

# **CONTRACT**

**BETWEEN**

**WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT**

**AND**

**SCHOOL SUPERVISORS ASSOCIATION**

July 1, 2005 - June 30, 2008

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# **ARTICLE 1 AGREEMENT**

## **1000 Parties**

This Agreement is entered into as of its date of ratification by and between School Supervisors Association (hereinafter referred to as SSA) and the Governing Board of the West Contra Costa Unified School District (hereinafter referred to as the District).

## **Article 1.1 RECOGNITION**

### **1100 Authority**

This Agreement is entered into and pursuant to Chapter 10.7, Sections 3540 through 3549 of the Government Code (herein referred to as the Act), and covers those employees employed in positions in the appropriate employee unit recognized by the Board of Education of the West Contra Costa Unified School District, June 8, 1977. SSA is hereby recognized as the exclusive representative for those employees employed in the above referenced unit with respect to the scope of representation as defined in Section 3543.3 of the Act.

### **1101 The Appropriate Unit is as Follows**

All classified supervisory employees of West Contra Costa Unified School District in the following positions:

- Accountability Data Base Specialist
- Accounting Supervisor
- Administrative Assistant – Transfer Office, Interim
- Administrative Office Manager
- Administrator, Technology Coordinator
- After School Program Supervisor
- Area Supervisor - Food Service
- Assessment Supervisor
- Assistant Custodial Services Supervisor
- Assistant Custodial Supervisor, Secondary Schools
- Assistant Vehicle Mechanic Supervisor
- Assistant Warehouse Supervisor
- Baker/Cook Supervisor - Food Service
- Bond Network Planner
- Buildings Maintenance Supervisor
- Cafeteria Cook Manager - Food Service
- Coordinator, Classified Training
- Coordinator, Community Engagement
- Custodial Services Supervisor
- Custodial Supervisor, Middle/Junior High School

Custodial Supervisor, Senior High School  
Database Report Analyst  
Data Warehouse Analyst  
Electrical Supervisor  
Electronics Supervisor  
Financial Systems Analyst  
Fiscal Fund Supervisor  
Food Production Supervisor  
Food Service Operations Coordinator  
Food Service Plant Operator/Maintenance Supervisor  
General Maintenance Supervisor  
Grant Writer  
Grants Facilitator  
Grounds Supervisor  
Home/School Communication Specialist  
Human Relations School Safety Supervisor  
Maintenance and Operations Administrative Assistant  
Mechanical Supervisor  
MIS Production Supervisor  
Network Engineer  
Nutrition Education and Training Specialist – Food Service  
Office Machines Repair Supervisor  
Office Manager, Middle/Junior High School  
Office Manager, Senior High School  
Painter/Glazier Supervisor  
Payroll Supervisor  
Police Services Assistant  
Principal Accountant  
Reprographics and Mail Distribution Supervisor  
SASI Technician Database Administrator  
School Linked Services Manager  
Student Support Services Supervisor  
Student Support Services Supervisor, Bilingual  
Vocational Education Transition Specialist  
Warehouse Supervisor – General

NOTE: Substitute (After 30 days), Temporary, Limited, and Short Term Supervisor(s) are also part of this unit.

**1102 Positions Classifications Remain in Unit**

District agrees that the above listed classifications (Section 1101) will remain in the bargaining unit during the term of this contract regardless of future title changes.

**1103 Notification of New Positions**

District agrees to give prior notification to SSA when any new position(s) is created with supervisory or lead functions.

### **1104 Unfilled Positions**

In the event the District determines a position in this bargaining unit is to remain unfilled for longer than thirty (30) days, the District must notify SSA in writing. Substitute(s) may not be used in unfilled positions.

## **ARTICLE 2 ORGANIZATIONAL SECURITY**

### **2000 Dues Check Off**

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

The District shall, upon written notification, signed by President and Secretary, and the Executive Director, deduct and make appropriate remittances for dues and initiation fees. The District shall deduct the initiation fees and dues in accordance with the amount listed by SSA or as changed when notified in writing signed by the President, Secretary, and the Executive Director. The District shall initiate payment to the designated payee within ten (10) days of the deduction, all sums so deducted.

### **2001 Maintenance of Membership**

Employees who are members of SSA, upon the signing of this Agreement, shall remain members of SSA until the Agreement has been terminated and all employees who join after the Agreement has been signed shall remain members of SSA for the duration of this contract.

### **2002 Agency Fee**

Employees who are not members of SSA shall have a service fee, equivalent to dues, deducted from their salary commencing with the paycheck for the first full calendar month following the approval of this Agreement by the District. Such deduction shall continue, as a condition of employment, for the duration of the Agreement.

#### **2002.01 Error Correction**

District agrees to deduct the correct dues, as specified in writing by SSA. The District will make every effort to correct any errors within five (5) days of written notice from SSA.

### **2003 Remittance of Dues**

The amounts deducted pursuant to Sections 2000, 2001 and 2002 shall be remitted promptly to SSA with an alphabetical list of the employees from whom deducted.

### **2004 Religious Objection**

Any employee who is a member of a religious body whose traditional tenets or teachings include objections to joining or financially supporting employee organizations shall not be required to join or financially support the SSA, as a condition of

employment, except that such employee shall pay, in lieu of a service fee, sums equal to such service fee to one of the following non-religious, non-labor organization and charitable funds exempt from taxation under Section 501 (c) of Title 26 of the Internal Revenue Code:

- 1) American Heart Association
- 2) American Red Cross
- 3) United Way

Such payment shall be made on or before December 31 of each school year.

**2004.01 Proof of Payment**

Proof of payment pursuant to Section 2004 above, shall be made on an annual basis to the District as a condition of continued exemption from the provisions of Sections 2002 and 2003 of this Article. Such proof shall be in the form of receipts and/or canceled checks indicating the amount paid, date of payment, and to whom payment in lieu of the service fee has been made. SSA shall have the right of inspection in order to review said proof of payment.

**2004.02 Religious Objectors Use of Grievance Procedure**

Any employee making payments as set forth in Section 2004 and 2004.01 above, and who requests that the grievance or arbitration provisions of this Agreement be used in their behalf, shall be responsible for paying reasonable cost of using said grievance or arbitration procedures.

**ARTICLE 3  
WORK SCHEDULE**

**3000 Workday**

The workday for employees subject to this Agreement shall be seven and one -half (7-1/2) hours. As a shift differential, the Assistant Custodial Supervisors shall work the same hours as those employees they supervise.

**3001 Work Week**

The work week for employees shall be thirty seven and one-half (37-1/2) hours.

**3002 Work Year**

The work year for all employees subject to this Agreement, except those listed in Section 3002.01 and 3002.02 shall be twelve (12) months.

### **3002.01 Eleven Month Employees**

Employees in the following classifications shall have a work year of eleven (11) months:

- Area Supervisor - Food Service
- Baker/Cook Supervisor – Food Service
- Cafeteria Cook Manager – Food Service
- Food Production Supervisor
- Human Relations School Safety Supervisor
- Nutrition Education and Training Specialist – Food Service
- Student Support Services Supervisor
- Student Support Services Supervisor, Bilingual

## **ARTICLE 3.1**

### **SALARY**

#### **3100 Duties and Responsibilities (Job Description)**

It shall be the responsibility of the District to ascertain and record the duties and responsibilities of all supervisory positions.

#### **3101 Regular Rate of Pay**

The regular rate of pay for each position in the bargaining unit shall be in accordance with the rates established for each classification as provided for in Appendix A and C incorporated as part of this Agreement.

##### **3101.01 Supervisor/Subordinate Pay Ratio**

The pay range of each supervisor covered by this contract shall be not less than five (5) pay ranges above the highest paid employee directly supervised. This ratio shall not apply between positions within this unit.

#### **3102 Salary Advancement**

An employee occupying a regular full -time or part -time position will advance to the next higher step on the appropriate salary range following satisfactory completion of six (6) months of service in the class. The employee's salary increment date will be established for future step adjustments at this time. Such salary increment date will be established on the first date of the month if the first increment due date falls during the first to the fifteenth day of the month; or the first day of the following month if the first increment due date falls during the sixteenth to the end of the month. Following the initial step advancement, succeeding adjustments will be granted annually on the employee's established salary increment date.

#### **3103 Promotion - Effect upon Rate of Compensation**

An employee promoted to a higher classification shall advance to the nearest step in the new salary range providing such advance is at least five (5) percent higher than the

previous salary. However, no employee shall advance higher than the maximum step in the new salary range.

### **3104 Demotion - Effect upon Rate of Compensation**

The rate of compensation to be paid in cases of demotion shall be within the salary range limits of the classification to which the employee was demoted. In cases of demotion, voluntary, and in lieu of layoff, the employee shall receive the salary in the lower classification nearest to employee's present salary.

### **3105 Effect of Certain Miscellaneous Actions upon Salaries**

Any employee occupying a position which is reallocated to a class, the maximum for which is less than the incumbent's present salary or occupying a position in a class for which the salary rate or range is reduced, shall continue to receive their present salary. Such salary shall be known as a "Y Rated" position, subsequent appointments to that position shall be made in accordance with the provisions of the rules and the salary plan.

### **3106 Temporary Work in Higher Classification**

An employee who serves as a substitute for an employee in a higher classification, or an employee who is appointed in a Division Head, Department Head, or similar administrative position and assumes all or substantially all of the duties of the higher classification shall be paid the appropriate rate for the higher classification as stated in Section 3102 as though it were a promotion, beginning with the second day of such service with retroactive pay to the first day of service.

### **3107 Reclassification**

Any member of the unit may request a job audit when the member believes that, as a result of a gradual increase of duties, the position may warrant a salary range upgrade. The request for an audit must be submitted in writing, through SSA with copies to the member's manager or department head and to Classified Personnel. Classified Personnel shall notify the employee and SSA in writing of the recommendations as a result of the job audit.

### **3108 Overtime**

Overtime is that amount of time worked in excess of seven and one-half (7-1/2) hours in one day or thirty-seven and one-half (37-1/2) hours in one week.

#### **3108.01 Rate of Pay for Overtime**

Overtime pay shall be computed at the rate of time and one-half of the amount of time worked as overtime.

#### **1) Work beyond Five Day Week**

All hours worked beyond the work week of five (5) consecutive days shall be compensated at the overtime rate of time and one-half commencing on the sixth consecutive day of work.

**2) Work on Seventh Consecutive Day**

All hours worked on the seventh consecutive day of work up to seven and one-half (7-1/2) hours shall be compensated at double the regular rate of pay.

**3) Work on Holidays and Beyond 7.5 Hours on Sixth and Seventh Day**

All hours worked on holidays designated by this Agreement and/or beyond 7-1/2 hours on the sixth and/or seventh day shall be compensated at two and one-half (2-1/2) times the regular rate of pay.

**3108.02 Authorization to Work Overtime**

When there is a need, principals or department heads may request supervisors to work overtime.

**3109 Call Back**

When an employee covered by this contract is called back for work, which was not pre-scheduled at least forty-eight (48) hours in advance, after having completed a workday or a work week, that individual shall be paid for no less than four (4) hours at the time and one-half rate of pay (1-1/2); however, should the call back be on a holiday, the individual shall be paid at two and one-half pay rate (2-1/2).

**3110 Determination of Hourly Rate of Pay**

Employees in this unit shall have their hourly rate of pay determined by dividing 162.5 into the monthly rate of pay.

**3111 Longevity**

Longevity pay for SSA members shall be as follows:

**3111.01 Five Years Service**

After five (5) years service (beginning with year 6) \$44.17 per month through the 10th year of service.

**3111.02 Ten Years Service**

After ten (10) years service (beginning with year 11) \$154.59 per month through the 15th year of service.

**3111.03 Fifteen Years Service**

After fifteen (15) years service (beginning with year 16) \$165.64 per month through the 20th year of service.

**3111.04 Twenty Years Service**

After twenty (20) years service (beginning with year 21) \$187.73 per month through the 25th year of service.

**3111.05 Twenty-Five Years Service**

After twenty-five (25) years service (beginning with year 26) \$204.37 per month.

**3111.06 Longevity Earned**

Longevity is earned while in a paid status.

**3112 Certification and License Differential**

The District shall pay five (5) percent differential to all supervisors who are required by the District to have and maintain a special license or certification in addition to any specified in their job descriptions.

**ARTICLE 3.2  
SALARY SCHEDULES AND INCREASES**

**3200 Salary Schedules**

Salary schedules are attached as Appendix A and C.

**ARTICLE 3.3  
ADMINISTRATIVE POSITIONS**

**3300 Acknowledgment of Administrative Positions**

The parties acknowledge the addition of the following administrative positions into the SSA negotiations unit.

These positions include the following:

- Administrator, Technology Coordinator
- Bond Network Planner
- Coordinator, Classified Training
- Coordinator, Community Engagement
- Data Warehouse Analyst
- Food Service Operations Coordinator
- Grant Writer
- Grants Facilitator
- Network Engineer
- School Linked Services Manager

**3301 Intent of Parties**

The parties intend to maintain the terms and conditions of employment of employees in the above administrative positions added to the unit with the exception of the changes negotiated by the District and the Union.

### **3302 Application of Agreement**

The provisions of this agreement will apply to the positions listed in this Article with the exceptions included herein.

### **3303 Vacation**

Employees will be eligible for four weeks vacation for each year of employment. The vacation will be taken by the employee during the year it is earned at the time approved by the manager. Any vacation taken but not earned will be deducted from the last pay warrant of the year or of the person's employment. Vacation may be accumulated as other employees according to the section on Vacation Accumulation (See Article 5.1).

### **3304 Evaluation**

#### **3304.01 Procedure**

The District will evaluate employees according to current practices. The parties may mutually agree to new procedures for evaluation either as part of future negotiations on the contract or apart from the negotiations.

#### **3304.02 Frequency**

The parties agree to modify the evaluation frequency to provide that employees hired before January 1, 2001 will continue to be evaluated annually for the first five years of employment and every other year thereafter (more frequently with proper notice). The District will evaluate employees hired into the unit on or after January 1, 2001 at least once during their one year probationary period, and annually thereafter.

### **3305 Longevity**

The employees will qualify for the longevity provisions of the agreement effective July 1, 2001.

### **3306 Salary**

The administrators salary schedule is incorporated into the SSA salary schedule – Schedule 4B.

### **3307 Work Hours, Overtime, Holiday Pay, Call Back Pay**

#### **3307.01 Exempt**

The employees in this article are exempt employees whose supervisory and administrative functions call for flexibility in work responsibilities and hours of work. As salaried employees they are exempt from overtime provisions of the contract, such as overtime, call back pay, holiday pay, etc.

#### **3307.02 Extra Pay for Extra Work**

The District may pay extra stipends for extra work beyond the employee's responsibilities in extraordinary circumstances as recommended by the manager and approved by the division head prior to the work -taking place. Such approval must be reduced to writing and signed by all three persons.

## **ARTICLE 4**

### **HIRING, PROMOTIONS AND TRANSFERS**

#### **4000 Objective**

The District and SSA agree that it is the object of the following selection process to accomplish the following:

- 1) To allow the District to select the best qualified person for all supervisory positions.
- 2) To protect the interests of all SSA members.
- 3) To give members of SSA an equal opportunity to compete for all supervisory positions.
- 4) To establish a system of screening and selection of supervisors that is perceived as fair to all.

To achieve these objectives, the District and SSA jointly agree to the following process:

#### **4001 Vacancy Notice**

Announcements of vacancies in supervisory classifications having multiple positions will be sent to each member so that unit members may request assignment transfers. Transfer requests will be considered and granted according to the best interests of the District. These supervisory announcements will be printed on blue paper.

#### **4002 Method of Recruitment**

If the original vacancy is not filled by transfer, or for the resulting vacancy, the District Personnel Department will simultaneously post internally and recruit externally asking for applicants for all vacant supervisory positions to submit written materials of application (application form, resume, etc.). Such posting will be on blue paper. A SSA unit member may apply for any vacant position, whether it is a transfer, promotion or demotion notwithstanding.

#### **4003 Screening Review**

All applicants' written material will be subject to a screening review, arranged by the Personnel Department, to ascertain that all applicants meet the stated minimum requirements. All SSA applicants that meet the minimum requirements will progress to the interview process; outside applicants meeting requirements may be subject to other screening criteria to produce a manageable number of applicants.

#### **4004 Interview**

Applicants qualified through Section 4002 above will be interviewed by a panel that will include representative(s) of the School Supervisors Association. The number of SSA representatives on an interview panel may equal but not exceed one half of the total

number of panel members. A majority of the panel members must pass on an applicant for that person to be judged qualified.

#### **4005 Qualified Applicants Listing**

The alphabetized list of all the qualified applicants will be sent to the appointing administrator/manager who may interview and select as he or she see fit.

#### **4006 Eligibility Lists**

The Personnel Department may establish, using the above process, eligibility lists for job classifications. The names on the eligibility lists will be arranged in alphabetical order and will be used to fill all appropriate vacancies for the period of one calendar year, or until the list contains only three or fewer names, whichever happens soonest.

## **ARTICLE 5 BENEFITS**

#### **5000 Employee Medical Coverage.**

The District shall provide all eligible employees and their dependents with a fully paid Health Maintenance Organization (HMO) health plan. The District will continue to provide domestic partner health plan coverage for eligible active members and their dependents.

#### **5001 Health Plans**

Eligible employees shall have the option to select any plan offered by CALPERS and the District will contribute the amount determined below towards those benefits.

For eligible active employees, the District will contribute towards the cost of health benefits the greater of 100% of the cost of the CALPERS Kaiser health plan or the cost of the CALPERS Northern California Blue Shield HMO health plan together with an allowable increase equal to the actual increase from CALPERS up to a maximum of 10% per year. The amount of the District contribution towards these benefits on behalf of the employee shall be based on the employee's appropriate coverage level (single, two party family or as otherwise defined by CALPERS).

Allowable increases in the District contribution based on the Blue Shield health plan shall be based on the actual District contribution of the previous year compared to the CALPERS rate of the current year. The initial District contribution for the Northern California Blue Shield HMO health plan shall be the CALPERS rate in effect as of January 1, 2007.

#### **Blue Shield Rate Calculation Example**

Year 1 (January 1, 2007) – Premium is \$1,000.

Year 2 – Premium increases 5%. District contribution would be prior year (\$1,000) times 105% or \$1,050.

Year 3 – Premium increases 15%. District contribution would be prior year (\$1,050) times 110% or \$1,155.

Year 4 – Premium increases 8%. District contribution would be prior year (\$1,155) times 108% or \$1,247.40.

Annually within fifteen days of receiving the CALPERS notice of rate increase, the District shall calculate the contribution rates to be put into effect on the following January 1. The District shall meet with the bargaining unit to provide the rates and explain how the calculations were made. Annually, prior to the period of Open Enrollment (as determined by CALPERS), the District shall publish the District's health benefit contribution rates for the calendar year beginning on the following January 1. The District shall ensure that a qualifying Board of Education resolution establishing the rates that the District will contribute toward these benefits be filed as required and when required by CALPERS for implementation on January 1.

If a health plan has monthly premiums that exceed the amount of District coverage, the employee will pay the difference. This amount will be deducted from the employee's pay warrant.

#### **5001.01 Cash In Lieu**

Effective January 1, 2007 and for each year thereafter, increase the cash in lieu amount to \$300.00/month.

If legally permissible, open enrollment for cash in lieu shall be 30 days before the annual open enrollment period for 2007 calendar year medical benefits as defined by CALPERS so that the District could withdraw the "cash in lieu" offer if a minimum number of employees do not sign up (a threshold number of employees to ensure no loss of money to the District). In this way, these employees would be able to participate in the open enrollment for medical benefits in the event that the District must withdraw the increase in cash in lieu because of insufficient participation.

#### **5002 Prescription Drug Plan**

The above plans shall include prescription drug coverage with a co -payment paid by the employee.

#### **5003 Dental Plan**

The District shall provide all eligible employees and their dependents with either the dental insurance plan currently offered by Delta Dental Service or at the option of the employee, the pre -paid dental plan offered by Safeguard.

#### **5004 Vision Plan**

The District shall provide the Vision Service Plan, Option B, with a deductible paid by the employee, to all eligible employees who choose an HMO health plan. This plan shall also provide dependent coverage.

### **5005 Health and Other Benefit Plans Continued During Paid Status**

District approved health plans and other benefits shall continue while the supervisor is in a paid status.

### **5006 Continuation Retirement**

Employees in the bargaining unit who retire and who subsequently become eligible for and successfully enroll in federal medical or dental insurance programs available to persons receiving OASHDI benefits, may be converted by the employer to supplemental coordination of benefit programs so long as the overall coverage for the retired employee of the bargaining unit is not less than would be received under the active employee program.

Current retirees will not be impacted by this agreement. The District's contribution formula for employees who retire prior to January 1, 2007 will not change.

### **5007 Retiree Health Benefits**

In cases where the retiree and spouse are both District employees and are qualified for the retiree benefit, or upon death of the retiree, the surviving spouse will continue to be covered under the same benefit, whether the subscriber or dependent, providing a change card is submitted to the Payroll Office.

The District shall offer to eligible retiring employees the same health plans as are offered to active employees during the term of the employee's retirement. To be eligible for this benefit the employee must retire from WCCUSD in good standing and directly into PERS or STRS, be eligible for health benefits at the time of retirement and have attained the required years of service to the District as stated below. The effective date of this section will be January 1, 2007.

To be eligible for these benefits, employees must meet the requirements stated in the above paragraph and one of the following years of service requirements:

1. Current regular employees who have continuous years of service with WCCUSD (as defined by PERS/STRS) as of December 31, 2006 shall have met the required years of service to the District for the purposes of this section.
2. Current regular employees with less than five years of continuous service with WCCUSD (as defined by PERS/STRS) as of December 31, 2006 upon attaining five years of continuous service with WCCUSD shall meet the required years of service to the District for the purposes of this section.
3. Substitute employees that were employed between July 1, 2005 and June 30, 2006 who subsequently become a regular classified employee and attain five years of continuous service with WCCUSD (as defined by PERS/STRS) shall meet the required years of service to the District for the purposes of this section.

4. Employees hired on or after January 1, 2007 shall meet the required years of service to the District for the purposes of this section after attaining ten years of continuous service to WCCUSD (as defined by PERS/STRS).
5. Eligibility to receive Retiree Health Benefits will be determined by the Employment Contract of the bargaining unit from which the employee retires.

For employees retiring after December 31, 2006 the District's contribution for those benefits shall be calculated in accordance with the section entitled Health Benefits, Article 5, Sections 5001-5007 of this agreement. Should the formula for calculating the maximum District contribution be changed in subsequent bargaining unit agreements, said changes will not affect retirees who retired after December 31, 2006 and before the effective date of the subsequent agreement.

## **5008 Employee Personal Property**

### **5008.01 General Provisions**

The Governing Board of the District will provide for the payment of the costs of replacing or repairing the job -required personal effects of an employee which are damaged in the line of duty without fault of the employee. Such items are eyeglasses, hearing aids, dentures, watches, jewelry, or articles of clothing. If the items are damaged beyond repair, the actual value of such items shall be paid. The value of such items shall be determined as the cost of the damaged thereto.

### **5008.02 Restrictions**

It is not the intention of this section to replace personal effects which are worn out through ordinary wear and tear. The Governing Board will be responsible for repair or replacement costs to a maximum of \$400 for any one incident.

### **5008.03 Time Limits and Substantiation**

Employees must submit a claim within thirty (30) days of occurrence. Any claim for repair or replacement shall be substantiated with evidence clearly indicting that the damaged was caused by circumstances beyond the control of the employee. Receipts for payment of loss will be required.

## **5009 Retirement**

All employees who work half -time or more per day become members of the Public Employees Retirement System. The employee and the District contribute to the retirement system to pay the employee's retirement benefits.

Employees also belong to Federal Social Security when they become members of the Public Employees Retirement System. An additional deduction is made from the employee's earnings and the District also contributes.

### **5010 Address and Change of Address**

Employees must keep on file in the Personnel Office their residence address and permanent address, if different, and telephone number, if any. All employees shall immediately notify the Personnel Office of any change of address.

## **ARTICLE 5.1**

### **VACATION**

#### **5100 Vacation Entitlement**

All employees covered by this contract shall be entitled to paid vacation, which is a vested right, as follows:

##### **5100.01 Two Weeks per Year**

For the first thirty-six (36) complete months of service – 5/6 of a day per month (2 weeks annually).

##### **5100.02 Three Weeks per Year**

Beginning with the thirty -seventh month through the tenth year - 1 and 1/4 days per month (3 weeks annually).

##### **5100.03 Four Weeks per Year**

Beginning with the eleventh year on - 1 and 2/3 days per month (4 weeks annually).

#### **5101 Vacation Incentive**

Those employees who utilize four (4) days or less sick leave during the fiscal year (July 1 through June 30) shall receive an allocation of one (1) additional vacation leave day accrual for that year.

#### **5102 Vacation Taken**

Vacation shall be taken at the convenience of the District. Request for vacation leave must be approved in advance. Vacations for the most part are to be taken during Christmas, Easter or summer (when school is not in session) and scheduled so as not to disrupt the work of the District. This section shall be liberally interpreted to accommodate the desire of the employee when possible.

#### **5103 Vacation Accumulation**

Vacation days may be accumulated to a maximum of double the annual entitlement with the approval of the Division Assistant Superintendent. A maximum of forty (40) days vacation may be taken in one year. Exceptions must have the approval of the Division Assistant Superintendent.

#### **5104 Vacation upon Separation from Service**

Upon separation from the service, the employee shall be entitled to lump-sum compensation for all earned and unused vacation.

### **5105 Illness/Accident during Vacation**

An employee covered by this contract who becomes ill or suffers an accident during vacation and who can support this fact through a physician's statement may charge such illness or accident to sick leave and have the vacation extended to a later period.

## **ARTICLE 5.2**

### **ACCIDENT AND ILLNESS LEAVE**

#### **5200 Accident and Illness Leave**

Accident and illness leave is earned at the rate of fifteen (15) working days per fiscal year, July 1 through June 30, and shall be accumulative from year to year without limitation. Absence of less than one full day shall be charged to the nearest hour of absence. Verification from a licensed physician may be required for personal illness of more than five working days duration, advising that the person is not physically able to do his or her regular work. The physician's statement shall verify the illness from the first day of absence to the date of return to work. In cases of excessive absence or when abuse of sick leave is evident, following previous counsel with the employee, the school administration may require that the employee furnish, in writing, a physician's statement to verify any future absence of less than five (5) working days for the remainder of the school year.

#### **5201 Use of Sick Leave**

The employee shall have the right to utilize sick leave and difference pay benefit for absences necessitated by pregnancy, miscarriage, childbirth, and recovery therefrom.

##### **5201.01 Use of Sick Leave to Attend to Illness of a Child, Parent or Spouse**

Members of SSA shall have the right to use up to half of annual sick leave to attend to the illness of a child, parent or spouse. (Labor Code section 233)

#### **5202 Exhausted Paid Leave**

When all available paid leaves are exhausted, the employee is placed on "Difference Leave". An employee on "Difference Leave" is paid the difference between regular salary and that paid the substitute. This is paid for a maximum period of five (5) months. The five -month period is calculated from the sixteenth day of sick leave or last day of available sick leave, whichever comes first. When "Difference Leave" is exhausted, the employee with at least three (3) years of service shall be allowed Health Leave; an employee with less than three (3) years of service is placed on a re -employment list for a period of thirty -nine (39) months.

#### **5203 Re-employment after Exhausted Paid Leave**

At any time during the prescribed thirty-nine (39) months the employee is able to assume the duties of the former position, the employee shall be re -employed in the first vacancy in the classification previously assigned. Re -employment will take preference over all other applicants except those laid off for lack of work or funds, in which case

they shall be ranked according to proper seniority. Upon resumption of duties, the break in service will be disregarded and the employee shall be fully restored as a permanent employee.

## **ARTICLE 5.3 OTHER PAID LEAVE**

### **5300 Personal Necessity Leave**

Absence for personal necessity is defined as "absence which through pressure of circumstances is logically urgent or unavoidable." Written substantiating evidence in the form of court summons, court clerk's certificate, doctor's certificate, or employee's affidavit must be submitted to the Assistant Superintendent, Personnel in all cases of personal necessity leave. Such absence, unless properly substantiated, will result in full salary deduction. Except as noted below, the employee shall notify their superior in advance of the absence. A maximum of seven (7) days of accumulated sickness or injury leave in any school year may be used by the employee, at will, in cases of personal necessity. In the event an employee is without accumulated sick leave, the District shall deduct from the employee's salary the cost of providing a substitute. The employee shall not be required to give advance notification for leave taken for any of the following reasons:

- 1) Death or serious illness of a member of the immediate family.
- 2) Accident involving the employee's person or property of the immediate family.
- 3) In certain emergencies, when it is not possible to complete the appropriate leave request in advance, a form must be completed upon return to duty verifying the cause of absence.

### **5301 Bereavement Leave**

Employees shall be granted a leave with full pay in the event of the death of any member of the employee's immediate family. The leave shall be for a period of five (5) working days. Up to seven (7) working days may be taken if out-of-state or travel of four hundred miles or more, one way, is involved. The "immediate family" is defined as spouse, mother, father, grand parent, great grand parent, grandchild, foster parent, step-child, son, father-in-law, mother-in-law son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister, sister-in-law or any relative living in the immediate household of either the employee or spouse.

### **5302 Personal Leave for Family Illness**

An employee in this unit shall be granted two (2) days emergency leave per school year from service without loss of pay or sick leave for the following reasons: Sudden or unexpected illness or injury of a member of the immediate family, or necessary surgery on a member of the immediate family.

### **5303 Jury Duty or Witness Leave**

Employees subpoenaed to appear as jurors or as witnesses in cases other than those of a personal nature shall be allowed full salaries minus fees, excluding travel received during their required absence from duty. Employees shall deposit with the Payroll Office their daily fees, and shall receive their regular salary check. In such cases where the fees exceed the salary that would have been earned by the employee, the employee shall turn the fee check into the Payroll Office.

### **5304 Paternity Leave**

One day with pay.

### **5305 Adoption**

Any adoptive parent shall be entitled to one day's leave with pay and, in addition, may utilize personal necessity leave upon request.

#### **5305.01 Benefit Not Dependent upon Marriage**

Marriage is not required in order to qualify for the benefits in this Section.

### **5306 No Discrimination Because of Pregnancy**

The District shall not discriminate against an employee because of pregnancy.

### **5307 Association Leave**

Elected or appointed officers or delegates of SSA may be permitted to be absent from duty at no salary deduction for purposes of representing their organization at regional, state and national meetings. A total of five (5) days per school year shall be allocated to SSA for this purpose. The District shall pay the costs of substitutes replacing employees on such leave. Individual employees shall be limited to a maximum of three (3) days of such leave per school year.

### **5308 Holiday Schedule**

The District and SSA agree to the holidays shown in Appendix B.

## **ARTICLE 5.4**

### **INDUSTRIAL ACCIDENT OR ILLNESS LEAVE**

(Workers Compensation)

### **5400 Industrial Accident or Illness Leave**

Each employee in a position covered by this contract shall be entitled to sixty (60) working days of industrial accident or illness leave per accident or illness per year.

#### **5400.01 Use of Industrial Accident or Illness Leave**

Industrial accident or illness leave shall be for any accident or illness that has arisen through the course of the employee's employment.

**5400.02 Pay for Industrial Accident or Illness Leave**

For purposes of pay, employees on industrial accident or illness leave shall be compensated at the same rate of pay as when they are working.

**5400.03 Exhaustion of Industrial Accident or Illness Leave**

An employee who has exhausted all industrial accident or illness leave shall use sick leave or vacation in order to continue receiving full pay.

**5400.04 Industrial Accident or Illness Compensation**

While receiving leave pay from the District equal to the employee's full salary, all industrial accident or illness compensation checks made to the employee for said illness or accident shall be endorsed to the District. Upon the exhaustion of all paid leave the employee is then entitled to keep all industrial accident or illness compensation checks for said illness or accident.

**5400.05 Hepatitis Testing**

When hepatitis testing is required the cost shall be borne by workers compensation or the District.

**ARTICLE 5.5  
UNPAID LEAVE**

**5500 Health Leave**

A health leave, no pay, no fringe benefits, shall be allowed a classified employee who has completed three (3) full years of service with the District. When the employee is able to return to work, the employee shall submit a written statement from a licensed physician verifying that the employee is able to do regular work. This statement must be submitted to the Personnel Office at least two (2) weeks prior to termination of leave.

A person on health leave will be returned to his or her position provided the length of absence does not exceed one year. If at the conclusion of health leave, the employee is still unable to assume the duties of the position, the employee shall be placed on a reemployment list for a period of thirty nine (39) months.

**5501 Military Leave**

Military leave shall be in accordance with the provisions of the Military and Veterans' Code, Sections 389 through 395.

**5502 Maternity and Child Care Leave**

The length of disability leave of absence due to pregnancy, miscarriage, childbirth, and recovery therefrom, including the date on which the leave shall commence and the date on which the employee shall resume duties, shall be determined by the employee and the employee's physician. The physician's signature verifying commencement and cessation of disability will be required on a District form.

### **5503 Child Care Leave**

Upon request, the Board shall provide a male or female who is a natural or adopting parent an unpaid leave of absence with no fringe benefits for the purpose of rearing the infant. Such leave shall remain in effect at least ninety (90) days following the birth of the child and no longer than one year following the birth of the child. The employee shall notify the Board of intention to take such leave at least four (4) weeks prior to the anticipated date on which the leave is to commence.

### **5504 Family and Medical Leave**

Supervisors who have been employed for twelve (12) or more months and worked not less than one thousand two hundred and fifty (1,250) hours during the previous twelve (12) months are entitled to unpaid Family and Medical Leave under any one or more of the following conditions:

- 1) For the birth or placement of a child for adoption or foster care;
- 2) To care for an immediate family member (spouse, child, or parent) with serious health condition;
- 3) To take medical leave when the supervisor is unable to work because of a serious health condition.

#### **5504.01 Twelve Weeks Entitlement**

A maximum of twelve (12) weeks of leave is available to eligible supervisors.

## **ARTICLE 6 SUSPENSION, DEMOTION OR DISMISSAL**

### **6000 General Provisions**

A permanent classified supervisor may be suspended, demoted, or dismissed by the Governing Board for cause.

### **6001 Causes**

The causes which shall be deemed sufficient for disciplinary action include:

1. Excessive or unexcused absence.
2. Conviction or commission of any felony or crime involving moral turpitude; conviction or commission of a sex offense as defined in Education Code 44010; conviction of or commission of a narcotics offense as defined in Education Code 44011.
3. Disorderly or immoral conduct.
4. Incompetence or inefficiency.
5. Insubordination.

6. Drinking or possessing alcoholic beverages on the job, or reporting for work while intoxicated.
7. Addiction to the use of narcotics or a restricted substance, use of narcotics or restricted substance while on the job or reporting to work while under the influence of a narcotic or restricted substance.
8. Neglect of duty.
9. Negligent or willful damage to District property, or waste or inappropriate use of District supplies, property or equipment.
10. Violation of or refusal to obey safety rules, regulations made applicable to public schools by the District administration, Governing Board or by an appropriate state or local governmental agency.
11. Falsifying any information supplied to the District, including but not limited to, information supplied on application forms, employment records, or any other District records.
12. Misappropriation of District funds or property.
13. Abandonment of position.
14. For employees who drive a vehicle in the regular course of their employment:
  - a) Failure to maintain a good personal or business driving record.
  - b) Failure to satisfy the insurability requirements of the District's insurance carrier under the District's regular insurance policies. The District's ability to obtain insurance for the employee under a high risk or any policy other than the regular insurance policies does not mitigate this failure.

### **6002 Procedures Prior to Imposition of Discipline**

In any action to dismiss, suspend, or demote a permanent classified supervisor, the Superintendent shall prepare a notice of proposed disciplinary action which shall include the following:

- 1) A statement in ordinary and concise language of the specific acts and/or omissions upon which the disciplinary action is based.
- 2) The disciplinary action proposed.
- 3) The state of the cause(s) or reason(s) for the proposed disciplinary action.
- 4) If it is claimed that an employee has violated any rule or a regulation, a copy of such regulation.
- 5) A statement of the employee's right to a hearing before the Governing Board on the charges.
- 6) A form which constitutes a denial of all charges and a demand for a hearing.

### **6003 Notice of Proposed Disciplinary Action**

The notice of proposed disciplinary action shall be served upon the person to be dismissed, suspended, or demoted either personally or by certified mail to the employee's last known mailing address. The notice shall be effective either upon personal service or deposit in the US Postal Service.

### **6004 Employee Demand for a Hearing**

The employee may demand a hearing on the charges contained in the notice of proposed disciplinary action by mailing or delivering the form supplied for that purpose on or before the sixth day after receipt thereof.

### **6005 Employee Failure to Respond**

In the absence of a demand for a hearing, the Governing Board shall act upon the notice of proposed disciplinary action after the time the demand for a hearing has expired.

### **6006 Imposed Leave Pending Hearing**

Pending Governing Board action, the Superintendent, or his designee, for cause specified in writing, may place the employee on a temporary leave of absence with pay.

### **6007 Classified Supervisory Employee Disciplinary Hearing Procedure**

The procedure set forth below will govern the conduct of the hearing which will be granted at the request of a supervisor who has received a notice of proposed disciplinary action. Where this procedure is silent or good cause is shown, the person(s) conducting the hearing may apply other rules of adjudication.

#### **6007.01 Procedures**

- 1) Upon receipt of the request for a hearing, the District shall appoint a Hearing Officer who will hold such hearing within 30 days, which time may be extended by mutual agreement.
- 2) The Hearing Officer shall conduct the hearing, and shall rule on questions concerning evidence and procedure.
- 3) The hearing shall be in executive session unless the employee makes a written request for a public hearing at least three (3) days prior to the hearing date.
- 4) The employee or representative and the responsible administrator who will present the case on the District's behalf may require the presence of such persons, and the production of such documents not otherwise privileged at the hearing as are subject to the District's control.
- 5) The employee and the responsible administrator may be represented, call witnesses, introduce evidence, testify, and question adverse witnesses.
- 6) Technical rules of evidence shall not apply.

- 7) Relevant noncumulative evidence may be admitted if it is the kind of evidence upon which reasonable persons are accustomed to rely in the conduct of serious affairs.
- 8) The responsible administrator has the burden of proving the charges and the burden of persuading the Hearing Officer that the severity of discipline recommended is justified.
- 9) The hearing will be recorded by the District, and shall not otherwise be recorded unless it is a public hearing.

#### **6008 Presentation of Evidence**

The hearing shall proceed in the following manner, unless directed otherwise:

- 1) The notice of proposed disciplinary action, the request for hearing, and these hearing procedures shall be made part of the record. The responsible administrator and employee may state their positions; the employee may wait until after the responsible administrator has presented evidence.
- 2) The responsible administrator may present evidence subject to examination by the employee.
- 3) The employee may present evidence subject to examination by the responsible administrator.
- 4) The Hearing Officer may request other evidence from the responsible administrator and/or the employee.
- 5) The parties respectively may offer rebuttal evidence.
- 6) The responsible administrator and the employee may argue the facts pertaining to the evidence presented.

#### **6009 Hearing Officer's Recommended Decision**

The Hearing Officer shall prepare written findings of fact and a recommended decision based thereon.

#### **6010 Effective Date of Decision**

The Hearing Officer's recommended decision shall be effective when ratified by the Governing Board. The Governing Board may reduce the penalty proposed by the Hearing Officer, but may not increase it or apply a penalty where none is recommended without reviewing the entire record of the hearing.

#### **6011 Decision is Final and Conclusive**

The recommended decision of the Hearing Officer, when ratified by the Governing Board, shall be final and conclusive.

## **ARTICLE 7**

### **GRIEVANCE PROCEDURE**

#### **7000 Grievance Defined**

A grievance is an alleged violation, misinterpretation, or misapplication of the terms and provisions of this agreement. The term grievance, however, shall not apply to:

- 1) Any matter, which according to law, is beyond the scope of the Board of Education's authority.
- 2) Any matter specified in the Agreement for which a method of review or remedy is prescribed by law.

#### **7001 Informal Procedure**

The alleged violation shall be discussed informally with the immediate supervisor. During this informal discussion, the grievant shall have the right to have an SSA representative present. The informal discussion must be requested within five (5) days of the alleged violation or within five (5) days of when the grievant had knowledge of the facts constituting the alleged violation.

#### **7002 Formal Level I: Director of Personnel Services**

If the matter is not resolved informally, the grievant may then reduce the grievance to writing and send it to the Director of Personnel Services within five days of the informal discussion. The Director of Personnel Services may convene a grievance hearing as part of the investigation of the grievance and shall render a decision in writing within ten (10) days of receipt of the grievance or of the grievance hearing.

#### **7003 Formal Level II: Superintendent or Designee**

If the grievant is not satisfied with the Level I decision, the grievance may be appealed in writing to the Superintendent or designee within five (5) days. The Superintendent/designee may convene a grievance hearing and shall render a decision in writing within ten (10) days of receipt of the grievance or of the grievance hearing.

#### **7004 Appeal Level I: Mediation (Optional)**

If the grievant is not satisfied with the decision at Level II, the grievant may request the Association to submit the grievance to mediation. If the Association decides to appeal the grievance, notification must be sent to the Superintendent/designee within ten (10) days. SSA and the District shall jointly request that the State Mediation and Conciliation Service assign a mediator to assist them in resolution of the grievance. The mediator's recommendations do not prevent either the SSA or the District from proceeding to Appeal Level II, Arbitration.

#### **7005 Appeal Level II: Arbitration**

Within ten (10) days of the Level II decision, the Association may notify the Superintendent/designee that it will move the grievance to binding arbitration. If

mediation is used to attempt to resolve the grievance, either the Association or the District may within ten (10) days, notify the other party that it is proceeding to arbitration.

**7005.01 Selection of Arbitrator**

The parties shall select a mutually acceptable Arbitrator or shall submit the grievance to the California State Mediation and Conciliation Service with a request that a list of arbitrators be submitted. Selection of the Arbitrator shall be by alternate striking of names from the list.

**7005.02 Arbitrator Authority**

The Arbitrator shall have no power to add to, delete, disregard, modify or amend the terms of the Agreement. The cost of the Arbitrator shall be shared equally by the parties.

**7006 Notification to SSA**

SSA shall be informed of all grievances filed under this contract and shall have the right to represent its members in the grievance procedure. No decision shall be made without the full knowledge and consent of SSA.

**ARTICLE 8  
EVALUATION**

**8000 Goal**

The basic goal of the employee evaluation process is to help each employee perform their present job more effectively to the mutual benefit of the individual and the District.

**8001 Objectives**

**8001.01 Provide a Means**

To provide a means of evaluating each SSA member's performance in the specific context of the job.

**8001.02 Determine Needs**

To determine individual needs for improvement and development.

**8001.03 Continuing Development**

To secure continuing communication of individual development.

**8001.04 Recognition of Praiseworthy Service**

To provide a basis for giving recognition for praiseworthy service.

**8002 Division Head, Department Head and Principal**

The Division Head, Department Head and the Principal have the major responsibility for the evaluation of classified personnel under their supervision. The Division Head,

Department Head, and Principal shall call on other supervisory personnel to assist in evaluating employees they supervise.

**8003 Assistant Superintendent of Personnel**

The Assistant Superintendent of Personnel has the responsibility of compiling information for the Superintendent from the evaluations made by all administrators.

**8004 Probationary Employees**

Probationary employees shall be formally evaluated at least twice during the probationary period and more frequently if deemed advisable.

**8005 Permanent Employees**

Permanent employees having less than five (5) years of service shall be formally evaluated at least once annually, and may be evaluated more frequently upon proper notification. Permanent employees having more than five (5) years of service may be formally evaluated upon proper notification.

**8006 Evaluation Forms**

All formal evaluations shall be filed in the employee's file in the Personnel Office, and are available for the employee's inspection by appointment. A copy of the evaluation form shall be given to the employee.

**8007 Employee Evaluation Rights**

No evaluation of any employee shall be placed in any personnel file without an opportunity for discussion between the employee and the evaluator(s). No evaluation shall be made based upon hearsay statements but shall only be based upon the direct observation and knowledge of the evaluator(s). Any negative evaluation shall include specific recommendations for improvements and provisions for assisting the employee in implementing any recommendations made. The employee shall have the right to review and respond to any derogatory evaluation.

**ARTICLE 9  
MANAGEMENT RIGHTS**

**9000 Management Rights Continued**

Recognizing that the Board of Education is the elected body charged with conducting the affairs of the District, all rights which ordinarily vest in and have been exercised by the District shall continue to vest exclusively in and be exercised by the District unless otherwise agreed to. Such rights shall include, by way of example but not limitation, the right to:

**9001 Management and Control of the District**

Manage and control the District, its facilities and operations as well as to direct the working forces of the District.

**9002 Managing the Work and Work Force**

Within existing law, direct the working forces, including the right to select, hire, lay off, promote, discipline, suspend, dismiss, transfer, assign work or extra duties, and determine the size of the work force.

**9003 Determining Service, Supplies, Methods and Operation**

Determine the services, supplies, and equipment necessary to conduct the operation of the District and to determine the methods, schedules, and standards of operation essential to all District programs.

**9004 Rules and Regulations**

Adopt and enforce District rules and regulations.

**ARTICLE 9.1  
CONTINUITY OF SERVICE**

**9100 Work Continuation Provision**

Employees of the District shall not take part in any strike, work stoppage, or activity during duty hours which would interfere with the normal operation of the District. All parties signatory to this Agreement agree that neither employee representatives or employees will collectively, concertedly, or individually induce, engage, or participate directly or indirectly in any strike, picketing, slowdown, stoppage, or other curtailment or interference with the employer's operation or interfere or cause interference with the flow of material or persons in or out of the premises or property.

**9101 Parties to Comply with all Articles**

All parties to this Agreement will comply with all articles of the Agreement and perform all agreed upon duties regardless of any agreement or disagreement with any other District employee.

**ARTICLE 10  
ENTIRE AGREEMENT**

**10000 Distribution of Agreement**

Following ratification of this Agreement by both parties herein, said parties shall share equally with the cost of preparing and distributing a sufficient number of copies to all members of the bargaining unit and designated management personnel.

**10001 Term of Agreement**

This Agreement shall continue in effect through June 30, 2008.

**10001.01 Salary Increase**

The salary schedule(s) shall be increased by 3% across the board, effective and retroactive to January 1, 2006.

**10001.02 Contract Re-Openers**

The parties may re-open salary, and two items in each of the last two years of the agreement. Both parties agree neither will re-open benefits during the life of this agreement.

**10002 Effective Date of Agreement**

This Agreement is effective 1st day of July 2005.

**ARTICLE 11  
MISCELLANEOUS PROVISIONS**

**11000 SSA Use of District Bulletin Boards**

SSA shall be entitled to reasonable use of District bulletin boards and buildings for the purposes of communicating with its members and conducting meetings.

**11001 Pay for Grievance Procedure Duties**

SSA officers shall be allowed reasonable time off, with full pay, to participate in grievance hearings.

**11002 Seminars, Workshops and Training**

District shall provide seminars/workshops/training sessions as a means of professional growth for SSA members.

**11003 Staff Development**

The District and SSA agree to establish a joint Task Force composed of three (3) representatives from the District and three (3) from SSA for the purpose of determining the staff development needs and interest of SSA members. Further, the Task Force will meet with the Staff Development Department to convey those needs and interests.

**11004 Invalid Provision**

If any provisions of this Agreement should be held invalid by operation of law or by the final judgment of any court of competent jurisdiction, the remainder of this Agreement shall not be affected thereby.

**11005 Negotiations Concluded**

This Agreement constitutes the entire Agreement between the parties and concludes negotiation on any subject, included in this Agreement except as noted above, for the terms of this Agreement.

**11006 Federal and State Laws Apply To Agreement**

Modifications, revisions, additions or deletions of contract provisions herein which are brought about by the amendment, addition or deletion of statutory guarantees now provided in California or federal law shall be reflected in this Agreement.

**11007 Changes Necessitated By Law**

Such shall obligate the parties within fifteen (15) days of the effective date of the change to negotiate concerning such provisions within this Agreement.

**11008 Salary Schedules**

The District and SSA agree to meet and discuss the feasibility of combining the three salary schedules (Schedule 4, 4A, 4B) into one.

**11009 Committee on Hiring, Promotions and Transfer Process**

The District and SSA agree to convene a committee consisting of equal representation from the District and SSA to study the hiring, promotion and transfer process, with the emphasis on the interviewing and eligibility list, the purpose is to see if improvements are possible. If agreements are reached they will be brought to the District and SSA for possible contract change.

This Agreement is effective 1<sup>st</sup> day of July 2005

Signed This Date: \_\_\_\_\_.

Signed This Date: \_\_\_\_\_.

**WEST CONTRA COSTA UNIFIED  
SCHOOL DISTRICT**

**SCHOOL SUPERVISORS  
ASSOCIATION**

By

\_\_\_\_\_  
Dr. Bruce Harter,  
Superintendent

By

\_\_\_\_\_  
Mary Jones, President

By

\_\_\_\_\_  
Assistant Superintendent  
Human Resources

BY

\_\_\_\_\_  
Teddy Clemons, Board Member

By

\_\_\_\_\_

By

\_\_\_\_\_  
David Frazier, Board Member

By

\_\_\_\_\_  
Kenneth Russell, Board Member

By

\_\_\_\_\_  
William F. Young, Executive Director

**APPENDIX A**  
**TITLE AND SALARY RANGE**

TITLE	SCHEDULE	RANGE
Accountability Data Base Specialist	4	84
Accounting Supervisor	4	75
Administrative Assistant – Transfer Office, Interim	4	74
Administrative Office Manager	4	62
Administrator, Technology Coordinator	4B	50
After School Program Supervisor	4	60
Area Supervisor - Food Service	4A	71
Assessment Supervisor	4	58
Assistant Custodial Services Supervisor	4	74
Assistant Custodial Supervisor, Secondary Schools	4	58
Assistant Vehicle Mechanic Supervisor	4	71
Assistant Warehouse Supervisor	4	69
Baker/Cook Supervisor – Food Service	4A	61
Bond Network Planner	4B	50
Buildings Maintenance Supervisor	4	76
Cafeteria Cook Manager - Food Service	4A	53
Coordinator, Classified Training	4B	46
Coordinator, Community Engagement	4B	15
Custodial Services Supervisor	4	79
Custodial Supervisor, Middle/Junior High School	4	61
Custodial Supervisor, Senior High School	4	64
Database Report Analyst	4	84
Data Warehouse Analyst	4B	32
Electrical Supervisor	4	74
Electronics Supervisor	4	74
Financial Systems Analyst	4	78
Fiscal Fund Supervisor	4	71
Food Production Supervisor	4A	73
Food Service Operations Coordinator	4B	44
Food Service Plant Operator/Maintenance Supervisor	4	80
General Maintenance Supervisor	4	74
Grant Writer	4B	46
Grants Facilitator	4B	32
Grounds Supervisor	4	78
Home/School Communication Specialist	4	62
Human Relations School Safety Supervisor	4A	74
Maintenance and Operations Administrative Assistant	4	74
Mechanical Supervisor	4	74
MIS Production Supervisor	4	75
Network Engineer	4B	15

Nutrition Education and Training Specialist - Food Service	4A	71
Office Machines Repair Supervisor	4	75
Office Manager, Middle/Junior High School	4	60
Office Manager, Senior High School	4	62
Painter/Glazier Supervisor	4	74
Payroll Supervisor	4	75
Police Services Assistant	4	62
Principal Accountant	4	82
Reprographics and Mail Distribution Supervisor	4	74
SASI Technician Database Administrator	4	84
School Linked Services Supervisor	4B	44
Student Support Services Supervisor	4A	71
Student Support Services Supervisor, Bilingual	4A	72
Vocational Education Transition Specialist	4	82
Warehouse Supervisor – General	4	74

# **APPENDIX B**

## **HOLIDAYS**

### **SCHOOL YEAR 2006-2007**

Independence Day

Labor Day

Veterans Day

Thanksgiving Day

Day after Thanksgiving

Christmas Holiday

Christmas Holiday (added day)

New Year's Day Holiday

Martin Luther King, Jr. Holiday

Winter Break - Presidents Days

Winter Break

Winter Break

Winter Break

Winter Break

Spring Vacation Day

Memorial Day (Observed)

# APPENDIX C

## WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT SCHEDULE 4: SCHOOL SUPERVISORS SALARY SCHEUDLE 2006-2007

RANGE	STEP 1		STEP 2		STEP 3		STEP 4		STEP 5	
	Annual	Monthly	Annual	Monthly	Annual	Monthly	Annual	Monthly	Annual	Monthly
51	28,567	2,380.58	29,851	2,487.58	31,182	2,598.50	32,530	2,710.83	33,994	2,832.83
52	29,151	2,429.25	30,418	2,534.83	31,817	2,651.42	33,232	2,769.33	34,709	2,892.42
53	29,851	2,487.58	31,182	2,598.50	32,530	2,710.83	33,994	2,832.83	35,555	2,962.92
54	30,418	2,534.83	31,817	2,651.42	33,232	2,769.33	34,709	2,892.42	36,333	3,027.75
55	31,182	2,598.50	32,530	2,710.83	33,994	2,832.83	35,555	2,962.92	37,148	3,095.67
56	31,817	2,651.42	33,232	2,769.33	34,709	2,892.42	36,333	3,027.75	37,877	3,156.42
57	32,530	2,710.83	33,994	2,832.83	35,555	2,962.92	37,148	3,095.67	38,819	3,234.92
58	33,232	2,769.33	34,709	2,892.42	36,333	3,027.75	37,877	3,156.42	39,632	3,302.67
59	33,994	2,832.83	35,555	2,962.92	37,148	3,095.67	38,819	3,234.92	40,623	3,385.25
60	34,709	2,892.42	36,333	3,027.75	37,877	3,156.42	39,632	3,302.67	41,485	3,457.08
61	35,555	2,962.92	37,148	3,095.67	38,819	3,234.92	40,623	3,385.25	42,475	3,539.58
62	36,333	3,027.75	37,877	3,156.42	39,632	3,302.67	41,485	3,457.08	43,387	3,615.58
63	37,148	3,095.67	38,819	3,234.92	40,623	3,385.25	42,475	3,539.58	44,425	3,702.08
64	37,877	3,156.42	39,632	3,302.67	41,485	3,457.08	43,387	3,615.58	45,369	3,780.75
65	38,819	3,234.92	40,623	3,385.25	42,475	3,539.58	44,425	3,702.08	46,474	3,872.83
66	39,632	3,302.67	41,485	3,457.08	43,387	3,615.58	45,369	3,780.75	47,434	3,952.83
67	40,623	3,385.25	42,475	3,539.58	44,425	3,702.08	46,474	3,872.83	48,635	4,052.92
68	41,485	3,457.08	43,387	3,615.58	45,369	3,780.75	47,434	3,952.83	49,690	4,140.83
69	42,475	3,539.58	44,425	3,702.08	46,474	3,872.83	48,635	4,052.92	50,909	4,242.42
70	43,387	3,615.58	45,369	3,780.75	47,434	3,952.83	49,690	4,140.83	52,013	4,334.42
71	44,425	3,702.08	46,474	3,872.83	48,635	4,052.92	50,910	4,242.50	53,266	4,438.83
72	45,369	3,780.75	47,434	3,952.83	49,690	4,140.83	52,013	4,334.42	54,436	4,536.33
73	46,474	3,872.83	48,635	4,052.92	50,910	4,242.50	53,266	4,438.83	55,833	4,652.75
74	47,434	3,952.83	49,690	4,140.83	52,013	4,334.42	54,436	4,536.33	56,940	4,745.00
75	48,635	4,052.92	50,910	4,242.50	53,266	4,438.83	55,833	4,652.75	58,416	4,868.00
76	49,690	4,140.83	52,013	4,334.42	54,436	4,536.33	56,940	4,745.00	59,702	4,975.17
77	50,910	4,242.50	53,266	4,438.83	55,833	4,652.75	58,416	4,868.00	61,164	5,097.00
78	52,013	4,334.42	54,436	4,536.33	56,940	4,745.00	59,702	4,975.17	62,430	5,202.50
79	53,266	4,438.83	55,833	4,652.75	58,416	4,868.00	61,164	5,097.00	63,813	5,317.75
80	54,436	4,536.33	56,940	4,745.00	59,702	4,975.17	62,430	5,202.50	65,226	5,435.50
81	55,833	4,652.75	58,416	4,868.00	61,164	5,097.00	63,813	5,317.75	66,653	5,554.42
82	56,940	4,745.00	59,702	4,975.17	62,430	5,202.50	65,226	5,435.50	68,132	5,677.67
83	58,416	4,868.00	61,164	5,097.00	63,813	5,317.75	66,653	5,554.42	69,630	5,802.50
84	59,702	4,975.17	62,430	5,202.50	65,226	5,435.50	68,132	5,677.67	71,141	5,928.42
85	61,164	5,097.00	63,813	5,317.75	66,653	5,554.42	69,630	5,802.50	72,716	6,059.67

**SALARY SCHEDULE 4A (11 PAYS)  
WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT  
SCHOOL SUPERVISORS ASSOCIATION UNIT  
2006-2007**

CLASSIFICATION TITLE	WORK DAYS	RANGE	STEP 1		STEP 2		STEP 3		STEP 4		STEP 5	
			Annual	Monthly	Annual	Monthly	Annual	Monthly	Annual	Monthly	Annual	Monthly
Cafeteria Cook Manager – Food Service	208	53	3,881	2,171.00	24,946	2,267.82	26,024	2,365.82	27,195	2,472.27	28,443	2,585.73
Baker/Cook Supervisor – Food Service	208	61	28,443	2,585.73	29,719	2,701.73	31,056	2,823.27	32,499	2,954.45	33,981	3,089.18
Area Supervisor - Food Service	238	71	40,664	3,696.73	42,540	3,867.27	44,519	4,047.18	46,600	4,236.36	48,758	4,432.55
Nutrition Education and Training Specialist												
Student Support Services Supervisor												
Student Support Services Supervisor, Bilingual	238	72	41,530	3,775.45	43,419	3,947.18	45,486	4,135.09	47,613	4,328.45	49,830	4,530.00
Human Relations School Safety Supervisor	238	74	43,420	3,947.27	45,486	4,135.09	47,612	4,328.36	49,829	4,529.91	52,123	4,738.45
Food Production Supervisor	245	73	43,795	3,981.36	45,829	4,166.27	47,971	4,361.00	50,192	4,562.91	52,612	4,782.91

**SALARY SCHEDULE 4B  
WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT  
SCHOOL SUPERVISORS ASSOCIATION UNIT  
2006-2007**

CLASSIFICATION TITLE	WORK DAYS	RANGE	STEP 1		STEP 2		STEP 3		STEP 4		STEP 5	
			Annual	Daily	Annual	Daily	Annual	Daily	Annual	Daily	Annual	Daily
Coordinator, Community Engagement	225	15	76,979	342.13	80,875	359.44	84,968	377.64	89,271	396.76	91,503	406.68
Network Engineer												
Data Warehouse Analyst	225	32	66,754	296.68	70,133	311.70	73,683	327.48	77,416	344.07	79,352	352.68
Grants Facilitator												
School Linked Services Manager	225	44	59,003	262.24	61,988	275.50	65,127	289.45	68,423	304.10	70,133	311.70
Coordinator, Food Service Operations												
Grant Writer	225	46	56,157	249.59	59,003	262.24	61,988	275.50	65,127	289.45	66,755	296.69
Coordinator, Classified Training												
Bond Network Planner	225	50	63,090	280.40	66,221	294.32	69,312	308.05	73,048	324.66	74,873	332.77
Administrator, Technology Coordinator												

LONGEVITY AFTER:	Annual	Monthly
5 YEARS:	530.04	44.17
10 YEARS:	1,855.08	154.59
15 YEARS:	1,987.68	165.64
20 YEARS:	2,252.76	187.73
25 YEARS:	2,452.44	204.37

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