 to a shift qualifying for a lesser differential increment for the Christmas,
1293 Spring, or Summer periods shall continue to receive the shift differential of
1294 his/her regular assignment.

1295 7.13 Schedule of Paid Holidays July 1, 2024 – June 30, 2025. The District shall
1296 provide 18 regular paid holidays, as set forth below, to eligible bargaining unit
1297 members in accordance with the terms and conditions of this Article. For 2024-
1298 2025, an additional non-precedent setting Board approved discretionary holiday
1299 will be granted on Monday, December 23rd. The mandated paid holidays for
1300 bargaining unit members shall be prescribed in the Annual Work Calendar
1301 prepared by the Human Resources Department. The annual holiday observation
1302 dates will be established in accordance with the California Community Colleges
1303 Chancellor's Office and consultation between the District and CSEA
1304 representatives. The holidays to be provided each fiscal year are as follows:
1305

1306 **2024-2025 FISCAL YEAR (July 1, 2024 – June 30, 2025)**

1307 July 4 • Independence Day
1308 September 2 • Labor Day
1309 November 11 • Veteran's Day
1310 November 28 • Thanksgiving Day

1311	November 29	• Board Approved Holiday
1312	(Friday after Thanksgiving)	
1313	December 23	• Board Approved Discretionary Holiday*
1314	December 24	• Board Approved Holiday
1315	December 25	• Christmas Day
1316	December 26	• Board Approved Holiday
1317	December 27	• Board Approved Holiday
1318	December 30	• Board Approved Holiday
1319	December 31	• Board Approved Holiday
1320	January 1	• New Year's Day
1321	January 20	• Martin Luther King, Jr. Day
1322	February 14	• Lincoln Day
1323	February 17	• Washington Day
1324	March 21	• Board Approved Holiday
1325		(Friday of Spring Break)
1326	May 26	• Memorial Day
1327	June 19	• Juneteenth (Board approved)
1328		
1329	2025-2026 FISCAL YEAR (July 1, 2025 – June 30, 2026)	
1330	July 4	• Independence Day
1331	September 1	• Labor Day
1332	November 11	• Veteran's Day
1333	November 27	• Thanksgiving Day
1334	November 28	• Board Approved Holiday
1335		(In Lieu of Admission Day)
1336	December 24	• Board Approved Holiday
1337	December 25	• Board Approved Holiday
1338	December 28	• Board Approved Holiday
1339	December 29	• Board Approved Holiday
1340	December 30	• Board Approved Holiday
1341	December 31	• Board Approved Holiday
1342	January 1	• New Year's Day
1343	January 19	• Martin Luther King, Jr. Day
1344	February 13	• Lincoln Day
1345	February 16	• Washington Day
1346	March 20	• Board Approved Holiday
1347		(Friday of Spring Break)
1348	May 25	• Memorial Day
1349	June 19	• Juneteenth (Board approved)
1350		
1351	2026-2027 FISCAL YEAR (July 1, 2026 – June 30, 2027)	
1352	July 4	• Independence Day (Observance)
1353	September 7	• Labor Day
1354	November 11	• Veteran's Day
1355	November 26	• Thanksgiving Day
1356	November 27	• Board Approved Holiday

1357		(In Lieu of Admission Day)
1358	December 24	• Board Approved Holiday
1359	December 25	• Christmas Day
1360	December 28	• Board Approved Holiday
1361	December 30	• Board Approved Holiday
1362	December 31	• Board Approved Holiday
1363	January 1	• New Year's Day
1364	January 18	• Martin Luther King, Jr. Day
1365	February 12	• Lincoln Day
1366	February 15	• Washington Day
1367	March 19	• Board Approved Holiday
1368		(Friday of Spring Break)
1369	May 31	• Memorial Day
1370	June 18	• Juneteenth (Board approved)

1371
1372 *If holiday falls on Saturday, it will be observed by the District on the prior Friday.
1373 If holiday falls on Sunday, it will be observed by the District on the following
1374 Monday.
1375

1376 Holidays not designated as "Board Approved" are specified by California
1377 Education Code.
1378

1379 Holidays on the preceding list shall remain subject to negotiations as necessary
1380 in order to conform to the District's Academic Calendar.
1381

1382 7.14 Holiday Eligibility: Except as otherwise provided in this Article, a unit member
1383 must be in paid status on the working day immediately preceding or succeeding
1384 the holiday to be paid for the holiday. Unit members who are not normally
1385 assigned to duty on the holidays occurring during the Christmas/New Year and
1386 Spring Vacation periods shall be paid for the required holidays by Education
1387 Code and Board approved additional holidays occurring during these periods
1388 provided that the unit members were in paid status during any portion of the
1389 working day of their normal assignment immediately preceding or succeeding the
1390 holiday period.

1391 7.15 Additional Holiday: Every day appointed by the President of the United States or
1392 the Governor of this State, as a public fast, mourning, thanksgiving, or holiday
1393 and for which the proclamation states that community colleges shall be closed,
1394 pursuant to the provisions of Education Code Sections 88203 and 79020, shall
1395 be a paid holiday for all eligible unit members.

1396 7.16 Vacations:
1397 7.16.1 Unit members except as provided in Sections 7.16.2 and 7.16.3 shall earn
1398 vacation for each month in paid status according to the following schedule:
1399

Hours Earned Per Month

<u>Current Year of Service</u>	<u>10, 11, and 12-Month Employee</u>
--------------------------------	--------------------------------------

1403	1st	8
1404	2nd	8
1405	3rd	8
1406	4th	8.8
1407	5th	9.6
1408	6th	10.4
1409	7th	11.2
1410	8th	12.0
1411	9th	12.8
1412	10th	13.6
1413	11th	14.4
1414	12th	15.2

The maximum number of hours of vacation for a 10-month unit member is 152, an 11-month unit member is 167.2, and a 12-month unit member is 184.4. Vacation hours shall be prorated on the basis of 22 days in paid status per month. A unit member shall be in paid status for at least seventy-five percent (75%) of the workdays for his/her regular annual assignment to qualify for a year of service. Seventy-five percent (75%) of the workdays of his/her regular assignment shall be defined as follows:

<u>LENGTH OF ANNUAL ASSIGNMENT</u>	<u>NUMBER OF WORKDAYS</u>
10	165
11	181.5
12	198

If the unit member fulfills the seventy-five percent (75%) requirement, the employee shall be credited with another year of service and moved down to the next step, if any, on the above schedule; otherwise the unit member shall continue on the current year of service for another year.

7.16.2 Unit members who are employed on a monthly salary for a fractional portion of each working day shall be entitled to vacation benefits in proportion to the time employed.

7.16.3 Unit members who are employed on an hourly basis shall be entitled to one (1) hour of vacation leave for each twenty-two (22) hours worked in a calendar month, or prorata share thereof.

7.16.4 Earned vacation leave shall not accumulate beyond twice the annual vacation of any unit member. A unit member must request in writing to take any vacation leave accumulated beyond the allowed accumulated days. If the request is not approved by the District because of District needs, the employee will be paid for those days.

7.16.5 Unit members shall be allowed to utilize up to the full amount of accumulated vacation leave with prior approval of the immediate manager, and in such a way that there will be the least amount of interference with the performance of duties necessary to support

- 1448 educational programs provided by the college and/or meet other District
1449 needs.
- 1450 7.16.5.1 Requests cannot be made more than nine (9) months in advance
1451 of the requested dates of vacation.
- 1452 7.16.5.2 Vacation requests shall be made by email and followed with a
1453 District Vacation Request Form signed by the unit member within
1454 five (5) work days from the submission date of the email to be
1455 considered official.
- 1456 7.16.5.3 Official requests for vacation will be considered on a first come-
1457 first served basis. However, the immediate manager will consider
1458 previous requests to ensure equitable distribution of time off.
- 1459 7.16.5.4 Official vacation requests shall be approved or denied by the
1460 manager within ten (10) work days after receipt of the signed
1461 Vacation Request Form. If a vacation request is denied, the
1462 manager must provide the unit member a written reason for the
1463 denial within the five (5) work day period, which may be included
1464 on, or separate from, the District Vacation Request Form. If no
1465 written response is provided by the manager within the stipulated
1466 time, the vacation request is deemed approved.
- 1467 7.16.5.5 Prior approval shall not be required only in the case of the
1468 utilization of vacation leave in conjunction with extended sick
1469 leave pursuant to Article 12.
- 1470 7.16.6 Vacation leave may be granted during the school year in which it is earned
1471 and shall be granted no later than school year immediately following the
1472 year in which it was earned.
- 1473 7.16.7 Unit members may be permitted to interrupt or terminate vacation leave in
1474 order to utilize only the following leaves of absence pursuant to this
1475 Agreement: Bereavement Leave, Jury Duty Leave, Sick Leave (as limited
1476 herein) and serious illness of a member of the unit member's immediate
1477 family qualifying for personal necessity leave. Vacation leave may be
1478 interrupted or terminated to utilize sick leave only in the cases of serious
1479 illness or injury. In the event the unit member requests an interruption or
1480 termination of vacation leave, the unit member shall notify the District
1481 Office of Human Resources and provide written information supporting the
1482 request for such interruption or termination of vacation leave. The period
1483 on other leaves of absence, as specified herein, shall be utilized in lieu of
1484 the vacation leave and shall not extend the vacation period beyond the
1485 last day of vacation previously approved by the immediate manager.
- 1486 7.16.8 In addition to the vacation leave pursuant to Section 7.16.1, full-time unit
1487 members shall be eligible to earn bonus vacation leave for accumulated
1488 sick leave subject to the following provisions:
- 1489 7.16.8.1 If the unit member has accumulated sick leave as of June 30 in
1490 accordance with the schedule herein, the unit member shall be
1491 credited with the number of bonus vacation hours shown in the
1492 schedule below.
1493

	Accumulated Sick <u>Leave Hours</u>	Bonus Vacation <u>Leave Hours</u>
1494	192-383	8
1495	384-575	16
1496	576-767	24
1497	768-959	32
1498	960 or more	40
1499		
1500		
1501		

1502 7.16.8.2 The unit member shall be credited with the bonus vacation leave
1503 hours as of July 1 following the determination of accumulated
1504 sick leave on June 30.

1505 7.16.8.3 Bonus vacation leave hours shall not be prorated in fractions of
1506 hours.
1507

1508 7.16.9 Vacation Leave Buy Back:

1509 7.16.9.1 A unit member, at their option, may sell back to the District up to
1510 a maximum of eighty (80) hours of vacation leave per fiscal year.

1511 7.16.9.2 A unit member may sell back a minimum of eight (8) hours. An
1512 employee will be limited to selling his/her vacation only once per
1513 fiscal year.

1514 7.16.9.3 A unit member is allowed to accrue a maximum of twice his/her
1515 annual vacation leave allotment.

1516 7.16.9.4 Unit members' accrued vacation hours will be tabulated as of
1517 June 30 of each year. A unit member with more than the
1518 maximum allowable amount as of June 30 of each year will have
1519 his/her future vacation accrual reduced proportionately.

1520 7.16.9.5 A unit member must make a written request to his/her immediate
1521 manager to sell vacation leave. The immediate manager will
1522 forward the unit member's request along with his/her
1523 recommendation to the appropriate vice-president for final
1524 approval. The District retains the right to approve or disapprove
1525 requests on an individual basis. Requests will not be
1526 unreasonably denied. (An example for a denial could be that the
1527 unit member has not taken actual vacation leave within the
1528 previous twelve months.)

1529 7.17 Four Ten-Hour Day Workweek

1530 Full-time unit members who are regularly assigned to work a five eight-hour day
1531 workweek may voluntarily request and be authorized to work a four ten-hour day
1532 workweek schedule as determined by the District. Such schedule shall not
1533 exceed four (4) workdays, ten (10) hours per day, nor forty (40) hours per
1534 calendar-week period, beginning at 12:01 a.m. on Sunday and ending at 12:00
1535 midnight on the following Saturday. This does not preclude the extension of the
1536 workweek or the workday on an overtime basis. Requests for a four ten-hour day
1537 workweek schedule by unit members shall require review for either approval or
1538 denial by both the immediate manager and the appropriate vice president or the
1539 President/Superintendent. If the request is approved, the District shall notify the

1540 unit member in writing ten (10) working days in advance prior to implementing
1541 the requested four ten schedule. If a request for a four ten-hour day workweek
1542 schedule is denied, the District must provide the unit member a written reason for
1543 the denial within five (5) working days. In addition, the immediate manager may
1544 temporarily modify the starting and ending time of the workday based on District
1545 needs or a request of the unit member. The following provisions shall apply to
1546 administering the four ten-hour day workweek:

1547 7.17.1 For the purpose of computing overtime for those unit members assigned
1548 to a four ten-hour day workweek, only hours paid in excess of ten (10)
1549 hours per day and/or forty (40) hours in any workweek shall qualify for
1550 overtime pay.

1551 7.17.2 Unit members who are required to work on a District-recognized
1552 holiday/paid recess day will in addition to receiving their regular
1553 compensation receive holiday pay at time and one-half for time worked in
1554 excess of the first two (2) hours worked on said day. The first two (2)
1555 hours worked are already included in the unit member's regular
1556 compensation for the pay period and therefore do not qualify for holiday
1557 pay compensation.

1558 7.17.3 Unit members who are scheduled to work on a District-recognized
1559 holiday/paid recess day but do not work on such day, will receive their
1560 regular compensation which includes eight (8) hours of pay. The
1561 remaining two (2) hours that are not worked that day must be charged out
1562 to either: vacation leave, compensatory time, or absence without pay.

1563 7.17.4 If a District-recognized holiday/paid recess day falls outside a unit member's
1564 work schedule the unit member will be given one of his/her assigned
1565 workdays during the same workweek as a day off in lieu of such
1566 holiday/paid recess day and will receive regular compensation which
1567 includes eight (8) hours of pay, and the remaining two (2) hours that are not
1568 worked that day must be charged to either: vacation leave, compensatory
1569 time, or absence without pay. If not given another workday off within the
1570 same workweek in lieu of such holiday/paid recess day then the unit
1571 member will be considered to have worked one (1) of his/her workdays in
1572 that workweek the same as having worked on a holiday/paid recess day,
1573 and the unit member will in addition to receiving his/her regular
1574 compensation receive holiday pay at time and one-half for time worked in
1575 excess of the first two (2) hours worked on said day. The first two (2) hours
1576 worked are already included in the unit member's regular compensation for
1577 the pay period and therefore do not qualify for holiday pay compensation.

1578 7.17.5 Reporting of absences for all purposes except bereavement and jury duty
1579 leave shall be on an hour-for-hour basis. Bereavement and jury duty
1580 leave will be reported on a day-for-day basis (i.e., a day of such leave
1581 shall be for whatever hours the employee is scheduled to work on such
1582 day).

1583 7.17.6 A twenty (20) minute compensated rest period shall be provided each unit
1584 member for each five (5) hour period of service. The rest period herein
1585 described shall be taken at or near the midpoint of each five (5) hour

1586 period of service. Any exception to this will be at times least disruptive to
1587 the operation of the office or department and subject to the approval of the
1588 immediate manager. It is the unit member's responsibility to take a rest
1589 period. The rest period is not to be used for any other District purpose.

1590 7.17.7 Unit members will only be allowed to interrupt and/or terminate the four
1591 ten-hour day workweek schedule assignment, and return to the five eight-
1592 hour day workweek assignment after completion of a full calendar-week
1593 work period. The immediate manager may interrupt or terminate an
1594 employee's four ten-hour day workweek schedule in accordance with
1595 District needs.

1596 7.18 Voluntary Nine Hour Per Day/Eighty Hours Per Two-Week Work Schedule

1597 Full-time unit members who are normally assigned to work a five eight-hour
1598 workweek may voluntarily request and be authorized to work a nine hour per
1599 day/eighty hour per two-week work schedule period as designated by the District.
1600 Requests for a nine-hour per day/eighty hours per two-week work schedule by
1601 unit members shall require review for either approval or denial by both the
1602 immediate manager and the appropriate vice president or the
1603 President/Superintendent. If the request is approved, the District shall notify the
1604 unit member in writing ten (10) working days in advance prior to implementing
1605 the requested nine-hour per day/eighty hours per two-week work schedule. If a
1606 nine hour per day/eighty hour per two week work schedule request is denied, the
1607 District must provide the unit member a written reason for the denial within five
1608 (5) working days.

1609 7.18.1 Unit members approved for participation on this work schedule shall be
1610 assigned to work a total of eighty (80) hours of service on a nine (9)
1611 workday assignment in a two calendar week work cycle.

1612 7.18.2 The two-week work assignment cycle shall consist of nine workdays, eight
1613 of which shall be nine-hour days, and one of which shall be an eight-hour
1614 day. Overtime compensation shall be provided for all hours worked in
1615 excess of the required workday (which shall not exceed nine hours) for
1616 unit members designated and authorized to perform overtime work.

1617 7.18.3 For unit members assigned to work on a Monday through Friday basis and
1618 who are approved to have alternating Fridays as the unassigned day, the
1619 workweek shall be defined as beginning at the start of the fifth hour of the
1620 work assignment on the Friday the unit member is assigned to work, and
1621 ending at the same time of day on the following Friday, and at which time
1622 the succeeding workweek will begin and then end at the completion of the
1623 fourth hour of the work assignment on the following Friday. Such unit
1624 members will be assigned to work nine hours each workday except for
1625 Fridays. On Fridays, unit members will be assigned to work eight hours
1626 on an alternating basis with the alternate Friday being an unassigned day.

1627 7.18.4 For unit members assigned to work on a Monday through Friday basis,
1628 and who are approved to designate a day other than Friday as the
1629 alternating unassigned day and unit members assigned to work a
1630 workweek other than on a Monday through Friday basis, the workweek for
1631 the purpose of this work schedule shall be defined as beginning at the

1632 start of the fifth hour of the work assignment on the workday on which the
1633 unit member is assigned to work eight hours in a workweek, and ending at
1634 the same time of day on the same day of the following week, and at which
1635 time the succeeding workweek will begin and then end at the completion
1636 of the fourth hour of the work assignment on the same day of the following
1637 week. Such unit members shall be assigned to work nine hours each
1638 workday except for one eight-hour workday in alternating weeks, and one
1639 unassigned day in alternating weeks, which shall be scheduled on the
1640 same day of the week so that such unit members are not assigned to work
1641 more than 40 hours in any given workweek.

1642 7.18.5 Holiday/Paid Recess Day Provisions

1643 7.18.5.1 If a holiday/paid recess day occurs on workday that unit
1644 members are normally assigned to work nine hours, unit
1645 members shall receive eight hours of time off with pay in
1646 accordance with the provisions for holiday eligibility, and unit
1647 members must charge the remaining one hour of time off on
1648 such day to either: vacation leave, compensatory time, or
1649 absence without pay.

1650 7.18.5.2 If a District-recognized holiday/paid recess day falls on the day
1651 normally scheduled as a unit member's unassigned day in a two-
1652 week work cycle the unit member will be given one of his/her
1653 assigned workdays during the same workweek as a day off in
1654 lieu of such holiday/paid recess day and will receive regular
1655 compensation which includes eight (8) hours of pay. If the day
1656 given off is a nine-hour workday the remaining one (1) hour that
1657 is not worked that day must be charged to either: vacation
1658 leave, compensatory time, or absence without pay. If not given
1659 another workday off within the same workweek in lieu of such
1660 holiday/paid recess day then the unit member will be considered
1661 to have worked one (1) of his/her workdays in that workweek the
1662 same as having worked on a holiday/paid recess day and the
1663 unit member will in addition to receiving his/her regular
1664 compensation receive holiday pay at time and one-half for time
1665 worked on said day except as follows: If the time worked by a
1666 unit member for this holiday pay provision is rendered on a day
1667 scheduled as a nine-hour workday the unit member will receive
1668 holiday pay at time and one-half for time worked in excess of the
1669 first one (1) hour worked on said day. The first one (1) hour
1670 worked is already included in the unit member's regular
1671 compensation and therefore does not qualify for holiday pay
1672 compensation.

1673 7.18.6 Unit members will only be allowed to interrupt and/or terminate the nine-
1674 eighty work schedule assignment and return to the five eight-hour day
1675 workweek assignment after completion of any full two-workweek nine-
1676 eighty cycle. The immediate manager may interrupt or terminate a unit
1677 member's nine-eighty work schedule in accordance with District needs.

1678 7.18.7 Reporting of absence for all purposes except bereavement and jury duty
1679 leave shall be on an hour-for-hour basis. Bereavement and jury duty
1680 leave shall be reported on a day-for-day basis (i.e., a day of such leave
1681 shall be for whatever hours the employees is scheduled to work on such
1682 day).

1683 7.19 Fluctuating Work Schedule

1684 The District may, with the consent of a unit member, establish a fluctuating work
1685 schedule which includes workdays of more than eight (8) hours, but not less than
1686 four (4) hours, per day for unit members assigned to the Student Activities
1687 Department, Athletics Department, and Theatre/Music Departments; and other
1688 unit members, as designated by the District, where support of
1689 programs/activities/events on the District's Master Calendar requires fluctuations
1690 in a position's daily working hours. Such work schedule shall not exceed five (5)
1691 workdays, or forty (40) hours, in a calendar week period beginning at 12:01 a.m.
1692 on Sunday and ending at 12:00 midnight on the following Saturday. The
1693 following provisions shall apply to unit members assigned to work a fluctuating
1694 work schedule:

1695 7.19.1 The work schedule for such unit members shall be as assigned by the
1696 District with unit member input and based on District needs. At least one
1697 (1) week prior to the beginning of each calendar month, such unit
1698 members shall be given a written schedule indicating the days and hours
1699 the unit member is assigned to work during the month.

1700 7.19.2 Such unit members shall be exempt from overtime compensation for time
1701 worked in excess of eight (8) hours in a day.

1702 7.19.3 Such unit members shall be compensated on an overtime basis only for
1703 time worked in excess of forty (40) hours, or time worked on a sixth (6th)
1704 or seventh (7th) workday, in a calendar week period as defined above.

1705 7.19.4 Such unit members shall be exempt from the limitations on shift changes,
1706 and shift differential provisions as specified elsewhere under this
1707 Agreement.

1708 7.19.5 Such unit members shall be granted paid time off or holiday pay (up to
1709 eight hours for a full-time unit member) for each District-recognized
1710 holiday pursuant to the provisions of Articles 7.9, 7.13, 7.14, and 7.15.

1711 7.19.6 Reporting of absences for all purposes except bereavement and jury duty
1712 leave shall be on an hour-for-hour basis. Bereavement and jury duty
1713 leave will be reported on a day-for-day basis (i.e., a day of such leave
1714 shall be for whatever hours the employee is scheduled to work on such
1715 day).

1716 7.19.7 Unit members will only be allowed to interrupt and/or terminate the
1717 fluctuating work schedule assignment, and return to the five eight-hour
1718 day workweek assignment after completion of a full calendar-week work
1719 period. The immediate manager may interrupt or terminate a unit
1720 member's fluctuating work schedule in accordance with District needs.

1721 7.20 Floating Holiday: The District shall grant unit members in the bargaining unit two
1722 floating holidays to be taken during the fiscal year (July 1 through June 30). The
1723 holidays may be taken at the discretion of the unit member with the advance

1724
1725
1726
1727
1728

approval of the unit member's immediate manager. The floating holidays must be used during each fiscal year or they will be forfeited. The floating holidays may not be carried over from one year to the next.

ARTICLE 8: EFFECTS OF LAYOFF [TA dated 3/14/2025]

1729
1730
1731
1732
1733
1734
1735
1736
1737
1738
1739
1740
1741
1742
1743
1744
1745
1746
1747
1748
1749
1750
1751
1752
1753
1754
1755
1756
1757
1758
1759
1760
1761
1762
1763
1764
1765
1766
1767
1768
1769
1770
1771
1772
1773
1774

- 8.1 Layoff for lack of funds or layoff for lack of work includes any reduction in hours of employment or reduction of the work year.
- 8.2 When classified positions must be eliminated as a result of the expiration of a specifically funded (e.g. categorical) program, unit members will be given a minimum of sixty (60) calendar days' notice of layoff prior to the effective date of layoff. When classified positions must be eliminated due to a reduction in services or lack of funds other than those of a specifically funded program, the following must occur:
 - A) The Superintendent shall notify the affected employee(s) and Board of Trustees, stating the reason that the unit member's services will not be required for the ensuing year, and informing the employee of the employee's displacement rights in writing not later than March 15th of the college year.
 - B) Procedures for layoff notice, right to hearing, and necessary timelines are set forth in the Education Code section 88017.
 - C) The final notice of the Board's determination shall become effective on or before May 15th of the college year.
 - D) When a unit member is provided final notice of the Board's determination not to reemploy the unit member for the ensuing year, the affected unit member shall also be provided notice of their subsequent reemployment rights and right to participate in promotional opportunities.
- 8.3 The notice of layoff shall be delivered personally to the employee. If the employee is inaccessible, the notice may be mailed by certified or registered mail to the employee at his/her last known address. The layoff notice shall contain the following information:
 - A) The proposed effective date of layoff;
 - B) The unit members right to request a hearing within seven (7) calendar days.The notice of layoff shall also be provided to the Association within five (5) work days in order to facilitate immediate discussions that may preserve a unit members employment and alleviate the need for a layoff hearing, including the possibility of voluntary demotion or voluntary reduction in assigned time in accordance with Article 8.7, or any reclassification or reassignment in accordance with Article 8.13.
- 8.4 Whenever a unit member is laid off, the order of layoff within the class shall be determined by length of service. The unit member who has been employed the shortest time in the class, plus higher classes, shall be laid off first. Reemployment shall be in the reverse order of layoff. Length of service means all hours in paid status, but does not include any hours compensated solely on an overtime basis. Hours in paid status shall not be interpreted to mean any service performed prior to entering into a probationary or permanent status in the classified service of the District.
- 8.5 Unit members laid off because of lack of work or lack of funds are eligible for reemployment in the classification from which they were laid off for a period of thirty-nine (39) calendar months and shall be reemployed in preference to new

- 1775 applicants. All rights and status acquired shall be restored at the time of
1776 reemployment from the reemployment list.
- 1777 8.6 If a laid off unit member on the thirty-nine (39) calendar month reemployment list
1778 refuses three (3) offers of reemployment, they will have waived their
1779 reemployment rights, and their name will be withdrawn from the reemployment
1780 list and they will not be considered for any other assignments. (Offers and
1781 refusals must be in writing.)
- 1782 8.7 Unit members who are offered by the District and accept voluntary demotions or
1783 voluntary reductions in assigned time in lieu of layoff or remain in their present
1784 positions rather than be reclassified or reassigned, shall be granted the same
1785 rights as persons laid off and shall retain eligibility to be considered for
1786 reemployment for an additional period of up to twenty-four (24) months; provided
1787 that the same tests of fitness under which they qualified for appointment to the
1788 class shall still apply. The District shall make the determination of the specific
1789 period of eligibility for reemployment on a class-by-class basis.
- 1790 8.8 If two (2) or more employees subject to layoff have equal seniority in a class, the
1791 determination as to who will be laid off will be made on the basis of the greater
1792 hire date in the class. If both employees have equal seniority, the determination
1793 will be made by lot.
- 1794 8.9 Unit members laid off will be entitled to medical and dental benefits for ninety
1795 (90) days after the effective date of layoff.
- 1796 8.10 Upon notification of layoff, unit members will be given a total of twelve (12) hours
1797 of release time from their assignments for employment interviews with other
1798 employers. A unit member must notify their supervisor one day prior to interview
1799 for the use of this release time. (This provision only applies to those unit
1800 members whose layoff results in a complete termination of employment with the
1801 District.)
- 1802 8.11 Unit members laid off will be given first consideration for substitute non-academic
1803 employment in any class the District determines the unit member meets the
1804 minimum qualifications.
- 1805 8.12 Any employee laid off for lack of work or lack of funds and who elects service
1806 retirement from the Public Employees' Retirement System shall be placed on an
1807 appropriate reemployment list in accordance with Education Code Section
1808 88015.
- 1809 8.13 The District shall make good faith efforts to avoid layoffs by voluntary
1810 reassignments, voluntary transfers, and voluntary retirements.
- 1811 8.14 When there has been a layoff, vacancies within a class shall be filled in the
1812 following order: 1) Reemployment List; 2) Transfers; and 3) Announce and
1813 screen for vacant position.
- 1814 8.15 The District will make every reasonable effort for unit members separated from
1815 service with the District due to layoff to receive payment of all earned salary
1816 and/or allowances on or about the employee's last day of paid service.
1817
1818
1819
1820

1821 **ARTICLE 9: TRANSFER PROCEDURES**

1822 9.1 Definition

1823 A transfer is defined as a lateral move by a classified bargaining unit employee
1824 from the employee's present position to a position in another job location but
1825 within either the same job classification or a different job classification at the
1826 same salary range.

1827 9.2 Employee Initiated Transfer Requests

1828 9.2.1 The criteria to be used in consideration of transfer requests shall include
1829 one or more of the following:

1830 9.2.1.1 The needs and efficient operation of the District.

1831 9.2.1.2 The contribution the unit employee can make in another job
1832 location.

1833 9.2.1.3 The qualifications, including experience, knowledge, skills, abilities,
1834 and recent training of the unit employee compared to those of other
1835 candidates for both the job locations to be filled, and the job location
1836 to be vacated.

1837 9.2.1.4 The length and quality of the service rendered to the District by the
1838 unit employee.

1839 9.2.1.5 The recommendation of the immediate manager to whom the
1840 employee is currently responsible and the immediate manager
1841 where the vacancy exists.

1842 9.2.1.6 The preference of the unit employee.

1843 9.2.1.7 An opportunity to be evaluated in a different location.

1844 9.2.1.8 Significant personality conflicts with other employees.

1845 9.2.2 A request for transfer on a District and CSEA approved form may be
1846 submitted at any time to the Office of Human Resources. An employee
1847 initiated transfer request on a proper form shall remain on file in the
1848 Human Resources office for two (2) years or when the transfer occurs,
1849 whichever is sooner, unless otherwise removed at the request of the
1850 employee. A copy of the names of employees on the transfer request list
1851 shall be provided to the CSEA President within 10 working days of when
1852 the list is modified.

1853 9.2.3 Unit employees on the transfer request list shall be offered an interview
1854 between the employee and the manager for any vacancy within the same
1855 job classification or a different job classification at the same salary range.
1856 Should the manager choose to open the vacancy for recruitment, the unit
1857 employee will be notified in writing of the recruitment at the time it is
1858 announced, and will be offered assistance by Human Resources on how
1859 to complete the application on-line.

1860 9.2.4 The District shall provide the unit employee, the appropriate immediate
1861 manager, and the CSEA President with official notification of the approval
1862 of the voluntary transfer request. After the unit employee accepts the
1863 transfer, the employee and CSEA shall be notified officially by District
1864 inner campus mail and email within five (5) workdays.

1865 9.2.5 A request for transfer may be withdrawn by the employee at any time prior
1866 to the Board confirmation that the transfer has been made by the District.

1867
1868
1869
1870
1871
1872
1873
1874
1875
1876
1877
1878
1879
1880
1881
1882
1883
1884
1885
1886
1887
1888
1889
1890
1891
1892
1893
1894
1895
1896
1897
1898
1899
1900
1901
1902
1903
1904
1905
1906
1907
1908
1909
1910
1911
1912

9.2.6 An employee shall not be subject to any arbitrary action by the District as a direct result of utilizing the voluntary transfer procedures.

9.3 Employer Initiated Transfers

9.3.1 An employer-initiated transfer is defined as a transfer without the employee's request or approval.

9.3.2 Employer-initiated transfers are made at the discretion of the District to meet the operational needs of the District for any of the following reasons:

9.3.2.1 A change of workload necessitating transfer of unit employees.

9.3.2.2 Improved efficiency of the District.

9.3.2.3 Reassignment of member of immediate family. Members of the immediate family who are employed by the District shall not be assigned to a work location in which the employee is supervised, directly or indirectly, by a member of his/her immediate family. If family relationships change as a result of marriage or domestic partnership during the school year, and an employee is subject to supervision, directly or indirectly, by a member of his/her immediate family, a reassignment shall be initiated immediately thereafter.

9.3.2.4 An opportunity to evaluate a unit employee in a different location.

9.3.2.5 Significant personality conflicts with other unit employees.

9.3.3 Except where a bonafide business necessity exists, a minimum of fifteen (15) working days' written notice shall be provided to an employee involuntarily transferred.

9.3.4 No employee shall be involuntarily transferred for arbitrary reasons unrelated to the operational needs of the District.

9.4 Vacancies Created by Transfer

9.4.1 Openings created by a transfer (employee-initiated/employer-initiated) that are determined by the District to be vacant, shall be filled by giving first consideration to the unit employees on the lateral transfer list based on Article 9.2.3. If no unit employee is selected from the transfer list, the vacant position will be opened for recruitment.

1913
1914
1915
1916
1917
1918
1919
1920
1921
1922
1923
1924
1925
1926
1927
1928
1929
1930
1931
1932
1933
1934
1935
1936
1937
1938
1939
1940
1941
1942
1943
1944
1945
1946
1947
1948
1949
1950
1951
1952
1953
1954
1955
1956
1957
1958

ARTICLE 10: EVALUATION PROCEDURES

The following procedures shall be utilized with regard to the unit employees covered by this Agreement.

10.1 Probationary Employee Evaluations

Regular probationary unit employees shall receive at least two (2) formal, written performance ratings, on District approved forms, during the probationary period. The performance ratings normally shall be conducted on or about the end of the 3rd and 5th months of the probationary period. For sworn police officer and dispatcher classifications required to serve a twelve (12) month probationary employment period, the performance ratings will normally be conducted on or about the end of the 6th and 11th months of the probationary period.

10.2 Permanent Employee Evaluations

Regular permanent unit employees shall receive at least one (1) formal, written performance rating, on a District approved form, each year on or about the employee's annual anniversary date.

10.3 General Provisions

10.3.1 A unit employee may be evaluated by his/her immediate manager at any other time if exemplary or unsatisfactory service is performed. If there is an immediate supervisor (non-management, non-unit employee) who supervises the employee, the immediate supervisor may participate in the evaluation of the unit employee in addition to the immediate manager.

10.3.2 The rating forms will be completed by the unit employee's immediate manager prior to an evaluation conference between the employee and the immediate manager and immediate supervisor, if any. The formal rating form shall contain information bearing on employee performance related to the currently approved evaluation criteria.

10.3.3 The rating shall contain an appraisal of the unit employee's performance and, as appropriate, commendations or specific suggestions for the improvement of the employee's performance. The unit employee shall sign the performance rating forms signifying only that the employee has read and received a copy of the document.

10.3.4 The unit employee shall receive a written copy of the performance rating forms described herein at a personal conference conducted by the immediate manager and immediate supervisor, if any. Within five (5) working days of receipt of the evaluation, the unit employee may request a review of the evaluation by the Director of Human Resources, (or designated Human Resources representative, Vice President, or President-Superintendent), and his/her decision on the evaluation shall be final. Within ten (10) working days of receipt of the evaluation from the immediate manager or within ten (10) working days of the final response by the Director of Human Resources (or designated Human Resources representative, Vice President, or President-Superintendent), if a review is requested, the unit employee may attach a written response to the performance evaluation. The evaluation and attachment, if any, shall be placed in the bargaining unit employee's personnel file.

1959
1960
1961
1962
1963
1964
1965
1966
1967
1968
1969
1970
1971
1972
1973
1974
1975
1976
1977
1978
1979
1980
1981
1982
1983
1984
1985
1986
1987
1988
1989
1990
1991
1992
1993
1994
1995
1996
1997
1998
1999
2000
2001
2002
2003
2004

10.3.5 The immediate manager's judgment and recommendations contained in the evaluation appraisals described herein and the evaluation objectives, standards, and criteria utilized by the immediate manager shall not be subject to the Grievance Procedure of Article 4. Disciplinary actions, including suspension, demotion, and dismissal, may be undertaken as a result of or independently of evaluation procedures. Any challengers to District disciplinary actions shall not be subject to the Grievance Procedure of Article 4.

10.3.6 If an immediate manager has supervised a permanent unit employee for less than six (6) months, an annual evaluation that is due for the employee will be postponed until a six (6)-month supervision period is completed, except in the event of circumstances as approved in writing by the Director of Human Resources (or designated Human Resources representative, Vice President, or President-Superintendent), with a copy of such approval also provided to the employee. In lieu of postponement, such an evaluation may be completed by the individual who served as the employee's immediate manager during the annual evaluation period provided they supervised the employee for a minimum of six (6) months during the period covered by the annual evaluation, and is still employed by the District. This six (6)- month supervision requirement does not apply to an evaluation(s) of a unit employee serving in a probationary period.

10.3.7 An immediate manager may not complete an annual evaluation that is due for a permanent unit employee more than thirty (30) calendar days after the employee's annual anniversary date for evaluation, except in the event of circumstances as approved in writing by the Director of Human Resources (or designated Human Resources representative, Vice President, or President-Superintendent), with a copy of such approval also provided to the employee. This provision does not apply to the postponement of completion of an annual evaluation of a unit employee pursuant to the provisions of Article 10.3.6 above.

10.3.8 Changes to the existing forms used to complete evaluations of unit employees shall be mutually agreed to by the District and CSEA.

2005
2006
2007
2008
2009
2010
2011
2012
2013
2014
2015
2016
2017
2018
2019
2020
2021
2022
2023
2024
2025
2026
2027
2028
2029
2030
2031
2032
2033
2034
2035
2036
2037
2038
2039
2040
2041
2042
2043
2044
2045
2046
2047
2048
2049
2050
2051

ARTICLE 11: CONCERTED ACTIVITIES

It is agreed and understood that there will be no unauthorized leaves in the form of a strike, work stoppage, slow-down, picketing or refusal or failure to fully and faithfully perform job functions and responsibilities, or other interference with the operations of the District by CSEA or by its officers, agents, or members including compliance with the request of other labor organizations to engage in such forms of unauthorized leaves:

- 11.1 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 unit employees to do so. In the event of an unauthorized leave in the form of a strike, work stoppage, slow-down, or other interference with the operations of the District by unit employees who are represented by CSEA, CSEA agrees in good faith to take all necessary steps to cause those employees to cease such unauthorized leaves.
- 11.2 It is agreed and understood that any unit employee violating this Article may be subject to appropriate disciplinary action including but not limited to suspension, demotion, or termination.
- 11.3 It is understood that in the event this Article is violated, the District shall be entitled to withdraw any right, privileges, or services provided for in this Agreement from any unit employee who violates this Article and/or CSEA if it violates this Article.
- 11.4 In the event of any concerted activities such as a strike, work stoppage, slow-down or picketing by any other employees or employee organizations in the District, the District and CSEA agree that the unit employees covered by this Agreement shall be allowed to render services to the District for the duration of the concerted activities.

2052 **ARTICLE 12: SICK LEAVE**

- 2053 12.1 Unit employees employed by the District full-time with full pay for a fiscal year
2054 shall be entitled to ninety-six (96) hours of leave of absence for illness or injury,
2055 exclusive of days they are not required to render service. Days and/or hours, as
2056 used in this Article, means the employee's regularly, assigned work schedule,
2057 exclusive of overtime.
- 2058 12.2 Unit employees employed less than full-time and/or less than a full fiscal year are
2059 entitled to that proportion of ninety-six (96) hours of leave of absence for illness
2060 or injury as the number of months and/or number of hours per week they are
2061 employed bear to a forty (40) hour per week twelve (12) month assignment.
- 2062 12.3 Pay for any hour(s) or day(s) of illness or injury need not be accrued prior to
2063 taking such leave by the unit employee and such leave may be taken at any time
2064 during the employee's assigned work year. Probationary unit employees of the
2065 District shall not be eligible to take more than forty-eight (48) hours of such leave,
2066 or the proportionate amount to which they may be eligible under Sections 12.2
2067 and 12.3.
- 2068 12.4 Pregnancy Disability: Unit employees who are in paid status immediately
2069 preceding medically-verified pregnancy disability shall be eligible to receive
2070 compensation at their regular rate of pay charged against available sick leave for
2071 the workdays missed during the period of disability, subject to the following
2072 conditions:
- 2073 12.4.1 The employees shall submit a physician's statement verifying the disability
2074 to the Office of Human Resources prior to the effective day of the leave;
2075 and
- 2076 12.4.2 During the leave, the employee shall submit to the Office of Human
2077 Resources at least once each two (2) weeks a physician's statement
2078 verifying the continued disability. At the conclusion of the pregnancy
2079 disability and release to return to work from the employee's physician, the
2080 employee shall either immediately return to work, resign, or commence an
2081 unpaid Family and Medical Leave pursuant to Article 26. At the
2082 conclusion of the "Family and Medical Leave" period under Article 26, the
2083 employee may request an additional unpaid leave for child rearing
2084 pursuant to Article 17.
- 2085 12.5 Unit employees, except as provided below, absent due to illness or injury shall
2086 follow procedures established by their immediate manager to notify their
2087 immediate manager or department of intent to be absent, the nature of the illness
2088 or injury, and the anticipated duration of the illness not later than one (1) hour
2089 after the start of the work shift in order to be eligible for paid illness or injury
2090 leave. Unit employees on a swing, graveyard, or weekend shift absent due to
2091 illness or injury shall follow procedures established by their immediate manager
2092 to notify their immediate manager or department of intent to be absent, the
2093 nature of the illness or injury, and the anticipated duration of the illness not later
2094 than one (1) hour before the start of the work shift in order to be eligible for paid
2095 illness or injury leave. If the unit employee fails to provide the notification of
2096 absence as specified above, the absence shall be unpaid.
- 2097 12.6 Periods of Absences:

- 2098 12.6.1 Absences for Less Than Five (5) Consecutive Workdays: Unit employees
2099 absent for any illness or injury for less than five (5) consecutive workdays
2100 may be required, at the discretion of their immediate manager, to submit a
2101 medical statement as specified in Article 12.7 below to verify the absence.
2102 If such a medical statement is required by the District, any medical cost for
2103 acquiring the statement not covered by medical insurance shall be paid to
2104 the employee by the District.
- 2105 12.6.2 Absences for Five (5) or more Consecutive Workdays: Unit employees
2106 absent for any illness or injury for five (5) or more consecutive workdays
2107 may be required, at the discretion of their immediate manager, to
2108 periodically submit medical statement(s) as specified in Article 12.7 below
2109 to verify the absence. If such a medical statement(s) is required by the
2110 District, any medical cost for acquiring the statement(s) not covered by
2111 medical insurance shall be borne by the employee.
- 2112 12.7 Medical Statement(s) Verifying Absence(s) Due to Any Illness or Injury: Medical
2113 statement(s) verifying a unit employee's absence due to any illness or injury must
2114 be from a physician treating the employee for the medical condition for which the
2115 employee is on leave, and verify any or all of the following as may be required by
2116 the District: the period of absence, reason for absence, the date the employee is
2117 released to return to work, and that the employee is able to perform all of the
2118 required duties of his/her same position without restriction. The immediate
2119 manager may require the submission of such a statement prior to the employee
2120 being permitted to return to work, and if so, the employee shall be notified of this
2121 requirement prior to the day the employee returns to work. If the unit employee
2122 is not notified of this requirement until he/she returns to work, the District shall
2123 provide the employee a reasonable amount of time necessary to obtain such
2124 required medical statement.
- 2125 12.8 Absences Due to Surgery, Serious Injury, or Serious Illness: In addition to the
2126 provisions as specified in Articles 12.6 and 12.7 above, unit employees absent
2127 due to surgery, serious injury, or serious illness, must submit a medical
2128 statement of release to return to work to their immediate manager prior to being
2129 permitted to return to work. Such medical statement must be from a physician
2130 treating the employee for the medical condition for which the employee is on
2131 leave, and verify: the date the employee is released to return to work, and that
2132 the employee is able to perform all of the required duties of his/her same position
2133 without restriction.
- 2134 12.9 Unit employees shall be required to submit to medical examination(s) by a
2135 District-designated physician(s), at District expense, as directed by the President/
2136 Superintendent, the administrator responsible for the administration of the
2137 classified personnel program, or the appropriate vice president.
- 2138 12.10 An absent unit employee shall notify his/her immediate manager before the end
2139 of his/her scheduled workday whether he/she will be returning to work the
2140 following day.
- 2141 12.11 A unit employee may utilize accumulated sick leave for the purpose of medical,
2142 dental, and/or vision care appointments which cannot be scheduled during non-
2143 duty hours.

2144 12.12 If a unit employee does not take the full amount of sick leave allowed in any year,
2145 the amount not taken shall be accumulated from year to year.

2146 12.13 After all earned sick leave with full pay is exhausted, unit employees shall be
2147 entitled to a maximum of 100 total working days each fiscal year (July 1-June
2148 30), of non-accumulative extended sick leave with partial pay, for any and all
2149 absence(s) due to illness/injury combined regardless of the number, reason(s), or
2150 period(s), of such absence(s). Such days of extended paid sick leave shall be
2151 compensated at fifty percent (50%) of the unit employee's regular rate of pay
2152 (exclusive of any overtime), and shall be available only after the exhaustion of all
2153 other paid leave, including sick leave, vacation, holidays, or compensatory time.
2154 Only a single 100 working day period of extended sick leave with fifty percent
2155 (50%) pay shall be allowed for any single and continuous absence due to
2156 illness/injury that begins in one fiscal year and extends into the next fiscal year.
2157 Eligibility for extended sick leave with fifty percent (50%) pay is subject to the
2158 same provisions regarding medical verifications for such absence(s) as specified
2159 in Articles 12.6, 12.7, 12.8, and 12.9 above.

2160
2161
2162
2163
2164
2165
2166
2167
2168
2169
2170
2171
2172
2173
2174
2175
2176
2177
2178
2179
2180
2181
2182
2183
2184
2185
2186
2187
2188
2189

2190 **ARTICLE 13: PERSONAL NECESSITY LEAVE**

2191 13.1 A maximum of sixty-four (64) hours of absence per year for illness or injury leave
2192 earned pursuant to the Sick Leave provisions of this Agreement, may be used by
2193 the unit member, at his/her election, in cases of personal necessity, for the
2194 following purposes only:

- 2195 a) Death of a member of the unit member's immediate family (as defined in
2196 Article 14: Bereavement Leave) when additional leave is required beyond that
2197 provided in the Bereavement Leave provisions of this Agreement.
- 2198 b) Accident or other urgent business, involving the unit member's person or
2199 property, or the person or property of a member of the immediate family (as
2200 defined in Article 14: Bereavement Leave).
- 2201 c) Appearance in any court or before any administrative tribunal as a litigant,
2202 party, or witness under subpoena or any order made with jurisdiction. If the
2203 duration of the appearance comprises one-half ($\frac{1}{2}$) or less of the unit
2204 member's regular assignment, the member shall return to work for the
2205 remainder of his/her assignment.
- 2206 d) Illness of a member of the unit member's immediate family (as defined in
2207 Article 14: Bereavement Leave).
- 2208 e) Birth of a child to the wife of a unit member or to the daughter or daughter-in-
2209 law of a unit member.
- 2210 f) Activities required by governmental agencies for the adoption of a child by the
2211 unit member (or member's spouse), foster care placement of a child or ward
2212 with the unit member.
- 2213 g) Medical, dental, and/or vision care appointments which cannot be scheduled
2214 during non-duty hours for the unit member or immediate family (as defined in
2215 Article 14: Bereavement Leave).
- 2216 h) Imminent danger of the home of the unit member.
- 2217 i) To vote in local, state, or national elections.
- 2218 j) Holidays based upon religious beliefs or to fulfill religious obligations.
- 2219 k) Transacting school-related business (as permitted by Labor Code §§ 230 *et*
2220 *seq*) of the unit member or immediate family (as defined in Article 14:
2221 Bereavement Leave).

2222 Personal business subject to the following conditions:

- 2223 (1) To qualify as personal business, the circumstances shall be of a serious
2224 nature which cannot be expected to be disregarded and necessitates
2225 immediate attention, and which cannot be dealt with during off-duty hours.
- 2226 (2) Advance authorization for utilization of this leave shall be obtained from
2227 the immediate manager pursuant to the conditions of Article 13.3, except
2228 in the cases of an emergency. In the cases of an emergency, notification
2229 shall be provided to the immediate manager before leaving the work site.

2230 13.2 Some examples of reasons for which approval of requests for personal necessity
2231 leave shall not be utilized are:

- 2232 a) political activities or demonstrations;
- 2233 b) vacation, recreation, or social activities;
- 2234 c) civic or organization activities;
- 2235 d) employee association activities;

2236
2237
2238
2239
2240
2241
2242
2243
2244
2245
2246
2247
2248
2249
2250
2251
2252
2253
2254
2255
2256
2257
2258
2259
2260
2261
2262
2263
2264
2265
2266
2267
2268
2269
2270
2271
2272
2273
2274
2275
2276
2277
2278
2279
2280
2281

- e) routine personal activities;
- f) occupational investigation.

13.3 Unit employees, except as provided below, shall request approval of personal necessity leave from their immediate manager prior to the beginning of the work shift in which the absence is requested. Unit employees on a swing, graveyard, or weekend shift shall request approval of personal necessity leave from their immediate manager at least one (1) hour prior to the beginning of the work shift in which the absence is requested. The prior notification requirement shall be waived in cases of an emergency, but notification must be made before leaving the work site. If the unit employee fails to provide the notification as specified above, the absence shall be unpaid.

13.4 Upon return from a Personal Necessity Leave, unit employees shall be required to complete absence verification forms provided by the District and to submit any verification as may be required. The employee shall receive his/her regular compensation for such absences upon verification by the employee that the absence was due to a personal necessity as defined herein.

13.5 If the personal necessity leave is utilized for the reasons stated in Section 13.2 or for a purpose other than the reasons stipulated by the unit employee, the absence shall be unpaid, and the employee may be subject to appropriate discipline.

2282 **ARTICLE 14: BEREAVEMENT LEAVE**

2283 14.1 The District agrees to grant necessary leave of absence with pay at the unit
2284 employee's regular rate not to exceed five (5) days on account of the death of
2285 any member of the immediate family of a unit member.

2286 Immediate family for the purposes of this section includes: father, mother,
2287 brother, sister, spouse, registered domestic partner (as defined in California
2288 Family Code Section 297), child (biological, adopted, foster), grandchild, mother-
2289 in-law, father-in-law, daughter-in-law, son-in-law, stepfather, stepmother,
2290 stepson, stepdaughter, legal ward living in the unit member's immediate
2291 household, fiancée, or any relative living in the unit member's immediate
2292 household. This leave may be taken non-consecutively, but must be completed
2293 within three (3) months of the date of death of the immediate family member
2294 described above.

2295 14.2 A unit member shall be granted bereavement leave (three (3) paid work days
2296 plus two (2) unpaid work days, or five (5) paid work days if travel of 200 miles or
2297 more is required) for a death of the following family members: brother-in-law,
2298 sister-in-law, grandfather, grandfather-in-law, grandmother, grandmother-in-law,
2299 uncle, aunt, niece, nephew, foster parents in lieu of father or mother, or former
2300 legal guardian. Unit members may request approval by their immediate manager
2301 to utilize other leave (paid or unpaid), as may be available and authorized in
2302 accordance with the provisions of this Agreement, for absence on account of the
2303 death of any relative not designated as an immediate family member pursuant to
2304 Article 14.1. This leave may be taken non-consecutively, but must be completed
2305 within three (3) months of the date of death of the family member described
2306 above.

2307 14.3 Unit members, except as provided below, shall be required to notify their
2308 immediate manager or department office no later than one (1) hour after the start
2309 of their regular work shift to request Bereavement Leave, except in the case of
2310 extraordinary circumstances. Unit members on a swing, graveyard, or campus
2311 police officers shift shall notify their immediate manager or department office at
2312 least one (1) hour prior to the start of their regular work shift to request
2313 Bereavement Leave, except in the case of extraordinary circumstances. Failure
2314 to provide the required notice may result in ineligibility for paid leave and may be
2315 considered to be unauthorized absence.

2316 14.4 Unit members shall be required to complete a leave verification form provided by
2317 the District and provide such reasonable of eligibility for Bereavement Leave
2318 benefits as may be required by the District.

2319 14.5 A unit member may use accrued leave to remain in paid status during any unpaid
2320 bereavement leave.

2321 14.6 The leaves described in Section 14.1 shall be available to Unit members that
2322 experience a reproductive loss event (as defined in Govt. Code § 12945.6,
2323 including but not limited to miscarriage or stillbirth by the Unit member or
2324 partner), to be completed within three (3) months of the reproductive loss event.
2325 The District shall maintain the confidentiality of the request and purpose of the
2326 leave, except as necessary to affect the purpose of the leave.
2327

2328 **ARTICLE 15: INDUSTRIAL ACCIDENT AND ILLNESS LEAVE**

- 2329 15.1 Unit employees who sustain an injury or illness arising directly out of and in the
2330 course and scope of their employment shall be eligible for a maximum of sixty
2331 (60) days paid leave in any one (1) fiscal year. This leave shall not be
2332 accumulated from year to year. Industrial accident or illness leave shall
2333 commence on the first day of absence. At the request of the District, the
2334 employee shall be examined by a physician designated by the District at District
2335 expense to determine: (a) whether or not the employee has sustained an injury
2336 or illness, (b) the extent of the disability, and (c) the length of time during which
2337 the employee will be disabled. Based on the examination of the physician, report
2338 of the immediate manager, and report of the employee, the District shall
2339 determine the employee's eligibility for an industrial accident or illness leave.
- 2340 15.2 A unit employee who has sustained an alleged job-related injury shall report the
2341 injury on a District-approved accident report form within twenty-four (24) hours to
2342 the immediate manager. An employee shall report any illness on a District-
2343 approved form to the immediate manager within twenty-four (24) hours of
2344 knowledge that the illness is an alleged industrial illness.
- 2345 15.3 Payment for wages lost on any day shall not, when added to an award granted
2346 under the Workers' Compensation Laws of this State, exceed the normal wage
2347 for the day. Industrial accident and illness leave will be reduced by one (1) day
2348 for each day of authorized absence, regardless of a compensation award made
2349 under the Workers' Compensation Laws. When an industrial accident or illness
2350 occurs at a time when the full sixty (60) days will overlap into the next fiscal year,
2351 the unit employee shall be entitled to only that amount remaining at the end of
2352 the fiscal year in which the industrial injury or illness occurred, for the same
2353 illness or injury.
- 2354 15.4 Unit employees shall be required to serve or have served as a regular classified
2355 employee of the District in a paid status continuously for a period of six (6)
2356 months, to be eligible for industrial accident leave. If and when the District
2357 requires pre-employment physical examinations, this six (6) months eligibility
2358 requirement will be deleted. Nothing in this Article (15.4) shall be subject to the
2359 grievance procedure as set forth in Article 4 of this Agreement.
- 2360 15.5 Industrial accident or illness leave is to be used in lieu of normal sick leave
2361 benefits, as follows:
- 2362 15.5.1 Unit employees shall first be entitled to draw all available industrial illness
2363 leave, for a maximum of sixty (60) days.
- 2364 15.5.2 When entitlement to industrial accident or illness leave under this section
2365 has been exhausted, entitlement to sick leave shall be used, up to the total days
2366 accrued by the unit employee.
- 2367 15.5.3 Once a unit employee exhausts all accrued full-salary sick leave, entitled
2368 to extended illness leave shall be used, for a maximum of 100 total working days
2369 each fiscal year, pursuant to Article 12.13.
- 2370 15.5.4 If the employee continues to receive temporary disability payments under
2371 the Workers' Compensation Laws of this State at the time of the exhaustion of
2372 leave under this section, he/she shall be entitled to use, on a prorated basis,
2373 his/her accumulated compensatory time, vacation, or other available leave, which

2374
2375
2376
2377
2378
2379
2380
2381
2382
2383
2384
2385
2386
2387
2388
2389
2390
2391
2392
2393
2394
2395
2396
2397
2398
2399
2400
2401
2402
2403
2404
2405
2406
2407
2408
2409
2410
2411
2412
2413
2414
2415
2416
2417
2418
2419

- when added to the Workers' Compensation award, provide for a full day's pay at the regular rate of pay.
- 15.6 During all paid leaves of absence, whether industrial accident, or industrial illness leave, sick leave, vacation, compensatory time or other available leave, the District shall issue the employee appropriate salary warrants for payment of the employee's regular salary and shall deduct normal retirement and other authorized contributions.
- 15.7 A unit employee shall be permitted to return to service after an industrial accident or illness only upon the presentation of a release from a physician designated by the District, at the expense of the District, certifying the employee's ability to perform the essential job functions with or without restrictions. Prior to the unit employee returning to work, the employee, manager, and human resources representative will engage in an interactive process discussion to ensure whether the work restrictions stated on the medical note can be accommodated or not. Anytime an employee on industrial accident or illness leave is able to return to work, the employee may be reinstated in a position in the same class without loss of status or benefits.
- 15.8 A unit employee who has been medically released by a physician designated by the District and fails to return to a position in the same class may be terminated.

2420
2421
2422
2423
2424
2425
2426
2427
2428
2429
2430
2431
2432
2433
2434
2435
2436
2437
2438
2439
2440
2441
2442
2443
2444
2445
2446
2447
2448
2449
2450
2451
2452
2453
2454
2455
2456
2457
2458
2459
2460
2461
2462
2463
2464
2465

ARTICLE 16: JURY DUTY LEAVE

- 16.1 The District agrees to grant to unit employees regularly called for jury duty in the manner provided by law, leave of absence without loss of pay for time the employee is required to perform jury duty during the employee’s regular workday. If jury duty at a particular time is disruptive or a hardship on the operation of the District, the District may request a deferment for the employment to a more convenient time mutually acceptable to the District and employee.
- 16.2 Unit employees, so called for jury duty, must notify the District of service date(s) upon receiving said notice from officers of the court. The District shall grant such leave with pay up to the amount of the difference between the employee’s regular earnings and any amount he/she receives as juror’s fees. Employees are required to return to work during any day or portion thereof as certified by Court Clerk in which jury duty services are not required. If an employee is required to serve on jury duty for four (4) hours or more on a workday, the employee shall not be required to render services of his/her regular assignment on said day. The District may require verification of jury duty time prior to or subsequent to providing jury duty compensation.

2466
2467
2468
2469
2470
2471
2472
2473
2474
2475
2476
2477
2478
2479
2480
2481
2482
2483
2484
2485
2486
2487
2488
2489
2490
2491
2492
2493
2494
2495
2496
2497
2498
2499
2500
2501
2502
2503
2504
2505
2506
2507
2508
2509
2510
2511

ARTICLE 17: PARENTAL LEAVE

- 17.1 Eligible Unit employees shall be granted parental leave by the District for the purpose of the birth of a child of the employee, or the placement of a child with an employee in connection with the adoption or foster care of the child.
- 17.2 Employees (mothers or fathers, whether natural, adoptive, or foster parents) are allowed to take up to twelve (12) work weeks of leave for purposes of bonding during any twelve (12) month consecutive period.
- 17.3. Under the California Family Rights Act (CFRA) regulations, an eligible employee is entitled to 12 workweeks of unpaid bonding leave to be utilized during the first year following the birth or placement of a child with the parent through foster care or adoption. AB 2393 specifies that parental leave and CFRA leave run concurrently.
- 17.4 To be eligible for parental leave under the Education Code, the Unit member needs to have been employed by the District for 12 months from his or her initial date of hire.
- 17.5 An eligible employee is entitled to use his or her sick leave balance for the purposes of a parental leave for up to 12 workweeks. If a unit member exhausts his or her available sick leave balance, and continues to be absent from his or her duties on account of a parental leave of absence, he or she is entitled to half pay for the remaining portion of the 12 workweeks. However, employee may request to his or her supervisor the usage of their accrued vacation or compensatory pay balances prior to going into half pay.
- 17.6 Parental leave must be taken in no less than two weeks increments, except that the District must grant a request for a leave of less than two weeks' duration on any two occasions and may grant additional requests for leave lasting less than two weeks. Any leave taken must be concluded within one year of the birth or placement of the child with the employee
Parental Unpaid leaves must be requested in writing to the immediate manager prior to the date the leave is proposed to commence except in emergency situations. A unit employee returning from an unpaid parental leave of absence of duration greater than thirty (30) calendar days shall notify the immediate manager of intent to return before the expiration of the leave.

2512
2513
2514
2515
2516
2517
2518
2519
2520
2521
2522
2523
2524
2525
2526
2527
2528
2529
2530
2531
2532
2533
2534
2535
2536
2537
2538
2539
2540
2541
2542
2543
2544
2545
2546
2547
2548
2549
2550
2551
2552
2553
2554
2555
2556
2557

ARTICLE 18: PERSONAL BUSINESS LEAVE

- 18.1 Unit employees may be granted an unpaid personal business leave of absence for a maximum of twelve (12) calendar months.
- 18.2 Unpaid personal business leaves must be requested in writing to the immediate manager a minimum of thirty (30) days prior to the date the leave is to commence (except in emergency situations), and include the period of leave requested and the general reason for such leave.
- 18.3 Unpaid personal business leave requests for five (5) workdays or less require approval by the immediate manager, and the appropriate vice president or President/ Superintendent. Unpaid personal business leave requests for more than five (5) workdays, but not to exceed a period of twelve (12) calendar months, require approval by the immediate manager, appropriate vice president and/or President/Superintendent, and the Board of Trustees.

2558
2559
2560
2561
2562
2563
2564
2565
2566
2567
2568
2569
2570
2571
2572
2573
2574
2575
2576
2577
2578
2579
2580
2581
2582
2583
2584
2585
2586
2587
2588
2589
2590
2591
2592
2593
2594
2595
2596
2597
2598
2599
2600
2601
2602
2603

ARTICLE 19: MILITARY LEAVE

Unit employees shall be granted any military leave to which they are entitled, under law, as classified school employees. Employees shall be required to request military leaves in writing and, upon request, to supply the District with “orders” and following orders.

2604
2605
2606
2607
2608
2609
2610
2611
2612
2613
2614
2615
2616
2617
2618
2619
2620
2621
2622
2623
2624
2625
2626
2627
2628
2629
2630
2631
2632
2633
2634
2635
2636
2637
2638
2639
2640
2641
2642
2643
2644
2645
2646
2647
2648
2649

ARTICLE 20: UNAUTHORIZED LEAVE

- 20.1 Upon employment by the District, the unit employee agrees to render specified services for an agreed-upon salary. Said services are to be provided by the employee unless that employee is absent as authorized by State law or by authorized leave provisions of this Agreement.
- 20.2 It is agreed that a unit employee who is absent from work other than for those days so authorized is taking an unauthorized leave, which constitutes a breach of the employment relationship.
 - 20.2.1 A unit employee on an unauthorized leave will be notified in writing by the District of the breach of the employment relationship.
 - 20.2.2 The District will deduct an amount equivalent to the unit employee's daily rate for all days absent on unauthorized leave, upon notification of the employee.
 - 20.2.3 A unit employee who is absent on unauthorized leave shall be subject to appropriate disciplinary action including but not limited to suspension, demotion, or termination.

2650
2651
2652
2653
2654
2655
2656
2657
2658
2659
2660
2661
2662
2663
2664
2665
2666
2667
2668
2669
2670
2671
2672
2673
2674
2675
2676
2677
2678
2679
2680
2681
2682
2683
2684
2685
2686
2687
2688
2689
2690
2691
2692
2693
2694
2695

ARTICLE 21: BREAK-IN-SERVICE

- 21.1 Unit employees on a Board-approved paid leave provided by the provisions of Articles 12-16 shall not be considered to have a break-in-service for purposes of earning sick leave and vacation and shall be permitted to participate in the health and welfare benefits.
- 21.2 Unit employees returning from a paid leave shall be placed by the District in any position in the class in which the employee served prior to the leave. Employees returning from a Board-approved unpaid leave shall be placed by the District in the first vacancy occurring in the class in which the employee served prior to the leave. With mutual agreement of the employee and District, the employee returning from a Board-approved unpaid leave may be placed in a vacancy occurring in a lower class for which the employee is qualified pending a vacancy in the class in which the employee served prior to the leave.

2696
2697
2698
2699
2700
2701
2702
2703
2704
2705
2706
2707
2708
2709
2710
2711
2712
2713
2714
2715
2716
2717
2718
2719
2720
2721
2722
2723
2724
2725
2726
2727
2728
2729
2730
2731
2732
2733
2734
2735
2736
2737
2738
2739
2740
2741

ARTICLE 22: SAFETY CONDITIONS OF EMPLOYMENT

- 22.1 The District shall conform to and comply with all safety requirements imposed by State or Federal laws or regulations.
- 22.2 It is the responsibility of all unit employees to be alert in observing unsafe conditions, to make corrections within the scope of their authority, and to report un-remedied conditions in writing to their immediate manager and Safety Committee Member. Unit employees are expected to work in compliance with safety policies and practices.
- 22.3 Five (5) unit employees appointed by the Association shall serve on the District Safety Committee, which reviews and makes recommendations on safety conditions. The five (5) unit employees shall be allowed reasonable release time to serve on this committee.
- 22.4 No unit employee shall be discriminated against as a result of reporting any unsafe conditions.

2742 **ARTICLE 23: ORGANIZATIONAL SECURITY - PAYROLL DEDUCTION**

- 2743 23.1 CSEA has the exclusive right to have employee organization membership dues
2744 and service fees deducted by the District from the wages or salary of employees
2745 in the bargaining unit in accordance with the provisions of this Article.
2746 23.1.1 CSEA may specify a change in the amount of the dues or service fees
2747 provided an authorized CSEA officer submits a written notice to the
2748 District for such an adjustment.
2749 23.1.2 The District shall, without charge, transmit to CSEA the sums deducted
2750 under this Article.
- 2751 23.2 All employee requests to begin dues deductions or cancel dues deductions, if
2752 received by the District, shall be referred to CSEA.
- 2753 23.3 CSEA shall notify the District of the amount of dues deductions for each
2754 employee in the bargaining unit in writing by the second week of the fall and
2755 spring semester.
2756 23.3.1 CSEA shall promptly and in good faith notify the District of all requests to
2757 begin or cancel dues deductions for all employees covered by the
2758 agreement, and shall notify the District of any changes to dues deductions
2759 within ten (10) working days of any such requests.
2760 23.3.2 CSEA shall notify the District regarding the payroll deductions of any new
2761 employees within ten (10) business days of employee orientation.
- 2762 23.4 CSEA shall maintain individual written authorizations for each employee in the
2763 bargaining unit regarding payroll deductions for CSEA dues. The District shall
2764 accept the information provided by CSEA regarding deductions, unless a dispute
2765 arises about the existence or terms of the employee's written authorization.
- 2766 23.5 CSEA agrees to indemnify and financially hold harmless the District, its
2767 Governing Board, officers and administrators against any and all claims,
2768 demands, costs, lawsuits, actions, including attorney fees incurred in defending
2769 said persons or District, or any other form of liability or expense, including, but
2770 not limited to, all court administrative agency costs, expenses, fees, settlements
2771 and judgments that may arise out of or by reason of action taken by the District
2772 for the purpose of complying with the Article, including but not limited to
2773 employee dues deductions. The District shall promptly notify CSEA of any civil,
2774 administrative or other action taken against the District as a result of its
2775 compliance with this Article.
- 2776 23.6 The District shall, upon written authorization of a unit employee, deduct and
2777 make appropriate remittance for insurance premiums, credit union payments,
2778 and other plans, subject to approval of Board of Trustees. The District shall make
2779 such remittances to the appropriate payee within fifteen (15) working days of the
2780 deductions.

2788
2789
2790
2791
2792
2793
2794
2795
2796
2797
2798
2799
2800
2801
2802
2803
2804
2805
2806
2807
2808
2809
2810
2811
2812
2813
2814
2815
2816
2817
2818
2819
2820
2821
2822
2823
2824
2825
2826
2827
2828
2829
2830
2831
2832
2833

ARTICLE 24: ANNOUNCEMENT OF JOB OPENINGS

24.1 With the exception of unit positions subject to current eligibility lists, the District shall email the announcement of current classified job openings as they are posted on the HR website to all classified employees via classified@cerritos.edu.

2834 **ARTICLE 25: PROFESSIONAL GROWTH**

2835 **25.1 Definition**

2836 Effective July 1, 2015 and for the duration of the agreement, the District shall
2837 provide funds in the amount of \$16,000 per fiscal year (July 1-June 30) for the
2838 purpose of educational reimbursement and/or pre-payment of allowable
2839 expenses for travel, lodging, registration fees, parking, and meals for appropriate
2840 conferences, seminars, workshops, institutes and conventions to result in
2841 professional growth for permanent unit employees. Tuition at a college or
2842 university is not an allowable pre-paid expense. Any unexpended funds at the
2843 close of the fiscal year shall remain in the Professional Growth account to
2844 augment the succeeding year's Professional Growth budget and verification of
2845 the amount of such funds will be provided to CSEA. Any required fees assessed
2846 employees by the District or costs associated with District initiated workshops
2847 and events shall not be charged to professional growth funds. The intent of this
2848 program is to provide permanent unit employees, in any of the following ways,
2849 the means to:

- 2850 a. gain new skills and broaden their opportunity for promotion as well as
2851 assist in the development of their skills and talents in relationship to their
2852 current job duties through coursework taken at an accredited community
2853 college, college or university, or adult education program.
- 2854 b. develop their skills and talents in relationship to their current job duties or
2855 within their job family through participation in conferences, seminars,
2856 workshops, institutes and conventions.
- 2857 c. gain knowledge of any subject offered at Cerritos College through any
2858 course offered in the current semester schedule of classes.
- 2859 d. pursue coursework toward an associate's, bachelor's, master's, or
2860 doctoral degree from an accredited college or university.

2861 **25.2 Pre-payment/Reimbursement**

2862 This program will enable unit employees to request and receive pre-payment for
2863 allowable expenses defined in 25.1 or be reimbursed for specific verified costs of
2864 tuition, fees, books, supplies, parking, meals, and other related expenses for
2865 Professional Growth activities which are approved by the Professional Growth
2866 Committee in accordance with the Professional Growth Program Guidelines and
2867 Procedures. Pre-payment/reimbursement of up to \$1,300 per person per fiscal
2868 year may be granted to each qualified employee who satisfactorily completes the
2869 approved training, submits required evidence of such completion and expenses.
2870 Reimbursement for credit classes which require the State-mandated tuition taken
2871 at Cerritos College shall not be counted against this \$1,300 limit. The employee
2872 must submit a request in advance of the completion of an activity and be
2873 approved by the Professional Growth Committee to receive funds. All requests
2874 from permanent unit employees shall be forwarded to the committee for
2875 consideration. Those employees obtaining Professional Growth Committee
2876 approval prior to beginning their training shall be considered for reimbursement
2877 before anyone applying for funds after their training program has begun.
2878 Reimbursement for late applications will be funded before any proration occurs.
2879 Failure to satisfactorily complete an activity by a unit employee may result in the

2880
2881
2882
2883
2884
2885
2886
2887
2888
2889
2890
2891
2892
2893
2894
2895
2896
2897
2898
2899
2900
2901
2902
2903
2904
2905
2906
2907
2908
2909
2910
2911
2912
2913
2914
2915
2916
2917
2918
2919
2920
2921
2922
2923
2924
2925

employee being denied reimbursement or in the case of pre-paid expenses, being required to reimburse the Professional Growth fund.

25.2.1 If an employee has access to similar funds outside of Cerritos College (financial aid, scholarships, military benefits, etc.) those funds must be used first and any remaining unreimbursed expenses may be applied for through this process. Violations of this provision shall subject the employee to repayment of Professional Growth funds to the District.

25.3 Eligibility

All unit employees who work an average of twenty (20) hours or more per week and a minimum of 195 working days between July 1 and June 30, including holidays, sick leave, vacation and other paid leaves of absence, irrespective of the number of hours worked per day, shall be eligible for the maximum District contribution of \$1,300 on a pro rata basis. The proration shall be a function of the average hours worked per week of twenty (20) or more as it relates to forty (40) hours per week.

25.4 Professional Growth Committee

The Professional Growth Committee shall be composed of two (2) representatives selected by CSEA and two (2) representatives selected by the District and shall meet with the Vice President of Human Resources or designee, who shall act as the non-voting chairperson. The chairperson shall cast a vote only in the event of a "tie-vote."

It is the responsibility of the Committee to:

- a. Review/revise the Professional Growth guidelines and procedures subject to approval by CSEA and the President/Superintendent and/or the Board of Trustees.
- b. Meet on a monthly basis to approve/deny applications for Professional Growth funds, review the current Professional Growth Program budget, and review the Professional Growth Program Guidelines and Procedures as necessary.
- c. The Professional Growth Committee does not make determinations concerning "release" time for Professional Growth activities. Each classified employee must make arrangements with his/her immediate manager concerning "release" time.

25.5 Unit Employees' Responsibility

It is the responsibility of the unit employee to apply for professional growth and meet all guidelines and procedures as developed by the Professional Growth Committee, and to satisfactorily complete the activity.

2926
2927
2928
2929
2930
2931
2932
2933
2934
2935
2936
2937
2938
2939
2940
2941
2942
2943
2944
2945
2946
2947
2948
2949
2950
2951
2952
2953
2954
2955
2956
2957
2958
2959
2960
2961
2962
2963
2964
2965
2966
2967
2968
2969
2970
2971

ARTICLE 26: UNPAID FAMILY AND MEDICAL LEAVE

- 26.1 The District will grant unpaid family and medical leave to eligible bargaining unit employees in accordance with the provisions of and regulations governing the Federal Family and Medical Leave Act of 1993 (FMLA) (P.L. 103.3).
- 26.2 The District will grant up to 12 weeks of unpaid family and medical leave with continuation of existing District-paid health and welfare benefits to eligible bargaining unit employees for the birth, adoption, or foster care placement of a child with the employee, or for care of the employee, employee’s child, spouse, or parent with a serious health condition as defined by the FMLA Rules and Regulations. Except for disability leave on account of pregnancy, childbirth or related medical conditions, family or medical leave under this article will run concurrent with any paid leave for which the bargaining unit employee is eligible including sick leave and accrued vacation. Employees are required to provide thirty (30) days advance notice if the need for unpaid family leave is foreseeable. Any family leave request will be processed in accordance with the applicable provisions of State and Federal law.
- 26.3 The District shall post a copy of the United States Department of Labor Family and Medical Leave Act Notice information as per WH Publication 1420 on all approved District/CSEA designated bulletin boards. The District shall supply current copies of the U.S. Department of Labor Family and Medical Leave Act of 1993 for distribution as follows: Human Resources Office two (2) copies and CSEA Executive Board three (3) copies.

2972
2973
2974
2975
2976
2977
2978
2979
2980
2981
2982
2983
2984
2985
2986
2987
2988
2989
2990
2991
2992
2993
2994
2995
2996
2997
2998
2999
3000
3001
3002
3003
3004
3005
3006
3007
3008
3009
3010
3011
3012
3013
3014
3015
3016
3017

ARTICLE 27: PARKING PERMITS

During the period of this agreement, each unit employee may obtain one (1) complimentary virtual/digital parking permit as issued by the District for staff parking each semester. This virtual permit will allow the employee to list up to two vehicles to park on campus.

3018 **ARTICLE 28: NEW EMPLOYEE ORIENTATION (AB119)**

3019 28.1 Definition of a Newly Hired Employee: “Newly hired employee” or “new hire”
3020 means any employee, whether full-time, or part-time, hired by the District into the
3021 classified bargaining unit represented by CSEA who is still employed as of the
3022 date of the new employee orientation. It also includes all employees who are
3023 employed by the District (including those returning from a medical or layoff rehire
3024 list) and whose current position has placed them in the bargaining unit
3025 represented by CSEA. For those latter employees, for the purposes of this
3026 agreement only, the “date of hire” is the date upon which the employee’s
3027 employee status changed such that the employee was placed in the CSEA unit.

3028 28.2 EMPLOYEE INFORMATION

3029 28.2.1 New Hire Contact Information: The District shall provide to CSEA the
3030 name and contact information on the new hires. This information shall be
3031 provided to CSEA regardless of whether the newly hired employee was
3032 previously employed by the District.

3033 The information will be provided electronically via email and shall include
3034 the following terms with each field in its own column:

- 3035 i. First Name;
- 3036 ii. Middle Initial;
- 3037 iii. Last Name;
- 3038 iv. Suffix (e.g. “Jr.” “III”);
- 3039 v. Job Title;
- 3040 vi. Department;
- 3041 vii. Primary worksite name;
- 3042 viii. Work telephone number;
- 3043 ix. Work Extension;
- 3044 x. Home street address (incl. apartment #);
- 3045 xi. City;
- 3046 xii. State;
- 3047 xiii. Zip Code (5 or 9 digits);
- 3048 xiv. Home telephone number (10 digits);
- 3049 xv. Personal Cellular Number (10 digits);
- 3050 xvi. Personal email address of the employee;
- 3051 xvii. Employee ID number;
- 3052 xviii. CalPERS eligibility/membership (“Y” if in CalPERS; “N” if not
3053 in CalPERS);
- 3054 xix. Hire Date

3055 28.2.2 The district shall provide the above information by the first pay period of
3056 the month following all new employees hire date.

3057 28.2.3 Update of Unit Member Contact Information: The District shall provide
3058 CSEA, the same information in the same format as Article 28.2.1 above
3059 for each bargaining unit member on the last working day of September,
3060 January, and May.

3061 28.3 NEW EMPLOYEE ORIENTATION

3062 28.3.1 Definition of New Employee Orientation: “New Employee Orientation”
3063 means the onboarding process of a newly-hired public employee, whether

3064 in person, online, or through other means or mediums, in which
3065 employees are advised of their employment status, rights, benefits, duties,
3066 and responsibilities, or any other employment-related matters.

3067 28.3.2 Access to New Employee Orientation: The District shall provide CSEA
3068 mandatory access to its new employee orientations. CSEA shall receive
3069 not less than ten (10) days' notice in advance of an orientation, except that
3070 shorter notice may be provided in a specific instance where there is an
3071 urgent need critical to the District's operations that was not reasonably
3072 foreseeable. Orientation sessions may include individual (on-on-one) or
3073 group new hire meetings with a Human Resources representative, a site
3074 administrator and/or group orientation sessions.

- 3075 i. Orientations: In the event the District conducts one-on-one or
3076 group-orientations with new employees, CSEA shall have a
3077 minimum of thirty (30) minutes for one-on-one orientations and one
3078 (1) hour for a group orientation to conduct the orientation session. A
3079 CSEA Labor Relations Representative may attend the orientation
3080 sessions.
- 3081 ii. Orientation session shall be held at a location determined by the
3082 District during the workday of the new employee(s), who shall be on
3083 paid time.

3084 28.3.3 If the District has not conducted a New Employee Orientation within 30
3085 days of hire for a newly hired employee, CSEA is entitled to:

- 3086 i. Schedule an in-person meeting at the worksite during employment
3087 hours. The District shall provide appropriate onsite meeting space
3088 within seven calendar days of receiving a request from CSEA.
- 3089 ii. Newly hired employees shall be relieved of their work duties in
3090 order to attend the meeting, which shall be scheduled with the
3091 consent of their supervisor.
- 3092 iii. During the meeting, CSEA is allowed to communicate with the
3093 newly hired employees for up to 30 minutes on paid time.
- 3094 iv. Alternative access to New Employee Orientations can be
3095 determined through mutual agreement between the employer and
3096 the exclusive representative.

3097 28.3.4 New Hire Information Packet: During CSEA's portion of the orientation
3098 meeting, CSEA may include the CSEA membership application, and a link
3099 for an electronic application, in the new employee orientation packet. The
3100 District shall provide to a new employee the CSEA information packet
3101 upon the initial onboarding process.

3102 28.4 Accuracy of Records: If CSEA believes that the information provided pursuant to
3103 this Article is inaccurate or incomplete, CSEA shall provide the District with
3104 written notice as soon as practicable, and shall be available to meet and discuss
3105 the alleged inaccuracy with the District. Within ten (10) calendar days of such
3106 notice, or within ten (10) calendar days of meeting to discuss the alleged
3107 inaccuracy, the District shall correct the alleged error and provide an accurate
3108 and complete list to CSEA.

3110
3111
3112
3113
3114
3115
3116
3117
3118
3119
3120
3121
3122
3123
3124
3125
3126
3127
3128
3129
3130
3131
3132
3133
3134
3135
3136
3137
3138
3139
3140
3141
3142
3143
3144
3145
3146
3147
3148
3149
3150
3151
3152
3153
3154
3155

ARTICLE 29: TERM OF AGREEMENT

29.1 Term: This Agreement shall remain in full force and effect for the period July 1, 2024 through June 30, 2027, and thereafter the mandatory terms shall continue in effect year by year unless one of the parties notifies the other in writing pursuant to the provisions of Article 2.4 of its request to modify, amend or terminate this Agreement.

29.2 Savings Clause: If during the life of the Agreement there exists any applicable law, rule, regulation or order issued by governmental authority, other than the District , which shall render invalid or restrain compliance with or enforcement of any provisions contained within this Agreement, it shall not invalidate any unaffected remaining portion(s). The remaining portion(s) shall continue in full force and effect. Upon written notification by one of the Parties to the other, any portion of the Agreement that is invalidated in accordance with this Article shall be opened for negotiations within thirty (30) days of the invalidation.

AGREEMENT SIGNATURE PAGE

Cerritos Community College District

California School Employees
Association and its Chapter #161

Dr. Mercedes Gutierrez
Vice President of Human Resources/
Assistant Superintendent

Irlanda Lopez
CSEA President

Erik Duane
Lead Negotiator

Jerome Wilson
CSEA Labor Relations Representative

APPENDIX A

Job Classifications

APPENDIX A

The bargaining unit employees covered by this agreement shall include classified employees (full-time, part-time and regular classified hourly) in the following classifications who are employed and paid on the basis of the bargaining unit salary schedule as provided in Appendix B:

Accounting/Payroll

Accounting Technician I
Accounting Technician II
Accounting Technician II - Athletics
Accounting Technician III
Accounting Technician IV
Budget Analyst
Budget Technician
Payroll Analyst
Payroll Technician

Cafeteria

Banquet Chef
Dishwasher/Potwasher

Campus Police

Campus Police Officer
Sergeant, Campus Police

Clerical

Administrative Clerk I
Administrative Clerk II
Administrative Clerk III
Administrative Services Technician
Admissions and Records Analyst
Admissions and Records Assistant
Admissions and Records Technician I
Admissions and Records Technician II
Athletics Eligibility Specialist
Bursar
Campus Police Assistant
Career Center Technician
College Foundation and Advancement Specialist
Cosmetology Assistant
Cosmetology Dispensary Clerk
Curriculum Assistant
Curriculum Specialist
Disabled Students Program Assistant

Clerical (continued)

Disabled Students Program Specialist
Dispatcher-Campus Police
Emeritus Assistant
Facilities Scheduling Specialist
Financial Aid Accounting Technician I
Financial Aid Accounting Technician II
Financial Aid Specialist
Financial Aid Systems Analyst
Financial Aid Technician
Game Room Assistant
Grants Development Specialist
Instructional Scheduling Specialist
International Admissions Specialist
International Admissions Technician
Inventory Control Clerk
Job Placement Technician
Library Technical Clerk
Library Technical Specialist
Mail Clerk/Switchboard Operator
Program Assistant
Program Assistant II
Program Facilitator
Records Evaluator
Reentry Resource Specialist
Senior Switchboard/Mailroom Operator
Staff Development Assistant
Student Activities Coordinator
Student Events Specialist
Student Employment Specialist
Testing Technician
Tutoring Center Specialist
Veterans Specialist

EOPS/VEA

EOPS Assistant
EOPS Specialist

Facilities

Custodian
Equipment Mechanic
Floor Maintenance Custodian
Groundskeeper
HVAC Energy Specialist
Lead Custodian
Lead Groundskeeper
Lock Systems Specialist
Maintenance Mechanic
Pool Maintenance Technician
Refuse Disposal Custodian
Skilled Maintenance-Carpenter
Skilled Maintenance-Electrician
Skilled Maintenance-Painter
Skilled Maintenance-Plumber

Health Services

Certified Medical Assistant
Registered Nurse – Clinic

Information Technology

Applications Analyst
Document Services Assistant
Document Services Technician
Information Security Analyst
Network Administrator
Senior Accessibility Compliance Specialist
Senior Applications Analyst
Senior Computer Operator
Senior Electronic Systems Technician
Senior Network Administrator
Senior Technical Support Specialist
Technical Support Specialist
User Support Specialist

Instructional

Accompanist
Automotive Laboratory Technician
Business System Analyst
Career Technical Education Coordinator
Communication Services Coordinator
Dental Program Support Assistant
Educational Partnerships Coordinator
Educational Technology Trainer

Grants Developer

Instructional (continued)

Health Occupational Skills Laboratory Coordinator
Instructional Laboratory Assistant
Instructional Laboratory Technician – Business Occ.
Instructional Laboratory Technician – Court Reporting
Instructional Laboratory Technician I
Instructional Laboratory Technician II – CAD/CAM/CIM
Instructional Laboratory Technician II – CAI
Instructional Laboratory Technician II – Culinary
Instructional Laboratory Technician II – Foreign Lang.
Instructional Laboratory Technician II – Music
Instructional Laboratory Technician II – Welding
Instructional Laboratory Technician III – Biology
Instructional Laboratory Technician III – Chemistry
Instructional Laboratory Technician III – Cosmetology
Instructional Laboratory Technician III – Physics
Instructional Laboratory Technician III – Welding
Multimedia Assistant
Multimedia Production Specialist I
Multimedia Production Specialist II
Multimedia Technician
Research Analyst
Research Assistant
Sign Language Interpreter

Physical Education/Athletics

Athletic Trainer
Locker and Equipment Specialist
Locker Room Attendant
Sports Information Publicist

Public Relations

Community Relations Coordinator
Graphic Designer
Media Relations Coordinator
Public Relations Specialist
School Relations Coordinator
Web Support Technician

Purchasing

Assistant Buyer
Buyer I
Buyer II
Lead Buyer
Lead Warehousing and Delivery
Warehousing and Delivery Assistant

Secretarial

Administrative Secretary I
Administrative Secretary II
College Foundation Secretary

Theatre

Performing Arts Promotion Specialist
Theatre Production Coordinator

Theatre Technical Design Specialist

APPENDIX B

Salary Schedules