



**AGREEMENT**

**BETWEEN**

**ALLAN HANCOCK JOINT COMMUNITY  
COLLEGE DISTRICT**

**AND THE**

**CALIFORNIA SCHOOL EMPLOYEES  
ASSOCIATION**

**AND ITS**

**ALLAN HANCOCK COLLEGE CHAPTER #251**

**EFFECTIVE**

**JULY 1, 2017 through JUNE 30, 2020**

**Table of Contents**

**ARTICLE 1: RECOGNITION ..... 1**

1.1 Recognition of Bargaining Unit and Position Titles ..... 1

1.2 Positions Excluded From the Bargaining Unit..... 1

1.3 Other Positions Excluded..... 1

1.4 Recognition of the District Board of Trustees..... 1

**ARTICLE 2: NO DISCRIMINATION ..... 2**

2.1 Discrimination Prohibited..... 2

**ARTICLE 3: MANAGEMENT RIGHTS AND RESPONSIBILITIES..... 3**

3.1 Management Rights..... 3

3.2 Exercise of Management Rights ..... 3

3.3 Policy Modifications in Case of Emergency ..... 4

3.4 Contracting Out..... 4

**ARTICLE 4: ASSOCIATION RIGHTS ..... 5**

4.1 Bulletin Boards and Mail Boxes ..... 5

4.2 Mail System ..... 5

4.3 Documents ..... 5

4.4 Release Time ..... 6

4.5 Distribution of Contract ..... 9

4.6 Facility Use .....10

4.7 Equipment Use.....10

4.8 Telephone.....10

4.9 Access to Work Areas.....10

4.10 New Employee Orientation .....10

4.11 Notice of CSEA Executive Board Members.....11

**ARTICLE 5: ORGANIZATIONAL SECURITY ..... 12**

5.1 Membership .....12

5.2 CSEA Members.....12

5.3 Service Fee Payers.....12

5.4 Religious Objection .....13

**ARTICLE 6: PERSONNEL FILES/ EVALUATIONS ..... 14**

6.1 Personnel Files .....14

6.2	Evaluation Timeframe .....	15
6.3	Evaluation Process for All Employees.....	16
6.4	Grievance .....	17
<b>ARTICLE 7: GRIEVANCE PROCEDURE.....</b>		<b>18</b>
7.1	Definitions .....	18
7.2	Grievant Rights.....	18
7.3	Informal Level, Immediate Supervisor .....	18
7.4	Formal Level, Level I, Immediate Supervisor.....	18
7.5	Formal Level, Level II, Next Level Manager(s).....	19
7.6	Formal Level, Level III, Grievance Officer .....	19
7.7	Formal Level, Level IV, Mediation.....	20
7.8	Formal Level, Level V, Advisory Arbitration .....	20
7.9	Formal Level, Level VI, Board of Trustees:.....	21
7.10	Employee Processed Grievance .....	21
7.11	Association Grievance .....	21
7.12	Grievance Witnesses .....	22
7.13	Separate Grievance File.....	22
<b>ARTICLE 8: HOURS, OVERTIME, AND ALLOWANCES .....</b>		<b>23</b>
8.1	Work Year.....	23
8.2	Standard Workweek and Workday .....	23
8.3	Alternative Work Week or Modified Work Assignment .....	24
8.4	Meal Period .....	25
8.5	Rest Period .....	26
8.6	Call-Back Pay .....	26
8.7	Call-In Time .....	26
8.8	Overtime .....	27
<b>ARTICLE 9: PAY AND ALLOWANCES .....</b>		<b>29</b>
9.1	Regular Pay .....	29
9.2	Longevity.....	30
9.3	Shift Differential .....	30
9.4	Night Custodian Shift .....	31
9.5	Compensation During Training.....	31
9.6	Salary on Promotion .....	31

9.7	Salary upon Reclassifications .....	31
9.8	Payroll Adjustments .....	31
9.9	Lost Checks.....	32
9.10	Meals, Mileage, and Lodging.....	32
9.11	Part-Time Employment.....	32
9.12	Full-Time Employment .....	32
9.13	Bilingual Stipend.....	32
9.14	Employee Achievement Awards.....	33
9.15	Compensation for Working Out of Classification Within the Bargaining Unit .....	33
9.16	Working Out of Classification Outside the Bargaining Unit .....	33
9.17	Extra Work Assignment Opportunity.....	34
<b>ARTICLE 10: EMPLOYEE EXPENSES AND MATERIALS.....</b>		<b>35</b>
10.1	Uniforms.....	35
10.2	Safety Footwear: .....	35
10.3	Safety Glasses.....	36
10.4	Non-Owned Automobile Insurance .....	37
10.5	Physical Examinations .....	37
<b>ARTICLE 11: HEALTH AND WELFARE BENEFITS .....</b>		<b>38</b>
11.1	General Provisions .....	38
11.2	Health and Welfare Insurance Benefits.....	38
11.3	Cash-in-Lieu-of Benefit Program .....	40
11.4	Insurance Rebate .....	40
11.5	Medical Insurance for Eligible Retirees.....	41
<b>ARTICLE 12: HOLIDAYS.....</b>		<b>43</b>
12.1	Paid Holidays .....	43
12.2	Birthday Holiday .....	43
12.3	Government Holidays.....	43
12.4	Observance of Holidays.....	44
12.5	Holiday Pay Eligibility .....	44
12.6	Non-Holiday District Mandated Closure .....	44
<b>ARTICLE 13: VACATION.....</b>		<b>45</b>
13.1	Vacation Accrual.....	45
13.2	Earned Vacation .....	45

13.3	Less than Twelve (12) Month Employees .....	45
13.4	Using Vacation Days in Advance .....	45
13.5	Termination After Use of Vacation Not Yet Earned.....	46
13.6	Vacation Pay Upon Separation .....	46
13.7	Requesting Vacation Time .....	46
13.8	Classified Leave Request Form.....	46
13.9	Excess Vacation.....	46
13.10	Paid Holidays During Vacation Time .....	47
13.11	Termination/Interruption of Vacation Time .....	47
13.12	Vacation Occurring During Other Leave .....	47
<b>ARTICLE 14: LEAVES.....</b>		<b>48</b>
14.1	Leave Provisions.....	48
14.2	Leave Notifications .....	48
14.3	Sick Leave .....	48
14.4	Pregnancy Disability Leave .....	50
14.5	Family and Medical Care Leave .....	50
14.6	Industrial Accident or Illness Leave .....	54
14.7	Bereavement Leave .....	56
14.8	Jury Duty.....	56
14.9	Military Leave.....	57
14.10	Unpaid Parental Leave .....	57
14.11	Personal Necessity Leave .....	57
14.12	Personal Business Leave.....	58
14.13	Catastrophic Leave Donation Program .....	59
14.14	Leave of Absence (Voluntary) .....	60
14.15	Break in Service.....	60
<b>ARTICLE 15: LEAVE OF ABSENCE FOR RETRAINING AND STUDY .....</b>		<b>61</b>
15.1	Leave of Absence .....	61
15.2	Granting Leave of Absence .....	61
15.3	Performing Services During Leave .....	62
15.4	Compensation During Leave .....	62
<b>ARTICLE 16: TRANSFERS AND PROMOTIONS.....</b>		<b>63</b>
16.1	Definition of Terms .....	63

16.2	Types of Transfers.....	63
16.3	Position Vacancies for Which There is a Recruitment .....	64
16.4	Mileage Compensation During Temporary Assignments.....	65
<b>ARTICLE 17: CLASSIFICATION AND RECLASSIFICATION.....</b>		<b>66</b>
17.1	Classification .....	66
17.2	New Positions or Classes of Positions .....	66
17.3	Unit Placement Disputes.....	66
17.4	Definitions .....	66
17.4.3	Timeline .....	67
17.5	Unit Member Request for Reclassification.....	68
17.6	Reclassification Taskforce.....	68
17.7	Appeal Process - Recommendation to Deny .....	69
17.8	Appeal Process - Recommendation to Approve.....	70
17.9	Recommendation to the Superintendent/President and Board of Trustees .....	70
17.10	Reclassification Implementation.....	71
17.11	Reclassification Forms and Guidelines.....	71
17.12	Grievance .....	71
<b>ARTICLE 18: LAYOFF AND REEMPLOYMENT .....</b>		<b>72</b>
18.1	Layoff and Reemployment.....	72
18.2	Layoff.....	72
18.3	Reduction in Hours and Demotions .....	73
18.4	Order of Layoff/Reduction .....	73
18.5	Bumping Rights.....	73
18.6	Layoff in Lieu of Bumping.....	73
18.7	Equal Seniority .....	73
18.8	Reemployment Rights .....	74
18.9	Retirement in Lieu of Layoff.....	74
18.10	Notification of Reemployment Opening.....	75
18.11	Employee Notification to District .....	75
18.12	Reemployment in Highest Class .....	75
18.13	Seniority Roster.....	75
<b>ARTICLE 19: DISCIPLINARY ACTION.....</b>		<b>76</b>
19.1	Disciplinary Action .....	76

19.2	Just Cause .....	76
19.3	Employee Right to Representation .....	77
19.4	Written Reprimand .....	77
19.5	Disciplinary Action for Suspension, Demotion and Dismissal .....	77
19.6	Appeal .....	79
19.7	Board of Trustees' Decision .....	80
19.8	Sex and Narcotics Offenses .....	81
<b>ARTICLE 20: WORK PLACE SAFETY .....</b>		<b>82</b>
20.1	District Compliance .....	82
20.2	Reporting Unsafe Conditions.....	82
20.3	Safety Committee .....	82
20.4	Drug and Alcohol Testing Pursuant to the United States Department of Transportation Regulations per Board Policy 6950 .....	82
<b>ARTICLE 21: COLLEGE DISTRICT POLICE .....</b>		<b>84</b>
21.1	Uniforms and Equipment .....	84
21.2	Uniform Allowance.....	85
21.3	Personal Property .....	85
21.4	Overtime/Compensatory Time .....	86
21.5	Call-Back/Call-In Duty .....	86
21.6	Work Week .....	86
21.7	Lunch Period .....	87
21.8	Rest Periods.....	87
21.9	Dispatcher and Safety Officer Classifications (only) .....	88
<b>ARTICLE 22: HIRING .....</b>		<b>89</b>
22.1	Bargaining Unit Distribution of Job Information .....	89
22.2	Non-Bargaining Unit Employees .....	89
22.3	Volunteers .....	89
<b>ARTICLE 23: SEVERABILITY .....</b>		<b>90</b>
23.1	Savings Clause .....	90
23.2	Replacement for Severed Provision .....	90
<b>ARTICLE 24: PROFESSIONAL GROWTH.....</b>		<b>91</b>
24.1	Professional Growth.....	91
24.2	District Reimbursement .....	91
24.3	Academic Degrees beyond Associate Level .....	92

24.4	District Required Training .....	92
<b>ARTICLE 25: PARKING.....</b>		<b>93</b>
25.1	Issued Parking Permits.....	93
25.2	Stolen Permits.....	93
<b>ARTICLE 26: CONCERTED ACTIVITIES.....</b>		<b>94</b>
26.1	No Strike Clause .....	94
26.2	No Lock Out.....	94
<b>ARTICLE 27: NEGOTIATIONS AND COMPLETION OF AGREEMENT .....</b>		<b>95</b>
27.1	Notification and Public Notice .....	95
27.2	Commencement of Negotiations .....	95
27.3	Impasse.....	95
27.4	Release Time for Negotiations .....	95
27.5	Ratification of Additions or Changes .....	95
27.6	Completion of Agreement.....	95
<b>APPENDIX A CLASSIFIED BARGAINING UNIT POSITIONS LIST .....</b>		<b>97</b>
	Appendix A1 Sorted Alphabetically .....	98
	Appendix A.2 Sorted by Category.....	103
	Appendix A.3 Sorted by Range .....	108
<b>APPENDIX B-1.....</b>		<b>113</b>
<b>APPENDIX B-2.....</b>		<b>115</b>
<b>APPENDIX C .....</b>		<b>117</b>



## **ARTICLE 1: RECOGNITION**

### **1.1 Recognition of Bargaining Unit and Position Titles**

The Allan Hancock College Joint Community College District, hereinafter referred to as the "District" or "district" recognizes the California School Employees Association and its Allan Hancock College Chapter #251, hereinafter referred to as "CSEA" or the "Association" as the sole and exclusive bargaining agent for classified employees occupying classes listed in Appendix A.

### **1.2 Positions Excluded From the Bargaining Unit**

All management, supervisory, confidential, substitute and short-term (as defined in Ed Code 88003), professional experts, certificated (faculty), and student employees shall be excluded from the unit. See definitions in Appendix C.

### **1.3 Other Positions Excluded**

1.3.1 Employees who are not part of the classified service:

- Auxiliary programs corporation employees
- AHC Foundation employees

1.3.2 The district shall seek consultation with CSEA regarding the determination of new and vacant confidential and supervisory positions. All disputes will be submitted to Public Employment Relations Board (PERB).

### **1.4 Recognition of the District Board of Trustees**

The CSEA in turn, recognizes the College District Board of Trustees as the duly elected representatives of the people and agrees to negotiate exclusively with the District Board of Trustees or designated representative through the provisions of Government Code Section 3540, et seq.

## **ARTICLE 2: NO DISCRIMINATION**

### **2.1 Discrimination Prohibited**

No employee in the bargaining unit shall in any way be favored or discriminated against in wages, hours, or other terms and conditions of employment because of their political opinion or affiliations, union affiliation, ethnic group identification, race, color, religion, gender, national origin, ancestry, age, disability, medical condition, status as a military veteran, marital status, sexual orientation, or any other legally protected category.

## **ARTICLE 3: MANAGEMENT RIGHTS AND RESPONSIBILITIES**

### **3.1 Management Rights**

The Board, on its own behalf and on behalf of the electors of the district, hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties, and responsibilities conferred upon and vested in it by the laws and Constitution of the State of California, and of the United States, including, but without limiting the generality of the foregoing, the right:

- 3.1.1 The executive management organization and administrative control of the district and its properties and facilities, and the activities of its employees;
- 3.1.2 To direct the work of its employees, determine the time and hours of operations and determine the kinds and levels of services to be provided and the methods and means of providing those services including entering into contracts with private vendors for services;
- 3.1.3 To hire all employees, and, subject to the provisions of law, to determine their qualifications and the conditions for their continued employment, discipline, dismissal or demotion; and to promote, assign, and transfer all such employees;
- 3.1.4 To establish educational policies, goals and objectives; to insure the rights and educational opportunities of students; to determine staffing patterns; to determine the number and kinds of personnel required in order to maintain the efficiency of district operations; and
- 3.1.5 To build, move or modify facilities; establish budget procedures and determine budgetary allocation; determine the methods of raising revenue; and take action on any matter in the event of an emergency.

### **3.2 Exercise of Management Rights**

The exercise of the foregoing powers, rights, authority, duties, and responsibilities 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 by the specific and express terms of this agreement and then only to the extent such specific and express terms hereof are in conformance with the Constitution and laws of the State of California and the Constitution and laws of the United States.

- 3.2.1 The exercise of the foregoing rights of the Board shall not be subject to review or determination through the provisions of the grievance procedure, Article 7.

3.2.2 The district requires that each employee advise the office of Human Resources of their current home address and mailing address if different and phone number.

### **3.3 Policy Modifications in Case of Emergency**

The district retains its right to amend, modify or rescind policies and practices referred to in this article in case of emergency. For purposes of this article emergency shall include disasters resulting from storms, flood, fire or other calamitous events which affect the health, safety, convenience and welfare of the public or college.

### **3.4 Contracting Out**

3.4.1 The District is authorized to contract out services currently or customarily performed by the bargaining unit employees as allowed in Ed Code 88003.1 and Public Contract Code 20655 and 20656.

3.4.2 Notice to CSEA: In the event the district is considering contracting out services currently or customarily performed by the bargaining unit employees , the district will notify the CSEA chapter president, or designee, in writing.

3.4.2.1 Such notice shall be given sufficiently in advance to allow for discussion, if necessary, unless in the case of emergency as defined in Ed code.

3.4.3 If Education Code Section 88003.1 is modified during the term of this contract, the amended code shall supersede Section 3.4. If Education Code Section 88003.1 is repealed, the entire Section 3.4 will be deleted from the agreement and replaced with the following language (new 3.4 if law is repealed):

3.4.3.1 The district agrees that it will meet and negotiate with CSEA before deciding to contract out work normally and customarily performed by bargaining unit employees if contracting out would displace a classified employee.

## **ARTICLE 4: ASSOCIATION RIGHTS**

### **4.1 Bulletin Boards and Mail Boxes**

CSEA shall have the right to use without charge the bulletin board space provided for communication with bargaining unit employees at work sites. Prior to any change in the location of a bulletin board or the installation of a new bulletin board, the district will meet with CSEA. CSEA is authorized to place CSEA communications in college mailboxes for distribution to bargaining unit employees. Any material to be posted must be dated and must identify the Association as the source of the material. A copy of any material for general distribution to CSEA bargaining unit employees will be provided to the director of human resources.

### **4.2 Mail System**

The district authorizes the association to place CSEA communications in the college internal mail system for distribution to bargaining unit employees. A copy of any material for general distribution to CSEA bargaining unit employees will be provided to the director of human resources at time of distribution. Any use of the electronic communications system will be governed by Board Policy 8990 and by Administrative Procedure 8990.1.

4.2.1 CSEA Allan Hancock College Chapter 251 and its representatives have the right to use the district email system for association purposes; to send and receive emails both internally and externally. This shall include the right to send email communications to all bargaining unit employees, as long as such use does not interfere with the college business purpose of email or the work production of any college employee.

### **4.3 Documents**

4.3.1 The district shall make available prior to each monthly meeting of the board of trustees a complete agenda for the current meeting

4.3.2 The district shall provide to CSEA, upon request, a copy of other college produced documents, excluding confidential communications, which can reasonably be expected to have an impact on the implementation and administration of this agreement.

4.3.3 The district shall provide CSEA with a personnel roster giving home address and personal phone number (unless restricted by the bargaining unit employee), the name, job title, principal department, step and range, hours worked per week, and number of months worked per year of all employees of the bargaining unit. This roster will be provided upon request.

**4.4 Release Time**

Purpose	Release Time
4.4.1 Annual Conference	5 days for appointees
4.4.2 Officers	Up to 5 hours/week per officer
4.4.3 Negotiations	Reasonable release time to participate in negotiations for 6 employees
4.4.4 Council Memberships	Release time for scheduled meetings
4.4.5 CSEA Hour	2 hours twice a year
4.4.6 Grievance/Labor Relations	Reasonable release time to resolve complaints/grievances
4.4.7 Job Stewards	Reasonable release time to resolve complaints/grievances

**4.4.1 CSEA Annual Conference**

The district agrees to provide five (5) days of release time without loss of regular salary, to three CSEA appointed delegates to attend CSEA annual conference. CSEA shall provide sixty (60) calendar days advance written notice to the district designating the delegates to be released.

**4.4.2 Chapter Business and Release Time**

CSEA agrees that all chapter business shall be conducted at other than the regular working hours of bargaining unit employees, except as set forth below. CSEA business may be conducted during a bargaining unit employee’s rest breaks not to interfere with college business or the instructional program. The district will provide CSEA chapter executive board members up to a total of five hours per week of release time to conduct CSEA Chapter 251 business during the life of this agreement. Release time, when used, should be taken at a time so as not to interfere with college business or instructional programs.

4.4.2.1 CSEA Chapter 251 business is defined as meetings with district administrators and/or supervisors regarding employer-employee relations as well as with bargaining unit employees regarding the terms and conditions of employment covered by the agreement between the district and CSEA Chapter 251.

- 4.4.2.2 The chapter officer shall notify their immediate supervisor in writing at least 24 hours in advance, except in extenuating circumstances, when they will be leaving the job site for chapter business. If the chapter officer will be meeting with another bargaining unit employee, they shall notify that employee's immediate supervisor in writing at least 24 hours in advance except in extenuating circumstances.
- 4.4.2.3 If, as determined by the immediate supervisor, an adequate level of service cannot be maintained in the absence of either the chapter officer or the bargaining unit employee, CSEA business will be conducted at another time.
- 4.4.2.4 It is not the intent of section 4.4.2 to waive any protections under the law.

**4.4.3 *Release Time for Negotiations***

CSEA shall have the right to designate up to six (6) employees who shall be given reasonable release time to participate in negotiations.

**4.4.4 *Council Membership***

CSEA will make all appointments of classified employees in the bargaining unit to serve as CSEA representatives on the following shared governance councils:

- College Council
- Budget Council
- Facilities Council
- Human Resources Council
- Institutional Effectiveness Council
- Student Learning Council
- Student Services Council
- Technology Council

4.4.4.1 Committee Membership: Under each council may be a series of standing committees, subcommittees, and task forces. Unit member participation on those committees will be based on work knowledge and/or appointments by CSEA.

4.4.4.2 It is recommended that a bargaining unit employee not serve on more than one council, or two standing committees, subcommittees, or task forces during any fiscal year. This

restriction does not apply if the employee serves on their own time rather than district time. The amount of time spent in participation should be reasonable and not interfere with work performance.

4.4.4.3 Bargaining unit members have the responsibility to notify their supervisor of their appointment to a council, committee, and/or taskforce and include a schedule of all meetings.

4.4.4.4 The district Safety Committee shall include proportional representation from CSEA. The committee shall review health, safety, sanitation and working conditions to ensure compliance with Section 20.1. The committee shall make recommendations to the district concerning improvements in health, safety, sanitation, and working conditions.

4.4.4.4.1 Release time: The bargaining unit members of the committee shall be allowed reasonable release time to attend meetings of the committee or related activities.

#### 4.4.5 *CSEA Hour*

Twice a year, the district agrees the association shall be granted no more than two hours for the purpose of an informational meeting for all bargaining unit employees so long as it is not disruptive to campus operations. CSEA shall be responsible for notifying the human resources director of the time and date of the meeting.

#### 4.4.6 *Grievance/Labor Relations Release Time*

The Chapter 251 President or other Chapter 251 officers shall have reasonable release time for processing or resolving grievances or other district/CSEA labor relations matters in accordance with the provisions of Article 4.4.7.

#### 4.4.7 *Union Stewards*

It is agreed that CSEA in appointing such representatives does so for the purpose of promoting an effective relationship between the district and employees by helping to settle problems at the lowest level of supervision.

##### 4.4.7.1 Selection of Union Stewards

CSEA will designate the method of selection of Union Stewards. CSEA will notify the district in writing of the names of not more than eight (8) Union Stewards and the group or groups they represent. If a change is made, the district (director, human resources) will be advised in writing of such change.



#### 4.4.7.2 Duties and Responsibilities of Union Stewards

The following will be understood to constitute the duties and responsibilities of Union Stewards:

4.4.7.2.1 After notifying their immediate supervisor as much in advance as possible, a union steward will be permitted to leave their normal work area during reasonable times in order to process grievances. The union steward will advise the supervisor and the grievant of their presence. The union steward is permitted to discuss any problem with all employees immediately concerned, and, if appropriate, to attempt to achieve settlement in accordance with the grievance procedure.

4.4.7.2.2 If, due to an emergency, an adequate level of service cannot be maintained in the absence of a union steward at the time of the notification mentioned in section 4.18.1, the union steward will be permitted to leave their normal work area immediately following the emergency.

#### 4.4.7.3 CSEA Staff Assistance

Union Stewards will be entitled to seek and obtain assistance from CSEA staff personnel at any time, in accordance with Subsection 4.18 for the purpose of processing grievances and matters related thereto and other reasons relating to wages, hours, and terms and conditions of employment covered by this agreement.

### **4.5 Distribution of Contract**

Within forty-five (45) days after the execution of this contract, the district shall post the Agreement and/or Amendments to the Agreement on the AHC website and the myHancock portal. Hard copies shall be provided to the CSEA Executive Board Members, negotiating team members, and new employees. Copies will also be provided to individual bargaining unit employees upon request.

#### **4.6 Facility Use**

The district authorizes CSEA Chapter 251 to use college classroom facilities at no charge unless extra cost is incurred for reasonable and lawful purposes at times other than normal working hours and hours of student instruction as long as CSEA submits the proper facility use form to the district and receives district approval.

#### **4.7 Equipment Use**

The District authorizes CSEA to use college office and duplicating equipment as long as the use of such equipment does not interfere with student instruction or work production, and CSEA pays the cost of materials and supplies associated with equipment use. To capture the cost of the materials, copies should be made through Campus Graphics.

#### **4.8 Telephone**

The district authorizes CSEA to use district telephones (excluding fax machines) so long as calls are placed only to college work sites and that use of telephone equipment does not interfere with the college business purposes of telephone equipment or the work production of any bargaining unit employee. Long distance telephone calls will not be made from district telephones unless circumstances make a call essential, and in such cases the call will be logged in advance with the district administrative services office which will bill CSEA for the cost.

#### **4.9 Access to Work Areas**

CSEA shall have the right of access at reasonable times to areas in which employees work.

#### **4.10 New Employee Orientation**

The district provides an orientation for all new employees. At that orientation, CSEA will have the opportunity to present contract awareness details to all bargaining unit employees.

#### **4.11 Notice of CSEA Executive Board Members**

CSEA will provide the district (director, human resources) with a list of CSEA, Chapter 251 Executive Board members, including Union Stewards, in the month of January of each year. If a change is made, the district will be advised in writing of such change.

## **ARTICLE 5: ORGANIZATIONAL SECURITY**

### **5.1 Membership**

Effective January 1, 2001, if requested by CSEA, classified bargaining unit employees shall join the California School Employees Association or pay the organization a fair share services fee, as required by Government Code Section 3546.

### **5.2 CSEA Members**

The district will deduct from the pay of bargaining unit members who are members of CSEA and pay to the association the normal and regular monthly association membership dues as voluntarily authorized in writing by the employee on the appropriate district form, subject to the following conditions:

- 5.2.1 Such deduction shall be made only upon the submission of a district approved form on a duly executed and revocable authorization by the employee.
- 5.2.2 The district shall not be obligated to put into effect any new, changed, or discontinued deduction until the pay period commencing fifteen (15) working days or more after such submission.
- 5.2.3 An employee is required to maintain their membership in good standing for the duration of this agreement. The employee may terminate their obligation to the employee organization and convert to service fee status within a period of 30 days following the expiration of the agreement.

### **5.3 Service Fee Payers**

For employees who do not submit the form referenced in Section 5.2.1, the district pursuant to Education Code 88167 (b), will make an involuntary deduction of a service fee and pay it to the association within thirty (30) days.

- 5.3.1 A payroll deduction authorization form shall not be required for such deductions.
- 5.3.2 Any employee may pay service fees directly to CSEA in lieu of payroll deductions. The employee shall be responsible to provide the district proof of said payment.

## 5.4 Religious Objection

Any employee covered by the Collective Bargaining Agreement who is a member of a verified religious body whose traditional tenets or teachings include objections to joining or financially supporting employee organizations shall not be required to support CSEA; except that such employee shall be required, in lieu of a service fee, to pay sums equal to such service fee either to a nonreligious, non-labor organization, charitable fund exempt from taxation under Section 501(c)(3) of Title 26 of the Internal Revenue Code, chosen by the employee.

- 5.4.1 Any bargaining unit member claiming this religious exemption must file a written request for exemption with the CSEA Legal Department as noted below in section 5.4.4. If the request is granted, CSEA shall inform the district of the bargaining unit employee's designated charity and the District shall ensure that all future deductions of the service fee from the employee's pay warrant be paid to the designated charity. Either CSEA or the district may require that proof of such payments be made on an annual basis to the district as a condition of continued exemption from the requirement of financial support to the recognized employee organization.
- 5.4.2 The California School Employees Association and its Allan Hancock College Chapter #251 agree to save and hold harmless the district from all claims, demands, suits or any other action arising as a result of the enforcement of Article 5 of the agreement and agree to assume the defense upon request of the district in connection with any legal proceedings under this article.
- 5.4.3 The district shall promptly notify CSEA of any and all legal actions against this provision and CSEA shall have the exclusive right to decide what, if any, legal actions should be attempted in defense of this provision.
- 5.4.4 Any bargaining unit employee claiming such religious exemption shall submit in a written request to CSEA's legal department for review and processing. Such written requests must be submitted to:

Legal Department  
Attn: Religious Exemption Request  
California School Employees Association  
2045 Lundy Avenue  
San Jose CA, 95131

CSEA, upon verification of eligibility for exemption, shall notify the district with appropriate instructions.

## **ARTICLE 6: PERSONNEL FILES/ EVALUATIONS**

### **6.1 Personnel Files**

- 6.1.1 The official personnel file of each bargaining unit employee shall be maintained in the district's human resources office.
- 6.1.2 The official personnel file shall be limited to include copies of each official performance evaluation, notice of employment or change in status, official commendations when noted in or attached to the performance evaluation, reprimands, warnings when attached to an official reprimand, and such other documents which may be deemed appropriate by the district.
- 6.1.3 Employees shall be provided with copies of any written material ten (10) workdays before it is placed in the employee's official personnel file. An employee is entitled to respond to the material within those ten (10) workdays. The written response shall be attached to the material. Within the ten (10) working days, an employee and/or union representative may request, in writing, a meeting with the director of human resources, regarding the material.
- An employee may use up to one (1) hour of duty time to prepare a response to the material, scheduled with the approval of the immediate supervisor.
- Any material related to a disciplinary action placed in the file will be done in compliance with Article 19.5.1.
- 6.1.4 Bargaining unit employees shall receive reasonable release time to examine the contents of their official personnel file. A bargaining unit employee upon request may receive a copy of any document in the official personnel file.
- 6.1.5 All bargaining unit employee personnel files shall be kept in confidence in the human resources office and shall be available for inspection only by authorized employees of the district (the immediate supervisor, human resources) in the proper administration of the district's affairs or the supervision of the employee. Other personnel may be allowed access with the written permission of the employee.

The district shall keep a log of the persons with the exception of the personnel administration who have examined a personnel file as well as the date such examinations were made. Such log and the employee's personnel file shall be available for examination by the employee or their CSEA representative if authorized in writing by the employee. The log shall be maintained in the employee's personnel file.

- 6.1.6 Any materials placed in the personnel file shall contain the date on which such material was originated and the name of the person who originated the document.
- 6.1.7 No disciplinary action shall be taken for any cause which arose prior to the employee's becoming permanent, nor for any cause which arose more than two years preceding the date of the filing of the notice of cause unless such cause was concealed or not disclosed by such employee when it could be reasonably assumed that the employee should have disclosed the facts to the employing district.

## **6.2 Evaluation Timeframe**

### *6.2.1 Probationary Employees:*

- 6.2.1.1 New employees of the district shall serve a one-year probationary period before becoming permanent.
- 6.2.1.2 Probationary bargaining unit employees shall be evaluated three times during the initial probationary period during the 3<sup>rd</sup>, 6<sup>th</sup> and 9<sup>th</sup> month of their assignment, except for extenuating circumstances, and then at their one year scheduled evaluation period.
- 6.2.1.3 Employees who have been employed by the district for one year or more but who are promoted shall serve a probationary period of six (6) months in the new position. Bargaining unit employees shall be evaluated two (2) times during the six month probationary period, usually during the 3<sup>rd</sup> month of their assignment, and again prior to the completion of their six month probationary period.
- 6.2.1.4 Any employee who is unsuccessful in passing a promotional probationary period because of the employee's performance shall have reversion rights to their former or equivalent position. If neither the employee's previous position nor an equivalent position is available, the employee will have the right of first refusal to the next opening in an equivalent position. Upon

reverting back to their former or equivalent position, the employee shall receive the former salary, work hours and monthly assignment.

6.2.2 *Permanent Employees:*

6.2.2.1 Permanent bargaining unit employees will be evaluated annually and may be evaluated more frequently as deemed necessary by the employee's immediate supervisor.

**6.3 Evaluation Process for All Employees**

- 6.3.1 The Classified Performance Evaluation Instructions & Guide is the only guide to be used in completing the evaluation.
- 6.3.2 The evaluation will be based upon the observation and/or investigation by the evaluator. Evaluations will be done only by the employee's immediate supervisor as defined in Section 6.2.2.1. If the current immediate supervisor has not been in this position for at least half of the evaluation period, the evaluation will be done in consultation with the next line level supervisor. The next line level supervisor should include observations from employees who have worked directly with the bargaining unit employee.
- 6.3.3 Any evaluation with an "improvement needed" or "unsatisfactory" rating in any category shall include specific recommendations for improvements and provisions for assisting the employee in implementing any recommendations made.
- 6.3.4 For evaluation purposes, "immediate supervisor" is defined as the lowest level supervisor/manager assigned to supervise the employee. In the absence of the immediate supervisor/manager, the next line level supervisor will serve as the evaluator.
- 6.3.5 No evaluation of any employee shall be placed in any personnel file without the opportunity for discussion between the employee and the evaluator. Each bargaining unit employee shall be required to sign a copy of the evaluation, which shall be retained by the district. The immediate supervisor shall provide a signed copy of the evaluation to the bargaining unit employee.
- 6.3.6 The bargaining unit employee's signature on the evaluation does not necessarily signify concurrence with the evaluation. A bargaining unit employee not in agreement with the evaluation report shall have the right to respond to such evaluation in writing within ten (10) working days from the date the employee received evaluation from their immediate supervisor.



## **6.4 Grievance**

6.4.1 The provisions of Article 7, Grievance Procedure, shall not apply to Section 6.2 and 6.3. However, an employee and/or union representative may request, in writing, a meeting with the director of human resources regarding the evaluation timeframe and process (Sections 6.2 and 6.3).

## **ARTICLE 7: GRIEVANCE PROCEDURE**

### **7.1 Definitions**

7.1.1 A "grievance" is an allegation by a grievant that they have been adversely affected by a misinterpretation, misapplication or violation of a specific provision of this Agreement.

7.1.2 A "grievant" is any bargaining unit employee and/or CSEA.

7.1.3 A "working day" is any day in which the district business offices are open for business.

7.1.4 The "immediate supervisor" is the lowest level supervisor/manager assigned to supervise the grievant.

### **7.2 Grievant Rights**

A grievant may withdraw a grievance at any step of the grievance procedure by serving written notice of the withdrawal to the manager at the respective level. The parties agree to encourage the handling of grievances in as informal, timely, and confidential manner as possible. A grievant shall receive paid release time to attend scheduled meetings with management for grievance resolution within the procedures of this article.

### **7.3 Informal Level, Immediate Supervisor**

Before filing a formal written grievance, the grievant shall attempt to resolve it by scheduling and attending an informal conference with their immediate supervisor. The bargaining unit employee may be accompanied by their CSEA representative at informal grievance resolution meetings with the immediate supervisor(s), and at any other level.

### **7.4 Formal Level, Level I, Immediate Supervisor**

7.4.1 Within 45 working days after the occurrence of the act or omission giving rise to the grievance or the date on which the grievant should have reasonably known of the act or omission, the grievant shall present their grievance in writing on the District Classified Grievance Form to their immediate supervisor.

7.4.2 This statement shall be a clear, concise statement of the circumstances giving rise to the grievance, citation of the specific article, section, and paragraph of this agreement that is alleged to have been violated, the

decision rendered at the informal conference, and the specific remedy sought.

- 7.4.3 The supervisor or designee shall communicate their decision to the bargaining unit employee in writing within ten (10) working days after receiving the grievance. A failure on the part of the supervisor to communicate their decision within this time period shall automatically refer the grievance to Level II.
- 7.4.4 Within the above time limits, either party may request a personal conference.
- 7.4.5 If the grievant is not satisfied with the decision of the supervisor at Level I, they may within ten (10) working days submit an appeal of the decision to Level II.

## **7.5 Formal Level, Level II, Next Level Manager(s)**

- 7.5.1 An appeal of the grievance from Level I shall be submitted to the next level manager on the District Classified Grievance Form. The appeal shall include a copy of the original grievance, the decision rendered at Level I, and a clear, concise statement of the reasons for the appeal. The next level manager shall submit to the grievant a decision within ten (10) working days of the receipt of the appeal. A failure on the part of the next level manager to communicate their decision within this time period shall automatically refer the grievance to Level III.
- 7.5.2 Within the above time limit, either party may request a personal conference.
- 7.5.3 Once the grievant has submitted the Level II appeal, and if additional levels of supervision exist, all levels of line supervision may be involved in the decision.
- 7.5.4 If the grievant is not satisfied with the decision of the next level manager, the grievant may, within ten (10) working days, submit an appeal of the decision to Level III.

## **7.6 Formal Level, Level III, Grievance Officer**

- 7.6.1 An appeal of the grievance from Level II shall be submitted to the district grievance officer or district designee on the District Classified Grievance Form. The appeal shall include a copy of the original grievance, the decision rendered at Level I and Level II, and a clear, concise statement of the reasons for the appeal. The district grievance officer or designee

shall submit to the grievant a decision within ten (10) working days of the receipt of the appeal. A failure on the part of the district grievance officer or designee to communicate their decision within this time period shall automatically refer the grievance to Level IV.

- 7.6.2 Within the above time limit, either party may request a personal conference.
- 7.6.3 If the grievant is not satisfied with the decision at level III, the grievant may request CSEA to submit it to Level IV on their behalf.
- 7.6.4 Only upon agreement by CSEA and the grievant shall the grievance go forward to Level IV.

### **7.7 Formal Level, Level IV, Mediation**

- 7.7.1 CSEA shall, on behalf of the grievant, request a mediator from the California State Mediation and Conciliation Service within ten (10) working days of the receipt of the Level III decision.
- 7.7.2 Within the above time limit, either party may request a personal conference.
- 7.7.3 If there is no resolution from mediation, then CSEA may submit the grievance to Level V.

### **7.8 Formal Level, Level V, Advisory Arbitration**

- 7.8.1 Arbitrated Grievance: If CSEA is not satisfied with the decision at Level IV, CSEA may submit the grievance to arbitration on the District Classified Grievance Form. As soon as possible, the district and CSEA shall select an arbitrator from the California State Mediation & Conciliation Service by the method of alternate striking from a list of arbitrators supplied by the C.S.M. & C.S. The request for such list shall be made by the district within five (5) working days of the receipt of the District Classified Grievance form notifying the district of the intent to move to arbitration.
- 7.8.2 The striking and resultant request for an arbitration hearing date shall be made by the district and CSEA as soon after receipt of the arbitrator list as possible.
- 7.8.3 The arbitrator shall render a recommendation to the Board of Trustees as soon as possible. With the agreement of the grievant, a request may be made for a hearing bench decision. The arbitrator shall not have the authority to delete, add to, or otherwise modify the provisions of this

agreement. The arbitrator's authority shall be limited to deciding whether the district has violated, misinterpreted or misapplied the referred to express provision of this agreement and such decision shall not imply obligations and conditions to restrict the district in its administration of the terms of this agreement; it being understood that any matter not specifically set forth herein remains within the management rights of the district.

## **7.9 Formal Level, Level VI, Board of Trustees:**

7.9.1 The decision of the arbitrator within the limits herein prescribed shall be in the form of a recommendation to the Board of Trustees. The board shall undertake review of the advisory recommendation at its next regularly scheduled meeting and take formal action accepting or rejecting the advisory recommendations. If a request for review is filed with the board at least two (2) working days before the board meeting, the board may permit oral arguments by representatives of the parties, but only in the presence of one another. The board shall then render a decision on the matter, which decision shall be final and binding on all parties.

If the board does not render such a decision within thirty (30) working days of the board meeting then it shall be deemed to have adopted the recommendations of the arbitrator.

7.9.2 The fees and expenses of the arbitrator shall be borne equally by the district and the association.

## **7.10 Employee Processed Grievance**

An employee covered by this agreement may present a grievance directly and have such grievance adjusted without intervention of CSEA as long as the adjustment is not inconsistent with the terms of this agreement. CSEA shall be provided copies of any grievances filed by employees directly and any responses by the district. Prior to any resolution of any grievance, CSEA shall be provided with a copy of the proposed resolution for review.

## **7.11 Association Grievance**

If a grievance involves the same grievable issues and the same or similar facts and/or the employees grieving have different immediate supervisors, and/or the grievance involves an alleged district-wide misinterpretation of this agreement, the grievance may be submitted by CSEA on the group's behalf at Level III.

### **7.12 Grievance Witnesses**

The district shall grant reasonable release time to any district employee who is a witness in connection with the grievance procedure. Said employee shall be placed on an on-call status as a witness, and shall return to work immediately after their testimony is taken.

### **7.13 Separate Grievance File**

All materials concerning an employee's grievance shall be kept in a file separate from the employee's personnel file and shall be maintained by the Director of Human Resources and be available for inspection only by the employee or their designee and the Director of Human Resources.

## **ARTICLE 8: HOURS, OVERTIME, AND ALLOWANCES**

### **8.1 Work Year**

The normal work year shall begin on July 1 and end twelve (12) months later on June 30. Certain positions have been designated as having a work year of nine, ten, or eleven months.

8.1.1 *Nine Month Employee:* For nine (9) month employees the normal work year shall have three (3) months or three (3) 20 consecutive non-work day periods without pay each year as assigned by the district, provided there is no reduction in the employee's current number of paid days.

8.1.2 *Ten Month Employee:* For ten (10) month employees the normal work year shall have two (2) months or two (2) 21 consecutive non-work day periods without pay each year as assigned by the district, provided there is no reduction in the employee's current number of paid days.

8.1.3 *Eleven Month Employee:* For eleven (11) month employees the normal work year shall have one (1) month or one (1) 22 consecutive non-work day period without pay each year as assigned by the district, provided there is no reduction in the employee's current number of paid days.

### **8.2 Standard Workweek and Workday**

8.2.1 The standard workweek for full-time employment shall be five (5) consecutive days, determined by the district as not less than thirty-seven (37) hours per week. The standard workday for full-time bargaining unit employees shall consist of not less than seven (7) nor more than seven and one half (7.5) hours per day. Employees are required to report for duty at the assigned time.

8.2.2 *Part-time Work in Excess of Assignment:* A classified employee who works a minimum of thirty (30) minutes per day in excess of the regular part-time assignment for a period of twenty (20) consecutive working days or more, shall have the basic assignment changed to reflect the longer hours in order to acquire fringe benefits on a properly pro-rated basis, such as vacation and sick leave.

8.2.3 A part-time bargaining unit employee shall be less than thirty-seven (37) hours per week.

8.2.4 The workweek and workday shall be designated by the district for each classified assignment at the time of hire/transfer/promotion, with each bargaining unit employee receiving a copy of their work schedule at the

time they begin their new assignment. Each bargaining unit employee shall be assigned a fixed, regular, and ascertainable number of hours. Should the district have an operational need to change a bargaining unit employee's work schedule and the bargaining unit does not agree with the change, the district and CSEA shall meet to attempt to resolve the dispute. It is understood that a temporary change of a work schedule for an emergency is permitted. An "emergency" for the purposes of this Article is defined as circumstances which could not have been planned for.

8.2.4.1 *Reduction in Assigned Time:* Any reduction in assigned time shall be accomplished in accordance with Article 18, Layoff and Reemployment. In the event the district reduces a unit member's percentage of employment and/or work days, the district shall provide notice and an opportunity to bargain the decision to reduce and the effects of the reduction in assigned time and/or workdays.

### **8.3 Alternative Work Week or Modified Work Assignment**

8.3.1 *Alternative Work Week:* The employee's alternative work schedule must not adversely affect the normal operations of their department. Fiscal neutrality and a continued or improved level of service must be maintained.

8.3.1.1 A full-time employee and their supervisor and the cabinet-level administrator, may agree to a permanent or temporary alternative work schedule that is not less than thirty-seven (37) hours per week or seventy-four (74) hours every two (2) weeks (Per Ed Code 88040) with the approval of the superintendent/president and CSEA and in consultation with human resources.

8.3.1.2 No additional shift differential stipends will be generated and overtime or compensatory time off will not be granted unless hours worked exceed the scheduled workweek.

8.3.1.3 Employees not working a standard work week during a week in which there is a district holiday will revert back to a standard work week.

8.3.1.4 For purposes of calculating leave time used during an alternative schedule, accrued leave days will be converted to hours when used.



8.3.2 *Modified Work Assignment:* With the approval of their supervisor a full-time employee has the option to work modified work hours provided the work schedule is not less than 37 hours per week. This agreement shall be in writing and an agreement for any ~~flexible~~-modified assignment more than a day shall be forwarded to the Director of Human Resources and CSEA.

8.3.2.1 Less than 20 Hour Part-Time Modified Work Schedule: The district may establish a modified work schedule for less than 20 hour part-time bargaining unit positions that support scheduled programs, activities, or events requiring flexible working hours or days. CSEA and the district will identify such positions prior to recruitment.

8.3.2.2 The modified work schedule, not to exceed 5 work days or 19.5 hours in a work week, shall be assigned by the district with employee input and based on district need. At least one month prior to the beginning of each semester, bargaining unit members shall review with their supervisor a written schedule indicating the days and hours the employee is assigned to work during the upcoming semester. A copy of the agreed upon schedule shall be forwarded to the Director of Human Resources and CSEA.

8.3.2.3 No bargaining unit member's schedule shall be changed to avoid overtime opportunities.

#### **8.4 Meal Period**

8.4.1 Bargaining unit employees who work more than five (5) consecutive hours per day shall be entitled to an unpaid, uninterrupted meal period of not less than thirty (30) minutes nor more than one (1) hour.

8.4.2 The time scheduled for the meal period shall be assigned by each bargaining unit employee's immediate supervisor as noted in this Article.

8.4.3 An employee required by their supervisor to work during their lunch period shall receive a full, uninterrupted lunch period during the workday, or overtime. The district shall encourage all bargaining unit employees to take their lunch period.

## **8.5 Rest Period**

- 8.5.1 All bargaining unit employees who work four (4) hours or more per day shall be granted paid rest periods at the rate of fifteen (15) minutes for each four (4) hours of work in any one workday.
- 8.5.2 Rest periods shall be scheduled by the bargaining unit employee's immediate supervisor and normally shall be approximately at the midpoint of a four-hour shift.
- 8.5.3 Unit employees working less than four (4) hours per day shall not be entitled to a scheduled rest period.
- 8.5.4 A rest period of a total of thirty (30) minutes for employees working full-time may be scheduled by mutual agreement of the employees and their supervisors.
- 8.5.5 Rest periods are a part of the regular workday and shall be compensated at the regular rate of pay for the employee.
- 8.5.6 Rest facilities: The district shall make available lunchroom, rest room, and lavatory facilities for classified employees' use.
- 8.5.7 Rest breaks shall not be used to shorten the workday or to lengthen the meal periods.

## **8.6 Call-Back Pay**

- 8.6.1 Bargaining unit employees who are called back when off duty and required to report for duty at the work site shall receive a minimum of two (2) hours pay at the appropriate rate unless the bargaining unit employee has worked their normal shift and is still on district property.
- 8.6.2 If the time so worked runs into the unit employee's regular scheduled work shift, the two (2) hour minimum shall not be payable, but the employee shall receive payment for the actual time worked, payable in increments of fifteen (15) minutes of working time at the appropriate rate.

## **8.7 Call-In Time**

- 8.7.1 Bargaining unit employees who are called in to work on a non-duty day and required to report for duty at the work site shall receive a minimum of two (2) hours pay at the appropriate hourly rate, provided at least two (2) hours have elapsed since the completion of the employee's last work shift assignment or previous call-back period.

## **8.8 Overtime**

- 8.8.1 Any and all overtime must be approved in advance by the employee's supervisor and submitted on the designated form within 30 days of the overtime worked. Failure to comply with this article may lead to disciplinary action.
- 8.8.2 Overtime is ordered and authorized working time in excess of 7.5 hours Mondays through Thursday and seven (7) hours on Friday or thirty-seven (37) hours in one work week. No bargaining unit employee's assignment shall be changed for the sole purpose of avoiding overtime.
- 8.8.3 This overtime provision does not apply to employees working a modified schedule unless they incur overtime hours beyond the agreed upon modified schedule.
- 8.8.4 A bargaining unit employee who works authorized overtime shall be paid at a rate equal to one and one-half (1.5) times the employee's regular rate of pay for the amount of overtime worked or when mutually agreed receive compensatory time off at a rate equal to one and one-half (1.5) times the amount of overtime worked.
- 8.8.5 Bargaining unit employees working four (4) hours or more per day shall be paid for overtime on the sixth (6th) and seventh (7th) days of work at one and one-half (1.5) the regular pay rate.
- 8.8.6 Bargaining unit employees working less than four (4) hours per day shall be paid for overtime on the seventh (7th) day of work at one and one-half (1.5) the regular pay rate.
- 8.8.7 All properly authorized overtime shall be submitted within 30 days on the designated classified district overtime authorization form and shall be signed by the immediate supervisor.
- 8.8.8 Bargaining unit employees required to work on designated holidays (Article 12) shall be paid at a rate of one and one-half (1.5) times the regular hourly rate in addition to the regular hourly rate of pay for the holiday.
- 8.8.9 Overtime of less than fifteen (15) minutes shall not be credited; all overtime shall be reported and credited in multiples of fifteen (15) minutes of working time.
- 8.8.10 The district shall distribute overtime equitably among unit members within the same classification in the department first to those who regularly perform the duties and next to those skilled in the duties.

8.8.11 Compensatory time off shall be granted within twelve (12) months from the month in which it was earned. When employees schedule vacation time, the employee shall use accrued compensatory time before accrued vacation time.

8.8.12 If an off-campus organization requests specific employees to work overtime at their on-campus functions, such requests shall be excluded from the provisions of Section 8.8.10.

## ARTICLE 9: PAY AND ALLOWANCES

### 9.1 Regular Pay

#### 9.1.1 Definitions

*Base Pay:* Base pay for employees is determined by the employee's position and step/range on the salary schedule.

*Regular Rate of Pay:* The regular rate of pay includes all compensation for employment except payments specifically exempted by FLSA. Additional types of pay may include but may not be limited to longevity, shift differential, and bilingual stipend.

9.1.2 **2017-18 Fiscal Year:** Effective July 1, 2017, the 2016-2017 classified bargaining unit salary schedule shall be increased by 1.56% as indicated in the 2017-18 California State Adopted Budget for Cost of Living Adjustment (COLA). In order to offset increased costs of health benefits for the duration of this contract, benefits eligible employees will receive a one-time payment of \$1200.00 prorated per Article 11.1.3 and paid in the November supplemental payroll.

9.1.3 **2018-19 Fiscal Year:** Effective July 1, 2018, the classified bargaining unit salary schedule listed in Appendix B shall be increased by half the percentage amount indicated in the 2018-19 California State Adopted Budget for Cost of Living Adjustment (COLA). In order to offset increased costs of health benefits for the duration of this contract, benefits eligible employees will receive a one-time payment of \$1200.00 prorated per Article 11.1.3 and paid in the November supplemental payroll.

9.1.4 **2019-20 Fiscal Year:** Effective July 1, 2019, the 2018-19 classified bargaining unit salary schedule shall be increased by half the percentage amount indicated in the 2019-20 California State Adopted Budget for Cost of Living Adjustment (COLA). In order to offset increased costs of health benefits for the duration of this contract, benefits eligible employees will receive a one-time payment of \$1200.00 prorated per Article 11.1.3 and paid in the November supplemental payroll.

9.1.5 The funds allocated for the \$1200.00 offset to health benefits increases are not intended to sunset with the 2017-2020 collective bargaining agreement.

9.1.6 **Educational Recognition Pay:** All bargaining unit employees who have earned an associate's degree from an accredited college/university shall receive an annual payment of \$250. All bargaining unit employees who

have earned a bachelor's degree from an accredited college/university shall receive an annual payment of \$500. All bargaining unit employees who have earned a master's degree from an accredited college/university shall receive an annual payment of \$750. All bargaining unit employees who have earned a doctorate degree from an accredited college/university shall receive an annual payment of \$1000. Only one degree shall be recognized for this provision. Annual payments shall be made to bargaining unit employees who are active employees of the district on June 1st of each year on the June supplemental payroll. There shall be no proration of this pay for bargaining unit employees who terminate employment prior to June 1<sup>st</sup> of each year.

## **9.2 Longevity**

9.2.1 Effective July 1, 2017, bargaining unit employees shall be entitled to Longevity pay in addition to their regular pay which is considered pensionable special compensation pursuant to Title 2, California Code of Regulations, Section 571. This longevity pay computed from the date of hire, shall be paid as follows:

Upon the employee's anniversary date at the beginning of the Sixth Year of Service, employees will earn 1.75% of monthly salary.

Upon the employee's anniversary date at the beginning of the Seventh Year of Service, employees will earn an additional 1.75% of monthly salary.

Upon the employee's anniversary date at the beginning of the Eight Year of Service and following, employees will earn 0.5% compounded longevity on the monthly salary.

## **9.3 Shift Differential**

Bargaining unit employees whose regular work schedule requires work after 6:00 p.m. and before 6:00 a.m. for two (2) or more days per week shall receive a shift differential according to the following schedule:

9.3.1 Five percent (5%) above their regular rate of pay for all hours worked provided the shift includes four (4) hours between 6:00 p.m. and 6:00 a.m.

9.3.2 Two-and-one-half percent (2.5%) above their regular rate of pay for all hours worked provided the shift includes two (2) hours between 6:00 p.m. and 6:00 a.m.

9.3.3 One percent (1%) above their regular rate of pay for all hours worked provided the shift includes one (1) hour between 6:00 p.m. and 6:00 a.m.

#### **9.4 Night Custodian Shift**

Custodians assigned to the late night shift will have a start time of 10:00 p.m. and end time of 6:00 a.m. A fifteen percent (15%) shift differential shall be paid for all hours worked provided the shift includes five (5) hours between 12:00 a.m. and 6:00 a.m.

#### **9.5 Compensation During Training**

If district approved training, initiated by either employee or their supervisor takes place during regular working hours there will be no loss of pay or benefits to employees. Attendance at district approved training must be preapproved by the employee's supervisor.

#### **9.6 Salary on Promotion**

A bargaining unit employee who is promoted to a class allocated a higher salary range shall be placed on the appropriate salary step so that the unit member will receive not less than a five percent (5%) salary increase except that no unit employee shall be placed beyond the last step of the range.

#### **9.7 Salary upon Reclassifications**

A bargaining unit employee who is in a position that is reclassified to a position in a higher salary range shall be placed on the appropriate salary step at which the unit member will receive not less than a five percent (5%) salary increase. In no event shall a bargaining unit member receive less than the lowest step or more than the highest step of the salary range of the new classification.

#### **9.8 Payroll Adjustments**

9.8.1 *Underpayment:* Any payroll error resulting in insufficient payment for an employee in the bargaining unit shall be corrected, and a supplemental

check issued, not later than five (5) working days after it has been determined that a payroll error has been made.

9.8.2 *Overpayment:* Any payroll error resulting in an overpayment for an employee in the bargaining unit shall be corrected, and repayment arrangements using the Repayment of Overpayment Authorization Form.

## **9.9 Lost Checks**

Any paycheck for an employee in the bargaining unit which is lost after receipt by the district or which is not delivered within five (5) days of mailing, if mailed, shall be replaced upon notification as soon as possible upon any available district funds.

## **9.10 Meals, Mileage, and Lodging**

The district shall reimburse unit employees for expenses of meals, mileage and lodging incurred during the conduct of authorized district business at the rates established by the Board for such purposes.

## **9.11 Part-Time Employment**

A part time employee is an employee who works less than full-time. All pay and allowances covered under this article will be prorated except as noted in 9.13.

## **9.12 Full-Time Employment**

Is defined as employment for thirty-seven (37) hours per week in a position requiring nine (9) months or more service each year when the position is designated as full time by the district.

## **9.13 Bilingual Stipend**

Employees who are required by the district to orally translate in Spanish to English and/or English to Spanish and who are proficient in Spanish as determined by a district selected and administered examination, shall receive an additional \$50.00/month. The district reserves the right to reevaluate the payment of this stipend at least once a year. Employees who translate Spanish to English and/or English to Spanish on an occasional, casual or incidental basis shall not be eligible for this stipend.



#### **9.14 Employee Achievement Awards**

The district will provide an annual program of monetary awards for valuable suggestions, services, or accomplishments to three (3) bargaining unit employees. The amount of these monetary awards will be \$200 each.

#### **9.15 Compensation for Working Out of Classification Within the Bargaining Unit**

9.15.1 A unit employee shall not be required to perform duties which are not fixed and prescribed for the position by the governing Board unless the duties reasonably relate to those fixed for the position by the Board, for any period of time which exceeds five (5) working days within a fifteen (15) calendar day period except as provided in this section.

9.15.2 No out-of-class assignment shall be offered to the employee by the supervisor without prior approval of Human Resources. This approval will include confirmation of duties and pay.

9.15.3 A bargaining unit employee who is required to perform duties inconsistent with their job description for more than five (5) working days shall have their salary adjusted upward by five percent (5%) for the entire period they are required to perform duties inconsistent with their job description.

9.15.4 If a bargaining unit employee is assigned to perform duties found in a job description in a higher classification, the employee shall advance to the first step in the salary range in that higher classification that affords them at least five percent (5%) salary increase for the higher classification duties they are temporarily performing for the entire period they are performing those higher duties.

9.15.5 The unit member working outside of classification but within the bargaining unit may, in consultation with the supervisor, voluntarily return to their permanent position prior to the completion of the assignment.

9.15.6 A temporary pay increase for the purpose of working out of classification shall have no bearing on a bargaining unit employee's request for reclassification or the determination by the Reclassification Task Force for salary placement upon reclassification.

#### **9.16 Working Out of Classification Outside the Bargaining Unit**

9.16.1 Any permanent unit member may accept an assignment within the district, outside of the bargaining unit, to an interim faculty, supervisory, confidential, or administrative position.

9.16.2 The unit member working outside of the bargaining unit, may, in consultation with the supervisor, voluntarily return to their permanent position prior to the completion of the interim assignment.

### **9.17 Extra Work Assignment Opportunity**

An extra work assignment is work assigned to and worked by less than 12 month bargaining unit members during their scheduled non-work periods (per Article 8.1).

9.17.1 If a less than 12 month position is extended by extra assignment for three (3) consecutive years, the position shall be changed to an 11 or 12 month position.

9.17.2 Extra work assignment opportunities shall be offered to the incumbent in the regular work assignment then, if declined, posted and made available to all currently employed unit members for a period not less than five (5) work days.

9.17.2.1 If the incumbent declines or does not fulfill the extra work assignment for any reason, the incumbent will lose entitlement to future extra work assignments.

9.17.2.2 Employees interested in applying for a posted extra assignment position shall complete the Extra Assignment Opportunity Form and submit it to Human Resources by the posted deadline.

9.17.3 Interested employees shall be assigned based on the bargaining unit employee who is best qualified for the extra assignment, regardless of their regular classification.

9.17.4 A bargaining unit employee's compensation for an extra work assignment shall be determined in one of the following ways:

- a) If assigned a position different than the bargaining unit member's current position, the bargaining unit employee shall be placed on the salary range of the assigned position and the step which most approximates the unit employee's regular salary.
- b) If assigned a position that is the same as the bargaining unit member's current position, the bargaining unit employee's rate of pay shall remain the same.

## **ARTICLE 10: EMPLOYEE EXPENSES AND MATERIALS**

### **10.1 Uniforms**

- 10.1.1 The district shall pay the full cost of the purchase, lease, rental, cleaning and maintenance of uniforms if required by the district to be worn by bargaining unit employees. Bargaining unit employees required by the district to wear uniforms will be responsible for replacing them if lost.
- 10.1.2 The district agrees to provide protective aprons or other outer garments for employees who are regularly required to come in contact with ink and/or chemicals which may damage clothing.

### **10.2 Safety Footwear:**

- 10.2.1 Appropriate foot protection or safety footwear shall be required for bargaining unit employees who are exposed to foot injuries from electrical hazards, hot, corrosive, poisonous substances, falling objects, crushing or penetrating actions, which may cause injuries or who are required to work in abnormally wet locations. (California Code of Regulations, Title 8, section 3385(a) Foot Protection.)
- 10.2.2 Protective and appropriate footwear for employees shall meet OSHA standards and conform to the performance requirements and specifications in American Society for Testing and Materials (ASTM) F 2412-05 and Standard Test Methods for Foot Protection, and ASTM F 2413-05.
- The bargaining unit positions requiring protective footwear are the positions identified with an asterisk in Appendix A. Other positions may be added if they meet the criteria as stated in 10.2.1. Either the district or individual unit employee can request a review to determine if safety footwear is appropriate for their position. Final determination will be made via consultation between CSEA and Human Resources.
- 10.2.4 Safety footwear which is defective or inappropriate to the extent that its ordinary use creates the possibility of foot injuries shall not be worn. (California Code of Regulations, Title 8, section 3385(b) Foot Protection.). A request by the bargaining unit employee for replacement of safety footwear that may be defective and/or no longer effective shall be made to their immediate supervisor.
- 10.2.5 Required safety footwear will be paid for by the district. If the cost is in excess of \$125.00 the employee will be responsible for paying the

balance. Safety footwear shall be purchased from a designated vendor selected by the district.

### **10.3 Safety Glasses**

Bargaining unit employees who are required by the district to wear safety glasses shall be provided such glasses by the district.

10.3.1 Employees working in locations where there is a risk of receiving eye injuries, such as punctures, abrasions, contusions, or burns as a result of contact with flying particles, hazardous substances, projections, or injurious light rays which are inherent in the work or environment, shall be safeguarded by means of face or eye protection. Suitable screens or shields isolating the hazardous exposure may be considered adequate safeguarding for nearby employees. (California Code of Regulations, Title 8, section 3382)

10.3.2 Employees who do not wear prescription glasses will be provided with appropriate eye protection as approved by the Santa Barbara County SIPE safety officer.

10.3.3 Employees who wear prescription glasses will be provided with appropriate eye protection that can be worn over the prescription lenses without disturbing the proper position, fit, or usefulness of the prescription lenses. Appropriate eye protection will be the type approved by Santa Barbara County SIPE safety officer.

10.3.4 Employees who wear prescription glasses, whose proper position, fit, or usefulness is impeded by eye protection worn over prescription lenses as provided in 10.3.3 will be provided with prescription safety glasses from a vendor selected by the district and approved by the Santa Barbara County SIPE safety officer.

10.3.5 The employee who must wear prescription safety glasses will be responsible to provide the lens prescription at no cost to the district.

10.3.6 The district will replace prescription safety glasses once every two years or at an earlier date if the employee's lens prescription changes or if the glasses are damaged on the job. Work related damage must be verified by the district. The employee will be responsible to replace lost safety glasses and prescription safety glasses at employee's expense.

#### **10.4 Non-Owned Automobile Insurance**

The district agrees to provide secondary coverage for personal injury and property damage insurance to protect employees in the event that employees are required to use their personal vehicles on employer business. The employee must provide primary insurance coverage and must provide the district with a copy of a valid driver's license and proof of insurance.

#### **10.5 Physical Examinations**

The district agrees to provide the full cost of any medical examination required as a condition of employment or continued employment.

## **ARTICLE 11: HEALTH AND WELFARE BENEFITS**

### **11.1 General Provisions**

- 11.1.1 The district reserves the right to select a carrier to provide claims administration and services at appropriate benefit levels. The district will consult with CSEA in considering the selection of a carrier. All contemplated changes in carrier and individual plans shall be discussed with the Allan Hancock College Staff Benefits Committee prior to implementation. CSEA shall have three (3) representatives on that committee.
- 11.1.2 The district reserves the right to determine the basis for establishing equivalency in considering individual carrier plans.
- 11.1.3 All health and welfare benefits covered under this article will be prorated for employees hired after December 31, 1986, who work less than full-time, but twenty (20) hours per week or more.
- 11.1.4 Full-time employment is defined as employment for thirty-seven (37) hours per week in a position requiring nine (9) months or more service each year when the position is designated as full time by the district.
- 11.1.5 Eligibility shall be defined as all bargaining unit employees assigned and working twenty (20) hours or more per week.
- 11.1.6 Prior to implementing any new premium costs through payroll deductions, the district will meet with CSEA to consider alternatives such as revisions to coverage including but not limited to deductibles and kinds and levels of service, in order to reduce the cost of insurance.

### **11.2 Health and Welfare Insurance Benefits**

- 11.2.1 *Health/Medical Benefits:* For each eligible bargaining unit employee and dependent the district will make a monthly contribution for health insurance through SISC or alternative coverage. A prescription drug plan and an Employee Assistance Plan (EAP) are included.
- 11.2.1.1 The district is not obligated to pay any increase in premium cost after September 30, 2010. Any increase in cost shall be borne by the bargaining unit employee through payroll deduction. Effective October 1, 2013, the district will pay \$448.02 per month for single coverage, \$848.05 per month for two-party coverage, and \$1,176.17 per month for family coverage.

- 11.2.1.2 The difference in cost between the insurance plan selected and the district contribution will be paid for by the individual bargaining unit member through payroll deduction unless otherwise negotiated.
- 11.2.1.3 Health/medical insurance for the eligible bargaining unit employee is mandatory unless an employee submits proof of coverage elsewhere.
- 11.2.2 *Dental Insurance:* The district shall provide each eligible bargaining unit employee and dependent a monthly district contribution for dental insurance through the district self-insurance dental plan.
  - 11.2.2.1 The district is not obligated to pay any increase in premium cost after September 30, 2010. Any increase in cost shall be borne by the bargaining unit employee through payroll deduction. Effective October 1, 2010, the district will pay \$55.53 per month for single coverage, \$114.06 per month for two-party coverage, and \$163.80 per month for family coverage. The employee will pay any additional cost through payroll deduction.
  - 11.2.2.2 Each eligible employee of the bargaining unit is required to have district provided dental insurance.
- 11.2.3 *Life Insurance:* The district will provide each eligible bargaining unit employee paid life insurance with a maximum benefit upon death of \$6,000, including accidental death and dismemberment, and a paid decreasing term life insurance with accidental death and dismemberment.
  - 11.2.3.1 Each eligible employee of the bargaining unit is required to have district provided life insurance.
  - 11.2.3.2 The district is not obligated to pay any increase in premium cost after September 30, 2010. Any increase in cost shall be borne by the bargaining unit employee through authorized payroll deduction.
- 11.2.4 *Income Protection Insurance:* For each eligible bargaining unit employee the district will pay \$0.99 per \$100 of payroll for Income Protection Insurance.
  - 11.2.4.1 Each eligible employee of the bargaining unit is required to have district provided income protection insurance.
  - 11.2.4.2 The district is not obligated to pay any increase in premium cost after September 30, 2010. Any increase in cost shall be paid by

the bargaining unit employee through authorized payroll deduction.

11.2.5 *Vision Insurance:* Effective January 1, 2013, the district shall provide each eligible bargaining unit employee a monthly district contribution for vision insurance through the district vision plan.

11.2.5.1 The district will pay a premium cost up to \$5.65 per month for single coverage. The district is not obligated to pay any increase in the premium cost. Any increase in cost shall be borne by the bargaining unit employee through payroll deduction.

11.2.5.2 Vision insurance for the bargaining unit employee is mandatory unless an employee submits proof of coverage elsewhere.

### **11.3 Cash-in-Lieu-of Benefit Program**

An employee who waives District medical insurance with proof of other insurance shall receive a cash-in-lieu of benefit as outlined below:

Employee Only:	\$1,498.00 paid over twelve (12) months
Employee Plus One Dependent:	\$1,362.70 paid over twelve (12) months
Employee Plus Two or More Dependents:	\$1,248.20 paid over twelve (12) months

### **11.4 Insurance Rebate**

If any insurance premium costs decrease, or if any premium costs remain static and the district receives a distribution resulting from a credit, dividend, refund, or similar mechanism for the period beginning October 1, 1997, through September 30, 2011, the amount of the distribution which is the classified bargaining unit's share at the time of the cost decreases or distribution shall be placed in an account to be used solely for the purpose of offsetting future premium increases until the account is exhausted.

11.4.1 The amount of the distribution as defined above, shall be used to offset increases for health/medical insurance, dental insurance, life insurance, and income protection insurance through September 30, 2012, unless the account is exhausted an earlier date.

11.4.2 Insurance premiums in effect on October 1, 2012, will be used as the base from which to determine increases in premium cost from which to draw against the account.



## **11.5 Medical Insurance for Eligible Retirees**

- 11.5.1 Retiree coverage under district sponsored medical insurance shall terminate at age 65 or at any earlier date upon eligibility of the employee to enroll in Federal or State medical insurance programs available to persons receiving OASDI or PERS medical benefits or coverage as an employee or dependent by another employer.
- 11.5.2 The district will maintain coverage for a retiree to age 65 at the same dollar contribution level available to current employees. Coverage is provided under the medical insurance plan upon PERS retirement as evidenced by the receipt of monthly retirement benefit payments from the Public Employees Retirement System, provided the unit member is at least 55 years of age but less than age 65 at the following levels:
- 11.5.2.1 For bargaining unit employees hired before March 31, 1983, and has been a regular employee of the district for five (5) or more consecutive years of service.
- 11.5.2.2 For bargaining unit employees hired on March 31, 1983 through December 31, 1988, and has been a regular employee of the district for ten (10) or more consecutive years of service.
- 11.5.2.3 For bargaining unit employees hired on January 1, 1989 through June 30, 1993, and has been a regular employee of the district for fifteen (15) or more consecutive years of service.
- 11.5.2.4 For bargaining unit employees hired on July 1, 1993 through December 31, 1997, and has been a regular employee of the district for twenty (20) or more consecutive years of service. The retiree's spouse/domestic partner shall not be eligible for this benefit through district paid premium. However, the retiree may purchase spousal/domestic partner coverage.
- 11.5.3 For bargaining unit employees hired on or after January 1, 1998, the district will maintain coverage at the same dollar contribution level provided to current employees for a retiree under the medical insurance plan upon PERS retirement as evidenced by the receipt of monthly retirement benefit payments from the Public Employees' Retirement system provided the unit member is at least 60 years of age but less than 65 and has been a regular employee of the district for twenty-five (25) or more consecutive years of service. The retiree's spouse/domestic partner shall not be eligible for this benefit through district-paid premium. However, the retiree may purchase spousal/domestic partner coverage.

#### 11.5.4 Spousal/Domestic Partner Coverage Provisions

- 11.5.4.1 Coverage for insurance at the same dollar contribution level provided to current employees is extended to the eligible spouse/domestic partner of a bargaining unit employee to age 65 hired prior to January 1, 1989, who is covered by district provided health insurance and who retires with ten (10) consecutive years of service to the district. Coverage is subject to the provisions of this section.
- 11.5.4.2 Coverage for insurance at the same dollar contribution level provided to current employees is extended to the eligible spouse/domestic partner of a bargaining unit employee hired on January 1, 1989, or later, who is covered by district provided health insurance and who retires with fifteen (15) consecutive years of service to the district. Coverage is subject to the provisions of this section.
- 11.5.4.3 The decision to take advantage of this benefit must be made within thirty-five (35) days from the last date of employment.
- 11.5.4.4 After the spouse/domestic partner reaches the age of 65, or participates in the plan for ten (10) years, whichever is first, the spouse/domestic partner then becomes eligible to participate at their expense if they do not qualify for Medicare or other medical coverage.
- 11.5.4.5 Should the retiree die, the survivor will be allowed to stay on the policy at district expense for ten (10) years from date of initial coverage benefit. After ten (10) years participation Section 11.6.4.4 applies.
- 11.5.4.6 If the spouse/domestic partner has another source of medical insurance coverage, that policy becomes the primary policy and the AHC policy becomes the secondary policy. A person cannot take cash-in-lieu money in lieu of this benefit.

The retiree's contribution or premium payments, when applicable, will be paid quarterly in advance. Exceptions to this stipulation must be approved by the Board of Trustees.

## **ARTICLE 12: HOLIDAYS**

### **12.1 Paid Holidays**

The Board agrees to provide 15 (fifteen) paid holidays to employees of the bargaining unit as follows:

- Independence Day Holiday
- Labor Day Holiday
- Veterans Day Holiday
- Thanksgiving Day Holiday
- The Day after Thanksgiving
- Christmas Eve Holiday
- Christmas Day Holiday
- New Year's Eve Holiday
- New Year's Day Holiday
- Martin Luther King Day Holiday
- Lincoln's Day Holiday
- Washington's Day Holiday
- Spring Holiday
- Memorial Day Holiday

Birthday Floating Holiday (to be used as an in lieu holiday for California Admission Day). Employees are entitled to a birthday floating holiday to be taken within the fiscal year (July 1-June 30).

### **12.2 Birthday Holiday**

The birthday holiday will be scheduled at a time which is mutually agreeable to the bargaining unit employee and the immediate supervisor.

### **12.3 Government Holidays**

Every day appointed by the Governor as a day for a public fast, thanksgiving, or holiday shall be a paid holiday for eligible employees of the bargaining unit, if the Governor provides that the community college shall close. Every day appointed by the President as a public fast, thanksgiving, or holiday, shall be a paid holiday for eligible employees of the bargaining unit, unless it is a special or limited holiday.

## **12.4 Observance of Holidays**

When a holiday falls on a Saturday, the preceding workday not a holiday shall be deemed to be that holiday. When a holiday falls on Sunday, the following workday not a holiday shall be deemed to be that holiday. The district shall publish a calendar on or before July 1 of each year specifying the calendar date of observance of each of the foregoing holidays.

12.4.1 The standard workweek for full-time employment shall be five (5) consecutive days. If a holiday falls outside their five (5) consecutive days, the employee will take the working day immediately succeeding the holiday as their holiday.

## **12.5 Holiday Pay Eligibility**

To be eligible for holiday pay the bargaining unit employee must be in a paid status on the scheduled working day immediately preceding or succeeding the holiday (California Ed Code Section 88203). All employees, including part-time, will be paid for one full day on the holiday. Employees may not substitute negotiated holidays for another working day except as defined in 12.4.1.

Bargaining unit employees who are not normally assigned to duty during the Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, or Spring Holiday, shall be paid for those holidays providing the bargaining unit employee was in a paid status during the working day of their normal assignment immediately preceding or succeeding the holiday period.

## **12.6 Non-Holiday District Mandated Closure**

When the district opts to close the district and it does not fall on a paid holiday, employees who normally work on those days will be given three choices:

12.6.1 Employee may choose to work. They may be assigned by the district to their own or another location and/or assignment.

12.6.2 Employee may use accrued vacation or compensatory time to remain in paid status.

12.6.3 Employees may take unpaid leave.

*Note: Reference California Education Code, Sections 88203-88206.*

## **ARTICLE 13: VACATION**

### **13.1 Vacation Accrual**

Full-time bargaining unit employees shall earn vacation according to the schedule provided in 13.1.1-13.1.3.

13.1.1 During the first year of employment through and including the ninth year of employment, 1.25 days of paid vacation for each calendar month served.

13.1.2 Beginning the tenth year of employment through and including the fourteenth year of employment, 1.50 days of paid vacation for each calendar month served.

13.1.3 Beginning the fifteenth year of employment and thereafter, 1.75 days of paid vacation for each calendar month served.

13.1.4 Regular part-time bargaining unit employees shall earn paid vacation at such pro-rata share as their employment bears to full-time employment.

13.1.5 Vacation benefits are earned on a fiscal year basis July 1 through June 30.

13.1.5.1 Such vacation leave shall be credited monthly based on the above accrual rates per month worked.

### **13.2 Earned Vacation**

Earned vacation shall become a vested right of the bargaining unit employees upon completion of the initial six months of employment. For new employees who have not completed their initial six months, vacation may not be used before it is earned unless otherwise approved by the Director of Human Resources.

### **13.3 Less than Twelve (12) Month Employees**

Employees who work less than twelve (12) months per year must take their vacation within the winter and spring recess periods and semester breaks unless their supervisors have authorized their working during these periods.

### **13.4 Using Vacation Days in Advance**

Employees who are permitted to use vacation in advance may not take more days than the employee earns during the current fiscal year.

### **13.5 Termination After Use of Vacation Not Yet Earned**

If the employee is terminated and had been granted vacation which was not yet earned at the time of termination of their services, the district shall deduct from the employee's final paycheck the full amount of salary which was paid for such unearned days of vacation taken.

### **13.6 Vacation Pay Upon Separation**

When an employee in the bargaining unit separates from the District, the employee is entitled to all vacation pay earned and accumulated up to and including the effective date of separation, except that employees who have not completed six (6) months of employment shall not be entitled to such compensation.

13.6.1 Vacation pay shall be paid by the tenth business day after separation.

### **13.7 Requesting Vacation Time**

Bargaining unit employees shall request vacation at times convenient to the bargaining unit employee and consistent with the needs of the district.

### **13.8 Classified Leave Request Form**

The bargaining unit employee's request for a vacation shall be submitted to the immediate supervisor as much in advance as possible and then forwarded to the office of human resources for processing.

### **13.9 Excess Vacation**

Vacation earned but not taken during the fiscal year in which it is earned may be carried over for a period not to exceed one additional fiscal year. Unless approved as outlined in 13.9.1, excess vacation days (earned days beyond a two year accrual) not taken by June 30<sup>th</sup> shall be paid for at the bargaining unit employee's regular rate of pay. Employees will be notified by Human Resources of vacation balances and identified excess vacation, if applicable, no later than March 31.

13.9.1 Bargaining unit employees who request a rollover of excess vacation shall submit a vacation plan to their supervisor by April 30. The plan should include approximate dates of vacation usage for the subsequent fiscal

year and be inclusive of all days to be taken to ensure the reduction of excess vacation.

### **13.10 Paid Holidays During Vacation Time**

When a holiday falls during the scheduled vacation of a bargaining unit employee, such bargaining unit employee shall be granted regular pay for the holiday without deduction from credited vacation.

### **13.11 Termination/Interruption of Vacation Time**

An employee in the bargaining unit shall 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 supporting information regarding the basis for such interruption or termination.

### **13.12 Vacation Occurring During Other Leave**

If a bargaining unit employee's vacation becomes due during a period when the employee is on leave due to illness or injury, the employee may request that the vacation date be changed or may request to carry over the vacation or receive compensation in accordance with Section 13.9 herein.

## **ARTICLE 14: LEAVES**

### **14.1 Leave Provisions**

The benefits which are expressly provided by this Article 14 are the sole leave benefits which are part of this collective agreement, and it is agreed that other statutory or regulatory leave benefits are not incorporated with this agreement, nor are such other benefits subject to the grievance procedure, Article 7.

### **14.2 Leave Notifications**

The employee is required to notify their immediate supervisor when they will be absent. Notification to your supervisor does not authorize the absence. In the event the absence was not authorized in advance, a leave form must be completed, signed, and given to your supervisor immediately upon return to work. Failure to comply with the procedure above may be considered an unauthorized absence.

### **14.3 Sick Leave**

14.3.1 Sick leave utilization, unless otherwise provided in this article, shall be for an illness, personal injury, legally established quarantine, an employee who is a victim of domestic violence, sexual assault, or stalking, or an employee's own or family member's diagnosis, care or treatment of an existing health condition or preventative care or for specified purposes which renders the bargaining unit employee unable to perform normal duties on a scheduled workday or for family sick leave as provided herein. Employees of the bargaining unit employed by the district full time, five (5) days per week, and twelve (12) months per fiscal year shall be entitled to twelve days leave absence for illness or injury, exclusive of days they are not required to render service. Day, as used in this article, means the bargaining unit employee's regularly assigned work day, exclusive of overtime. The bargaining unit employees employed less than five days a week, less than a full day, or less than a full fiscal year are entitled to that portion of twelve days leave of absence for illness or injury as their employment relates to full-time employment.

14.3.2 Pay for any day of such absence shall be the same as the pay which would have been received had the employee served during the day of illness.

14.3.3 At the beginning of each fiscal year, the full amount of sick leave granted under this section shall be credited to each employee. Credit for sick leave need not be accrued prior to taking such leave and such leave may be taken at any time during the year. However, a new employee of the



district shall not be eligible to take more than six (6) days until the first day of the calendar month after completion of six months of active service with the district.

- 14.3.4 If a bargaining unit employee has not taken the full amount of leave allowed in any year, the amount not taken shall be accumulated from year to year. The employee may convert unused sick leave to retirement credit in accordance with the Government Code if the employee is filing a request for retirement.
- 14.3.5 In order to be eligible for paid sick leave, employees of the bargaining unit absent due to illness or injury should notify their immediate supervisor of the anticipated duration of the illness in a reasonable time and by the beginning of the work shift, but in no instance later than one hour after the start of any work shift except in extenuating circumstances.
- 14.3.5.1 In case of chronic absenteeism, employees of the bargaining unit requesting paid sick leave may be required at the discretion of the district to provide a medical statement on a form provided by the district and signed by a licensed California physician. Any medical costs shall be borne by the employee.
- 14.3.5.2 Employees of the bargaining unit absent due to injury or illness or absent for more than three (3) consecutive assigned work days may be required to submit to the immediate supervisor a medical release signed by a licensed California physician before being permitted to return to work. If the required medical release is required but not submitted by the employee, such leave will be without pay.
- 14.3.5.3 Employees of the bargaining unit shall be required to submit to medical examination by a district appointed physician at district expense at the discretion of the district.
- 14.3.6 *Kin Care:* Bargaining unit employees may use up to one-half of their annual accrual of sick leave for the care of a parent, child, spouse, or domestic partner, parent-in-law, sibling, grandchild, or grandparent as defined in any applicable state and federal law. This section may be used in conjunction with Article 14.11 (Personal Necessity Leave) for a maximum of thirteen (13) earned sick days.
- 14.3.7 *Entitlement to Other Sick Leave:* Upon exhaustion of all accumulated paid sick leave an employee who continues to be sick shall be entitled to the balance of a maximum of one hundred (100) days of sick leave per fiscal year at fifty percent (50%) of their salary. The one hundred (100) days are tracked concurrently with paid sick leave. These days of additional sick leave are not accumulative from year to year. This paid sick leave is exclusive and cannot be used in conjunction with any other paid leave,

holidays, vacation, or compensatory time to which the employee may be entitled. If qualified, the employee may apply for the catastrophic leave donation program explained in Section 14.13.

14.3.8 *Medical Appointments:* When possible it is the responsibility of the bargaining unit employees to schedule all medical and dental appointments during non-duty hours.

#### **14.4 Pregnancy Disability Leave**

Employees are entitled to up to four months of unpaid pregnancy disability leave. Pregnancy disability leave shall not be used for childcare, preparation for childcare, or child rearing, but shall be limited to medical disabilities caused or contributed to by pregnancy, childbirth, or related medical conditions. The district will require an employee to exhaust sick leave during her pregnancy disability leave. The employee may also request use of her vacation leave and any other paid leave credits she has to receive compensation for the remaining unpaid portion of her leave.

#### **14.5 Family and Medical Care Leave**

The district will provide family and medical care leave for eligible employees as required by State and Federal law. The following provisions set forth employee's rights and obligations with respect to such leave. Rights and obligations which are not specifically set forth below are set forth in the Department of Labor regulations implementing the Federal Family and Medical Leave Act of 1993 (FMLA) and the regulations of the California Fair Employment and Housing Commission implementing the California Family Rights Act (CFRA). Unless otherwise provided by this article, "Leave" under Section 14.13 through 14.13.9 of this article shall mean leave pursuant to the FMLA and CFRA.

14.5.1 *An employee is eligible for leave if the employee:*

1. has been employed for at least twelve (12) months; and
2. has been employed for at least 1,250 hours during the twelve (12) month period immediately preceding the commencement of the leave.

14.5.2 *Reasons for Leave:*

Leave is permitted for only the following reasons:

1. The birth of a child or to care for a newborn of the employee.
2. The placement of a child with the employee in connection with the adoption or foster care of a child.

3. Leave to care for a child, parent, spouse, domestic partner, parent-in-law, sibling, grandchild, or grandparent as defined in applicable state and federal law who has a serious health condition.
4. Leave because of a serious health condition that makes the employee unable to perform the functions of their position.
5. Leave for a qualifying exigency arising out of the fact that the employee's spouse, domestic partner, child, parent, parent-in-law, sibling grandchild, or grandparent as defined in any applicable state and federal law is on covered active duty or called to active duty status in the Armed Forces.
6. Leave to care for a spouse, domestic partner, child, parent, parent-in-law, sibling, grandchild, or grandparent as defined in any applicable state and federal law, or "next of kin" who is a covered service member of the Armed Forces who has a serious injury or illness incurred in the line of duty while on active military duty or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces.

14.5.3 *Amount of Leave:* Eligible employees are entitled to a total of twelve (12) workweeks of leave (or 26 weeks to care for a covered service member) during any twelve (12) month period.

- A. An employee's entitlement to leave for the birth or placement of a child for adoption or foster care expires twelve (12) months after the birth or placement. In addition, the basic minimum duration of such leave is two weeks. However, an employee is entitled to leave for one of these purposes (e.g. bonding with a newborn) for at least one day, but less than two weeks duration on any two occasions during the twelve (12) week period.
- B. If leave is requested to care for the employee themselves, a child, parent, spouse, domestic partner, parent-in-law, sibling, grandchild, or grandparent as defined in any applicable state and federal law with a serious health condition, there is no minimum amount of leave that must be taken. However the notice and medical certification provisions of this article must be complied with.
- C. In any case in which the parents who are husband and wife are both employed by the Allan Hancock Joint Community College district and are entitled to leave, the aggregate number of workweeks of leave to which both may be entitled will be limited to twelve (12) workweeks during any twelve (12) month period if leave is taken for the birth or placement for adoption or foster care

of the employees' child (or 26 weeks to care for a covered service member). This limitation does not apply to any other type of leave under this policy.

- D. "Twelve (12) month period" means the twelve (12) month period measured from July 1 of each year.

*14.5.4 Employee Benefits While on Leave:*

- A. Leave under this article is unpaid after other applicable paid leave is exhausted (See Section 14.5.5A and Section 14.5.5B below). Any applicable paid leave is counted toward the twelve (12) week allowance. While on leave, an employee will continue to be covered by the district's group health insurances which will include medical, dental, and income protection insurances to the same extent that coverage is provided while the employee is on the job. However, an employee will not continue to be covered under the district's non-health benefit plans which includes TSA, life insurance, and other non-health benefit plans unless an employee makes the appropriate contributions for continued coverage. An employee may make the appropriate contributions for continued coverage under the preceding non-health benefit plans by payroll deductions or direct payments made to these plans. Employee contribution rates are subject to any change in rates that occurs while the employee is on leave.
- B. If an employee fails to return to work after their leave entitlement has been exhausted or expires, the district shall have the right to recover its share of health plan premiums for the entire leave period, unless the employee does not return because of the continuation, recurrence, or onset of serious health condition which would entitle the employee to leave, or because of circumstances beyond the employee's control. The district shall have the right to recover premiums through deduction from any sums due to the employee from the district (such as unpaid wages, vacation pay, etc.).

*14.5.5 Use of Other Accrued Leaves While on Leave:*

- A. If an employee requests leave for any reason permitted under Section 14.5.2 they must exhaust all accrued leaves in connection with the leave. The exhaustion of accrued leave will run concurrently with the leave.

*14.5.6 Certification and Intermittent Leave:*

- A. The district will require an employee who requests leave to provide written certification on a form approved by the district from the health care provider of the individual requiring care. If the leave is

requested because of the employee's own serious health condition, the certification must include a statement that the employee is unable to perform the essential function of their position. An employee need not, but may at the employee's option, identify the serious health condition involved.

- B. Employees who request leave to care for a covered service member who is a child, spouse, domestic partner, parent, parent-in-law, sibling, grandchild, or grandparent as defined in any applicable state and federal law or "next of kin" of the employee must provide written certification from a health care provider regarding the injured service member's injury or illness.
- C. The first time a bargaining unit employee requests leave because of a qualifying exigency, the employee is required to provide the district with a copy of the covered military member's active duty orders or other documentation issued by the military which indicates that the covered military member is on active or called to active duty in a foreign country with the dates of active duty service. New active duty orders or similar documentation shall be provided to the district if the need for qualifying exigency leave arises out of a different active or call to active duty status of the same or a different covered military member.
- D. If the district has reason to doubt the validity of a certification, the district may require a medical opinion of a second health care provider chosen by the district. If the second opinion is different from the first, the district may require the opinion of a third provider jointly approved by the district and the employee. The opinion of the third provider will be binding.
- E. If an employee requests leave intermittently (a few days or hours at a time) or on a reduced leave schedule to care for an immediate family member with a serious health condition, the employee must provide medical certification that such leave is medically necessary. "Medically necessary" means there must be a medical need for the leave and that the leave can best be accomplished through an intermittent or reduced leave schedule.

14.5.7 *Employee Notice of Leave:* Although the district recognizes that emergencies arise which may require an employee to request immediate leave, an employee is required to give as much notice as possible of their need for leave. If leave is foreseeable, at least thirty (30) day notice is required. In addition, if an employee knows that they will need leave in the future, but does not know the exact date(s) (e.g., for birth of a child or to take care of a newborn), the employee shall inform their supervisor as soon as possible that such leave will be needed. Such notice may be

given orally. If the district determines that an employee's notice is inadequate or the employee knew about the requested leave in advance of the request, the district may delay the granting of the leave until it can, at its discretion; adequately cover the position with a substitute.

For foreseeable leave due to a qualifying exigency, an employee must provide notice of the need for leave as soon as practicable, regardless of how far in advance such leave is foreseeable.

#### 14.5.8 *Reinstatement Upon Return From Leave:*

- A. Upon expiration of leave, an employee is entitled to be reinstated to the position of employment held when the leave commenced or to an equivalent or comparable position.
- B. As a condition of restoration of an employee whose leave was due to the employee's own serious health condition, which made the member unable to perform their job, the employee shall obtain and present a fitness-for-duty certification on a form approved by the district from the health care provider that the employee is able to resume work. Failure to provide such certification will result in denial of restoration.

14.5.9 *Request for Leave:* Employees must fill out the following applicable forms in connection with leave under this article. These forms enable the district to satisfy its record keeping obligations.

- 1. "Request for Family or Medical Leave" to establish eligibility.
- 2. Medical Certification - either for the employee's own serious health condition or the serious health condition of a child, parent, or spouse.
- 3. "Authorization for Payroll Deductions for Benefit Plan Coverage Continuation" form.
- 4. "Fitness for Duty to Return from Leave Certification" form.

## **14.6 Industrial Accident or Illness Leave**

14.6.1 Employees of the bargaining unit who sustain an illness or injury arising directly out of and in the course and scope of their employment, shall be eligible for a maximum of sixty working days paid leave in any one fiscal year. This leave shall not be accumulated from year to year. Industrial accident or illness leave shall commence on the first day of absence. Payment for wages lost on any day shall not, when added to an award granted under the workers' compensation laws of this state, exceed the normal wage for the day. Industrial accident and illness leave will be reduced by one day for each day of authorized absence, regardless of a compensation award made under workers' compensation. When an

industrial accident or illness occurs at a time when the full sixty (60) days overlap into the next fiscal year, the bargaining unit employee shall be entitled to only the amount remaining at the end of the fiscal year in which the industrial injury or illness occurred, for the same illness or injury. Bargaining unit employees shall upon demand of the district, endorse to the district workers' compensation checks issued in the name of the bargaining unit employee. The district, in turn, shall issue the employee appropriate warrants for payment of wages or salary and shall deduct normal retirement and other authorized contributions.

- 14.6.2 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, accumulated sick leave, vacation or other applicable paid leave will be used in full day increments for each day of industrial accident or illness absence. If, however, the bargaining unit employee is still receiving temporary disability payments under the Workers' Compensation laws of this state at the time of exhaustion of benefits under this Section, the bargaining unit employee shall be entitled to use only so much of the person's accumulated or available sick leave, accumulated compensatory time, vacation or other available leave, which when added to the worker's compensation award, provides a regular day's pay at the bargaining unit employee's regular rate of pay.
- 14.6.3 Any time a bargaining unit employee on industrial accident or illness leave is able to return to work, they may be reinstated to their class without loss of status or benefits. A bargaining unit employee returning to work after an industrial accident or illness shall be required to submit a medical release to the district and may at district option be required to submit to a physical examination, at district expense, by a district appointed physician. A bargaining unit employee who is unable to return to work when all available leave has been exhausted shall be released from employment and be placed on a reemployment list for a period of thirty-nine (39) months. Upon receiving and presenting to the district a full medical release, signed by a licensed California physician, the employee shall be employed in the first vacant position in the class of their previous assignment over all other available candidates, except for those bargaining unit employees on a reemployment list established because of layoff in which case the bargaining unit employee shall be listed in accordance with Education Code Section 88127.
- 14.6.4 Any employee receiving benefits as a result of this article shall, during periods of injury or illness, remain within the State of California unless the district authorizes travel outside the state.

## **14.7 Bereavement Leave**

The district agrees to grant necessary leave of absence with pay at the employee's regular rate of pay for three (3) days, or five (5) days if travel is out of state, or over 300 road miles one-way is required, on account of the death of any member of the immediate family of an employee of the bargaining unit. Members of the immediate family shall mean the mother, father, grandmother, grandfather, grandchild, aunt, uncle, niece, or nephew of the employee or of the spouse or domestic partner of the employee, and the spouse or domestic partner, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister, sister-in-law, step-parent, step-son, or step-daughter of the employee, or legal ward or a child of a person standing in loco parentis, or any relative living in the immediate household of the employee.

- 14.7.1 Employees of the bargaining unit may request permission of their immediate supervisor to be absent without pay or use accrued vacation leave or accrued compensatory time on account of the death of any relative who is not a member of the immediate family.
- 14.7.2 Employees of the bargaining unit shall when practicable be required to contact their immediate supervisor or department office not later than four (4) hours after the start of the first regular work shift of absence to request bereavement leave unless there are extenuating circumstances.
- 14.7.3 Employees of the bargaining unit shall be required to complete an absence verification form provided by the district upon return from bereavement leave and may be required to provide proof of eligibility such as a newspaper obituary notice or death certificate for bereavement leave benefits as may be required by the district.
- 14.7.4 In the event of a death of any present or past district employee where the funeral or memorial service is held locally during work hours, the bargaining unit employee may take one and one-half (1.5) hours of bereavement.

## **14.8 Jury Duty**

An employee shall be entitled to leave without loss of pay for any time the employee is required to perform jury duty. If the employee is paid for jury duty by the court, the employee shall endorse the check to the district and deliver to the human resources department. The district shall then pay the employee his or her regular salary. Any meals, mileage, and/or parking allowance provided the employee for jury duty shall not be considered in the amount received for jury duty.

- 14.8.1 Any day during which an employee who is assigned to an evening shift and who is required to serve any part of a day(s) shall be relieved from work with pay for that day(s).



14.8.2 Bargaining unit employees are required to report for work during any day or portion of a day equal to or greater than one-half of the work shift in which jury duty services are not required. In such instances the bargaining unit employee shall be required to work a number of hours which when added to the jury duty time (including a reasonable driving time) will equal a full work day for the bargaining unit employee (including lunch and break time). The district may require verification of jury duty time before or after providing jury duty compensation.

#### **14.9 Military Leave**

An employee shall be entitled to any military leave provided by law and shall retain all rights and privileges granted by law arising out of the exercise of military leave.

#### **14.10 Unpaid Parental Leave**

An employee who is the natural or adoptive parent of a child may be entitled to an unpaid leave of absence for the purpose of child rearing or preparation for childbearing. Such leave shall be no longer than twelve (12) consecutive months and may be granted at the discretion of the district upon giving the district four (4) weeks' notice prior to the anticipated date on which the leave is to commence. Denials of unpaid leave shall not be arbitrary or capricious.

#### **14.11 Personal Necessity Leave**

14.11.1 Employees of the bargaining unit may use a maximum of seven (7) days of sick leave in any fiscal year for personal necessity purposes. (See section 14.3.6 regarding sick leave). Unused personal necessity leave entitlement shall not be accumulated from year to year. The number of days of personal necessity leave entitlement shall not exceed the number of full days of unused sick leave to which the bargaining unit employee is entitled. Personal necessity leave may be granted for the following reasons:

14.11.1.1 Death of a member of the immediate family of the bargaining unit employee when additional leave is required beyond that provided in the bereavement provisions of this Article.

14.11.1.2 Accident, involving the bargaining unit employee's person or property, or the person or property of a member of their immediate family.

- 14.11.1.3 Appearance in any court or before any administrative tribunal as a litigant, party or witness under subpoena or any order made with jurisdiction.
  - 14.11.1.4 Illness of a member of the immediate family of a bargaining unit employee.
  - 14.11.1.5 Absence for father on the occasion of childbirth, and absence for mother and/or father to meet legal compliance for adoption.
  - 14.11.1.6 Other emergency or personal necessity involving essential employee welfare which is substantiated by the employee and approved by the district.
- 14.11.2 The bargaining unit employee shall submit a request for personal necessity leave approval on a district approved form to their immediate supervisor not less than two (2) work days prior to the beginning of the date of leave except for the purposes specified in 14.11.1.1 and 14.11.1.2 or where extenuating circumstances make such notice impracticable. If the circumstances of personal necessity make it impractical for the employee to obtain advance authorization for personal necessity leave, the bargaining unit employee, must contact the immediate supervisor as soon as practicable, but, in no instance, later than two (2) hours after the start of the bargaining unit employee's regular work shift, provide reasons for the requested absence, and attempt to gain approval from the supervisor. The district, at its discretion, may waive the above requirement when it deems an emergency existed which made it impossible for the employee to comply with the notification procedure.

## **14.12 Personal Business Leave**

- 14.12.1 Permanent bargaining unit employees and probationary bargaining unit employees who have completed six months of service may request a paid personal business leave of absence for reasons not enumerated elsewhere in this Agreement. Paid personal business leave shall not exceed one (1) working day in any fiscal year to be used in increments of not less than one-half workday. Paid personal business leave shall be non-accumulative and shall be for personal business matters which demand the bargaining unit employee's attention and which cannot reasonably be attended to during off-duty hours.
- 14.12.2 In no event shall personal business leave be utilized for any of the following reasons:
- (1) Political activities or demonstrations
  - (2) Vacation, recreation or social activities
  - (3) Employee Association activities

- (4) Routine personal activities
  - (5) Job search or investigation
  - (6) Any form of concerted activities, including work stoppage
- 14.12.3 A bargaining unit employee requesting use of paid personal business leave shall submit a written request on a district approved form not less than two (2) days prior to the date of requested absence.
- 14.12.4 The bargaining unit employee shall not be required to state the specific nature of the business if the bargaining unit employee feels that the matter is personal, but shall be required to state that a personal situation exists and that the leave is not being utilized for any of the foregoing enumerated items.
- 14.12.5 The immediate supervisor may reject a request for paid personal business leave when in the judgment of the immediate supervisor the absence of the bargaining unit employee will seriously affect work production, the operation of the department, or where more than one bargaining unit employee in the department has requested leave on the same date.
- 14.12.6 Where more than one bargaining unit employee requests leave on a given date, the immediate supervisor shall give consideration to the requests in the order received.

#### **14.13 Catastrophic Leave Donation Program**

- 14.13.1 An employee must have completed probation in order to participate in or donate to the catastrophic leave program. An employee may donate earned vacation in one day increments to the catastrophic leave program and may donate up to five earned vacation days per fiscal year.
- 14.13.2 *Process for Participation:*
- 14.13.2.1 The employee must submit a request to participate in the catastrophic leave program to the director of human resources. The director of human resources may require the employee to provide verification to support the catastrophic leave request.
  - 14.13.2.2 An employee may be eligible to receive catastrophic leave donations for their catastrophic event or for the catastrophic event of the employee's spouse, domestic partner, parent, or child(ren).
  - 14.13.2.3 The Director of Human Resources will determine whether the employee meets the requirements for catastrophic leave.

14.13.2.4 An employee may use up to thirty (30) work days of catastrophic leave donations per catastrophic event.

14.13.3 *Process for Donation:*

14.13.3.1 All catastrophic leave donations are irrevocable.

14.13.3.2 Employees making catastrophic leave donations must maintain a balance of at least five (5) days of earned vacation after donation.

14.13.3.3 Excess catastrophic leave donations shall be maintained in the catastrophic leave bank for future use.

14.13.3.4 The Director of Human Resources will notify the CSEA President when CSEA employee catastrophic leave requests are received. CSEA will notify all eligible staff of the request for catastrophic leave donations.

#### **14.14 Leave of Absence (Voluntary)**

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. Denial of this leave is not subject to the grievance procedures of Article 7.

#### **14.15 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.

## **ARTICLE 15: LEAVE OF ABSENCE FOR RETRAINING AND STUDY**

### **15.1 Leave of Absence**

The governing board may grant any bargaining unit employee a leave of absence not to exceed one (1) year for the purpose of permitting study by the employee or for the purpose of retraining the employee to meet changing conditions within the district.

15.1.1 The governing board may provide that such a leave of absence shall be taken in separate six-month periods or in any other appropriate periods, rather than for a continuous one-year period; provided, that the separate periods of leave of absence shall be commenced and completed within a three-year period.

15.1.2 Any period of service by the individual intervening between the authorized separate periods shall comprise a part of the service required for a subsequent leave of absence for study or retraining purposes.

### **15.2 Granting Leave of Absence**

No leave of absence shall be granted under this article to any employee for study purposes who has not rendered service to the district for at least seven consecutive years, or for retraining purposes who has not rendered service to the district for at least three consecutive years preceding the granting of the leave, and no more than one such leave of absence shall be granted in each seven or three-year period, respectively.

15.2.1 The governing board may prescribe standards of service which shall entitle the employee to the leave of absence.

15.2.2 Any leave of absence granted under this article shall not be deemed a break in service for any purpose, except that such leave shall not be included as service in computing service for the granting of any subsequent leave under this Article.

### **15.3 Performing Services During Leave**

Every employee granted a leave of absence may be required to perform such services during the leave as the governing board of the district and the employee may agree upon in writing. The employee shall receive such compensation during the period of the leave as the governing board and the employee may agree upon in writing, which compensation shall not be less than the difference between the salary of the employee on leave and the salary of a substitute employee in the position which the employee held prior to the granting of the leave. However, in lieu of such difference, the board may pay one-half of the salary of the employee on leave or any additional amount up to and including the full salary of the employee on leave.

### **15.4 Compensation During Leave**

Compensation granted by the governing board to the employee on leave may be paid in two equal annual installments during the first two (2) years of service rendered in the employ of the governing board following the return of the employee from the leave of absence. The compensation shall be paid the employee while on the leave of absence in the same manner as if the employee were working in the district, upon the furnishing by the employee of a suitable bond indemnifying the governing board of the district against loss in the event that the employee fails to render at least two years' service in the employ of the governing board following the return of the employee from the leave of absence. The bond shall be exonerated in the event the failure of the employee to return and render two years' service is caused by the death or physical or mental disability of the employee. If the governing board finds, and by resolution declares, that the interests of the district will be protected by the written agreement of the employee to return to the service of the district and render at least two years' service therein following his return from the leave, the governing board in its discretion may waive the furnishing of the bond and pay the employee on leave in the same manner as though a bond is furnished.

## **ARTICLE 16: TRANSFERS AND PROMOTIONS**

### **16.1 Definition of Terms**

16.1.1 *Reassignment*: A reassignment is a change in an employee's assignment within the same department and within the same class.

16.1.2 *Transfer*: A transfer is a change in an employee's assignment from one department to another within the same class or a change to a position in a similar or related class with the same salary range.

16.1.3 *Promotion*: A promotion is a change in the permanent assignment of an employee from a position in one class after an examination process to a vacant position in another class with a higher salary range.

16.1.4 *Demotion*: A demotion is a change in the permanent assignment of an employee from a position in one class to a vacant position in another class with a lower salary range.

### **16.2 Types of Transfers**

16.2.1 *Voluntary Transfer/Demotion*: Any employee of the unit may request a transfer at any time. A request for a transfer or voluntary demotion shall be made in writing to the director of human resources and shall include the number of work hours the unit member is willing to accept, the specific position or classification requested and the number of months the unit employee is willing to work. Said requests shall remain on file in the office of human resources for a period of twelve (12) months. Such requests may include transfer to a vacant position with a lower maximum salary rate and/or to a position with fewer months of work.

16.2.1.1 As long as the salary range is the same, a transfer may also include an increase or decrease in the number of months worked. An employee will not be transferred to a position with fewer months of work, unless the employee has requested an assignment with fewer months of work. A change in assignment within the same class and within the same department does not constitute a transfer.

16.2.2 *Involuntary Transfers*: A transfer of any employee without their agreement whether temporary or permanent at any time.

16.2.3 *Administrative Transfer*: A unit member may be transferred on a temporary or permanent basis at any time. Such transfer shall be necessary to meet the needs of the district. The affected unit members

and CSEA shall be given notice five (5) workdays prior to the final decision in order to schedule a meeting to discuss the transfer if the unit member requests the meeting.

16.2.4 *Medical Transfers:* When the required determination has been made pursuant to state and federal law that a permanent employee is medically unable to satisfactorily perform their regular job class duties because of illness or injury, the district may give alternate work when the same is available that is within the employee's capabilities. The transfer or reassignment, if any, shall be as follows:

16.2.4.1 The employee's duties in their regular position may be altered in accordance with the capabilities of the employee. Such change in duties may require reclassification if the change in duties is permanent.

16.2.4.2 The employee may accept demotion or transfer to a less demanding class or assignment.

16.2.4.3 The employee may accept assignment to a higher class in accordance with the selection procedures enumerated in the Agreement.

### **16.3 Position Vacancies for Which There is a Recruitment**

16.3.1 *Posting of Notice:* When a new bargaining unit position is created or an existing bargaining unit position becomes vacant and is to be filled, a notice of vacancy shall be posted on the AHC Web site and other appropriate venues for a period of not less than five (5) workdays. Any employee in the unit may apply for transfer or promotion to that position.

16.3.2 *Notice Contents:* The job vacancy notice shall include: The job title; a brief description of the position and duties; the minimum qualifications for the position; the assigned job site; the number of hours per day if less than full time; the normal assigned work shift, days per week, and months per year assigned to the position. The salary range and the deadline for filing to fill the vacancy shall be included.

16.3.3 *Filing:* An employee in the unit may file for the vacancy by submitting the appropriate application form to the human resources office within the filing period. Any employee on leave or vacation may authorize their job steward to file, but not prepare or sign, a job application on the employee's behalf.



16.3.4 *Consideration of Applicants:*

16.3.4.1 *Transfers* - Bargaining unit employees who apply for a transfer or voluntary demotion to a vacancy and meet the minimum qualifications will be given an opportunity for an interview and will be required to take any tests which are required under human resources office procedures.

16.3.4.2 *Promotions* - All bargaining unit employees who apply for a promotion will be required to take any tests which are required under human resources office procedures and will be considered along with other applicants for the position if all required application materials are submitted before the closing date.

16.3.4.3 Selection shall be made on the basis of merit including, but not limited to, such factors as skill, knowledge, personal qualifications, and potential for growth. Final decision on selection to fill vacancies shall be made by the district.

**16.4 Mileage Compensation During Temporary Assignments**

Any employee required to work at a work site on temporary assignment which is more than five (5) miles from their normal work site, shall be compensated for the total mileage difference between their normal work site and their temporary work site at the amount established in this Agreement for reimbursement for mileage up to twelve (12) months. Employees are required to submit the appropriate reimbursement claim to the business services office at the end of each month of temporary service.

## **ARTICLE 17: CLASSIFICATION AND RECLASSIFICATION**

### ***CLASSIFICATION:***

#### **17.1 Classification**

Every bargaining unit position shall be placed in a class.

#### **17.2 New Positions or Classes of Positions**

New classifications created or positions added to classes that could reasonably be placed within the CSEA bargaining unit shall be subject to negotiation between the district and CSEA to determine if they are to be included in the bargaining unit.

#### **17.3 Unit Placement Disputes**

Disputed cases regarding bargaining unit placement shall be submitted to the Public Employment Relations Board (PERB) and shall not be subjected to the grievance procedures contained in this contract.

### ***RECLASSIFICATION:***

#### **17.4 Definitions**

*Reclassification:* The upgrading of a position to a higher classification as a result of the gradual increase of the duties being performed by the incumbent in that position. (Ed Code 88001). For the purposes of this article, "duties" and "functions" are used synonymously.

*Functions:* Specific assignments that collectively establish the broad scope of responsibility in the position.

*Tasks:* Methods by which the function is completed.

##### **17.4.1 Qualifying Criteria for Reclassification:**

1. As directed by their supervisor, the employee consistently performs a function above the scope of their current job description and is expected to continuously perform these functions.
2. Not performing these functions would be detrimental to the operation of the department.
3. A bargaining unit member must have completed their probationary period.

The following do not qualify for Reclassification:

1. An increase in the volume of work currently performed.
2. Functions are already listed in the current job description.
3. Performing a function or function(s) outside the scope of the current job description without the knowledge of or direction of the supervisor.
4. Recommendation for reclassification was approved in the last year.

#### 17.4.2 Incumbent Rights

When an entire class of positions or a position is reclassified, the incumbents in the positions shall be entitled to serve in the new positions.

It is the employee's right to apply for reclassification. Supervisor feedback is considered by the taskforce but does not preempt the employee's right to apply.

#### 17.4.3 Timeline

Date	Event
April 1 <sup>st</sup>	Notice sent by HR for upcoming application period
May 1 <sup>st</sup> thru June 30 <sup>th</sup>	Application Period
July 1 <sup>st</sup>	Reclassification Taskforce members appointed
By July 16 <sup>th</sup>	Supervisor shall provide feedback on the request
August	Taskforce meets and reviews applications
By September 20 <sup>th</sup>	HR notifies employee and supervisor of decision to approve/deny reclassification
By October 15 <sup>th</sup>	Appeal resolution recommendation and results sent to employee
By November 2 <sup>nd</sup>	Employee & supervisor receive copy of revised job description
By January 10 <sup>th</sup>	Employees approved for reclassification can request a meeting with the Taskforce
January 15 <sup>th</sup>	HR responds with any recommendations resulting from the employees meeting with the Taskforce

	HR and CSEA meet with the Superintendent/President
February 15 <sup>th</sup>	The Superintendent/President sends his recommendation to the employees
March	Reclassification recommendations are sent to the Board of Trustees for approval
July 1 <sup>st</sup>	Reclassification becomes effective

## 17.5 Unit Member Request for Reclassification

17.5.1 The Human Resources Department will notify the unit members of the reclassification open window period by April 1<sup>st</sup> and provide information about accessing the reclassification forms and guidelines.

17.5.2 Any request for reclassification must be submitted by the unit member to the Human Resources Department between May 1<sup>st</sup> and June 30<sup>th</sup> for consideration during the next fiscal year.

17.5.3 Approved reclassifications will become effective July 1<sup>st</sup> of the following fiscal year.

17.5.4 A denial of the request for reclassification shall not prohibit the unit member's eligibility to apply for a reclassification in the following year.

17.5.5 As part of the reclassification process, the immediate supervisor shall provide feedback on the reclassification request form by July 16<sup>th</sup>.

## 17.6 Reclassification Taskforce

17.6.1 The Human Resources Department will ensure that Reclassification Taskforce members have been appointed by the first working day in July. The Human Resources Department will provide orientation to the Taskforce members.

17.6.1.1 The Reclassification Taskforce shall consist of six (6) voting members as follows:

17.6.1.1.1 Three CSEA representatives appointed by the CSEA President.

17.6.1.1.2 Three district representatives appointed by the Superintendent/President.

17.6.1.1.3 Alternate representatives may be scheduled at the Reclassification Taskforce's discretion.

### 17.6.2 *Conflict of Interest*

17.6.2.1 A unit member requesting reclassification may not serve on the taskforce.

17.6.2.2 The immediate supervisor of a bargaining unit employee who has applied for a reclassification may not serve on the reclassification taskforce.

17.6.3 With guidance from the Director of Human Resources or designee the Reclassification Taskforce shall conduct reclassification reviews. The Reclassification Taskforce's review may include but is not limited to, an analysis of job descriptions, salary surveys, and internal parity.

17.6.4 All actions of the Reclassification Taskforce shall be taken only in official meetings called, scheduled and conducted with all members present.

17.6.5 All recommendations by the taskforce must be made by a majority vote of all members of the Reclassification Taskforce.

17.6.6 The Director of Human Resources or designee shall send written notification to the unit member and his or her immediate supervisor of the taskforce's recommendation by September 20<sup>th</sup>.

17.6.7 The bargaining member receiving a recommended reclassification shall be given a written copy of the revised job description including title and salary range by November 2<sup>nd</sup>.

17.6.8 The Reclassification Taskforce shall make a recommendation to the Superintendent/President to approve or deny each request for reclassification.

## **17.7 Appeal Process - Recommendation to Deny**

17.7.1 A unit member receiving a recommendation to deny their request for reclassification may file a written appeal to the Reclassification Taskforce within ten (10) working days of receipt of the recommendation.

17.7.1.1 The Reclassification Taskforce may interview the unit member and other appropriate parties in its consideration of the appeal.

17.7.1.2 The Director of Human Resources or designee shall respond, in writing, to the unit member with the recommendation of the taskforce regarding the appeal. A copy shall be sent to the immediate supervisor and CSEA by January 15<sup>th</sup>.

17.7.1.3 If, following the appeal, the Reclassification Taskforce does not recommend approval of a request for reclassification, the district

shall determine whether the bargaining unit member will be considered for out of classification compensation (per Article 9.13) or revert back to or maintain their original job description.

## **17.8 Appeal Process - Recommendation to Approve**

17.8.1 A bargaining unit member receiving a recommendation for an approved reclassification can request one (1) meeting with the Reclassification Taskforce to review the revised job description, title, and salary range for the purpose of clarification and/or modification by January 10<sup>th</sup>.

17.8.1.1 After the bargaining unit member's questions and/or comments are taken under consideration by the Reclassification Taskforce, the Director of Human Resources or designee shall respond, in writing, to the unit member with the recommendation of the taskforce regarding the appeal. A copy shall be sent to the immediate supervisor and CSEA by January 15<sup>th</sup>.

## **17.9 Recommendation to the Superintendent/President and Board of Trustees**

17.9.1 The Director of Human Resources or designee and a CSEA representative from the Reclassification Taskforce shall present the recommendations to the Superintendent/President by January 15<sup>th</sup>.

17.9.2 The Superintendent/President shall make their recommendation for reclassification and shall direct written notification to the unit member, immediate supervisor, Director of Human Resources and CSEA by February 15<sup>th</sup>.

17.9.3 If the Superintendent/President recommends approval of a request for reclassification, Human Resources shall prepare the Board agenda item for consideration at the Board of Trustees meeting in March.

17.9.4 If the Board of Trustees approves the request for reclassification, Human Resources shall ensure the necessary forms and appropriate documents are prepared.

17.9.5 If the Superintendent/President does not recommend approval of a request for reclassification, the district shall determine whether the bargaining unit member will be considered for out of classification compensation (per Article 9) or revert back to their original job description.

## **17.10 Reclassification Implementation**

### **Salary Step Advancement, Evaluations, and Employment Dates**

17.10.1 The salary range of the unit member in a position which is reclassified shall be placed within the existing salary schedule (SS-55).

17.10.2 The unit member's evaluation and salary step advancement date, for purposes of step increases and longevity, shall not change.

## **17.11 Reclassification Forms and Guidelines**

The district and CSEA will meet and confer regarding updating and changing the appropriate forms and guidelines. This will occur following the Reclassification Taskforce's final recommendation to the Superintendent/President and before ratification of the current year contract. Reclassification Taskforce input will be part of the meet and confer discussion.

## **17.12 Grievance**

All reclassification recommendations shall not be subject to the grievance procedure.

## ARTICLE 18: LAYOFF AND REEMPLOYMENT

### **18.1 Layoff and Reemployment**

In accordance with established law, the district will provide advanced notice and an opportunity to meet and negotiate with CSEA regarding the effects of a decision to layoff employees covered by this agreement.

If the district is not eliminating a position, the district agrees to provide advanced notice and an opportunity to meet and negotiate a decision regarding the reduction of bargaining unit positions' scheduled work hours, as well as the effects of any such reduction.

### **18.2 Layoff**

Layoff shall occur only for lack of work or lack of funds.

18.2.1 When, as a result of the expiration of a specially funded program, bargaining unit positions must be eliminated at the end of any school year, and bargaining unit employees will be subject to layoff for lack of funds, the bargaining unit employees to be laid off at the end of such school year shall be given written notice on or before April 29<sup>th</sup> informing them of their layoff effective at the end of the school year and of their displacement rights, if any, and reemployment rights. However, if the termination date of any specially funded program is other than June 30<sup>th</sup>, such notice shall be given not less than sixty (60) calendar days prior to the effective date of their layoff.

18.2.2 When, as a result of a reduction or elimination of the service being performed by any department, bargaining unit employees shall be subject to layoff for lack of work, affected bargaining unit employees shall be given written notice of layoff not less than sixty (60) calendar days prior to the effective date of layoff.

18.2.3 Nothing herein provided shall preclude a layoff for lack of funds in the event of actual and existing financial inability to pay salaries of bargaining unit employees, nor layoff for lack of work resulting from causes not foreseeable or preventable by the Board, without the notice required by subdivisions 18.1.1 or 18.1.2 hereof.

18.2.4 The district will notify CSEA of any reductions, layoffs, or eliminations of services at least fifteen (15) days prior to notification of employees. At least sixty (60) calendar days prior to a layoff and/or reduction of any bargaining unit positions, the district will meet with CSEA to review and respond to the order of layoff.



### **18.3 Reduction in Hours and Demotions**

Employees who take a voluntary demotion or voluntary reduction in assigned time in lieu of layoff shall receive the same reemployment rights as employees who are laid off and shall retain eligibility to be considered for reemployment for an additional period of up to twenty-four (24) months.

### **18.4 Order of Layoff/Reduction**

Whenever a classified employee is laid off, the order of layoff/reduction within the class shall be determined by length of service. The employee, who has been employed the shortest time in the class, plus higher classes, shall be laid off first. Reemployment shall be in the reverse order of layoff.

For purpose of determining seniority in this article, the length of service shall mean date of hire.

Date of hire is defined as the date the employee entered in a classified position as defined in Article 1 of this agreement.

### **18.5 Bumping Rights**

An employee laid off or reduced from their present class may bump into the next lowest class in which the employee has greatest seniority considering their seniority in the lower class and any higher classes. The employee may continue to bump into lower classes to avoid layoff/reduction.

### **18.6 Layoff in Lieu of Bumping**

An employee who elects a layoff in lieu of bumping maintains their reemployment rights under this Agreement.

### **18.7 Equal Seniority**

If two (2) or more employees subject to layoff have equal class seniority, the determination as to who shall be laid off/reduced will be made on the basis of the greater hire date seniority; if they are equal, then the determination shall be based on the number of hours an employee has been in a paid status in the class plus higher classes; and if they are still equal, the determination shall be made by lot.

## **18.8 Reemployment Rights**

When on the reemployment list, laid off persons are eligible for reemployment in a position in any classification to which they have reemployment rights. Such persons shall be reemployed in the reverse order of layoff. Their reemployment in any classification in which they meet minimum qualifications shall take precedence over any new employment in the class.

In addition, they shall have the right to apply for promotional positions within the filing period specified in the Transfers and Promotions Article 16 of this agreement for a period of thirty-nine (39) months following layoff. An employee on a reemployment list shall be notified of promotional opportunities.

18.8.1 Bargaining unit employees who take voluntary demotions or voluntary reductions in assigned time in lieu of layoff shall be, at the option of the bargaining unit employee, returned to a position in their former class or to positions with increased assigned time as vacancies become available, but if there is a valid reemployment list they shall be ranked on that list in accordance with their proper seniority for an additional twenty-four (24) months.

## **18.9 Retirement in Lieu of Layoff**

18.9.1 Any employee in the bargaining unit may elect to accept a service retirement in lieu of layoff, voluntary demotion, or reduction in assigned time. Such employee shall within five (5) workdays prior to the effective date of the proposed layoff complete and submit a form provided by the district for this purpose.

18.9.2 The employee shall then be placed on a thirty-nine (39) month reemployment list.

18.9.3 The district agrees that when an offer of reemployment is made to an eligible person retired under this article, and the district receives within ten (10) working days a written acceptance of the offer, the position shall not be filled by any other person, and the retired person shall be allowed sufficient time to terminate their retired status.

18.9.4 An employee subject to this section who retires and is eligible for reemployment and who declines an offer of reemployment up to and equal to that from which laid off, shall be deemed to be permanently retired.

18.9.5 Any election to retire after being placed on a reemployment list shall be retirement in lieu of layoff within the meaning of this section.

### **18.10 Notification of Reemployment Opening**

Any employee who is laid off and is subsequently eligible for reemployment shall be notified in writing by the district of an opening in their previous classes. Such notice shall be sent by certified mail to the last address given the district by the employee, and a copy shall be sent to CSEA by the district, which shall acquit the district of its notification responsibility.

### **18.11 Employee Notification to District**

An employee shall notify the district of their intent to accept or refuse reemployment within ten (10) working days following receipt of the reemployment notice. If the employee does not accept the reemployment, after the second notification, the employee's eligibility on the reemployment list shall terminate.

### **18.12 Reemployment in Highest Class**

Employees shall be reemployed in the highest rated job classification available in accordance with their class seniority. Employees who accept a position lower than their highest former class shall retain their original thirty-nine (39) month rights to the higher paid position, or in the case of a voluntary reduction, for a total of sixty-three (63) months.

### **18.13 Seniority Roster**

The district shall maintain an updated seniority roster indicating employee's length of service. Such roster shall be provided to CSEA at least forty-five (45) days prior to any layoff and upon request.

## **ARTICLE 19: DISCIPLINARY ACTION**

### **19.1 Disciplinary Action**

"Disciplinary action" shall include written reprimand, suspension, demotion and dismissal. Investigation and disciplinary action against police officers shall follow California Peace Officer Bill of Rights (POBR) sections 3303 and following.

19.1.1 Written reprimand shall be a separate written statement identifying misconduct or performance deficiencies clearly identified as a reprimand.

19.1.2 Suspension shall be a temporary separation from service without pay for disciplinary reasons, not to exceed thirty (30) working days.

19.1.3 Demotion shall be a reduction from one classification to a lower classification within the same or similar job family at a lower rate of pay for disciplinary reasons or a decrease in salary to a lower step within a salary range for disciplinary reasons.

19.1.4 Dismissal shall be separation from employment for disciplinary reasons.

19.1.5 Generally, discipline will follow a progressive approach, which attempts to correct, resolve or remove the employee's problem(s) at the lowest most effective level. The district and CSEA recognize that there are some situations where progressive discipline is not appropriate.

### **19.2 Just Cause**

Discipline shall be imposed on permanent employees of the bargaining unit only for just cause. Disciplinary action is final upon the effective date set forth in the final notice (see 19.5.3). If the employee is dismissed, then the employee will not be paid after that effective date.

19.2.1 No disciplinary action shall be taken for any cause which arose prior to the employee's becoming permanent, nor for any cause which arose more than two (2) years preceding the date of the filing of the notice of cause unless such cause was concealed or not disclosed by such employee when it could be reasonably assumed that the employee should have disclosed the facts to the employing district, except that the district can use information regarding the employee's conduct or performance which is more than two (2) years old to show continuing conduct or performance.

### **19.3 Employee Right to Representation**

In compliance with Weingarten Rights, prior to being called into a meeting with their supervisor, bargaining unit employees shall be notified of the purpose or subject of the meeting. If the purpose of the meeting is investigatory and could reasonably lead to discipline of the employee, the employee may request representation. Employees shall be allowed to have their representative present during the meeting if requested as set forth above. If the employee requests representation, the supervisor must stop the meeting or reschedule it until a representative is present. Constructive criticism is not a basis for representation.

### **19.4 Written Reprimand**

19.4.1 An employee who receives a written reprimand shall have the right to respond in writing within ten (10) working days of receipt of the reprimand. The written response will be attached to the reprimand when placed in the personnel file.

19.4.2 The disciplinary procedures set forth below (19.5 through 19.8) do not apply to written reprimands.

### **19.5 Disciplinary Action for Suspension, Demotion and Dismissal**

Disciplinary action shall be taken in compliance with the following procedures:

#### *19.5.1 Notice of Intent:*

Whenever the appropriate authority intends to suspend an employee, demote the employee, or dismiss the employee, the appropriate authority shall give the employee a written notice of discipline which sets forth the following:

19.5.1.1 The disciplinary action intended;

19.5.1.2 The charges in ordinary and concise language of the specific act and omissions upon which the action is based;

19.5.1.3 The cause for the action being taken, whether it is an action based on a violation of a rule, regulation or policy of the district. The rule or regulation shall be set forth;

19.5.1.4 A copy of all written materials, reports, or documents upon which the discipline is based;

- 19.5.1.5 Notice of the employee's right to respond to the charges either orally and/or in writing to the appropriate authority (commonly referred to as a Skelly meeting);
- 19.5.1.6 Notice of the employee's right to bring any representative of CSEA, attorney or any representative to the Skelly meeting, if any;
- 19.5.1.7 The date, time and person before whom the employee may respond, upon the employee's request, in no less than five (5) working days;
- 19.5.1.8 Notice that failure to respond at the time specified shall constitute a waiver of the right to respond prior to final discipline being imposed.

19.5.2 *Response by Employee:*

The employee shall have the right to respond to the appropriate authority orally or in writing. The employee shall have a right to be represented at any meeting (commonly referred to as a Skelly meeting) set by the appropriate authority to hear the employee's response. In cases of suspensions, demotions, or dismissal, the employee's response will be considered before final action is taken.

19.5.3 *Final Notice:*

After the response or the expiration of the employee's time to respond to the notice of intent, the appropriate authority shall: (1) dismiss the notice of intent and take no disciplinary action against the employee; or (2) modify the intended disciplinary action; or (3) prepare and serve upon the employee a final notice of disciplinary action. The final notice of disciplinary action shall include the following:

- 19.5.3.1 The disciplinary action taken;
- 19.5.3.2 The effective date of the disciplinary action taken which shall not be less than ten (10) working days from the date of the notice;
- 19.5.3.3 The charges in ordinary and concise language of the specific act and omissions upon which the action is based;
- 19.5.3.4 The cause for the action taken, whether it is an action based on a violation of a rule, regulation or policy of the district. The rule or regulation shall be set forth;
- 19.5.3.5 The written materials, reports and documents upon which the disciplinary action is based;

19.5.3.6 The employee's right to appeal within ten (10) working days;

19.5.3.7 A document, the signing of which shall constitute a demand for a hearing.

## **19.6 Appeal**

19.6.1 If within ten (10) working days the employee appeals the discipline, the Human Resources Director shall schedule a hearing before the Board of Trustees.

19.6.2 The hearing shall be set no later than forty (40) calendar days from the date of the filing of the appeal. All interested parties shall be notified of the date, time and place of the hearing at least ten (10) working days before the hearing. The Board may, prior to or during a hearing, grant a continuance for good cause.

19.6.3 All hearings shall be private; provided, however, that the employee may request a hearing open to the public. Any request for an open hearing shall be submitted five (5) working days prior to the hearing date or the hearing will be closed.

19.6.4 Both district and the employee are allowed to be represented by legal counsel and/or other designated representative.

19.6.5 The hearing shall be tape recorded. If either party requests a court reporter or transcript, the requesting party shall pay the cost.

19.6.6 The Board may, and shall if requested by the district or the employee, issue subpoenas for necessary witnesses, and/or require the production of unprivileged documents or other material evidence prior to the commencement of such hearing as long as the request is received in writing at least five (5) working days prior to the date set for the hearing. After the commencement of such hearing, subpoenas shall be issued only at the discretion of the Board if the need for the subpoena could not reasonably have been anticipated before the hearing.

19.6.7 Five (5) working days prior to the date set for the hearing, each party shall serve upon the other party and submit to the Human Resources Department a list of all witnesses and all exhibits. Number shall designate the employer's exhibits. Alphabetical letter shall designate the employee's exhibits. Neither party will be permitted to call during the hearing a witness not identified pursuant to this section nor use any exhibit not provided pursuant to this section unless that party can show that they

could not reasonably have anticipated the prior need for such witness or exhibit.

19.6.8 The hearing need not be conducted in accordance with technical rules relating to evidence and witnesses but hearings shall be conducted in a manner most conducive to determination of the truth. Any relevant evidence may be admitted if it is the type of evidence on which responsible persons are accustomed to rely in the conduct of serious affairs. Hearsay evidence may be used for the purpose of supplementing or explaining any direct evidence but shall not be sufficient in itself to support a finding. The rules dealing with privileges shall be effective to the same extent that they are not or hereafter may be recognized in civil actions, and irrelevant and unduly repetitious evidence may be excluded. Decisions made by the Board shall not be invalidated by any informality in the proceedings, and the Board shall not be bound by technical rules of evidence.

19.6.9 The Board shall rule on the admission or exclusion of evidence.

19.6.10 Each party shall have these rights: To make opening and closing statements; to call, examine, and redirect witnesses; to introduce evidence; to cross-examine opposing witnesses on any matter relevant to the issues; to impeach any witness regardless of which party first called them to testify; and to rebut the evidence against them.

19.6.11 Oral evidence shall be taken only under oath or on affirmation.

19.6.12 The Board shall determine relevancy, weight, and credibility of testimony and evidence, and shall base all findings on the preponderance of evidence. The burden of proof shall rest upon the district.

## **19.7 Board of Trustees' Decision**

19.7.1 The Board of Trustees shall as soon as possible render findings and a decision.

19.7.2 The Board shall submit in writing to all parties its findings and conclusions.

19.7.3 The Board may sustain or reject any of the charges and may sustain, reject or modify the discipline. If the Board reinstates a terminated employee, the employee is entitled to back pay for the period of absence minus any money the employee has earned during this period, except any money earned at any job which was held prior to the effective date of the disciplinary action.

19.7.4 The decision of the Board of Trustees is final.



## **19.8 Sex and Narcotics Offenses**

19.8.1 Any employee charged by complaint, information or indictment filed in a court of competent jurisdiction with any sex offense as defined in Section 87010 of the Education Code, any narcotics offense as defined in Section 87011 of the Education Code, or any other offense enumerated in Section 88123 of the Education Code, may be placed on a compulsory leave of absence for such period of time, and subject to such conditions, as are set forth in Section 88123 of the Education Code. The employee may receive compensation as provided for in Section 88123 of the Education Code, or the Board of Trustees may provide that the leave be with pay without the need to post a bond or without need to repay the district in the event the employee is convicted of such charges, or does not return to service after the expiration of the leave.

19.8.2 The employee will be provided the following prior to being placed on leave:

- a. Written notice of the proposed action;
- b. The reasons for the proposed action;
- c. A copy of any material upon which the proposed action is to be based;
- d. A right to respond orally or in writing to the proposed action.

19.8.3 The superintendent/president, or their designated representative, has the authority to suspend an employee pending action by the Board of Trustees at its next regularly scheduled meeting, or at a special meeting called for the purpose of considering placement of the employee on a compulsory leave of absence, if after considering the employee's response, if any, the superintendent/president, or their designee, is of the opinion that such action is in the best interests of the district.

## **ARTICLE 20: WORK PLACE SAFETY**

### **20.1 District Compliance**

The district shall conform to and comply with all health, safety, and sanitation requirements imposed by state or federal law or regulations adopted under state or federal law.

### **20.2 Reporting Unsafe Conditions**

Any time a bargaining unit employee encounters an unsafe condition on the job, the affected employee(s) should file a report regarding the possible unsafe condition through the plant services work order system on the myHancock portal. Alternatively, the employee may complete the Safety Hazard/Suggestion Report Form also available on the myHancock Portal. CSEA is represented on the Safety Committee, and may provide input to any investigation.

20.2.1 No employee shall be in any way retaliated against as a result of reporting any condition believed to be a violation of this section.

### **20.3 Safety Committee**

The district Safety Committee shall include proportional representation from CSEA. The committee shall review health, safety, sanitation and working conditions to insure compliance with Section 20.1. The committee shall make recommendations to the district concerning improvements in health, safety, sanitation, and working conditions.

20.3.1 Release Time: The bargaining unit members of the committee shall be allowed reasonable release time to attend meetings of the committee or related activities.

### **20.4 Drug and Alcohol Testing Pursuant to the United States Department of Transportation Regulations per Board Policy 6950**

20.4.1 This section shall only apply to bargaining unit employees in positions identified by Board Policy 6950.

20.4.2 Prohibited conduct may result in disciplinary action up to and including termination in accordance with the procedures set forth in Article 19.

20.4.3 Any drug/alcohol treatment and/or rehabilitation cost shall be borne by the bargaining unit employee if such cost is not covered by the district

medical insurance plan as provided by Article 11, Health and Welfare, Section 11.2.

20.4.4 Any leave approved by the district for alcohol/drug treatment and/or rehabilitation during the bargaining unit employee's contract year shall be in accordance with Article 14, Leaves, and shall be taken from the employee's sick leave if sick leave is available.

## **ARTICLE 21: COLLEGE DISTRICT POLICE**

This Article applies solely to the classifications of College District Police Officer. Section 21.9 applies to the classifications of Dispatcher and Safety Officer only.

### **21.1 Uniforms and Equipment**

- 21.1.1 The cost of the purchase of uniforms, equipment, identification badges, emblems, shoulder patches, badge patches, and business cards required by the District shall be fully paid by the district.
- 21.1.2 The cost of embroidering a bargaining unit employee's name on all uniform shirts shall be fully paid by the district, whether the district or the bargaining unit employee owns the shirts.
- 21.1.3 The District agrees to provide the following initial uniform and equipment items for all new bargaining unit employees prior to their starting date.

#### Uniform items:

- One (1) pair Class A uniform pants;
- Two (2) pairs Class B uniform pants;
- One (1) Class A blue long sleeve uniform shirt;
- Two (2) Class B blue short sleeve uniform shirts;
- One (1) Class C uniform shirt;
- One (1) gold tie bar;
- One (1) navy blue hat/cap;
- One (1) district authorized metal badge and ID card issued by the police department.

#### Equipment items:

The following items shall be purchased and maintained by the district and will remain the property of same. Upon termination of employment, the below items shall be returned to the district:

- One (1) nylon duty belt + liner belt;
- One (1) key holder silent or regular;

Four (4) belt keepers;  
One (1) double handcuff case;  
Two (2) pair of handcuffs;  
One (1) rechargeable flashlight with AC charger and holder;  
One (1) mace/pepper spray and holder;  
One (1) collapsible baton and holder or Koga baton and holder;  
One (1) radio holder;  
Soft Body Armor, Level III A or higher threat level (the safety vest may include a hard and soft trauma plate);  
Raingear (Jacket, shirt, pants);  
Gun holster;  
Duty Weapon;  
Double magazine pouch;  
Three (3) magazines for the primary duty weapon;  
One (1) Black uniform Jacket (All weather jacket w/ liner);  
One (1) district authorized metal badge and ID card issued by the police department.

## **21.2 Uniform Allowance**

For the purchase and maintenance of required uniforms, equipment, and rain gear, bargaining unit employees will receive an annual allowance of \$850 on the November payroll. The \$850 allowance pertains to police officers only. Newly hired bargaining unit employees shall commence receiving the uniform allowance after successful completion of a one year probationary period.

## **21.3 Personal Property**

21.3.1 Personal property, which is destroyed or damaged in the course of employment, shall be repaired or replaced by the district within sixty (60) calendar days from the date the bargaining unit employee submitted a claim to the district.

21.3.2 Personal property are those items necessary during job-related activities. Items include uniforms, eye glasses, and watches.

21.3.3 Personal property shall not include those items not required for job related activities. Items not included are necklaces or chains; earrings, bracelets, and other jewelry.

21.3.4 The total payable claims for prescription eye glasses shall not exceed \$175 per occurrence. The total payable claims for watches shall be \$50 per occurrence.

21.3.5 The procedure for the repair or replacement of damaged personal property shall be the same for district property as described in the AHJCDPD Policy Manual.

#### **21.4 Overtime/Compensatory Time**

21.4.1 The choice of payment for overtime or receiving compensatory time off shall be at the discretion of the bargaining unit employee.

21.4.2 Should a bargaining unit employee be required to finish a report prior to leaving duty at the end of their regular duty shift, the time necessary to complete those reports shall be automatically approved for overtime/compensatory time (as noted above).

#### **21.5 Call-Back/Call-In Duty**

21.5.1 All bargaining unit employees called back or called in to duty shall be compensated at their overtime rate of pay for two (2) hours or the number of hours actually spent on duty, whichever is greater.

Call-back time is defined as a bargaining unit employee called back to work after completion of their regular assignment.

Call-in time is defined as a bargaining unit employee called in to work on a day when the bargaining unit employee is not scheduled to work.

#### **21.6 Work Week**

21.6.1 The work week shall consist of five consecutive days or thirty seven (37) hours per week. This Article shall not restrict the extension of regular workday or workweek on an overtime basis for emergencies. An "emergency" for the purposes of this Article is defined as circumstances which could not have been planned for.

21.6.2 *Alternate Work Schedule*: Nothing in this section shall prohibit an individual bargaining unit employee and the district from mutually

agreeing to implement a schedule of 9.25 hours per day, thirty-seven (37) hours per week on four (4) consecutive days, or some other flexible work schedule, while maintaining thirty-seven (37) hours in the work week. If the four-day plan, or some other flexible schedule, is implemented, the bargaining unit employee shall not earn overtime for hours in excess of 7.5 hours in one (1) day, but shall earn overtime for hours worked in excess of 37 hours in a week.

21.6.3 *Alternate Work Week Holiday*. Unit members working an alternative workweek shall be given a substitute holiday or provided compensation in the amount to which the employee would have been entitled to had the holiday fallen within his or her normal work schedule. (Per Ed Code 88206)

## **21.7 Lunch Period**

21.7.1 All bargaining unit employees covered by this Article for the district Police Department shall be given a one half (1/2) hour paid lunch period at an undesignated time as part of their workday. It is understood that as this lunch period is paid, the bargaining unit employee shall still be required to answer urgent calls to service during their lunch period. The bargaining unit employee shall be allowed to go off campus, but no more than four (4) miles from the campus.

## **21.8 Rest Periods**

21.8.1 All bargaining unit employees shall be granted rest periods, which, insofar as practicable, shall be in the middle of each full-time work period in the morning and afternoon, at the rate of fifteen (15) minutes. The bargaining unit employee shall be allowed to go off campus, but no more than four (4) miles.

21.8.2 Time from unused rest periods may not be used to lengthen the lunch break or shorten the work day. Rest periods shall not be applied to any time owed the district that is to be made up.

21.8.3 Rest periods are part of the regular work day and shall be taken during the regular work day and compensated at the regular rate of pay for the bargaining unit employee.

## **21.9 Dispatcher and Safety Officer Classifications (only)**

21.9.1 *Uniform Allowance*: For the purchase and maintenance of required uniforms, equipment, and rain gear, bargaining unit employees shall receive an annual allowance of \$350 annually on the November payroll. Newly hired bargaining unit employees shall commence receiving the uniform allowance after successful completion of a one year probationary period.



## **ARTICLE 22: HIRING**

### **22.1 Bargaining Unit Distribution of Job Information**

Upon initial employment and each change in classification each affected employee in the bargaining unit shall receive a copy of the applicable job description, a specification of the monthly and hourly rates applicable to their position, the regularly assigned work shift, the hours per day, days per week, and months per year.

### **22.2 Non-Bargaining Unit Employees**

Short-term employees, student employees, professional experts, and substitute employees will be hired in accordance with Appendix C.

### **22.3 Volunteers**

The district shall use volunteers in accordance with Ed Code Section 72401 and the applicable state and federal law.

22.3.1 An individual shall not be considered a volunteer if the individual is otherwise employed by the district to perform the same type of services as those for which the individual proposes to volunteer.

22.3.2 An individual shall not perform hours of volunteer service for the district when such hours involve the same type of services which the individual is employed to perform for the district.

## **ARTICLE 23: SEVERABILITY**

### **23.1 Savings Clause**

If during the life of this Agreement there exists any applicable law or any applicable rule, regulation, or order issued by governmental authority other than the district 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 hereunder so long as such law, rule, regulation, or order 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.

### **23.2 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 (30) days after such determination for the purpose of arriving at a mutually satisfactory replacement for such Article or Section.

## **ARTICLE 24: PROFESSIONAL GROWTH**

### **24.1 Professional Growth**

On either a reduced pay or an adjusted work schedule basis, a bargaining unit employee may submit a request for permission to take a college course during their regularly scheduled work day to the immediate supervisor with final approval by director of human resources. Approval of such a request shall be contingent upon the following conditions:

24.1.1 The course will improve the employee's service to the district.

24.1.2 Additional funds will not be required.

24.1.3 Classes taken during regular work hours must meet the following conditions:

- a. The absence of the employee will not adversely affect the normal working operations of their department.
- b. The class will improve the employee's service to the district; or,
- c. The class is required for the degree the employee is seeking;
- d. Adjusted hours will be made up on the same day they are taken;
- e. Two (2) or more employees will not take classes on an adjusted work schedule basis, and be gone from the work unit at the same time;
- f. When two (2) employees in the same work unit have applied for the same hours of release time, the employee with the most seniority will have priority.

24.1.4 The maximum number of adjusted work hours per week which may be allowed will be determined by the district.

24.1.5 The amount of reduced pay shall be proportionate to the time taken from the regular workweek.

24.1.6 Unit employees shall be allowed to take classes at Allan Hancock College during their assigned lunch break provided the classes do not interfere with the assigned work schedule.

### **24.2 District Reimbursement**

The district shall reimburse bargaining unit employee for the registration fees, unit fees, cost of books, and required materials for all classes taken at Allan Hancock College. Reimbursements for these bargaining unit employee expenses shall be made upon completion of the class with a grade of "C," "P," or better and upon presentation of a receipt and completion of the reimbursement claim

form which shall be submitted to the Business Services department for processing.

### **24.3 Academic Degrees beyond Associate Level**

Employees pursuing academic degrees beyond the associate level shall be reimbursed the cost of tuition and enrollment fees upon completion of courses with a grade of "C" or better, and upon presentation of receipt for said costs and completion of the reimbursement claim form which is submitted to the business services department for processing. Reimbursement shall be limited to \$1,000 per employee per fiscal year in which the course(s) are completed and a yearly fiscal collective total of a maximum of \$6,000 for the bargaining unit.

### **24.4 District Required Training**

Time spent in taking an Allan Hancock College course which is necessary for the performance of an employee's job and which the employee's supervisor directs them to take, with approval from the appropriate district vice president and the director of human resources, will be considered part of the employee's regular work schedule. Approval of such request shall be contingent upon the following conditions:

24.4.1 The employee has successfully completed the probationary period in that position.

24.4.2 The course is necessary for providing or improving district services.

24.4.3 Additional funds will not be required for substitute help.

24.4.4 No more than one course or four units, whichever is greater, can be taken in any one semester or term.

24.4.5 Two or more employees from the same work unit will not take classes at the same time.

24.4.6 The district will pay the enrollment fee and the cost of instructional materials including required textbooks.

24.4.7 The absence of the employee will not adversely affect the normal working operations of their department.

24.4.8 The expectation is that the employee will successfully complete the training. If the employee does not complete the training, or does not successfully complete the training, the employee will be responsible for the cost of the enrollment fee and instructional materials including required textbooks.

## **ARTICLE 25: PARKING**

### **25.1 Issued Parking Permits**

Annually, bargaining unit employees will receive one parking pass that will be authorized for use at the Santa Maria and Lompoc campuses.

25.1.1 A one-year parking pass will be issued annually to all bargaining unit employees at no cost. The parking permit shall be portable and may be used with multiple vehicles. Each bargaining unit employee will be issued one permit only. *Exception:* A second permit may be issued for motorcycles only at a cost of \$2 to be paid by a bargaining unit employee.

### **25.2 Stolen Permits**

All bargaining unit employees will be responsible for contacting campus security if their permit is lost or stolen.

## **ARTICLE 26: CONCERTED ACTIVITIES**

### **26.1 No Strike Clause**

It is agreed and understood that there will be no strike, work stoppage, slow down, or other concerted action by CSEA, or by its officers, agents, or members during the term of this Agreement. In the event of a strike, work stoppage, slow down or other interference with the operations of the College by bargaining unit members who are represented by CSEA, the CSEA agrees in good faith to take all necessary steps to cause those members to cease such action. It is agreed and understood that any bargaining unit member violating this Article may be subject to discipline up to and including termination by the Board.

### **26.2 No Lock Out**

It is agreed and understood that the district will not lock out bargaining unit employees.

## **ARTICLE 27: NEGOTIATIONS AND COMPLETION OF AGREEMENT**

### **27.1 Notification and Public Notice**

If either party desires to alter or amend this Agreement, it shall provide written notice and a proposal to the other party of said desire and the nature of the amendments and cause the public notice provisions of the law to be fulfilled.

### **27.2 Commencement of Negotiations**

Negotiations shall commence within thirty (30) working days of satisfaction of the public notice requirements. Negotiations shall commence at a mutually acceptable time and place for the purpose of considering changes in this Agreement.

### **27.3 Impasse**

If notice has been given in accordance with the preceding sections, and the parties have not been able to agree upon terms of a new Agreement, either party may institute impasse procedures according to the Government Code. Once impasse procedures have been invoked, this Agreement shall remain in full force and effect until the conclusion of the impasse process.

### **27.4 Release Time for Negotiations**

CSEA shall have the right to designate up to six (6) employees who shall be given reasonable release time to participate in negotiations.

### **27.5 Ratification of Additions or Changes**

Any additions or changes in this Agreement shall not be effective unless reduced to writing and properly ratified and signed by both parties.

### **27.6 Completion of Agreement**

This Agreement shall constitute the full and complete commitment between both parties and shall supersede and cancel all previous agreements both written and oral. This Agreement may be altered, changed, added to, deleted from or modified only through the voluntary mutual consent of the two parties in a written and signed amendment to this Agreement.

**ARTICLE 28: DURATION**

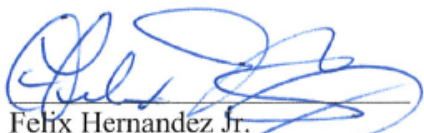
28.1 This Agreement shall become effective July 1, 2017 and shall continue in effect until June 30, 2020.

28.2 Signed and entered into this agreement on the 27<sup>th</sup> day of July, 2017.

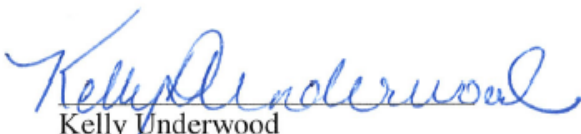
For the District:



Kevin G. Walthers, Ph.D.  
Superintendent/President



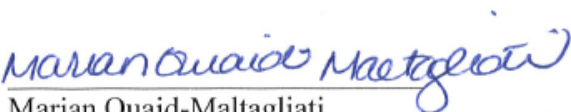
Felix Hernandez Jr.  
Vice President, Facilities and Operations  
Lead Negotiator



Kelly Underwood  
Director, Human Resources  
Negotiations Representative

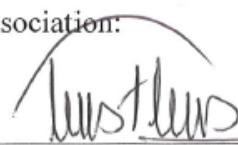


Sofia Ramirez-Golpi  
Dean, Academic Affairs  
Negotiations Representative



Marian Quaid-Maltagliati  
Director, Admissions & Records  
Negotiations Representative

For the Association:



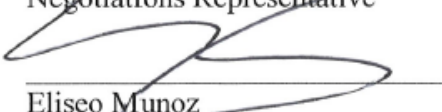
Luis Flores-Gallardo  
CSEA President Chapter #251  
Lead Negotiator



Torey Dunn  
CSEA Chapter #251  
Negotiations Representative



Todd Heaney  
CSEA Chapter #251  
Negotiations Representative



Eliseo Munoz  
CSEA Chapter #251  
Negotiations Representative



Holly Costello  
CSEA Chapter #251  
Negotiations Representative

Upon Association Policy 610 approval:



Favel Jens  
Labor Relations Representative, CSEA



Mark Moore  
Labor Relations Representative, CSEA



**APPENDIX A CLASSIFIED BARGAINING UNIT POSITIONS LIST**

**The positions noted with an asterisk (\*) in Appendix A are entitled to safety footwear as outlined in Article 10.**

**APPENDIX A: BARGAINING UNIT POSITION LIST**

**Appendix A1 Sorted Alphabetically**

<b>Position Titles</b>	<b>Category</b>	<b>Range</b>
Academic Affairs Support Technician	Technical	18
Academic Load/Scheduling Specialist	Technical	33
Academic Resources Technical Specialist	Technical	32
Academic Support Specialist – Children’s Center	Clerical	17
Accountant	Fiscal	28
Accounting Services Technician I	Fiscal	14
Accounting Services Technician II	Fiscal	18
Accounting Services Technician III	Fiscal	20
Adaptive Technology/Internet Access Specialist	Technical	25
Administrative Assistant II (Academic Affairs)	Clerical	17
Administrative Assistant II (Student Services)	Clerical	17
Administrative Assistant II, Summer & Evening	Clerical	18
Administrative Assistant III (Academic Affairs)	Clerical	25
Administrative Assistant III (Student Services)	Clerical	25
Administrative Assistant V	Clerical	29
Administrative Secretary III/Coordinator Cosmetology	Professional	28
Administrative Systems Analyst	Technical	33
Admissions & Records Clerk	Clerical	11
Admissions & Records Technician I	Clerical	12
Admissions & Records Technician II	Clerical	15
Admissions & Records Technician III	Clerical	16
Alternative Media Specialist	Technical	25
Application Programmer	Technical	30
Assessment Technician	Professional	19
Assessment Technician – Community Education	Professional	20
Assistant Athletic Trainer	Professional	30
Athletic Trainer	Professional	31
Automotive Mechanic*	Crafts	21
Auxiliary Accounting Specialist	Fiscal	26
Auxiliary Accounting Specialist II	Fiscal	26
Auxiliary Accounting Technician	Fiscal	18
Basic Skills Coordinator	Professional	29
Benefits Coordinator	Fiscal	30
Campus Safety Officer	Technical	14
Career/Job Placement Services Assistant	Clerical	14
Career/Job Placement Services Program Specialist	Technical	20
Cashier II	Fiscal	16
Cashier Technician	Fiscal	16

College Achievement Now (CAN/TRiO) SSS Assistant	Technical	18
College District Police Corporal	Technical	29
College District Police Officer	Technical	28
Community Education Program Technician II	Technical	16
Community Education Technician III	Technical	17
Community Education Technician/Clerk II	Technical	13
Community Education Technician/Clerk III	Technical	14
Cook-Children Center*	Services	12
Coordinator of Assessment	Technical	28
Coordinator, Academic Affairs/Administrative Assistant V	Professional	31
Coordinator, Admissions & Records Services	Professional	30
Coordinator, Campus Graphics*	Technical	31
Coordinator, Career and Job Placement	Professional	29
Coordinator, Cashier Services	Fiscal	29
Coordinator, Community Education	Professional	33
Coordinator, Contract Education	Professional	31
Coordinator, Facilities & Construction	Professional	29
Coordinator, Financial Aid	Professional	30
Coordinator, Institutional Research and Planning	Professional	32
Coordinator, Instructional Technology	Professional	30
Coordinator, Interpreting and Communications Services	Professional	28
Coordinator, Mathematics Center	Professional	28
Coordinator, Noncredit English as a Second Language (ESL)	Professional	27
Coordinator, Noncredit Programs	Professional	28
Coordinator, Plant Services	Professional	24
Coordinator, Public Safety	Professional	28
Coordinator, Student Activities	Professional	29
Coordinator, Student Services/Administrative Assistant V	Professional	31
Coordinator, The Extended Campus	Professional	31
Coordinator, Writing Center Laboratory	Professional	28
Copy Center Technician*	Technical	17
Counseling Assistant	Professional	20
Counseling Program Specialist – Non Credit	Professional	20
Counseling Services Technician – Non Credit	Clerical	12
Courier*	Services	11
Curriculum Specialist	Technical	28
Custodial Lead Worker*	Services	14
Custodial Lead Worker, Off-Campus Programs*	Services	15
Custodian*	Services	11
Design Specialist, Campus Graphics*	Technical	20
Distance Learning Technical Assistant	Technical	30
Distance Learning/Academic Support Technical Specialist	Technical	27
DSPS Assistant	Professional	16
DSPS Specialist	Professional	21
EIOPS Specialist/Counseling Assistant	Professional	20

EOPS Assistant	Technical	18
EOPS Program Coordinator	Professional	29
EOPS Program Specialist	Professional	19
EOPS/Financial Aid Specialist	Professional	19
Equipment Attendant/Custodian*	Services	15
Equipment Specialist I*	Services	18
Equipment Specialist II*	Technical	20
ESL Clerk	Technical	12
Financial Aid Accounting Technician	Fiscal	21
Financial Aid Analyst	Technical	26
Financial Aid Assistant	Technical	19
Financial Aid Specialist	Professional	21
Financial Aid Support Technician	Clerical	12
Financial Aid Technical Specialist	Technical	27
Financial Aid Technician	Technical	19
Fine Arts Assistant (50 percent FTE with Admin Asst. II)	Technical	17
Fiscal Administrative Technician	Technical	19
Grant Coordinator	Professional	29
Grants Analyst	Professional	29
Grants Analyst II	Professional	30
Graphic Designer, Campus Graphics	Technical	27
Groundskeeper - Lead*	Services	18
Groundskeeper I*	Services	12
Groundskeeper II*	Services	14
Groundskeeper III*	Services	16
Heating, Ventilation, Air Conditioning, and Controls	Crafts	30
Heating, Ventilation, Air Conditioning, and	Crafts	28
Help Desk Technician	Technical	23
Human Resources Assistant	Clerical	18
Information Technology Technical Support Coordinator	Technical	27
Instructional Assistant, Automotive Technology*	Technical	20
Instructional Assistant, Ceramics/Sculpture Studio	Professional	20
Instructional Assistant, Community Education	Technical	18
Instructional Assistant, CRC Lompoc Valley Center	Technical	20
Instructional Assistant, Engineering*	Technical	20
Instructional Assistant, Language Labs	Professional	20
Instructional Assistant, Learning Assistance Program	Professional	20
Instructional Assistant, Mathematics	Professional	20
Instructional Assistant, Piano Accompanist	Professional	20
Instructional Assistant, Police Academy*	Professional	20
Instructional Assistant, Public Safety*	Professional	20
Instructional Assistant, Stem Center	Professional	20
Instructional Assistant, Welding*	Technical	20
Instructional Assistant, Writing Center Laboratory	Professional	20
Instructional Associate, Computer Resource Center	Technical	18

Instructional Technician, Dental Laboratory	Technical	20
Instructional Technician, Media Labs	Technical	22
Laboratory Assistant, Business Skills	Technical	13
Laboratory Assistant, Learning Assistance Program	Technical	13
Laboratory Assistant, Life and Physical Science*	Technical	13
Laboratory Assistant, Writing Center	Technical	13
Laboratory Technician, Community Education	Technical	11
Lead Library/Multi-Media Services Technician	Technical	24
Learning Assistance Assessment Technician	Professional	20
Learning Outcomes Analyst	Technical	28
Library/Multi-Media Services Technician	Technical	20
Maintenance Lead Worker	Crafts	32
Maintenance Mechanic/ Heavy Equipment	Crafts	23
Maintenance Repair Worker I*	Services	12
Maintenance Repair Worker II*	Services	15
Maintenance Repair Worker III*	Services	17
Maintenance Specialist – Carpenter*	Crafts	21
Maintenance Specialist – Electrician*	Crafts	25
Maintenance Specialist – Locksmith*	Crafts	22
Maintenance Specialist – Painter*	Crafts	20
Maintenance Specialist – Plumber*	Crafts	21
Media Production Assistant/Photographic	Technical	21
Multimedia Services Technician II*	Technical	28
Multimedia Services Technician*	Technical	25
Network Administrator	Technical	32
Office Services Assistant I	Clerical	11
Office Services Assistant II	Clerical	11
Office Services Technician I	Clerical	12
Office Services Technician I – EOPS/CARE/CalWORKs	Clerical	12
Office Services Technician II (Off-Campus Programs)	Clerical	15
Office Services Technician II Grants	Clerical	15
Payroll Technician	Fiscal	30
Physical Education and Athletic Technician*	Services	11
Police Services Dispatcher Technician	Technical	20
Police Support Services Technician	Clerical	12
Production Specialist, Campus Graphics*	Technical	20
Program Analyst	Technical	32
Program Technician	Technical	17
Public Affairs & Communications Coordinator	Clerical	22
Public Affairs & Communications Technician	Clerical	18
Public Information Specialist	Professional	23
Public Safety Support Technician I	Clerical	12
Purchasing Technician	Fiscal	20
Scheduling/Course Data Tech II	Technical	26
Science Laboratory Specialist*	Professional	27

Senior Institutional Research & Planning Analyst	Professional	29
Server Administrator	Technical	30
Shipping & Receiving Clerk*	Services	13
Software Development/System Support Specialist	Technical	30
Student Activities Assistant	Technical	18
Student Services Medical Assistant	Technical	14
Student Services Technician	Clerical	17
Student Success and Support (3SP) Technical Specialist	Professional	27
Student Success Outreach/Retention Specialist	Clerical	20
Student Success Technician	Clerical	15
Student Systems Analyst	Technical	33
Systems Support Specialist	Technical	30
Technical Support Specialist I	Technical	25
Technical Support Specialist II	Technical	27
Telecommunication Technical Support Specialist*	Technical	27
Testing Specialist	Technical	20
Transcript Evaluator	Technical	18
Transfer and Career/Job Placement Technician	Technical	19
Transportation and Equipment Lead Technician *	Crafts	25
Tutorial/Open Access Computer Lab Technician	Technical	19
University Transfer Center (UTC) Technician	Technical	16
Web Content Coordinator	Technical	28
Web Services Specialist I	Technical	30
Web Services Specialist II	Technical	32
Wellness Program Specialist	Professional	18
Women's Equipment Manager/Custodian*	Services	12

## Appendix A.2 Sorted by Category

Position Titles	Category	Range
Academic Support Specialist – Children’s Center	Clerical	17
Administrative Assistant II (Academic Affairs)	Clerical	17
Administrative Assistant II (Student Services)	Clerical	17
Administrative Assistant II, Summer & Evening	Clerical	18
Administrative Assistant III (Academic Affairs)	Clerical	25
Administrative Assistant III (Student Services)	Clerical	25
Administrative Assistant V	Clerical	29
Admissions & Records Clerk	Clerical	11
Admissions & Records Technician I	Clerical	12
Admissions & Records Technician II	Clerical	15
Admissions & Records Technician III	Clerical	16
Career/Job Placement Services Assistant	Clerical	14
Counseling Services Technician – Non Credit	Clerical	12
Financial Aid Support Technician	Clerical	12
Human Resources Assistant	Clerical	18
Office Services Assistant I	Clerical	11
Office Services Assistant II	Clerical	11
Office Services Technician I	Clerical	12
Office Services Technician I – EOPS/CARE/CalWORKs	Clerical	12
Office Services Technician II (Off-Campus Programs)	Clerical	15
Office Services Technician II Grants	Clerical	15
Police Support Services Technician	Clerical	12
Public Affairs & Communications Coordinator	Clerical	22
Public Affairs & Communications Technician	Clerical	18
Public Safety Support Technician I	Clerical	12
Student Services Technician	Clerical	17
Student Success Outreach/Retention Specialist	Clerical	20
Student Success Technician	Clerical	15
Automotive Mechanic*	Crafts	21
Heating, Ventilation, Air Conditioning, and Controls	Crafts	30
Heating, Ventilation, Air Conditioning, and	Crafts	28
Maintenance Lead Worker	Crafts	32
Maintenance Mechanic/ Heavy Equipment	Crafts	23
Maintenance Specialist – Carpenter*	Crafts	21
Maintenance Specialist – Electrician*	Crafts	25
Maintenance Specialist – Locksmith*	Crafts	22
Maintenance Specialist – Painter*	Crafts	20
Maintenance Specialist – Plumber*	Crafts	21
Transportation and Equipment Lead Technician *	Crafts	25
Accountant	Fiscal	28
Accounting Services Technician I	Fiscal	14

Accounting Services Technician II	Fiscal	18
Accounting Services Technician III	Fiscal	20
Auxiliary Accounting Specialist	Fiscal	26
Auxiliary Accounting Specialist II	Fiscal	26
Auxiliary Accounting Technician	Fiscal	18
Benefits Coordinator	Fiscal	30
Cashier II	Fiscal	16
Cashier Technician	Fiscal	16
Coordinator, Cashier Services	Fiscal	29
Financial Aid Accounting Technician	Fiscal	21
Payroll Technician	Fiscal	30
Purchasing Technician	Fiscal	20
Administrative Secretary III/Coordinator Cosmetology	Professional	28
Assessment Technician	Professional	19
Assessment Technician – Community Education	Professional	20
Assistant Athletic Trainer	Professional	30
Athletic Trainer	Professional	31
Basic Skills Coordinator	Professional	29
Coordinator, Academic Affairs/Administrative Assistant V	Professional	31
Coordinator, Admissions & Records Services	Professional	30
Coordinator, Career and Job Placement	Professional	29
Coordinator, Community Education	Professional	33
Coordinator, Contract Education	Professional	31
Coordinator, Facilities & Construction	Professional	29
Coordinator, Financial Aid	Professional	30
Coordinator, Institutional Research and Planning	Professional	32
Coordinator, Instructional Technology	Professional	30
Coordinator, Interpreting and Communications Services	Professional	28
Coordinator, Mathematics Center	Professional	28
Coordinator, Noncredit English as a Second Language (ESL)	Professional	27
Coordinator, Noncredit Programs	Professional	28
Coordinator, Plant Services	Professional	24
Coordinator, Public Safety	Professional	28
Coordinator, Student Activities	Professional	29
Coordinator, Student Services/Administrative Assistant V	Professional	31
Coordinator, The Extended Campus	Professional	31
Coordinator, Writing Center Laboratory	Professional	28
Counseling Assistant	Professional	20
Counseling Program Specialist – Non Credit	Professional	20
DSPS Assistant	Professional	16
DSPS Specialist	Professional	21
EIOPS Specialist/Counseling Assistant	Professional	20
EOPS Program Coordinator	Professional	29
EOPS Program Specialist	Professional	19
EOPS/Financial Aid Specialist	Professional	19



Financial Aid Specialist	Professional	21
Grant Coordinator	Professional	29
Grants Analyst	Professional	29
Grants Analyst II	Professional	30
Instructional Assistant, Ceramics/Sculpture Studio	Professional	20
Instructional Assistant, Language Labs	Professional	20
Instructional Assistant, Learning Assistance Program	Professional	20
Instructional Assistant, Mathematics	Professional	20
Instructional Assistant, Piano Accompanist	Professional	20
Instructional Assistant, Police Academy*	Professional	20
Instructional Assistant, Public Safety*	Professional	20
Instructional Assistant, Stem Center	Professional	20
Instructional Assistant, Writing Center Laboratory	Professional	20
Learning Assistance Assessment Technician	Professional	20
Public Information Specialist	Professional	23
Science Laboratory Specialist*	Professional	27
Senior Institutional Research & Planning Analyst	Professional	29
Student Success and Support (3SP) Technical Specialist	Professional	27
Wellness Program Specialist	Professional	18
Cook-Children Center*	Services	12
Courier*	Services	11
Custodial Lead Worker*	Services	14
Custodial Lead Worker, Off-Campus Programs*	Services	15
Custodian*	Services	11
Equipment Attendant/Custodian*	Services	15
Equipment Specialist I*	Services	18
Groundskeeper - Lead*	Services	18
Groundskeeper I*	Services	12
Groundskeeper II*	Services	14
Groundskeeper III*	Services	16
Maintenance Repair Worker I*	Services	12
Maintenance Repair Worker II*	Services	15
Maintenance Repair Worker III*	Services	17
Physical Education and Athletic Technician*	Services	11
Shipping & Receiving Clerk*	Services	13
Women's Equipment Manager/Custodian*	Services	12
Academic Affairs Support Technician	Technical	18
Academic Load/Scheduling Specialist	Technical	33
Academic Resources Technical Specialist	Technical	32
Adaptive Technology/Internet Access Specialist	Technical	25
Administrative Systems Analyst	Technical	33
Alternative Media Specialist	Technical	25
Application Programmer	Technical	30
Campus Safety Officer	Technical	14
Career/Job Placement Services Program Specialist	Technical	20

College Achievement Now (CAN/TRiO) SSS Assistant	Technical	18
College District Police Corporal	Technical	29
College District Police Officer	Technical	28
Community Education Program Technician II	Technical	16
Community Education Technician III	Technical	17
Community Education Technician/Clerk II	Technical	13
Community Education Technician/Clerk III	Technical	14
Coordinator of Assessment	Technical	28
Coordinator, Campus Graphics*	Technical	31
Copy Center Technician*	Technical	17
Curriculum Specialist	Technical	28
Design Specialist, Campus Graphics*	Technical	20
Distance Learning Technical Assistant	Technical	30
Distance Learning/Academic Support Technical Specialist	Technical	27
EOPS Assistant	Technical	18
Equipment Specialist II*	Technical	20
ESL Clerk	Technical	12
Financial Aid Analyst	Technical	26
Financial Aid Assistant	Technical	19
Financial Aid Technical Specialist	Technical	27
Financial Aid Technician	Technical	19
Fine Arts Assistant (50 percent FTE with Admin Asst. II)	Technical	17
Fiscal Administrative Technician	Technical	19
Graphic Designer, Campus Graphics	Technical	27
Help Desk Technician	Technical	23
Information Technology Technical Support Coordinator	Technical	27
Instructional Assistant, Automotive Technology*	Technical	20
Instructional Assistant, Community Education	Technical	18
Instructional Assistant, CRC Lompoc Valley Center	Technical	20
Instructional Assistant, Engineering*	Technical	20
Instructional Assistant, Welding*	Technical	20
Instructional Associate, Computer Resource Center	Technical	18
Instructional Technician, Dental Laboratory	Technical	20
Instructional Technician, Media Labs	Technical	22
Laboratory Assistant, Business Skills	Technical	13
Laboratory Assistant, Learning Assistance Program	Technical	13
Laboratory Assistant, Life and Physical Science*	Technical	13
Laboratory Assistant, Writing Center	Technical	13
Laboratory Technician, Community Education	Technical	11
Lead Library/Multi-Media Services Technician	Technical	24
Learning Outcomes Analyst	Technical	28
Library/Multi-Media Services Technician	Technical	20
Media Production Assistant/Photographic	Technical	21
Multimedia Services Technician II*	Technical	28
Multimedia Services Technician*	Technical	25

Network Administrator	Technical	32
Police Services Dispatcher Technician	Technical	20
Production Specialist, Campus Graphics*	Technical	20
Program Analyst	Technical	32
Program Technician	Technical	17
Scheduling/Course Data Tech II	Technical	26
Server Administrator	Technical	30
Software Development/System Support Specialist	Technical	30
Student Activities Assistant	Technical	18
Student Services Medical Assistant	Technical	14
Student Systems Analyst	Technical	33
Systems Support Specialist	Technical	30
Technical Support Specialist I	Technical	25
Technical Support Specialist II	Technical	27
Telecommunication Technical Support Specialist*	Technical	27
Testing Specialist	Technical	20
Transcript Evaluator	Technical	18
Transfer and Career/Job Placement Technician	Technical	19
Tutorial/Open Access Computer Lab Technician	Technical	19
University Transfer Center (UTC) Technician	Technical	16
Web Content Coordinator	Technical	28
Web Services Specialist I	Technical	30
Web Services Specialist II	Technical	32

### Appendix A.3 Sorted by Range

Position Titles	Category	Range
Admissions & Records Clerk	Clerical	11
Courier*	Services	11
Custodian*	Services	11
Laboratory Technician, Community Education	Technical	11
Office Services Assistant I	Clerical	11
Office Services Assistant II	Clerical	11
Physical Education and Athletic Technician*	Services	11
Admissions & Records Technician I	Clerical	12
Cook-Children Center*	Services	12
Counseling Services Technician – Non Credit	Clerical	12
ESL Clerk	Technical	12
Financial Aid Support Technician	Clerical	12
Groundskeeper I*	Services	12
Maintenance Repair Worker I*	Services	12
Office Services Technician I	Clerical	12
Office Services Technician I – EOPS/CARE/CalWORKs	Clerical	12
Police Support Services Technician	Clerical	12
Public Safety Support Technician I	Clerical	12
Women's Equipment Manager/Custodian*	Services	12
Community Education Technician/Clerk II	Technical	13
Laboratory Assistant, Business Skills	Technical	13
Laboratory Assistant, Learning Assistance Program	Technical	13
Laboratory Assistant, Life and Physical Science*	Technical	13
Laboratory Assistant, Writing Center	Technical	13
Shipping & Receiving Clerk*	Services	13
Accounting Services Technician I	Fiscal	14
Campus Safety Officer	Technical	14
Career/Job Placement Services Assistant	Clerical	14
Community Education Technician/Clerk III	Technical	14
Custodial Lead Worker*	Services	14
Groundskeeper II*	Services	14
Student Services Medical Assistant	Technical	14
Admissions & Records Technician II	Clerical	15
Custodial Lead Worker, Off-Campus Programs*	Services	15
Equipment Attendant/Custodian*	Services	15
Maintenance Repair Worker II*	Services	15
Office Services Technician II (Off-Campus Programs)	Clerical	15
Office Services Technician II Grants	Clerical	15
Student Success Technician	Clerical	15
Admissions & Records Technician III	Clerical	16
Cashier II	Fiscal	16

Cashier Technician	Fiscal	16
Community Education Program Technician II	Technical	16
DSPS Assistant	Professional	16
Groundskeeper III*	Services	16
University Transfer Center (UTC) Technician	Technical	16
Academic Support Specialist – Children's Center	Clerical	17
Administrative Assistant II (Academic Affairs)	Clerical	17
Administrative Assistant II (Student Services)	Clerical	17
Community Education Technician III	Technical	17
Copy Center Technician*	Technical	17
Fine Arts Assistant (50 percent FTE with Admin Asst. II)	Technical	17
Maintenance Repair Worker III*	Services	17
Program Technician	Technical	17
Student Services Technician	Clerical	17
Academic Affairs Support Technician	Technical	18
Accounting Services Technician II	Fiscal	18
Administrative Assistant II, Summer & Evening	Clerical	18
Auxiliary Accounting Technician	Fiscal	18
College Achievement Now (CAN/TRiO) SSS Assistant	Technical	18
EOPS Assistant	Technical	18
Equipment Specialist I*	Services	18
Groundskeeper - Lead*	Services	18
Human Resources Assistant	Clerical	18
Instructional Assistant, Community Education	Technical	18
Instructional Associate, Computer Resource Center	Technical	18
Public Affairs & Communications Technician	Clerical	18
Student Activities Assistant	Technical	18
Transcript Evaluator	Technical	18
Wellness Program Specialist	Professional	18
Assessment Technician	Professional	19
EOPS Program Specialist	Professional	19
EOPS/Financial Aid Specialist	Professional	19
Financial Aid Assistant	Technical	19
Financial Aid Technician	Technical	19
Fiscal Administrative Technician	Technical	19
Transfer and Career/Job Placement Technician	Technical	19
Tutorial/Open Access Computer Lab Technician	Technical	19
Accounting Services Technician III	Fiscal	20
Assessment Technician – Community Education	Professional	20
Career/Job Placement Services Program Specialist	Technical	20
Counseling Assistant	Professional	20
Counseling Program Specialist – Non Credit	Professional	20
Design Specialist, Campus Graphics*	Technical	20
EIOPS Specialist/Counseling Assistant	Professional	20
Equipment Specialist II*	Technical	20

Instructional Assistant, Automotive Technology*	Technical	20
Instructional Assistant, Ceramics/Sculpture Studio	Professional	20
Instructional Assistant, CRC Lompoc Valley Center	Technical	20
Instructional Assistant, Engineering*	Technical	20
Instructional Assistant, Language Labs	Professional	20
Instructional Assistant, Learning Assistance Program	Professional	20
Instructional Assistant, Mathematics	Professional	20
Instructional Assistant, Piano Accompanist	Professional	20
Instructional Assistant, Police Academy*	Professional	20
Instructional Assistant, Public Safety*	Professional	20
Instructional Assistant, Stem Center	Professional	20
Instructional Assistant, Welding*	Technical	20
Instructional Assistant, Writing Center Laboratory	Professional	20
Instructional Technician, Dental Laboratory	Technical	20
Learning Assistance Assessment Technician	Professional	20
Library/Multi-Media Services Technician	Technical	20
Maintenance Specialist – Painter*	Crafts	20
Police Services Dispatcher Technician	Technical	20
Production Specialist, Campus Graphics*	Technical	20
Purchasing Technician	Fiscal	20
Student Success Outreach/Retention Specialist	Clerical	20
Testing Specialist	Technical	20
Automotive Mechanic*	Crafts	21
DSPS Specialist	Professional	21
Financial Aid Accounting Technician	Fiscal	21
Financial Aid Specialist	Professional	21
Maintenance Specialist – Carpenter*	Crafts	21
Maintenance Specialist – Plumber*	Crafts	21
Media Production Assistant/Photographic	Technical	21
Instructional Technician, Media Labs	Technical	22
Maintenance Specialist – Locksmith*	Crafts	22
Public Affairs & Communications Coordinator	Clerical	22
Help Desk Technician	Technical	23
Maintenance Mechanic/ Heavy Equipment	Crafts	23
Public Information Specialist	Professional	23
Coordinator, Plant Services	Professional	24
Lead Library/Multi-Media Services Technician	Technical	24
Adaptive Technology/Internet Access Specialist	Technical	25
Administrative Assistant III (Academic Affairs)	Clerical	25
Administrative Assistant III (Student Services)	Clerical	25
Alternative Media Specialist	Technical	25
Maintenance Specialist – Electrician*	Crafts	25
Multimedia Services Technician*	Technical	25
Technical Support Specialist I	Technical	25
Transportation and Equipment Lead Technician *	Crafts	25

Auxiliary Accounting Specialist	Fiscal	26
Auxiliary Accounting Specialist II	Fiscal	26
Financial Aid Analyst	Technical	26
Scheduling/Course Data Tech II	Technical	26
Coordinator, Noncredit English as a Second Language (ESL)	Professional	27
Distance Learning/Academic Support Technical Specialist	Technical	27
Financial Aid Technical Specialist	Technical	27
Graphic Designer, Campus Graphics	Technical	27
Information Technology Technical Support Coordinator	Technical	27
Science Laboratory Specialist*	Professional	27
Student Success and Support (3SP) Technical Specialist	Professional	27
Technical Support Specialist II	Technical	27
Telecommunication Technical Support Specialist*	Technical	27
Accountant	Fiscal	28
Administrative Secretary III/Coordinator Cosmetology	Professional	28
College District Police Officer	Technical	28
Coordinator of Assessment	Technical	28
Coordinator, Interpreting and Communications Services	Professional	28
Coordinator, Mathematics Center	Professional	28
Coordinator, Noncredit Programs	Professional	28
Coordinator, Public Safety	Professional	28
Coordinator, Writing Center Laboratory	Professional	28
Curriculum Specialist	Technical	28
Heating, Ventilation, Air Conditioning, and Learning Outcomes Analyst	Crafts Technical	28
Multimedia Services Technician II*	Technical	28
Web Content Coordinator	Technical	28
Administrative Assistant V	Clerical	29
Basic Skills Coordinator	Professional	29
College District Police Corporal	Technical	29
Coordinator, Career and Job Placement	Professional	29
Coordinator, Cashier Services	Fiscal	29
Coordinator, Facilities & Construction	Professional	29
Coordinator, Student Activities	Professional	29
EOPS Program Coordinator	Professional	29
Grant Coordinator	Professional	29
Grants Analyst	Professional	29
Senior Institutional Research & Planning Analyst	Professional	29
Application Programmer	Technical	30
Assistant Athletic Trainer	Professional	30
Benefits Coordinator	Fiscal	30
Coordinator, Admissions & Records Services	Professional	30
Coordinator, Financial Aid	Professional	30
Coordinator, Instructional Technology	Professional	30
Distance Learning Technical Assistant	Technical	30

Grants Analyst II	Professional	30
Heating, Ventilation, Air Conditioning, and Controls	Crafts	30
Payroll Technician	Fiscal	30
Server Administrator	Technical	30
Software Development/System Support Specialist	Technical	30
Systems Support Specialist	Technical	30
Web Services Specialist I	Technical	30
Athletic Trainer	Professional	31
Coordinator, Academic Affairs/Administrative Assistant V	Professional	31
Coordinator, Campus Graphics*	Technical	31
Coordinator, Contract Education	Professional	31
Coordinator, Student Services/Administrative Assistant V	Professional	31
Coordinator, The Extended Campus	Professional	31
Academic Resources Technical Specialist	Technical	32
Coordinator, Institutional Research and Planning	Professional	32
Maintenance Lead Worker	Crafts	32
Network Administrator	Technical	32
Program Analyst	Technical	32
Web Services Specialist II	Technical	32
Academic Load/Scheduling Specialist	Technical	33
Administrative Systems Analyst	Technical	33
Coordinator, Community Education	Professional	33
Student Systems Analyst	Technical	33



**APPENDIX B-1**

**CLASSIFIED BARGAINING UNIT**

**MONTHLY SALARY SCHEDULE**

**Increases to the salary schedule are applied to Step A with all the subsequent steps being 5% higher than the previous step**

**(all steps are rounded to the nearest dollar)**

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT  
 CLASSIFIED BARGAINING UNIT SALARY SCHEDULE  
 July 1, 2017

1.56% COLA

RANGE		STEP A	STEP B	STEP C	STEP D	STEP E
11	MONTH	2,527	2,653	2,786	2,925	3,071
12	MONTH	2,618	2,749	2,886	3,030	3,182
13	MONTH	2,701	2,836	2,978	3,127	3,283
14	MONTH	2,798	2,938	3,085	3,239	3,401
15	MONTH	2,892	3,037	3,189	3,348	3,515
16	MONTH	2,996	3,146	3,303	3,468	3,641
17	MONTH	3,096	3,251	3,414	3,585	3,764
18	MONTH	3,180	3,339	3,506	3,681	3,865
19	MONTH	3,273	3,437	3,609	3,789	3,978
20	MONTH	3,369	3,537	3,714	3,900	4,095
21	MONTH	3,459	3,632	3,814	4,005	4,205
22	MONTH	3,550	3,728	3,914	4,110	4,316
23	MONTH	3,645	3,827	4,018	4,219	4,430
24	MONTH	3,739	3,926	4,122	4,328	4,544
25	MONTH	3,835	4,027	4,228	4,439	4,661
26	MONTH	3,958	4,156	4,364	4,582	4,811
27	MONTH	4,084	4,288	4,502	4,727	4,963
28	MONTH	4,212	4,423	4,644	4,876	5,120
29	MONTH	4,349	4,566	4,794	5,034	5,286
30	MONTH	4,486	4,710	4,946	5,193	5,453
31	MONTH	4,628	4,859	5,102	5,357	5,625
32	MONTH	4,773	5,012	5,263	5,526	5,802
33	MONTH	4,916	5,162	5,420	5,691	5,976

SS-55 7/26/2017

**APPENDIX B-2**

**CLASSIFIED BARGAINING UNIT**

**HOURLY SALARY SCHEDULE**

**The hourly salary schedule will only be used to calculate overtime, extra assignments, and/or docked pay. Hourly pay equals monthly salary times twelve (12) divided by 1,924.**

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT  
 CLASSIFIED BARGAINING UNIT SALARY SCHEDULE  
 July 1, 2017

1.56% COLA

RANGE		STEP A	STEP B	STEP C	STEP D	STEP E
11	HOUR	15.76	16.55	17.38	18.24	19.15
	MONTH	2,527	2,653	2,786	2,925	3,071
12	HOUR	16.33	17.15	18.00	18.90	19.85
	MONTH	2,618	2,749	2,886	3,030	3,182
13	HOUR	16.85	17.69	18.57	19.50	20.48
	MONTH	2,701	2,836	2,978	3,127	3,283
14	HOUR	17.45	18.32	19.24	20.20	21.21
	MONTH	2,798	2,938	3,085	3,239	3,401
15	HOUR	18.04	18.94	19.89	20.88	21.92
	MONTH	2,892	3,037	3,189	3,348	3,515
16	HOUR	18.69	19.62	20.60	21.63	22.71
	MONTH	2,996	3,146	3,303	3,468	3,641
17	HOUR	19.31	20.28	21.29	22.36	23.48
	MONTH	3,096	3,251	3,414	3,585	3,764
18	HOUR	19.83	20.83	21.87	22.96	24.11
	MONTH	3,180	3,339	3,506	3,681	3,865
19	HOUR	20.41	21.44	22.51	23.63	24.81
	MONTH	3,273	3,437	3,609	3,789	3,978
20	HOUR	21.01	22.06	23.16	24.32	25.54
	MONTH	3,369	3,537	3,714	3,900	4,095
21	HOUR	21.57	22.65	23.79	24.98	26.23
	MONTH	3,459	3,632	3,814	4,005	4,205
22	HOUR	22.14	23.25	24.41	25.63	26.92
	MONTH	3,550	3,728	3,914	4,110	4,316
23	HOUR	22.73	23.87	25.06	26.31	27.63
	MONTH	3,645	3,827	4,018	4,219	4,430
24	HOUR	23.32	24.49	25.71	26.99	28.34
	MONTH	3,739	3,926	4,122	4,328	4,544
25	HOUR	23.92	25.12	26.37	27.69	29.07
	MONTH	3,835	4,027	4,228	4,439	4,661
26	HOUR	24.69	25.92	27.22	28.58	30.01
	MONTH	3,958	4,156	4,364	4,582	4,811
27	HOUR	25.47	26.74	28.08	29.48	30.95
	MONTH	4,084	4,288	4,502	4,727	4,963
28	HOUR	26.27	27.59	28.96	30.41	31.93
	MONTH	4,212	4,423	4,644	4,876	5,120
29	HOUR	27.12	28.48	29.90	31.40	32.97
	MONTH	4,349	4,566	4,794	5,034	5,286
30	HOUR	27.98	29.38	30.85	32.39	34.01
	MONTH	4,486	4,710	4,946	5,193	5,453
31	HOUR	28.86	30.31	31.82	33.41	35.08
	MONTH	4,628	4,859	5,102	5,357	5,625
32	HOUR	29.77	31.26	32.83	34.47	36.19
	MONTH	4,773	5,012	5,263	5,526	5,802
33	HOUR	30.66	32.20	33.80	35.49	37.27
	MONTH	4,916	5,162	5,420	5,691	5,976

SS-55 7/26/2017

**APPENDIX C**

**CLASSIFIED BARGAINING UNIT**

**Definitions of Excluded Positions**

## APPENDIX C: DEFINITIONS OF EXCLUDED POSITIONS

Definitions of management, supervisory, and confidential are provided in Board policy. Definitions of certificated (faculty) are included in the collective bargaining agreements of the Faculty Association of Allan Hancock College and California Federation of Teachers/Part-time Faculty Association of Allan Hancock College Local 6185.

**Substitute** – “Substitute employee,” means a person employed to replace any classified employee who is temporarily absent from duty. In addition, if the district is then engaged in a procedure to hire a permanent employee to fill a vacancy in any classified position, the district may fill the vacancy through the employment for not more than 100 calendar days. Ed. Code 88003 and CBA Article 22.2

**Short-term** – “Short-term employee,” means any person employed to perform a service for the district, upon the completion of which, the service required or similar services will not be extended or needed on a continuing basis. Before employing a short-term employee, the district, at a regularly scheduled board meeting, shall specify the service required to be performed by the employee pursuant to the definition of “classification” in subdivision (a) of Section 88001, and shall certify the ending date of the service. The ending date may be shortened or extended by the district, but shall not extend beyond seventy-five (75) percent of a school year. “Seventy-five (75) percent of a college year” means one hundred ninety-five (195) days, including holidays, sick leave, vacation and other leaves of absences, irrespective of number of hours worked per day. Ed. Code 88003

**Professional Expert** – “Professional Expert,” is an employee with specialized knowledge or expertise not generally required of, or found within, the employee classifications established by the Board pursuant to Section 88001 and recognized in CBA Article 1. The service performed is also described in terms of a discrete and finite project. The term of employment is also finite in nature, meaning that the district need is temporary. The length of service for professional experts is not capped as it is for short-term employees.

**Student Employee** – Employment of either full-time or part-time students in any college work-study program, or in a work experience education program shall not result in the displacement of classified personnel or impair existing contracts for services. Ed. Code 88003