



Collective Bargaining Agreement

July 1, 2022-June 30, 2025

Associated Chino Teachers

and the

Chino Valley Unified School District

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NEGOTIATED AGREEMENT

ARTICLE 1: AGREEMENT

NOTATION:

The parties agree to use throughout the Agreement those same spellings, punctuation, grammar, references, titles, etc., to which they have agreed. Further, the parties agreed to consider all other editorial changes prior to distribution of the Agreement, as long as those changes do not alter the intent or scope of the Agreement. The parties agree that the “numbering” within the Articles need to be reviewed and adjusted as necessary.

1.1 Except as specifically provided herein, this agreement shall remain in full force and effect from July 1, 2022, through June 30, 2025.

1.2 This agreement is closed for the 2022-2023 school year, but subject to reopeners for the 2023-2024 and 2024-2025 school years. During each reopener year, the Association and the District may each submit three (3) articles of the agreement for negotiation one of which shall be Article 17.

1.2.1 Both parties agree that we will continue to bargain contract language for psychologists, behavioral health counselors, and behavioral intervention counselors throughout the 2022-2023 school year. If not concluded by June 30, 2023, the parties will continue to bargain and it will not count as either party’s allotted reopener Articles.

1.3 PARTIES

The Articles and provisions herein and appendices hereto constitute a bilateral and binding agreement (“Agreement”) by and between the Chino Valley Unified School District (Here and after to be the “District” and/or “Board”) and the Associated Chino Teachers/CTA/NEA (“Association”), an employee organization.

1.4 RECOGNITION AND UNIT DEFINITION

Pursuant to certification notice from the State of California Public Employment Relations Board (PERB) (Los Angeles Regional Office) dated May 30, 1986, the District recognizes Associated Chino Teachers/California Teachers Association/National Education Association as the exclusive representative for the unit which is described in Appendix A and incorporated herein by reference.

1.4.1 The parties recognize that the duties and work described in this Agreement shall be performed only by bargaining unit members as set forth in Appendix A, unless there are no unit members who are qualified and/or interested in performing the work, as determined by site administrator and/or the Division of Human Resources.

1 **1.4.2** With regard to extra duty pay assignments, positions held by non-bargaining unit members
2 shall be annually advertised District-wide by the District before May 1st. Unit members
3 seeking coaching or advisory positions shall be given first consideration before non-
4 bargaining unit members are considered. A position held by a unit member will be
5 advertised only when a vacancy occurs, and this precludes the need for an annual search
6 for these positions. Prior to contracting out bargaining unit work, the District shall
7 determine that there are no bargaining unit members who are qualified and/or interested in
8 performing the work.
9

10 **1.4.3** Any open teaching position held by a substitute teacher, other than a position previously
11 held by a unit member who is currently on a leave of absence for 120 days or less, shall be
12 deemed a vacant position after twenty (20) workdays unless otherwise extended by mutual
13 agreement. Vacant positions shall be filled according to the provisions of Article 15 of the
14 Agreement.
15

1 **ARTICLE 2: NEGOTIATION PROCEDURES**

2
3 **2.1** No sooner than October 1, nor later than November 1 of the year prior to the expiration of
4 the Agreement, the Association shall make its initial proposal to the District for the purpose
5 of negotiating a successor Agreement. The District shall conduct a public hearing on the
6 Association's initial proposal at the next regularly scheduled meeting of the Board.
7

8 **2.1.1** The District shall conduct a public notice on its initial proposal at the regular Board meeting
9 immediately following the public hearing on the Association's initial proposal.
10

11 **2.2** Not later than ten (10) workdays following the public hearing(s) required by law on such
12 proposal, the District and Association shall commence good faith negotiations concerning
13 the successor Agreement.
14

15 **2.3** The District shall furnish the Association, upon request, a copy of the documents which
16 are necessary and relevant for the Association to fulfill its role as exclusive bargaining
17 representative. In addition, by no later than November 1 of each year, the District shall
18 furnish the Association, upon request, data showing the placement of unit members on
19 salary schedules as of October 1.
20

ARTICLE 3: ASSOCIATION RIGHTS

3.1 Authorized representatives of the Association shall have the right to transact official Association business on school property only when it does not interfere with the school program or duties of the unit members.

3.2 The Association shall have the right to use District facilities and related equipment for Association meetings outside established work hours. The Association shall have the right to use District facilities and related equipment during work hours when: (a) an authorized Association representative secures advance permission from the site administrator for such use within established work hours (such permission shall not be unreasonably withheld); (b) Association meetings do not interfere with the school program or duties of unit members; (c) Association meetings do not interfere with the rights of employees to refrain from listening to or speaking with Association representatives.

3.3 The Association shall have the right to use the District internal mail services and mail boxes. The Association shall have the sole right to post and remove notices of activities and matters of Association concern on Association bulletin boards, one of which shall be provided by the District at each school site in an area frequented by unit members. At the time of distribution or posting, a copy of the notice, distributed or posted, shall be provided to the Superintendent and the site administrator.

3.4 Upon request, the District shall place on the agenda for any regular Board meeting an item for Association public communication. The Association shall be the exclusive employee organization representing the certificated bargaining unit which has the right to be placed on the agenda for any faculty meeting. The Association shall have the right to inform the faculty of meetings pertaining to any and all matters within the scope of representation and contract maintenance matters, and may, subject to reasonable regulation by the site administrator, report on matters pertaining to Association business.

3.5 Names and work locations of all members of the bargaining unit shall be provided by the District to the Association on or about October 15 of the school year. At least bi-monthly thereafter during the same school year, the District shall furnish the Association corrections to the same list, including the above-specified information.

3.6 The District shall furnish two copies of the District Board Policies to the Association, and the District shall distribute to the Association two copies of changes to the Board Policies.

The District shall maintain on its website an accurate up-to-date electronic copy of all District policies and administrative regulations for reference by the Association and unit members.

3.7 The District, upon request by the Association, agrees to furnish to the Association, within a reasonable time, all available public information concerning financial resources and professional staffing. Other than as specifically set forth in this Agreement, the District shall not be obligated to provide any information or documents other than as regularly prepared in the ordinary course of business.

3.8 Whenever the District forms, revises, or dissolves any committee, the Association shall be represented on such committee. The Association shall choose the Association

1 representative. The District shall furnish the Association President, with written notice
2 before the formation, revision, or dissolution of the committee. Such communication shall
3 be furnished within a reasonable period of time before any nomination or other response
4 shall be expected from the Association. When forming or revising a committee, the
5 communication shall show the purpose of the committee and names and titles of District
6 representatives serving on the committee, if known at the time. Throughout the term of
7 this Agreement, the District's record of all such committees, reflecting current membership
8 and the name of the administrator servicing the committee, shall be accessible to the
9 Association President and/or to his/her designee.

10
11 **3.9** The Board shall have the authority to determine the need and desirability to form
12 commissions comprised of community representatives to advise the Board on matters of
13 importance to the District. These commissions may address matters such as resources,
14 diversity, safety, and other issues of importance as determined by the Board. When such
15 commissions are formed, however, the Association shall be apprised. The Association
16 shall also have the right to select a non-voting member of the commission and may attend
17 all meetings for the purposes of providing input on matters under consideration. Prior to
18 the time that any commission provides recommendations to the Board, the Association
19 shall be afforded the opportunity to express its point of view before any action is taken.

20
21 **3.10** A maximum of fourteen (14) days release time per school year may be utilized by members
22 of the bargaining unit other than the Association President, as designated by the
23 Association, for attendance at local, state, national meetings/conferences and for
24 attendance at community and civic organization meetings or for conducting other business
25 pertinent to Association affairs. Any day for which the District does not provide a
26 substitute shall not be charged against the Association release days. In addition, the
27 Association President shall be provided contract maintenance time to conduct Association
28 business and grievance processing on a full-time basis. This full-time release provision
29 may be divided between two unit members on a fractional basis not to exceed one full-time
30 equivalent, subject to the mutual agreement of both the District and Association, on an
31 annual basis. The Association shall reimburse the District for the time of the Association
32 President as follows: 60% of the salary shown in group two, step one. The utilization of
33 contract maintenance time and staffing arrangements shall be annually reviewed and
34 agreed to by the parties. The Association President's contracted work year shall be
35 extended by twenty (20) additional days for contract maintenance purposes and other
36 Association business. The utilization of these days shall be determined by the Association.

37
38 **3.10.1** In the event the Association President utilizing contract maintenance time rescinds his/her
39 Association leave, the District shall return said officer to that unit member's former
40 assignment if requested to do so.
41

1 **3.11 CONSULTATION**

2
3 The Association shall have the exclusive right to represent members of the bargaining unit
4 in consulting with the District on the definition of educational objectives, the determination
5 of the content of courses and curriculum, methods of student evaluation, the selection of
6 textbooks, or changes in written Board policies and/or written administrative regulations
7 which affect the unit member covered by the terms of this Agreement.
8

9 The composition of the consulting group representing the unit members shall be
10 determined by the Association. The meetings shall be by mutual agreement. The District
11 shall consult with the Association on any curriculum proposal which may have an adverse
12 impact on student/teacher ratios or the District's ability to equalize class loads in the core
13 subject areas.
14

15 **3.11.1** The District shall give written notice to the Association on a mutually approved form that
16 action on any matter of consultation, as defined herein, is being considered. Such notice
17 shall be given to provide sufficient time for the parties to meet and consult in good faith.
18

19 **3.11.2** The Association may exercise its right to consult on proposed Board actions by requesting
20 consultation on the subject(s). The Association may also initiate the consultation process
21 on any matter.
22

23 **3.11.3** In the event that the Association exercises its right to consult, the parties shall meet as soon
24 as feasible to exchange and consider information, options, proposals, and
25 recommendations in order to make a good faith effort to reach resolution on matters where
26 there may be differences of opinion.
27

28 **3.11.4** The District and the Association shall meet and consult upon a conference and in-service
29 program for professional growth of unit members, and a calendar of mandatory in-service
30 sessions to be offered to unit members. Mandatory in-services shall not be normally
31 scheduled on non-student attendance teacher workdays between semesters nor at the end
32 of the school year, during teacher preparation time, nor outside of the contractual workday.
33

34 **3.11.5** The District shall offer the maximum number of state reimbursed staff development days
35 outside of the regular workday as defined in 14.1. Eligible unit members shall be
36 compensated for attendance. The rate of compensation shall be subject to negotiation.
37

38 **3.12 PAYROLL DEDUCTION**

39
40 **3.12.1** Upon receipt of notice from the Associated Chino Teachers, CTA/NEA authorizing
41 deduction of unified dues, the District will deduct membership dues. Pursuant to such
42 authorization, the Board shall deduct one-tenth (1/10) of such dues from the regular salary
43 check of the unit member each month for ten (10) months. Deductions for unit members
44 who sign such authorization after the commencement of the school year shall be properly
45 pro-rated to complete payments by the end of the school year.
46

47 **3.12.2** A unit member's dues deduction authorization shall be revocable only upon a receipt of
48 written notice to the District from the Association, and such revocation shall be effective
49 commencing the next pay period after receipt thereof.

1
2 **3.12.3** With respect to all sums deducted by the District for membership, the District agrees to
3 remit such monies promptly to the Association accompanied by an alphabetical list of unit
4 members for whom such deductions have been made, and indicating any changes in
5 personnel from the list previously furnished.
6

7 **3.12.4** The Association and District agree to furnish to each other any information needed to fulfill
8 the provisions of this article.
9

10 **3.13 NEW MEMBER ORIENTATION AND MEMBERSHIP INFORMATION**
11

12 **3.13.1** On or before September 10th of each year, the Association shall present to the District a list
13 of bargaining unit members who are members of the Association. The District shall
14 provide the Association with this information at the beginning of the year.
15

16 **3.13.2** The District shall provide at least ten (10) days' advance notice of any new employee group
17 orientations. A one (1) hour block of time will be reserved for the Association to meet
18 during the group orientations with new employees without the presence of the District. The
19 District will schedule the Association's block of time. If the scheduling of the
20 Association's block of time will occur after the lunch hour, the District shall consult with
21 the Association.
22

23 In the event the District conducts one-on-one orientations with new employees, it will
24 inform the Association prior to the onboarding session to allow the Association to speak to
25 the new hire.
26

27 The Association Labor Relations Representative may also attend the orientation session(s).
28

29 **3.13.3** The District will provide the Association with the name; job title; department; work
30 location; work, home, and personal cellular telephone numbers; personal email addresses
31 on file with the employer; and home addresses of newly hired employees within thirty (30)
32 days of hire or by the first pay period of the month following hire. The District will provide
33 the Association with the above information for all bargaining unit members at least once
34 every 120 days.
35

1 **ARTICLE 4: RIGHTS RETAINED BY DISTRICT**

2
3 **4.1** All rights and powers which the District enjoyed prior to signing of this Agreement which
4 have not been abridged, deleted, modified, or restricted by this agreement are reserved to
5 the District. Such rights and powers shall include all of the authority which has been
6 granted to the District by the Legislature through applicable sections of the statutes,
7 including, but not limited to, the following: California Education Code, California
8 Government Code, California Code of Civil Procedure, California Elections Code,
9 California Health and Safety Code, California Revenue and Taxation Code, and Title 5,
10 the California State Administrative Code.

11
12 **4.2** The Association and the District shall continue to work cooperatively in converting any
13 site from standard schedule to a year-round program or vice versa. It is understood that
14 evaluation timelines may need to be adjusted for a year-round school calendar.
15

1 **ARTICLE 5: NON-DISCRIMINATION**

2

3 **5.1** Neither the District nor the Association shall unlawfully discriminate against any unit

4 member on the basis of race, religious creed, color, national origin, ancestry, age, physical

5 disability, mental disability, medical condition, marital status, sex or sexual orientation,

6 his/her personal opinions, or his/her scholarly literacy, or artistic endeavors, or on the basis

7 of membership or lack of membership in an employee organization, participation in lawful

8 employee organization activities, or refraining from participation in employee organization

9 activities.

10

1 **ARTICLE 6: ADULT SCHOOL TERMS AND CONDITIONS**

2
3 **6.1** Those Adult School teachers who are employees in the Adult Education Program and who
4 serve for twenty (20) or more hours per week are members of the bargaining unit.
5

6 **6.2** All Adult School teachers shall be paid hourly. Full-time Adult School teachers shall be
7 paid an hourly rate based on the member's placement on the Certificated Salary Schedule.
8 Part-time Adult School teachers shall be paid the class instruction hourly rate set forth in
9 Appendix B, Miscellaneous, Paragraph 3.
10

11 **6.3** Openings for employment in Adult School shall be posted at each school site.
12

13 **6.4** Adult School unit members who worked between twenty (20) and thirty-five (35) hours
14 during the 1991/92 school year shall receive full health benefits effective the first full
15 month after the signing of this Agreement. For the duration of this Agreement, the
16 following circumstances shall apply to health and welfare benefits of Adult School teachers
17 who reenter the bargaining unit after September 1992. A full-time assignment shall be an
18 assignment of thirty-five (35) or more hours per week. Adult School teachers taking a
19 voluntary reduction in hours shall have their health and welfare benefits adjusted on a
20 prorated basis; teachers taking an involuntary reduction in hours will retain their full
21 benefits. Adult School teachers who are assigned a minimum of twenty (20) hours per
22 week shall be entitled to a District contribution towards health and welfare benefits. The
23 District's contribution for fringe benefits for such part-time employees shall be pro rata,
24 and be based on the same ratio as their regularly assigned hours of work bear to thirty-five
25 (35) hours per week.
26

27 **6.5** No unsatisfactory evaluation of performance shall be predicated upon any written material
28 of a derogatory or critical nature which has been received or written by the member's
29 evaluator unless the member has first been given notice of same or an opportunity to
30 discuss the matter with the evaluator. The member shall have the right to have his or her
31 written reply become a part of the member's personnel file. In the event the member's
32 evaluator indicated any deficiencies on a written observation report or written evaluation,
33 the evaluator shall hold a conference with the member to make specific recommendations
34 as to the areas of needed improvement in the member's performance and shall endeavor to
35 assist the member in improving his/her performance.
36

37 **6.6** Only those Contract rights and benefits specifically granted herein shall apply to part-time
38 Adult School teachers. Such teachers are specifically included in Article 3.10, Article 5,
39 Article 9, Article 10, Article 12, and Article 13 of this Agreement. Rights specifically
40 provided herein are subject to the grievance process. While Adult School teachers are not
41 subject to the provisions of Article 15: Placement, Assignment, Reassignment, Transfer,
42 and Vacancies, they are entitled to non-seniority transfer consideration if they are deemed
43 by the District to be fully qualified.
44

45 **6.7** Notwithstanding any other provision at this Article, Adult Education unit members shall
46 receive all rights specifically granted under the California Education Code.
47

1 **ARTICLE 7: CLASS SIZE**

2
3 **7.1** It is agreed and understood that for the purposes of this Article the word “District” as used
4 herein shall mean the Associate Superintendent, Human Resources, or designee and that
5 the word “Association” as used herein shall mean the Association President or designee.
6

7 **7.1.1** The District shall make a “good faith” effort to equalize class loads at all grade levels and
8 within subject areas of the secondary schools, and between tracks at year-round schools.
9

10 **7.1.2** The Association and District shall develop a standing class size committee that will resolve
11 contract violations relating to class size. The committee shall meet weekly beginning the
12 second week of the school year at a mutually selected time, and shall continue meeting
13 weekly until all class size issues are resolved. The committee shall make recommendations
14 to Human Resources to rectify any class size situations that are educationally unsound or
15 unsafe. The composition of the committee shall be determined jointly by the Association
16 and District.
17

18 **7.1.3** In case of fiscal emergency, as declared by the Board of Education, the Association and
19 District shall meet and negotiate regarding the class size provisions set forth in this
20 Agreement.
21

22 **7.1.4** Unit members teaching combination classes shall be paid a stipend of \$2,000.00 per year
23 in accordance with Section 7.2.1. The \$2,000.00 stipend will be prorated if the
24 combination class begins after the first student day of the school year or is disbanded during
25 the school year. The stipend shall be divided into two payments; one no later than February
26 1, the second shall be no later than July 1 of each school year. Annually, the District shall
27 offer voluntary training for elementary teachers with respect to organizing and teaching
28 combination classes. Combination class training shall not be a prerequisite to a teacher
29 receiving a combination class assignment.
30

31 **7.2 DAILY TEACHING/CLASS LOADS**

32
33 By the end of the sixth (6th) school day of the school year, semester or trimester, the site
34 administrator shall make available to the Association President and Faculty
35 Representatives all necessary information regarding master schedules, class numbers, and
36 other pertinent information regarding class size. After the start of the new school year,
37 semester or trimester, if the number of students enrolled in an individual class exceeds the
38 average number stated below for more than nine (9) school days in the elementary (K-6)
39 or more than fourteen (14) school days in the secondary (7-12), the site administrator shall,
40 upon the request of the affected teacher(s), develop a plan to achieve a resolution within a
41 reasonable period of time.
42

43 After the time periods stated above, and in accordance with Section 7.2.8 stated below, the
44 affected teachers shall be entitled to extra compensation for each day that their classes are
45 above the average sizes according to the following schedule.
46

ARTICLE 7: CLASS SIZE (cont.)

For each pupil in excess of the average numbers stated below, the teacher is to receive payment of five dollars (\$5.00) per pupil for each day that number is exceeded. This additional pay shall be provided retroactively to the first day the excess student(s) entered the class unless the class level falls at or below the average number by the ninth (9th) school day at the K-6 grade level and by the fourteenth (14th) school day at the 7-12 grade level based on District attendance records. This additional payment, which is to be determined on the basis of official District daily enrollment records and an accounting form to be adopted by the mutual agreement of the parties, shall be provided at the end of the first and second semesters in the same manner as other stipends. In the case of conflicting records between the District and the teacher, the District and the Association shall meet to resolve the issue.

	<u>Max. Pupils</u>	<u>Aver. Pupils</u>	<u>Add. Pay Per Pupil</u>
Kindergarten	32	31	32 and above
Grade 1	31	30	31 and above
Grades 2-3	32	31	32 and above
Grades 4-6	32	31	32 and above
Grades K-6 Combination classes K-1, 1-2, or 2-3 max 31/pay @31; 3-4, 4-5, or 5-6 max 32/pay @32			\$2,000 per year (Paid at the end of each trimester. Prorated if combination class is discontinued.)
Resource Specialist Program	28	28	29 and above
Grades 7-8	34 per class		
	165 daily for 5 classes (Excluding teacher assts.)		166 and above
Grades 9-12	35 per class		
	165 daily for 5 classes (Excluding teacher assts.)		166 and above
Physical Ed.	47 per class		236 and above
Independent Study	45 case load		46-54 case load

ARTICLE 7: CLASS SIZE (cont.)

7.2.1 The District shall make a “good faith” effort to equalize and balance teaching ratios. By the twenty-first (21st) student day of each semester or trimester, the Association and District shall review all class sizes weekly as necessary to make recommendations to Human Resources to ensure that they are equalized and balanced to the fullest extent possible.

7.2.2 The District and Association agree to review class size issues which are pertinent to special need students in the Special Day Class Program.

7.2.3 The provision for additional compensation shall not include students at the secondary level that are added to classes at the teachers’ request to serve as Teacher Assistants.

7.2.4 The District and Association further agree to resolve class size issues which are pertinent to physical limitations at the school sites, including such matters as work stations, limited classroom space, student safety considerations, etc. Possible solutions to identified challenges will be shared with the Superintendent’s Cabinet.

7.2.5 To ameliorate any class size inequities as outlined in this Article, the site administrator and the teacher(s) shall meet to resolve the situation. If no resolution is mutually agreed upon, then the Association and the District shall meet to resolve the situation.

7.2.6 Teachers shall be able to deviate from the ratios stated above if, with site administrative approval, they agree to do so for sound educational reasons. In such instances, the teacher and administrator(s) shall submit in writing to the Association and District the reasons for the deviation. It is preferred by the parties that all deviations be supported by affected unit members through the establishment of consensus. If this is not possible, a two-thirds (2/3rds) majority of the teachers involved must be in agreement with the deviation, subject to review and written approval by the Association and the District. All deviations shall be annually approved by the parties.

7.2.7 The District shall be required to acquire written teacher consent before class size or daily teaching load maximums are exceeded. Except under extenuating circumstances, teachers shall not be required to teach more pupils than the maximum number stated above. Such extenuating circumstances shall be subject to approval by the District and the Association.

7.2.8 The District shall retain the right to increase or decrease the number of pupils assigned to an individual teacher in accordance with the guidelines stated above.

7.3 EXCEPTIONS TO THE DAILY TEACHING RATIOS

Athletic Physical Education

Chorus

Band

Home Based

Team Teaching arrangements determined by the staff

Work Experience

7.4 SPECIAL STAFFING RATIOS

The District shall maintain the following District-wide student-professional ratios.

Nurses	2000:1
Counselors	450:1 (grades 9-12 only)
Elementary Music Teachers	1600 (grades K-6 only)

7.5 ALTERNATIVE STAFFING ARRANGEMENTS

7.5.1 In order to increase staffing flexibility the Association and District have agreed to the following concepts:

7.5.1.1 So called “6-4” work assignments (i.e., responsibility to teach six (6) classes in one semester and only four (4) classes in the alternate semester).

7.5.1.2 Teaching additional classes for one-sixth (1/6th) per diem compensation.

7.5.1.3 Part-time contracts and related arrangements.

7.5.2 With respect to these concepts, the following provisions have been agreed to by the parties:

7.5.2.1 Any alternative arrangement must be on a “mutual agreement” basis. No unit member shall be required to accept an alternative staffing arrangement – as defined above.

7.5.2.2 When a “6-4” work assignment is voluntarily agreed to by a unit member and a site administrator, the daily teaching loads shall be adhered to proportionately.

7.5.2.3 Teachers assigned to a “6-4” schedule shall work the regular seven (7) hour workday during the 6-period semester, inclusive of lunch, and a five (5) hour workday during the alternate 4-period semester, exclusive of lunch. All unit members shall be given an equal opportunity for such an assignment when the master schedule permits doing so. When a “6-4” work assignment is agreed to by the unit member and the respective site administrator, the individual’s workday may include a conference period before or after the regular school day. Such “6-4” arrangements are to be considered commitments subject to mutual agreement in the event that changes are deemed necessary for the second semester.

7.5.2.4 When an additional class is to be taught, to the extent the master schedule requires doing so, all eligible unit members at that site shall be given equal opportunity on a rotational basis. Eligible unit members shall be defined as being appropriately credentialed/authorized, as determined by the California Commission on Teacher Credentialing, who have not received a mandated assistance plan during the prior two (2) years and who have no overall “G” or “U” in any standard on their most recent final evaluation. Unit members are not eligible if their assignment to an additional class results in a “mis-assignment” as defined by State and Federal statutes or national and/or international program requirements. The rotational basis described above does not apply to the following specialty courses: AVID, Project Lead the Way, Renaissance, Leadership, ASB, and Athletic P.E. if the District believes additional specialty courses should be added

1 to the list, it will bring it to the Association. When an additional class is assigned to a unit
2 member, additional compensation equivalent to one-sixth (1/6th) of the individual's per
3 diem rate of pay shall be added to unit member's regular monthly pay warrant with no
4 additional earned sick leave or retirement credit. In the case of absences during the time in
5 which a unit member is assigned to teach an additional class for pay, that individual shall
6 continue to receive the one-sixth (1/6th) per diem compensation during days that paid sick
7 leave is taken. This applies to no more than ten (10) days per semester (Not to exceed the
8 unit member's accrued sick leave). For absences extending beyond ten (10) days each
9 semester, a unit member shall be paid the per diem amount minus the amount paid by the
10 District to a substitute to teach the additional class. If no substitute is employed, no
11 deduction shall be taken. If the unit member with an additional class is absent due to the
12 performance of other District duties, that individual shall be entitled to the one-sixth (1/6th)
13 additional compensation. The District reserves the right to discontinue additional classes
14 at any time depending upon changes in student enrollment or other factors.
15

16 **7.5.2.5** When part-time contracts are to be considered, the provisions of Sections 14.12, 17.4.7 and
17 Article 16 of this Agreement shall control.
18

ARTICLE 8: EVALUATIONS

Effective starting the 2018/2019 school year, the District shall use the evaluation instrument for counselors. All related forms with regard to counselor evaluations are included in Appendix B:

- A. Pre-Evaluation Form
- B. Counselor Observation Form with Rubric
- C. Counselor Evaluation Form with Rubric
- D. Counselor Evaluation Criteria Form

The timelines shall follow those set forth in Article 8.

8.1 The intent of the observation/evaluation process shall be to maintain and improve the quality of the instructional program. The observation/evaluation process shall be conducted in a manner which recognizes both the teacher and the administrator as professionals, and creates an atmosphere of trust and cooperation between the participants in the process. This statement of purpose shall not be subject to the grievance process.

8.2 The District shall evaluate all permanent unit members no less than once every two (2) years permanent unit members who have been employed by the District for at least ten (10) years, are authorized to teach English learners, and were rated overall as exceeding standards in their most recent completed evaluation, shall be evaluated at least once every five years. a permanent bargaining unit member who otherwise meets the criteria outlined herein, and are rated overall as meeting standards in their previous evaluation, may be evaluated at least once every five years, if the evaluator and unit member being evaluated agree. The unit member or the evaluator may withdraw consent at any time. All probationary and temporary unit members shall be evaluated no less than once each year.

8.3 Any unit member who is scheduled to be evaluated shall be so notified by the District no later than October 1st of the school year in which the observation/evaluation is to take place. Such notice shall contain a brief explanation of the procedure for evaluation.

8.4 No later than October 15th of the school year in which the evaluation is to occur, the evaluator and the unit member will meet to discuss the focus of the observation and the evaluation. During this meeting, the evaluator and the unit member will mutually establish common goals to support the unit member's professional growth. A written summary of this meeting shall be given to the unit member on the signed and dated pre-evaluation form. This summary shall set forth the focus of the observation and the evaluation as listed in Paragraph 8.5 herein, areas of performance which may need improvement (when deficiencies have been noted as required by Paragraph 8.10), any professional improvement goals established by the evaluator and the unit member, and, at the discretion of the evaluator, any positive directions for the unit member. In the event of a disagreement over the focus of the observation/evaluation, the Association President and the Associate Superintendent, Human Resources, will meet to resolve the issue. The unit member shall be given an opportunity to attach a list of any constraints which he/she feels may inhibit his/her ability to meet the focus of the observation and/or the evaluation. If, after this meeting has been held, a substantial change in circumstances occurs which impacts upon the focus of the observation and/or the evaluation, either participant may request modification of the summary to comport with the new circumstances.

8.5 The unit member's observation/evaluation shall be based on the following California Standards for the Teaching Profession and their respective elements:

8.5.1 Standard 1: Engaging and Supporting All Students in Learning.

8.5.2 Standard 2: Creating and Maintaining Effective Environment for Student Learning.

8.5.3 Standard 3: Understanding and Organizing Subject Matter for Student Learning.

8.5.4 Standard 4: Planning Instruction and Designating Learning Experiences for All Students.

8.5.5 Standard 5: Assessing Student Learning.

8.5.6 Standard 6: Developing as a Professional Educator.

8.5.7 The Nurse's observation/evaluation shall be based on the following standards and their respective elements:

8.5.7.1 Standard 1: Nursing Process

8.5.7.2 Standard 2: Health Office

8.5.7.3 Standard 3: Quality of Professional Practice

8.5.7.4 Standard 4: Health Education

8.5.7.5 Standard 5: Professional Development

8.6 Negative material more than three (3) years old shall be removed from the on-site correspondence/evaluation file and not used for the evaluation process.

8.6.1 The evaluation of unit members shall not include, nor be based upon, the following:

8.6.1.1 Achievement of objectives stated in Individualized Education Programs (IEP's) developed for Special Education pupils.

8.6.1.2 Teacher/student portfolios, unless unit members have received in-service on this method of pupil assessment and have agreed to its use during the pre-evaluation meeting referred to in Section 8.4.

1 **8.6.1.3** Correlation of District adopted courses of study, i.e., approved District curriculum.

2
3 **8.7** The evaluator shall formally observe the performance of the unit member. At least one
4 such observation shall be arranged and announced no less than two (2) working days prior
5 to the date of observation. A post-observation conference shall be held within five (5)
6 working days following the formal observation assuming that neither party is absent during
7 that period of time. Following the post-observation conference, the observation shall be
8 summarized in writing and a copy delivered to the unit member within five (5) working
9 days. A unit member who receives an overall observation rating of “Element
10 Expectation(s) Not Met” [U] shall complete an Assistance Plan, pursuant to Article 8 of
11 the Agreement.
12

13 **8.8** For probationary unit members, one post-observation conference shall be held no later than
14 November 30th of the school year and a second post-observation conference shall be held
15 no later than February 15th, at which time the observation shall be discussed by the
16 evaluator and the unit member.
17

18 **8.9** For permanent unit members, the post-observation conference shall be held no later than
19 February 15, at which time the preliminary observation shall be discussed by the evaluator
20 and the unit member.
21

22 **8.10** If any observation, conference, preliminary evaluation, or final evaluation discloses any
23 area in which improvement is needed, the evaluator shall state (or specify) the evidence of
24 the deficiency and offer positive assistance aimed at achieving the desired improvement.
25 The unit member shall take definite action to correct any cited deficiencies, based upon the
26 evaluator’s specific recommendations for improvement and assistance in implementing
27 such recommendations.
28

29 **8.10.1** An assistance plan may include, but is not limited to the following:

- 30 a. Statement indicating area of growth needed;
- 31 b. Statement indicating level of growth needed;
- 32 c. Statement indicating level of support provided;
- 33 d. Statement indicating method of assessing growth; and
- 34 e. Statement indicating time period of assistance plan.
35

36 **8.11** Any unit member receiving a “Standards Not Met” rating on the final evaluation form must
37 first have received, by February 15th, a written statement from the evaluator indicating the
38 areas where improvement is required and suggested methods by which the unit member
39 can mitigate the “Standards Not Met” rating. No unit member shall receive an overall rating
40 of “Growth Recommended” or “Standards Not Met” unless he/she has been notified in
41 writing during a post-observation conference or at some other time of the areas of
42 performance wherein improvement is needed. Any negative comment included on the final
43 evaluation form must have been made and documented prior to the final evaluation with
44 sufficient opportunity for the teacher to correct the deficiency.
45

1 **8.12** Any performance deficiencies, which may have been brought to the attention of the unit
2 member and were subsequently corrected, shall not be included in the final evaluation
3 summary. Unsubstantiated statements shall not be included in the evaluation.
4

5 **8.13** The final evaluation conference shall be held no later than April 15th. The evaluator shall
6 present the written evaluation and discuss the matter with the unit member. The unit
7 member will sign the evaluation report, signifying only that he/she has read the
8 document and that he/she has been provided an opportunity to attach a written response
9 which shall become part of the permanent record.
10

11 **8.14** A unit member who receives an overall evaluation rating of “Standards Not Met” [U] shall
12 be placed on and adhere to an Assistance Plan, pursuant to the Agreement, and shall enter
13 the PAR program.
14

15 In the event of an overall rating of “Standards Not Met” a second and final evaluation may
16 be held upon request of the unit member. Said request must be submitted within ten (10)
17 working days following receipt of the “Standards Not Met” rating. The site administrator
18 shall select the second evaluator.

19 A unit member who receives an overall evaluation rating of “Growth Recommended” [G],
20 with one (1) “Standard Not Met” shall be placed on and adhere to an Assistance Plan for
21 the standard not met, pursuant to the Agreement, and shall be encouraged to enter the PAR
22 program as a voluntary teacher.
23

24 A unit member who receives an overall evaluation rating of “Growth Recommended” [G],
25 with zero (0) “Standard Not Met” may be placed on an Assistance Plan with the agreement
26 of the unit member and the evaluator. The teacher will be encouraged to enter the PAR
27 program as a voluntary teacher.
28

29 **8.15** The District shall use only the evaluation form and rubric adopted by mutual agreement of
30 the parties:
31

- 32 1) Pre-Evaluation Conference Form;
- 33 2) Formal Teacher Observation Form with Rubric;
- 34 3) Formal Teacher Evaluation Form with Rubric;
- 35 4) Teacher Evaluation Criteria Form
36

37 **8.15.1** The District shall use only the evaluation form and rubric adopted by mutual agreement of
38 the parties for nurses effective July 1, 2016:
39

- 40 1) Pre-Evaluation Conference Form;
- 41 2) Nurse Observation Form with Rubric;
- 42 3) Nurse Evaluation Form with Rubric.
43

44 **8.16** Unit members shall not participate in the evaluations(s) of other unit members. This shall
45 not preclude, however, the involvement of department chairs, mentor teachers and others
46 in the process of providing training and assistance to teachers who may require
47 remediation, if mutually agreeable.
48

1 **8.17** If a unit member is not performing his/her duties in a satisfactory manner, the District shall
2 notify him/her in writing of such fact and describe the “Growth Recommended/Standards
3 Not Met” performance. The District shall thereafter confer with the unit member making
4 specific recommendations as to areas of improvement and endeavor to assist him/her in
5 such performance.
6

7 **8.18** In requiring a unit member to participate in a program to improve appropriate areas of
8 his/her performance, the District shall utilize resources within the District to the extent
9 possible.
10

11 **8.19** Prior to a notice of non-reelection of a probationary unit member, the appropriate
12 administrator preparing the evaluation shall have documented areas requiring
13 improvement, or other justification as determined by the District. It is not the intent of this
14 section to restrict the legal authority of the District to non-reelect probationary certificated
15 unit members and nothing in this article shall preclude the District from exercising its
16 election not to rehire for no cause.
17

18 **8.20 PERSONAL AND ACADEMIC FREEDOM**
19

20 It is the policy of the District that all instruction shall be fair, accurate, objective, and
21 appropriate to the age and maturity of the pupil(s), and sensitive to the community’s needs
22 and the needs and values of our diverse cultures and heritages. Academic freedom
23 is essential to the fulfillment of this policy and the District acknowledges the fundamental
24 need to protect unit members from any censorship or restraint which might interfere with
25 a unit member’s obligation to pursue truth in the performance of his/her teaching duties.
26

27 **8.20.1** Unit members shall have reasonable freedom in classroom presentations and discussions,
28 and may, consistent with existing Board Policy, introduce political, religious, social or
29 otherwise controversial material, provided that said material is appropriate and relevant to
30 adopted course content and is within the scope of the law.
31

32 **8.20.2** In performing teaching functions, unit members shall have reasonable freedom to express
33 their opinions on all matters appropriate and relevant to the course content, in an objective
34 manner. Unit members shall present all known sides of controversial issues and shall not
35 utilize their positions to indoctrinate students with their own personal, political, social,
36 and/or religious views.
37

38 **8.20.3** The personal life of a unit member is not an appropriate concern of the District for
39 purposes of evaluation unless it prevents the unit member from performing his/her duties.
40 No religious, political, nor personal activities, nor lack thereof, of any unit member shall
41 be used for purposes of evaluation or disciplinary action unless said activities violate
42 Board Policies, or local, state, or federal laws.
43

ARTICLE 9: PERSONNEL FILE CONTENTS AND INSPECTION

9.1 There shall be a single electronic/digital personnel file for each unit member. Electronic/digital personnel files shall be maintained by the Division of Human Resources. Materials in personnel files of unit members which may serve as a basis for affecting the status of their employment are to be made available for the inspection of the unit member involved. Every unit member shall have the right to inspect and copy such materials, upon request, provided that the request is made at a time when such person is not actually required to render services to the employing district. Such material is not to include ratings, reports, or records which: (a) were obtained prior to the employment of the person involved, (b) were prepared by identifiable examination committee members, or (c) were obtained in connection with a promotional examination.

9.1.1 Unit members shall have the right to have an Association representative present when reviewing the contents of their personnel files. Unit members may also provide written authorization for others to review their personnel files on their behalf.

9.2 Information of a derogatory nature, except material mentioned in the fifth sentence of 9.1 of this Article, shall not be entered or filed unless and until the unit member is given a copy of the material and an opportunity to review and comment thereon. A unit member shall have the right to have attached any written comment thereon. Such review shall take place during normal business hours, and the unit member shall be released from duty for this purpose without salary reduction.

9.3 Anyone who drafts and/or places material in a unit member's personnel file shall sign the material and signify the date on which the material was drafted and placed in the file. Site administrators may maintain an on-site evaluation and correspondence file for unit members. The unit member will be apprised of the contents of such site level file, and such material may be placed in the unit member's personnel file upon provision of (1) written notice to the unit member of such placement, and (2) an opportunity to first review and comment on such material. Prior to preparing a disciplinary letter for inclusion in a personnel file, the administrator shall make a good faith effort to conference with the employee and the Association representative if one is requested. The unit member shall have the opportunity to disprove allegations believed to be false in substance. Derogatory materials which are found to be false in substance shall not be placed in a unit member's personnel file.

9.4 All derogatory material placed in a unit member's personnel file shall be dated and signed by the person who causes the material to be prepared. Derogatory material intended for a unit member's personnel file shall be held in the Division of Human Resources for a period of twenty (20) work days.

9.5 The District shall cause a log to be maintained indicating the name and duty position of each person who has requested to examine a personnel file, as well as the date of examination and the reason for examination. Such log shall be available for examination by the unit member.

1 **9.6** Access to unit member personnel files shall be limited to the Board of Education when
2 convened as a Board, site and District administrators, as well as other official
3 representatives of the District such as attorney, claims administrators, investigators, and
4 others, on a need-to-know basis.

5
6 **9.7** Upon written request of unit member, derogatory material which is more than four (4) years
7 old, and which has not been used in the employee's evaluation, shall be sealed and not
8 available for District use unless disciplinary proceedings are commenced or planned
9 against that unit member.

10
11 **9.8** Only material which has been duly placed in a unit member's personnel file may affect the
12 status of his/her employment. District personnel records are to be confidential. Site records
13 are to be confidentially kept in a locked file.
14

1 **ARTICLE 10: PUBLIC CHARGES**

2
3 **10.1** A public charge is an allegation against a unit member by a member of the public (other
4 than another employee or a student) which is deemed by the site administrator to be serious
5 in nature. Allegations involving sexual harassment and discrimination shall be dealt with
6 in accordance with appropriate Board Policy and corresponding Administrative
7 Regulations and limited to Sections 10.6, 10.8, 10.10 and 10.11 below.
8

9 **10.2** “Serious in Nature” means that the allegation, if found to be true, could be placed in unit
10 member’s personnel file and used by the District as a basis for disciplinary action against
11 the unit member or as documentation for a negative comment on his/her evaluation.
12

13 **10.3** The District shall make a good faith effort to notify unit members of public charges within
14 five (5) work days of receipt of the complaint or before an investigation is undertaken,
15 whichever is sooner. Complaints which relate to conduct which may constitute a criminal
16 act shall be referred to appropriate authorities and the District may elect not to take further
17 action under this Article.
18

19 **10.4** Complaints made by fellow employees or students are considered to be internal matters,
20 not public charges, and are to be resolved at the work site if possible. However, before any
21 such complaint can result in material placed in a unit member’s personnel file, the
22 complaint shall be investigated in accordance with Section 10.6 below.
23

24 **10.5** Site administrators shall make a good faith effort to resolve public charges at the site level.
25 A good faith effort may include but not be limited to (a) discussions with complainant, (b)
26 arranging a meeting between the unit member and the complainant, (c) arranging a meeting
27 between the administrator, complainant, the unit member, and an Association
28 representative if the unit member so requests.
29

30 **10.6** No public complaint shall be placed in a unit member’s personnel file, nor utilized in an
31 evaluation or disciplinary action against the unit member unless the allegations have been
32 investigated and verified by the site administrator. “Verified” as used herein, means that
33 after investigation, it appears to the District more likely that the events alleged did occur
34 than did not. Public charges which are found to be unsubstantiated by the District shall be
35 discarded.
36

37 **10.7** If complainant refuses to sign a written complaint, the matter shall be dismissed unless
38 there is independent information to substantiate the concern, in which case the District may
39 proceed as deemed appropriate based on the independent information.
40

41 **10.8** If the unit member requests, the matter shall be reviewed by the Superintendent or designee
42 prior to the complaint being placed in the personnel file. Further, if the unit member
43 requests, the matter may be reviewed by the Board.
44

1 **10.9** When a public charge has been resolved or placed in a unit member's personnel file, the
2 District may respond to the complainant indicating that the matter has been resolved,
3 however, whether the District does so or not, the District shall protect the confidentiality
4 of any action taken against the unit member. In cases involving allegations of sexual
5 harassment or other forms of discrimination, the District shall protect the confidentiality of
6 any action taken against the unit member to the extent required by law.
7

8 **10.10** The procedures contained in Board Policy and Administrative Regulation 1312.3, entitled
9 Uniform Complaint Procedures, shall be supplemented in cases involving discrimination
10 complaints filed against unit members under said Policy and Regulation as follows:
11

12 **10.11.1 Step 1 – Filing of Complaint:** To the extent permitted by law, the District shall provide
13 notice of the filing of a complaint to the accused unit member.
14

15 **10.11.2 Step 2 – Mediation:** The accused unit member may request participation in mediation
16 which shall be subject to final approval by the mediator.
17

18 **10.11.3 Step 3 – Investigation of Complaint:** The investigation of the complaint may include
19 individual interviews or meetings with the accused unit member.
20

21 **10.11.4 Step 4 – Final Written Decision:** Unless otherwise restricted by law, the accused shall
22 be notified of the outcome of the investigation.
23

ARTICLE 11: GRIEVANCE PROCEDURE

11.1 DEFINITIONS

11.1.1 A grievance is an allegation by a unit member or members that there has been a misinterpretation, misapplication, or violation of this Agreement. Actions to challenge or change the policies, regulations, or other matters outside of this Agreement are not within the scope of this procedure, and review must be taken under separate processes.

The Association shall have the right to grieve any alleged misinterpretation, misapplication, or violation of Association rights under this Agreement.

No unit member shall suffer any retribution, loss of privileges, or otherwise be adversely affected or dealt with by the District by reason of having filed a grievance.

The District and the grievant shall make every reasonable effort to resolve all grievances verbally at the lowest possible level.

11.1.2 A day is a day upon which unit members are regularly scheduled to work.

11.1.3 An immediate supervisor is the Principal, or his/her designee, or the District administrator having immediate jurisdiction over the grievant.

11.2 TIME LIMITS

The time limits contained herein are considered maximum limits; however, time limits may be extended by mutual written agreement. In the event the grievant fails to meet a time limit, such failure shall constitute a waiver of grievance. In the event the District fails to meet a time limit, such failure shall allow the grievant to proceed to the next level of the grievance procedure. The time limits provided herein at each level shall begin on the work day which follows receipt of the written response or grievance appeal.

11.3 GRIEVANCE STEPS

11.3.1 Informal Level. Before filing a formal written grievance, the grievant shall attempt to resolve the alleged violation through an informal conference with the grievant's immediate supervisor or any other administrator that is alleged to have misinterpreted, misapplied or violated some express provision of the Agreement.

11.3.2 Level I

11.3.2.1 No later than thirty (30) days following the alleged act or omission giving rise to the grievance, or no later than thirty (30) days following the date upon which the unit member reasonably should have known of the act of omission, the grievant must present such grievance in writing on an appropriate form to the immediate supervisor.

1 **11.3.2.2**The written grievance shall contain a clear, concise statement of the grievance, the specific
2 provision(s) of the Agreement allegedly involved, and the specific remedy sought.

3
4 **11.3.2.3**The immediate supervisor shall communicate a written decision to the grievant within
5 twenty (20) days after receiving the grievance. Within the above time limits, either party
6 may request a personal conference with the other party.

7
8 **11.3.3 Level II**
9

10 **11.3.3.1**In the event the grievant is not satisfied with the decision at Step I, the grievant may appeal
11 the decision on the appropriate form to the Superintendent or designee within twenty (20)
12 days. Failure to meet this time limit by the grievant shall constitute an automatic waiver
13 and withdrawal of the grievance.

14
15 **11.3.3.2**The Superintendent or designee shall communicate a decision within twenty (20) days
16 after the conference in which to provide a written response.

17
18 **11.3.3.3**Either the grievant, or the Superintendent or designee, may request a personal conference
19 to be held within the above time limits. In the event that such a conference is requested,
20 the Superintendent or designee shall have ten (10) days after the conference in which to
21 provide a written response. If the Superintendent or designee does not respond within the
22 time limits, the grievant may proceed to the next step.

23
24 **11.3.4 Level III**
25

26 **11.3.4.1** If the Association decides to submit the grievance to arbitration, it may do so within thirty
27 (30) days of receipt of the decision from the Superintendent or designee.

28
29 **11.3.4.2** The Association shall provide written notice to the Superintendent of its intent to submit
30 the grievance to arbitration. If any questions arise as to the arbitrability of the grievance,
31 such questions will be ruled upon first by the arbitrator.

32
33 **11.3.4.3**The arbitrator's decision will be in writing and will set forth finding of fact, reasoning,
34 and conclusion on the issues submitted. The arbitrator, in rendering his/her opinion, shall
35 not amend, modify, nullify, ignore, nor add to the provisions of this Agreement. The
36 arbitrator's authority shall be limited to deciding only the issue or issues presented in
37 writing by the District and the grievant or grievant's representative. The arbitrator's
38 decision shall be based upon the arbitrator's interpretation of the meaning or application of
39 the language of this Agreement. The decision of the arbitrator will be final and binding
40 and will be submitted to the District and Association.

1 **11.3.4.4** Within twenty (20) days after receipt by the district of the written notice of intent to
2 arbitrate, the Superintendent or designee and the association will attempt to agree on a
3 mutually acceptable arbitrator and to obtain a commitment from the arbitrator to serve. If
4 the parties are unable to so agree, a request for a list of seven (7) arbitrators shall be made
5 to the American Arbitration Association by either party. The parties will meet within
6 twenty (20) days following the receipt of the list and proceed according to the rules and
7 procedures of the American Arbitration Association in the selection of an arbitrator, and
8 that arbitrator shall proceed under the Voluntary Labor Arbitration Rules of the American
9 Arbitration Association.

10
11 **11.3.4.5** The costs of the compensation to the arbitrator and the reimbursement of the arbitrator's
12 travel and subsistence expenses, as well as the cost of a hearing room, will be borne equally
13 by the District and the Association or the grievant if the grievant is a non-member. All
14 other costs will be borne by the party incurring the costs.

15
16 **11.3.4.6** Any unit member who is not an ACT member, and who requests that the grievance or
17 arbitration provisions of the agreement be used on his/her behalf, shall be responsible for
18 paying the costs associated with 11.3.4.5 of arbitration, as determined by the union, for the
19 use of said arbitration procedures.

20
21 **11.3.4.7** Upon mutual agreement of the Association and the District, a grievance may be taken
22 directly to arbitration.

23
24 **11.3.4.8** All provisions of this Article shall survive the expiration date of this Agreement and shall
25 continue in force during any effort to reach a successor Agreement.

26 27 **11.4 MISCELLANEOUS PROVISIONS**

28
29 **11.4.1** A unit member may be represented at all stages of the grievance procedure by
30 himself/herself or, at the Association's discretion by the representative(s) provided by the
31 Association.

32
33 **11.4.2** The District shall not agree to a resolution of the grievance without first providing the
34 Association with a copy of the grievance, the proposed resolution, and an opportunity to
35 respond.

36
37 **11.4.3** When it is necessary for a representative designated by the Association to investigate a
38 grievance or attend a grievance meeting or hearing during the day, he/she shall be released
39 without loss of pay in order to permit participation in the foregoing activities. Any unit
40 member who is requested to appear in such investigations, meetings, or hearings as a
41 witness will also be accorded the same right.

42
43 **11.4.4** The District will deal exclusively with the Association (or the grievant directly, if
44 unrepresented), for the processing of grievances.

45
46 **11.4.5** The District shall maintain separate grievance files for documents, communications, and
47 records dealing with the processing of a grievance. These files will not be included in the
48 grievant's personnel files.

1 **11.4.6** If a grievance arises from an action or inaction of the District at a level above the principal
2 or immediate supervisor, the grievant shall submit such grievance in writing directly to the
3 Superintendent or designee. In this case, grievance will commence at Level II.
4

5 **11.4.7** The Association, either on its own behalf or on the behalf of one or more unit members,
6 shall have the right to initiate a grievance at Level II.
7

8 **11.4.8** Grievances related to safety shall commence at Level II.
9

10 **11.4.9** In the event a grievance is filed at such a time that it cannot be processed through all the
11 steps by the end of the school year, vacation break, or off-track time, and if left unresolved
12 harms the interests of either the grievant, the District, or Association, the time limits set
13 forth herein shall be reduced so that the procedure may be exhausted as soon as feasible.
14

15 **11.4.10** If the parties agree, expedited arbitration procedures established by the American
16 Arbitration Association may be used.
17

1 **ARTICLE 12: WORKING CONDITIONS**

2
3 Recognizing that unit member contact with students is the primary responsibility of the
4 District's professional staff and that professional staff effectiveness, in part, depends upon
5 positive District support, the District shall:
6

7 **12.1** Ensure unit member representation on District level and school level committees which are
8 concerned with curriculum, budgeting, professional in-service training, pupil evaluation,
9 job evaluation, educational needs assessments, safe school procedures or other areas in
10 which unit member experience and professional preparation make their contributions
11 valuable and provide lawful public information necessary to assist the committee.
12

13 **12.2** Provide readily accessible duplication equipment and clerical support, textbooks, including
14 teacher's editions and related resource materials that accompany the teacher's edition and
15 are included within the overall cost of these teacher's editions supplies, and equipment
16 consistent with curricular objectives.
17

18 **12.3** Provide a work schedule and administrative support such that unit members can expect
19 reasonable security and protection.
20

21 **12.4** Provide the most reasonable working areas suitable to regular and special education
22 instruction.
23

24 **12.5** Maintain operational plumbing, heating, air conditioning to ensure unit member comfort,
25 and telephones for school business use. Unit members shall have telephones made
26 available in places where confidentiality can be assured.
27

28 **12.6** Provide at least one emergency parking place per school site; however, the District shall
29 not be held responsible for monitoring same.
30

31 **12.7** Provide teachers required to move from one classroom to another after the start of the work
32 year with the necessary release time and timely physical assistance to facilitate the
33 transition. The necessary release time may include, but not be limited to, one (1) to three
34 (3) days full release to be determined mutually by the site administrator and the affected
35 unit member. As an alternative, the equivalent number of non-contract days may be paid
36 to the unit member at the daily substitute teacher rate.
37

38 **12.8** Traveling teacher. Provide teachers required to move daily from one classroom to another
39 with reasonable time and assistance. Reasonable time and assistance shall be considered
40 based on the following limitations: bell schedule, available support staff, location of
41 appropriate classrooms, and financial constraints.
42

43 **12.9** Make a good faith effort to ensure that no unit member shall be denied adequate time and
44 classroom coverage for necessary restroom visits.
45

- 12.10** Make a reasonable effort, in the interest of safety, to assure that an administrator is present at each school site during the hours when students are present. When an administrator is not present, there will be a designated certificated employee in charge, and the site's office personnel will inform any unit member at the site as to which employee has been so designated. The designation will be in writing and on file in the principal's office. Further, site personnel will assist in contacting appropriate administrative personnel. The provisions of this section are excluded from Level III of Article 11, (the arbitration provision of the Grievance Procedure), but may be grieved through Step II of Article 11, (the grievance level at which the Superintendent or designee considers the matter), which shall be the final step for any grievances under this section.
- 12.11** Ensure that in any case where a teacher determines that there is an unsatisfactory working relationship between that teacher and aide assigned to his/her classroom, the teacher may initiate a request to the principal or designee to meet to attempt to resolve the matter.
- 12.12** Work cooperatively with affected teachers on the assignment of student teachers from local teacher training institutions. Student teachers will not be assigned to work with a teacher without his/her approval.
- 12.13** Prohibit students from inserting anything or removing anything from the mail boxes of unit members.
- 12.14** Not require unit members to use their personal vehicles to transport students. All transportation of students shall be with prior approval of site administration and arranged in accordance with current transportation procedures.
- 12.15** Not require unit members to perform special medical procedures unless they have been specifically trained to do so.
- 12.16** Inform each teacher of any student who has caused or who has attempted to cause, serious bodily injury or injury to another person as defined in paragraphs (5) and (6) of subdivision (e) of Section 243 of the Penal Code or any conduct engaged in by the student which would be grounds for expulsion under Education Code 48900 (except Section H), 48900.2, 48900.3, 48900.4, or 48900.7. The information provided to the teacher by the District shall be based on any written records that the District maintains, or receives from law enforcement agencies and/or other agencies. The District shall also provide written confirmation to the teacher that s/he was informed pursuant to Article 12.16.
- 12.17** Whenever possible, provide unit members with a designated, interruption-free work space or classroom. Unit members may also request and receive custodial cleaning schedules and they shall have a right to a staff work area and/or lounge which is not accessible to students.
- 12.18** Support a unit member's right to expect professional treatment from all District personnel. Conversely, unit members shall be expected to conduct themselves in the same manner.
- 12.19** Electronic acknowledgement of the receipt of the unit members' routine work orders and purchase orders (when implemented), if submitted through their respective work location

1 administrative offices, within twenty (20) days. The acknowledgement shall include an
2 estimated completion date provided to the site. In those instances where the work order is
3 related to an emergency, the acknowledgement shall be within twenty-four (24) hours, and
4 urgent matters shall be dealt with as a priority and in an expeditious manner.
5

6 **12.20** Unit members shall have the right to be represented by the Association to the extent
7 required by law.
8

9 **12.21** Should the District establish any year-round schools, both parties shall negotiate and
10 develop guidelines for opening and operating such schools.
11

1 **ARTICLE 13: LEAVES**

2
3 **13.1** The leaves provided herein are the sole leaves provided by this Agreement. Any additional
4 leaves which are mandated by law or are discretionary with the District are excluded from
5 the terms of this Agreement and specifically excluded from the grievance procedure herein.
6

7 **13.2 SICK LEAVE**

8
9 Full-time unit members on a regular annual contract are entitled to one day of sick leave
10 per eighteen (18) contract days per year, at least a minimum of ten (10) days. Credit for
11 the annual minimum of ten (10) days of sick leave need not be accrued prior to taking such
12 leave by the unit members, and such sick leave may be taken at any time during the school
13 year. The unused portion of the unit member's sick leave shall accumulate without limit.
14

15 Unit members shall be entitled to use sick leave for diagnosis, care, or treatment of an
16 existing health condition of, or preventive care, for the employee or an employee's family
17 member as defined in 13.9.1; or an employee who is a victim of domestic violence, sexual
18 assault, or stalking.
19

20 **13.2.1** The District shall provide each unit member with a written statement of his/her accrued
21 sick leave total and sick leave entitlement for the school year. The District shall include
22 such information on the monthly pay warrant of each unit member.
23

24 **13.2.2** Part-time unit members shall be entitled to sick leave in the ratio that their service bears to
25 full-time service.
26

27 **13.2.3** Summer school teachers may utilize during the summer up to three (3) full days of sick
28 leave accumulated during the regular school year. Such utilization may be applied to
29 fractional days in increments of at least one-half (½) day.
30

31 **13.2.4** For absence due to illness or injury extending beyond current year and accumulated sick
32 leave credit, a unit member shall be paid his/her regular salary for a period of up to five (5)
33 school months, less the amount paid a substitute to fill the position during the unit
34 member's absence. If no substitute is employed, the unit member shall be paid regular
35 salary less the amount which would have been paid to the substitute had one been
36 employed. Upon request, the unit member shall provide the District a physician's report
37 as to the nature of the illness and the expected duration of the absence. Upon exhaustion
38 of current year and accumulated sick leave, should the unit member be unable to return to
39 work due to absence or illness, the District may require him/her, at District expense, to
40 submit to a physical examination to determine the extent of the illness or injury and the
41 anticipated date that the unit member will be able to return to work.
42

1 **13.2.5** In all cases of absence, every unit member shall notify the District's selected substitute
2 system as soon as the unit member is aware of the need for absence, whether a substitute
3 is required or not. Satisfactory proof of the nature, extent, and duration of the illness may
4 be required of the unit member in cases where an administrator feels that he/she is violating
5 the intent of the leave policy.

6
7 **13.2.6** Satisfactory proof of the unit member's ability to return to normal duty may be required of
8 the unit member in cases where an administrator has any question about the unit member's
9 ability to return to duty.

10
11 **13.2.7** A permanent employee who resigns and is reemployed within thirty-nine (39) months shall
12 have all accumulated sick leave credit reinstated.

13
14 **13.2.8 TOTALLY DISABLED**

15
16 Unit members sixty (60) years of age or older who are not eligible for disability protection
17 pursuant to STRS guidelines and who have exhausted all accrued sick leave may opt to
18 waive the substitute pay differential benefit, as described in Paragraph 13.2.5, and select
19 one of the following options:

20
21 (1) Regular retirement pursuant to STRS guidelines; or

22
23 (2) Receive an additional 100 days substitute pay differential provided by the District.

24
25 Unit members electing option two (2) shall receive full salary less the amount paid a
26 substitute employed to fill his/her regular position. If no substitute is employed, the unit
27 member shall receive full salary less the amount which would have been paid a substitute
28 had one been employed.

29
30 **13.3 PARENTAL LEAVE**

31
32 **13.3.1 USE OF SICK LEAVE FOR PARENTAL LEAVE**

33
34 For purposes of this section, "parental leave" shall be defined as leave for reason of the birth
35 of the unit member's child, or the placement of a child with the unit member for adoption or
36 foster care.

37
38 Unit members shall use current and accumulated sick leave for parental leave for up to 12
39 workweeks. When a unit member with at least one year of District service has exhausted
40 all current and accumulated sick leave and continues to be absent on account of parental
41 leave, he or she shall be entitled to substitute differential pay for the remainder of the 12-
42 week leave. Substitute differential pay for purposes of parental leave means the difference
43 between the unit member's regular salary and (1) the amount paid to a substitute employed
44 to replace the unit member or (2) if no substitute is employed, the amount that would have
45 been paid to a substitute had one been employed to replace the unit member. Pursuant to
46 this section, the compensation a unit member shall receive shall be no less than 50 percent
47 of his or her regular salary for the remaining portion of the 12-workweek period of parental
48 leave.

When the need for parental leave is foreseeable, the unit member shall make a reasonable effort to submit a request in writing to the Division of Human Resources no later than 30 days prior to the use of parental leave and the anticipated dates of the leave. Disputes over the foreseeability of the leave, or the reasonableness of the effort shall be resolved between the Association President and the Assistant Superintendent of Human Resources.

Parental leave shall be used within 12 months following the birth or placement of the child. Parental leave under this section runs concurrently with parental (child bonding) leave under the California Family Rights Act (CFRA) and the Family Medical Leave Act (FMLA). The total amount of parental leave shall not exceed 12 workweeks in a rolling 12-month period measured from the date following the birth or placement of the child.

13.3.2 In cases of expected maternity, the unit member involved may secure a leave of absence, without pay, not to exceed one (1) school year, at the end of which, the unit member shall be reemployed at a comparable position, and, if possible, the same position.

13.3.3 Paternal sick leave may be used for the delivery of a child, for a bona fide medical disability connected with a pregnancy, as verified by a doctor's statement, and for normal postpartum recovery.

13.3.4 Upon request, the District shall provide a unit member who is a natural or adopting parent an unpaid leave of absence for the purposes of rearing his/her child. The unit member shall notify the District that he/she intends to take such a leave at a reasonable time prior to the anticipated date on which the leave is to commence. The length of such leave shall be limited to the remainder of the current school year, with the option of requesting one (1) additional school year.

13.3.5 For a unit member who is legally adopting a child, he/she shall be entitled to such leave for the period of adjustment necessitated by having an adopted child placed in his/her home and care, up to a maximum number of fifteen (15) days of accumulated sick leave. When said fifteen (15) days are exhausted, the employee shall be entitled to further unpaid leave either under Section 13.3.2 or 13.8 herein.

13.4 MATERNITY LEAVE

Unit members shall be entitled to use sick leave, as set forth in this Agreement, for disabilities caused or contributed to by pregnancy, miscarriage, childbirth, and/or recovery therefrom, on the same terms and conditions governing leaves of absence for other illnesses, injuries, or medical disabilities. Such leave shall not be used for childcare, child rearing, or preparation for childbearing, but shall be limited to those disabilities caused or contributed to by pregnancy, miscarriage, childbirth, and/or recovery therefrom.

13.4.1 The length of such pregnancy disability leave, including the date on which the leave shall commence and the date on which the unit member's duties with the District are to be resumed, shall be determined by the unit member and her physician, subject to the following conditions:

13.4.1.1 Within five (5) days following delivery, the unit member shall provide to the Division of Human Resources a physician's statement indicating necessary postpartum recovery time.

1
2 **13.4.1.2A** unit member who is pregnant may continue in active employment as late into her
3 pregnancy as she desires, provided she is able to properly perform her required duties and
4 responsibilities and has submitted a physician's certificate.
5

6 **13.4.1.3A** unit member returning from pregnancy leave shall return when she is able fully and
7 properly to resume her duties and has submitted a physician's certificate per 13.2.6.
8

9 **13.4.2** Unit members shall be entitled to leave without pay or other benefits for disabilities caused
10 or contributed to by pregnancy, miscarriage, childbirth, or recovery therefrom, when all
11 current, accumulated, and differential pay sick leave has been exhausted. The date on
12 which the unit member shall resume duties shall be determined by the unit member on
13 leave and the unit member's physician; provided, however, that the District management
14 may require a verification of the extent of disability.
15

16 **13.4.3** This leave policy shall be construed as requiring the District to grant leave with pay only
17 when it is necessary to do so in order that leaves for disabilities caused or contributed to
18 by pregnancy, miscarriage, or childbirth are treated the same as leave for other illnesses,
19 injuries, or disabilities.
20

21 **13.4.4** In all cases of absence, the unit member shall furnish the administrator with an employee
22 absence report, signed by the employee, certifying the illness, injury, or quarantine.
23

24 **13.4.5** Satisfactory proof of the unit member's ability to return to normal duty may be required of
25 the unit member in cases where an administrator has any question about the employee's
26 ability to return to duty.
27

28 **13.4.6** A unit member on pregnancy disability leave for one hundred twenty (120) contract days
29 or less shall be entitled to return to the same assignment held at the time such leave
30 commenced unless such assignment has been discontinued, in which case, the employee
31 shall be entitled to a comparable assignment. A unit member on pregnancy disability leave
32 for more than one hundred twenty (120) contract days shall be entitled to return to an
33 assignment held at the time such leave commenced. In any case, the assignment of the unit
34 member upon return to work shall be comparable to that held at the time pregnancy
35 disability began. "Comparable" means same educational level (primary or intermediate
36 elementary, junior high school, or high school assignment) and also means immediate
37 assignment within major and/or minor teaching fields, whenever possible, except by
38 request of the employee and availability of the position.
39

40 **13.5 INDUSTRIAL ACCIDENT AND ILLNESS LEAVE**

41

42 Unit members will be entitled to industrial accident leave according to the provision in
43 Education Code Section 44984 for personal injury which has qualified for workers'
44 compensation.
45

46 **13.5.1** Such leave shall not exceed sixty (60) days during which the schools of the District are
47 required to be in session or when the unit member would otherwise have been performing
48 work for the District in any one fiscal year for the same industrial accident.
49

1 **13.5.2** The District has the right to have the unit member examined by a physician designated by
2 the District, at the District's expense, to assist in determining the length of time during
3 which the unit member will be temporarily unable to perform assigned duties and the
4 degree to which a disability is attributable to the injury involved.
5

6 **13.5.3** For any days of absence from duty as a result of the same industrial accident the unit
7 member may endorse to the District any wage loss benefit check from the District workers'
8 compensation carrier which would make the total compensation from both sources exceed
9 100% of the amount the unit member would have received as salary had there been no
10 industrial accident or illness.
11

12 **13.5.4** If the unit member does not endorse to the District any wage loss disability indemnity
13 check received on account of the industrial accident or illness, as provided above, the
14 District shall deduct from the unit member's salary warrant the amount of such disability
15 actually paid to the unit member.
16

17 **13.6 JURY DUTY/COURT APPEARANCE**

18

19 **13.6.1** The District shall grant paid leaves for unit members called to serve on jury duty, subject
20 to the following conditions:
21

22 **13.6.1.1** Unit members must notify their immediate supervisor at least three (3) working days prior
23 to the date of their first appearance; and
24

25 **13.6.1.2** Unit members shall be paid the difference between their regular salary and the amount
26 they receive in the form of jury duty pay, exclusive of mileage fees. The District shall pay
27 the unit member's regular salary, and the unit member shall remit to the District the
28 amount, received as jury duty pay within ten (10) days of receiving such pay. In the event
29 the unit member has failed to remit such fees after receiving such fees, the District shall be
30 entitled to withhold the appropriate amount from the unit member's last salary check of the
31 school year.

32 **13.6.2** The District shall grant paid leave for mandatory court appearance as a litigant or as a
33 witness, pursuant to lawful judicial or administrative subpoena. In any case in which a
34 witness fee is payable, such fee shall be collected by the unit member and remitted to the
35 District, not to exceed actual amount paid a substitute. For the purpose of this Article, the
36 definition of the word "litigant" does not include a plaintiff in a legal action.
37

38 **13.7 PERSONAL NECESSITY LEAVE (CHARGEABLE TO SICK LEAVE)**

39

40 **13.7.1** A unit member shall be entitled to personal necessity leave in accordance with the
41 conditions of this article. A unit member shall be entitled to use a maximum of ten (10)
42 days of accumulated sick leave each school year for personal necessity leave. Personal
43 necessity leave may be used for any of the purposes listed in this article. In each case the
44 unit member shall provide the appropriate administrator at least five (5) workdays of
45 advanced written notice of the intent to use personal necessity leave. In the case when
46 advance notice is not possible, the unit member shall provide notice as soon as possible.
47

48 **13.7.1.1A** death occurring within the unit member's immediate family/household when the
49 number of days absent exceeds the limit provided in the bereavement policy; (See also

1 13.9.1) The total number of days shall not exceed the total number of days of bereavement
2 leave provided in 13.9 plus seven (7) days of personal necessity leave.
3

4 **13.7.1.2**A serious or critical illness or injury of a member of the unit member's immediate
5 family/household that requires the services of a physician and of such a nature that the
6 immediate presence of the unit member is required during his/her workday. The total
7 number of days shall not exceed ten (10) of personal necessity leave per school year.
8

9 **13.7.1.3**An accident involving the unit member's property or the person or property of any member
10 of the unit member's immediate family/household. The accident must be serious in nature,
11 involve circumstances the unit member cannot reasonably be expected to disregard, and
12 which requires the attention of the unit member during his/her workday. Such leave is
13 limited to ten (10) days of personal necessity leave per school year.
14

15 **13.7.1.4**Upon verification of a catastrophic illness or injury of a member of the unit member's
16 immediate family/household which requires the unit member of be off work for an
17 extended period of time to care for the ill or injured family/household member, the unit
18 member's personal necessity leave entitlement shall be the number of days that the unit
19 member is required to be off work or the number of days of accumulated sick leave,
20 whichever is less, up to a maximum of ten (10) days of personal necessity leave per school
21 year. (See the District's Catastrophic Leave Policy for further details)
22

23 **13.7.2** When sick leave is used for personal necessity as set forth in 13.7.1.1, 13.7.1.2, 13.7.1.3,
24 or 13.7.1.4 above, the unit member shall not be required to secure advance permission, but
25 shall notify his/her site administrator as noted in 13.7.1.
26

27 **13.7.3** Accumulated sick leave may be used for the following personal necessities with prior
28 notification of the site administrator.
29

30 **13.7.3.1**For marriage of the unit member, or the marriage of the father, the mother, the son, the
31 daughter, the sister, the brother, or the person living in the immediate household, which
32 shall be limited to no more than seven (7) days for any one marriage; or
33

34 **13.7.3.2**Compelling personal necessity, including but not limited to observance of religious
35 holidays and bereavement, which shall be limited to no more than seven (7) days per school
36 year.
37

38 **13.8 PERSONAL LEAVE**

39

40 A personal leave of absence without remuneration for not more than thirty (30) days may
41 be awarded administratively to transact urgent personal business. The justification and
42 duration of such leaves shall be left to the discretion of the Superintendent or designee.
43 Leaves of absence in excess of thirty (30) days are subject to ratification by the Board of
44 Education or its designee.

45 **13.8.1** A personal leave without pay or health and welfare benefits of not more than one (1) year
46 shall be awarded to permanent unit members for the purpose of investigating or accepting
47 employment opportunities elsewhere, if approved by the Superintendent or designee.
48

49 **13.8.2** Sick leave, and retirement credit shall not accrue during such leave.

1
2 **13.9 BEREAVEMENT AND IMMINENT DEATH LEAVE**

3
4 A unit member shall be granted leave of absence with pay for up to three (3) days due to
5 death in the immediate family/household, or up to five (5) days if round trip travel to attend
6 or arrange for the funeral exceeds four hundred (400) miles (See also 13.7.1.1 additional
7 days may be granted with the approval of the Division of Human Resources)
8

9 **13.9.1** A member of the immediate family/household, for these limited purposes, is defined as
10 spouse, son, daughter, brother, sister, mother, father, grandmother, grandfather, or a
11 grandchild of the unit member or of the spouse of the unit member, or any member of the
12 immediate household of the unit member.
13

14 **13.10 REGULAR LEAVE**

15
16 Leaves of absence for advanced study, travel, exchange teaching, health, or any other
17 reason recommended by the Superintendent and approved by the Board of Education, may
18 be granted to a permanent unit member. Such leave shall be without remuneration. No
19 sick leave or retirement credit shall accrue during the term of such leave.
20

21 **13.11 PUBLIC OFFICE LEAVE**

22
23 Every permanent unit member who is elected to public office shall be granted an unpaid
24 leave of absence from his/her duties as an employee of the District, upon request, for the
25 term of office.
26

27 **13.11.1** Within six (6) months following the expiration of term of office, the unit member shall be
28 entitled to return to a position comparable to the one held by him/her at the time of his/her
29 election.
30

31 **13.12 MILITARY LEAVE**

32
33 Unit members are eligible for military leave in accordance with existing law.
34

35 **13.13 IN-SERVICE AND CONFERENCE ATTENDANCE**

36
37 The District shall maintain its current practice concerning administration of and provision
38 for in-service, conference, and educational convention attendance. In-service and
39 conference attendance shall not be unreasonably denied.
40

41 **13.14 MISCELLANEOUS REGULATIONS**

42
43 **13.14.1** Unit members on paid leaves shall receive credit for annual salary increments and all other
44 fringe benefits, including but not limited to, insurance and retirement benefits to the extent
45 not expressly prohibited by law, unless otherwise provided in this Agreement.

46 **13.14.2** Unit members on unpaid leave shall be entitled to continued coverage under the insurance
47 plans, with payment of required premium amount to be remitted to the District by the unit
48 member. Should the unpaid leave comprise more than twenty-five percent (25%) of the
49 unit member's regular contract days during the school year, step advancement shall not be
50 granted for the ensuing school year.

1
2 **13.14.3**In the event the unpaid leave extends into a second (2nd) consecutive school year, and the
3 total duty days actually worked during those two (2) consecutive years combine to
4 comprise at least seventy-five percent (75%) of one year's contract days, the unit member
5 shall be eligible to apply for step advancement on the salary schedule. Under no
6 circumstances shall any portion of said duty days actually worked be accumulated and/or
7 applied for credit toward step advancement beyond the second (2nd) school year following
8 the date the unpaid leave first commenced. No unit member shall be awarded more than
9 one (1) step per year on the salary schedule for longevity purposes.
10

11 **13.14.4**A unit member returning from any type of leave of one hundred twenty (120) contract days
12 or less shall be entitled to return to the same assignment held at the time such leave
13 commenced unless such assignment has been discontinued, in which case, the employee
14 shall be entitled to a comparable assignment. A unit member on leave for more than one
15 hundred twenty (120) contract days shall be entitled to return to an assignment comparable
16 to the assignment held at the time such leave commenced. In any case, the assignment of
17 the unit member upon return to work shall be comparable to that held at the time leave
18 began. "Comparable" means same educational level (primary or intermediate elementary,
19 junior high school, or high school assignment) and also means immediate assignment
20 within major and/or minor teaching fields, whenever possible, except by request of the unit
21 member and availability of the position.
22

23 **13.15 CATASTROPHIC LEAVE**

24
25 Unit members will be entitled to catastrophic leave in accordance with the Board Policy
26 and Administrative Regulation.
27

28 **13.16 FAMILY CARE AND MEDICAL LEAVE**

29
30 Unit members shall be eligible to utilize family care and medical leave in accordance
31 with Board Policy and Administrative Regulation.
32

1 **ARTICLE 14: HOURS**

2
3 **14.1** The regular work day for a unit member shall consist of seven (7) on-site duty hours or
4 thirty-five (35) hours per week, inclusive of lunch. Unit members who receive an
5 additional responsibility factor shall work thirty-five (35) hours per week, exclusive of
6 lunch. (See Appendix B)
7

8 **14.1.2.1** The additional responsibility factor compensation for counselors shall be a factor of 6%
9 of the individual counselor's regular annual salary.
10

11 **14.2** Unit members shall report to their respective work site at least ten (10) minutes before the
12 commencement of their first regularly scheduled class or period. It is not the intent of this
13 paragraph to exceed 14.1 above. Unit members shall not be required to sign-in when
14 reporting for service unless otherwise directed by the District as part of a progressive
15 corrective action plan.
16

17 **14.3** In addition to the above, unit members shall be required to perform appropriate additional
18 professional duties and fulfill additional professional obligations as determined by their
19 immediate supervisor so long as those duties and obligations are consistent with the terms
20 of this Agreement. Those duties and obligations may include, but are not limited to:
21 attendance at faculty meetings, parent conferences, student conferences, conferences with
22 administrators, and calendared in-service meetings. Unit members may be required to
23 attend one (1) Back-to-School/parent communications night in the fall, and one (1) Open
24 House/parent communications night in the spring. The length of each function shall not
25 exceed three (3) consecutive hours at the secondary schools, with the function to be
26 normally completed by 9:00 p.m., and one and one-half (1-½) hours at the elementary
27 schools, and shall be kept shorter to the extent possible.
28

29 **14.3.1** At the secondary level one monthly faculty/staff development and one monthly department
30 meeting shall be held immediately following the instructional day, except as otherwise
31 agreed to by a majority vote of unit members concerned. Such meeting shall normally be
32 no longer than one (1) hour in length, and, with the exception of emergencies, unit members
33 are to receive advance notice of at least one (1) week of the required meeting.
34

35 At the elementary level one monthly faculty/staff development meeting and one monthly
36 grade level meeting shall be held immediately following the instructional day, except as
37 otherwise agreed to by a majority vote of unit members concerned. Such meeting shall
38 normally be no longer than one (1) hour in length, and, with the exception of emergencies,
39 unit members are to receive advance notice of at least one (1) week of the required meeting.
40

41 The parties agree the District may schedule and require unit members' participation at
42 additional meetings during the defined workday, except the District shall not schedule
43 meetings during the unit members' lunch period or conference/preparation time.
44

45 **14.3.2** Duties such as: campus supervision, supervision of social and athletic events and field trips
46 shall be posted at least two (2) weeks in advance and shall initially be offered to volunteers.
47 In the event there are insufficient volunteers, such duties shall be assigned on an equitable
48 basis. Equity shall be determined by the number of hours spent on extra-duty assignments

- of which no stipend is paid. Unit members shall not be required to perform supervision duties on any day when the unit member is not required to otherwise be on duty.
- 14.3.3** The District shall not require Special Education teachers to spend more hours providing student supervision than regular education teachers.
- 14.3.4** Recognizing that the classroom teacher is an integral part of the Individualized Educational Plan (IEP) team, a good faith effort shall be made to accommodate the regular education teacher when scheduling IEP meetings. IEP meetings and student study meetings at the elementary sites shall not be scheduled during preparation time on minimum days without the agreement of the unit members involved.
- 14.4** Unit members shall be entitled to one (1) duty free lunch period per day of no less than thirty (30) minutes. Elementary schools on minimum day schedule may provide a thirty (30) minute lunch period for staff, as determined by site unit members in consultation with the principal. Unit members are not required to sign out before leaving campus during their lunch period.
- 14.5** Unit members who wish to leave campus on school business during working time shall notify the principal or designee. Unit members who wish to leave campus for personal business during working time, excluding lunch, shall first receive permission from the site principal or designee.
- 14.6** The scheduling of non-teaching work days may be changed by mutual agreement between the principal or designee and the unit member. In the event mutual agreement is not reached, the principal or designee will render the final decision. All classroom teachers who work 183 or more days will have three (3) non-teaching work days included in their contracted work year. The District Calendar shall be formulated by a District Calendar Committee (comprised of District employees), and, when adopted by the Board, shall be considered part of this Agreement.
- 14.7** The District shall make a good faith effort to minimize and equalize the number of preparations required for secondary teachers. No unit member shall be assigned more than (3) core subject (math, English, science, social studies) preparations within the standard five (5) period assignment, excluding but not limited to special education, English Language Development, electives, or alternative programs, without written permission from the affected teacher.
- Unit members accepting a 6th period assignment only waive the limitations of Article 14.7 for the 6th period assignment.
- 14.8** Unit members shall be given three (3) contract days after the close of each grading period to complete grade reports. Grade reports shall be due at 4:00 p.m. on that third contract day. (including 8th graders and seniors). Exception: for the last grading period, grades for all 9th – 11th graders shall be inputted into the student information system by the end of the last scheduled secondary teacher contracted workday.

1 **14.9 PREPARATION PERIODS**

2
3 **14.9.1** Full-time secondary unit members shall be allowed one (1) conference/preparation period
4 each regular workday.

5
6 **14.9.2** Except in cases of emergency, no unit member will be scheduled to teach as a substitute
7 during said unit member's regular work day. Prior to scheduling substitute service for any
8 unit member, the District will make a good faith effort to obtain a substitute teacher. If no
9 substitute is available, the District will first seek volunteers for substitute service. If no
10 volunteers are available, assignments of substitute duty will be made on an equitable
11 basis from among available unit members. A secondary teacher assigned to perform
12 substitute duty shall receive the hourly instructional rate for each period of service. An
13 elementary teacher, who is required to take extra students because no substitute is available,
14 shall receive a pro rata share of the hourly instructional rate based on the percentage of the
15 total class which he/she receives.

16
17 **14.9.3** Upon the request of the District and agreement by the teacher, and in accordance with
18 Article 7 of this Agreement, secondary-level teacher may surrender his/her preparation
19 period in order to teach an additional period on an extended basis. "Extended basis" is
20 defined as seven (7) or more days of substitute service following one (1) day of emergency
21 service as emergency service is envisaged in Paragraph 14.9.2 above. The pay for such
22 additional teaching shall be one-sixth (1/6th) of the respective member's per diem rate (see
23 Section 7.5.2.4).

24
25 **14.10 PARTICIPATION ON COMMITTEES**

26
27 **14.10.1** Unit member participation on District and site committees shall be on a voluntary basis.

28
29 **14.11 PREPARATION TIME**

30
31 **14.11.1** The District shall provide to elementary teachers an uninterrupted conference/preparation
32 period of no less than one hundred fifty (150) minutes per week. If the District schedules
33 one conference/preparation period of at least 120 minutes, the remaining minutes must be
34 scheduled in blocks of no less than 20 minutes. If the District schedules a
35 conference/preparation period of less than 120 minutes, the remaining minutes must be
36 scheduled in blocks of no less than 30 minutes.

37
38 An individual site may not deviate from the district preparation schedule unless agreed
39 upon by the district and association.

40
41 **14.11.2** The District reserves the right to modify instructional minutes with input from site faculty
42 representatives in order to implement this section. The District calendar shall provide
43 seven (7) minimum days for K-6th grades, for elementary parent conferences during the
44 school year. If these minimum days are scheduled on the day of an elementary preparation
45 period, the preparation period shall be rescheduled. Unit members shall not be required to
46 hold individual conferences with parents past one (1) hour after the completion of their
47 regular workday, nor when there is not an administrator on campus.

48 **14.11.3** Assessment/consultation time for elementary Resource Specialists will be a minimum of
49 seventy (70) minutes per day during the student contact day exclusive of the minimum day.

1
2 **14.11.4**Elementary school sites that have SDC mild/moderate and moderate/severe classes shall
3 receive a budget of \$2,000 per school year per class. The teacher and site administrator
4 are to mutually agree upon the allocation of the funds. The funds may be used to provide
5 release time, hire substitutes, provide extra hours per timesheet, and/or purchase
6 materials. If the teacher and administrator are not able to mutually agree to a use for the
7 money, the Director of Special Education shall specify a use after discussing the matter
8 with the teacher and administrator.
9

10 **14.11.5** Elementary RSP teachers shall receive a budget of \$1,000 per school year. The teacher
11 and site administrator are to mutually agree upon the allocation of the funds. The funds
12 may be used to provide release time, hire substitutes, provide extra hours per timesheet,
13 and/or purchase materials. If the teacher and administrator are not able to mutually agree
14 to a use for the money, the director of special education shall specify a use after discussing
15 the matter with the teacher and administrator.
16

17 **14.12 PART –TIME EMPLOYMENT/JOB SHARING**

18

19 **14.12.1**Unit members wishing to work a reduced contract for the school year or semester next
20 succeeding shall make their request in writing to the Division of Human Resources no later
21 than forty-five (45) days prior to the end of the year or semester preceding. Said request
22 must have the support of the unit member's site or District administrator.
23

24 **14.12.2**Salary for part-time unit members shall be computed based upon the reduced contract as
25 it relates to the required 7-hour working day (section 14.1 of this Article). As an
26 example, a unit member requesting a one-half (½) time contract would receive 50% of
27 his/her salary and be required to spend one-half (½) the work day, as defined in Section
28 14.1 at the work site. Preparation time shall be given in exact ratio of the unit member's
29 part-time employment to that of a full-time employee.
30

31 Unit members on part-time contract must accrue full-time equivalent days in order to earn
32 a step increase for the next succeeding year. Unit members may accrue said days as
33 discussed in Article 13.14.3 of this Agreement.
34

35 **14.12.3**The District shall provide fringe benefits in exact ratio of unit member's contract to that of
36 full-time. The unit member may provide the difference in cost to equal full coverage
37 provided a full-time unit member.
38

39 **14.12.4**Part-time contracts shall be from year to year; unit members wishing to continue a part-
40 time contract shall initiate a request, as defined in Section 14.12.1 of this Article.
41

42 **14.12.5**The District takes no responsibility in the effect part-time contracts have upon the unit
43 member's retirement accrual with STRS, and obtaining tenure with the District.
44

45 **14.12.6**All other rights and privileges provided to full-time unit members shall be provided to part-
46 time unit members, with the exception of those provisions within this Article and Article
47 6: Adult School Terms and Conditions.

48 **14.13** The District and the Association agree to a work year equivalent to one hundred eighty-
49 three (183) days. Newly employed unit members are required to work two (2) additional
50 days.

1 **ARTICLE 15: PLACEMENT, ASSIGNMENT, REASSIGNMENT, TRANSFER, AND**
2 **VACANCIES**

3
4 **15.1 GENERAL PROVISIONS**

5
6 The District reserves the right to make placement, assignments, reassignments, transfers,
7 and fill vacancies of unit members subject to this Article.
8

9 **15.1.1 Definitions**

10
11 **Placement** means the work site(s) at which the unit member is placed upon being
12 employed by the District, upon returning from a discretionary leave of absence of more
13 than one semester, or following a valid transfer.
14

15 **Assignment** means the department or departments, subject area(s) schedule and/or grade
16 level(s)/track within a school or schools to which a unit member is assigned.
17

18 **Reassignment** means a change in the unit member's assignment at the same work site(s).
19

20 **Mis-assignment** means NOT being appropriately credentialed/authorized, as determined
21 by the California Commission on Teacher Credentialing and defined by State and Federal
22 statutes or national and/or international program requirements.
23

24 **Schedule** means arrangement of classes, according to the number, levels, subject area, and
25 order in which they are to be taught.
26

27 **Seniority** means the unit member's initial date or paid service in a probationary position
28 within the bargaining unit. The parties will establish the seniority date for each unit
29 member, incorporating the above definition and breaking all ties by lot. The Associate
30 Superintendent, Human Resources, or designee shall conduct the lottery in the presence of
31 two (2) Association representatives, as selected by the President. Once the lottery
32 determines a unit member's seniority, that seniority shall remain in effect so long as the
33 unit member remains in service to the District. Human Resources will annually assign a
34 seniority number to unit members beginning with the most senior unit member being
35 assigned number one (1) and descending in rank order to least senior.
36

37 **Transfer** means a voluntary or involuntary change in placement of a unit member from
38 one work site to another.
39

40 **Vacancy** means any new or vacated bargaining unit position which the District intends to
41 fill with a permanent, probationary, or temporary unit member.
42

43 **15.1.2** The District shall exert all feasible effort to establish and maintain a balanced teaching staff
44 in all work site(s). This balance may include racial, ethnic, gender, and teacher experience.
45 Establishing and maintaining a balanced staff is consistent with the best interest of students
46 which must be considered foremost in the development of work site faculties. The interest
47 of the employee, the employee's professional growth, and seniority shall also be important
48 factors in faculty assignments.

1 **15.1.3** Transfers and/reassignments may be requested by the unit member, initiated by the
2 principal or designee, or initiated by the Superintendent or designee. When transfers or
3 reassignments are affected, every possible effort shall be made to keep such changes on a
4 mutual approval basis so that the unit member concerned and the administrators involved
5 are in accord.
6

7 **15.1.4** On or before March 15 of the school year prior to the school year in which the transfer
8 would become effective, the Division of Human Resources shall consider the transfer
9 requests of unit members currently serving in the District prior to the time new personnel
10 are being considered, and if all factors are equal between unit members initiating a transfer,
11 as deemed by the administration, the transfer/reassignment for the succeeding year shall be
12 made on the basis of seniority in the District. After March 15 of each year and up to the
13 day before the duty year of unit member begins, all qualified applicants who have applied
14 for the vacancy at the work site shall have consideration in the selection process for filling
15 the vacancy.
16

17 The paragraph above does not apply to positions where a separate interview and selection
18 process exists (i.e. TOAs, Instructional Coaches, and TK teachers). Members who are
19 selected for these positions may transfer out of the position in accordance with Article 15.
20 There is no automatic right to transfer into a TOA, Instructional Coach, or TK teacher
21 position.
22

23 **15.1.5** Transfer request forms shall be available at each site administrator's office and at the
24 Division of Human Resources Office. The unit member shall be advised in writing as to
25 the final action taken concerning his/her transfer request.
26

27 **15.1.6** The District, upon request, shall provide assistance to each transferee in making the
28 physical move to the new assignment. (See Section 12.7)
29

30 **15.1.7** No unit member shall be precluded from working 183 days by reason of voluntary or
31 involuntary transfer to or from a year-round school. Service, such as substitute teaching,
32 at per diem rate, may be an option by mutual agreement.
33

34 **15.1.8** The Division of Human Resources shall email to the Association an announcement of open
35 positions. The District shall post an announcement of all open bargaining unit positions
36 on Edjoin. Site administrators shall make a good faith effort by verifiable means to contact
37 all unit members who have requested a transfer to their respective sites.
38

39 **15.1.9** The voluntary transfer and assignment rights of Special Education teachers and other
40 specialists shall be the same as other unit members.
41

42 **15.1.10** The closing date, which shall be at least five (5) business (Monday – Friday, exclusive of
43 holidays) days following the announcement date, shall be indicated on all notices of
44 vacancy. The District will not post bargaining unit vacancies during Thanksgiving, winter,
45 and spring breaks.
46

47 **15.1.11** No assignment to fill a vacancy shall be made prior to the closing date.
48

15.2 VOLUNTARY TRANSFERS

This section pertains to unit members transferring between work sites only.

15.2.1 A voluntary transfer is relocation acceptable to a unit member, which would not result in a mis-assignment. Further, a unit member is eligible to participate in a voluntary transfer after completing two (2) satisfactory years of service, defined as not having been on a mandated assistance plan at any time during those two (2) years, and has submitted a written request for transfer.

15.2.2 Transfer requests shall be considered before hiring new employees from outside of the District. Unit members who desire transfers to other work site(s) shall have the opportunity to submit a Request for Transfer to the Division of Human Resources. All requests for transfer remaining on file as of March 16 shall become invalid. A unit member who still wishes to be considered for transfer must file a new request.

15.2.3 Nothing in this Agreement shall prevent a unit member from amending or withdrawing a transfer request at any time prior to being transferred. If a member does not wish to be considered for vacancies which occur after the list of vacancies has been distributed, the unit member must cancel the transfer request in writing at the Division of Human Resources.

15.2.4 A unit member who has exercised his/her option and received a voluntary or seniority transfer shall not be eligible for another voluntary transfer or seniority transfer until he/she has served two (2) additional satisfactory years, as defined in 15.21.1 above, with the District.

15.2.5 Eligible unit members with five (5) or more years of service in the District who have requested a transfer per 15.2.2 shall based on seniority receive a transfer to the school of their choice if the following conditions are met except as noted below in 15.2.5.

15.2.5.1 There exists an opening at the school of choice for which the unit member would not be mis-assigned.

15.2.5.2 The unit member has completed two (2) satisfactory years of service, defined as not having been on a mandated assistance plan at any time during those two (2) years.

15.2.6 Positions may be exempt from this Article:

15.2.6.1 When a position is coupled with extra-curricular assignments, e.g., drama, choir, band, etc. said extra-curricular assignments shall be specifically stated on the job announcement and shall be related to the teacher's regular teaching assignment.

15.2.6.2 When there is a need for a seventh period athletic physical education class (such an assignment shall not constitute a regular teaching assignment for purposes of this Article);
or

1 **15.2.6.3** When any work site has been designated by the California Department of Education as a
2 deciles 1, 2, or 3 school and if the principal refuses to accept the transfer.

3
4 **15.2.7** If a transfer occurs during a unit member's regular teaching calendar, the unit member may,
5 upon request, be afforded the option of 1, 2, or 3 working days for full-time preparation for
6 the new assignment to be determined mutually by the site administrator and the affected
7 unit member. Disputes regarding the number of preparation days shall be resolved by the
8 Association President and the Associate Superintendent, Human Resources.

9
10 **15.2.8** The person responsible for making the transfer decision shall, upon request from an
11 unsuccessful applicant for transfer, provide an explanation for the decision.

12
13 **15.2.9** Transfers shall not be denied for vindictive, arbitrary, nor capricious reasons.

14
15 **15.3 INVOLUNTARY TRANSFERS**

16
17 This section pertains to unit members transferring between work sites only.

18
19 **15.3.1** An involuntary (administrative) transfer is a relocation effected at the initiative of an
20 administrator.

21
22 **15.3.2** A principal or the Superintendent or designee may recommend the involuntary transfer of
23 a unit member by submitting a written request to the Division of Human Resources with a
24 copy forwarded to the affected unit member.

25
26 **15.3.3** The principal or the Associate Superintendent, Human Resources or designee shall arrange
27 a conference with the unit member to discuss the transfer, seeking cooperative agreement.

28
29 **15.3.4** Advance notice of no less than four (4) contract days shall be given to the unit member by
30 the appropriate administrator when the purpose of the involuntary transfer is to balance
31 class enrollments early in the school year or at mid-year within the following limitations.

32
33 **15.3.4.1** The District may utilize such short-notice transfers to balance enrollments only during the
34 first three (3) weeks of the school year (all District schools) or only during the first two (2)
35 weeks of the spring semester (secondary schools only);

36
37 **15.3.4.2** The unit member being transferred shall be granted up to three (3) days of release time for
38 preparation for the new assignment specified in 15.2.7;

39
40 **15.3.4.3** The amount of preparation time shall be determined by the receiving site administrator
41 and the affected unit member. Disputes regarding the number of days shall be resolved by
42 the Association President and the Associate Superintendent, Human Resources.

1 **15.3.5** In all other cases of involuntary transfer between work site(s), the Associate
2 Superintendent, Human Resources shall give the unit member written notice of the prospective
3 transfer no less than fifteen (15) days prior to the scheduled effective date of the transfer. The
4 Associate Superintendent, Human Resources shall also inform the prospective transferee as to
5 expected position vacancies so that he/she may have the opportunity to state preferences among
6 the various vacancies.

7
8 **15.3.6** Involuntary transfers shall not be made for vindictive, capricious, nor arbitrary reasons.
9

10 **15.3.7 REDUCTION IN STAFF**
11

12 Whenever the number of unit members placed at a school site must be reduced, and the
13 reduction causes an involuntary transfer, the principal shall first seek a volunteer to
14 transfer.
15

16 At the secondary level, should an appropriate unit member not volunteer and the need for
17 an involuntary transfer remain, the unit member with the least District seniority in the
18 affected department shall be transferred/reassigned to another assignment/site where there
19 is an opening. With the following exceptions. The District shall use site seniority when
20 transferring a unit member out of the Alternative Education Center (AEC). In addition,
21 when a unit member has previously been involuntarily transferred for disciplinary reasons,
22 the district shall consider the unit member's site seniority versus District seniority for the
23 purpose of identifying the employee to be transferred.
24

25 At the elementary level, should an appropriate unit member not volunteer and the need for
26 an involuntary transfer remain, the unit member at the school site with the least District
27 seniority will be transferred to another site where there is an opening. With the following
28 exceptions. The District shall use site seniority when transferring a unit member out of the
29 Alternative Education Center (AEC). In addition, when a unit member has previously been
30 involuntarily transferred for disciplinary reasons, the district shall consider the unit
31 member's site seniority versus District seniority for the purpose of identifying the
32 employee to be transferred.
33

34 When an opening is not available for a unit member being involuntarily transferred the
35 District retains the right of assignment/transfer for all teachers. The displaced unit member
36 will be transferred pursuant to the appropriate section in Article 15.3.
37

38 An involuntarily transferred unit member, resulting from a staff reduction as set forth in
39 15.3.7, shall have the first right to return to his/her former site only during the school year
40 in which the involuntary transfer takes effect as long as it does not create a "mis-
41 assignment". In instances where multiple teachers desire to return to their former site, the
42 District will use District seniority to determine the order of offer. The District is not
43 obligated to give notice to the unit member of any vacancy or right to return unless the unit
44 member has informed the District through use of the District's transfer request form that
45 he/she wishes to return to the prior school of assignment. This paragraph shall not apply to
46 a unit member who has previously been involuntarily transferred for disciplinary reasons.
47
48
49

1 **15.4 ASSIGNMENT/REASSIGNMENT**

2
3 **15.4.1** A good faith effort shall be made to give each unit member a written notice of his/her next
4 year's tentative assignment by the close of school. All said notices of assignment given
5 are tentative and subject to change contingent on staffing needs as determined by the
6 administrator. Said change in tentative assignment is not subject to the grievance
7 procedure provided this Agreement is not otherwise violated.
8

9 **15.4.2** Requests for reassignment shall be directed to the principal of the work site(s) at which the
10 unit member is placed. The site administrator shall work cooperatively with unit members
11 who request reassignment.
12

13 **15.4.3** All attempts will be made to assign unit members to positions where they will serve most
14 effectively as determined by the principal.
15

16 **15.4.4** If a reassignment occurs during a unit member's regular teaching calendar, the unit member
17 may, upon request, be afforded the option of one (1), two (2), or three (3) working days for
18 full-time preparation for the new assignment. Upon the reassignment being made, the unit
19 member must inform the principal of the number of days needed for preparation, and the
20 amount of preparation time provided shall be determined by the site administrator and the
21 affected unit member. Disputes regarding the number of preparation days shall be resolved
22 by the Association President and the Associate Superintendent, Human Resources.
23

24 **15.4.5** When a site or staff administrator needs to involuntarily reassign a unit member within
25 his/her staff, such reassignment may be made upon the recommendation of the supervising
26 administrator, provided that written notice is given to the unit member and to the Associate
27 Superintendent, Human Resources no less than ten (10) contract days prior to the effective
28 date of the change, except that short notice timelines set forth in 15.3.4 may be used when
29 the reassignment is necessary to balance class enrollments.
30

31 **15.4.6** Requests for reassignment within the same school from one grade level to another or from
32 one subject area or group to another shall be directed to the principal of the school to which
33 the unit member is assigned. The principal shall work cooperatively with the unit member
34 on such reassignment.
35

36 **15.4.7** Special Education teachers and other specialists who choose to return to regular classroom
37 teaching will be given the same assignment/reassignment rights as regular classroom
38 teachers at the site where the specialists are currently serving.
39

1 **15.4.8** When a vacancy occurs at a work site during the school year, the faculty shall be notified
2 of the vacancy so that reassignment consideration can be given to interested unit members
3 at that site before transfers or outside individuals are considered. Prior to the summer
4 months, it shall be the unit member's responsibility to inform the site administrators of
5 his/her assignment preferences so that consideration can be given.
6

7 **15.5** **WORK SITE/SCHOOL CLOSINGS** 8

9 If a work site/school is closed, displaced teachers at that site shall be given the opportunity
10 to state preferences among the vacancies in the District for which they are qualified. The
11 Associate Superintendent, Human Resources or designee shall inform the displaced
12 teachers of all anticipated position vacancies in the District and allow them to state
13 preferences among the vacancies. The displaced teacher will be placed pursuant to the
14 appropriate section in Article 15.3 Exception to this section may be made for any reason
15 enumerated in Article 15.2.5.
16

17 This section does not apply to any school that is "transplanted" from one physical location
18 to another in which all bargaining unit members move collectively from one physical
19 location to another.
20

21 **15.6** **OPENING NEW SCHOOL SITES** 22

23 Whenever the District opens a new school, the principal shall be permitted to select for
24 transfer volunteer unit members (teachers and counselors) from within the District. The
25 principal shall select a minimum of thirty-three percent (33%) of the total staff allocation
26 through the voluntary transfer process. The number of volunteer unit members shall not
27 exceed twenty-five percent (25%) of the allocated classroom teachers at any one site, and
28 shall not exceed twenty-five percent (25%) of any one department at any one site. In a
29 case where a department or grade level has fewer than four (4) unit members, the principal
30 may take one (1) unit member. The principal may fill the balance of the school's staff
31 through the voluntary transfer process, the involuntary transfer process, or hire external
32 candidates. The District shall assign nurses, special education staff and elementary music
33 teachers.
34

35 Whenever the District opens a new school after the student school year begins but before
36 March 15th of that school year, the provisions of Article 15.2 Voluntary Transfer shall
37 apply, except that the number of unit members transferring from any grade level of an
38 elementary site or department of any site may not exceed twenty-five percent (25%) of the
39 effected grade level or department. In cases where a grade level or department has fewer
40 than four (4) unit members, no more than one unit member may transfer from that grade
41 level or department. This paragraph does not apply to delays in opening a new school that
42 the District could not reasonably foresee.
43

44 This section does not apply to any school that is "transplanted" from one physical location
45 to another in which all bargaining unit members move collectively from one physical
46 location to another.
47

48 **15.7** Assignments/reassignments shall not be made for vindictive capricious, nor arbitrary
49 reasons.
50

1 **15.8** Behavior intervention counselors and behavior health counselors/transfer into a
2 credentialed counseling position.

3
4 **15.8.1.** All BICS and BHCS who transfer into certificated counseling positions will be allowed to
5 retain their original "seniority date" provided upon employment with Chino Valley USD
6 as a BIC or BHC. The purpose of this language is to allow the BICS or BHCS to keep their
7 "seniority date" barring a decision by an administrative law judge that this "seniority date"
8 is not allowable.
9

10 **15.8.2.** All BICS and BHCS who transfer to credentialed counseling positions shall be placed on
11 the appropriate certificated salary schedules. For purposes of initial placement on the
12 certificated salary schedule, BICS and BHCS who transfer to certificated positions shall
13 receive credit for all time served in the BIC and BHC position, in addition to any other
14 qualifying credit.
15

16 **15.8.3.** BICS and BHCS who transfer into certificated counseling positions shall be permitted to
17 advance to the next salary step if applicable on July 1, 2019, irrespective of the 75%
18 requirement delineated in appendix B to the agreement.
19

20 **15.8.4.** BICS and BHCS who transfer into certificated counseling positions shall receive the
21 benefits cap associated with the collective bargaining agreement for act and effectively the
22 new position.
23

24 **15.8.5.** BICS and BHCS will cease to acquire vacation time on the date they transfer into the
25 certificated counseling position. Any vacation accrued up to the time of transfer will be
26 paid out to the employee prior to the end of the fiscal year in which the transfer takes place.
27

28 **15.8.6.** Any sick leave accrued by an employee in the BIC or BHC position shall be transferred to
29 the employee's certificated counseling position in accordance with and to the extent
30 provided by law and/or applicable regulation.
31

1 **ARTICLE 16: RETIREMENT CREDIT FOR PART-TIME SERVICE**

2
3 **16.1** The purpose of this Article is to allow certificated employees of the District to work part-
4 time and receive full-time retirement credit.

5
6 **16.2** Such part-time employment status is limited to a period of five (5) years, or age 65,
7 whichever comes sooner. No service prior to July 1, 1976, may be included as part-time
8 service.

9
10 **16.3** Any participant shall have reached age 55 before the beginning of the unit member's school
11 year or semester in which the part-time service is to be effective. Such participant must
12 have been employed full-time in a position requiring certification for at least ten (10) years,
13 of which the immediately preceding five (5) years were full-time in the District.

14
15 **16.4** The option of part-time employment must be exercised at the request of the unit member
16 and can be revoked only with the mutual consent of the District and the unit member.

17
18 **16.5** The participant shall be paid a salary which is the pro rata share of the salary he/she would
19 be earning had he/she not elected to exercise the option of part-time employment, but shall
20 retain all other rights and benefits for which he/she makes the payments that would be
21 required if he/she remained in full-time service.

22
23 **16.6** The minimum part-time employment shall be the equivalent of one-half ($\frac{1}{2}$) of the number
24 of days of service required by the unit member's contract of employment during his/her
25 prior year of service in full-time position.

26
27 **16.7** The unit member shall receive his/her pro rata share of the fringe benefits or health benefits,
28 as provided for in the District Administrative Regulations, whichever is greater.

29
30 **16.8** Full retirement credit shall not be earned until the end of the full school year or semester.
31 Unit members who terminate before the end of the school year or semester for which they
32 were contracted will receive retirement credit based on the actual salary paid. No credit
33 will be allowed beyond the date of termination for any reason, including resignation, death,
34 or retirement. Unit member and District contributions must be paid monthly to State
35 Teachers' Retirement System.

36
37 **16.9** Any agreement for reduced service or reinstatement to full service must be in writing by
38 the unit member and District prior to the beginning of the school year or semester.

39
40 **16.10** One class taught in the secondary school is defined as 20% teaching assignment for the
41 purpose of this Article.
42

1 **ARTICLE 17: COMPENSATION AND HEALTH AND WELFARE BENEFITS**

2
3 **17.1 SALARY SCHEDULES**

4
5 Beginning July 1, 2002, unit members, except as otherwise provided herein, shall be paid
6 according to Appendix B, "Base Certificated Salary Schedule and Regulations," which is
7 attached hereto and incorporated herein by reference.
8

9 Pay warrants will be given to unit members on the first business day of each month.
10

11 **17.2 SALARY & FRINGE BENEFITS AGREEMENT**

12
13 **2022-2023**

14 1. 8.75% on schedule salary increase for 2022-2023 school year effective
15 July 1, 2022.
16

17 2. \$2,205 one time bonus for 2022-2023 school year for those unit members in paid
18 status on September 28, 2022.

19 Effective July 1, 2021, the District's maximum annual contribution to unit member health
20 and welfare benefit premiums shall be \$10,000.00. Unit members selecting policies that
21 have a cost above the maximum District annual contribution shall pay the amount in excess
22 of the maximum District contribution through payroll deduction.

23 **17.3** Rates reflected in Appendix C shall be adjusted annually at the same rate as the rate of
24 change applied to the certificated salary schedule in Appendix B.
25

26 **17.4 FRINGE BENEFITS**

27
28 The purpose of fringe benefits as set forth herein is to provide health and welfare benefits
29 and not a salary augmentation. Unit members may select a medical plan which exceeds
30 the District's maximum contribution, but shall be responsible for the payment of costs in
31 excess of the District's maximum contribution. The District's maximum fringe benefits
32 contribution shall be subject to increase through the negotiation process.
33

34 **17.4.1** Full-time unit members are to be provided an insurance package including medical, dental,
35 vision and life insurance plans from the list below. The District's Fringe Benefits
36 Committee shall meet regularly to review and recommend changes to the medical, dental
37 vision, and life plans offered by the District. The District shall meet and confer with the
38 Association prior to any changes in Health and Welfare plans offered. [Note: Plan
39 summaries may be found on the district website.]
40

Medical (single – up to full family coverage on one of the following plans)

1. Kaiser Permanente CSEBA Plans
 - a. Kaiser HMO 20
 - b. Kaiser DHMO 20
2. Blue Shield of California CSEBA Plans
 - a. Blue Shield of California Access+ HMO 20
 - b. Blue Shield of California TRIO ACO HMO 20
 - c. Blue Shield of California ASO PPO
 - d. Blue Shield of California HSA PPO

Dental (single – up to full family coverage on the following plan)

1. Delta Dental PPO Plan

Vision

1. Vision Service Plan (VSP)
2. Medical Eye Services Plan (MES)

Life Insurance

\$50,000 Life Insurance Policy (includes accidental death and dismemberment coverage.)

17.4.2 Unless agreed otherwise, for the duration of this Agreement, the District will continue the insurance benefit specifications at least equal to those in existence at the time of the execution of this Agreement. If the District intends to change the insurance carriers for such benefits, the District shall so notify the Association for purposes of negotiation. Nothing in the Agreement shall preclude meeting and negotiation on such benefit changes as proposed by the District.

17.4.3 Unit members who are on Board approved unpaid leave of absence shall be afforded the opportunity to continue their participation in District insurance plans. The unit member shall pay the premium for the continued coverage to the District.

17.4.4 QUALIFIED RETIREES AND DISABILITANTS

Medical (single – up to full family coverage on one of the following plans)

1. Kaiser Permanente CSEBA Plans
 - a. Kaiser HMO 20
 - b. Kaiser DHMO 20

2. Blue Shield of California CSEBA Plans
 - a. Blue Shield of California Access+ HMO 20
 - b. Blue Shield of California TRIO ACO HMO 20
 - c. Blue Shield of California ASO PPO
 - d. Blue Shield of California HSA PPO

17.4.5 The District will provide medical insurance coverage only up to the negotiated benefit cap for retirees and their eligible dependents who were in a full-time employment status in the District for ten (10) years immediately preceding retirement from the District. Such insurance will be the same as that available to regular unit members. A leave of absence from the District of one year or less, or a Board approved leave of absence extended for a second consecutive year, shall not operate to preclude an otherwise qualified retiree/disabiltant from receiving retiree medical coverage to age 65. A unit member who serves as a “unit member on loan” to another agency, such as the San Bernardino County Superintendent of Schools or the California Department of Education, whereby the unit member remains a full-time employee of the District during the time of absence and whereby the District receives reimbursement by the outside agency for the cost of the unit member, shall qualify to receive retiree medical coverage. Said retiree medical coverage for all qualifying unit members and their eligible dependents shall cease with the death of the retiree or age 65 of the unit member, whichever occurs first. The District also agrees to provide medically retired unit members approved by the State Teacher Retirement System (STRS), the same medical insurance coverage as received by regular unit members. Such coverage shall cease upon the death of the retiree or age 65, whichever comes first.

Retirees, after age 65, at their own expense, may elect to purchase an HMO medical insurance plan if provided by the District to regular employed unit members.

17.4.6 PART-TIME EMPLOYEES

A part-time employee shall be defined as any unit member employed more than twenty (20) hours per week but less than thirty-five (35) hours per week.

The District’s contribution for fringe benefits for part-time unit members shall be based on the same percentage basis as used to compute the unit member’s salary. The unit member may pay to the District any difference so as to permit full participation in the District’s fringe benefit program as outlined for full-time employment in Section 17.4.1.

17.5 ADULT EDUCATION TEACHERS – BENEFITS

Included in Bargaining Unit. Adult Education teachers regularly assigned to teach twenty (20) hours or more per week shall be included in the bargaining unit. All terms and conditions of employment of such employees shall remain exactly as they were prior to their inclusion in the unit except as provided in this Article with respect to entitlement to purchase certain fringe benefits.

1 **17.6 CHILD DEVELOPMENT PROGRAM TEACHERS – BENEFITS**

2

3 Child Development Program Teachers who work thirty-five (35) hours per week shall be

4 considered full-time for the purpose of calculating benefits. Child Development Program

5 Teachers employed more than twenty (20) hours per week but less than thirty-five (35)

6 hours per week shall be considered part-time for the purpose of calculating benefits, and

7 they shall receive prorated benefits.

8

ARTICLE 18: CHILD DEVELOPMENT PROGRAMS

18.1 TYPES OF CHILDCARE PROGRAMS

The District operates three distinctly different childcare and development programs which are:

- 1) Children's Center Program (Child Development Teachers) which provides childcare for children ages 3-12 years old from low-income families. Families must meet eligibility and need criteria, and fees are based on gross monthly income. It is fully funded by the California Department of Education.
- 2) Infant/Toddler Center Program (Infant Toddler Center Teachers) which provides childcare for infants and toddlers of teen parents.
- 3) Parent funded Before and After School programs (Child Care Teachers) which are parent-paid childcare programs for children in grades K-6 who are enrolled in District schools.

18.2 CLASS SIZE AND TEACHER-PUPIL RATIOS

The number of students enrolled may not exceed the guidelines as established by state and federal regulations for the Infant/Toddler Center Program, Children's Center Program, or parent funded Before and After School programs. Teacher-pupil ratio may not exceed that established by the appropriate program regulations.

18.3 HOURS

Child Development Teachers', Infant-Toddler Center Teachers', and Child Care Teachers' contract duty hours shall be determined by May 31 for the succeeding year according to anticipate enrollment. As enrollment changes occur throughout the year, additional duty hours may be necessary on a temporary basis in order to meet state and federal teacher-pupil ratio requirements. These additional duty hours shall be paid at a contract equivalent hourly/daily rate.

18.3.1 Child Development Head Teachers and Child Care Head Teachers work eight (8) hours per day. Infant Toddler Center Head Teachers shall work at least seven (7) hours per day. All Child Day Care Program Head Teachers shall take an inclusive one-half (½) hour lunch. Child Development Teachers, Infant-Toddler Center Teachers, and Child Care Teachers who work six (6) or more consecutive hours per day shall take two (2) duty-free breaks of not more than fifteen (15) minutes each.

18.3.2 In addition to the minimum hours of duty stated above, Child Development Teachers, Infant-Toddler Center Teachers, and Child Care Teachers shall be obligated to perform other related activities in addition to those of actual classroom teaching.

1 **18.3.3** The work year for Child Development Teachers, Infant-Toddler Center Teachers, and
2 Child Care Teachers shall consist of the number of days in each individual contract, but
3 not to exceed the maximum number of student days in one year from July 1 through the
4 following June 30.
5

6 **18.3.4** The work year for Child Development Programs shall be one hundred eighty (180) days.
7

8 **18.4** Unit members working in the District's Day Child Care Programs will share with their
9 immediate supervisors their desired off-contract days. The District retains the right to
10 establish all work calendars.
11

1 **ARTICLE 19: NO STRIKE – NO LOCKOUT**
2

3 **19.1** During the term of this Agreement, the Association agrees that neither it, its officers,
4 agents, or members will authorize, encourage, or engage in a strike, work stoppage,
5 slowdown, boycott, mass absenteeism, or any other interruption of, or interference with,
6 the operations of the District.
7

8 **19.2** In the event of a strike, work stoppage, slowdown, boycott, mass absenteeism, or any other
9 interruption of, or interference with, the operations of the District, the Association shall
10 immediately notify the employees that such action is unauthorized and promptly order its
11 members to return to work, and make every reasonable effort to terminate the unauthorized
12 action.
13

14 **19.3** Respecting any picket line established for any reason at any facility of the District by the
15 Association or any other organization or any employee, in concert or alone, during the term
16 of this Agreement shall constitute a violation of this Article.
17

18 **19.4** The District agrees that during the term of this Agreement, it will not engage in any lockout
19 or fail to abide by an arbitrator award, pursuant to Article 11 of this Agreement, in the
20 event such award becomes final.
21

22 **19.5** It is understood that any employee violating this Article may be subject to appropriate
23 discipline up to and including termination.
24

1 **ARTICLE 20: MISCELLANEOUS**

2
3 **20.1** Any individual contract between the District and an individual member shall be subject to
4 and consistent with the terms of this Agreement. In the event of an inconsistency, the
5 provision of the Agreement shall prevail.
6

7 **20.2** This Agreement shall supersede any rules, regulations, or practices of the District which
8 are contrary to, or inconsistent with, its terms.
9

10 **20.3** The provisions of this Agreement shall not be interpreted nor applied in a manner which is
11 arbitrary, capricious, or discriminatory.
12

13 **20.4** A member's notification to the Board stating intention to resign shall remain revocable
14 until such time as the Board officially takes action on such notification.
15

16 **20.5 SAVINGS CLAUSE**

17
18 Should any article, section, or clause of this Agreement be declared illegal by a court or
19 competent jurisdiction, said article, section, or clause, as the case may be, shall be
20 automatically deleted from this Agreement to the extent that it violates the law. The
21 remaining articles, sections, and clauses shall remain in full force and effect for the duration
22 of this Agreement if not affected by the deleted article, section or clause.
23

24 **20.5.1** Should a provision or application be deemed invalid, as described in paragraph 20.5 above,
25 the parties shall meet not later than ten (10) days after such court decision to renegotiate
26 the provision or provisions affected.
27

1 **ARTICLE 21: COMPLETION OF NEGOTIATIONS**

2
3 Except for new Contract negotiations, pursuant to Article 2, Negotiation Procedures, or
4 where otherwise specified, or by mutual agreement, during the term of this Agreement,
5 neither party shall be required to meet and negotiate with respect to any matter whether or
6 not covered by this Agreement and whether or not within the knowledge or contemplation
7 of either or both of the parties at the time they negotiated and/or signed this Agreement.

8

ARTICLE 22: PROFESSIONAL LEARNING COMMUNITIES

22.1 The District and the Association will continue to work collaboratively towards reaching a common understanding of the Professional Learning Community (PLC) process and to develop a framework that ultimately benefits the students of the District.

22.2 The goal for PLC is to be a systematic, teacher-driven process in which educators work interdependently to analyze and impact professional practice to improve their individual and collective results. The PLC process encourages educators to work collaboratively rather than in isolation and to take collective responsibility for student learning. The collaborative team effectively replaces the isolated classroom as the fundamental structure of the school. Collaborative teams are the engines that drive the organization's efforts to achieve its mission of high levels of learning for all students.

22.3 Scheduled PLC time shall be used to collaboratively answer the following four (4) critical PLC questions:

22.3.1 What do we want students to know?

22.3.2 How will we know when they have learned it?

22.3.3 How will we address the students that do not meet the expected learning targets?

22.3.4 How will we provide extension for the students that have met the learning targets?

22.3.4.1 Extension: students are stretched beyond essential grade-level curriculum or levels of proficiency.

22.4 It is understood that a "regularly scheduled PLC meeting" shall be no longer than 45 minutes in length.

22.5 Regularly scheduled PLC meetings shall not be scheduled during the first two (2) full weeks of the student instructional attendance calendar to allow staff to complete district mandated trainings.

22.6 Elementary unit members, grades TK through six (6), shall receive one regularly scheduled PLC (forty-five (45) minutes) per trimester (total of three (3) per school year) to input grades into the District learning management system. This regularly scheduled PLC must be taken one working week prior to or following the close of each trimester grading period and shall be scheduled by a majority vote of unit members at each site. Unit members shall communicate their selected dates to their site administrator.

22.7 At the elementary level, except as otherwise agreed to by a majority vote of the unit members at the site, a PLC shall begin directly following the instructional day. The instructional day shall end immediately following student dismissal.

22.8 PLC time shall be used to collaboratively answer one (1) or more of the four (4) PLC questions and shall not be used for administrative topics nor as teacher preparation time.

- 1 22.9 The PLC leadership team, defined as site administration and department/grade level
2 chairs, shall work collaboratively to develop a tentative PLC calendar for the school year.
3 22.10 Student data from common formative assessments collected during the PLC process shall
4 not be used for disciplinary purposes or as part of a unit member's evaluation.
5

1 FOR THE DISTRICT:

2 

3
4 Richard Rideout
5 Assistant Superintendent
6 Human Resources

7
8
9
10 

11 Date

FOR THE ASSOCIATION:



Brenda Walker
President
Associated Chino Teachers



Date

APPENDIX A

Included in Unit:

Classroom Teachers, Curriculum Specialists, Counselors, Psychologist, Librarians, Nurses, Special Education Teachers, Music Teachers, Speech-Language Pathologists, Department Chairpersons, Grade Level Chairpersons, Child Development Program Teachers, Reading Teacher/Literacy Coach, Teachers On Assignment, Behavioral Health Counselors, Behavior Intervention Counselors, Hourly Adult School/ROP Teachers regularly assigned to teach twenty (20) or more hours per week, and part-time contract employees serving in any of the above positions.

Excluded from Unit:

Substitute Teachers, Hourly Adult School Teachers regularly assigned to teach less than twenty (20) hours per week, confidential classified and classified employees, and all management and supervisory employees listed hereafter:

High School Principals, Junior High School Principals, Elementary Principals, Continuation/Alternative High School Principals, High School Assistant Principals, Junior High Assistant Principals, Elementary Assistant Principals, Psychologists, Special Education Program Specialists, Superintendent, Deputy Superintendent, Assistant Superintendents (Human Resources, Student Services), Assistant Superintendents (Facilities/Planning and Business Services), Administrator on Assignment, Director of Communications, Director of Technology, Director of Assessment, Director of Elementary Curriculum and Instruction, Director of Health Services/Child Development, Director of Media Services, Director of Program Improvement, Director of Secondary Curriculum and Instruction, Director of Special Education, Director of Student Support Services, Director of Access & Equity, Director of Business Services, Director of Nutrition Services, Director of Transportation, Director of Human Resources, Director of Professional Development, Director of Risk Management/Human Resources, Director of Facilities & Construction, Director of Maintenance & Operations, Director of Planning, Assistant Director of Nutrition Services, Coordinator of Alternative Education, Coordinator of Assessment, Coordinator of BTSA, Coordinator of Elementary Curriculum & Instruction, Coordinator, Equity, Diversity, and Supports Systems, Coordinator of Secondary Curriculum & Instruction, Coordinator of Child Development, Coordinator of Technology, Coordinator of Child Welfare and Attendance, Coordinator of Compliance, Coordinator of Data, Coordinator of English Learners Program, Coordinator of Facilities & Construction, Coordinator of IB/AVID, Coordinator, MTSS, Coordinator of Security, Coordinator of Special Education, Coordinator of Special Projects, Operations Manager of Nutrition Services, Manager of Accounting, Manager of Printing, Graphics, & Mail Services, Manager of Maintenance & Grounds, Manager of Maintenance & Operations, Manager of Purchasing, Director of Transportation, Manager of Vehicle Equipment, Assistant Manager of Purchasing, Supervisor of Maintenance & Operations, Payroll Supervisor, Supervisor of Maintenance, and Database Administrator, Behavior Intervention Associate.

CHINO VALLEY UNIFIED SCHOOL DISTRICT SALARY SCHEDULE - TEACHERS

APPENDIX B

2022/23 Effective July 1, 2022

Includes 8.75% Increase

				B.A. + 45 Sem. Hrs OR M.A.	B.A. + 60 incl M.A. OR M.A. + 15 Sem Hrs. OR B.A. + 65 Sem. Hrs (see below)
	B.A.	B.A. + 15 Sem. Hrs	B.A. + 30 Sem. Hrs		
<u>STEP</u>	<u>GROUP I</u>	<u>GROUP II</u>	<u>GROUP III</u>	<u>GROUP IV</u>	<u>GROUP V</u>
1	56,282	56,282	58,563	62,253	66,468
2	56,282	57,925	61,197	65,161	69,479
3	57,599	60,448	63,828	68,045	72,476
4	60,041	62,986	66,468	70,944	75,496
5	62,459	65,521	69,118	73,852	78,495
6	64,898	68,045	71,746	76,760	81,510
7	64,898	70,594	74,373	79,650	84,506
8	64,898	73,116	77,024	82,579	87,511
9	64,898	73,116	79,650	85,472	90,528
10	64,898	73,116	82,298	88,367	93,526
11	64,898	73,116	82,298	91,275	96,542
12	64,898	73,116	82,298	94,182	99,546
13	64,898	73,116	82,298	94,182	102,548
14	64,898	73,116	82,298	94,182	105,549
15	66,472	74,694	84,117	96,234	108,009
16	66,472	74,694	84,117	96,234	108,009
17	66,472	74,694	84,117	96,234	108,009
18	68,048	76,266	85,930	98,289	110,469
19			85,930	98,289	110,469
20			85,930	98,289	110,469
21			87,749	100,344	112,930
22				100,344	112,930
23				100,344	112,930
24				102,397	115,390
25				102,397	115,390
26				102,397	115,390
27				104,455	117,849

PLACEMENT ON COLUMN V WITHOUT A MASTERS DEGREE

- a) Must be on Step 9 with a minimum of eight (8) years experience
- b) Must have at least 65 semester units beyond a Bachelor's Degree
- c) Must have completed 15 semester units in accordance with the salary provisions of this schedule, since July 1, 1972

APPENDIX B

CHINO VALLEY UNIFIED SCHOOL DISTRICT SALARY SCHEDULE
FOR CHILD DEVELOPMENT PROGRAMS
2022/2023 Effective July 1, 2022
Includes 8.75% Increase

	CHILD CARE PERMIT	CHILD CARE PERMIT PLUS AA DEGREE PLUS 10 UNITS	CHILD CARE PERMIT PLUS BA DEGREE	BA DEGREE PLUS REGULAR TEACHING CREDENTIAL
<u>STEP</u>	<u>GROUP I</u>	<u>GROUP II</u>	<u>GROUP III</u>	<u>GROUP IV</u>
1	22.72	24.93	28.67	32.99
2	23.69	26.05	29.91	34.69
3	24.93	27.25	31.37	36.37
4	26.05	28.42	32.99	38.16
5	26.05	29.76	34.69	40.12
6	26.05	29.76	36.50	42.11
7	26.05	29.76	36.50	42.11
8	26.05	29.76	36.50	42.11
9	26.05	29.76	36.50	42.11
10	26.05	29.76	36.50	42.11
11	26.05	29.76	36.50	42.11
12	26.05	29.76	36.50	42.11
13	26.05	29.76	36.50	42.11
14	26.05	29.76	36.50	42.11
15	26.70	30.55	37.46	43.34
16	26.70	30.55	37.46	43.34
17	26.70	30.55	37.46	43.34
18	27.34	31.34	38.38	44.54
19	27.34	31.34	38.38	44.54
20	27.34	31.34	38.38	44.54
21	27.98	32.10	39.31	45.77
22	27.98	32.10	39.31	45.77
23	27.98	32.10	39.31	45.77
24		32.85	40.26	47.01
25		32.85	40.26	47.01
26		32.85	40.26	47.01
27		33.66	41.19	48.23

PERMIT TEACHERS EMPLOYED UNDER THIS POLICY WILL BE MEMBERS OF THE STATE TEACHERS' RETIREMENT SYSTEM.

THE DESIGNATED HEAD PERMIT TEACHER WILL RECEIVE A STIPEND OF \$1,119

CHINO VALLEY UNIFIED SCHOOL DISTRICT SALARY SCHEDULE - COUNSELORS

APPENDIX B

2022/2023 Effective July 1, 2022

Includes 8.75% Increase

	B.A.	B.A. + 15 Sem. Hrs	B.A. + 30 Sem. Hrs	B.A. + 45 Sem. Hrs OR M.A.	B.A. + 60 incl M.A. OR M.A. + 15 Sem Hrs. OR B.A. + 65 Sem. Hrs
<u>STEP</u>	<u>GROUP I</u>	<u>GROUP II</u>	<u>GROUP III</u>	<u>GROUP IV</u>	<u>GROUP V</u>
1	59,360	59,360	61,761	65,652	70,099
2	59,360	61,089	64,541	68,718	73,276
3	60,747	63,750	67,315	71,764	76,439
4	63,320	66,429	70,099	74,822	79,619
5	65,874	69,100	72,894	77,890	82,781
6	68,445	71,764	75,666	80,954	85,965
7	68,445	74,450	78,440	84,001	89,123
8	68,445	77,109	81,234	87,090	92,294
9	68,445	77,109	84,001	90,140	95,475
10	68,445	77,109	86,796	93,199	98,636
11	68,445	77,109	86,796	96,262	101,815
12	68,445	77,109	86,796	99,328	104,986
13	68,445	77,109	86,796	99,328	108,153
14	68,445	77,109	86,796	99,328	111,320
15	70,105	78,775	88,713	101,493	113,911
16	70,105	78,775	88,713	101,493	113,911
17	70,105	78,775	88,713	101,493	113,911
18	71,768	80,434	90,627	103,661	116,505
19			90,627	103,661	116,505
20			90,627	103,661	116,505
21			92,544	105,828	119,101
22				105,828	119,101
23				105,828	119,101
24				107,993	121,695
25				107,993	121,695
26				107,993	121,695
27				110,163	124,288

PLACEMENT ON COLUMN V WITHOUT A MASTERS DEGREE

- a) Must be on Step 9 with a minimum of eight (8) years experience
- b) Must have at least 65 semester units beyond a Bachelor's Degree
- c) Must have completed 15 semester units in accordance with the salary provisions of this schedule, since July 1, 1972

BOARD APPROVED: October 20, 2022

APPENDIX B

CHINO VALLEY UNIFIED SCHOOL DISTRICT
Psychologist Salary Schedule
2022/2023 Effective July 1, 2022
Includes 8.75% Increase and Longevity Revision

RANGE	POSITION	DAYS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
28	Psychologist	195	101,965	105,452	108,926	112,390	115,869
28B	Behavior Intervention Psychologist	200	110,234	114,002	117,758	121,502	125,264

Longevity	
10 Years of Service	2%
15 Years of Service	4%
20 Years of Service	6%
25 Years of Service	8%
30 Years of Service	10%

APPENDIX B

CHINO VALLEY UNIFIED SCHOOL DISTRICT
Speech Language Pathologist Salary Schedule
2022/2023 Effective 7/1/2022
Includes 8.75% Increase

RANGE	POSITION	DAYS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
29	Speech Language Pathologist	183	84,506	99,546	108,009	112,930	117,849

CHINO VALLEY UNIFIED SCHOOL DISTRICT
Behavior Intervention Counselor/Behavioral Health Counselor Salary Schedule
2022/2023 Effective July 1, 2022
Includes 8.75% Increase and Longevity Revision

APPENDIX B

RANGE	POSITION	DAYS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
38A	Behavior Intervention Counselor	220	70,100	72,460	74,823	77,224	79,585
38B	Behavioral Health Counselor	248	78,946	81,603	84,267	86,977	89,638

Longevity	
10 Years of Service	2%
15 Years of Service	4%
20 Years of Service	6%
25 Years of Service	8%
30 Years of Service	10%

APPENDIX B (cont.)

SALARY PLACEMENT GUIDELINES

Definition of Groups

Group I

Bachelor's Degree.

Group II

Bachelor's plus 15 semester hours.

Group III

Bachelor's plus 30 semester hours.

Group IV

1. Bachelor's Degree plus 45 semester hours or
2. Master's Degree.

Group V

1. Bachelor's Degree plus 60 semester hours including Master's or
2. Master's Degree plus 15 semester hours or
3. Bachelor's Degree plus 65 semester hours.

1 **APPENDIX B (cont.)**

2
3
4 **General Provisions of the Certificated Salary Schedule**

- 5
- 6 1. Schedule is for the equivalent to 183 workdays. (185 workdays for new members)
- 7
- 8 2. Advancement may be made from Group IV to Group V without a Master's Degree, in
9 accordance with the following criteria:
- 10
- 11 (a) Must be on step 9 with a minimum of eight (8) years experience.
- 12
- 13 (b) Must have at least 65 semester units beyond a Baccalaureate Degree.
- 14
- 15 Must have completed 15 semester units, in accordance with the salary provisions
16 of this schedule since July 1, 1972.
- 17
- 18 3. Unit members working on extended contracts (those days beyond 183; 185 for new unit
19 members, will be paid their daily rate for those days exceeding 183 days or 185 for new
20 unit members.
- 21
- 22 4. A unit used for placement in Groups II through V shall be based on credit earned after the
23 awarding of the Baccalaureate Degree with grade of Pass or C or above within the
24 following classifications: (a) graduate credit; (b) upper division credit; (c) professional
25 courses (offered for educators, but in some instances not identified by graduate level course
26 numbers); (d) equivalent study connected with in-service courses or research programs
27 performed for the District and with prior approval by the Associate Superintendent, Human
28 Resources; (e) lower division credit, if approved by the immediate supervisor and
29 Associate Superintendent, Human Resources; (f) as many as six lower division units, if
30 taken to meet the requirements of the Education Code relating school staff preparation in
31 the History, Culture, and Current Problems of Racial and Ethnic Minorities; (g) subject
32 required for renewal of credentials or educational licenses; (h) classes offered by the
33 District/County/CTA for the purpose of certification in specialized areas (15 hours = 1
34 semester unit of credit; and (i) Continuing Education Units (CEU's) for school nurses
35 which are converted on the basis of ten (10) CEU's = 1 semester unit of credit.
- 36
- 37 5. All semester units which are to be used for salary credit purposes must be semester hours
38 earned after the awarding of the Baccalaureate Degree. Quarter units shall be given a
39 two-thirds (2/3rds) semester unit value.
- 40
- 41 6. The following formula will be used for current as well as new employees having eleven
42 (11) or more years of teaching experience in either public or private education. The base
43 year will be "11", which will be subtracted from the total number of creditable service
44 years. The remainder will be divided by 2. The quotient is added to the "base year."
- 45

1 **APPENDIX B (cont.)**

2
3 **General Provisions of the Certificated Salary Schedule (cont.)**

4
5 The sum will be the number of years granted for placement and/or movement on the salary
6 schedule. This formula in no way would cause a current employee to be placed at a step that is
7 less than their current placement.
8

- 9 (A) New unit members having served in a position requiring a valid state teaching
10 credential shall receive one step credit for each year prior experience in public or
11 private schools, or public or private colleges/universities accredited by a recognized
12 accreditation association of schools and colleges or parochial schools which are
13 governed by a diocese or the equivalent. In order to receive such credit, a unit
14 member must have taught a minimum of 75% of the days school is in session in the
15 regular school term to count as one year of experience (75% = 135 days).
16

17 (1) For the purposes of this Article, a public school is defined as a school
18 operated by the state or its designee which requires valid teaching credentials of
19 those employees teaching therein.
20

21 (2) Experience which shall not be considered for initial placement includes
22 private schools not accredited by a recognized accreditation association of schools
23 and colleges, any private elementary or preschool (preschools operated by the
24 District excepted), private or parochial schools which are totally self governed, or
25 state universities or colleges not requiring a valid state teaching credential of their
26 teaching employees, or private or public adult school or substitute teaching of any
27 type (District substitute experience excepted).
28

29 (3) Unit members presently serving the District in a K-12 position who have
30 served the District in either of its preschool programs shall receive year-for-year
31 experience for those years during which time the unit member held a valid state
32 teaching credential authorizing service in grades K-12.
33

- 34 (B) Unit members shall receive one step credit for each year of active service in the
35 military forces of the United States, limited to a maximum of two (2) years. A
36 year's credit will be granted when 75% of a year has been spent in active military
37 duty.
38

- 39 (C) One (1) step credit may be granted for each year of trade, industrial, or business
40 experience of journeyman level directly related to the teaching assignment within
41 the occupational program, limited to a maximum of ten (10) years. Credit for step
42 placement shall be granted for 75% of the last calendar year worked at the
43 journeyman level. Nurses hired on or after July 1, 1989, shall receive the benefits
44 of this clause.
45

1 **APPENDIX B (cont.)**

2
3 **General Provisions of the Certificated Salary Schedule (cont.)**

4
5 7. Salary step credit may be granted to unit members who take a personal leave of absence
6 for the purposes of serving as a teacher in a foreign school. Such credit shall be limited to
7 one (1) year. The unit member must have served in the foreign school a minimum of 75%
8 of the total number of days District schools were in session in the regular school term to
9 count as one (1) year of experience.

10
11 8. Submission of official transcripts for group changes shall be governed pursuant to the
12 following schedule:

13
14 A) For transcripts submitted between June 1 and August 31, the unit member's salary
15 schedule group change shall be effective on September 1 and reflective on their
16 October 1 pay warrant;

17
18 B) For transcripts submitted between September 1 and November 30, the unit
19 member's salary schedule group change shall be effective on December 1 and
20 reflective on their January 1 pay warrant;

21
22 C) For transcripts submitted between December 1 and February 28/29, the unit
23 member's salary schedule group change shall be effective on March 1 and reflective
24 on their April 1 pay warrant;

25
26 D) For transcripts submitted between March 1 and May 31, the unit member's salary
27 schedule group change shall be effective on June 1 and reflective on their July 1
28 pay warrant.

29
30 Temporary verification will be allowed in lieu of the official transcript for a period of not
31 more than ninety (90) days. This temporary verification must be from an official
32 representative of the institution, not the instructor of the course, and it must include the
33 official seal from the college or university in order to be valid. In the event that within the
34 period of ninety (90) days, commencing from the date that the request for the salary
35 progression is made, the unit member fails to provide the official documentation as
36 required, the unit member's salary shall be reduced to the former group and his/her salary
37 shall be adjusted accordingly. The group change shall not be retroactive.

38
39 9. Unit members hired after the instructional year begins may combine days of service credit
40 from their previous district with days of service credit in the District to fulfill the 75%
41 requirement provided the days of service credit in the previous district were earned during
42 the same school year when service began in the District.

43
44 10. Only substitute service performed under valid California teaching credentials in the District
45 after July 1, 1981, will be recognized for service credit. Years of service credit for
46 substitute teaching will be granted only for those school years in which the employee taught
47 at least 135 days. Substitute service shall not count toward tenure or longevity pay.

1 **APPENDIX B (cont.)**

2
3 **General Provisions of the Certificated Salary Schedule (cont.)**

- 4
5 11. A Doctor of Law Degree shall be considered the same as a Master's Degree for purpose of
6 placement on the Certificated Salary Schedule.
7

1 **APPENDIX B (cont.)**

2
3 **RECLASSIFICATION PROVISIONS OF THE CERTIFICATED SALARY SCHEDULE**

- 4
- 5 1. College units taken for movement on the salary schedule shall be subject to the following
- 6 conditions: All creditable college units for placement in groups must be upper division or
- 7 graduate units in the teacher's major or minor field (subjects currently taught in California
- 8 public schools) or fulfilling credential requirements with grade of C or above (or pass),
- 9 except as provided in paragraphs 4 and 5. If the college course work taken is not in the
- 10 teacher's major or minor, then it must be meaningfully related to the present teaching
- 11 assignment or needed to obtain an additional teaching assignment or major or minor. The
- 12 Associate Superintendent, Human Resources shall review all applications for movement
- 13 on the salary schedule.
- 14
- 15 2. Unit members working on extended contracts (in excess of 183 days or equivalent) may
- 16 accumulate excess days of service. Any days so accumulated may be carried forward not
- 17 more than four (4) years and combined with the days from one other future year in which
- 18 the unit member could not otherwise meet the 75% requirement to earn a year's service
- 19 credit. Notwithstanding this provision, no unit member shall be able to combine excess
- 20 days to create more than one step credit per each school year. Substitute service shall not
- 21 apply for this purpose.
- 22

1 **APPENDIX B (cont.)**

2
3 **MISCELLANEOUS**

4
5 **1. ANNIVERSARY INCREMENTS**

6
7 Certificated personnel will receive anniversary increments in addition to their regular
8 salary in accordance with the following schedule and formula:

9
10 (A) At the beginning of the fifteenth (15th) year of creditable service, .028 x step 1 of
11 the column where the unit member is placed on the schedule.

12
13 (B) At the beginning of the eighteenth (18th) year of creditable service, .028 x step 1 of
14 the column where the unit member is placed on the schedule.

15
16 (C) At the beginning of the twenty-first (21st) year of creditable service, .028 x step 1
17 of the column where the unit member is placed on the schedule.

18
19 (D) At the beginning of the twenty-fourth (24th) year of creditable service, .028 x step
20 1 of the column where the unit member is placed on the schedule.

21
22 (E) At the beginning of the twenty-seventh (27th) year of creditable service, .028 x step
23 1 of the column where the unit member is placed on the schedule.

24
25 **2.** As noted in Article 14.1.2.1, the additional responsibility factor compensation for
26 counselors shall be a factor of 6% of the individual counselor's regular annual salary.

27
28 **3.** Special Rates: Hourly rates shall be determined by dividing the annual salary for Group
29 III, Step 1 of the Certificated Salary Schedule by 183 then by 6. Class instruction hourly
30 rate shall be at the hourly rate. Hourly rate for driver training, simulator training, and home
31 teaching shall be .95% of the regular hourly rate.

32
33 **4.** Amounts owed to unit members as retroactive salary payments shall be paid between 45
34 and 60 days following ratification of the Agreement for providing for such payment.

35
36 **5.** When opening a new school, unit members may have three (3) days of the daily substitute
37 teacher per for additional services to be rendered as assigned by the principal. As an
38 alternative, teachers may have three (3) days of release time to facilitate the move to the
39 new school.

CHINO VALLEY UNIFIED SCHOOL DISTRICT
Pre-Evaluation Conference Form
Counselor Evaluation

Counselor:	School Year:
Site:	Evaluator:
Subject/Grade:	Date of Observation:
<input type="checkbox"/> Intern <input type="checkbox"/> Temporary <input type="checkbox"/> Probationary 1 <input type="checkbox"/> Probationary 2 <input type="checkbox"/> Permanent	
<p style="text-align: center;"><u>Standards to Be Evaluated:</u></p> <p>Standard 1: Engage, Advocate For and Support All Students in Learning</p> <p>Standard 2: Plan, Implement and Evaluate Programs to Promote Academic, Career, Personal, and Social Development of All Students</p> <p>Standard 3: Utilize Multiple Sources of Information to Monitor and Improve Student Behavior and Achievement</p> <p>Standard 4: Collaborate and Coordinate With School and Community Resources</p> <p>Standard 5: Promote and Maintain a Safe Learning Environment for All Students</p> <p>Standard 6: Develop as a Professional School Counselor</p>	
<p><u>Summary of Pre-Evaluation Conference (Focus shall include individual, professional goals and include the employee's contribution to team/program goals where applicable):</u></p> 	

Evaluator's Signature _____

Date _____

Counselor's Signature _____

Date _____

Chino Valley Unified School District Counselor Observation Form with Rubric

Counselor:	School Year: Click here to enter text.
Site:	Evaluator:
Date of 1 st 2 nd 3 rd Observation: _____ (Circle One) (A minimum of one observation is required.)	Post Observation Conference Date: _____ Observation Form Provided On: _____
<input type="checkbox"/> Intern <input type="checkbox"/> Temporary <input type="checkbox"/> Probationary 1 <input type="checkbox"/> Probationary 2 <input type="checkbox"/> Permanent	
Overall Observation Rating _____	Assistance Plan <input type="checkbox"/> Yes (<i>Assistance Plan Attached</i>) <input type="checkbox"/> No Date of Plan: _____

Formal observation(s) must be equivalent to 30 minutes in length and/or equal to one guidance lesson/presentation. A minimum of one (1) and a maximum of three (3) formal observations will be held. Descriptors (criteria) are available and shall be used as a reference to establish ratings for each area. The rubric provided below shall be used when determining observation ratings for the counseling standards.

Rubric: Overall Evaluation Rating

- 1) For any 3 elements within a standard rated “*Element Expectations Not Met*,” the counselor will receive an overall rating for that Standard of “*Element Expectation(s) Not Met*.” [U]
- 2) For any 2 elements within a standard rated “*Element Expectations Not Met*,” the counselor will receive an overall rating for that Standard of “*Meets Element Expectations with Growth Recommended*.” [G]
- 3) For any 3 elements within a standard rated “*Meets Element Expectations with Growth Recommended*,” the counselor will receive an overall rating for that Standard of “*Meets Element Expectations with Growth Recommended*.” [G]
- 4) Within a Standard, for any 1 element rated “*Element Expectations Not Met*” and any 2 elements rated “*Meets Element Expectations with Growth Recommended*,” the counselor will receive an overall rating for that Standard of “*Meets Element Expectations with Growth Recommended*.” [G]
- 5) For any combination, other than those stated above, the counselor will receive an overall rating for that Standard of “*Meets Element Expectations*” [M] or “*Exceeds Element Expectations*.” [E] Comments are required for any rating(s) of “*Exceeds Element Expectations*.”
- 6) Specific observed objective evidence shall be cited for any Standard rating of “*Meets Element Expectations with Growth Recommended*,” or “*Element Expectation(s) Not Met*.”
- 7) Any rating of “*Not Observed*” or “*Not Applicable*” shall not affect the observation rating in any way.
- 8) A counselor who receives an overall observation rating of “*Element Expectation(s) Not Met*” [U] shall complete an Assistance Plan, pursuant to Article 8 of the Agreement.

Counselor Observation Form with Rubric p. 2

KEY: E: Exceeds Standard (s), M: Meets Standard (s), G: Growth Recommended, U: Standard (s) Not Met

STANDARD 1: Engage, Advocate For and Support All Students in Learning	Element Rating (Based on objective and observable evidence)
1.1 Ensure all students are engaged in a system of support designed for learning and academic success	
1.2 Advocate for educational opportunity, equity and access for all students	
1.3 Advocate for the learning and academic success of all students	
1.4 Identify student problems in their earliest stages and implement prevention and intervention strategies	
STANDARD RATING:	
Cite objective and observable evidence (G and U ratings) / Comments: (E ratings)	

STANDARD 2: Plan, Implement and Evaluate Programs to Promote Academic, Career, Personal, and Social Development of All Students	Element Rating (Based on objective and observable evidence)
2.1 Demonstrate organization skills	
2.2 Develop outcome-based programs	
2.3 Assess program outcomes and analyze data	
2.4 Demonstrate leadership in program development	
STANDARD RATING:	
Cite objective and observable evidence (G and U ratings) / Comments: (E ratings)	

STANDARD 3: Utilize Multiple Sources of Information to Monitor and Improve Student Behavior and Achievement	Element Rating (Based on objective and observable evidence)
3.1 Assess student characteristics and utilize the information to plan for individual student growth and achievement	
3.2 Interpret and use student assessment data with students and parents/guardians in developing personal, academic, and career plans	
3.3 Monitor student personal, academic, and career progress	
STANDARD RATING:	
Cite objective and observable evidence (G and U ratings) / Comments: (E ratings)	

STANDARD 4: Collaborate and Coordinate With School and Community Resources	Element Rating (Based on objective and observable evidence)
4.1 Build and maintain student support teams for student achievement	
4.2 Provide consultation and education for teachers and parents	
4.3 Develop working relationships within the school that include school staff members, parents, and community members	
4.4 Coordinate support from community agencies	
STANDARD RATING:	
Cite objective and observable evidence (G and U ratings) / Comments: (E ratings)	

KEY: NA: Not Applicable or Not Observed, E: Exceeds Element Expectation(s), M: Meets Element Expectation(s), G: Meets Element Expectation(s) with Growth Recommended, U: Element Expectation(s) Not Met

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Counselor Observation Form with Rubric p. 3

STANDARD 5: Promote and Maintain a Safe Learning Environment for All Students	Element Rating (Based on objective and observable evidence)
5.1 Promote a positive, safe, and supportive learning environment	
5.2 Develop and implement programs that address the personal and social risk factors of students	
5.3 Develop and implement programs that reduce the incidence of school site violence	
5.4 Incorporate models of systemic school safety that address elements of prevention, intervention, and treatment into the school system	
STANDARD RATING:	
Cite objective and observable evidence (G and U ratings) / Comments: (E ratings)	

STANDARD 6: Develop as a Professional School Counselor	Element Rating (Based on objective and observable evidence)
6.1 Establish professional goals and pursue opportunities to improve	
6.2 Model effective practices and continuous progress in school counseling	
6.3 Adhere to professional codes of ethics, legal mandates, and district policies	
STANDARD RATING:	
Cite objective and observable evidence (G and U ratings) / Comments: (E ratings)	

Evaluator's Signature _____

Date _____

Counselor's Signature _____

Date _____

The counselor's signature does not necessarily indicate agreement with the evaluation ranking or its contents, but indicates that he/she has received a copy of the evaluation and has the right to respond to and/or appeal the evaluation ranking and contents.

Chino Valley Unified School District Counselor Evaluation Form with Rubric

Counselor:		School Year:	
Site:		Evaluator:	
Date of Preliminary Evaluation Conference:	Date(s) of Observation(s): (at least 1)	Date of Final Evaluation Conference:	
<input type="checkbox"/> Intern <input type="checkbox"/> Temporary <input type="checkbox"/> Probationary 1 <input type="checkbox"/> Probationary 2 <input type="checkbox"/> Permanent			
Overall Evaluation Rating _____	Assistance Plan <input type="checkbox"/> Yes (<i>Assistance Plan Attached</i>) <input type="checkbox"/> No Date of Plan: _ _ _ _ _		
<p>To qualify for the five (5) year evaluation cycle a counselor must:</p> <ul style="list-style-type: none"> • Have worked in the Chino Valley Unified School District more than 10 years. <input type="checkbox"/> Yes <input type="checkbox"/> No • Have received an Overall Evaluation Rating of <i>Meets</i> or <i>Exceeds Expectations</i> on the previous and current evaluation cycles. <input type="checkbox"/> Yes <input type="checkbox"/> No <p>Recommend five (5) year evaluation cycle: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>			

The formal observation(s) shall be utilized to determine the final overall evaluation ranking. Descriptors are available and shall be used to establish ratings for each area. The rubric provided below shall be used when determining the ranking for the final overall evaluation.

Rubric: Overall Evaluation Rating

- 1) Any 2 standards rated "*Standard Not Met*," shall receive an overall evaluation ranking of "*Standards Not Met*." [U] A unit member, who receives an overall evaluation ranking of "*Standards Not Met*," shall be placed on and adhere to an Assistance Plan.
- 2) Any combination of 1 standard rated "*Standard Not Met*" and 3 standards rated "*Growth Recommended*," or 4 or more standards rated "*Growth Recommended*," shall receive an overall evaluation ranking of "*Standards Not Met*." [U] A unit member, who receives an overall evaluation ranking of "*Standards Not Met*," shall be placed on and adhere to an Assistance Plan.
- 3) Any 1 standard rated "*Standard Not Met*" shall receive an overall evaluation ranking of "*Growth Recommended*." [G] An Assistance Plan shall be developed and implemented for the standard not met.
- 4) Any 3 standards rated "*Growth Recommended*" shall receive an overall evaluation ranking of "*Growth Recommended*." [G] An Assistance Plan may be developed and implemented with the agreement of the unit member and the evaluator.
- 5) Any combination, other than those stated above, the unit member will receive an overall evaluation ranking of "*Meets Standards*" [M] or "*Exceeds Expectations*." [E] Comments are required for any ranking of "*Exceeds Expectations*."
- 6) Specific observed objective evidence shall be cited for any Standard rating of "*Meets Element Expectations with Growth Recommended*," or "*Element Expectation(s) Not Met*."

Counselor Evaluation Form with Rubric p. 2

STANDARD 1: Engage, Advocate For and Support All Students in Learning	Element Rating (Based on objective and observable evidence)
1.1 Ensure all students are engaged in a system of support designed for learning and academic success	
1.2 Advocate for educational opportunity, equity and access for all students	
1.3 Advocate for the learning and academic success of all students	
1.4 Identify student problems in their earliest stages and implement prevention and intervention strategies	
STANDARD RATING:	
Cite objective and observable evidence (G and U ratings) / Comments: (E ratings)	

STANDARD 2: Plan, Implement and Evaluate Programs to Promote Academic, Career, Personal, and Social Development of All Students	Element Rating (Based on objective and observable evidence)
2.1 Demonstrate organization skills	
2.2 Develop outcome-based programs	
2.3 Assess program outcomes and analyze data	
2.4 Demonstrate leadership in program development	
STANDARD RATING:	
Cite objective and observable evidence (G and U ratings) / Comments: (E ratings)	

STANDARD 3: Utilize Multiple Sources of Information to Monitor and Improve Student Behavior and Achievement	Element Rating (Based on objective and observable evidence)
3.1 Assess student characteristics and utilize the information to plan for individual student growth and achievement	
3.2 Interpret and use student assessment data with students and parents/guardians in developing personal, academic, and career plans	
3.3 Monitor student personal, academic, and career progress	
STANDARD RATING:	
Cite objective and observable evidence (G and U ratings) / Comments: (E ratings)	

STANDARD 4: Collaborate and Coordinate With School and Community Resources	Element Rating (Based on objective and observable evidence)
4.1 Build and maintain student support teams for student achievement	
4.2 Provide consultation and education for teachers and parents	
4.3 Develop working relationships within the school that include school staff members, parents, and community members	
4.4 Coordinate support from community agencies	
STANDARD RATING:	
Cite objective and observable evidence (G and U ratings) / Comments: (E ratings)	

KEY: NA: Not Applicable or Not Observed, E: Exceeds Element Expectation(s), M: Meets Element Expectation(s), G: Meets Element Expectation(s) with Growth Recommended, U: Element Expectation(s) Not Met

rev. 07/07/2016

Counselor Evaluation Form with Rubric p. 3

STANDARD 5: Promote and Maintain a Safe Learning Environment for All Students	Element Rating (Based on objective and observable evidence)
5.1 Promote a positive, safe, and supportive learning environment	
5.2 Develop and implement programs that address the personal and social risk factors of students	
5.3 Develop and implement programs that reduce the incidence of school site violence	
5.4 Incorporate models of systemic school safety that address elements of prevention, intervention, and treatment into the school system	
STANDARD RATING:	
Cite objective and observable evidence (G and U ratings) / Comments: (E ratings)	

STANDARD 6: Develop as a Professional School Counselor	Element Rating (Based on objective and observable evidence)
6.1 Establish professional goals and pursue opportunities to improve	
6.2 Model effective practices and continuous progress in school counseling	
6.3 Adhere to professional codes of ethics, legal mandates, and district policies	
STANDARD RATING:	
Cite objective and observable evidence (G and U ratings) / Comments: (E ratings)	

Evaluator's Signature _____

Date _____

Counselor's Signature _____

Date _____

The counselor's signature does not necessarily indicate agreement with the evaluation ranking or its contents, but indicates that he/she has received a copy of the evaluation and has the right to respond to and/or appeal the evaluation ranking and contents.

APPENDIX C
EXTRA DUTY RATES

1. ELEMENTARY GRADE LEVEL AND SECONDARY DEPARTMENT CHAIRPERSONS

Grade Level and Department Chairpersons, shall be elected by the teachers that they represent no later than the end of the current school year. This shall be accomplished on an annual basis and unit members will be entitled to cast votes in department elections in accordance with the actual classes that they are assigned to teach in each respective department. Annual department elections shall be facilitated by the administration and Association representatives at each site, and the results shall be subject to Board approval. Each site shall develop a nominating process that will allow for the private expression of preference for grade level and department chairs. Those unit members nominated shall be elected by majority vote (on a plurality basis) through the use of secret ballots which are to be counted by the site administrators and the Association representatives.

In instances where the unit member elected to serve as chairperson is determined to be ineffective by the administration, the Principal may request that the department provides a replacement representative to serve as chair for the duration of the school year.

It is agreed and understood that grade level and department chairs are members of the bargaining unit, and, therefore, their duties and responsibilities shall not include having "authority to hire, transfer, suspend, layoff, recall, promote, discharge, assign, reward, or discipline other employees, or the responsibility to assign work to and direct them, or to adjust their grievances, or effectively recommend such action if, in connection with the foregoing functions, the exercises of that authority is not of merely routine or clerical nature, but requires the use of independent judgment" [see Government Code section 3540.1 (M)]. Grade level and department chair meetings shall be open to others, with a recommendation that agendas and minutes be kept for all meetings to improve communication. Finally, grade level and department chairs may not be involved in the evaluation of other unit members.

2. CURRICULUM WRITING

Unit members shall be provided release time for curriculum writing or be paid the hourly instructional rate per #5 below. (See page 82)

3. GENERAL PROVISIONS OF EXTRA-DUTY COACHING PAY

- A. Bargaining unit members shall have first consideration for extra duty athletics/activities positions approved, according to appendix c. If no bargaining unit member applies for an extra duty stipend position, then the position will be flown and filled by either a walk-on athletics/activities person. When an athletics/activities position is held or filled by a non-bargaining unit person the position shall become vacant at the end of the season or activity (whichever comes first) then the position will be flown district-wide.

1 **APPENDIX C (cont.)**
2

3 B. No extra duty stipend in a designated area (athletics/activities) may be given to non-unit
4 members until all unit members providing a service for which a stipend has been
5 approved, according to Appendix C, have been compensated. The District shall notify
6 the Association before offering an extra duty stipend assignment to a non-unit member,
7 and on request shall provide a list of names of anyone receiving an extra duty stipend.
8

9 C. Ten percent (10%) of the season's stipend will be paid to the Varsity Head Coach and
10 any Varsity Assistant Coach (in those cases where an assistant coach or coaches are
11 approved, pursuant to Appendix C) Band Director, Assistant Band Director, and Drill-
12 team advisor for each week the coaches' team remains in CIF play-offs. For the
13 purpose of this paragraph, the factor will be applied to the stipend, as reflected in
14 Appendix C.
15

16 D. Extra duty pay for unit members involved in athletics shall be increased to give
17 experience credit, as follows:
18

19 For each year of coaching in the same sport, the coaching stipend will increase by the
20 percentage of 1.046 added to the basic stipend. The increase will be applied to the
21 stipend, as defined in Appendix C, and will continue for three (3) years (three steps---
22 step 1, step 2, and step 3). Step 1 shall be the amount of the annual stipend reflected in
23 Appendix C.
24

25 Unit members may switch assignments between men and women's teams of the same
26 level of sport without penalty.
27

28 A unit member leaving a coaching position for the purpose of a "leave of absence" as
29 defined in Article 13, shall not lose credit for prior service in that sport so long as the
30 unit member returns to coaching the same sport immediately following the leave of
31 absence.
32

33 E. Credit will be given for coaching experience in the District only. Coaching service in
34 the same sport is transferable within the District.
35

36 **4. AFTER WORKING HOURS SUPERVISION**
37

38 Unit members are required to attend "Back-to-School" night and "Open House" as part of
39 their contractual obligation to the District. Those unit members who provide service to
40 the District for purposes of after-school supervision shall be reimbursed at the rate listed
41 in #5 below. Such reimbursement shall be made only for time spent beyond the unit
42 member's regular student contact day. No unit member shall be reimbursed under this
43 provision for any duty for which he/she is already receiving a stipend.
44

45 **5. RATES OF COMPENSATION**
46

47 The following rates, other than substitute pay for unit members, are subject to any future
48 adjustment which applies to Appendix "B."
49

1 **APPENDIX C (cont.)**

2
3 **A. CHAIRPERSONS**

4
5 There will be one grade level chairperson for each of the following grade level/clusters TK-1,
6 2-3, 4-6. If a school has more than ten (10) classes at a grade level/cluster, additional chair
7 positions will be added for that grade level/cluster to a maximum number of two (2).
8

9 The following examples are provided to assist in the application of this article and are intended
10 to provide clarification as to practices in connection with payment of stipends and permissible
11 configurations.
12

- 13 1. If a teacher has a combination class, said teacher may choose which grade/level cluster they
14 wish to align with, i.e., - a K-1 teacher with 15 kindergarteners and 4 first graders would
15 probably wish to align with the kindergarten cluster due to the preponderance of students
16 at that level. However, they would be permitted to align themselves with the first grade
17 grouping if they so desire, the choice of alignment rests solely with the teacher.
18
- 19 2. Teachers would be permitted to voluntarily split the duties and responsibilities as well as
20 the corresponding stipend for service as a grade level chair.
21
- 22 3. Stipends will be paid in accordance to the number of unit members serviced by each grade
23 level chair, i.e., if a site had 17 classes of K-1 and 10 were aligned with the kindergarten
24 cluster and 7 were aligned with the first grade cluster, the stipend would be as follows; the
25 kindergarten chair would receive the stipend of \$3,518.00 for 10 or more unit members and
26 the first grade chair would receive the stipend of \$2,814.00 for 7 to 9 unit members.
27
- 28 4. Should additional questions on permissible practices and configurations relating to
29 compensation require clarification, the association and the District shall meet and examine
30 the issue in question and arrive at a mutually acceptable resolution specific to that issue
31 and/or question.
32

APPENDIX C (cont.)

Additional stipends for elementary grade level and secondary department chairpersons shall be paid as follows:

Coordinating 1 or 2 unit members - \$ 1,407.00 (.025 x Grp. I, Step I)

Coordinating 3 or 6 unit members - \$ 2,111.00 (.0375 x Grp. I, Step I)

Coordinating 7 or 9 unit members - \$ 2,814.00 (.05 x Grp. I, Step I)

Coordinating 10 or more unit members - \$ 3,518.00 (.0625 x Grp. I, Step I)

B. HOURLY INSTRUCTION

The hourly instruction rate shall be calculated using the Annual Salary for Group III, Step 1 of the Certificated Salary Schedule divided by 183 and then by 6.

C. COACHING/ADVISORS

The coaching stipends are set forth herein Appendix "C."

D. STUDENT SUPERVISION

The hourly student supervision rate shall be 75% of the hourly instructional rate.

E. DRIVER'S EDUCATION

The hourly rate for behind-the-wheel driver's education instruction shall be 95% of the hourly instructional rate.

F. SUBSTITUTE RATE

The daily rate for unit members substituting while off-contract, and during summer months shall be at the current daily substitute teacher rate.

APPENDIX C (cont.)

ANNUAL STIPENDS FOR EXTRA DUTY COACHING AND STUDENT ACTIVITY POSITIONS EFFECTIVE JULY 1, 2022 – 8.75%

All positions are single person positions, with the following exceptions: High School Assistant Varsity Football - 3 positions; High School Assistant Men/Women Track - 2 positions. In respect of High School Athletic or High School Activities Directors in Level I, service for less than one year shall entitle the member to a pro rata share of the stipend.

LEVEL I \$4,967

H.S. Varsity Football
H.S. Athletic Director
H.S. Activity Director

LEVEL IX \$3,702

H.S. Choral Director
Agriculture Advisor
H.S. Drama Director

LEVEL II \$4,847

H.S. Band Director

LEVEL X \$3,471

H.S. Soph/JV Football
H.S. Frosh Football
H.S. Asst. Frosh Football
H.S. Frosh Baseball
H.S. JV Baseball
H.S. Asst. Var. Baseball
H.S. Frosh/Soph. Wrestling (Women/Men)
H.S. Frosh Softball
H.S. Asst. Swim (Women/Men)
H.S. Asst. Var. Wrestling (Women/Men)
H.S. Frosh/Soph. Basketball (Women/Men)
H.S. Asst. Womens Softball
H.S. JV Womens Softball
H.S. Asst. Track (Women/Men)
H.S. Frosh/Soph. Soccer (Women/Men)
H.S. JV Wrestling (Women/Men)
Boys Republic Baseball
Boys Republic Basketball
Jr. High Activities Director/Leadership

LEVEL III \$4,624

H.S. Var. Basketball (Women/Men)

LEVEL IV \$4,325

H.S. Head Var. Baseball/Softball
H.S. Head Var. Track (Women/Men)
H.S. Asst. Varsity Football

LEVEL V \$4,151

H.S. A-V Coordinator

LEVEL VI \$4,128

H.S. Head Var. Soccer (Women/Men)
H.S. Head Var. Wrestling (Women/Men)
H.S. Head Water Polo (Women/Men)
H.S. Head Women/Men Swim (Women/Men)

LEVEL VII \$4,059

H.S. Drill Team Advisor/H.S. Dance Advisor

LEVEL VIII \$3,790

H.S. Head Tennis (Women/Men)
Head Cross Country (Women/Men)
H.S. Head Var. Volleyball (Women/Men)
H.S. Asst. Basketball (Women/Men)
H.S. Head JV Basketball (Women/Men)
H.S. Badminton (Women/Men)
H.S. Cheer Coach

LEVEL XI \$3,247

Jr. High Band Director
H.S. FHA-HERO
VICA
FBLA/DECA
H.S. Career Technical Education (CTE)

APPENDIX C (cont.)

LEVEL XII \$3,140

H.S. Asst. Volleyball (Women/Men)
H.S. JV Volleyball (Women/Men)
H.S. JV Soccer (Women/Men)
H.S. Asst. Water Polo (Women/Men)
H.S. Golf (Women/Men)
H.S. JV Tennis (Women/Men)
H.S. Asst. JV Football
Boys Republic Track
Boys Republic Cross Country
H.S. Asst. Badminton (Women/Men)

LEVEL XIII \$2,933

H.S. Yearbook Advisor
H.S. Publications Advisor
H.S. Pep Sideline Squad Advisor
H.S. AVID Advisor

LEVEL XIV \$2,704

H.S. Photo Advisor
Jr. High AVID Advisor
ES SDC Teacher (Includes Preschool and TK)

LEVEL XV \$2,420

Jr. High Drill Team/Jr. High Dance Advisor
Jr. High Color Guard Advisor
Jr. High Renaissance

LEVEL XVI \$2,190

Jr. High Football
Jr. High Soccer

LEVEL XVII \$2,078

H.S. Asst. Band Director
Jr. High Basketball
Jr. High Track
Jr. High Volleyball
Jr. High Co-ed Softball
H.S. Choreographer Dir.
H.S. Asst. Pep Squad
Other J.H.S. coaches
Two high school extra duty stipends for coaches of academic competition teams.

LEVEL XVIII \$1,692

H.S. Senior Class Advisor
Jr. High STEM/STEAM Advisor
Jr. High Yearbook Advisor
H.S. Jr. Class Advisor
Jr. High Activity Stipend: _____
H.S. Activity Stipend: _____
After School Activity Stipend: _____

LEVEL XIX \$1,466

H.S. Soph. Class Advisor
Jr. High Visual Performing Arts Advisor
Jr. High Pep Squad Advisor
Jr. High Vocal Music
H.S. Frosh Class Advisor

LEVEL XX \$514

7th grade Decathlon
8th grade Decathlon
Jr. High Science Fair Advisor

** Additional funding will be provided for high school FHA-HERO VICA, FBLA/DECA, and CTE when such positions are to be filled by individual sites.

Note: At the high school level the District shall provide 64 coaching stipends, 21 student activities stipends and 14 department chair stipends. At the junior high schools each site get 4 coaching stipends, 6 student activities stipends and 7 department chair stipends. At the elementary schools, in addition to elementary SDC Teacher Stipends, each site will receive two extra duty stipends.

ASSOCIATED CHINO TEACHERS
Summer School Teacher Selection Procedures for 1998

1. In accordance with state regulations, summer school may be offered by the District, subject to funding limitations and pupil enrollment.
2. Summer school teaching positions shall be filled through a rotating seniority system, with the most senior of the teacher requesting consideration being placed at the top of the list. Seniority shall be determined on the basis of first day of paid service in the District. Permanent status in the District shall not be required.
3. Summer school assignments shall be based on available positions and the teacher's assignment preferences in accordance with their seniority. At the elementary level, final grade level assignments will be made by the summer school principal when necessary.
4. After service in the summer school program is complete, the senior teacher shall be placed at the bottom of the seniority list for next year and would not be selected again until all interested junior unit members have been given the opportunity for an assignment. Selected teachers who decline a summer school assignment shall not be placed at the bottom of the seniority list, however, if a summer school assignment is declined for two consecutive years the selected teacher will have to reapply for a position.
5. In order to be eligible, teachers shall possess the proper authorizing credential and have an overall effective performance rating in their most recent performance evaluation.
6. Interested teachers would be required to complete an application form for summer school, which would include prioritized, preferred teaching areas, courses, grade levels, and so forth.
7. In those instances whereby the summer school principal determines that special qualification may be necessary or preferred for a particular assignment, that determination shall be publicized after consultation with the Association and included in the summer school vacancy announcement to be published by the District.
8. If offered at Buena Vista, preferential consideration shall be given to the present faculty at Buena Vista High School and Independent Study for their extended summer program. This is due to the need for familiarity with the educational program and attendance records required in the Continuation and Independent Study Programs
9. In the event that a summer school class or course is cancelled within the first week after commencement of instruction due to insufficient pupil enrollment, the affected teacher shall be afforded the opportunity to assume any vacant position for which he/she may be qualified or priority substitute status. In the event there are no vacancies available, the affected teacher will not lose his/her place on the seniority rotation list.