

**AGREEMENT BETWEEN
REDWOODS COMMUNITY COLLEGE DISTRICT
AND
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
COLLEGE OF THE REDWOODS CHAPTER 509**

Effective July 1, 2024 through June 30, 2027

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PREAMBLE

This Agreement is made and entered into by and between Redwoods Community College District, hereinafter referred to as "District" and the California School Employees Association and its College of the Redwoods Chapter 509 or its successors, hereinafter referred to as "CSEA." CSEA is the exclusive bargaining representative for a unit composed of all members of the classified service of the District, except for Management, Supervisory and Confidential employees, hereinafter referred to as "employees." All references to annual, annually, etc., shall mean July 1 of any year through June 30 of the following year unless otherwise stipulated.

ARTICLE I

CHECK OFF AND ORGANIZATIONAL SECURITY

- 1.1 The District agrees to deduct regular monthly CSEA membership dues from employee's wages in amounts stated by CSEA. Such amount may be modified during the term of this Agreement in accordance with CSEA state and chapter constitution. The total deducted amount shall be transmitted to CSEA as soon after each pay period as possible.
- 1.2 Dues Authorization: CSEA agrees that it has and will maintain individual employee dues authorizations, and that any employee requests to change or cancel dues authorizations shall be directed to CSEA, who shall be responsible for processing all such requests.
- 1.3 Membership Certification: CSEA agrees that it has and will maintain individual employee dues authorizations, and that it will inform the District in writing as to any changes in membership status for CSEA unit members. The District agrees to rely on the information submitted by CSEA for any changes to dues authorizations. CSEA shall indemnify the District for any claims made by any employees covered under this agreement regarding membership dues deductions made in reliance on information provided to the District by CSEA.

Membership Information: The District recognizes the concerns regarding the release of private information of unit members and shall take all reasonable steps to safeguard the privacy of classified unit members, including but not limited to, Social Security Numbers, personal addresses, personal phone number, and personal cell phone number.

ARTICLE II

EVALUATION AND PERSONNEL FILES

- 2.1 The District agrees to require all material placed in an employee's personnel file be initialed and dated by the person placing the material in the file. A copy of all materials placed in the file will be sent to the employee involved. All file documents shall be maintained in one jacket. Official letters of commendation or other official documents of recognition pertaining to the employee's employment shall be made a permanent part of the employee's file.
- 2.2 Employees may inspect their personnel file upon request, provided the request is made at a time when such person is not actually required to render services for the District. Those materials which the law permits the District to maintain as confidential and not subject to inspection of the employee or their representatives shall not be subject to the inspection provided for herein.
- 2.3 Information of a derogatory nature shall not be placed in a personnel file unless and until the employee is given written notice and an opportunity to review and comment thereon. Any employee shall have the right to enter and have their own comments attached to any such derogatory information. If the employee reviews and prepares comments to the derogatory information within ten working days of receipt of the notice from the District, the review and comment preparations shall take place during normal business hours, and the employee shall be released from duty for this purpose without salary reduction. If the employee chooses not to review and prepare comments until after the ten day period expires, then the review and preparation must be done during off-duty hours.
- 2.4 All newly hired employees and all employees upon promotion shall receive at least two performance evaluations by the immediate supervisor, one each during the second and fifth month of the probationary period. For sworn police officer and dispatcher classifications, unit employees shall be required to serve a twelve (12) month probationary employment period, and performance ratings will normally be conducted on or about the end of the 6th and 11th months of the probationary period. All permanent employees shall receive one performance evaluation every two years by their immediate supervisor on or about the employee's bi-anniversary date. For employees employed in more than one (1) classification an evaluation shall be completed after the bi-anniversary date for employment in that class, with observations from all supervisors for each assigned classification, and each evaluating supervisor shall sign a separate rating form, the separate rating forms will be considered to be the evaluation for that cycle. The parties understand and agree that this schedule of evaluations is a minimum schedule. Additional evaluations may be made by the District and shall be made when requested by an employee. An evaluation requested by an employee shall be accomplished within thirty days, but an employee may not initiate such an evaluation more frequently than twice between annual evaluations.

The immediate supervisor who has the responsibility to sign the evaluation may not change the ratings following review and signature by the employee. Written comments will be given for “occasional problems” and “consistent problems” ratings, outlining in clear, concise language the supervisor’s suggestions and directives intended to correct and remediate any observed issues. An employee’s compliance with directives and overall improvement shall be addressed in subsequent evaluation(s).

- 2.4.1 The qualitative ratings on an evaluation shall be subject to the grievance procedure in this Agreement, except that no such grievance shall be subject to advisory arbitration.
- 2.5 The probationary period for all other classified employees serving in a new classification shall not exceed six months or one hundred thirty (130) days in paid service, whichever is longer. “Days in paid service” shall mean all District-paid holidays occurring on regularly scheduled workdays, up to six (6) days of sick leave, up to six (6) days of vacation leave, and two (2) personal holidays, but excluding any and all paid or unpaid leaves of absence, and non-working days. The probationary period may be extended by the District when an employee’s extended absence exceeds six (6) days. The probationary extension shall be equal to the number of days of extended absence beyond six (6) days.

ARTICLE III

ORGANIZATIONAL RIGHTS

- 3.1 To the extent permitted by law, CSEA shall have the right to contact employees, use official College bulletin boards and mailboxes, including electronic mail, distribute employee organizational materials, and use College facilities for organizational meetings subject to reasonable District procedures regulating time, place, and manner of such activities. The District will provide CSEA with a clearly identified mailbox for the receipt of materials. CSEA's use of electronic mail for internal union business is restricted to times when the sending employee is not on duty.
- 3.2 Subject to the subject matter restrictions contained in Article II, herein, the CSEA shall have the right to review an employee's personnel file when accompanied by the employee or upon presentation of a written authorization signed and dated by the employee. The timing of such review may be controlled by the District so as to permit the normal functioning of District offices. Whenever possible, the employee should be present during the file review.
- 3.3 At the request of CSEA, the District agrees to reconcile annually the seniority status of employees. CSEA shall assist the District as requested by the District in such reconciliation.
- 3.4 Within thirty (30) days after execution of this Agreement, the District shall print one (1) copy for each new hire to be given at the new hire orientation and one printed copy for current employees upon request. The District shall also have the contract available on the District website.
- 3.5 The CSEA Chapter President shall keep the Director, Human Resources/Equal Employment Officer, informed of the identity of CSEA's current elected and appointed officers, job stewards, and members of the negotiating committee.

3.6 Release Time:

3.6.1 Monthly Meetings

Once each month during the life of the Agreement, all employees shall be granted one hour release time to attend regular monthly CSEA chapter meetings, which shall normally be held from noon until 1:00 p.m. or 5:00 to 6:00 p.m. or during the College Hour. CSEA shall provide a roster of those employees in attendance at each meeting. Any employee taking the described release time shall utilize said time only for attendance at the chapter meeting. Failure to do so shall constitute absence without leave, and the employee's salary shall be docked for the period of absence.

3.6.2 New Hire Orientation

CSEA shall receive not less than ten (10) working days' notice in advance of a new-hire orientation, except that a shorter notice may be provided in a specific instance where there is an urgent need critical to the District's operations that was not reasonably foreseeable. A CSEA representative, from among those designated as qualified and authorized, shall be released from duty to participate in new-hire orientation. Such release time shall be in thirty (30) minute increments. *The immediate supervisor may deny the release time if it would seriously interfere with District business* no later than five (5) working days prior to the scheduled orientation.

3.6.3 Agreement Orientation

CSEA shall have the right to conduct a one-hour agreement orientation session for all employees at a time during the academic year as mutually agreed upon by the parties. All employees, except those whose presence on the job, in the opinion of the District, is critical to the continued operation of the College, shall be granted one hour of released time to attend this session. The orientation session shall be held between the hours of 9:00 a.m. and 5:00 p.m. on a weekday during the specified period.

In addition, reasonable release time not to exceed 24 total hours shall be granted to members of the CSEA bargaining team to hold an Agreement Orientation Meeting and an Agreement Ratification Meeting for employees at the Del Norte and Mendocino campuses of the District. The timing of such release time shall be at the discretion of the District

3.6.4 Negotiations

Up to five specified CSEA representatives shall have the right to receive reasonable release time (time off without loss of compensation) when meeting and participating in contract negotiations with the District. "Meeting and participating in negotiations" includes actual time meeting with the District, as well as time spent in caucus and up to 30 minutes of preparation time prior to the start of the day's negotiations. Prior to commencing contract negotiations, up to five (5) specified CSEA representatives shall be able to utilize up to five (5) hours of release time each for purposes of preparing for negotiations, including time to review the agreement and prepare initial public notice.

3.6.5 Grievances

Up to two CSEA stewards/representative(s) shall have the right to receive release time (time off without loss of compensation) to participate in a grievance meeting with the District and attend grievance arbitrations. No more than ten members may be designated as potential rewards/representatives to represent bargaining unit members in the processing of grievances. To the degree possible, stewards shall confine informal meetings with employees regarding grievances to periods of time when

either employee is on duty.

- 3.6.6 Each steward/representative shall request release time, as far in advance of the need as possible, before leaving the work station to perform CSEA business. In the event the immediate supervisor is not available for this decision, such request may be made to the Director, Human Resources/Equal Employment Officer, or designee. The immediate supervisor may deny requested release time to a negotiating committee member or steward if the employee's absence from work at the time of the specific negotiating session or grievance activity would seriously interfere with the District's business. The District and CSEA recognize that effective resolution of unanticipated crisis situations may involve some interruption of District business.
- 3.6.7 CSEA and the Director, Human Resources/Equal Employment Officer, agree to determine additional release time for authorized CSEA representatives to participate in mutually agreed matters that are of mutual benefit to the District and CSEA, including, but not limited to: Regular problem solving meetings with the Director, Human Resources/Equal Employment Officer; CSEA representatives to District committees (e.g., shared governance, college council, budget/finance, long term planning, hiring committees, Flex Day planning, ACCJC visits); monthly meetings with the President/Superintendent; a maximum of two delegates to CSEA's annual conference; new hire orientation with CSEA representative, and a CSEA representative to attend Board of Trustees meetings. The Association may further request release time for designated representatives to participate in other mutually agreed activities that are mutually beneficial to the Association and District.
- 3.6.8 In addition to the release time guaranteed pursuant to the EERA and for participation in shared governance, CSEA retains its right to release time under Education Code Section 88210, and that CSEA may purchase such release time (reimbursing salary and retirement contributions) from the District.
- 3.6.9 Release Time Reports
- A Designated CSEA Representative will prepare a monthly report of all release time taken. Dates, number of minutes of release time taken, and the purpose of release time will be recorded in this report and it shall be submitted before the eighteenth of the following month by the Designated CSEA Representative to the Director, Human Resources/Equal Employment Officer, and to the representatives' immediate supervisors. To the degree possible, stewards shall confine informal meetings with employees to periods of time when neither employee is on duty.

3.7 Work Calendar

CSEA 509 shall have the right to negotiate the work calendar for its unit members.

3.8 The District will afford Classified Employees the opportunity to provide input to their immediate supervisor's performance evaluation.

3.9 Employee Information

3.9.1 "Newly hired employee" or "new hire" means any employee, whether permanent, full-time, part-time, hired by the District, and who is still employed as of the date of the new employee orientation. It also includes all employees who are employed by the District (including those returning from a medical or layoff rehire list) and whose current position has placed them in the bargaining unit represented by CSEA. For those latter employees, for purposes of this article only, the "date of hire" is the date upon which the employee's employee status changed such that the employee was placed in the CSEA unit.

3.9.2 The District shall provide CSEA with contact information on the new hires. The information will be provided to CSEA electronically via mutually agreeable secure FTP site or service, and generally on the last working day of the month in which they were hired. This information shall be provided to CSEA regardless of whether the newly hired employee was previously employed by the District. This contact information shall include the following items, with each field in its own column:

- i. First Name;
- ii. Middle initial;
- iii. Last name;
- iv. Suffix (e.g. Jr., III);
- v. Job Title;
- vi. Department;
- vii. Primary worksite name;
- viii. Work telephone number;
- ix. Work Extension;
- x. Home Street address (incl. apartment#);
- xi. Mailing address (if different);
- xii. City;
- xiii. State;
- xiv. ZIP Code (5 or 9 digits);
- xv. Home telephone number (10 digits);
- xvi. Personal cellular telephone number (10 digits);
- xvii. Personal email address of the employee;
- xviii. Birth date;
- xix. Employee ID;
- xx. CalPERS eligibility/membership ("Y" if in CalPERS; "N" if not in CalPERS);
- xxi. Hire date.

3.9.3 The District shall provide CSEA with a periodic update of unit member contact information, consisting of a list of all bargaining unit members names and information above, in the same format as Section 3.9.2, on or before the last working day of September, January, and May.

3.9.3.1 Opportunity to Cure

In the event that the District has not provided an updated list consistent with these requirements within twenty (20) working days of the expected production, CSEA shall make an informal attempt to resolve the issue.

3.9.4 "New employee orientation" means the onboarding process of a newly hired public employee, whether in person, online, or through other means or mediums, in which employees are advised of their employment status, rights, benefits, duties and responsibilities, or any other employment-related matters. The District shall provide CSEA mandatory access to its new employee orientations, and release time as provided in Section 3.6.2. During CSEA's portion of the orientation session, no District manager, supervisor, or non-unit employee shall be present.

3.9.5 The orientation session shall be held on District property and/or virtually, during the workday of the employee(s), who shall be on paid time.

ARTICLE IV

HOURS AND OVERTIME

4.1 Workweek

The workweek for full-time employees shall consist of five consecutive days, eight hours of work (excluding lunch periods) per day for all employees. Each position shall be assigned a fixed, regular, and ascertainable minimum number of daily hours and annual days of employment. This article shall not restrict the District's right to extend the regular workday or work week on an overtime basis when, in the opinion of the District, such is necessary to carry on the business of the District. The District retains the right to employ and assign employees to less than full-time work assignments.

4.1.1 The District has the right to seek voluntary adjustments of employees' work schedules (the hours in each day and the days of the week, not the total number of hours), directly with the employees on a non-coercive basis, without the intervention of CSEA. CSEA will accept such adjustments, voluntarily agreed upon by the employees involved, without protest.

4.1.2 In the event voluntary agreement on proposed adjustments cannot be achieved between the District and the affected employees, the issue shall be subject to negotiations between the District and CSEA. If negotiations on the issue are not successful, the statutory impasse procedure will be utilized.

4.2 Flex schedule

Flex hours may be allowed in individual cases where it can be demonstrated that the best interests of the District will continue to be met in accommodating such a schedule.

4.2.1 Flex hours can be four ten-hour days or other combinations such as four nine-hour days and one four-hour day. Once a flex hour schedule has been approved, that will be the employee's work schedule for the remainder of the fiscal year or until such time that another change is implemented under Article 4.2.5. An employee shall thereafter be required to obtain approval for his or her flex schedule prior to the beginning of each fiscal year. An employee may not work more than ten hours in any one day without being in an overtime situation.

4.2.2 When a holiday falls on a scheduled workday, holiday pay equal to that which would be earned for 20% of the employee's average weekly hours will be received. If the 20% factor does not cover all the hours the employee is scheduled to work that day, the employee may either work the additional hours (not to exceed ten hours in any one day) or take some form of leave.

- 4.2.3 When a holiday falls on a day on which the employee is not scheduled to work, the employee shall be entitled to take holiday time off on the workday preceding or succeeding the holiday, as agreed upon by the employee and the immediate supervisor. The amount of holiday time off shall be 20% of the employee's regular weekly hours.
- 4.2.4 Requests for a flex hour schedule must be submitted on a "Request for Flex Schedule" form. After receiving the appropriate supervisorial/ administrative recommendations and approvals, the request will be submitted to the Human Resources office for action. Appeals to flex schedule decisions may be made by submitting a request in writing to the Senior Administrator.
- 4.2.5 A request for a modification or termination of an established flex hour schedule may be initiated by either the employee or his or her supervisor. If the employee or supervisor do not mutually agree on a resolution, appeals to flex schedule decision may be made by submitting a request in writing to the Senior Administrator of the department who is not the direct supervisor of the appealing unit member. Senior Administrator shall make a final determination. Written determinations shall be sent to the employee, supervisor, and the Human Resources Department.
- 4.3 Lunch Periods

All full-time employees shall be entitled to an uninterrupted, uncompensated, lunch period of not less than one half hour nor more than one hour, which period shall be scheduled, for full-time employees, at or about the midpoint of each work shift.
- 4.4 Rest periods

All employees shall be granted a compensated rest period of fifteen minutes per one-half shift (four hours) as part of the regular workday, which, insofar as possible, shall be in the middle of each half shift. The District shall have the right, however, to schedule rest periods at reasonable times other than the middle of the half shift based upon the needs of the District. If not taken as scheduled, rest periods are forfeited unless the District has rescheduled the rest period.

 - 4.4.1 Employees who work a regular District-approved four-day ten-hour work schedule will receive twenty minutes per rest period.
- 4.5 Overtime/Compensatory Time Off:
 - 4.5.1 Supervisors should notify employees of the need for overtime work as early in the workday as possible. Employees should notify supervisors of the apparent need for overtime work as early in the workday as possible.
 - 4.5.2 Employees are not required to perform overtime work. However, both the employee and the supervisor must show judgment in this regard. The

employee should base his/her decision on whether or not to work overtime on a balance between the District's need to have overtime work performed, and the value of the employee's other commitments during that time period. Overtime work should not be refused for frivolous reasons. Refusal to work overtime should not be a basis for a less than satisfactory employee evaluation. If there is no appropriate volunteer, the District may require an employee to work overtime in any situation that, if ignored, could cause serious harm to persons, property, or program.

- 4.5.3 The employee shall have the option of being paid for overtime worked, or receiving compensatory time off in lieu of payment.

- 4.5.3.1 Campus Closure

If the District determines to close a campus the District may release from duty any employees who would normally be working. Released employees shall not lose pay or leaves for the period of campus closure. Employees required to continue working during a campus closure shall be compensated at the overtime rate for hours worked during the campus closure.

- 4.5.4 Compensatory time off for overtime worked may be accumulated for up to twelve calendar months. The total which can be accumulated in accordance with the Fair Labor Standards Act is 160 hours. Overtime worked when this maximum amount is accumulated, or accrued, and unused (as a balance on the compensatory time off record), will be paid for in accordance with existing payment practice.
- 4.5.5 Employees shall not work overtime without the knowledge and advance approval of the supervisor. Employees shall be compensated for overtime work performed with the knowledge of the supervisor.
- 4.5.6 Except as may be otherwise provided for herein, all overtime hours shall be compensated at a rate equal to time and one-half the regular rate of pay of the employee for all work performed in accordance with Section 4.5. Overtime is defined to include any time required to be worked in excess of eight hours in one day and in excess of forty hours in any calendar week.
 - a. All hours worked beyond the workweek of five consecutive days shall be compensated at the overtime rate commencing on the sixth consecutive day of the workweek.
 - b. All hours worked on holidays designated by this agreement shall be compensated at two and one-half times the regular rate of pay. For employees whose workweek is other than Monday through Friday, holiday schedules may be adjusted by mutual agreement of the District and the employee to provide long weekends without the District incurring the burden of holiday overtime pay.

c. Any paid holiday shall be considered a day worked.

- 4.5.7 Overtime equal distribution: Overtime shall be distributed and rotated as equally as possible among employees within the job classifications appropriate to the nature of the work to be performed.
- 4.6 Shift Differential: Any employee whose regularly assigned work shift commences between 12:00 noon and 6:00 a.m. the following day shall be paid a shift differential premium of 3.0 percent above the employee's regular rate of pay for all hours worked.
- 4.7 Stand-by Time: All stand-by time shall be considered as hours worked under this Agreement.
- 4.8 Minimum Call-in Time: Any employee called in to work on a day when the employee is not regularly scheduled to work shall receive a minimum of two hours pay at the appropriate overtime rate of pay under this Agreement, irrespective of the actual time required to be worked.
- 4.9 Call Back Time: Any employee called back to work after completion of the regular assignment or called in to work prior to the assigned starting time shall be compensated for at least two hours of work done at the overtime rate, irrespective of the actual time less than that required to be worked.
- 4.10 Adjustment of Assigned Time: Any employee who works thirty minutes or more per day in excess of his/her regular part-time assignment for a period of twenty consecutive working days or more shall have his/her regular assignment adjusted upward to reflect the longer hours, effective with the next pay period.
- 4.11 Released Time for Training: The first twenty (20) employees per semester who apply as provided below and are approved by the District for released time as provided herein shall be entitled to up to six hours released time per week for full-time and three hours for part-time at College of the Redwoods or other accredited institution for the following purposes and under the following conditions (in appropriate circumstances the Director, Human Resources/Equal Employment Officer may waive these maximums):
- 4.11.1 A class may be taken at College of the Redwoods or other accredited institutions, including online institutions, directly related to the employee's current work or related to other existing classified employment, or related to work which will be done in the future at the College by classified employees. Fees for such classes may be reimbursed if grants, gifts, or sources other than District funding are available.
- 4.11.2 The application for such released time must be submitted for review and approved by the Director, Human Resources/Equal Employment Officer after review of and recommendation on the application by the

employee's immediate supervisor. The application form shall be developed by the Director, Human Resources/Equal Employment Officer and shall include, among other things, areas for the employee to provide information concerning his/her preparation for the course, objectives for taking the course, and how the course would be of value to the employee and to the District.

- 4.11.3 If approved for the released time, the employee must attend the required classes as reliably as other students. Any grades on course work or examinations lower than "C" shall authorize the District to require the employee to drop the course and forfeit any future released time. Grades shall be available to the District for review.
- 4.11.4 A Distance Learning course offered from College of the Redwoods or other institutions shall be eligible for filing a release request by the employee, following all procedures outlined in section 4.11. A Distance Learning course must be viewed, attended and processed on the District campus or branch campus site. Release time will not be granted for course work completed off of any District premises.

4.12 Summer Hours

All campuses shall be closed to the staff and public on each Friday from the last Monday of May through the first Friday in August. Campus Safety staff shall remain on their normal work schedule while the modified summer schedule is in effect, unless other arrangements are approved by their supervisor.

- 4.12.1 The President shall approve all emergency services and/or obligated program commitments that require employee staffing on any Friday during the summer.
- 4.12.2 Employees are expected to work their regular weekly hours in our days (e.g., 10 hours per day, Monday through Thursday) during this period, unless an employee has been approved for a flex and/or remote work arrangement per Article 4.12.6. In no case will the daily scheduled hours be fewer than is currently listed on the employees' Standard Weekly Schedule form. The actual starting and ending time of daily shifts shall be recorded on the Summer Weekly Schedule form, and is subject to an agreement between the employee and their immediate supervisor.
 - 4.12.2.1 The final Summer Weekly Schedule form will be submitted to the Payroll Office and Human Resources. In no event may an employee be scheduled to work more than 10 regular working hours on any one day during this period.
 - 4.12.2.2 Employees who do not fulfill 100% of their weekly hours within the Monday through Thursday timeframe will cover their remaining weekly hours with accrued Comp time, paid

annual leave time, personal holiday or a combination of these leaves for their remaining weekly hours. The election will be in effect for all weeks during this summer workweek schedule. Payroll shall deduct the full amount of leave indicated for the entire summer workweek schedule on a monthly basis as part of normal payroll procedures. Employees requesting unpaid leave will have the appropriate monthly amount deducted the month following the beginning of the summer schedule. For example, unpaid time in June will be reflected in the July end-of-month payroll.

- 4.12.3 Employees who are participating in the 4-day, 10-hour/day work week schedule shall receive the holiday for Memorial Day, Juneteenth, and Independence Day, when those holidays fall within the scheduled workweek and unless dates of observation are otherwise negotiated. Employees using a previously approved flex schedule (not participating in the 4-day, 10-hour/day work week schedule) will receive the holiday consistent with their approved schedule.
- 4.12.4 Employees participating in the 4-day, 10-hour/day workweek will receive an uninterrupted paid ½ hour lunch period. Employees using a previously approved flex schedule (ie., not participating in 4-day, 10-hour-day work week schedule) will receive their normal unpaid ½ hour lunch period.
- 4.12.5 There is nothing in this section waiving any rights to weekly overtime if applicable during the summer work schedule.
- 4.12.6 During the Summer Weekly schedule, an employee may request a flex and/or remote work arrangement, subject to the review and approval of the immediate supervisor and Senior Administrator.

ARTICLE V

PAY

- 5.1 Regular Rate of Pay: The regular rate of pay for each position shall be in accordance with the rates established for each class as provided in Appendix B, attached hereto and incorporated herein by this reference.
 - 5.1.1 For 2024-2025, the District automatically passed-through 50% of state funded cost of living adjustment (COLA), pursuant to the lapsed predecessor agreement. This COLA adjustment was equivalent to 1.07%, effective July 2024.
 - 5.1.2 For 2025-2026, the District automatically passed-through 50% of state funded cost of living adjustment (COLA), pursuant to the lapsed predecessor agreement. This COLA adjustment was equivalent to 1.15%, for which CSEA was notified on July 10, 2025.
 - 5.1.2.1 For 2025-2026, the District agrees to implement a new salary schedule (Appendix B), inclusive of the above COLA pass through (1.15%) and representing the addition of 2.85% (including the remainder of state-approved COLA), totaling a 4% increase over 2024-2025.
 - 5.1.2.2 For 2026-2027, the District agrees to automatically pass-through 50% of the state-funded COLA, which shall be implemented as an across-the-board increase to the 2025-2026 salary schedule.
- 5.2 Initial Salary Placement: In an effort to compensate new classified employees for relevant previous employment experience, the Director, Human Resources/Equal Employment Officer is authorized to determine an initial salary placement not higher than step 5 of the salary schedule, unless it impacts minimum wage laws, in which the initial salary placement may be at the lowest step necessary for legal compliance.
- 5.3 Paychecks: All regular paychecks shall be itemized to the extent permitted by the processing agencies and to the extent mutually agreed upon by the District and CSEA.
- 5.4 Step Advancement: For the term of this Agreement, each bargaining unit employee, whether newly hired or promotional, shall be advanced to the next higher salary step on July 1 following completion of three calendar months of service in the new class and shall be advanced one additional step each July 1, until the final step in the salary range is attained.
- 5.5 Frequency: All employees shall be paid once per month on the last working day of the month for all regularly assigned hours. Any employee on leave of absence may request that his/her paycheck be mailed to him/her; and upon receipt of a pre-

addressed, stamped envelope, the District shall mail the paycheck as requested.

- 5.6 Payroll Error: Any payroll error shall be rectified as quickly as possible through the process required.
- 5.6.1 A unit member shall provide written notification to the Payroll Department of any alleged errors within ten (10) working days of discovering the error.
- 5.6.2 Whenever it is determined that a salary warrant error has resulted in insufficient payment for a bargaining unit member, the error shall be corrected, and Payroll shall issue a supplemental check within five (5) business days.
- 5.6.3 Whenever it is determined that a salary warrant error resulting in an overpayment for a bargaining unit member has occurred, the District shall notify the employee in writing and within ten (10) working days meet with the member and mutually agree upon a repayment plan to be established. Repayment plans may include, but shall not be limited to, the following:
- A. Cash payment or cash installment payments.
 - B. Installment payments through payroll deductions covering at least the same number of pay periods in which the error occurred.
 - C. The adjustment of appropriate leave credits or compensating time off.
- 5.7 Reimbursement of District: The District may deduct from any final paycheck of an employee being separated from employment from the District any salary advances such as unearned sick leave, vacation, or compensatory time off which have been advanced to the employee. The District may also deduct from the final paycheck of the employee the reasonable cost of District property not returned in good condition to the District prior to separation.
- 5.8 Mileage: Any employee required to use his/her vehicle on District business or called in or called back to work under Section 4.8 or 4.9 of this Agreement shall be reimbursed at the current IRS standard mileage reimbursement rate.
- 5.8.1 Employees assigned to work at the Del Norte Education Center and/or Pelican Bay State Prison shall be eligible for local mileage reimbursement at the current IRS standard mileage rate when travel is required during the workday and a District vehicle is not available for travel.
- 5.9 Special Payments: Any payroll adjustment due to an employee as a result of working out of class, computation of hours, or other reasons other than procedural errors shall be made and supplemental pay issued at the earliest administratively convenient date.
- 5.10 Lost Checks: Any paycheck for an employee which is lost after receipt or which is not delivered within five days of mailing, if mailed, shall be replaced as quickly as

can be arranged by the processing agencies provided the employee complies with District practices concerning replacement of such a check.

- 5.11 Promotion: Any employee receiving a promotion within the bargaining unit shall be moved to the step of the new range which is closest to a five percent increase in salary, but which provides not less than a four percent increase.
- 5.12 Out of Class Pay/Temporary Promotion: Any employee who is temporarily assigned all or a significant portion of the duties of a higher class for a period of five or more working days within a fifteen (15) calendar day period shall receive increased compensation for all actual days during which this service is performed, in amounts proportionate to the duties provided. Upon determining that out of class pay is appropriate, the District shall determine the amount of out of class pay to be paid to the employee. If CSEA disagrees with the amount chosen, the amount shall be subject to negotiations between the District and CSEA. In all cases out of class pay must be at least 5% greater than the employee's regular rate of pay.
- 5.13 Compensation During Required Training: Employees required by the District to attend in-service, staff development, or other types of training programs, shall be granted released time for all hours of the programs. Travel time to and from the training program, to the degree it is greater than the employee's normal travel time to work and home again, shall be treated as compensable time. Mealtimes during training and during travel to and from training shall not be treated as compensable hours. If the total compensable time on any day is greater than eight hours, the District shall have the option of compensating the employee for the excess at the appropriate overtime rate, or as compensatory time off. If such a training program is held at a location other than the campus or work site where the person is normally employed, the member shall receive reimbursement for mileage, food, and lodging expenses necessarily incurred by attendance at the program. Such reimbursement shall be at the rate normally paid by the District for such expenses.
- 5.14 Compensation During Non-required Training: Employees permitted by the District to attend in-service or staff development training programs may be granted released time or the use of leaves of absence during attendance at the program in amounts mutually agreed on by the District and the employee.
- 5.15 CSEA shall have the right to consult with the District on in-service or staff development training programs during the life of this Agreement. Employees may request participation in in-service training programs related to their employment functions.
- 5.16 Workshops/Seminars: Employees may request enrollment and attendance at work related workshops and seminars. The request shall include information about the seminar, including the responsible organization, curriculum, and anticipated benefit. The District may evaluate such requests and make determinations on a case by case basis, based upon an evaluation of the seminar content, existing budget considerations, staffing levels, and anticipated

positive considerations, staffing levels, and anticipated positive outcomes from the seminar. Decisions to approve or deny attendance shall be final and non-grievable. Upon pre-approval of the training, the District will grant release time to attend the seminar, pay the cost of registration, and reimburse necessary travel if applicable.

5.17 Longevity Compensation: Beginning July 1, 2018, a longevity incentive of \$1000.00 shall be awarded on the anniversary of the date of the 15th year of continuous District employment as a member of the classified service and every fifth year thereafter. Years of service shall be calculated based on the anniversary of the employee's first date of paid service as a member of the classified service with the District.

5.18 Bilingual Stipend: Unit members who are directed by the supervisor, with the approval of the President, to use a verified bilingual ability as a regular and routine component of their assignment shall be provided a stipend of 2.0% of base salary. The District shall require testing of bilingual ability prior to authorization of the initial additional compensation.

5.19 Job Description Modernization

The District and CSEA have identified the need for a classification study to cohesively modernize existing District job descriptions:

5.19.1 District will solicit RFP's from classification consultants to conduct a study for classification review and compensation recommendations during the 2025-2026 college year. The consultant shall be selected and approved by the District, in consultation with CSEA.

5.19.2 After the classification study is conducted, the District and CSEA will negotiate the implementation of the final recommendations of the consultant. Upon implementation of the study, the following conditions shall apply:

5.19.2.1 Incumbents in classifications that were substantively revised shall not be eligible for reclassification for a period of twelve (12) months.

5.19.2.2 No additional classification studies shall be undertaken for five (5) years, unless there is a major reorganizational change in a division or impacting multiple department(s) that is anticipated to effect regularly assigned duties within the bargaining unit.

ARTICLE VI

EMPLOYEE EXPENSES AND MATERIALS

- 6.1 Uniforms: The District shall pay the full cost of the purchase, lease, rental, cleaning, and maintenance of rental uniforms, equipment, identification badges, emblems, and cards required by the District to be worn or used by employees.

An employee may request compensation for damaged personal property if the item(s) were damaged as a result of circumstances outside of their control. Claims may be made using the incident or injury event report (APPENDIX M). The amount of the compensation shall be for the actual value of the property up to \$50.00 per item with receipt and up to \$30.00 with no receipt, with an aggregate maximum of \$200.00 per employee per year.

- 6.2 Tools: The District agrees to provide all tools, equipment, and supplies reasonably necessary for employees to perform their assigned duties.

6.2.1 Notwithstanding the above paragraph, an employee may bring his/her tools or equipment for use in the course of employment. The employee must notify the District in advance and receive consent to bring such tools and equipment on campus. All tools and equipment must remain on campus unless and until the employee notifies the immediate supervisor in writing of the date such tools and equipment will be taken off campus for, and returned on campus from, personal use, including a clear description of the tools removed and returned. For such tools and equipment, the District agrees to provide a safe storage place and agrees to pay for any loss or damage. The District has no liability unless all of these provisions are complied with.

- 6.3 Safety Equipment: Should the employment duties of an employee reasonably require the use of equipment to ensure the safety of the employee, upon prior approval by the District, the District shall, at its option, either furnish such equipment or reimburse the employee for the full cost of procuring such.

- 6.4 Medical Examinations: Whenever the District requires a medical examination to be taken by an employee at the direction of an authorized District administrator; or when an employee is required by law to take a medical examination for continuance in employment, the District shall at its option, provide the required medical examination, or cause it to be provided. The District shall reimburse the employee or pay any charges incurred by the employee for the required medical examination.

6.4.1 Tuberculin Clearance: The District will notify and provide the necessary form to every employee when it is due. An examination completed in the sixty (60) days prior to the due date may be submitted with certification as an alternative to a tuberculosis risk assessment.

- 6.4.1.1 Every four (4) years during employment, every employee must submit to the District a tuberculosis risk assessment developed by the State Department of Public Health and the California Tuberculosis Controllers Association. A risk assessment indicating that no risk factors are present shall satisfy this condition of employment for that four (4) year period.
 - 6.4.1.2 If an employee's response indicates that risk factors are present, an examination by a physician and/or surgeon, which shall consist of an X-ray of the lungs, or an approved intra-dermal tuberculin test, that, if positive, shall be followed by an X-ray of the lungs, shall be completed, and the employee shall file with the District a certificate from the examining physician and surgeon showing the employee was examined and found free from active tuberculosis.
 - 6.4.1.3 Employees requiring a medical examination after completion of the risk assessment shall be granted release (without loss of compensation or leave) from duty for the actual time necessary to be tested during working hours, including travel time to and from the examination site. Examinations should be scheduled in consultation with the supervisor.
- 6.5 Personal Vehicles: When employees are required to drive their own vehicles while on District business and are involved in an accident, they are required by law to use their own liability policy for coverage. The District liability policy will be used only after the employee's policy limits have been exceeded. The District does not cover, nor is it responsible for, comprehensive or collision coverage to the employee's vehicle.
- 6.6 Fingerprinting: The District agrees to reimburse all newly hired employees for the cost of fingerprinting required upon employment by the District. If the District provides fingerprinting service on the Eureka campus and a Eureka campus employee elects to be fingerprinted at a place other than the Eureka campus, the District shall not reimburse the employee for any cost of fingerprinting.
- 6.7 Parking: Employees of the District shall be entitled to parking privileges at no cost to the employee.

ARTICLE VII

HEALTH AND WELFARE BENEFITS

7.1 Full Time Employees: The District agrees to maintain and contribute towards the following group benefits for all employees whose regular assignment is 1,640 hours/year or more for the term of this Agreement, subject to the following conditions:

7.1.1 Medical coverage – (currently Self-Insured Schools of California (SISC)):

- a. Employee shall be able to choose from among the following Plans available through SISC group: 100-D Plan, 90-G Plan, and Anchor Bronze Plan.
- b. The initial effective term of the SISC plan is from July 1, 2019 through September 30, 2020. Open enrollment during the initial term of the SISC plan shall be from May 1, 2019 through May 31, 2019.

Thereafter, each plan year will start on October 1 of each year and continue until September 30 of the subsequent year. During the open enrollment of each subsequent calendar year (August 1 through August 31), the employee may elect the option of changing plans.

- c. During the term of this Agreement, the District shall only be obligated to make a maximum contribution towards employee medical benefits equivalent to the actual monthly premiums of the Prudent Buyer Plan – 90-G for the Employee, spouse or domestic partner and dependents.
 - i. Employees who voluntarily select a medical plan with a higher premium than the 90-G Plan shall be responsible for the additional cost to be deducted from their monthly salary as a payroll deduction.
 - ii. Selection of a plan with a lower premium cost to the District than the 90-G Plan will not result in any payment or reimbursement back to the employee.
- d. During the initial effective term of the SISC plan, the District will reimburse employees for additional costs for deductibles as follows:
 - i. If an employee expends funds towards the NCSMIG deductible between January 1, 2019 and June 30, 2019; AND

- ii. The employee also expends funds towards the SISC deductible between July 1, 2019 and September 30, 2019; THEN
 - iii. The District will reimburse the employee for any amount paid above the deductible amount under the NCSMIG plan the employee was enrolled in as of June 30, 2019, up to a maximum of the deductible in the corresponding plan under SISC. (E.g., Redwood = SISC 100D; Oak = SISK 90G.) Employees will be reimbursed by November 1, 2019.
- 7.1.2 Dental Coverage – (currently SISC Delta Dental PPO Incentive Plan) - The District shall pay dental premiums for the Employee, spouse or domestic partner and dependents for the term of the contract. Those enrolled in the dental program prior to July 1, 2019, shall enjoy 100% non-deductible status. Employees enrolled on or after July 1, 2019, shall experience the 70-80-90-100 percent annual deductible progressions. Annual Plan Maximum shall be the Unlimited.
- 7.1.3 Salary Continuance Insurance - The District shall pay Salary Continuance Insurance premiums for the Employee only, subject to a 30-day waiting period, and \$9,000 maximum monthly benefits. The insurance carrier is MetLife. Current claim forms and plan design documents will be available from Human Resources.
- 7.1.4 Vision Coverage (currently Vision Signature Plan C) – The District shall pay vision premiums for the Employee, spouse or domestic partner and dependents for the term of the contract.
- 7.1.5 Life Insurance Coverage (currently Met Life) – The District shall provide life insurance coverage in the amount of \$50,000.00 and shall pay the premiums for the employee for the term of the contract. The employee has the option of purchasing life insurance coverage for their spouse, domestic partner and dependents through payroll deduction.
- 7.1.6 The District shall provide an Employee Assistance Plan for all employees eligible for benefit coverage.
- 7.1.7 The District shall immediately inform CSEA if it receives notification from the provider of any of the above plans indicating that it will no longer offer the plan or of any intended changes to the plan. Thereafter, upon request of either party, negotiations shall begin immediately regarding the impacts and effects of the announced change, including a change to alternative comparable plan. If negotiations are still ongoing by provider's deadline to switch plans, the district shall switch unit members to the provider recommended comparable plan until such time as the parties complete

negotiations and the rules of the provider allow the District to switch to the agreed upon plan.

7.1.8 The parties reserve the right to propose alternative group benefits during the life of this Agreement.

7.1.9 Copies of the actual policies are available for review from the Human Resources office.

7.2 Part-Time Employees:

7.2.1 Except as provided for in Article 7.2.2 and 7.2.3 below, employees whose regular assignment is less than 1,640 hours/year shall receive benefits twelve months per year, but the District shall be obligated to contribute pro-rata only that portion of the District's required maximum contribution towards premium costs in Article 7.1 as the employee's regular hours per year bear to 1,640 hours.

a. Costs exceeding the District's required contributions set forth above, if any, shall be the responsibility of the employee and deducted from their monthly check as a payroll deduction.

b. Selection of a plan with a lower premium cost to the District than the 90-G Plan will not result in any payment or reimbursement back to the employee.

7.2.2 Employees whose regular assignment is less than 820 hours per year and who were hired prior to November 1, 2012, working in an assignment less than 820 hours per year as of October 31, 2012, and enrolled in health and welfare benefits on October 31, 2012, are eligible to continue to participate in benefits, but the employees are responsible for paying 100% of the premium costs for the benefits. If the employee discontinues benefits provided pursuant to this Article 7.2.2 for any reason, the employee will not be eligible to re-enroll in health and welfare benefits unless his or her regular assignment increases to 820 hours or more per year.

7.2.3 Except as provided for in Article 7.2.2 above, employees whose regular assignment is less than 820 hours per year are not eligible to participate in benefits.

7.3 Retiree Benefits:

7.3.1 Employees who were hired prior to January 1, 1995, who take service or disability retirement under the Public Employees Retirement System, who have completed ten or more calendar years of service with the District, and who are fifty-five years of age or older, shall continue to be enrolled in, and

continue to receive District-paid contributions towards medical, dental, and vision group benefits provided by this Article through the month during which the employee attains age sixty-five. Part time employees receiving a pro-rata portion of District-paid contributions toward these coverages at time of retirement shall continue to receive their pro-rata District contribution for the term of this benefit, so long as the employee provides his/her portion of the contribution to the District in advance. Availability of this benefit is conditional upon its being offered by the provider and the Self-Insured Schools of California (SISC).

- 7.3.2 Employees who are hired on or after January 1, 1995, who take service or disability retirement under the Public Employees Retirement System (PERS), who have completed ten or more calendar years of service with the District, and who are fifty-five years of age or older, shall be entitled to District-paid medical, dental, and vision group benefits provided by this Article for a maximum period of seventy-two months (six years). The seventy-two month period of eligibility for this benefit begins on the first day of the month following the effective date of retirement and continues for seventy-two months or until attainment of age sixty-five, whichever occurs first. In no case will the District-paid benefits continue beyond age sixty-five. This benefit must be taken over one continuous period of time. Part-time employees receiving a pro-rata portion of District contributions toward these coverages at the time of retirement shall continue to receive their pro-rata District-paid contribution for the term of this benefit, so long as the employee provides his/her portion of the contribution to the District in advance. Availability of this benefit is conditional upon its being offered by the provider and SISC.
- 7.3.3 Any unit member hired on or after July 1, 2006, shall not receive district paid premiums for retiree health and welfare benefits. Benefits may be purchased at retiree's own expense.

ARTICLE VIII

HOLIDAYS

8.1 Holidays shall be granted to all employees in accordance with the following schedule:

- 8.1.1 New Year's Day
- Dr. Martin Luther King, Jr., Day
- Lincoln's Day
- President's Day Cesar
- Chavez Day
- Memorial Day Juneteenth
- Independence Day
- Admissions Day or alternate
- Labor Day
- Veteran's Day
- Day before Thanksgiving
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- Winter Closure Holiday
- Winter Closure Holiday 2

See Appendix D for specific dates of holidays for the terms of the Agreement.

- 8.1.2 When a holiday listed falls on a Sunday, the following Monday will be observed in lieu of the holiday; when a holiday listed falls on a Saturday, the preceding Friday shall be observed in lieu of the holiday.

8.2 Additional Holidays: The District shall provide as additional paid holidays only those additional paid holidays required by law.

8.3 Holiday Work: All employees required to work on paid holidays shall receive payment for each holiday hour worked as wages or as compensatory time off, at the option of the District. An employee who is scheduled to work on a holiday may request to have an in-lieu holiday scheduled on another day. The District has discretion in approving or denying such requests.

- 8.3.1 All employees required to work on paid holidays during their regular schedule shall receive payment for each holiday hour worked as wages or as compensatory time off, at the rate of time and one-half of their regular rate of pay in addition to the regular pay received for the holiday, and shall elect payment or compensatory time consistent with Article 4.5.3.

- 8.3.2 An employee who is not scheduled but who is required to work on a holiday may request to receive an in lieu holiday, which shall be scheduled on another day with the mutual consent of the immediate supervisor.
- 8.4 Holiday Eligibility: Except as otherwise provided in this article, a continuing employee must be in paid status on any portion of the working day immediately preceding or succeeding the holiday in order to be paid for the holiday.
 - 8.4.2 Employees who are not normally assigned to duty during the school holidays of the day before Christmas, Christmas, or New Year's Day shall be paid for those holidays provided they were in a paid status during any portion of the normal working day of their assignment preceding or succeeding the holiday period.
- 8.5 Winter Closure Holiday Schedule: The District and CSEA agree to reduce unnecessary operational costs by closing the District's campuses for one week each winter during the term of this agreement. That week the five weekdays will be observed as paid holidays, including 1) the Admissions Day alternate, 2) Day before Christmas, 3) Christmas Day, 4) Winter Closure Holiday, and 5) Winter Closure Holiday 2.
- 8.6 Holiday hours will be computed as follows:
 - 8.6.2 Employees hired to work 2080 full-time annual hourly limit will accrue Holiday leave at the percent of one eight-hour day to which their annual hours bears to 2080 not to exceed 8 hours for each holiday.
 - 8.6.3 Employees hired to work 1800 full-time annual hourly limit, and those hired to work based upon annual hours of forty-two (42) to forty-five (45) weeks, will accrue Holiday leave at the percent of one eight-hour day to which their annual hours bears to 1800 not to exceed 8 hours for each holiday.
 - 8.6.4 Employees hired to work 1640 full-time annual hourly limit, and those hired to work based upon annual hours of less than forty-two (42) weeks, will accrue Holiday leave at the percent of one eight-hour day to which their annual hours bears to 1640 not to exceed 8 hours for each holiday.

ARTICLE IX

VACATION PLAN

9.1 Eligibility: All employees shall earn paid vacation at their regular rate of pay under this article. Vacation benefits are earned on a fiscal year basis, upon completion of the employee's probationary period.

9.2 Vacation Accrual: Employees will receive an annual accrual of vacation leave based upon their annual hours as bears to the full-time twelve-month annual hours (2080). The annual accrual will be added to the employee's account in monthly increments. Employees hired in positions designated as 12-month positions will receive 1/12th of their annual vacation leave amount at the beginning of each month. Employees in other positions will receive 1/10th of their annual vacation leave at the beginning of the months of August through May, or 1/11th of their annual vacation leave at the beginning of the months of August through June depending upon the relationship of annual hours to 2080.

9.3 Vacation Credit and Compensation: Vacation accrual rates will be based upon the following maximum annual hours:

First through 3rd year	80 hours
4th through 9th year	120 hours
10th year and beyond	160 hours

9.3.1 Pay for vacation leave shall be the same as if the employee had worked that day.

9.4 In the first eleven years of service vacation time may be accumulated to maximum number of hours that would be earned in a two-year work period. After 12 years of service the maximum number of hours that may be accumulated increases to 360. No vacation will be earned by the employee at any time when the employee has already accumulated that amount which the employee could have accumulated in the preceding two years. Thereafter vacation shall be earned only when accumulated vacation time is less than that amount. When an employee is terminated for any reason, they shall be entitled to vacation pay earned and accumulated up to the effective date of the termination. The maximum vacation pay under this provision shall be that which the employee could have accumulated in the preceding two years.

9.4.1 Employees may carry over earned vacation, after one year of employment as shown in the chart below:

Years of Service	Hours Earned	Maximum Number to be Carried Over to the Next Year
1	80	80
2	80	160
3	80	160
4	120	200
5	120	240
6	120	240
7	120	240
8	120	240
9	120	240
10	160	280
11 or more	160	360

- 9.4.2 An employee who terminates for any reason must work at least one-half of the available working days of that month in order to receive accrual for that month.
- 9.5 Vacation postponement: If, for any reason, an employee is denied a scheduled vacation, the employee shall suffer no reduction in the paid vacation due him/her.
- 9.6 Vacation Scheduling: Vacations shall be scheduled at times requested by employees so far as possible within the District's work requirements. While the District will make reasonable efforts to approve vacation requests that are convenient for the employee, it reserves the right to disapprove requests based on District's operational needs. The time during which employees will be granted vacation will be at the discretion of their immediate supervisor, who will refer the request to the appropriate administrator for final action and approval. Regarding the approval of vacation, CSEA and employees understand that the needs of the District will govern the scheduling of employee vacations. In the event that more than one employee within a department requests vacation at the same time and operational necessity in the determination of the District precludes the approval of those requests, the employee with the greatest hire date seniority with the District shall be granted the vacation period requested, and progressively so. The above sentence is intended to apply when all employees in an office/department/division are requested or required to submit vacation requests at roughly the same time. Exception may be made for an employee who has scheduled vacation time with the immediate supervisor well in advance of the group, and when the dates requested are beyond the employees' control, such as shipboard cruise, foreign tour package, or major family event which is time specific, or which may result in loss of employees' deposit if vacation is rescheduled.
- 9.7 Holidays: When a holiday falls during the scheduled vacation of any employee, the day shall be recognized as a holiday and shall not be charged against vacation accrual.

- 9.8 Interruption of Vacation: An employee may, at the District's option, be permitted to interrupt or terminate vacation leave in order to begin another type of paid leave provided by this Agreement without a return to active service provided the employee supplies notice and supportive information regarding the basis for such interruption or termination.

ARTICLE X

LEAVES

10.1 Bereavement leave

10.1.1 Bargaining unit members shall be entitled to an absence without loss of pay due to death in the immediate family of the employee not to exceed three days, and may extend this leave by two (2) additional days through the use of sick or unpaid leave per occurrence.

a. If travel in excess of 350 miles one way, or out of state is necessary; bargaining unit members are entitled to five days of bereavement leave without loss of pay)

10.1.2 Definition of immediate family members - Members of the immediate family as used here means mother, father, step-mother, step-father, grandmother, grandfather, or a grandchild of the employee or of the spouse of the employee, and the spouse, son, step-son, son-in-law, daughter, step-daughter, daughter-in-law, brother, brother-in-law, sister, or sister-in-law, mother-in-law, father-in-law of the employee, registered domestic partner, or employee's parent's registered domestic partner or any person living in the immediate household of the employee. This definition applies throughout this article. Additionally, unit members may designate one (1) person per twelve (12) month period who is not listed above as an immediate family member upon the need to take bereavement leave.

10.1.3 Bereavement Leave must be taken within six (6) months of the death of the immediate family member or designated individual, and need not be taken consecutively.

10.1.4 The leave described in Section 10.1.1 above shall be available to unit members that experience a reproductive loss, including but not limited to miscarriage, stillbirth or a failed adoption by the unit member or partner. The District shall maintain the confidentiality of the request and purpose of the leave, except as necessary to affect the purpose of the leave.

10.1.5 Within thirty (30) days of a request by the District, the bargaining unit member may be required to provide documentation of the death of the immediate family member, as required by law

10.2 Jury duty: Employees called for jury duty or to serve as a witness when subpoenaed shall receive their regular salary during the required period of absence from duty. When an employee whose regularly assigned shift commences at or after 4:00 p.m. is required to serve more than four hours jury duty, they shall be released from work for the entire shift with pay.

- 10.3 Military leave: Military leave will be compensated as provided for in the military and veterans code. A copy of orders duly endorsed by the military authority involved must be provided to the Human Resources office prior to the commencement of the compensated leave.
- 10.4 Sick leave: Employees will verify an absence when required by the District.
- 10.4.1 Absence will be reported by the employee each day to the immediate supervisor one hour before the usual reporting time if at all possible but not later than fifteen minutes after the usual reporting time except in an emergency. The employee will keep their supervisor informed daily as to when they expect to return. If the employee provides the District with written notification from a licensed medical practitioner that they will be absent for longer than 5 working days, the employee need not report daily until after the initially reported duration of absences has expired.
- 10.4.2 Employees are entitled to use accrued sick leave for purposes of plasma and platelet donations (apheresis).
- 10.4.3 Computation of sick leave allowance: Every classified employee will be entitled to leave of absence for illness or injury with full pay to be computed as follows:
- 10.4.4 Employees hired to work 2080 full-time annual hourly limit will accrue sick leave at the percent of one eight-hour day to which their annual hours bears to 2080. Accruals will occur over twelve months not to exceed 96 hours per fiscal year.
- 10.4.5 Employees hired to work 1800 full-time annual hourly limit, and those hired to work based upon annual hours of forty-two (42) to forty-five (45) weeks, will accrue sick leave at the percent of one eight-hour day to which their annual hours bears to 1800. Accruals will occur over eleven months not to exceed 88 hours per fiscal year.
- 10.4.6 Employees hired to work 1640 full-time annual hourly limit, and those hired to work based upon annual hours of less than forty-two (42) weeks, will accrue sick leave at the percent of one eight-hour day to which their annual hours bears to 1640. Accruals will occur over ten months not to exceed 80 hours per fiscal year.
- 10.4.7 A new employee will not be eligible to take more than the accrued amount for each month worked until the first day of the calendar month after completion of the initial probationary period with the District.
- 10.4.8 Unused sick leave shall be accumulated from year to year without limitation.
- 10.4.9 Transfer of Sick Leave: Any employee may transfer unused sick leave to

this District from another school district provided:

- a. They were an employee of the former district for at least one calendar year.
- b. Their employment at that district was terminated for reasons other than action initiated by the employer for cause.
- c. The termination from the former district was within one calendar year of the request to have such unused sick leave transferred.

10.4.10 Pay for any day of such absence shall be the same as the pay that should have been received had the employee served during the day of illness.

10.4.11 Temporary Disability Leave (Maternity): Employees of the District shall be provided leave of absence from duty when absence is caused from pregnancy, miscarriage, childbirth, and recovery there from. The length of the leave of absence, including the date on which the leave shall commence and the date on which the employee shall resume duties, shall be determined by the employee and the employee's medical advisor. Employees shall notify their immediate supervisor four weeks in advance of the anticipated maternity leave, excepting emergency situations.

10.4.12 Disabilities caused or contributed to by pregnancy, miscarriage, childbirth, and recovery there from are, for all job-related purposes, temporary disabilities and shall be treated as such under any health or temporary disability insurance or sick leave plan available in connection with employment by the District.

10.4.13 The employee shall provide the Human Resources office with a statement from the attending medical advisor verifying the need for such disability leave prior to the requested leave date. An extension of such leave must be supported by a statement of need by the attending medical advisor. The employee shall return to work following a statement of release by said medical advisor.

10.4.14 An employee may convert unused sick leave to retirement credit in accordance with Government Code Section 20963 or its successor if the employee is filing a request for retirement.

10.4.15 Employees who exhaust all paid leave while on sick leave have rights as detailed in Education Code Section 88195 or its successor. (See Appendix E.)

10.5 Use of Sick Leave

During Illnesses of Immediate Family Members: Employees may use their current and accrued sick leave to attend to an illness of an immediate family member as defined in section 10.1.1. Each calendar year the amount of such leave shall not

exceed 50% of the annual sick leave (i.e. full time 12-month employee = 6 days; full time 10-month unit member = 5 days.) Such leave is in addition to that provided under Personal Necessity (10.7).

10.6 Substitute Differential: When an employee is absent from their duties on account of illness or accident for a period of five months or less, whether or not the absence arises out of or in the course of employment of the employee, the amount deducted from the salary due for any month in which the absence occurs shall not exceed the sum which is actually paid a substitute employee employed to fill their position during their absence.

10.7 Personal Necessity: A maximum of seven days of absence earned for sick leave may be used per year by the employee, at their election, in cases of personal necessity on the following basis:

10.7.1 Death of immediate family member beyond that available on bereavement leave.

10.7.2 Accident involving the person or property of the employee or a member of their immediate family.

10.7.3 Appearance in any court or before any administrative tribunal as a litigant, party, or witness under subpoena or any order made with jurisdiction.

10.7.4 Subject to prior notification to and approval by the Director, Human Resources/Equal Employment Officer, any matter of compelling personal concern to the employee which cannot lightly be disregarded.

In cases of personal necessity leave, the employee shall give their supervisor as much prior notice as is possible under the circumstance.

10.8 Industrial Accident or Illness Leave: In addition to any other benefits that an employee may be entitled to under the Workers' Compensation laws of this state, permanent employees shall be entitled to the following benefits: A permanent employee suffering an injury or illness arising out of and in the course and scope of their employment shall be entitled to a leave of not more than sixty working days in any one fiscal year for the same accident or illness. This leave shall not be accumulated from year to year, and when any leave will overlap fiscal year, the employee shall be entitled to only that amount remaining at the end of the fiscal year in which the illness or injury occurred.

10.8.1 Payment for wages lost on any day shall not, when added to an award granted the employee under the Workers' Compensation laws of this state, exceed the normal wage for the day.

10.8.2 The industrial accident or illness leave is to be used in lieu of normal sick leave benefits. When entitlement to industrial accident or illness leave under this section has been exhausted, entitlement to other sick leave, vacation, or other paid leave may then be used. If, however, an employee is still

receiving temporary disability payments under the Workers' Compensation laws of this state at the end of the exhaustion of benefits under this section, they shall be entitled to use only so much of their accumulated and available normal sick leave and vacation leave, which when added to the Workers' Compensation awards, provides for a day's pay at the regular rate of pay.

10.8.3 Any time an employee on industrial accident or illness leave is able to return to work, they shall be reinstated in their position without loss of pay or benefits.

10.8.4 Employees who exhaust all paid leave while on industrial accident or illness leave have rights as detailed in Education Code Section 88192 or its successor. (See Appendix F.)

10.9 General Leave: When no other leaves are available, a leave of absence may be granted to an employee on a paid or unpaid basis at any time upon any terms acceptable to the District and an employee. Employees' requests for educational leave shall receive serious consideration and a written response from the District.

10.10 Personal Business Day: Each employee shall be entitled to two days of noncumulative paid leave annually for purposes of conducting personal business, with prior approval of the immediate supervisor.

10.11 Family and Medical Leave: Employees who have one year of continuous service are entitled to up to twelve weeks (twenty-six weeks for military caregiver leave) of unpaid leave of absence in a one-year period for:

- a. Birth of the employee's child or placement of a child with the employee for adoption or for foster care;
- b. To care for a parent, child, spouse, or registered domestic partner with a serious health condition;
- c. For the employee's own serious health condition, that renders the employee unable to perform the functions of their position, including pregnancy and prenatal care;
- d. A qualifying exigency arising from the foreign deployment of the employee's spouse, son, daughter, or parent with the Armed Forces ("qualified exigency"); or
- e. To care for a servicemember with a serious injury or illness if the employee is the servicemember's spouse, son, daughter, parent or next of kin ("military caregiver").

Employees who receive District-paid health insurance will continue to receive it during periods of leave. Eligibility for leave and requirements for advance

notification to the District when a leave is necessary are controlled by the provisions of federal and state law. In the event of conflict between the controlling statutes and/or the provisions of this Agreement, the provision which provides the greater benefit to the employee, shall prevail. Family and medical leave shall be taken concurrently with other leave and the employee is required to use all accumulated paid leave available before unpaid leave begins, including medical leave if the leave is being requested due to the employee's own illness. If the employee fails to return from leave or fails to complete a period of employment following their return that is at least as long as the leave was, the District will require the employee to reimburse the District for the premiums that were paid.

10.12 Paid Parental Leave: Employees who have at least twelve (12) months of service with the district may take up to twelve (12) weeks of leave for reason of the birth of a child of the employee, or the placement of a child with the employee in connection with the adoption or foster care of the child by the employee. This leave will be paid from any accumulated sick time of the employee. Should accumulated sick time be exhausted prior to the end of the leave period, the amount deducted from the salary due to them for any of the remaining portion of the 12-workweek period in which the absence occurs shall not exceed the sum that is actually paid a substitute employee to fill their position during their absence. An employee shall not be provided more than one (1) twelve (12) week leave period pursuant to this section during any twelve (12) month period per Education Code Section 88196.1.

10.13 Break in Service: No absence under any paid leave provisions of this article shall be considered as a break in service for any employee who is in paid status, and all benefits accruing under the provisions of this Agreement shall continue to accrue under such absence.

10.14 Catastrophic Leave – The Catastrophic Leave Bank is designed to provide an extension of available sick leave for all employees receiving accrued sick leave.

10.14.1 Each employee may voluntarily participate in the District's Catastrophic Leave Bank. Only those who participate will be eligible to withdraw leave time from the bank.

10.14.2 Those currently enrolled will have one month to enroll from the date the plan is approved by the Board of Trustees and will be active participants upon enrollment. Employees may enroll during the open enrollment period February of each year.

10.14.3 To enroll, an employee must:

- a. Have a minimum of 8 days of accrued leave
- b. Make an initial donation of three days of sick leave and an annual subsequent donation of a minimum of one day of sick leave.

- 10.14.4 To be removed from the list of participants, an employee must file a written request with the Human Resources office. Previously donated leave will remain in the Catastrophic Leave Bank.
- 10.14.5 Donated days shall comprise the Catastrophic Leave Bank. The Director, Human Resources/Equal Employment Officer shall review the balance of the Leave Bank annually and advise the Board of Trustees as to whether the level of donations is sufficient. Recommendations by the Director may include, but not be limited to the following:
- a. Approve additional one-time donations from the participants.
 - b. Approve a one-time suspension of the required annual employee donation.
- 10.14.6 Participants are eligible to apply for catastrophic leave. Catastrophic illness or injury is a severe illness or injury which is expected to incapacitate the employee for an extended period of time or that incapacitates a member of the employee's family which incapacity requires the employee to take time off from work for an extended period of time to care for that family member and taking extended time off work creates a financial hardship for the employee because they have exhausted all of their accumulated sick leave and any other paid time off. Family is defined as parent, child, spouse or registered domestic partner. Note: An employee's job related illness or injury subject to worker's compensation coverage under any District-supported long- or short-term disability coverage, with the exception of the first thirty (30) day waiting period, shall not be eligible for this catastrophic leave provision.
- 10.14.7 An employee is eligible to use the Catastrophic Leave Bank when the following conditions are met:
- a. The employee requesting use of the leave is a participant of the bank.
 - b. The employee has submitted a written request that includes a physician's verification.
 - c. The employee will not receive payment for the time absent due to the illness or injury from either worker's compensation or short/long-term District-sponsored disability coverage.
 - d. The employee has exhausted all balances in all paid leave categories.
 - e. The employee has not withdrawn more than 20 days from the

Catastrophic Leave Bank within the previous 12 months or more than 120 days during a lifetime.

f. There is sufficient leave in the bank.

10.14.8 The Director, Human Resources/Equal Employment Officer will provide payroll with authorization to pay employees from accumulated Catastrophic Leave Bank.

10.14.9 The employee shall be considered to be in a paid status while drawing from the Catastrophic Leave Bank; however, any and all leave that would be earned by the employee during the period of support for the Catastrophic Leave Bank will be applied to the leave and will not carry forward.

10.15 Parental Involvement Leave: An employee who is the parent, legal guardian or custodial grandparent of one or more students attending transitional kindergarten or grades 1 through 12 or a licensed child care provider may take not more than forty (40) hours off work each year to participate in activities at the child's school or with a licensed child care provider or to address a child care provider or school emergency. No more than eight (8) hours of leave may be taken in any calendar month. The employee is responsible for giving the District reasonable advance notice of leave to be taken. The employee may utilize vacation, compensatory time off, personal necessity leave or personal holiday during the periods of absence, or the leave may be taken on an unpaid basis if paid leave is unavailable. If requested by the District, the employee shall provide documentary proof that the time off was spent at the child's school or licensed child care provider. If both parents of the child are District employees, the forty (40) hour and eight (8) hour leave limits identified above serve as the combined total available to both parents.

10.16 Shared Governance Activities: Classified bargaining unit members selected for governance committee participation shall receive release time for actual service in said committee meetings and every effort will be made not to exceed an aggregate of up to ten percent (10%) of the bargaining unit member's assigned work week when committees are meeting.

ARTICLE XI

REASSIGNMENTS AND TRANSFERS

- 11.1 Vacancies: When a bargaining unit position becomes vacant, the District will notify CSEA within 10 days if they choose not to fill the vacancy. If the District determines that there is a need to modify the duties as already established within the current job description or modify the hours of the position, CSEA and the District shall meet within 10 business days to determine if there is an alternative means to achieve the District's operational needs.
- 11.1.1 The District reserves the right to use the vacant position to achieve attrition by use of reassignment. If the District makes such a determination, however, it shall proceed in accordance with this subsection.
- a. The District will identify the least senior employee in the same job classification that will accomplish the operational needs of the District for reassignment. The incumbent(s) in the position and CSEA will be notified of the District's intention and operational plan. There will be no additional bumping or reassignment beyond the initial assignment.
 - b. The District will meet with the affected employee to discuss reassignment and to assure the suitability of the new assignment. At the request of the employee, a CSEA observer will be present. If training is needed to properly prepare the employee for the new duties, the training will be identified and arrangements made.
 - c. The Chief Human Resources Officer will make the necessary reassignment and monitor any training that is arranged.
- 11.2 Posting Requirement: Subject to the provisions of 11.1, when a position becomes vacant through the dismissal, demotion, death, abandonment, promotion, resignation, transfer or retirement of an employee, the vacancy shall be posted at all District worksites within ten (10) calendar days of establishment of the vacancy. The vacancy shall remain posted for not less than six (6) working days prior to being filled. The District may publicly advertise the vacancy concurrently with internal posting. The District shall consider application materials from internal applicants before consideration of external applicants. Nothing in this section shall restrict the District's ability to employ a substitute pending the filling of the vacancy, so long as the District actively seeks to fill the vacancy. One or more substitutes may temporarily be used to fill the position for a combined total not to exceed sixty (60) calendar days.

- 11.2.1 Posting Information: All vacancy postings shall include the class title of the position, the daily, weekly, and/or annual hours of employment, the assigned worksite, and the entry level pay rate assigned the position.
- 11.2.2 Request Requirement: Any employee who meet the minimum requirements may apply for the vacancy by submitting a written request to the Human Resources Office within the posting period. An employee on leave of absence may have his/her request submitted by CSEA. The District shall give all employees who meet the minimum requirements serious consideration for transfer to vacant positions for which they apply.
- 11.2.3 An employee selected as an interviewee for the vacancy shall be granted released time to participate in the interview, provided said interview is held on the employee's home campus.
- 11.2.4 Application materials shall consist of letter of intent to transfer, resume, and any applicable certificates and/or transcripts.
- 11.4 Transfer Review Sequence: The review and determination regarding all in-class transfer(s) shall be completed prior to review and determination of any cross- class transfer request(s) submitted to the District.
 - 11.4.1 Swaps: Occasionally, two or more employees holding identical positions (same class, same annual hours of employment), at the same or different worksites decide they would like to permanently switch positions. Written employee requests for swaps are subject to the written approval of the District and CSEA.
 - 11.4.2 Job Site Transfer: No employee shall be temporarily assigned to work in a work location other than the employee's normal worksite for a period in excess of three calendar months without the revocable written consent of the employee.
- 11.5 Transfer Process: Any permanent employee who meet the minimum requirements and is interested in serving in a vacancy may apply for transfer to a vacant position in writing within six working days of the vacancy being posted internally by the District. All transfer applicants shall be subject to the following minimum requirements:
 - a. Employee shall submit in writing all application materials described above in 11.2.4 .
 - b. Employee has successfully completed his or her probationary period.
 - c. Employee has not had an overall rating of "Consistent Problems" in the prior two years.

- d. Nothing herein is intended to preclude a probationary employee from applying for a publicly advertised position.
- 11.5.1 Transfer Screening Committee: A Screening Committee shall be convened with the following representation: Immediate Supervisor, the Chief Human Resources Officer, the HR Analyst and a CSEA executive board officer or Job Steward.
- 11.5.2 Transfer Screening Committee Duties: The committee must review all transfer requests within 15 working days from the position being posted by the District. The Transfer Screening Committee shall use a consensus model for approving a transfer request. Determination(s) regarding all in- class transfers shall be completed first. An interview may be utilized by the committee prior to making any determination. If the Screening Committee cannot reach consensus, then the position shall be announced to the public at large, and the District's normal recruitment process shall proceed. The employee making a request for transfer shall receive an interview along with all applicants qualified for the interview if the minimum qualifications for the position are met.
- 11.6 Involuntary Transfer: If no employee qualified for transfer under section 11.4 applies and is selected for transfer, the District shall have the right to hire from outside the District or implement an involuntary transfer. If all other pertinent factors are considered equal, the employee selected for involuntary transfer shall be the least senior among those employees possessing the requisite qualifications for the position. However, no employee may be involuntarily transferred to a work site that is more than 40 miles from his/her current work site. An employee who is to be involuntarily transferred shall be notified of the pending transfer not less than five workdays in advance of its effective date. CSEA shall be consulted concerning the District's selection for involuntary transfer prior to any announcement of the selection. A temporary involuntary transfer may be made without complying with the above pending final selection of the person to be hired or transferred to the position.
- 11.7 Medical Transfers: The District may give alternate work, when the same is available, to an employee who has become medically unable to satisfactorily perform his/her regular job class duties. The alternate work assignment may constitute promotion, demotion, or lateral transfer to a related class, but it shall be accomplished only by mutual agreement with CSEA and with the employee's concurrence.
- 11.8 Unsuccessful Applicants: Upon written request from an unsuccessful employee applicant, the District will inform the employee why he/she did not receive the transfer.

- 11.9 Salary Placement Upon Transfer: An employee receiving a promotional transfer shall be placed at the lowest step of the higher range which provides for an increase in salary. An employee receiving a lateral or demotional transfer shall be placed at the same salary step in the new range (if any), as placed at prior to the transfer. A transfer does not interrupt the employee's normal step progression.
- 11.10 Probationary Rights of Permanent Employees: A permanent employee who receives a cross-class transfer, and who is required by the District to serve a probationary period in the new class, shall be afforded the due process rights of a permanent employee in the event of disciplinary action. If the employee does not successfully complete the probationary period, he/she shall be restored to a position in the former class equal to the position from which transferred. This may involve the concurrent reversion of another employee who filled the vacancy created by the cross-class transfer.
- 11.11 Reassignments: Employees may from time-to-time be impacted by reorganizations of all or a part of the District's operations. When any reorganization results in the physical relocation of an employee's position, the employee shall move along with the position to the new worksite or work station, and shall suffer no reduction in hours of employment, wages or benefits as a result of the reorganization. A disciplinary reassignment, as defined in Education Code Section 88001(e), which deprives an employee of a classification or incident of classification in which he/she has permanence may be implemented only under District policy and relevant law.
- 11.11.1 Expenses During Temporary Reassignments: Any employee required to work at a different work site on temporary assignment shall be compensated for mileage, meals, and lodging expenses appropriate to the nature and duration of the assignment in accordance with District policy.

ARTICLE XII

CLASSIFICATION AND RECLASSIFICATION OF POSITIONS

12.1 Definitions:

- 12.1.1 Allocation: Assigning a specific rate of pay (salary range) to a newly created job class. Part of the classification process.
- 12.1.2 Class: A group of positions sufficiently similar in duties, responsibilities, working conditions, and required skills that they can be included in one class description, with the same class title, and be paid the same rate of pay (salary range).
- 12.1.3 Classification: The process of job analysis and documentation by which newly-created positions are defined and delineated in a formal class description, and allocated to a specific rate of pay (salary range). The classification system currently in use includes the following concepts:
 - 12.1.3.1 Broadband: A structure that encompasses numerous occupational groups at a comparable organization level.
 - 12.1.3.2 Career Band: An organizational format based on broadbands using competency or skill zones that relate to career/job development.
 - 12.1.3.3 Classification Allocation Factors: The factors or criteria used to analyze individual positions and assign them to an appropriate class and skill level are: mental requirements, physical requirements, human relations, work environment, and accountability.
 - 12.1.3.4 Classification Method of Job Evaluation: A job evaluation method which compares jobs on a whole job basis through a predefined set of definitions. Job content facts are compared to the definitions, producing a numerical value that becomes the basis for determining the salary grade (salary range) assigned to the class.
 - 12.1.3.5 Classification Review: A process by which the District initiates a review of current class(es) which may affect one or more than one employee serving in that class. Analysis of current classes and external labor market institutions may be considered in this process.
 - 12.1.3.6 Job Ladder: A progression of classes that require common

skills, qualifications, and working conditions, often distinguished by years of service in the position, increased complexity of assignments and increased impact to the District's operation. Numerical levels (examples: Administrative Office Assistant I, II, and III) commonly identify components of a Job Ladder.

- 12.1.3.7 **Salary Grade:** A salary grade is a numerical value that represents a finite range on the salary schedule (salary range).
- 12.1.4 **Class Description:** That document, commonly called a job description, which defines and delineates the duties, responsibilities, required skills, training, and education applicable to incumbents in a class.
- 12.1.5 **Position:** A collection of tasks performed by one individual at one work station, which may be as narrow as a desk (example: Receptionist), or as broad as District-wide (example: Maintenance).
- 12.1.6 **Promotion:** A transfer in which an employee vacates a position in one class to assume a different position in a class with a higher rate of pay (salary range).
- 12.1.7 **Reallocation:** Assigning a different rate of pay (salary range) to an existing position or class of positions, either in conjunction with a reclassification, or as a result of a negotiated agreement between the District and CSEA.
- 12.1.8 **Reassignment:** The process of physically relocating an employee, along with his/her position, from one work station and/or work site to another, in response to a reorganization of all or a part of the District's operation.
- 12.1.9 **Reclassification:** The process of job analysis and documentation by which existing positions are re-defined and delineated in an amended class description, in response to changes over time in the duties, responsibilities, working conditions, and skills required of the incumbents. Reclassified positions may be reallocated to a higher or equal rate of pay (salary range) as justified by the degree of change.
- 12.1.10 **Swaps:** A situation where no vacancy exists, in which two or more employees holding equal positions agree to switch assignments.
- 12.1.11 **Transfer:** The process by which an employee vacates a position in order to assume a different position in the same, or a different class.
- 12.1.12 **Y-rate:** An agreement negotiated by the District and CSEA by which an employee who is placed in a class with a lower rate of pay (salary range), continues to receive the specific hourly/monthly rate of pay

he/she received in the higher class until such time as the pay rate of the lower class exceeds that rate.

12.2 Placement of new Classifications

The District shall retain its management right to establish new classifications. The class description and salary placement of a new classification shall be negotiated between the District and CSEA. Prior to the creation of a new classification, the District shall provide the proposed class description and salary placement in writing to the CSEA President, or designee, with an offer to negotiate all negotiable issues. CSEA shall have ten (10) working days to request negotiations.

CSEA shall retain its right to negotiate any changes proposed in the Job Descriptions of already established classifications.

12.3 Reclassification Process

12.3.1 Request Period and Submission

- 12.3.1.1 Reclassification request forms will be made available by Human Resources to employees during the month of December.
- 12.3.1.2 Completed reclassification request along with supporting documentation, must be submitted to Human Resources no later than January 31 to be considered for the current cycle.
- 12.3.1.3 Human Resources shall forward reclassification requests to the employee's immediate supervisor for comment. The supervisor shall have ten (10) working days to provide input. The supervisor's input shall be considered but shall not constitute approval or denial of the request.

12.3.2 Eligibility Criteria

- a. Prior to applying for reclassification, an employee must have served in the position for which reclassification is requested for a period of one (1) year after achieving permanent status.
- b. The completed application materials were received in Human Resources by the specified deadline.
- c. The applicant did not apply for the same reclassification in the previous year (unless a significant change in duties such as reorganization, new service offered by the department or assignment of duties of an abolished position has occurred since the previous request was submitted.)

12.3.3 Reclassification Committee

During the month of February, a reclassification committee will be convened to review the applications and make a recommendation to the President/Superintendent or designee.

12.3.3.1 Composition

The Reclassification Committee shall be composed of the following members:

- Two (2) classified employees appointed by CSEA;
- Two (2) management representatives appointed by the President/Superintendent or designee;
- Two (2) representatives appointed by the Chief Human Resources Officer or designee, one (1) to serve as a voting member and one (1) to serve as the non-voting Chairperson of the Committee.

12.3.3.2 Orientation/Norming Session

Prior to participating in the evaluation of reclassification requests, all committee members shall attend an initial orientation by the Chairperson on classification principles, equity considerations, and job analysis procedures.

12.3.3.3 Evaluation Criteria

The committee shall evaluate whether the duties that are regularly and permanently performed by the employee are outside the scope of the current classification. The evaluation shall be based on:

- Complexity and scope of duties;
- Level of responsibility;
- Nature of decision-making authority;
- Recurring out of class payments;
- Comparison with existing job classifications, including minimum qualifications.

The committee may request interviews with the employee and/or supervisor for clarification. An increase in volume of work or temporary assignment(s) shall not be considered grounds for reclassification. All findings shall be documented in writing.

12.3.3.4 Committee Recommendations

Every effort shall be made by the Committee to issue its recommendation no later than June 1. The committee members shall deliberate and vote on the reclassification, requiring the unanimous consensus of the committee for an administrative recommendation to advance. All reclassification approvals shall be effective July 1 of the year in which they were initiated.

If the Committee determines that the employee is performing job duties at their current classification then the committee will provide written notification that shall include the rationale for the decision. If the Committee agrees that the employee is performing job duties at a higher classification than the employee is currently placed: there are several possible courses of action that could result:

- a. An administrative recommendation may be made to the Board of Trustees to reclassify the position from one existing classification to another higher compensated existing classification. The cost of the upgrade would be included in the budgetary process with the effective date of the reclassification to be July 1 of that year. OR
- b. An administrative directive to the supervisor of the employee and to the employee that the individual is to perform only those duties at their present classification, and not to perform those duties that would cause the job classification to change.

12.4 Incumbent Rights: When a position or positions or an entire class of positions is reclassified to a higher class, the incumbents in the positions shall be entitled to serve in the new positions and shall be reallocated to the higher class.

12.5 Negotiable Issues: The District retains the right to conduct a classification review. If the District wishes to modify any existing classification, a written notice shall be sent to CSEA. CSEA has the right to negotiate any proposed transfer of duties between classifications and the salary grade of the amended classification.

ARTICLE XIII

GRIEVANCE PROCEDURE

- 13.1 It is the intent of the parties to equitably resolve grievances at the lowest possible administrative level and to encourage as informal and confidential an atmosphere as is possible in the resolution of grievances.
- 13.2 General Provisions:
- 13.2.1 Timelines: Failure to file a grievance within the initial time period shall be deemed a waiver of the grievance or, if at any level of the procedure, the grievant fails without good cause to request a meeting, otherwise fails to meet a deadline, or fails to comply with these procedures, the grievance shall be considered resolved. The failure by the District to meet a deadline entitles the grievant to move the grievance to the next level.
- 13.2.2 Employee-processed grievances: An employee covered by this Agreement may present a grievance directly and have such grievance adjusted without intervention by CSEA at Level Two as long as the adjustment is not inconsistent with the terms of this Agreement. Prior to any resolution of any such grievance, CSEA shall be provided a copy of the grievance and the proposed resolution for review. CSEA shall be given an opportunity to file a written response to the proposed resolution. All grievances advanced to Level Three and higher shall be processed by CSEA.
- 13.2.3 Grievance participants: The District shall make available in connection with a grievance procedure any District employees whose appearance is requested by the grievant or CSEA. Any employee required to appear in connection with this article shall suffer no loss of pay. Overtime pay shall not be paid for participating in a grievance. Should the District, in its opinion, have cause to believe that the grievant or CSEA is requesting an excessive number of employee participants, the District and the grievant or CSEA shall meet to resolve the District concerns and the parties shall agree upon the number of employee participants to be called on behalf of the grievant or CSEA.
- 13.2.4 Separate grievance file: All materials concerning an employee's grievance shall be kept in a file separate from the employee's personnel file.
- 13.2.5 Group grievances: If the grievance involves employees with different immediate supervisors, the grievance may be filed at Level Two.
- 13.2.6 At any step in the grievance process either party may request an extension of the timeline by notifying the other party in writing with the

reasons for the extension and the date to which it will be extended.

13.3 Definitions and Principles:

- 13.3.1 Grievance: A grievance is defined as any complaint of an employee, employees, or CSEA involving the interpretation, application, or alleged violation of the specific terms of this Agreement.
- 13.3.2 Day: A day is any weekday, excluding weekends, when the District administrative offices are open for business.
- 13.3.3 Grievant: A grievant is CSEA or any employee, who believes that they have been adversely affected by an alleged violation, misinterpretation, or misapplication of the specific terms of this Agreement.

13.4 Procedure:

- 13.4.1 Informal Conference: Prior to filing a formal written grievance at Level One, the grievant shall meet with the immediate supervisor and attempt to resolve the problem informally. The grievance form is available in the Human Resources Office and from CSEA stewards. (Appendix G)
- 13.4.2 Level One: A grievant shall first submit a Level One grievance to the immediate supervisor within thirty days after the occurrence or the event creating the grievance. The immediate supervisor shall arrange for a prompt examination of the facts to reach a satisfactory adjustment. Every effort will be made at this level to affect an acceptable solution. If the grievance is not satisfactorily adjusted within five days from the submission of the grievance, the grievant may proceed to Level Two.
- 13.4.3 Level Two: To initiate a Level Two grievance or to appeal a decision at Level One, the grievant shall file a Level Two grievance with the Director, Human Resources/Equal Employment Officer. A meeting shall take place within six days after the request is filed. At the meeting the facts shall be reviewed and every effort made to reach an acceptable solution. The Director, Human Resources/Equal Employment Officer shall submit their response to the grievant or the Job Steward, if one is involved, within six days after the meeting.

At Level Two, the Director, Human Resources/Equal Employment Officer may, for valid reasons, take an extension of time to render a decision. Such reasons may include, but not be limited to, the number of grievances filed, illness, vacation, or business trips. The Director, Human Resources/Equal Employment Officer shall notify the Grievant or Job Steward of the extension and the reasons therefore.

- 13.4.4 Level Three: If the grievant is dissatisfied with the decision at Level Two, within ten days they may request that CSEA appeal the decision to

Level Three for advisory arbitration of the grievance or appeal directly to the Board of Trustees.

CSEA shall have thirty days from receipt of the request to submit the grievance to Level Three to the Director, Human Resources/Equal Employment Officer. If no grievance is submitted within forty days of the decision at Level Two, the grievance shall be deemed withdrawn.

- a. If the CSEA elects to appeal to the Board of Trustees rather than to advisory arbitration, the decision of the Board of Trustees shall be the final decision of the District.
- b. If CSEA decides to invoke advisory arbitration, they shall notify the Director, Human Resources/Equal Employment Officer in writing of the decision.

Within six days of a written decision to invoke advisory arbitration, the District and CSEA shall jointly submit a request to the California State Mediation and Conciliation Service for a list of official arbitrators. Upon receipt of the list, if the District and CSEA do not agree upon one of the arbitrators, the District and CSEA shall alternately strike names from the list until the arbitrator is selected. The order of striking shall be determined by lot. The conduct of the arbitration shall be governed by the arbitrator. The arbitrator shall render an advisory decision and award on the grievance, which shall be served on the District and CSEA prior to being publicly introduced and read at the regular meeting of the Board next following receipt of the decision and award. The Board of Trustees shall take appropriate action on the advisory decision and award not later than at the regular meeting of the Board of Trustees next following that meeting at which the decision and award is introduced and read.

The costs of arbitration shall be borne equally by the District and CSEA, with the exception that any adjustment necessary due to the cancellation and rescheduling of a scheduled day of arbitration hearing shall be determined by the arbitrator.

- c. When the Level Three appeal is directed to the Board of Trustees, within thirty-two days of receipt of the appeal from the grievant, the Board shall conduct a hearing on the grievance. At the hearing, the grievant shall have a full opportunity to present facts relevant to their grievance. The Board of Trustees shall issue a decision on the grievance not later than the regular meeting of the Board next following the hearing of the grievance.

- 13.5 Released Time: The grievant shall be entitled to reasonable amounts of released time to prepare and write grievances during their regularly scheduled hours of work. Should the grievant request assistance from CSEA in the processing of the grievance, the CSEA Job Steward and not the grievant shall be granted

reasonable amounts of released time for processing the grievance.

- 13.6 Authority: At the formal levels of this grievance procedure, Job Stewards shall have the authority to act on behalf of grievants with their prior written consent. CSEA shall keep the District currently informed of the identity and sphere of responsibility of Job Stewards.

ARTICLE XIV

MANAGEMENT RIGHTS

- 14.1 It is agreed and understood that the District, through its Board, retains and reserves all the customary and usual rights, powers, functions, and authority that are conferred upon it by the laws and the Constitution of the State of California, and of the United States, including, but not necessarily limited to the right:

To the executive management, organizational, and administrative control of the District and its properties and facilities, and the activities of its employees.

To direct the work of its employees, determine the time and hours of operation of the District, determine the kinds and levels of services to be provided, and the methods and means of providing those services, including entering into lawfully permissible contracts with private vendors for services, subject to the mandatory bargaining requirements of EERA.

Subject to the provisions of law, to hire all employees; to determine the qualifications of personnel to be hired; to assign, promote, and discipline employees.

To establish educational policies, goals, and objectives; to ensure the rights and educational opportunities of students; to determine staffing patterns and the numbers and kinds of personnel required in order to maintain the efficiency of District operations; and

To build, move, or modify facilities, establish budget procedures and determine budgetary allocation of items not within the scope of representation; determine the methods of raising revenue; and take any reasonably necessary action in the event of an emergency, which is defined as a situation or occurrence of a serious nature developing suddenly, unexpectedly, resulting in a relatively temporary change in circumstances and demanding immediate action.

The District, through its Board, retains the right to amend, modify, or rescind Board policies and/or administrative regulations as is necessary to effectuate the intention of this article, to the extent that such amendment, modification, or rescission is not inconsistent with the terms of this Agreement.

The exercise of the foregoing rights, powers, and authority by the Board; the adoption of policies, rules, regulations, and practices in furtherance thereof; and the use of judgment and discretion in connection therewith shall be limited only to the specified terms of this Agreement and law, and then only to the extent such

terms are in conformance with the Constitution and laws of the State of California and the Constitution and laws of the United States.

- 14.2 Contracting out: The District agrees it will notify the CSEA Chapter President, or in the President's absence, the Vice President, in writing in the event the District is considering contracting out any bargaining unit work. CSEA will respond within five working days of receipt of notification from the District as to whether or not it desires to negotiate. When CSEA requests to bargain, the District will not contract the work until the bargaining obligation is satisfied, except as permitted by Education Code 88003.1. Once a demand to negotiate is issued, CSEA shall meet with the District within a reasonable period of time.

The District may contract out work without prior notification or bargaining due to an emergency situation as emergency is defined in Article 14.1 of this Agreement. Within five working days of contracting out work due to an emergency, the District will notify the CSEA Chapter President in writing that it has done so and state the facts upon which the District determined that an emergency existed.

The District may also contract out non-recurring work of a limited duration, not to exceed five days, upon the completion of which the service required or similar services will not be extended or needed on a continuing basis. However, if such work will reduce the salary or working hours to which an employee is entitled, or if such action will reduce the amount of work available to employees on a reemployment list, then the District shall give CSEA prior notice and an opportunity to bargain as provided in the first paragraph of 14.2. Prior to contracting out work as described in this paragraph, the District, in any event, shall notify the CSEA Chapter President in writing, describing the work and the reasons why the District considers it to be of a non-recurring nature.

- 14.3 Use of student employees: A student employee is an employee who has first responsibility as a student, and who holds a job by virtue of the federal work-study program, the District work-study program, and certain special projects such as E.O.P.S., D.S.P.S., and other specially funded work. Such student employees are not members of the bargaining unit. These student employees shall not cause the displacement of bargaining unit employees, as defined in the Education Code.

The District retains the right to utilize such students in any position in the College limited only by the provisions of this Agreement:

- 14.3.1 General, unrestricted fund expenses for such employment will be limited to that contained in the 1990-91 budget, improved annually by the percentage increase for cost-of-living provided in the State apportionment formula. The 1990-91 base was predicated on current wage levels. Should those wage levels increase by virtue of an improvement in the minimum wage or other means, the base will be recalculated to reflect the improvement.

- 14.3.2 Use of student employees will not be increased in the following circumstances:
- a. In positions that have been eliminated by layoff or reduced in hours for a period of 39 months from the date of layoff;
 - b. In positions that have been eliminated by attrition due to the acceptance by the incumbent of an economic incentive to resign or retire for a period of one year following the date of termination, unless the specific terms of such an agreement provides otherwise;
 - c. In positions that have been eliminated by transfer of a bargaining unit member to another position (not attrition), reclassification, or demotion of a bargaining unit member for one year following the date of transfer, reclassification, or demotion.
- 14.3.3 If the District becomes eligible for additional federal work-study funds, and the increased level of funding requires additional District general fund match, the District and CSEA will meet to find a way to achieve the additional funding on behalf of students.

ARTICLE XV

LAYOFF AND REEMPLOYMENT

- 15.1 Reason for layoff: Layoff shall occur only for lack of work or lack of funds. The District may propose a reduction in hours or work year in lieu of layoff for any employee and CSEA shall respond to any such proposal with finality within thirty days of receiving the proposal.
- 15.2 Notice of Anticipated Layoff: The District shall notify CSEA of anticipated layoffs no less than 15 days prior to layoff notices being sent to employees. CSEA shall endeavor to reconcile seniority and bumping options with the District lists, and shall have the right to consult with the District during this period to review the proposed layoff and determine that the manner and order of layoff and exercise of bumping rights should be in accordance with this article.
- 15.2.1 Notice of Layoff: The District shall notify in writing any employee(s) subject to layoff and CSEA of proposed layoff by March 15th to be effective the succeeding academic year, except for those positions eliminated as a result of the expiration of a specially funded program which will receive notice not less than sixty calendar days prior to the effective date of the layoff.
- 15.2.2 Layoff notices shall specify the reason for layoff and shall identify by name and classification the employee(s) whose layoff is anticipated.
- 15.2.3 Notices of pending layoffs shall be in writing and shall include the employee's right to a hearing and the timelines to request a hearing in accordance with California Education Code § 88017. The notice shall also include each employee's bumping options and rehire rights with a form which shall require the employee to respond with the employee's chosen option within ten business days to the HR department.
- 15.2.4 The parties agree that the layoff notice of 15.2 shall be delivered by personal service at the work site. However, if the employee is not at work, the District may service the notice by sending it by certified mail.
- 15.3 Order of Layoff: Any layoff shall be affected within a class. The order of layoff shall be determined by seniority within that class plus higher classes within the District. Higher class means a class with the same or higher salary placement. An employee with the least seniority within the class plus higher classes shall be laid off first, either directly or effectively through the exercise of bumping rights by more senior employees. An employee who chooses not to exercise their bumping rights will be subject to the layoff. Seniority shall be based on the number of non-overtime hours an employee has been in paid status in the class plus higher classes, or seniority determined under Section 15.8, succeeding.

- 15.4 Bumping Rights: An employee to be laid off from his/her position may elect to bump the most junior employee in the class or other classifications previously held by the employee, who works the same number of non-overtime hours. If there is no such employee, bumping shall be to the position held by the most junior employee in the class or other classifications previously held by the employee who works fewer hours, but most nearly equal to those of the affected employee.

Seniority in a lower class shall be determined by seniority in that class plus higher classes. The employee shall have the right to continue bumping into lower classes in which he/she has accrued seniority in order to avoid separation from employment.

- 15.5 Employees who exercise bumping rights retain all of their reemployment rights to the class and hours from which originally laid off. Employees who are bumped by more senior employees shall be free to exercise their bumping rights in order of seniority.
- 15.6 Bumping may involve positions at different work locations. An employee shall not be obligated to bump if the bumping would result in assignment at a work location more than 40 miles from the employee's current work site. An employee who elects not to bump into a position at a work location more than 40 miles from his/her current work site shall not be considered to have waived an employment offer.
- 15.7 Vacant Position: Any vacant position in a class shall be deemed to be the most junior position in the class, and provided there is not a transfer request from a more senior employee to the vacancy, shall be bumped into without externally advertising the vacancy. An employee subject to layoff may bump into a vacant position in the original class with a greater number of non-overtime hours, or into a vacant position in a lower class with a greater number of hours.
- 15.8 Salary when Bumping: An employee who bumps into a lower class shall continue to be compensated at the employee's last regular salary range and step they received prior to bumping until:

- a. Two calendar years have elapsed since they bumped into the lower position; or
- b. The monthly salary of the lower position exceeds the current monthly salary.

If at the end of the two-year period the salary of the lower position is still less than the Y-rated salary, the employee's salary shall drop to the lower position's salary. The employee's initial step placement shall be continued and step advancement in the lower class shall be the same as if the employee continued to serve in the class from which laid off.

- 15.9 Layoff In-lieu of Bumping: A laid off employee who elects separation from employment rather than exercise bumping rights retains all reemployment rights.
- 15.10 Equal Seniority: If two or more employees subject to layoff possess equal class seniority, precedence shall be determined by the earliest first date of paid service as a regular classified employee with the District. If hire date seniority is equal, precedence shall be determined by lot.
- 15.11 Reemployment Rights: Laid off employees are eligible for reemployment in the class and to the hours from which laid off for a period of thirty-nine months, and shall be reemployed in the reverse order of layoff. Their reemployment shall take precedence over any other type of employment. Acceptance, refusal to accept, or failure to accept a reemployment offer to a position shall not diminish an employee's reemployment rights to future positions that become available during the statutory period. Laid off employees shall have the right to apply for other positions within the District as if they were in active status. Any right to promotional or transfer precedence granted active employees by this Agreement shall be extended in like manner to laid off employees on reemployment lists.

Employees who elect voluntary demotions or voluntary reductions in regular, non-overtime hours of employment as layoff in lieu of separation from employment are eligible for reemployment in the class and to the hours from which laid off for a period of sixty-three months in accordance with their seniority. In addition, such employee may, at the employee's option, be returned to positions in their former classes and to positions with increased hours as positions become available during the sixty-three month period, except that they shall be ranked on a reemployment list in accordance with their seniority.

- 15.12 Employment of Laid Off Employees: Employees in laid off status shall have preference for any substitute or short-term positions over outside employees created by the District for which they would be qualified by virtue of their pre-layoff class work, which occur during their term on an active reemployment list. A laid off permanent employee accepting substitute or short-term employment shall not receive fringe benefits, but shall be compensated at the employee's last regular salary range and step.
- 15.13 Retirement In-lieu of Layoff: Any eligible employee may elect to accept a service retirement in lieu of layoff, voluntary demotion, or reduction in assigned time. Such employee shall, not less than ten days prior to the effective date of the proposed layoff, provide written notification to the District to this effect. The District shall assist the employee in affecting retirement through the Public Employees' Retirement System. The employee shall then be placed on a thirty-nine month reemployment list as would any laid off employee. However, the employee's eligibility for reemployment shall be governed by the applicable statutes within the Government Code, and the regulations of the Public Employees' Retirement System. The District agrees that when an eligible retiree responds positively and

in a timely fashion under Section 15.13 to an offer of reemployment, the retiree shall be granted the time necessary for terminating retired status and returning to active service. An eligible retiree who declines to accept an offer of reemployment to a position equal in class and hours to that from which retired shall be removed from the reemployment list and thereafter be considered permanently retired. Any election to accept service retirement after being placed on a reemployment list shall be considered retirement in lieu of layoff under this section.

- 15.14 Seniority roster: The District agrees to establish a seniority roster for all affected classes prior to any layoff. CSEA shall be entitled to receive a copy of said roster each time layoffs are to occur.
- 15.15 Reemployment notice: Whenever a reemployment list is in effect for a class, the District shall be responsible for providing written notification of appropriate openings to employees on said list by placing said notice in the U.S. mail, postage prepaid, to the last known address of the employee. CSEA shall concurrently be provided a copy of each notice.
- 15.16 Employee response: Employees on reemployment lists who desire to return to active status with the District shall be responsible for notifying the District in writing to this effect within fifteen days after a notice of appropriate opening is mailed to the employee. An employee accepting reemployment shall report to work not later than thirty days after the date of intended reemployment as announced by the District, unless such date be forty-five days or more after the date the District mails the notice of opening to the employee. In the latter event, the employee shall report to work on the date of intended reemployment.
- If a laid off employee is sent notice of a vacancy in a new position or an existing position in a class other than the class from which the employee was laid off and he/she fails to respond to the District either affirmatively or negatively as to his/her interest in applying for the position within fifteen days after notice of such position is mailed to the employee's last address of record with the college, the District shall not thereafter be required to notify the employee of vacancies in any class other than the class from which the employee was laid off.
- 15.17 Insurance benefits during layoff: An employee who is to be separated from employment through layoff and who has served not less than five full academic/calendar years of service with the District shall continue to be enrolled in, and shall continue to receive District contributions for, health and welfare insurance benefits provided by this Agreement for a period of two calendar months following the month of separation from employment. This benefit shall be extended to three months for an employee with not less than seven years of service.
- 15.18 Combined classes: Employees serving in a combined class, the component classes of which include the same duties as do two or more other classes, shall

accrue seniority in the two component classes at a ratio of 50/50 unless otherwise agreed by the parties prior to the final notice of layoff being given.

- 15.19 Severance compensation: An employee who is to be fully separated from employment through layoff shall receive severance compensation from the District in the amount of one calendar month's wages (21.66 work days) for each 10 years of employment with the District. This compensation shall be provided to the employee on the last workday preceding layoff or as soon thereafter as administratively possible.
- 15.20 Final paycheck: Any employee being laid off shall be paid in full at the end of his/her shift on the last day of his/her employment.

ARTICLE XVI

DISCIPLINARY ACTION

- 16.1 Exclusive procedure: Discipline may be imposed upon permanent employees only in accordance with the procedures of this Article and applicable law.
- 16.2 General provisions: Discipline may be imposed upon employees only for just cause, in accordance with the specific grounds for discipline contained in this Article, and applicable statutes. Disciplinary action includes any action that deprives an employee of any classification or incident of classification and includes dismissal, demotion, suspension, reduction in class or pay grade, or reassignment without the employee's written voluntary consent. Excluded from this definition are District organizational reassignments which do not negatively affect an employee's status.

Letters of reprimand are not considered to be discipline.

It is the intent of the parties that discipline be applied progressively, to afford employees the opportunity to correct deficient work practices or conduct. Toward that end, documentation of these practices or conduct is usually a necessary preliminary to disciplinary action. However, this requirement does not restrict the District from imposing discipline for single serious violations without previous documentation.

No charges shall be drawn, and no discipline imposed, for causes alleged to have occurred before the employee became permanent, or more than two (2) years preceding the date of the disciplinary notice.

Employees shall have the right to representation of their choice at all stages of a disciplinary proceeding, including pre-disciplinary interviews and investigations and any informal conferences that occur.

The allegations, contents and outcomes of disciplinary actions are not grievable. However, alleged procedural violations which could not reasonably have been known prior to and/or occur at the hearing level are subject to processing through the grievance procedure of this agreement.

- 16.3 Disciplinary procedure:

- 16.3.1 In addition to the provisions of Article 16.4, the District has the authority to put employees on paid administrative leave when conducting an investigation into alleged misconduct. If the District does not find sufficient cause to pursue disciplinary action then the employee shall be reinstated to his/her position without prejudice. The disciplinary charges and documentation shall also be removed from the employee's personnel file.

The employee will return to work on the following scheduled work day. When the District determines that sufficient cause exists for disciplinary action to be taken against an employee, the District shall serve formal written notice to that effect upon the employee. This notice shall be presented to the employee by personal delivery, or Certified delivery by U.S. Mail, addressed to the employee's most recent address of record.

- 16.3.2 Charge Packet: The notice of proposed disciplinary action shall state the specific charges against the employee, citing the names, dates, times, locations and circumstances of alleged acts or omissions upon which recommended discipline is based. If it is alleged the employee has committed any of the grounds for discipline contained in this Article, the grounds shall be set forth in the notice. This notice shall also state that the employee has the right to submit a request for an informal (Skelly) conference in writing within five (5) working days. The Skelly conference shall be held at a date, time, and location set by the District, at which the employee may respond orally or in writing. The employee also has the right to waive the Skelly Conference and/or submit a response in writing and request to go directly to a hearing. Accompanying the notice shall be a Hearing Process form (Appendix L) to be signed by the employee, which indicates the employee's choice to either a) request the informal Skelly conference or b) waive the right to Skelly Conference and proceed to a formal hearing. Failure to return this form to Human Resources within 5 business days after receipt will constitute waiver to both Skelly and Formal Hearing rights.
- 16.3.3 Skelly Conference: The Skelly Conference shall be conducted by a Skelly officer who has the authority to conduct the informal conference. The purpose of this meeting is to answer any questions that might exist and to afford employees an opportunity to explain matters from their perspective, if the employee desires to do so. The Skelly Officer shall issue findings within 10 work days indicating whether the charges should be sustained and proceed to hearing, reduced or modified, or withdrawn.
- 16.3.4 Post Skelly Conference: Following the informal (Skelly) conference, the District may proceed with discipline, or amend, reduce, or withdraw the charges of discipline as justified by the information exchanged at the conference. If the District adds new facts or evidence to the initial statement of charges, the District shall issue a new charge packet.

If the District proceeds with disciplinary action, it shall notify the Employee of the effective date and the specific charges against the Employee, citing the names, dates, times, locations and circumstances of alleged acts or omissions, and the grounds for discipline contained in this Article upon which discipline is based.

16.3.5 Hearing:

- a. If the employee demands a hearing on the charges, the District may obtain the services of a hearing officer from the Office of Administrative Hearings to conduct the hearing or have the matter heard before the Board of Trustees. If the Board hears the matter, it shall appoint one of its members to preside over the hearing. The hearing shall be held at the earliest reasonable opportunity based upon the schedule of all parties. The technical rules of evidence shall not apply. The hearing shall be closed to the public unless the employee requests that hearing be open to the public.
- b. Employees shall have the right to present evidence, witnesses and testimony on their behalf at the hearing, and the right to cross-examine District witnesses. The burden of proof remains with the District, and the standard to be met is preponderance of the evidence.
- c. If a hearing officer from the OAH is used, the hearing officer shall issue a written proposed decision following conclusion of the hearing, which shall be provided to the District, the employee, and the employee's representative. In this decision the hearing officer shall issue a proposed ruling on each charge and specification individually, and on the charges as a whole. The decision shall contain a recommendation for discipline, if any, as found appropriate by the hearing officer. The hearing officer's decision may sustain or reject the charges in whole or in part, based upon the evidence presented at the hearing.
- d. If the hearing is before the Board, the Board shall issue its decision at the meeting in which the hearing occurred, or if that meeting is adjourned, at a reconvened meeting that occurs no later than the first regular or special meeting of the Board following the decision for which the matter can be placed on the agenda.

If an OAH hearing officer is used, the Board of Trustees shall act upon the hearing officer's recommendations at the first regular or special meeting of the Board following receipt of the decision for which the matter can be placed on the agenda.

- e. If the Board imposes discipline on the employee, the effective dates of discipline shall be indicated. If the charges are not sustained, the employee shall be reinstated to his/her position without prejudice, and the disciplinary charges and documentation shall be removed from the employee's personnel file.

- 16.4 Emergency suspension: CSEA and the District recognize that emergency situations can arise involving the health and safety of students, staff and the public, and the security of District property. If an employee's continued presence on District property would lead to a clear and present danger to the lives, safety or health of students, employees or the public, or a serious risk to the security of District property, the District may immediately suspend an employee with pay. During the first day of any such suspension, the District shall provide the employee with written notice of the cause for the suspension. If the suspension involves disciplinary potential, the District shall promptly provide the suspended employee with the required notice and written charges. No suspension without pay may occur for any employee except as a result of the formal hearing process contained herein, or if an employee does not deny charges and demand a hearing in a timely fashion.
- 16.5 Disciplinary settlement: A proposed disciplinary action may be settled at any time on any terms acceptable to the District, the employee, and CSEA (if representing the employee). The terms of all such settlements shall be reduced to writing. Unless waived in writing, an employee offered a disciplinary settlement by the District shall be granted a maximum of five calendar days to have the matter reviewed by a chosen representative before making a decision. Once signed and executed, a settlement becomes a permanent part of the employee's personnel file.
- 16.6 Grounds for disciplinary action: In addition to matters otherwise chargeable under statute, discipline may be imposed for, but not limited to, the following reasons:
- a. Incompetence or inefficiency in the performance of assigned duties.
 - b. Insubordination, including but not limited to refusal to perform assigned work.
 - c. Discourteous, offensive or abusive language or conduct toward other employees, students or the public.
 - d. Dishonesty.
 - e. Possession or consumption of alcoholic beverages on school property, or reporting to work while under the influence of alcohol.
 - f. Possession or use of controlled substances on school property without a prescription, or reporting to work while under the influence of controlled substances.
 - g. Repeated unexcused absences or tardiness.
 - h. Abuse of leave privileges.

- i. Absence without notification.
- j. Falsifying any information supplied to the District, including information on applications, employment records, or any other District records.
- k. Physical or mental inability to perform assigned duties.
- l. Refusal to take a medical examination required by the District.
- m. Offering anything of value, or offering any service in exchange for special treatment in connection with the employee's job, or the acceptance of anything of value or any service in exchange for granting any special treatment to another employee or to any member of the public.
- n. Conviction of a sex offense as defined in Education Code Section 44010.
- o. Persistent violation or refusal to comply with safety rules established by the District, or by any government agency with jurisdiction.
- p. Abandonment of position, requiring a minimum of three consecutive days of non-appearance for work without notification.
- q. Failure to maintain any formal licensing or certification required for the employee's position.
- r. Intentional or negligent abuse, misuse or damage to District property.
- s. Exhibition of violent or physically threatening behavior toward other employees, students or the public.

ARTICLE XVII

SEVERABILITY

- 17.1 Savings clause: If during the life of this Agreement there exists any applicable statute; any applicable rule, or regulation; any order issued by governmental authority other than the District or final decision of PERB or state court other than at trial level, which shall render invalid or restrain compliance with or enforcement of any provision of this Agreement, such provision shall be immediately suspended and be of no effect thereunder so long as such law, rule, regulation, order, or decision shall remain in effect. Such invalidation of a part or portion of this Agreement shall not invalidate any remaining portions, which shall continue in full force and effect.
- 17.2 Replacement for severed provision: In the event of suspension or invalidation of any Article or Section of this Agreement, the parties agree to meet and negotiate within thirty days after such determination for the purpose of arriving at a mutually satisfactory replacement for such Article or Section.

ARTICLE XVIII

COMPLETION OF MEET AND NEGOTIATION

- 18.1 Any individual contract between the Board and an individual employee within the representational unit of this agreement heretofore executed shall be subject to and made subject to and consistent with the terms of this Agreement. If an individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration, shall be controlling.
- 18.2 This Agreement shall supersede any rules, regulations, or practices of the Board that are contrary to or inconsistent with its terms. The provisions of the Agreement shall be incorporated into and be considered part of the established policies of the Board.
- 18.3 Except as otherwise provided in this Agreement, both parties waive and relinquish the right to meet and negotiate during the term of this Agreement and further agree that neither shall be obligated to meet and negotiate respecting any subject or matter whether referred to or covered in this Agreement or not, even though such subjects or matters may not have been within the knowledge or contemplation of either or both the District or CSEA at the time they met and negotiated on and executed this Agreement, and even though such subjects or matters may have been proposed and later withdrawn.
- 18.4 This Agreement shall constitute the full and complete commitment between both parties and may be altered, changed, added to, deleted from, or modified only through the voluntary, mutual consent of the parties in a written and signed amendment to this Agreement.
- 18.5 The parties recognize that District compliance with the reasonable accommodation requirements of the Americans with Disabilities Act may from time-to-time conflict with the provisions of this Agreement. The parties agree that any accommodation(s) proposed by the District which impacts the provisions of this Agreement are mandatory subjects of bargaining. The parties agree to promptly meet and negotiate on these issues on a case-by-case basis, with the goal of achieving the necessary accommodation(s) while at the same time preserving the integrity of this Agreement. Agreed-upon accommodations necessary to address individual needs shall not be deemed precedent setting for future cases, nor shall they be cited as past practices in the grievance/arbitration process. The confidentiality of all requests for accommodation will be protected by all the parties.

ARTICLE XIX

DURATION


- 19.1 This Agreement shall be effective July 1, 2024 and shall continue in full force and effect through June 30, 2027.
- 19.2 Notwithstanding the foregoing, the District and CSEA agree that during each year of term of this Agreement, either party may request to reopen on any three articles of choice, as well as any other articles mutually agreed upon.

CONTINUATION OF TERMS

In addition to the tentative agreements negotiated by and between the parties during negotiations for a successor contract, each party had the right and opportunity to submit proposals on any article of the collective bargaining agreement, to the extent it wished to do so. Having completed negotiations, it is mutually agreed the following articles of the 2021-2024 collective bargaining agreement between the Redwoods Community College District and the California School Employees Association and Its College of the Redwoods Chapter 509 remained unchanged during successor negotiations and shall be incorporated into the 2024-2027 successor agreement:

- Article 1: Check Off and Organizational Security
- Article 7: Health and Welfare Benefits
- Article 11: Reassignments and Transfers
- Article 14: Management Rights
- Article 15: Layoff and Reemployment
- Article 16: Disciplinary Action
- Article 17: Severability
- Article 18: Completion of Meet and Negotiation

For RCCD:


Keith Flamer (Nov 5, 2025 16:44:31 PST)

Keith Flamer – President/Superintendent


Date: 11/05/2025



Crystal Morse – Chief Negotiator

Date: 11/07/2025

For CSEA – Chapter 509:


Rachel Warze (Nov 5, 2025 15:06:30 PST)

Rachel Warze – CSEA Chapter President

Date: 11/05/2025



Holley Luia – Labor Relations Representative

Date: 11/05/2025

APPENDIX A

ACKNOWLEDGEMENT

The parties will review the appendix to determine whether any classifications should be updated or modified, and the final revised Appendix A shall be included in the new Agreement.

CLASSIFIED JOB CLASSIFICATIONS

By Salary Grade

ECE Assistant I	108
Nutrition Associate	108
Administrative Office Assistant I	109
Admissions Assistant	109
Financial Aid Specialist I	109
Athletic Equipment Assistant	110
Bookstore Assistant I	110
Custodian I	110
Custodian I - Evenings	110
Custodian I - Res Hall	110
Disabled Student Services Assistant	110
ECE Assistant II	110
Library Assistant	110
Mobility Assistant	110
Shipping & Receiving Clerk	110
Account Clerk I	111
Administrative Office Assistant II	111
Communications & Marketing Assist	111
Dining Services Assist	111
Payroll Clerk	111
Scholarship Assistant	111
Student Services Specialist I	111
Admissions Assistant II	112
Bookstore Assistant II	112
Custodian II	112
Delivery Driver/DSPS Bus Driver	112
Gardener I	112
Human Resources Office Assistant	112
Instructional Support Specialist I	112
Library Technician	112
Warehouse/Mailroom Clerk	112
Account Clerk II	113
Administrative Office Assistant III	113
Administrative Secretary I	113
Financial Aid Specialist II	113

By Position Title (Alpha)

Academic Advising Coord-Special Programs	118
Academic Advisor - Special Programs	116
Academic Affairs Analyst	119
Account Clerk I	111
Account Clerk II	113
Account Clerk III - AP	115
Account Clerk III - GL	115
Account Clerk IV - GL	117
Administrative Office Assistant I	109
Administrative Office Assistant II	111
Administrative Office Assistant III	113
Administrative Office Coordinator	119
Administrative Secretary I	113
Administrative Secretary II	115
Admissions Assistant	109
Admissions Assistant II	112
Admissions Assistant III	114
Assistive Technology & Media Specialist	120
Athletic Equipment Assistant	110
Athletic Programs Coordinator	118
Bookstore Assistant I	110
Bookstore Assistant II	112
CalWorks Job Developer	116
Center Assistant - CDC	114
Communications & Marketing Assist	111
Communications Technology Specialist II	121
Communications & Marketing Coordinator	115
Construction Project Specialist	120
Counseling Assistant I	114
Counseling Assistant II	116
Custodian I	110
Custodian I - Evenings	110
Custodian I - Res Hall	110
Custodian II	112
Delivery Driver/DSPS Bus Driver	112

By Salary Grade

Graphics Assistant	113
Student Services Specialist II	113
Admissions Assistant III	114
Center Assistant – CDC	114
Counseling Assistant I	114
ECE Associate	114
Instructional Support Specialist II	114
Locksmith Warehouse	114
Maintenance Specialist I	114
Account Clerk III - AP	115
Account Clerk III - GL	115
Administrative Secretary II	115
Communication & Marketing Coordinator	115
Gardener II	115
Graphic Artist	115
Lead Cashier	115
Public Safety Officer	115
Scholarship Program Coordinator	115
Student Services Specialist III	115
Veterans Affairs Specialist	115
Academic Advisor - Special Programs	116
CalWORKs Job Developer	116
Counseling Assistant II	116
ECE Specialist	116
Financial Aid Outreach Specialist	116
Financial Aid Processing Specialist	116
Financial Aid Specialist III	116
Instructional Multimedia Developer I	116
Instructional Support Specialist III	116
Instructional Support Specialist III - ASC	116
Instructional Support Specialist III - Science	116
Instructional Support Specialist III - Writing Lab	116
Library Systems Technician	116
Maintenance Specialist II	116
Maintenance Specialist II - Painter	116
MIS/Enrollment Services Technician	116
Student Services Specialist IV	116
Account Clerk IV – GL	117
Lead Public Safety Officer	117
Payroll Technician	117
Technology Specialist I	117
Academic Advising Coord-Special Programs	118
Athletic Programs Coordinator	118
DSPS Specialist	118
Evaluation Specialist	118

By Position Title (Alpha)

Dining Services Assist	111
Disabled Student Services Assistant	110
DSPS Specialist	118
ECE Assistant I	108
ECE Assistant II	110
ECE Associate	114
ECE Specialist	116
Enrollment Services Advisor	120
Enrollment Services Operations Analyst	120
Evaluation Specialist	118
Financial Aid Outreach Specialist	116
Financial Aid Processing Specialist	116
Financial Aid Specialist I	109
Financial Aid Specialist II	113
Financial Aid Specialist III	116
Gardener I	112
Gardener II	115
Graphic Artist	115
Graphics Assistant	113
Human Resources Office Assistant	112
Instructional Multimedia Developer I	116
Instructional Multimedia Developer II	118
Instructional Multimedia Developer III	120
Instructional Support Specialist I	112
Instructional Support Specialist II	114
Instructional Support Specialist III	116
Instructional Support Specialist III - ASC	116
Instructional Support Specialist III - Science	116
Instructional Support Specialist III - Writing	116
Instructional Technologist	121
Lead Cashier	115
Lead Network Administrator	127
Lead Public Safety Officer	117
Library Assistant	110
Library Systems Technician	116
Library Technician	112
Locksmith Warehouse	114
Maintenance Specialist I	114
Maintenance Specialist II - Painter	116
Maintenance Specialist III - HD Mechanic	119
Maintenance Specialist III - Mech. Systems	119
Maintenance Specialist III - Plumber	119
Maintenance Specialist III MC	119
Maintenance Specialist IV - Electrician	120
Maintenance Specialist II	116

By Salary Grade

Instructional Multimedia Developer II	118
Pelican Bay Coordinator	118
Student Development Advisor	118
Academic Affairs Analyst	119
Administrative Office Coordinator	119
Maintenance Specialist III - HD Mechanic	119
Maintenance Specialist III - Mech. Systems	119
Maintenance Specialist III - Plumber	119
Maintenance Specialist III MC	119
Senior Payroll Technician	119
Veterans Affairs Coordinator	119
Assistive Technology & Media Specialist	120
Construction Project Specialist	120
Enrollment Services Advisor	120
Enrollment Services Operations Analyst	120
Instructional Multimedia Developer III	120
Maintenance Specialist IV - Electrician	120
Purchasing Specialist	120
Schedule & Assessment Support Specialist	120
Technology Specialist II	120
Communications Technology Specialist II	121
Instructional Technologist	121
Website Developer	121
Programmer Analyst	122
Research Analyst	122
Web Specialist	122
Programmer Analyst, Senior	124
Network Administrator	126
Lead Network Administrator	127

By Position Title (Alpha)

MIS/Enrollment Services Technician	116
Mobility Assistant	110
Network Administrator	126
Nutrition Associate	108
Payroll Clerk	111
Payroll Technician	117
Pelican Bay Coordinator	118
Programmer Analyst	122
Programmer Analyst, Senior	124
Public Safety Officer	115
Purchasing Specialist	120
Research Analyst	122
Schedule & Assessment Support Specialist	120
Scholarship Assistant	111
Scholarship Program Coordinator	115
Senior Payroll Technician	119
Shipping & Receiving Clerk	110
Student Development Advisor	118
Student Services Specialist I	111
Student Services Specialist II	113
Student Services Specialist III	115
Student Services Specialist IV	116
Technology Specialist I	117
Technology Specialist II	120
Veterans Affairs Coordinator	119
Veterans Affairs Specialist	115
Warehouse/Mailroom Clerk	112
Web Specialist	122
Website Developer	121

APPENDIX B

REDWOODS COMMUNITY COLLEGE DISTRICT
MASTER MONTHLY SALARY SCHEDULE

College of the Redwoods Salary Schedule 2025-26

Salary Steps

Range	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
108	3,510.00	3,615.73	3,723.20	3,834.13	3,950.27	4,068.13	4,187.73	4,314.27	4,444.27	4,577.73	4,714.67	4,855.07	5,000.67	5,151.47	5,302.27	5,461.73	5,624.67	5,794.53	5,967.87	6,144.67
109	3,685.07	3,797.73	3,908.67	4,026.53	4,146.13	4,270.93	4,399.20	4,530.93	4,669.60	4,810.00	4,953.87	5,102.93	5,258.93	5,416.67	5,577.87	5,745.00	5,917.60	6,096.13	6,278.13	6,462.07
110	3,870.53	3,988.40	4,102.80	4,227.60	4,355.87	4,485.87	4,619.33	4,758.00	4,901.87	5,049.20	5,201.73	5,357.73	5,517.20	5,681.87	5,851.73	6,028.53	6,207.07	6,394.27	6,584.93	6,784.27
111	4,064.67	4,184.27	4,310.80	4,439.07	4,574.27	4,711.20	4,851.60	4,997.20	5,148.00	5,298.80	5,456.53	5,621.20	5,791.07	5,964.40	6,141.20	6,326.67	6,517.33	6,711.47	6,916.00	7,118.80
112	4,264.00	4,392.27	4,525.73	4,662.67	4,804.80	4,943.47	5,092.53	5,245.07	5,399.33	5,564.00	5,728.67	5,900.27	6,078.80	6,258.07	6,446.27	6,640.40	6,839.73	7,046.00	7,257.47	7,474.13
113	4,480.67	4,614.13	4,751.07	4,893.20	5,040.53	5,194.80	5,349.07	5,512.00	5,676.67	5,844.80	6,021.60	6,201.87	6,389.07	6,579.73	6,777.33	6,978.40	7,189.87	7,404.80	7,624.93	7,853.47
114	4,702.53	4,844.67	4,988.53	5,139.33	5,291.87	5,451.33	5,612.53	5,782.40	5,955.73	6,134.27	6,319.73	6,510.40	6,706.27	6,905.60	7,111.87	7,325.07	7,546.93	7,772.27	8,004.53	8,243.73
115	4,938.27	5,085.60	5,239.87	5,394.13	5,557.07	5,723.47	5,895.07	6,070.13	6,253.87	6,441.07	6,635.20	6,831.07	7,037.33	7,247.07	7,467.20	7,689.07	7,919.60	8,157.07	8,404.93	8,659.53
116	5,184.40	5,342.13	5,501.60	5,668.00	5,837.87	6,012.93	6,193.20	6,376.93	6,567.60	6,765.20	6,968.00	7,176.00	7,392.67	7,614.53	7,841.60	8,080.80	8,321.73	8,571.33	8,826.13	9,091.33
117	5,442.67	5,607.33	5,773.73	5,947.07	6,125.60	6,309.33	6,500.00	6,695.87	6,896.93	7,101.47	7,316.40	7,534.80	7,763.60	7,995.87	8,236.80	8,481.20	8,736.00	8,997.73	9,269.87	9,545.47
118	5,718.27	5,889.87	6,064.93	6,248.67	6,432.40	6,628.27	6,825.87	7,030.40	7,241.87	7,458.53	7,683.87	7,914.40	8,151.87	8,396.27	8,647.60	8,903.87	9,172.80	9,448.40	9,730.93	10,023.87
119	6,006.00	6,184.53	6,370.00	6,560.67	6,754.80	6,957.60	7,165.60	7,382.27	7,604.13	7,832.93	8,068.67	8,311.33	8,559.20	8,817.47	9,080.93	9,353.07	9,633.87	9,921.60	10,218.00	10,524.80
120	6,300.67	6,489.60	6,688.93	6,886.53	7,094.53	7,306.00	7,526.13	7,754.93	7,985.47	8,228.13	8,470.80	8,729.07	8,990.80	9,261.20	9,536.80	9,822.80	10,119.20	10,420.80	10,732.80	11,053.47
121	6,616.13	6,812.00	7,020.00	7,231.47	7,449.87	7,670.00	7,905.73	8,141.47	8,385.87	8,635.47	8,895.47	9,162.40	9,438.00	9,718.80	10,011.73	10,313.33	10,623.60	10,940.80	11,268.40	11,608.13
122	6,945.47	7,153.20	7,373.60	7,593.73	7,820.80	8,058.27	8,297.47	8,547.07	8,805.33	9,068.80	9,342.67	9,621.73	9,907.73	10,207.60	10,510.93	10,826.40	11,152.27	11,486.80	11,831.73	12,187.07
123	7,293.87	7,510.53	7,737.60	7,966.40	8,205.60	8,453.47	8,704.80	8,966.53	9,235.20	9,512.53	9,800.27	10,094.93	10,398.27	10,710.27	11,030.93	11,360.27	11,701.73	12,055.33	12,415.87	12,785.07
124	7,659.60	7,888.40	8,125.87	8,368.53	8,621.60	8,878.13	9,146.80	9,420.67	9,703.20	9,992.67	10,292.53	10,597.60	10,916.53	11,245.87	11,582.13	11,930.53	12,287.60	12,656.80	13,038.13	13,429.87
125	8,044.40	8,285.33	8,533.20	8,788.00	9,051.47	9,321.87	9,600.93	9,888.67	10,185.07	10,493.60	10,807.33	11,129.73	11,466.00	11,807.47	12,161.07	12,525.07	12,901.20	13,289.47	13,688.13	14,098.93
126	8,444.80	8,696.13	8,959.60	9,226.53	9,503.87	9,789.87	10,084.53	10,387.87	10,701.60	11,022.27	11,351.60	11,694.80	12,041.47	12,402.00	12,774.67	13,157.73	13,551.20	13,958.53	14,376.27	14,806.13
127	8,866.00	9,132.93	9,406.80	9,687.60	9,980.53	10,278.67	10,587.20	10,902.67	11,228.53	11,566.53	11,914.93	12,270.27	12,637.73	13,017.33	13,409.07	13,811.20	14,225.47	14,650.13	15,090.40	15,542.80
128	9,311.47	9,590.53	9,876.53	10,174.67	10,481.47	10,796.93	11,117.60	11,452.13	11,795.33	12,152.40	12,516.40	12,892.53	13,279.07	13,676.00	14,086.80	14,509.73	14,946.53	15,393.73	15,854.80	16,325.73
129	9,777.73	10,068.93	10,370.53	10,679.07	11,001.47	11,334.27	11,674.00	12,022.40	12,382.93	12,753.87	13,138.67	13,530.40	13,937.73	14,357.20	14,787.07	15,232.53	15,688.40	16,159.87	16,643.47	17,142.67
130	10,266.53	10,573.33	10,888.80	11,218.13	11,554.40	11,901.07	12,256.40	12,625.60	13,005.20	13,391.73	13,793.87	14,208.13	14,634.53	15,076.53	15,527.20	15,995.20	16,475.33	16,969.33	17,478.93	17,998.93

CSEA AGREEMENT - July 1, 2024 through June 30, 2027

APPENDIX B

REDWOODS COMMUNITY COLLEGE DISTRICT

MASTER HOURLY SALARY SCHEDULE

College of the Redwoods Salary Schedule 2025-26

Salary Steps

Range	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
108	20.25	20.86	21.48	22.12	22.79	23.47	24.16	24.89	25.64	26.41	27.20	28.01	28.85	29.72	30.59	31.51	32.45	33.43	34.43	35.45
109	21.26	21.91	22.55	23.23	23.92	24.64	25.38	26.14	26.94	27.75	28.58	29.44	30.34	31.25	32.18	33.15	34.14	35.17	36.22	37.31
110	22.33	23.01	23.67	24.39	25.13	25.88	26.65	27.45	28.28	29.13	30.01	30.91	31.83	32.78	33.76	34.78	35.81	36.89	37.99	39.14
111	23.45	24.14	24.87	25.61	26.39	27.18	27.99	28.83	29.70	30.57	31.48	32.43	33.41	34.41	35.43	36.50	37.60	38.72	39.90	41.07
112	24.60	25.34	26.11	26.90	27.72	28.52	29.38	30.26	31.15	32.10	33.05	34.04	35.07	36.11	37.19	38.31	39.46	40.65	41.87	43.12
113	25.85	26.62	27.41	28.23	29.08	29.97	30.86	31.80	32.75	33.72	34.74	35.78	36.86	37.96	39.10	40.26	41.48	42.72	43.99	45.32
114	27.13	27.95	28.78	29.65	30.53	31.45	32.38	33.36	34.36	35.39	36.46	37.56	38.69	39.84	41.03	42.26	43.54	44.84	46.18	47.56
115	28.49	29.34	30.23	31.12	32.06	33.02	34.01	35.02	36.08	37.16	38.28	39.41	40.60	41.81	43.08	44.36	45.69	47.06	48.49	49.93
116	29.91	30.82	31.74	32.70	33.68	34.69	35.73	36.79	37.89	39.03	40.20	41.40	42.65	43.93	45.24	46.62	48.01	49.45	50.92	52.45
117	31.40	32.35	33.31	34.31	35.34	36.40	37.50	38.63	39.79	40.97	42.21	43.47	44.79	46.13	47.52	48.93	50.40	51.91	53.48	55.07
118	32.99	33.98	34.99	36.05	37.11	38.24	39.38	40.56	41.78	43.03	44.33	45.66	47.03	48.44	49.89	51.38	52.92	54.51	56.14	57.83
119	34.65	35.68	36.75	37.85	38.97	40.14	41.34	42.59	43.87	45.19	46.55	47.95	49.38	50.87	52.39	53.96	55.58	57.24	58.95	60.72
120	36.35	37.44	38.59	39.73	40.93	42.15	43.42	44.74	46.07	47.47	48.87	50.36	51.87	53.43	55.02	56.67	58.38	60.12	61.92	63.77
121	38.17	39.30	40.50	41.72	42.98	44.25	45.61	46.97	48.38	49.82	51.32	52.86	54.45	56.07	57.76	59.50	61.29	63.12	65.01	66.97
122	40.07	41.28	42.54	43.81	45.12	46.49	47.87	49.31	50.80	52.32	53.90	55.51	57.16	58.89	60.64	62.46	64.34	66.27	68.26	70.31
123	42.08	43.33	44.64	45.96	47.34	48.77	50.22	51.73	53.28	54.88	56.54	58.24	59.99	61.79	63.64	65.54	67.51	69.55	71.63	73.76
124	44.19	45.51	46.88	48.28	49.74	51.22	52.77	54.35	55.98	57.65	59.38	61.14	62.98	64.88	66.82	68.83	70.89	73.02	75.22	77.48
125	46.41	47.80	49.23	50.70	52.22	53.78	55.39	57.05	58.76	60.54	62.35	64.21	66.15	68.12	70.16	72.26	74.43	76.67	78.97	81.34
126	48.72	50.17	51.69	53.23	54.83	56.48	58.18	59.93	61.74	63.59	65.49	67.47	69.47	71.55	73.70	75.91	78.18	80.53	82.94	85.42
127	51.15	52.69	54.27	55.89	57.58	59.30	61.08	62.90	64.78	66.73	68.74	70.79	72.91	75.10	77.36	79.68	82.07	84.52	87.06	89.67
128	53.72	55.33	56.98	58.70	60.47	62.29	64.14	66.07	68.05	70.11	72.21	74.38	76.61	78.90	81.27	83.71	86.23	88.81	91.47	94.21
129	56.41	58.09	59.83	61.61	63.47	65.39	67.35	69.36	71.44	73.58	75.80	78.06	80.41	82.83	85.31	87.88	90.51	93.23	96.02	98.90
130	59.23	61.00	62.82	64.72	66.66	68.66	70.71	72.84	75.03	77.26	79.58	81.97	84.43	86.98	89.58	92.28	95.05	97.90	100.84	103.84

APPENDIX C

CSEA DUES AND SERVICE FEE SCHEDULE

CSEA dues are payable at the rate of 1.5% of the first \$3150 of monthly gross salary (exclusive of overtime) for all members, but with a maximum dues "cap" set by the State Association.

Chapter dues are an additional \$2.50 per month for a maximum of ten months per year.

APPENDIX D**HOLIDAY SCHEDULE**

	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>
New Year's Day	Jan 1 (Mon)	Jan 1 (Wed)	Jan 1 (Thu)	Jan 1 (Fri)
Dr. Martin Luther King, Jr. Day	Jan 15 (Mon)	Jan 20 (Mon)	Jan 19 (Mon)	Jan 18 (Mon)
Lincoln's Day	Feb 16 (Fri)	Feb 14 (Fri)	Feb 13 (Fri)	Feb 12 (Fri)
President's Day	Feb 19 (Mon)	Feb 17 (Mon)	Feb 16 (Mon)	Feb 15 (Mon)
Cesar Chavez Day or Alternate	April 1 (Mon)	Mar 31 (Mon)	March 31 (Tue)	March 31 (Wed)
Memorial Day	May 27 (Mon)	May 26 (Mon)	May 25 (Mon)	May 31 (Mon)
Juneteenth	June 19 (Wed)	June 19 (Thu)	June 18 (Thu)	June 17 (Thu)
Independence Day	July 4 (Thu)	July 4 (Fri)	July 2 (Thu)	July 5 (Mon)
Labor Day	Sept 2 (Mon)	Sept 1 (Mon)	Sept 7 (Mon)	Sept 6 (Mon)
Veteran's Day	Nov 11 (Mon)	Nov 11 (Tue)	Nov 11 (Wed)	Nov 11 (Thu)
Day Before Thanksgiving	Nov 27 (Wed)	Nov 26 (Wed)	Nov 25 (Wed)	Nov 24 (Wed)
Thanksgiving Day	Nov 28 (Thu)	Nov 27 (Thu)	Nov 26 (Thu)	Nov 25 (Thu)
Day after Thanksgiving	Nov 29 (Fri)	Nov 28 (Fri)	Nov 27 (Fri)	Nov 26 (Fri)
Winter Closure Holiday	Dec 26 (Thu)	Dec 23 (Tue)	Dec 22 (Tue)	Dec 21 (Tue)
Admissions Day or Alternate	Dec 23 (Mon)	Dec 22 (Mon)	Dec 21 (Mon)	Dec 20 (Mon)
Day before/after Christmas	Dec 24 (Tue)	Dec 24 (Wed)	Dec 26 (Thu)	Dec 23 (Thu)
Christmas Day	Dec 25 (Wed)	Dec 25 (Thu)	Dec 25 (Fri)	Dec 24 (Fri)
Winter Closure Holiday 2	Dec 27 (Fri)	Dec 26 (Fri)	Dec 23 (Wed)	Dec 22 (Wed)

APPENDIX E

CALIFORNIA EDUCATION CODE SECTION 88195.

A permanent employee of the classified service who has exhausted all entitlement to sick leave, vacation, compensatory overtime, or other available paid leave and who is absent because of non-industrial accident or illness may be granted additional leave, paid or unpaid, not to exceed six months. The board may renew the leave of absence, paid or unpaid, for two additional six-month periods or lesser leave periods that it may provide but not to exceed a total of 18 months.

An employee, upon ability to resume the duties of a position within the class to which he or she was assigned, may do so at any time during the leaves of absence granted under this section and time lost shall not be considered a break in service. The employee shall be restored to a position within the class to which he or she was assigned and, if at all possible, to his or her position with all the rights, benefits and burdens of a permanent employee.

If, at the conclusion of all leaves of absence, paid or unpaid, the employee is still unable to assume the duties of his or her position, the employee shall be placed on a reemployment list for a period of 39 months.

At any time during the prescribed 39 months that the employee is able to assume the duties of his or her position, the employee shall be reemployed in the first vacancy in the classification of his or her previous assignment. The employee's reemployment shall take preference over all other applicants except for those laid off for lack of work or funds under Section 88117 in which case the employee shall be ranked according to his or her proper seniority. Upon resumption of the employee's duties, the break in service will be disregarded and the employee shall be fully restored as a permanent employee.

This section shall apply to districts that have adopted the merit system in the same manner and effect as if it were a part of Article 3 (commencing with Section 88060).

APPENDIX F

CALIFORNIA EDUCATION CODE SECTION 88192 (g)

When all available leaves of absence, paid or unpaid, have been exhausted and if the employee is not medically able to assume the duties of the person's position, the person, if not placed in another position, shall be placed on a reemployment list for a period of 39 months. When available, during the 39-month period, the person shall be employed in a vacant position in the class of the person's previous assignment over all other available candidates except for a reemployment list established because of lack of work or lack of funds, in which case the person shall be listed in accordance with appropriate seniority regulations.

APPENDIX G

GRIEVANCE FORM

- All portions of this section must be completed by the grievant -

LEVEL ONE

Grievant's Name _____ Classification _____ Worksite _____

Date of Informal Meeting: _____(date)

Met with _____(supervisor).

Outcome:_____.

Statement of Grievance

Date of Alleged Grievance _____

Specific Contract Provision(s) Alleged to have been Violated

Remedy Sought

Grievant's Signature _____

Date_____

- Attach additional pages if needed -

IMMEDIATE SUPERVISOR'S RESPONSE TO LEVEL ONE GRIEVANCE

To Grievant _____

Your Grievance is ____Approved ____Denied

Immediate Supervisor's Reasoning

—

—

—

—

Recommendations for Avoidance of Future Problems

—

—

—

Immediate Supervisor's Signature _____ Date:

- Attach additional pages if needed -

LEVEL TWO

APPEAL TO DIRECTOR, HUMAN RESOURCES/EQUAL EMPLOYMENT OFFICER

I appeal my supervisor's response to my grievance to Level Two for the following reasons:

—

—

—

—

—

Grievant's Signature _____

Date _____

- Attach additional pages if needed -

**DIRECTOR, HUMAN RESOURCES/EQUAL EMPLOYMENT OFFICER
RESPONSE TO LEVEL TWO GRIEVANCE**

To Grievant _____

Your Grievance is ____Approved ____Denied

Director's Reasoning

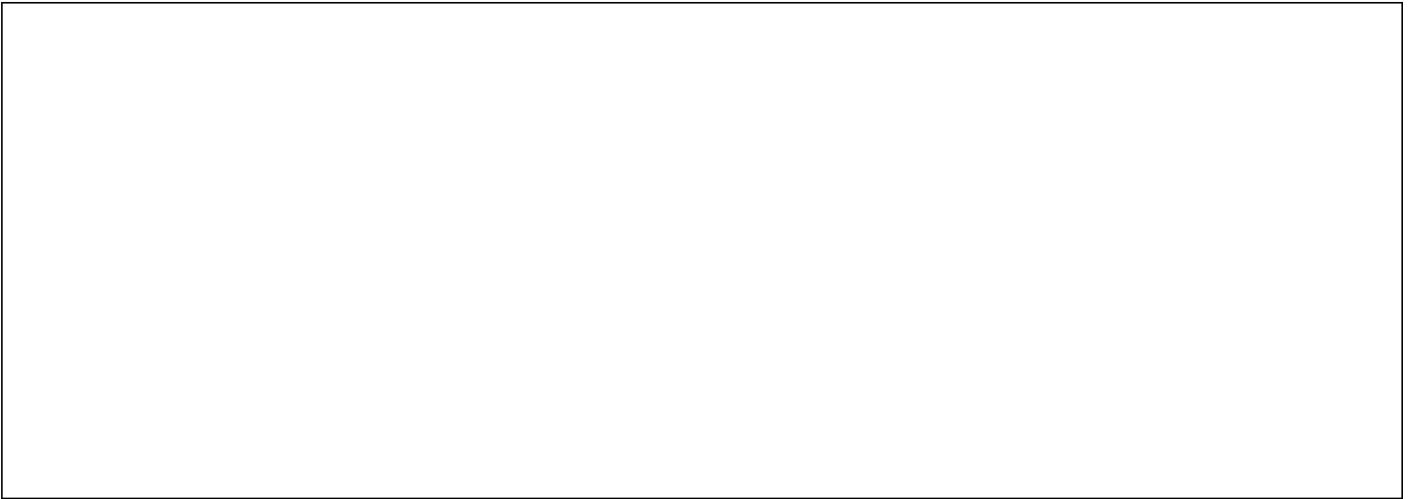
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HR Director/EEO's Signature _____ Date _____

- Attach additional pages if needed -



LEVEL THREE

APPEAL TO CSEA TO SUBMIT GRIEVANCE TO LEVEL THREE

I request that CSEA submit my grievance to Level Three for the following reasons:

—

—

—

Grievant's Signature _____ Date _____

- Attach additional pages if needed -

CSEA'S DECISION ON ARBITRATION

To Director, Human Resources/Equal Employment Officer.

CSEA _____ (Name) has decided to appeal to Level Three and has selected:

_____ Direct Appeal to Governing Board

_____ Advisory Arbitration

Our reasoning for the appeal is

—

—

CSEA Representative Signature _____ Date _____

Name (Print) _____

- Attach additional pages if needed -

APPENDIX H

SAFETY

District Responsibility: The District and CSEA agree that compliance with health, safety and sanitation laws and regulations is a District responsibility. The parties' intent is to work cooperatively toward meeting that responsibility.

Safe Employment: The District will not require employees to perform unsafe acts, use unsafe equipment, or perform their duties in an unsafe environment.

Safety Notice: Employees are responsible for submitting written notice of perceived unhealthy, unsafe and/or unsanitary conditions to their immediate supervisors as soon as the problem becomes apparent. The notice must identify the unsafe condition and the employee's recommendation for correction, if the employee has one to recommend.

Response to Safety Notice: The immediate supervisor will provide a written response, including the remedial action taken or recommended (if any), within forty-eight (48) hours of receiving the complaint.

Disputes: In the event there is a dispute as to the existence of an unhealthy, unsafe and/or unsanitary condition, or if the employee believes the immediate supervisor's response is inadequate, the employee may request in writing that the District Safety Committee meet immediately to adjudicate the dispute. The request shall be submitted to the Director, Human Resources/EEO and the CSEA Chapter President.

Safety Committee: The safety committee shall be composed of two members appointed by the District and two members appointed by CSEA. The safety committee shall investigate safety complaints within forty-eight (48) hours of receipt, and shall respond to the employee in writing within an additional twenty-four (24) hours following completion of the investigation. The safety committee is authorized to seek professional advice as needed. Activities of the safety committee shall be compensable hours for committee members appointed by CSEA.

APPENDIX I**Redwoods Community College District CLASSIFIED
PERFORMANCE EVALUATION FORM**

Employee Name: _____

Title: _____

Employee #: _____

Location: _____

Division/Dept.: _____

☐ 2 month☐ 5th Month☐ Biennial

Evaluation Rating Period

From:

Through:

C = Completed I = In Progress W = Withdrawn

PART A: GOALS FROM PREVIOUS EVALUATION PERIOD	CURRENT STATUS
	<div>C I W</div> <div> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> </div>

PART B: Evaluate the employee's performance in his/her current assignment for the evaluation period indicated above, and provide examples of performance as well as comments in the spaces provided under each rating (use additional pages if needed). Your comments should be used as a guide in the development of Goals and Objectives for the upcoming evaluation period (see PART D).

DEFINITIONS:

Exceeds = Exceeds the required standard of performance for this factor.

Meets = Meets the required standard of performance for this factor.

Occasional Problem(s) = Performance problem(s) are occasional and are corrected immediately following supervisor counsel.

Consistent Problem(s) = Performance problem(s) are consistent and serious. Previous supervisor counsel, additional training and/or other attempts to improve have not resulted in the required standard of performance for this factor.

PERFORMANCE FACTORS AND RATINGS:

1. **KNOWLEDGE OF APPLICABLE POLICIES AND PROCEDURES:** employee demonstrates knowledge of the rules, regulations and procedures required to perform the duties of this position. Employee knows why things are done and learns work quickly.

☐

Exceeds

☐

Meets

☐

Occasional Problem(s)

☐

Consistent Problem(s)

Comments:

- 2. CONTACT WITH CO-WORKERS, OTHER DISTRICT EMPLOYEES AND THE GENERAL PUBLIC:** employee uses courtesy, tact, discretion and patience in relationships with co-workers and those who are outside of the immediate work area.

☐ Exceeds ☐ Meets ☐ Occasional Problem(s) ☐ Consistent Problem(s)

Comments:

- 3. USE OF INDEPENDENT JUDGMENT:** employee can assemble available data, facts and information to make a decision within the parameters of the job. Employee demonstrates proper attention to detail and reasoning is consistent.

☐ Exceeds ☐ Meets ☐ Occasional Problem(s) ☐ Consistent Problem(s)

Comments:

4. PLANNING AND ORGANIZATION OF WORKLOAD: employee is able to meet scheduled deadlines; can anticipate potential problems with various workloads and take appropriate action to avoid them.

☐ Exceeds ☐ Meets ☐ Occasional Problem(s) ☐ Consistent Problem(s)

Comments:

5. ATTITUDE AND INITIATIVE: Employee demonstrates the ability to perform assigned jobs without detailed instructions. Employee demonstrates ability to see difficult jobs to completion and interest, enthusiasm and cooperation in his/her work; and with his/her associates. Employee accepts constructive criticism and is eager to improve job performance where needed.

☐ Exceeds ☐ Meets ☐ Occasional Problem(s) ☐ Consistent Problem(s)

Comments:

6. RESPONSIBILITY AND COOPERATION: Employee is willing to assume and carry out assignments and is accountable for actions. Employee demonstrates a willingness and ability to work effectively with others to achieve common goals.

☐ Exceeds ☐ Meets ☐ Occasional Problem(s) ☐ Consistent Problem(s)

Comments:

7. EXPRESSION: Employee demonstrates the ability to convey ideas and suggestions orally and in writing in a manner appropriate to the situation and his/her position.

☐ Exceeds ☐ Meets ☐ Occasional Problem(s) ☐ Consistent Problem(s)

Comments:

8. QUALITY OF WORK: completed work is accurate, neat and demonstrates attention to details.

☐ Exceeds

☐ Meets

☐ Occasional Problem(s)

☐ Consistent Problem(s)

Comments:

9. ADAPTABILITY: employee demonstrates flexibility in the acceptance and implementation of new technologies, procedures, policies and regulations.

☐ Exceeds

☐ Meets

☐ Occasional Problem(s)

☐ Consistent Problem(s)

Comments:

10. USE OF SAFETY PROCEDURES: employee demonstrates ability to use department safety precautions and to use equipment and supplies according to established safety procedures.

☐

Exceeds

☐

Meets

☐

Occasional Problem(s)

☐

Consistent Problem(s)

Comments:

11. ATTENDANCE: employee arrives at work on time, adheres to time allotted for breaks and lunch periods; complies with procedures concerning absenteeism, requests for vacation and leaves of absence, reporting of sick leave, and other time off duty.

☐

Met

☐

Not Met

Comments:

12. OTHER FACTOR(S): (if applicable, use this section to rate additional factors. These performance factors must relate directly to the position classification and to its essential functions and must apply to the last evaluation period.)

☐

Exceeds

☐

Meets

☐

Occasional Problem(s)

☐

Consistent Problem(s)

Comments:

PART C: OVERALL APPRAISAL

During the evaluation period, the employee's overall performance in this job can be described as follows, please check one:

- ☐ **Exceeds.** Exceeds the required standard of performance for this position. Employee fully understands the positions responsibilities and required level of performance, and is able to maintain a consistently high quality of work.
- ☐ **Meets.** Meets the required standard of performance for this position. Employee demonstrates satisfactory understanding of job responsibilities and required level of performance.
- ☐ **Occasional Problem(s).** Performance problems were occasional. Employee has been counseled by the supervisor and an improvement plan was established. Performance is expected to improve sufficiently to meet job standards during the upcoming evaluation period.
- ☐ **Consistent Problem(s).** Performance consistently falls below the required standard for this position; counseling by the supervisor and repeated warnings have not resulted in the required improvement of employee performance.

Comments:

STATUS OF PROBATIONARY PERIOD (for use in evaluating probationary employees at the two and five-month periods), please check one:

- ☐ New employee has demonstrated the knowledge, skills and abilities required to perform the essential functions of this position at an acceptable performance standard.
- ☐ New employee needs immediate improvement in some areas of performance, additional training and improvement required immediately in order to complete the probationary period.
- ☐ New employee performance falls below the acceptable performance standard. Employee may not be recommended for completion of the probationary period.

PART D: GOALS AND OBJECTIVES – NEXT EVALUATION PERIOD (Unless part of a performance improvement plan, the completion of Part D is optional and should follow supervisor/employee discussion about improvements and/or needed training; upcoming changes to division/department mission and goals; anticipated new technology, policies, and procedures that may influence employee objectives for the upcoming evaluation period). Attach additional pages if needed.

GOALS AND OBJECTIVES

PART E: EMPLOYEE SIGNATURE

☐ I have read the factor ratings and comments in this performance evaluation form, and have discussed them with my immediate supervisor and/or division/department administrator.

Employee Signature: _____ Date: _____

☐ In signing this report, I do not agree with the conclusions of the rater. I have attached to the performance evaluation specific details regarding my disagreement to the assessment stated in this performance evaluation.

PART F: SUPERVISOR AND ADMINISTRATOR SIGNATURES

I/we met with the employee to discuss this performance evaluation on (date) _____

Immediate Supervisor: _____ Date: _____

Div/Dept. Administrator: _____ Date: _____

Note: please forward the completed and signed form and attachments to the Office of Human Resources. This form should be accompanied by the Employee Optional Self-Assessment Form (if submitted by employee), the Classified Employee Special Recognition form (if applicable for the evaluation period) and any written comments submitted by the employee.

PART G: HUMAN RESOURCES AUTHORIZATION

Performance evaluation forms and information were reviewed by:

Director of Human Resources Review

☐

As requested by the employee, I have completed the performance evaluation review on _____.

☐

I concur with the Rater's original performance review.

☐

I disagree with the Rater's original performance evaluation and require that the performance evaluation be resubmitted with the following amendments:

Follow-up completed: (if applicable)

Distribution: Originals to employee personnel file
Copies to employee; immediate supervisor



APPENDIX J

APPLICATION FOR RECLASSIFICATION

Reclassification Directions and Timeline

Contract Language Regarding Reclassification Requests

12.3 Reclassification Process

12.3.1 Request Period and Submission

- 12.3.1.1 Reclassification request forms will be made available by Human Resources to employees during the month of December.
- 12.3.1.2 Completed reclassification request along with supporting documentation, must be submitted to Human Resources no later than January 31 to be considered for the current cycle.
- 12.3.1.3 Human Resources shall forward reclassification requests to the employee's immediate supervisor for comment. The supervisor shall have ten (10) working days to provide input. The supervisor's input shall be considered but shall not constitute approval or denial of the request.

12.3.2 Eligibility Criteria

- a. Prior to applying for reclassification, an employee must have served in the position for which reclassification is requested for a period of one (1) year after achieving permanent status.
- b. The completed application materials were received in Human Resources by the specified deadline.
- c. The applicant did not apply for the same reclassification in the previous year (unless a significant change in duties such as reorganization, new service offered by the department or assignment of duties of an abolished position has occurred since the previous request was submitted.)

December 11th - Forms available, classified employee will complete all sections through Section V-A. Be sure to keep a copy for your records.

January 31st - Completed reclassification request with support document(s) to Human Resources

February 10th - Reclassification requests from classified employees must be emailed or given to immediate supervisor by February 10th for their comment. Please send a copy to Human Resources.

February 20th - Immediate supervisor will forward request to Director/Administrator for comment.

- March 3rd -** Director/Administrator will forward request to Senior Staff/Vice President for comment.
- March 10th -** Senior Staff/Vice President will forward all reclassification requests from their area to Human Resources.
- March – May** Reclassification Committee meets, reviews, makes recommendations. Classified employees will be notified of the final recommendations.
- June - TBD** Administrative recommendation to the Board of Trustees.
- July 1st -** Approved reclassifications become effective July 1 once approved by the Board.



APPLICATION FOR RECLASSIFICATION

IMPORTANT INSTRUCTIONS:

- An employee applying for reclassification must complete this application and submit it to the Human Resources Office.
- Incomplete packets will be returned and considered invalid.

CHECKLIST OF REQUIRED MATERIALS

Before you submit your request, you must include all of the following: ☐

- ☐ Complete application.
- ☐ Employee signature.
- ☐ Appropriate administrator signature.

RESPONSIBILITY OF RECLASSIFICATION COMMITTEE

- ☐ (Optional) Meeting with employee. Date scheduled: _____
- ☐ (Optional) Meeting with administrator (to confirm duties of position) (Optional)
- ☐ (Required) Classification Meeting. Date scheduled: _____

Should you have any questions regarding this form or the Classification/Reclassification process, please contact HR.

(You may retain this page for your records.)



APPLICATION FOR RECLASSIFICATION

BASIC INFORMATION			
Name of Employee	Current Title		Current Level
Department	Campus	Employee Phone #	
Administrator Name	Administrator Title		Administrator Phone #

DUTIES/RESPONSIBILITIES ADDED TO THE POSITION

Please use this space to describe any part of the position, which falls outside of the current job description. Please include your opinion concerning whether the added duty increases or decreases the positions complexity, level of responsibility, or decision making authority. After you have listed the duties, please indicate how often you perform each duty by using a D=Daily, W=Weekly, M=Monthly, Q=Quarterly, A=Annually, or O=Occasionally.

What Duties Have Been Added to the Position?	Frequency (D,W,M,Q,A,O)	Additional Comments	# Months performing duties

APPLICATION FOR RECLASSIFICATION

Have you received out of class payments in your current position?

☐ Yes ☐ No

If yes, what duties did you receive out of class for, and for how long?

Additional information that might be pertinent to convey:

What position(s) are you requesting reclassification to?

EMPLOYEE SIGNATURE

DATE

ADMINISTRATOR SIGNATURE

DATE

Supervisory review and comments. Supervisor, please review the worksheet and add what you believe enhances understanding of the job. Please add your name/title to the comments.

Director/Administrator review and comments. Director/Administrator, please review the worksheet and add what you believe enhances understanding of the job. Please add your name and title to the comments.

Senior Staff/Vice President review and comments. Senior Staff/Vice President, please review the worksheet and add what you believe enhances understanding of the job. Please add your name and title to the comments.

APPENDIX K

MEMORANDUM OF UNDERSTANDING **BETWEEN THE REDWOODS COMMUNITY COLLEGE DISTRICT** **AND THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and Its** **COLLEGE OF THE REDWOODS CHAPTER 509**

June 30, 2014

This Memorandum of Understanding resolving the impacts and effects of layoffs is entered into between the Redwoods Community College District ("District") hereby and the California School Employees Association and Its College of the Redwoods Chapter 509 pursuant to the Education Employment Relations Act and the Collective Bargaining Agreement between the parties.

With regard to impacts and effects not addressed in the Collective Bargaining Agreement, the parties agree that the District will comply with the collective bargaining agreement, the Education Code, and all other applicable laws, rules, and regulations with regard to the following:

1. Reemployment of laid-off employees in the event that discontinued work is reestablished for this position;
2. Preference over outside applicants for classified positions in which laid off employees are qualified;
3. The District's contracting out for services;
4. The District's employment and use of student employees, volunteers, and short-term and temporary employees; and
5. Any increases in staffing levels.

The foregoing constitutes the full and final agreement resulting from negotiating the impacts and effects of the decision to layoff as approved by the Governing Board on May 6, 2014.

This Memorandum of Understanding is subject to both the District and CSEA's ratification policies and/or procedures.

The Agreement may be executed and delivered in counterparts and by facsimile, such that signatures appear on separate signature pages. A copy or original of this document with all signature pages appended together shall be deemed a fully executed Agreement.

APPENDIX L

Hearing Process Form

This form must be returned to Human Resources within 5 days after receipt of the statement of charges for disciplinary action. Failure to return this form within 5 business days after receipt will constitute waiver to both Skelly and Formal Hearing rights.

Date: _____

Employee: _____

Date and time of informal Skelly Conference: _____

Location of informal Skelly Conference: _____

Pursuant to Article 16.3.2 of the Collective Bargaining Agreement, I have received a charge packet from the District. I deny all charges and am exercising my right of choice below:

(check one)

- ☐ I choose to respond orally and/or in writing at an informal Skelly Conference [Article 16.3.3]
- ☐ I choose to waive the right to the informal Skelly Conference and go to Formal Hearing [Article 16.3.3] (check one below)
 - ☐ I choose an open public hearing
 - ☐ I choose a closed session hearing

I am declaring my representative in this matter is _____.

Signature

Print Name Here

Date

APPENDIX M

Injury/Incident/Accident Report - Employee

Name of Employee: _____ Employee ID #: _____

Department: _____ Location: _____

Date of Event: _____ Time of Event: _____ ☐ AM ☐

PM Date Event Reported: _____ Time Event Reported: _____ ☐ AM ☐

PM

1. Exact campus location.

2. List of witnesses.

3. Describe event and body parts involved.

4. Details of event (first-aid or medical treatment provided).

5. Description of activity at time of event.

6. What unsafe conditions/actions contributed to the event?

7. What steps have been taken to prevent similar events?

8. Recommendations for additional action.

9. Personal Property Damaged (description and estimated value).

--

I declare that the information I have given is true and complete.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Rev 03/2019

APPENDIX N

Classified Job Classification Groups

To be determined at the negotiations table.

MEMORANDUM OF UNDERSTANDING
FROM THE REDWOODS COMMUNITY COLLEGE DISTRICT
TO THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its
COLLEGE OF THE REDWOODS CHAPTER 509

August 11, 2015

The Redwoods Community College District ("District") hereby proposes the following Memorandum of Understanding pursuant to the Education Employment Relations Act and the Collective Bargaining Agreement between the parties:

The parties agree that the Academic Advisor, Special Programs job description shall be modified to include the following duty to better meet the needs of the District:

Requires travel between upward bound sites within the district approximately once per month during the academic year, and travel outside the district approximately twice per year at the program's expense. Also requires overnight stay and participation in a summer program located in Eureka for up to four nights a week for 6 weeks at the program's expense. Some evening and weekends required for special events year-round.