

CLASSIFIED EMPLOYEES' CONTRACT

JULY 1, 2022 THROUGH JUNE 30, 2025

SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT

CSEA Ratified July 30, 2024  
Board Approved August 14, 2024

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1 **ARTICLE I - RECOGNITION**

2  
3 **1.1 ACKNOWLEDGMENT**

4  
5 The District hereby acknowledges that the Association is the exclusive bargaining representative  
6 for all bargaining unit members as defined by the Government Code, Section 3540, et. seq., and as  
7 mutually agreed by the parties.  
8

9 **1.2 SCOPE**

10  
11 The scope of representation shall be limited to matters relating to wages, hours of employment,  
12 and other terms and conditions of employment. Terms and conditions of employment mean  
13 health and welfare benefits as defined by the Government Code, Section 53200, leave and transfer  
14 policies, safety conditions of employment, procedures to be used for the evaluation of bargaining  
15 unit members, and organizational security pursuant to the Government Code, Section 3546, and  
16 procedures for processing grievances pursuant to the Government Code, Sections 3548.5, 3548.6,  
17 3548.7, and 3548.8. All matters not specifically enumerated are reserved to the public school  
18 employer and may not be a subject of meeting and negotiating, provided that nothing herein may  
19 be construed to limit the right of the public school employer to consult with any bargaining unit  
20 members or bargaining unit member organization on any matter outside the scope of  
21 representation.  
22

23 **ARTICLE II – NONDISCRIMINATION**

24  
25 **2.1 NONDISCRIMINATION**

26  
27 No bargaining unit member will be discriminated against, for employment purposes, for reasons of  
28 race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical  
29 condition, genetic information, marital status, sex, gender, gender identity, gender expression,  
30 age, sexual orientation, or military and veteran status, if otherwise qualified to perform the  
31 service.  
32

33 **ARTICLE III – CHECKOFF AND ORGANIZATIONAL SECURITY**

34  
35 **3.1 CHECKOFF**

36  
37 **3.1.1** Pursuant to Education Code Section 88167, the District will deduct the normal and regular  
38 monthly Association membership dues as voluntarily authorized in writing by the bargaining unit  
39 member subject to the following conditions:  
40

41 **3.1.2** The District shall execute any new, changed, or discontinued deduction during the pay  
42 period commencing fifteen (15) days or more after the submission is received by the District  
43 representative.

1 The Association agrees to submit any information needed by the Governing Board or its delegates  
2 to fulfill the provisions of this Article within ten (10) calendar days of request. The Governing  
3 Board agrees to remit monthly, within thirty (30) days following the date of deduction, all  
4 representational fees deducted from unit members. The Governing Board agrees to submit an  
5 alphabetical list of bargaining unit members for whom deductions have been made with the  
6 payment of representational fees withheld.

### 7 8 3.2 ASSOCIATION DUES AND AGENCY FEE 9

10 3.2.1 Any active bargaining unit member or applicant for membership may sign and deliver to  
11 the Governing Board an assignment authorizing deduction of membership dues, initiation fees,  
12 and general assessments of the Association. The authorization shall continue each year until  
13 revoked in writing by the Association.

14  
15 The District shall provide payroll deduction service for bargaining unit members for tax sheltered  
16 annuities, credit unions, life insurance, and any other deductions provided for in the California  
17 Education Code, Sections 87040 and 88167.

18  
19 3.2.2 Any requested changes to a bargaining unit member's membership status with the  
20 Association will be forwarded to the Association. The Association shall then inform the District in  
21 writing of changes in membership for any current member or person eligible for membership.  
22 Notifications received by the District on or before the 15th of the month will be processed and  
23 implemented for that month's payroll. Notifications received after the 15th of the month will be  
24 processed and implemented on the following month's payroll. The Association may request to  
25 meet and confer with the District on any changes to the deduction rates, amounts, assessments,  
26 or other obligations.

27  
28 3.2.3 Employee requests to cancel or change authorizations for payroll deductions for employee  
29 organizations shall be directed to the employee organization rather than to the Governing Board.  
30 The employee organization shall be responsible for processing such requests. The Governing Board  
31 shall rely on the information provided by the employee organization to cancel or change  
32 authorizations.

### 33 34 3.3 HOLD HARMLESS 35

36 3.3.1 As a condition of the effectiveness of this article, the Association fully indemnifies the  
37 District for dues deducted under this Article. The Association shall hold the District harmless and  
38 shall provide prompt, full reimbursement to the District for any fees, costs, charges, or penalties  
39 incurred in responding to or defending against any claims, disputes, or challenges which are  
40 brought against the District in connection with the administration or enforcement of any section in  
41 this article. The hold harmless and reimbursement provision shall apply to any claims made by an  
42 employee or any individual or organization on the employee's behalf for payroll deductions made  
43 by the District based on information provided by the Association regarding the authorization of  
44 individual employees for payroll deductions.

1 3.3.2 The Association shall notify the District of any changes in its dues structure within thirty  
2 (30) days of notifying any member.  
3

#### 4 ARTICLE IV – DEFINITIONS 5

6 4.1 Academic year -- the period when students are normally required to be in attendance and  
7 includes all recess periods falling within that time span.  
8

9 4.2 Anniversary date -- the date of a bargaining unit member's initial employment in a  
10 permanent position with the District.  
11

12 4.3 Appendices -- supplementary information which shall be considered part of the contract.  
13

14 4.4 Bumping right -- the right of a bargaining unit member, under layoff conditions, to displace  
15 another bargaining unit member with less seniority in the same classification.  
16

17 4.5 Call back time -- time worked following the conclusion of a regularly scheduled shift when  
18 the employee is asked to return to work.  
19

20 4.6 Call in time -- time worked when the employee is asked to report for duty on a day when  
21 the employee is scheduled to be off work.  
22

23 4.7 Class -- any group of positions substantially similar in duties, responsibilities, and authority  
24 with the same job title, minimum qualifications, and salary range.  
25

26 4.8 Class description -- the description of the duties, responsibilities, minimum qualifications,  
27 and authority of positions in a class.  
28

29 4.9 Classification -- the assignment of a position title, regular minimum number of assigned  
30 work hours per day, work days per week, working months per year, the specific duties required to  
31 be performed, and the salary range for the position.  
32

33 4.10 Controlled standby time -- paid work time during which a bargaining unit member is  
34 directed to remain at or report to a District facility or assigned worksite or is directed to be  
35 available to report to a District facility within thirty (30) minutes, or their regular commute time,  
36 whichever is less, in order to respond to a potential work assignment.  
37

38 4.11 Demotion -- assignment to a classification in a lower salary range without the employee's  
39 written voluntary consent.  
40

41 4.12 Fiscal year (also, school year) -- July 1 through June 30.  
42

43 4.13 Grievance -- any complaint alleging a violation of the provisions of this contract filed by the  
44 Association in accordance with Article XVI.



1 4.14 Job description -- a statement of the typical job duties, responsibilities, knowledge, skills,  
2 abilities, minimum qualifications, and authority of a position within a classification.

3  
4 4.15 Industrial accident or illness -- an injury or illness occurring due to or in the course of  
5 employment with the District.

6  
7 4.16 Personnel file -- a file containing items related to job performance such as evaluations,  
8 commendations, records of disciplinary action, complaints, and any other personal matters of a  
9 confidential nature relative to work performance upon which an employment action may be  
10 taken, along with a record of any employment actions. All derogatory items placed in such file  
11 shall be labeled confidential. Additionally, any application materials, employment notices, job  
12 descriptions, leave records, salary advancement, work schedules and calendars, and any items  
13 related to initial employment or a subsequent change in employment classification or status.

14  
15 4.17 Probationary bargaining unit member -- a regular bargaining unit member yet to complete  
16 the prescribed probationary period or achieve permanent status in the bargaining unit.

17  
18 4.18 Promotion -- a change in the assignment of a bargaining unit member to a class with a  
19 higher maximum salary rate.

20  
21 4.19 Reclassification -- the upgrading of a position to a higher classification as the result of the  
22 gradual increase in the duties being performed by the incumbent in a position.

23  
24 4.20 Reemployment -- the return to duty of a bargaining unit member from a reemployment  
25 list.

26  
27 4.21 Thirty-Nine (39) Month Reemployment list -- a list of bargaining unit members eligible for  
28 noncompetitive assignment to a vacant position in their former class for a period of thirty-nine  
29 (39) months arranged in order of their right to reemployment. Employees accepting a voluntary  
30 demotion or reduction in assigned time in lieu of layoff shall be eligible to be considered for  
31 reemployment for an additional twenty-four (24) months.

32  
33 4.22 Regular bargaining unit member -- a bargaining unit member who has probationary or  
34 permanent status.

35  
36 4.23 Regular rate of pay -- rates established for each class as provided in the negotiated  
37 Classified Bargaining Unit Members' Salary Schedule. The regular rate of pay shall include any shift  
38 differential required to be paid under this contract.

39  
40 4.24 Safety conditions of employment -- any work-related condition affecting the health and  
41 safety of the bargaining unit member and their work environment.

42  
43 4.25 Salary rate -- the specific amount of money paid for a specific period of service.

1     4.26     Salary schedule -- the negotiated salary ranges and steps for all classes.

2  
3     4.27     Salary step -- a salary level within the assigned salary range for a class.

4  
5     4.28     Seniority -- the date of hire in a position in the classified service in the District, less any  
6 periods of leaves without pay (i.e., suspension without pay as a result of disciplinary action, unpaid  
7 leave of absence for more than ninety (90) consecutive days, excluding active military leave).

8  
9     4.29     Short-term employee -- a person employed to perform a service for the District which will  
10 not be extended or needed beyond completion of the service required. The Governing Board shall  
11 specify the service to be performed pursuant to the definition of classification in subdivision (a) of  
12 Section 88001 of the California Education code and shall specify the ending date of the service.  
13 The ending date may be shortened or extended by the Governing Board, but shall not exceed 75%  
14 of the academic year.

15  
16     4.30     Substitute Employee -- any person employed to replace a classified employee temporarily  
17 absent from duty or used to fill a vacant classified position during the process of recruiting and  
18 hiring a permanent classified employee.

19  
20 For the purpose of training new employees, substitute employees may be defined as a person  
21 employed to temporarily perform the duties of a classified employee taking a leave of absence  
22 from duty for any reason. Substitute employees may also be used to fill a classified position which  
23 will become or has become vacant during the process of recruiting, hiring, orienting, and training a  
24 permanent classified employee to maintain continuity of operations during the transition.

25  
26     4.31     Suspension of District Operations -- the temporary discontinuance of district operations as  
27 declared by the District president or designee. The district determines that the public health,  
28 property or safety is jeopardized and it is advisable due to emergency condition to suspend the  
29 operation of any District campuses. The suspension shall apply to an entire District campus and  
30 not any portion thereof.

31  
32     4.32     Working hours -- all hours during which an employee is in a paid status.

33  
34                     **ARTICLE V – BARGAINING UNIT MEMBER FILES/EVALUATION**

35  
36     5.1     LOCATION

37  
38     5.1.1     Official Personnel files for each bargaining unit member shall be maintained in the District's  
39 Human Resources Office or by Human Resources staff in a secure electronic format.

40  
41     5.1.2     No other official Personnel files shall be kept in any other campus office and no official  
42 personnel action of any kind impacting a bargaining unit member shall be taken based on  
43 information which is not officially entered into the Personnel file.

## 5.2 ACCESS

Access to the Personnel file of any bargaining unit member shall be limited to the bargaining unit member, their supervising administrator, the District Superintendent/President, any District Vice President or Associate Vice President, appropriate confidential staff, a member of the Human Resources office with assigned duties requiring access, and any person with written, verified authorization from the bargaining unit member. The District is not obligated to disclose to the bargaining unit member any recommendations or references for employment which have been received or provided in confidence. The bargaining unit member shall have the right to examine and obtain copies of material from the Personnel file in accordance with California Education Code Section 87031.

## 5.3 MATERIALS PLACED IN FILES

5.3.1 The bargaining unit member and appropriate administrator shall acknowledge by signing and dating any documents containing derogatory information before they are entered into the bargaining unit member's Personnel file.

5.3.2 A bargaining unit member shall have the right to respond to any documented commendations or derogatory information entered into the Personnel file within five (5) working days. Bargaining unit members may use up to five (5) hours to prepare their response during normal working hours. For the purposes of this article, working days are defined as days the bargaining unit member is present and working as assigned by the District. If a bargaining unit member is absent from work without approval, the District shall have the right to enter the information immediately. Upon the bargaining unit member's return to work, they shall have five (5) working days to respond to the information. If the District decides not to place or remove the information in the Personnel file after receiving the bargaining unit member's response, the District shall notify the bargaining unit member in writing within ten (10) business days.

5.3.3 A bargaining unit member may submit a request to remove derogatory material in their Personnel file after two (2) years of its original placement in the file to the appropriate Vice President or Associate Vice President. If the removal is denied, the bargaining unit member may appeal the decision in writing within ten (10) working days to the District Superintendent/President whose decision shall be final. The District Superintendent/President may request to meet with the bargaining unit member who may request an Association representative. The District Superintendent/ President shall render a final decision in writing within ten (10) business days following the appeal.

## 5.4 EVALUATION

The primary objectives of the classified employee evaluation are to document key outcomes from the evaluation period to identify successful and unsuccessful performance, mutually develop performance goals and desired outcomes for the next evaluation period, identify areas for career growth and professional development, and create a plan to address areas needing improvement.

1 The employee may choose to complete a voluntary self-assessment as part of the evaluation  
2 process. The assessment shall only be placed in the employee's personnel file as part of the  
3 evaluation when requested by the employee.

4  
5 5.4.1 There shall be at least two (2) evaluations for probationary bargaining unit members. The  
6 first evaluation shall take place within the first 90 days after initial employment. The second  
7 evaluation shall take place after the 90<sup>th</sup> day after initial employment and before the 180<sup>th</sup> day  
8 after initial employment. Bargaining unit members with a permanent change in position shall  
9 receive an evaluation within the first 90 calendar days after initial employment in their new  
10 position. Bargaining unit members have the right to respond to any part of their evaluation  
11 through the evaluation process or through the process outlined in section 5.3.

12  
13 If either evaluation results in a recommendation to dismiss the bargaining unit member, they shall  
14 be given written notice by the District Superintendent/President prior to recommendation for  
15 dismissal to the Governing Board. Should the Governing Board accept the recommendation for  
16 dismissal by the Superintendent/President, written notice of dismissal shall be provided to the  
17 bargaining unit member. Probationary bargaining unit members can be dismissed at any time  
18 without the right to a hearing.

19  
20 Unit members holding permanence in another classification and failing probation following a  
21 promotion to any position shall return to their former classification, unless the position previously  
22 held has been eliminated or not filled. The person returning to a former classification shall have  
23 displacement rights in accordance with Article XV.

24  
25 A copy of the District Superintendent/President's recommendation shall be sent to the California  
26 School Employees' Association, Chapter 381.

27  
28 5.4.2 A written evaluation (see Appendix A) of each permanent bargaining unit member shall be  
29 provided by the supervising administrator to the employee by May 15<sup>th</sup> of each year in which an  
30 evaluation is required under this article. Unit members with a "meets expectations" or better  
31 rating within the classification shall be evaluated once every two (2) years at the discretion of the  
32 supervising administrator. Bargaining unit members with an overall rating of "needs  
33 improvement" or "unsatisfactory" must be evaluated during the following academic year.

34  
35 A bargaining unit member receiving an official disciplinary action must be evaluated during the  
36 academic year in which the disciplinary action was taken and during the following academic year.  
37 If the disciplinary action takes place within 90 days of the end of the academic year, the first  
38 evaluation shall occur within the first 150 days of the following academic year.  
39 Bargaining unit members may be evaluated more frequently as determined by the supervising  
40 administrator with approval from the Associate Vice President of Human Resources.  
41 Evaluations of bargaining unit members shall be placed in their Personnel file only after the  
42 supervising administrator has held an evaluation conference with the bargaining unit member. The  
43 bargaining unit member must attend the evaluation conference. The bargaining unit member may  
44 request representation by the Association during the conference. The Association

representative(s) will have the responsibility of notetaking and shall have the ability of caucus with unit member.

Evaluations shall be made based on direct observation and knowledge of the evaluator and verified information provided by sources with direct knowledge of the bargaining unit member's conduct and performance. The verified information shall be documented in writing by the supervisor. When a bargaining unit member disputes a rating influenced by the documented information, they may request the Associate Vice President of Human Resources review the documented information and make a final determination if the information may be used in the evaluation. Any negative observation included in the evaluation shall be communicated to the bargaining unit member and include specific recommendations for improvements necessary to achieve satisfactory performance.

The bargaining unit member shall have the right to review and respond verbally and/or in writing to any derogatory evaluation in accordance with Section 5.3 above and shall sign the evaluation form. The bargaining unit member is to receive a signed copy of his/her evaluation immediately following the formal evaluation conference.

## **ARTICLE VI - ORGANIZATIONAL RIGHTS**

### **6.1 ASSOCIATION RIGHTS**

**6.1.1** The Association shall have access to all relevant District data relating to contract provisions. Selected data shall be made available upon request.

**6.1.2** The Association shall notify the District, in writing, of the name of each designated job representative.

### **6.2 RELEASE TIME**

**6.2.1** Authorized unit members of the CSEA negotiating team shall be released from their duties with no loss in compensation when negotiating sessions are scheduled during the hours that a team member is scheduled to work. The number of unit members on the CSEA negotiation team will be equal to, or upon mutual agreement, more than the number of members on the District negotiations team. There shall be no other compensation of any kind paid team members other than compensation for regular, scheduled work duties missed during scheduled meetings by and between the parties.

### **6.3 GRIEVANCE PROCESSING**

Any complaint by a grievant that the grievant has been adversely affected by an alleged violation of a specific provision of this Agreement. "Grievance" as defined in this Agreement shall be brought only through this Grievance Procedure.

6.3.1 CSEA shall furnish annually, and update as required, a list of all officials and representatives authorized to act on CSEA's behalf. The list shall show name, title, work station and nearest campus phone contact.

6.3.2 An authorized CSEA official or representative appearing on a current furnished list shall be released from their regular work duties, with pay, when grievance resolution meetings are scheduled with management during the regular working hours of the official or representative.

#### 6.4 DISTRICT COMMITTEES

Upon request, members may serve on a variety of District committees with supervisor approval. Participating on a district committee shall not require the member to utilize accrued leave.

#### 6.5 CSEA PRESIDENT

The CSEA chapter President shall be permitted one (1) hour per week to handle chapter business. This time can be cumulative but no more than three (3) hours can be taken at a time, provided that this time is taken at a time that least interferes with performing their job duties, after receiving permission of their direct supervisor. Additional use of time beyond the scope of this article shall be at the permission of the supervisor.

### **ARTICLE VII – HOURS AND OVERTIME**

#### 7.1 WORK YEAR, WORKWEEK, WORKDAY, AND ALTERNATIVE WORK SCHEDULES

##### 7.1.1 WORK YEAR

The work year of all bargaining unit members shall begin on July 1 and end the following June 30, unless otherwise stipulated in this contract.

##### 7.1.2 WORKWEEK

The normal workweek for full-time bargaining unit members shall be five (5) consecutive eight (8) hour days in a seven (7) day period. The workweek consists of the workday, and starting/ending times. The work schedule may be extended when necessary to carry on the business of the District, as authorized by the District Superintendent/President or his designated representative. The normal workday shall be eight (8) hours and the normal workweek shall be forty (40) hours.

Alternative work schedules are available to full-time bargaining unit members throughout the work year, with prior recommendation of the immediate supervisor/manager and approval by the appropriate Assistant Superintendent/Vice President and the Associate Vice President of Human Resources:

- Four (4) ten (10) hour days
- Four (4) nine (9) hour days and one four (4) hour day
- 9/80 schedule which is eight (8) nine (9) hour days and one (1) eight (8) hour day with one day off in a biweekly period

- Other variations resulting in 40 hours worked in one week with no days exceeding ten (10) work hours or 80 hours worked in two weeks with no days exceeding ten (10) work hours

Prior to a change of work schedule made per article 7.3, the employee shall be given an opportunity to express any concerns to their supervisor and appropriate Vice President in writing. The supervisor and/or appropriate Vice President may meet with the employee to discuss the concerns and revise the schedule. When the supervisor and/or appropriate Vice President determines the schedule will be imposed as recommended, the employee(s) with continued concerns shall have the opportunity to meet with a CSEA representative (if requested), Associate Vice President of Human Resources, and appropriate Vice President to negotiate the impacts. The results of this meeting shall be communicated to the supervisor by Human Resources, at which point the supervisor shall communicate the final schedule.

During a week with one or more holidays, an employee on an alternative work schedule will only receive eight (8) hours of holiday pay for each holiday and will need to adjust their schedule and hours accordingly with approval from their immediate supervisor. The employee may use compensatory leave, vacation leave, and/or personal business leave to fulfill their required hours. Alternatively, the employee may revert to a five (5) day, eight (8) hour schedule for the week or biweekly period as appropriate for their schedule. This adjustment will not be considered a permanent change in schedule and is not a schedule change as defined in Article 7.3.

## 7.2 ADJUSTMENT OF ASSIGNED TIME

Part-time bargaining unit members may be required to work up to thirty (30) minutes in excess of their regular work day for any number of work days. Bargaining unit members may be required to work thirty (30) minutes or more in excess of their regular work assignment for more than ten (10) consecutive days only with written authorization by the appropriate Vice President or District Superintendent/President. When the assigned increase in hours continues for twenty (20) consecutive working days, the employee's regular work assignment shall be permanently increased to include the additional hours. The bargaining unit member may mutually agree to continue the increased assignment of hours beyond twenty (20) days without a permanent work assignment change. If any part-time bargaining unit member is required to work additional time beyond their regular work assignment for 120 days or more in one (1) academic year, their work assignment shall be permanently increased to include the average additional time worked during the academic year.

## 7.3 BARGAINING UNIT MEMBER WORK SCHEDULE & DATA INFORMATION SHEET

On or before July 1 of each contract year, each bargaining unit member shall be given a written work schedule for the school year beginning July 1. The work schedule shall be fixed by the employee's immediate supervisor and approved by the Associate Vice President of Human Resources or their designee. The official work week for calculating overtime shall commence at 12:00 AM Sunday. Notwithstanding any other provision of this agreement, the District may, upon 30 (thirty) days written notice, change the work schedule of a unit member. Such a change may be

made four (4) times per year, once per term (fall and spring), once between the fall and spring terms, and once between the spring and summer terms each fiscal year. The work schedule of a unit member may be changed at any time by written mutual agreement between the District and the unit member. A change in work schedule under this article shall not be grievable under Article XVI.

The unit member's supervisor shall provide a copy of the approved work schedule to the unit member and the original shall be filed with the Human Resources Office prior to July 1 and within seven (7) business days of any approved change. In addition, on or before July 1, all bargaining unit members shall be given a copy of their employee data form. A copy of the employee data form shall also be filed with the Human Resources Office.

#### 7.3.1 INCREASED HOURS IN WORK SCHEDULE – PART-TIME

If there is a need to increase the hours for a part-time position the extra hour(s) shall be offered to the part-time bargaining unit member normally performing the work and the position shall not be treated as a vacancy for the purposes of recruitment. If declined by the bargaining unit member normally performing the work, the additional hours shall be 1) rescinded or, 2) assigned, by seniority, to a bargaining unit member within the same classification, in the same physical location, and reporting to the same supervisor. If no current employee accepts the additional work hours, the District may post the position for recruitment as a vacancy under Article 13 of this agreement.

#### 7.3.2 WORKING OUT OF CLASSIFICATION

Bargaining unit members may be required to work out of classification in another bargaining unit position related to their normal assignment for up to five (5) working days in any fifteen (15) calendar day period. The bargaining unit member shall receive wages equal to the higher classification for all hours worked in that classification. The bargaining unit member shall be paid at the step resulting in at least a five percent (5%) increase over their current base salary or placed at the maximum step available in the salary range if a 5% increase is not possible.

Pay for working out of class shall only be for actual hours worked performing duties out of the unit member's permanent classification. Pay for leaves, holidays, and other non-work time shall be at the bargaining unit member's permanent classification and salary schedule placement.

Bargaining unit members reassigned to a different position within the same or a lower range shall be maintained at their current step.

Bargaining unit members may be required to work out of classification for more than five (5) working days in any fifteen (15) calendar day period only with mutual agreement between the bargaining unit member and the supervisor and with approval of the appropriate Vice President.



## 7.4 LUNCH PERIODS

7.4.1 All full-time bargaining unit members shall be entitled to a one-hour (1) uninterrupted lunch break during the first six hours of their scheduled shift. If mutually agreeable to the bargaining unit member and the immediate supervisor, the bargaining unit member may elect to have an uninterrupted lunch break of at least 30 minutes, but less than one (1) hour. Part-time bargaining unit members may have their lunch breaks prorated if determined necessary for business needs by their supervisor.

A paid thirty (30) minute lunch period may be approved by the appropriate Vice President and Associate Vice President of Human Resources if it meets the following criteria and shall be noted on their classified work schedule and submitted to Human Resources:

1. Duties requiring immediate response time utilizing the individual's specialized skills and expertise.
2. Duties involving a response to immediate emergency type of activities endangering the life and welfare of students, staff, and the general public.

7.4.2 Food service bargaining unit members shall be entitled to an uninterrupted one-half (1/2) hour lunch break with the meal provided by the District.

## 7.5 REST PERIODS

Full-time bargaining unit members are entitled to two (2) rest periods of at least fifteen (15) minutes during the work day to be designated by the supervisor. A rest period may only be shorter than fifteen (15) minutes with mutual agreement of the bargaining unit member. Rest periods must be scheduled after the first hour of the work day and before the final hour of the work day.

1. Employees working a ten (10) hour work day are entitled to forty (40) minutes of rest time during the work day.
2. Employees working at least nine (9) hours and fewer than ten (10) hours in the work day are entitled to thirty-five (35) minutes of rest time during the work day.
3. Employees working at least eight (8) hours and fewer than nine (9) hours in the work day are entitled to thirty (30) minutes of rest time during the work day.
4. Part-time bargaining unit members and full-time unit members working fewer than eight (8) hours in a work day shall have their breaks prorated and may be designated to have one or two breaks by their supervisor.

Rest periods cannot be used to make up lost time; bargaining unit members must take their allotted rest periods for the purpose of being refreshed for improved work. A bargaining unit member cannot skip a rest period and use that time for another purpose.

## 7.6 OVERTIME / COMPENSATORY TIME

Except as otherwise provided herein, all overtime and compensatory time (comp time) hours as defined in this section shall be compensated at a rate of pay equal to time and one-half (1½) the regular rate of pay of the bargaining unit member for all work. No adjustment shall be made to a regular shift assignment to account for the extra hours worked. Except in an emergency, overtime shall be approved by the unit member's immediate supervisor or designee prior to the employee performing work outside their approved schedule. Hours in a non-paid, non-working status shall not count towards the employee's working hours for overtime purposes. Hours in a paid non-working status (e.g. vacation, sick, or compensatory leave) shall count towards the employee's working hours for overtime purposes.

### FULL-TIME CLASSIFIED BARGAINING UNIT MEMBERS

- For employees working a normal work schedule of five (5) consecutive eight (8) hour days, overtime or compensatory time-off shall be granted at the rate of one and one-half (1½) times the regular rate for each quarter hour of time spent working in excess of eight (8) hours in any one (1) day or forty (40) hours in any one (1) week.
- For employees working an alternative schedule of four (4) ten (10) hour days overtime or compensatory time-off shall be granted at a rate of one and one-half (1½) times the regular rate for each quarter hour of time spent working in excess of ten (10) hours in any one (1) day or forty (40) hours in any one (1) week.
- For employees working an alternative schedule of four (4) days of more than eight (8) hours per day and fewer than ten (10) hours for any part of a weekly schedule with a day of fewer than eight (8) hours worked overtime or compensatory time-off shall be granted at a rate of one and one-half (1½) times the regular rate for each quarter hour of time spent working in excess of the scheduled hours on any given day or forty (40) hours in any one (1) week.
- For employees working an alternative biweekly schedule of more than eight (8) hours per day and fewer than ten (10) hours for any part of the biweekly period overtime or compensatory time-off shall be granted at a rate of one and one-half (1½) times the regular rate for each quarter hour of time spent working in excess of the regularly scheduled hours on any day of work performed or eighty (80) hours in any biweekly period.

### PART-TIME CLASSIFIED BARGAINING UNIT MEMBERS

- The work week for part-time bargaining unit members whose average work day is four (4) hours or more shall consist of five (5) consecutive days with overtime paid or compensatory time-off granted at the rate of one and one-half (1 ½) times the regular rate for hours worked on the sixth (6th) and seventh (7th) days of the workweek.

- A part-time bargaining unit member working fewer than four (4) hours per day on average during a work week shall, for any work required to be performed on the seventh (7th) day following the commencement of his/her work week, be granted overtime pay or compensatory time-off at a rate equal to one and one-half (1 ½) times the regular rate of pay of the bargaining unit member designated and authorized to perform the work.
- Part-time bargaining unit members working more than eight (8) hours in any one (1) day shall be granted overtime pay or compensatory time-off at a rate equal to one and one-half (1½) the regular rate of pay.

7.6.1 Bargaining unit members required to work on any holiday, as specified in Article 10.5 of this contract, shall be compensated or given compensatory time for such work in addition to the regular pay received for the holiday, at the rate of time and one-half (1½) their regular rate of pay.

7.6.2 For purposes of this section, only overtime and compensatory time recorded and verified on the bargaining unit member's timecard shall be considered. No informal system of compensatory time is acceptable.

7.6.3 Bargaining unit members accepting or placed in a permanent position in a classification with a higher salary range shall keep their accumulated compensatory leave hours up to the amount necessary for at least ten (10) days of leave. Any accumulated compensatory hours in excess of the number of hours equivalent to ten (10) days will be paid out at the unit member's base salary rate in their prior position. The Superintendent/President may grant an exception to this provision when requested by the bargaining unit member or as determined to be in the best interests of the District.

## 7.7 OVERTIME - DISTRIBUTION BY SENIORITY

When overtime is needed, the assignment shall be granted to the bargaining unit member(s) normally performing the work in order of seniority. If no bargaining unit member normally performing the work accepts the assignment, any other bargaining unit member meeting the minimum qualifications for the work to be performed may be offered the assignment. If all bargaining unit members offered the overtime assignment refuse, the supervising administrator may select any minimally qualified bargaining unit member under their supervision and require they accept the assignment.

Each subsequent overtime assignment in the work unit shall be offered to the employee next in seniority until each employee has been offered the first opportunity at an overtime assignment. The process shall then repeat with the most senior employee. The order of offering overtime assignments must be followed as stated in this clause and no special arrangements for an exchange of overtime assignments shall be made among the bargaining unit members or with the supervisor.

1 If the supervising administrator determines any bargaining unit member is unfit to perform an  
2 overtime assignment due to fatigue or any other physical or mental condition, regardless of  
3 seniority, they may offer the assignment to the next eligible unit member based on seniority.

#### 4 5 7.8 SHIFT DIFFERENTIAL - COMPENSATION

6  
7 A bargaining unit member whose work shift begins:

8  
9 7.8.1 At 12 noon or later, but before 3:30 p.m., an extra one and one-half percent  
10 (1 ½ %).

11  
12 7.8.2 At 3:30 p.m. or later, but before 9:00 p.m., an extra three percent (3%).

13  
14 7.8.3 At 9:00 p.m. or later, but before 6:00 a.m., an extra five and one-half percent  
15 (5 ½ %).

16  
17 7.8.4 Bargaining unit members receiving a shift differential premium on the basis of their shift  
18 shall suffer no reduction of pay, including differential, when assigned to a day shift for twenty (20)  
19 or fewer days.

20  
21 7.8.5 Any bargaining unit member whose workweek includes Saturday and/or Sunday shall be  
22 compensated either at the rate of five and one-half percent (5 ½ %) or the shift differential  
23 compensation, whichever is greater, for the Saturday and/or Sunday worked.

#### 24 25 7.9 MINIMUM CALL IN TIME

26  
27 Any bargaining unit member called in to work on a day when the bargaining unit member is not  
28 scheduled to work shall receive a minimum of two (2) hours pay at the appropriate rate of pay  
29 under this contract.

#### 30 31 7.10 RIGHT OF REFUSAL

32  
33 Except as provided in Section 7.6 through 7.7, any bargaining unit member shall have the right to  
34 refuse any request for overtime, call back, or call in time.

#### 35 36 7.11 CALL BACK TIME

37  
38 Any bargaining unit member called back to work after completion of his/her regular assignment  
39 shall be compensated for at least two (2) hours of work at the appropriate rate of pay under this  
40 contract.

#### 41 42 7.12 CONTROLLED STANDBY TIME

43  
44 Bargaining unit members shall be compensated for standby time when they are engaged to wait

1 for a work assignment, whether or not they are subsequently required to complete a work  
2 assignment, in accordance with the pay provisions in this Article. Assignment of "Controlled  
3 Standby Time (CST) shall follow the procedures for assigning overtime as stated in section 7.7  
4 above. Bargaining unit members directed and engaged in CST shall be paid their regular wages  
5 whether they are engaged to wait or actually perform duties directed and required during that  
6 CST. CST is voluntary and shall be offered to the identified classification necessary to complete the  
7 CST duties if directed. CST shall be offered based on seniority, on a rotational basis as practicable  
8 as possible. Should no one volunteer, the procedure for assignment of overtime in section 7.7 shall  
9 be followed to assign the CST. The conditions for CST are:

10  
11 The bargaining unit member is directed to remain at or report to a District facility or assigned  
12 worksite; or,

13  
14 The bargaining unit member is directed to be available to report to a District facility within thirty  
15 (30) minutes, or their regular commute time, whichever is less, if given a work assignment.

16  
17 Bargaining unit members requested to respond to phone calls, text messages, emails, or other  
18 forms of communication while off duty shall only receive compensation for actual time spent  
19 engaged in work communications and are not eligible for CST. Unit members who do not volunteer  
20 for CST, but merely receive a work related communication from the District, shall be paid their  
21 regular wages for the actual time spent responding to such a communication. Any response in this  
22 circumstance shall be at the discretion of the unit member who is not in CST status.

23 Bargaining unit members notified of a potential work assignment during off duty time, but not  
24 engaged to wait for a work assignment as described in items 1) or 2) above, are not eligible for  
25 CST.

26  
27 CST cannot be assumed or inferred. It is a bargaining unit member's responsibility to confirm they  
28 are being directed to engage in CST that is accordance with 1) or 2) above. Only a District  
29 administrator with authority over a bargaining unit member's work can assign approved CST.

### 30 31 7.13 VOTING TIME OFF

32  
33 If a bargaining unit member's work schedule does not allow sufficient time to vote in any federal,  
34 state, or local election in which the bargaining unit member is entitled to vote, the District shall  
35 allow sufficient time for voting without loss of pay.

### 36 37 7.14 SUSPENSION OF DISTRICT OPERATIONS

38  
39 7.14.1 In the event of a Suspension of District Operations at one or more facilities due to  
40 weather, emergency, fire, power outage, or any other event outside the District's control,  
41 bargaining unit members regularly scheduled to work at the impacted facility may be required to  
42 report to work in response to the suspension, or may be assigned by their supervisor to work at  
43 a different District authorized facility on a temporary basis during the suspension of operations.  
44 If the unit member's duties may be performed at another authorized facility as determined by

1 their supervisor, the unit member shall be granted paid administrative leave for their regularly  
2 scheduled work hours in accordance with article 7.12.2. A unit member on paid administrative  
3 leave under this paragraph shall remain available during work hours to respond to all District  
4 communications requiring a return to work.

5 Bargaining unit members off contract or otherwise not scheduled to work during the suspension  
6 of operations shall not receive paid administrative leave.

7  
8 Bargaining unit members regularly assigned to work at the impacted facility on approved paid  
9 leave during the suspension of operations shall receive paid administrative leave and will not be  
10 required to use their paid leave, unless similarly-situated employees were directed to work at a  
11 different District facility during the suspension of operations.

12  
13 7.14.2 A bargaining unit member required to report for their regularly scheduled work hours in  
14 response to an emergency event resulting in suspension of operations shall receive one (1) hour of  
15 paid administrative leave for each one (1) hour of work during their regularly scheduled work time  
16 when similarly situated bargaining unit members are granted paid administrative leave. Work  
17 hours compensated with overtime or compensatory leave shall not be considered for this benefit.

18  
19 7.14.2.1 Bargaining unit members must use their accumulated administrative leave within a twelve  
20 (12) month period of first accumulating it.

21  
22 7.14.3 Bargaining unit members who are not required to report for their regularly scheduled work  
23 hours must receive permission from the supervising District administrator(s) to work during the  
24 unplanned campus closure. If approved, the unit member may be assigned duties outside their  
25 position description, but are qualified to perform. The unit member's regular pay rate and work  
26 schedule will not be adjusted for this assignment.

27  
28 7.14.4 This section only applies when bargaining unit members are required to report to work  
29 during their regularly scheduled hours in direct connection with the event or circumstances  
30 causing the suspension of operations. Bargaining unit members required to report to work to  
31 perform their regularly scheduled duties with no connection to the suspension of operations at  
32 any other District facility shall not be eligible for paid administrative leave.

33  
34 7.14.5 This section shall not be subject to the grievance procedures stated in Article XVI.

## 35 36 **ARTICLE VIII – PAY AND ALLOWANCES**

### 37 38 **8.1 FREQUENCY - ONCE MONTHLY**

39  
40 All bargaining unit members shall be paid once per month, payable on or before the last working  
41 date of the month. If the normal pay date falls on a holiday, the paycheck shall be issued on the  
42 preceding workday.

1 The District shall provide for direct deposit of bargaining unit members' payroll checks by  
2 electronic deposit with delivery to one location.

#### 3 4 8.2 PAYROLL ERRORS

5  
6 Any payroll errors resulting in insufficient payment for a bargaining unit member shall be  
7 corrected no later than five (5) working days after the bargaining unit member provides notice to  
8 the Payroll Department.

#### 9 10 8.3 SPECIAL PAYMENTS

11  
12 Any payroll adjustment due a bargaining unit member for reasons other than procedural errors  
13 shall be corrected within five (5) working days following notice to the Payroll Department. Any  
14 payroll adjustment due to a bargaining unit member as a result of working out of classification  
15 shall be made on the next payroll according to established payroll procedures.

#### 16 17 8.4 LOST CHECKS

18  
19 Anytime a bargaining unit member notifies the Business Office they have not received a payment  
20 or, have lost a payment, or have failed to cash or deposit the payment prior to the expiration date,  
21 the Business Office shall issue a replacement within five (5) working days of verifying the payment  
22 has not been cashed or deposited and the funds have not been withdrawn from the District.

#### 23 24 8.5 ILLNESS AND ACCIDENT COMPENSATION

25  
26 When bargaining unit members have exhausted all earned contractual paid leaves, including  
27 Workers' Compensation provisions, and they are absent from their duties on account of illness or  
28 accident for a period of five (5) months or less, whether or not the absence arises due to or in the  
29 course of employment, the amount deducted from the salary due for any month in which the  
30 absence occurs shall not exceed the sum which is actually paid a substitute employee to fill their  
31 position during their absence. A substitute employee is defined as a temporary employee hired to  
32 fill the vacant position while the permanent or probationary employee is absent and does not  
33 include any current District permanent or probationary employees. If no substitute is hired to  
34 replace absent bargaining unit members, they shall receive their full regular rate of pay for a  
35 period of five (5) months from the first day of the absence due to illness or after the accident.

#### 36 37 8.6 PAY INCREASES

38  
39 Adjust the salary schedule as outlined in Appendix B effective within 45 days of the Governing  
40 Board's approval of this contract. Revise the salary schedule to reestablish a twenty-one step  
41 salary schedule beginning with step one (1) and ending with step twenty-one (21).

42  
43 8.6.1 Step increases shall be awarded on July 1<sup>st</sup> of the next academic year to each bargaining  
44 unit member working for the District in their present classification as of February 1<sup>st</sup> of the current

1 academic year, provided they are still employed in the classification effective July 1<sup>st</sup>.

## 2 3 8.7 PROMOTION

4  
5 Any bargaining unit member promoted under the provisions of this contract shall be moved to the  
6 appropriate range and step of the new class to ensure at least a five percent (5%) increase in pay  
7 or will be placed at the maximum step available in the salary range if a 5% increase is not possible.

8  
9 8.7.1 Any bargaining unit member receiving a demotion under the provisions of this contract  
10 shall be moved to the appropriate range of the new classification and maintain their step from  
11 their previous position.

## 12 13 8.9 EDUCATION AWARDS

14  
15 Bargaining unit members will receive additional compensation in recognition of their educational  
16 attainment as follows:

- 17  
18 1) Bargaining unit members having attained their M.A. or M.S. degrees shall receive seven-  
19 hundred dollars (\$700) per year.  
20  
21 2) Bargaining unit members having attained their B.A. or B.S. degrees shall receive six-  
22 hundred dollars (\$600) per year.  
23  
24 3) Bargaining unit members having attained their A.A. or A.S. degrees shall receive five-  
25 hundred (\$500) per year.  
26  
27 4) Bargaining unit members having attained sixty (60) or more units but not meeting the  
28 requirements for the A.A. degree shall receive three-hundred dollars (\$300) per year  
29  
30 5) Bargaining unit members having completed at least ten (10), but fewer than sixty (60),  
31 college credits (acceptable toward an A.A. or B.A. degree) shall receive an increment of  
32 forty dollars (\$40) per year for each ten (10) credits completed.  
33

34 The maximum compensation a bargaining unit member can attain shall be seven hundred dollars  
35 (\$700) per annum. All-bargaining unit members eligible for the award.  
36

37 For the purposes of this agreement, those bargaining unit members who have currently obtained a  
38 bachelor's or master's degree, must submit their official transcripts no later than July 1<sup>st</sup>, 2022 in  
39 order to receive the award in their July payroll.  
40  
41  
42  
43  
44



1 8.10 BARGAINING UNIT MEMBER EXPENSES AND MATERIALS

2  
3 8.10.1 UNIFORMS

4  
5 The District shall pay the full cost of the purchase, lease, rental, cleaning, and maintenance of  
6 uniforms, equipment, identification badges, emblems, and cards required by the District to be  
7 worn or used by bargaining unit members.

8  
9 8.10.2 TOOLS

- 10  
11 1) The District shall provide all tools, equipment, and supplies necessary to bargaining unit  
12 members for performance of employment duties.  
13  
14 2) The District shall replace the loss of tools of bargaining unit members previously authorized  
15 in writing by the District Superintendent/President or appropriate Vice President to use  
16 personal tools in the course of their employment.  
17

18 8.10.3 REPLACING OR REPAIRING EMPLOYEE'S PROPERTY

19  
20 The District shall fully compensate bargaining unit members for loss or damage to personal  
21 property in the course of employment.  
22

23 8.10.4 NON-OWNED AUTOMOBILE INSURANCE

24  
25 No bargaining unit members shall be required to use their personal vehicle in the course of their  
26 employment. If, however, such use is authorized in writing on the appropriate District form and  
27 agreed to by the bargaining unit member, the District shall assume secondary insurance liability.  
28

29 8.10.5 PHYSICAL EXAMINATIONS

30  
31 Whenever the Governing Board requires a physical examination be taken by a bargaining unit  
32 member or when bargaining unit members are required by law to submit to a physical  
33 examination for continued employment, the Governing Board shall provide the required  
34 examination or provide the bargaining unit member with reasonable reimbursement for the  
35 required examination.

36 If the Governing Board requires a physical examination or any other medical test or procedure, or  
37 an examination is legally required as a condition of pre-employment, the District shall pay for the  
38 examination, test, or procedure.  
39

40 8.11 MILEAGE COMPENSATION DURING TEMPORARY ASSIGNMENTS

41  
42 Bargaining unit members required to work at a work site on a temporary assignment which is  
43 more than five (5) miles from their normal work site shall be compensated for the total mileage  
44 difference between their normal work site and the temporary work site at the amount established

1 for reimbursement for mileage. Such compensation shall be paid to the bargaining unit member  
2 when filed on the appropriate travel expense claim form. Mileage reimbursements must be  
3 submitted within thirty (30) days of the completion of the assignment.

#### 4 5 8.12 UNIT MEMBERS SERVING AS SUBSTITUTE OR SHORT-TERM EMPLOYEES

6  
7 Bargaining unit members assigned to a substitute or short-term position outside their regular  
8 classification, shall be paid in accordance with the provisions of article 7.3.2. Bargaining unit  
9 members serving in another position within their current classification will be paid at their current  
10 step.

#### 11 12 8.13 RETIREES SERVING AS SUBSTITUTE OR SHORT-TERM EMPLOYEES

13  
14 Retirees returning to work in their outgoing position or classification will be paid on the current  
15 salary schedule at the step they attained during their active employment with the District.

16  
17 Retirees returning to work in a position or classification in a lower salary range will be paid on the  
18 current salary schedule at the maximum step they attained during their active service with the  
19 District.

20  
21 Retirees returning to work in a position or classification in a higher salary range will be paid at the  
22 step closest to, but not less than, their outgoing salary range and step placement on the current  
23 salary schedule.

24  
25 Retirees returning to work are not eligible for any shift differential or educational awards.

### 26 27 ARTICLE IX – HEALTH AND WELFARE BENEFITS

#### 28 29 9.1 BARGAINING UNIT MEMBERS AND DEPENDENT INSURANCE COVERAGE

30  
31 Group health benefits contributions will be made using a tiered structure based on the persons  
32 covered by the bargaining unit member's benefit election. The District's maximum monthly  
33 contributions toward the four tiers shall be, excluding HSA-5000

- 34 • \$563 for employee only plans
- 35 • \$1013 for employee and child(ren) plans
- 36 • \$1125 for employee and spouse plans
- 37 • \$1575 for employee plus family plans

38  
39 The District's contribution to the HSA-5000 plan shall be:

- 40 • \$614 for employee only plans
- 41 • \$1106 for employee and child(ren) plans
- 42 • \$1228 for employee and spouse plans
- 43 • \$1719 for employee plus family plans

1 When the total cost of a plan in any tier is lower than the District's maximum contribution, the  
2 District will only contribute the total cost of the plan. The District will not reimburse the difference  
3 to any bargaining unit member.  
4

5 9.1.2 The District shall contribute a maximum of \$1,500 annually to provide eligible unit  
6 members with a California Dental Service Four-Step Incentive Dental Plan as offered through the  
7 Shasta-Trinity Schools Insurance Group Joint Powers Authority. In addition, the District shall  
8 provide eligible unit members with a California Dental Service \$1,000 lifetime maximum  
9 orthodontic benefit for children only with 50% co-pay. Contributions will be allocated on a  
10 monthly basis. In the event the premium for the plans exceed \$1,500 and \$1,000 respectively, the  
11 unit member shall pay the additional cost.  
12

13 9.1.3 The District shall contribute a maximum of \$600 annually to provide all eligible unit  
14 members with the California Vision Service Plan B, no deductible, as offered through the Shasta  
15 Trinity Schools Group Joint Powers Authority. In the event the premium for the plan exceeds \$600,  
16 the unit member shall pay the additional cost.  
17

18 9.1.4 The District shall provide a group life insurance plan valued at \$20,000 for all unit members  
19 eligible for medical benefits.  
20

21 9.1.5 The District will establish an Internal Revenue Code Section 125 flexible spending account  
22 plan which allows employees to set aside pre-tax funds for employee-paid health insurance  
23 premiums, deductibles, and other non-covered medical expenses, including orthodontia, as well as  
24 child care and elder care.  
25

26 9.1.6 A year of service shall be defined as the total of service rendered by bargaining unit  
27 members between their anniversary dates of at least twenty (20) hours of service per week, not  
28 including overtime, and nine (9) months of service rendered per year or forty (40) hours per week  
29 for at least six (6) months.  
30

31 9.1.7 In accordance with Sections 9.1.1, 9.1.2, and 9.1.3, the District shall contribute to medical,  
32 dental, and vision benefits for all bargaining unit members (and dependents) who are regularly  
33 employed nine (9) months per year and at least thirty (30) hours per week.  
34

35 9.1.8 For bargaining unit members who retire under PERS on or after July 1, 1999 who have  
36 reached the age of fifty-five (55) and who have rendered fifteen (15) or more years' service to the  
37 District, the District's contribution for medical insurance for the retiree and dependent(s) shall  
38 not exceed \$847 per month. When such a bargaining unit member reaches the age of Medicare  
39 eligibility, the District shall then contribute the premium necessary to provide Medicare  
40 supplemental health insurance coverage for the bargaining unit member and their dependent(s).  
41 *(Board ratified 7/18/16)*  
42

43 If it elects to do so, the District may continue to provide the full health insurance premium for  
44 bargaining unit members after the retiree reaches Medicare eligibility. At its sole discretion, the

District retains the right to determine whether the District will provide Medicare supplemental health insurance coverage or the full health insurance premium provided to active bargaining unit members. *(Board ratified 3/14/01)*

9.1.9 For employees hired after July 1, 2001, the District will contribute five-hundred dollars (\$500) per month for health insurance at the time of the employee's retirement provided that the bargaining unit member has attained the age of fifty-five (55) and has rendered fifteen (15) years or more of service to the District. Benefits are payable until Medicare eligibility or the death of the retiree. If a retiree dies while eligible for medical, dental, and vision coverage, the District shall continue to provide such coverage for eligible dependents for the retiree's remaining period of eligibility, not to exceed six (6) months. *(Board ratified 3/14/01)*

9.1.10 Rights under this Article shall not become vested until an employee retires. Prior to that time, this section may be amended or repealed by agreement between the District and the Association.

## 9.2 BENEFIT PLAN CONTINUATION

### 9.2.1 GROUP HEALTH INSURANCE

Unless qualified under Section 9.1.9 or 9.1.10, retired bargaining unit members who enter the State retirement system are permitted to subscribe to the same health, hospitalization, and major medical plan as that which the District provides for its bargaining unit members, subject to the approval of the insurance carriers.

The retired bargaining unit member must have been at least a one-half (1/2) time bargaining unit member, who, at the time of retirement, was eligible to receive the District's health insurance fringe benefits.

The retired bargaining unit member would, personally, pay according to the retiree premium rate schedule.

The retired bargaining unit members shall pay their own premiums, in advance, by bringing six (6) post-dated monthly, premium checks to the Business Office twice each year.

### 9.2.2 GROUP DENTAL AND VISION INSURANCE

Subject to carrier acceptance and rules, eligible retirees may purchase group dental and vision coverage at their expense. Payments must be prepaid in full for the year by June 1. *(Board ratified 12/11/02)*

The retired bargaining unit member must have been at least a one-half (1/2) time bargaining unit member, who, at the time of retirement, was eligible to receive the District's dental and vision fringe benefits. *(Board ratified 12/11/02).*

## **ARTICLE X – VACATION PLAN AND HOLIDAYS**

### **10.1 ELIGIBILITY**

All bargaining unit members shall earn paid vacation leave in accordance with this article. Vacation leave rights will be vested rights beginning on the 181<sup>st</sup> calendar day of the bargaining unit member's employment with the District in accordance with California Education Code, Section 88197. When a bargaining unit member separates employment from the District prior to the 181<sup>st</sup> calendar day of employment, the District shall withhold any amount of salary paid for vacation leave from the member's final paycheck. Vacation benefits begin accruing on the first date of employment.

### **10.2 VACATION LEAVE SCHEDULING**

Whenever possible, the supervising administrator shall provide sufficient opportunities for the bargaining unit member to use all vacation leave during the academic year in which it was earned. The bargaining unit member should use vacation leave within the twelve-month (12) period following accrual whenever possible.

### **10.3 ACCUMULATION**

Vacation leave shall be earned and accumulated at the end of each month in accordance with the schedules below. Vacation leave accruals shall be based on the employee's annual work schedule and distributed equally in each month of employment as defined in 10.3.1.

**10.3.1** Bargaining unit members shall earn one (1) hour of vacation leave for each 21.66 hours in a regular pay working, holiday, or leave status, equivalent to twelve (12) days at eight (8) hours per day of vacation leave for twelve (12) months of full-time paid service.

**10.3.2** Bargaining unit members' vacation leave accrual shall increase for each four years of service to the District as follows:

- Years one (1) through four (4) – one (1) hour per 21.66 hours of paid service (equivalent to twelve (12) days of leave at eight (8) hours per day for 52 weeks of service at 40 hours per week)
- Years five (5) through eight (8) – one (1) hour per 17.33 hours of paid service (equivalent to fifteen (15) days of leave at eight (8) hours per day for 52 weeks of service at 40 hours per week)
- Years nine (9) through twelve (12) – one (1) hour per 14.44 hours of paid service (equivalent to eighteen (18) days of leave at eight (8) hours per day for 52 weeks of service at 40 hours per week)
- Years thirteen (13) and beyond – one (1) hour per 12.38 hours of paid service (equivalent to twenty-one (21) days of leave at eight (8) hours per day for 52 weeks of service at 40 hours per week)

1 10.3.3 The District shall report the vacation accumulation for each bargaining unit member  
2 through the District's online employee information system. The District shall provide a current  
3 leave accumulation to any bargaining unit member within five (5) working days of a request.  
4

5 10.3.4 The maximum vacation leave accrual for each bargaining unit member shall be the number  
6 of hours equivalent to forty-two (42) days of vacation at the member's average number of hours  
7 worked per day. The maximum accrual shall be calculated by dividing the total number of hours  
8 the bargaining unit member is regularly scheduled to work during the academic year by 6.19.  
9 Bargaining unit members with a vacation leave balance exceeding their maximum number of  
10 hours as of the first date of employment in a new academic year will be required to, in mutual  
11 agreement with their supervisor, either schedule sufficient vacation leave usage to reduce the  
12 balance under the maximum hours permitted within 90 days, or be paid for one-half (½) of their  
13 vacation leave hours at their current base salary rate, or any combination of vacation usage and  
14 payout resulting in a 50% reduction of their vacation leave balance.  
15

16 10.3.5 The District will approve vacation requests submitted with at least two (2) weeks advance  
17 notice unless a legitimate business need impacting department operations exists. The supervisor  
18 and the employee shall attempt to mutually agree upon vacation dates. If the employee and the  
19 supervisor are unable to reach a mutual agreement, the appropriate Vice President or Associate  
20 Vice President, in consultation with the Association, shall schedule vacation.  
21

#### 22 10.4 VACATION PAY

23

24 Pay for vacation days for all bargaining unit members shall be at their current base salary rate in  
25 their permanent classification and position at the time of payment.  
26

##### 27 10.4.1 VACATION PAY UPON TERMINATION

28

29 When bargaining unit members retire, resign, are terminated, or otherwise separate from the  
30 District, and have been employed for at least six (6) months, they shall be entitled to all vacation  
31 pay earned and accumulated up to and including the effective date of the separation. All vacation  
32 pay shall be included in the final paycheck, providing the bargaining unit member's last day  
33 worked is prior to the fifteenth (15<sup>th</sup>) of the month. When bargaining unit members last day  
34 worked is after the fifteenth of the month, they shall receive their vacation pay by the tenth  
35 (10<sup>th</sup>) of the month following their separation.  
36

##### 37 10.4.2 VACATION PAY UPON CHANGE IN POSITION

38

39 Bargaining unit members accepting or placed in a permanent position in a classification with a  
40 higher salary range shall keep their accumulated vacation leave hours up to the amount necessary  
41 for at least twenty-one (21) days of leave based on their average assigned daily work hours. Any  
42 accumulated vacation leave hours in excess of the number of hours necessary for at least twenty-  
43 one (21) days of leave shall be paid out at the unit member's base salary rate in their prior  
44 position. Unit members with fewer hours of vacation leave than necessary for twenty-one (21)

1 days of leave shall keep their full balance. The Superintendent/President may grant an exception  
2 to this provision when requested by the bargaining unit member or determined to be in the best  
3 interests of the District.

#### 4 5 10.4.3 VACATION POSTPONEMENT

6  
7 No bargaining unit member's vacation shall be interrupted to return to work unless mutually  
8 agreed by the bargaining unit member and the appropriate Vice President or in the event the  
9 Governor of California declares a state of emergency in the county in which the bargaining unit  
10 member regularly works.

#### 11 12 10.4.4 VACATION SCHEDULING PREFERENCE

13  
14 When two or more bargaining unit members working in the same classification and work unit  
15 request vacation leave for the same day(s) and the supervising administrator determines one or  
16 more requests must be denied for legitimate business purposes, the bargaining unit member with  
17 the greatest seniority in the classification shall be given preference.

#### 18 19 10.4.5 INTERRUPTION OF VACATION

20  
21 Bargaining unit members may interrupt or terminate vacation leave and begin another type of  
22 paid leave provided by this contract without a return to active service, provided they provide  
23 notice and supporting justification (e.g. medical certification of injury or illness, jury summons,  
24 etc.).

#### 25 26 10.5 HOLIDAYS

27  
28 All bargaining unit members shall be granted the following holidays when the scheduled  
29 observance of holidays occurs during the course of their regular employment and when such days  
30 are school holidays for students of the District (See Appendix D, for the Bargaining Unit Members'  
31 Calendar).

32  
33 10.5.1 Labor Day, Admissions Day, Veterans' Day, Thanksgiving Day, Christmas Day, New Year's  
34 Day, Martin Luther King Jr. Day, Lincoln's Birthday, Washington's Birthday, Memorial Day,  
35 Juneteenth, Independence Day, Christmas Eve Day, New Year's Eve Day, the day following  
36 Thanksgiving, and Spring Recess Day, two Winter Recess Days to be used between Christmas Day  
37 and New Year's Day. The designation of Winter Recess Days will be determined by the District per  
38 the academic calendar.

#### 39 40 10.5.2 HOLIDAYS ON SATURDAY AND SUNDAY

41  
42 When any of the holidays on which the District would be closed fall on Saturday, the District shall  
43 close on the preceding Friday; when any of the holidays on which the District would be closed fall  
44 on Sunday, the District shall close on the following Monday.

1 10.5.3 HOLIDAY COMPENSATION

2  
3 Bargaining unit members shall be entitled to be off duty on all holidays as designated in the  
4 Bargaining Unit Members' Calendar. Bargaining unit members working fewer than forty (40) hours  
5 per week shall be entitled to a proration of holiday compensation equal to the proportion of a 40  
6 hour work week they are assigned. If bargaining unit members are required to work on a holiday,  
7 they shall receive compensation or compensatory time off. Bargaining unit members whose  
8 regular work schedule is four (4) days per week shall, when a holiday falls on their regular day(s)  
9 off, be entitled to their regular day of compensatory time off, provided they were in a paid status  
10 on their last working day prior to the days off or succeeding the days off.  
11

12 10.5.4 ADDITIONAL HOLIDAYS

13  
14 Every day declared by the U.S. President or Governor of this state as a public fast, Thanksgiving, or  
15 holiday, or any day declared a holiday by the Governing Board under California Education Code,  
16 Section 79020(c) and (d), shall be a paid holiday for all eligible bargaining unit members.  
17

18 10.5.5 HOLIDAY ELIGIBILITY

19  
20 Except as otherwise provided below, a bargaining unit member must be in paid status on the  
21 working day immediately preceding or succeeding the holiday to be paid for the holiday.  
22

23 Bargaining unit members off contract during the District holidays beginning December 24 through  
24 January 1 shall be paid for those holidays provided they were in a paid status during any portion of  
25 the working day preceding or succeeding the holiday period.  
26

27 ARTICLE XI – LEAVE

28  
29 11.1 BEREAVEMENT LEAVE

30  
31 Bargaining unit members shall be granted paid administrative leave by the District for a necessary  
32 leave of absence, up to forty (40) hours for a full-time employee, on account of the death of any  
33 member of their immediate family. Bargaining unit members working fewer than 40 hours per  
34 week shall be entitled to a proration of bereavement leave hours equal to the proportion of a 40  
35 hour work week they are assigned.  
36

37 11.1.1 IMMEDIATE FAMILY

- 38  
39 a. The bargaining unit member's spouse or registered domestic partner, children or legal  
40 dependents, foster child, mother, father, sister, brother, niece, nephew, step-parents,  
41 aunt, uncle, grandmother, grandfather, grandchild; son-in-law, daughter-in-law, step-child,  
42 brother-in-law, or sister-in-law; and,  
43



- b. The bargaining unit member's spouse's or registered domestic partner's children or legal dependents, foster child, mother, father, sister, brother, niece, nephew, step-parents, aunt, uncle, grandmother, grandfather, grandchild; son-in-law, daughter-in-law, step-child, brother-in-law, or sister-in-law; and,
- c. Any significant other or relative living in the bargaining unit member's immediate household.

#### 11.2 WITNESS AND JURY DUTY

Bargaining unit members subpoenaed to appear as a witness in a court proceeding shall be granted a paid leave of absence.

Bargaining unit members called for jury duty in the manner provided by law shall be granted a paid leave of absence. The District will pay the employee the difference between their regular salary and all pay received for jury duty or appearing as a witness.

Whenever possible, bargaining unit members shall endorse jury duty or witness pay received to the District and the District will pay their full regular salary. Mileage and meal allowances shall be paid directly to the bargaining unit member and are not considered pay for the purposes of this article. If fees are not endorsed to the District, the leave shall be granted without pay. Only those fees received by the bargaining unit member for service performed during the employee's regularly scheduled hours of employment shall be subject to the endorsement policy. Bargaining unit members shall only be compensated for their regular work schedule time at their permanent classification and rate of pay. No overtime, extra time, or any other additional form of pay shall be earned while an employee is on witness or jury duty leave unless the employee is assigned by their supervisor to perform the additional work.

Bargaining unit members whose regular assigned shift commences at 4 PM or later required to serve all or any part of the day on jury duty or as a witness shall be receive paid leave and will not be required to report to work for their regularly scheduled assignment.

#### 11.3 MILITARY LEAVE

A bargaining unit member 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. Bargaining unit members shall provide their supervising administrator and the Human Resources office with a copy of the military order compelling their service prior to the start of their leave whenever possible.

#### 11.4 SICK LEAVE

11.4.1 Bargaining unit members shall earn one (1) hour of leave for illness or injury for each 21.66 hours in a regular pay working, holiday, or leave status, equivalent to twelve (12) days at eight (8) hours per day of sick leave for twelve (12) months of full-time paid service. Sick leave shall not be

1 earned for hours worked in which an employee receives overtime pay, compensatory leave, or any  
2 other form of compensation at a rate greater than their regular pay. Employees working fewer  
3 than 52 weeks and/or 40 hours per week or 80 hours in each biweekly period shall earn sick leave  
4 for extra time worked which is not compensated as overtime, compensatory leave, or any other  
5 form of compensation at a rate greater than their regular pay.  
6

7 11.4.2 Sick leave shall be paid at the bargaining unit member's regular rate of pay for their  
8 permanent classification and position. The District shall grant bargaining unit members their full  
9 expected accrual of sick leave based on the number of hours they should be in a paid status  
10 according to their fixed work schedule for the year on July 1<sup>st</sup> or the first day the employees'  
11 service to the District in the current academic year.  
12

13 11.4.3 When a bargaining unit member's employment with the District ends, they shall not be  
14 paid for unused sick leave. If a bargaining unit member has used sick leave hours which have not  
15 been earned as stated in the first paragraph of this section, the amount of pay given to the  
16 member for the unearned leave used shall be deducted from the bargaining unit member's final  
17 paycheck.  
18

19 11.4.4 Unused sick leave hours shall accumulate each year without a limit on the total hours of  
20 sick leave a bargaining unit may accrue.  
21

22 11.4.5 When sick leave absence pattern exists or a supervising administrator has a valid concern  
23 regarding a bargaining unit member's sick leave usage, the supervisor shall meet with the unit  
24 member who may request an Association representative. The supervising administrator shall  
25 present the reasons for concern and provide the bargaining unit member an opportunity to  
26 explain or provide justification for their leave usage. The Bargaining unit member may elect to  
27 meet with Human Resources to explain or provide justification for their leave usage. If the  
28 Bargaining unit member cannot provide a reasonable explanation, the District may require  
29 documentation of the bargaining unit member's need for sick leave for illness or injury for future  
30 absences. The unit member will be notified of this requirement by Human Resources in writing  
31 prior to implementation. If the unit member's leave usage is documented and valid for a period of  
32 six (6) months following notification of the requirement to provide documentation, Human  
33 Resources shall meet with the unit member who may request an Association representative and  
34 determine if documentation will continue to be required.  
35

36 11.4.6 The District shall report the sick leave accumulation for each bargaining unit member  
37 through the District's online employee information system. The District shall provide a current  
38 leave accumulation to any bargaining unit member within five (5) working days of a request.  
39

#### 40 11.4.7 MEDICAL/DENTAL APPOINTMENTS

41

42 Bargaining unit members shall exercise every reasonable effort to schedule appointments to  
43 minimize their absence from work.  
44

1 11.4.8 ON-CAMPUS BLOOD DRIVES

2  
3 Bargaining unit members may donate to on-campus blood drives during work time so long as they  
4 provide at least three business days' advanced notice to their supervising administrator.  
5

6 11.5 CATASTROPHIC LEAVE BANK

7  
8 11.5.1 PURPOSE  
9

10 The District shall authorize the Association to maintain a catastrophic leave program to allow  
11 bargaining unit members to donate vacation, sick, and/or compensatory leave to other members  
12 with an illness or injury need as defined in 11.5.2. The leave donation program shall provide  
13 bargaining unit members with serious medical needs an opportunity to continue to receive full pay  
14 after exhausting all paid leave entitlements.  
15

16 11.5.2 DEFINITIONS  
17

- 18 a. "Catastrophic Illness or Injury" means an illness or injury expected to prevent the  
19 employee from working for a period of thirty (30) or more consecutive calendar days  
20 by a qualified medical provider.  
21 b. "Full Pay Sick Leave" means fully paid sick leave for illness or injury accrued by the  
22 donor.  
23 c. "Full Pay Vacation Leave" means fully paid vacation leave accrued by the donor.  
24 d. "Eligible Recipient" means a recipient who has exhausted all vacation leave, paid leave  
25 of absence for illness or injury, and any other paid leave, including workers  
26 compensation. Bargaining unit members must have exhausted all vacation, sick leave,  
27 compensatory time, workers compensation, or any other paid leave before applying  
28 for catastrophic leave.  
29

30 11.5.3 LEAVE DONATION LIMITS AND PROCEDURES  
31

- 32 a. Bargaining unit members may donate up to sixty (60) hours of full pay vacation,  
33 compensatory time, or sick leave during each academic year.  
34  
35 b. Bargaining unit members may donate any combination of full pay vacation,  
36 compensatory time, or sick leave up to the sixty (60) hour limit.  
37  
38 c. The minimum full pay vacation, compensatory time, or sick leave donation granted  
39 under this Article shall be four (4) hours.  
40  
41 d. Bargaining unit members may receive up to 66% of their total scheduled work hours for  
42 the academic year in vacation, sick, and/or compensatory leave donations for any one  
43 period of catastrophic leave. The donation leave reception limit shall not reset when  
44 any one period of catastrophic leave extends to multiple academic years.

- e. The District shall provide forms for requesting leave donations and donating leave.
- f. Leave donations shall be processed and applied in the chronological order they are received. When a bargaining unit member receives more hours of donated leave than needed during their period of catastrophic leave, the unused leave hours shall be returned to the donating unit members.
- g. Leave donations are irrevocable. Once the form authorizing a leave donation is received in the Human Resources office, the bargaining unit member may not rescind their donation.
- h. Donated leave has no cash value and the employee receiving the donation shall not be eligible to request payment for any donated vacation leave.

#### 11.5.4 LEAVE DONATION PROGRAM MANAGEMENT

The Executive Board of the Classified School Employees' Association, Chapter 381, shall be responsible for administering the leave donation program. The District's responsibilities shall be verifying eligibility, maintaining appropriate records, and monitoring the implementation of the program for equal employment opportunity purposes. The Executive Board shall grant all requests for catastrophic leave until the bargaining unit member has reached 66% of their total scheduled work hours for the academic year in leave donations. Bargaining unit members shall notify CSEA leadership whether or not to use their name when requesting donations.

11.5.5 No unit member shall be obligated to donate leave under this program.

11.5.6 The Association assumes full responsibility for the administration of this program, including maintaining the confidentiality of any medical information in accordance with all state and federal laws. The Association agrees to hold harmless and indemnify the District for all costs, including reasonable attorney fees, arising from the inappropriate disclosure of medical information.

11.5.7 This section shall not be subject to the grievance procedure.

#### 11.6 PARENTAL AND BONDING LEAVE

Bargaining unit members may use accumulated paid leave for parental leave for up to 12 workweeks. Parental leave may be taken incrementally or consecutively, but must be taken within 12 months following the date of birth or adoption of a child. Bargaining unit members exhausting all current and accumulated paid leave before receiving all 12 workweeks of parental leave will be paid 50% of their regular salary for the remaining portion of their parental leave as long as they meet the eligibility requirements of the California Family Rights Act.

1 11.7 FAMILY MEDICAL LEAVE

2  
3 Bargaining unit members may take unpaid family and medical leave pursuant to applicable federal  
4 and state laws (e.g. the Family Medical Leave Act of 1993 and the California Family Rights Act of  
5 1991).

6  
7 11.8 INDUSTRIAL ACCIDENT AND ILLNESS LEAVE

8  
9 11.8.1 Bargaining unit members are covered by Workers' Compensation Insurance for any  
10 employment-related injury or illness. Bargaining unit members are responsible for reporting any  
11 injury to their immediate supervisor and through the District's reporting procedures established by  
12 the Human Resources office within seventy-two (72) hours, or as soon as possible.

13  
14 11.8.2 Bargaining unit members entitled to temporary workers' compensation benefits due to a  
15 work-related injury shall be paid at their full salary rate by the District for the first sixty (60)  
16 working days of their absence. Bargaining unit members must return the full amount of their  
17 workers' compensation payments to the District. After the first sixty (60) working days, if the  
18 bargaining unit member has not separated from the District, the District shall continue to pay the  
19 difference between their current salary and their workers' compensation benefit, deducting the  
20 difference from their accumulated sick compensatory, and vacation leave. The District shall not  
21 pay bargaining unit members if the workers' compensation benefit exceeds their regular rate of  
22 pay.

23  
24 11.8.3 Bargaining unit members shall retain priority to return to their permanent position or a  
25 similar position for which they meet the minimum qualifications for thirty-nine (39) months after  
26 being released from work following an employment-related injury.

27  
28 11.8.4 Bargaining unit members receiving workers' compensation benefits shall remain within the  
29 state of California while receiving benefits unless the Governing Board authorizes travel outside  
30 the State.

31  
32 11.8.5 Bargaining unit members placed on a reemployment list and medically released for return  
33 to duty who refuse an appropriate work assignment shall be dismissed (see California Education  
34 Code, Section 88192).

35  
36 11.9 BREAK IN SERVICE

37  
38 Paid absences as provided in this article shall not be considered a break in service. All contractual  
39 benefits shall continue to accrue during the unit member's absence.

40  
41 11.10 PERSONAL NECESSITY

42  
43 11.10.1 Bargaining unit members may use up to 7 days of sick leave per fiscal year for personal  
44 necessity for the following reasons

- a. Death of an immediate family member when additional leave is required beyond that provided in Section 11.1 and any additional leave provided by the Governing Board.
- b. Accident, illness, or doctor appointment; attorney, court, or other legal appointment; or a required education-related meeting for a dependent involving unit members or members of their immediate family.
- c. Appearance in any court or before any administrative tribunal as a litigant, party, or witness under subpoena or any order made with jurisdiction.
- d. Act of Nature such as extreme weather conditions like fire, flood, heavy wind or snow or as declared by local authorities to evacuate or stay home.

Request for personal necessity leave shall be entered in the employee portal at least three (3) working days in advance of the effective dates of leave. Advance approval of personal necessity leave by the immediate supervisor is required with the exception of those reasons cited in Sections 11.10.1 and for unforeseen circumstances beyond prediction. Requests shall be entered in the employee portal as early as possible upon return to duty.

11.10.2 Bargaining unit members may use up to 7 days of their personal necessity leave per year for personal business. No justification is required for use of personal necessity leave for personal business reasons. Requests for personal business leave shall be made to the immediate supervisor at least three (3) working days in advance of the effective dates of leave. With the exception of such qualifying reasons and unforeseen circumstances beyond prediction, requests shall be entered in the employee portal as early as possible upon return to duty.

11.10.3 The Governing Board may authorize an additional paid leave of absence for up to thirty (30) working days not to be deducted from the bargaining unit member's accumulated sick leave.

11.10.4 Written verification of the conditions justifying the use of personnel necessity leave may be required by the District at any time.

11.10.5 A unit member shall secure advance authorization from his or her supervisor for the use of personal business days. The employee need not give a reason for use of these days.

11.10.6 Personal Necessity Leave for other reasons may be approved by the District Superintendent/President or appropriate Vice President or Associate Vice President.

#### 11.11 LEAVE OF ABSENCE WITHOUT PAY

Bargaining unit members may request an unpaid leave of absence from the Governing Board (see California Education Code, Section 88198). The Governing Board shall have the power to grant leaves of absence with or without pay to employees so long as the governing board does not deprive any employee of any leave of absence to which they are entitled by law.

1 11.12 TRANSFER OF ACCUMULATED SICK LEAVE

2  
3 The District is responsible for arranging for the transfer of accumulated sick leave in accordance  
4 with California Education Code, Section 88202. It is the unit member's responsibility to notify the  
5 District they have accumulated sick leave eligible for transfer when they are initially employed by  
6 the District or when they have accepted employment at another institution eligible for sick leave  
7 transfer.  
8

9 11.13 RETRAINING AND STUDY LEAVE

10  
11 A leave of absence, paid or unpaid, for study/retraining may be granted by the Governing Board in  
12 accordance with the California Education Code commencing with Section 88220.  
13

14 11.14 NON-INDUSTRIAL ACCIDENT OR ILLNESS LEAVE

15  
16 11.14.1 A permanent member of the bargaining unit who has exhausted all accrued sick, vacation,  
17 compensatory, or other available paid leave and who is absent because of non-industrial accident  
18 or illness may be granted additional leave, paid or unpaid, without loss of benefits or status by the  
19 Governing Board for up to six (6) months. The Governing Board may renew the leave of absence,  
20 paid or unpaid, without loss of benefits or status for up to two (2) additional six (6) month periods.  
21 The maximum amount of additional paid or unpaid leave the Governing Board may grant is  
22 eighteen (18) months.  
23

24 11.14.2 Bargaining unit members may return to work within their permanent classification and  
25 position with appropriate medical clearance at any time during the leaves of absence granted  
26 under this section. The time spent in an approved leave of absence shall not be considered a break  
27 in service. Bargaining unit members shall be restored to a position within the classification they  
28 are permanently assigned. When possible, the unit member will be restored to their position with  
29 all rights, benefits, and burdens of a permanent bargaining unit member.  
30

31 11.14.3 If the bargaining unit member exhausts all leaves of absence, paid or unpaid, and is  
32 unable to resume performing their position, they shall be placed on a reemployment list for a  
33 period of thirty-nine (39) months.  
34

35 11.14.4 At any time the bargaining unit member is able to resume the duties of their position  
36 during the 39 month reemployment list period, they shall be reemployed in the first vacancy in the  
37 classification. The bargaining unit member's reemployment shall take preference over all other  
38 applicants except for those laid off for lack of work or funds under Section 88117, in which case  
39 bargaining unit member shall be ranked according to their proper seniority. Upon resumption of  
40 duties, the unit member shall be fully restored as a permanent bargaining unit member with no  
41 break in service.  
42  
43  
44

1 **11.15 TRANSFER OF LEAVE**

2  
3 Any bargaining unit member with prior service at another California community college district or  
4 any agency with reciprocity agreements employed for a period of one (1) calendar year or more,  
5 whose employment was not terminated for cause, shall have their accumulated unused sick leave  
6 transferred to the District.

7  
8 Any bargaining unit member working for the District for at least one (1) calendar year who accepts  
9 a position at another California community college district or any agency with reciprocity  
10 agreements whose employment with the District was not terminated for cause shall have their  
11 accumulated unused sick leave transferred to their new employer upon appropriate notification to  
12 the District.

13  
14 A bargaining unit member terminated for cause may have their accumulated unused sick leave  
15 transferred to the District if approved by the Governing Board.

16  
17 All or any part of service at another California community college, not separated by a break in  
18 service greater than one (1) year as of the last day of paid service, may be credited by the  
19 Governing Board for seniority purposes. Such service shall not be applicable when a position or  
20 personnel reduction occurs.

21  
22 Bargaining unit members shall not be required to waive any part or all benefits which they may be  
23 entitled to have transferred in accordance with this section.

24  
25 **11.16 REQUESTS FOR LEAVE(S)**

26  
27 **11.16.1** Requests for Witness and Jury Duty Leave; Military Leave; Leave of Absence Without Pay;  
28 Vacation; and Retraining and Study Leave shall be requested in advance.

29  
30 Whenever possible, requests for the above-listed leaves shall be submitted with at least ten (10)  
31 working days' notice and on the form attached as Appendix E.

32  
33 **11.16.2** Bargaining unit members requiring leave for unforeseen circumstances shall notify the  
34 appropriate supervisor via telephone, email, or agreed upon method of communication at least  
35 two (2) hours prior to the start of their shift or as soon as reasonable in the event of an  
36 emergency.

37 **ARTICLE XII - HIRING**

38  
39 **12.1 DISTRIBUTION OF JOB INFORMATION**

40  
41 At a bargaining unit member's initial employment and any change in classification, they shall  
42 receive two (2) copies of their class specification, salary, assignment or work location, regular duty  
43 hours, and assigned work days. Salary data shall include the annual, monthly, hourly, overtime,



1 and differential rate of compensation as applicable. One (1) copy shall be retained by the  
2 bargaining unit member and one (1) copy shall be signed and dated by the bargaining unit  
3 member and returned to his/her supervisor.

4  
5 The provisions of this section shall apply to permanent and probationary bargaining unit members.

6  
7 12.1.1 CSEA PARTICIPATION IN NEW EMPLOYEE ORIENTATION MEETINGS

8  
9 The district shall provide the following to California School Employees Association (CSEA):

- 10  
11 1) ten (10) days' notice of every orientation session absent a critical unforeseen need  
12 2) provide CSEA access to new hires during any orientation session  
13 3) provide CSEA with new employees' contact information within 30 day of hire or the first  
14 pay period of the month after the employee is hired, whichever is later  
15 4) provide CSEA with a list of all employees' names and contact information every 120 days  
16

17 The District shall include the CSEA membership application and a CSEA provided link for an  
18 electronic application in the new employee paperwork packet of District materials provided to all  
19 newly hired classified staff. CSEA shall provide the District with copies of the membership  
20 application for inclusion in the new employee paperwork packet.

21 The District shall provide CSEA with a list of all classified bargaining unit members represented by  
22 the Association with the following information:

- 23  
24 i. First Name;  
25 ii. Middle initial;  
26 iii. Last name;  
27 iv. Suffix (e.g. Jr., III);  
28 v. Job title;  
29 vi. Department;  
30 vii. Primary worksite name;  
31 viii. Work telephone number;  
32 ix. Home street address;  
33 x. City;  
34 xi. State;  
35 xii. Zip Code (5 or 9 digits);  
36 xiii. Home telephone number (10 digits) when available;  
37 xiv. Personal cellular telephone number (10 digits) when available;  
38 xv. Personal email address when available;  
39 xvi. Hire date.

40  
41 The information shall be provided on the last working day of September, January, and May of each  
42 year.  
43

1 The District will conduct new employee orientation meetings during the workday of employees  
2 monthly throughout the academic year. The District shall notify CSEA of a scheduled new  
3 employee orientation meeting at least ten (10) calendar days prior to the meeting and provide  
4 CSEA's representative with at least ten (10) minutes of uninterrupted time to address newly hired  
5 classified staff during the orientation meeting in accordance with Government Code sections  
6 3555.5(b)(4) and 3556.

7  
8 In the event the District discontinues the new employee orientation meetings, the District shall  
9 provide CSEA with no less than ten (10) calendar days' notification, except that a shorter notice  
10 may be provided in a specific instance where there is an urgent need critical to the District's  
11 operations that was not reasonably foreseeable of an onboarding meeting in which a newly hired  
12 employee submits required employment paperwork to the District. The District shall provide CSEA  
13 with at least ten (10) minutes of uninterrupted time to address newly hired classified staff during  
14 the orientation meeting.

## 15 16 12.2 SUBSTITUTE EMPLOYEES

17  
18 When a person serves under a substitute appointment and is subsequently employed as a  
19 bargaining unit member in the vacant position, the District shall include the service time in the  
20 substitute appointment in calculating the member's step placement. Sick and vacation leaves shall  
21 be computed retroactively to the start of their substitute service.

22  
23 The District may employ substitute employees to fill vacant positions while the District engages in  
24 hiring a permanent employee. The District may employ substitute employees for up to six (6)  
25 weeks of training with the incumbent employee prior to the permanent bargaining unit member's  
26 final date of employment. The District may employ substitute employees for the purposes of  
27 training permanent or probationary bargaining unit members in a new position for up to six (6)  
28 weeks after the employee has been hired.

29 The District shall fill vacant bargaining unit positions within ninety (90) business days of the  
30 permanent employee's separation. The ninety (90) business day period may be extended by  
31 mutual written agreement of the parties.

32  
33 When a permanent bargaining unit member will be absent from duty for more than ten (10)  
34 consecutive business days, the District may employ one or more substitute employees in the  
35 position during the employee's absence. The substitute employee(s) may be employed for up to  
36 six (6) weeks of training with the permanent bargaining unit member prior to the start of the  
37 employee's absence and up to two (2) weeks of training after the permanent employee returns.  
38 A business day is defined as any day when the District's Administrative offices are open for  
39 business.

## 40 41 12.3 PROBATIONARY PERIOD

42  
43 Upon initial employment, all full- and part-time bargaining unit members hired after July 1, 2022  
44 shall serve a probationary period of 180 calendar days or 130 days of paid service whichever is

1 longer. Upon promotion into a higher classification, bargaining unit members shall serve a  
2 probationary period of 180 calendar days.

3  
4 When a bargaining unit member completes the probationary service in a paid classification, they  
5 shall acquire permanency in all positions within the classification. When a permanent bargaining  
6 unit member changes classifications, they shall be classified a probationary bargaining unit  
7 member in the new classification and must complete a probationary period before obtaining  
8 permanency. Bargaining unit members shall retain permanency in their former classification (see  
9 California Education Code, Sections 88001 and 88013.)

10  
11 When bargaining unit member changes classifications prior to completing the initial probationary  
12 period, they shall achieve permanency in the prior classification after completing all required  
13 annual work hours for their assignment without a break in service.

#### 14 15 12.4 MANDATORY INTERVIEW OPTION

16  
17 Permanent bargaining unit members applying for a vacant position may elect to receive a  
18 mandatory first level interview if they meet all minimum qualifications stated in the position  
19 description. Bargaining unit members may waive this right and only receive an interview if they are  
20 selected by the hiring committee.

#### 21 22 12.5 OVERLAPPING EMPLOYMENT

23  
24 When sufficient notice of resignation is provided by a current classified bargaining unit member  
25 the District may hire a new classified bargaining unit member and begin their employment with  
26 the District at any time prior to the resignation date of the departing employee for the purposes of  
27 orienting and training the new employee in the position and providing effective continuity of  
28 operations.

### 29 ARTICLE XIII - TRANSFER

#### 30 31 13.1 TEMPORARY JOB LOCATION TRANSFERS

32  
33 13.1.1 Bargaining unit members must receive at least five (5) business days' notice of a temporary  
34 change in job location. The District may waive the notification period when extenuating  
35 circumstances require a change in assigned work location for continuity of operations or safety. A  
36 bargaining unit member may mutually agree to a temporary change in work location with fewer  
37 than five (5) business days' notice. No bargaining unit member shall be assigned to work in a  
38 location other than the bargaining unit member's normal work site for a period in excess of five (5)  
39 working days without the written consent of the bargaining unit member.

40  
41 13.1.2 Any bargaining unit member temporarily assigned to a work site other than his/her normal  
42 work site for longer than five (5) working days shall receive a premium pay of an additional five  
43 and one-half percent (5 ½ %) of the bargaining unit member's regular rate of pay for all days spent  
44 working at the temporary site.

1 13.1.3 Bargaining unit members may appeal an assignment to a temporary work location to the  
2 appropriate Vice President or Associate Vice President. The appropriate Vice President or  
3 Associate Vice President shall have the authority to make the final determination regarding a  
4 temporary location assignment.  
5

## 6 13.2 DEFINITIONS

7

### 8 13.2.1 LATERAL TRANSFER

9

10 A lateral transfer is defined as a change in work location of a permanent bargaining unit member  
11 within the same classification and same or fewer assigned hours per year within the District. A  
12 lateral transfer does not encompass the process of assignment or reassignment of a specific  
13 position and responsibilities within a department or work location. A bargaining unit member  
14 assigned to more than one work site shall be considered as being transferred only when moved  
15 from one District-wide program to another program. A transfer may be requested by a bargaining  
16 unit member ("Employee Requested") or by the District ("Administrative"). The request must be  
17 submitted in writing to the unit member's current supervisor, the supervisor for the requested  
18 position, the appropriate Vice President(s), and the Associate Vice President of Human Resources.  
19 The District shall provide a written approval or denial of the request within ten (10) business days.  
20 Denials shall be based on business- and/or job-related reasons and shall not be denied by the  
21 District for discriminatory reasons on the basis of any protected status stated in Article 2 of this  
22 agreement. Requests shall not be denied based solely on the needs of the employee's current  
23 department.  
24

### 25 13.2.2 ADMINISTRATIVE TRANSFER

26

27 A permanent bargaining unit member may be administratively transferred in the best interests of  
28 the District provided the transfer is not punitive, discriminatory, or disciplinary in nature. An  
29 administrative transfer shall consist of the same salary schedule range, number of months per  
30 year, and number of assigned hours per year. The individual being transferred must meet the  
31 minimum qualifications of the position. An administrative transfer may be requested by a  
32 bargaining unit member or the District. The request must be submitted in writing to the unit  
33 member's current supervisor, the supervisor for the requested position, the appropriate Vice  
34 President(s), and the Associate Vice President of Human Resources. The District shall provide a  
35 written approval or denial of the request within ten (10) business days. Denials shall be based on  
36 business- and/or job-related reasons and shall not be denied by the District for discriminatory  
37 reasons on the basis of any protected status stated in Article 2 of this agreement. Requests shall  
38 not be denied based solely on the needs of the employee's current department. Administrative  
39 transfers differ from a lateral transfer by allowing a transfer to a different classification in the  
40 same salary range.  
41  
42  
43  
44

### 13.2.3 VOLUNTARY REASSIGNMENT

When a vacancy exists, a bargaining unit member may request a voluntary reassignment to a position in a lower classification and salary range or reduction in assigned time. The bargaining unit member must meet the minimum qualifications for the duties of the position. The bargaining unit member shall be moved to the appropriate range of the new classification and maintain their step from their previous position. The request must be submitted in writing to the unit member's current supervisor, the supervisor for the requested position, the appropriate Vice President(s), and the Associate Vice President of Human Resources. The District shall provide a written approval or denial of the request within ten (10) business days. Denials shall be based on business- and/or job-related reasons and shall not be denied by the District for discriminatory reasons on the basis of any protected status stated in Article 2 of this agreement. Requests shall not be denied based solely on the needs of the employee's current department. Requests for filling a vacant position by lateral and administrative transfer shall have precedence over requests for voluntary reassignment.

### 13.3 POSTING OF LATERAL TRANSFERS

The District shall make a reasonable effort to notify bargaining unit members of vacancies for which the unit member is eligible to request a lateral transfer. Failure to notify bargaining unit members shall not be subject to the grievance procedure.

## **ARTICLE XIV – CLASSIFICATION, RECLASSIFICATION & ABOLITION OF POSITIONS**

### 14.1 REASSIGNMENT TO A DIFFERENT POSITION IN A HIGHER RANGE

Bargaining unit members reassigned to a different position classified in a higher range shall be placed on the step in the new salary range providing a pay increase of at least five percent (5%) or the highest available step in the salary range if a five percent (5%) increase is not possible.

### 14.2 RECLASSIFICATION

14.2 Reclassification: The District shall maintain a system of classification for all positions pursuant to Education Code Section 88003. For purposes of this agreement, "reclassification" shall mean the upgrading of a position to a higher classification as a result of the gradual increase of duties being performed by the incumbent in the position. -EC 88001 (f)

14.2.1 The unit member shall submit any proposed reclassification requests on the "Request for Reclassification" form to the Associate VP Human Resources (or designee). The submission period is December 1st through January 31<sup>st</sup>. Only permanent unit members who have been in the position for at least twenty-four (24) months may submit an application. Unit members may submit an application for a position reclassification only once every two (2) years.

14.2.2 The Reclassification Committee shall consist of (3) members appointed by the President/Superintendent and (3) members appointed by CSEA. The meeting(s) will be held at

times and dates agreeable to CSEA and District representatives. The Committee will interview the employees and the employees' supervisor[s]. A positive recommendation requires at least four (4) of six (6) committee members to approve a request. The Human Resources Office, on behalf of the Committee, shall notify the employee and supervisor of the Committee's recommendation within five (5) business days of the Committee's recommendation.

**14.2.3 Appeal Procedure:** A unit member may appeal the decision of the Reclassification Committee within ten (10) working days from the date of notice to the unit member of the Reclassification Committee's decision. If an appeal is made, the appellant shall submit any new information/materials not previously submitted to the Reclassification Committee and the Reclassification Committee may meet with the appellant and the appropriate manager(s) if necessary to discuss the appeal, and then render a final decision within five (5) working days.

**14.2.4** The recommendations of the committee shall be forwarded to Executive Cabinet for review no later than April 16. Executive Cabinet shall have from April 16 to May 15 for review and consideration of the committee's recommendations and the employee will be notified of the Executive Cabinet's decision. The decision of the Executive Cabinet is final and shall not be grievable. If an employee is denied reclassification the supervisor must adjust the employee's duties to align with the employee's current position description.

**14.2.5** Reclassifications approved by the Executive Cabinet will be placed on the June Board agenda for Board approval and will be effective July 1, of that same year.

**14.2.6** Approved employees shall receive a notification of the effective date of the placement in the new classification. The effective date of hire within the position description shall be their seniority date. When two or more bargaining unit members have the same hire date within the classification their seniority shall be determined by lot.

## **ARTICLE XV – LAYOFF AND REEMPLOYMENT**

### **15.1 LAYOFF PROCEDURES**

**15.1.1** Bargaining unit members shall be subject to layoff for lack of work or lack of funds. Whenever a bargaining unit member is laid off, the order of layoff within the class shall be determined by length of service. The bargaining unit member who has been employed the shortest time in the class, plus higher classes, shall be laid off first. Reemployment shall be in the reverse order of layoff. "Layoff for lack of funds or layoff for lack of work" includes any reduction in hours of employment or assignment to a class or grade lower than that in which the bargaining unit member has permanence, voluntarily consented to by the bargaining unit member, in order to avoid interruption of employment by layoff.

1 15.1.2 For purpose of this provision only, the term "class" and "higher classes" shall refer to those  
2 classes of this agreement, in which the bargaining unit member has permanent status.  
3 Permanence is defined in Article XII of this contract (See Appendix F, Job Classes for all Classified  
4 Positions).

5  
6 15.1.3 Prior to any final layoff notices being sent to those bargaining unit members who have  
7 been employed the shortest time within the class, the District shall notify the more senior  
8 bargaining unit members whose positions have been reduced or eliminated that they must elect  
9 one of the following within five (5) working days of receipt of notice: 1) select the position vacated  
10 by the least senior bargaining unit member in the class; or 2) select a position in a lower class in  
11 which the bargaining unit member previously held permanency and which is to be vacated by the  
12 least senior bargaining unit member in the class; or 3) accept reduced hours (if any) in the current  
13 position in lieu of layoff; or 4) elect to be laid off.

14  
15 15.1.4 When a vacancy exists, a bargaining unit member may take a voluntary demotion or  
16 voluntary reduction in assigned time in lieu of layoff, provided that such bargaining unit member is  
17 qualified to perform the duties of the position, and provided further that the District approves  
18 such demotion or reduction in time. Such approval shall not be withheld by the District for  
19 arbitrary or capricious reasons. Requests for filling a vacant position by lateral transfer shall be  
20 considered before addressing requests for voluntary demotion.

## 21 15.2 SENIORITY

22  
23  
24 15.2.1 For purposes of seniority, date of hire begins with the first date of paid service within class  
25 in a permanent position.

26  
27 15.2.2 No seniority credit shall be earned during periods of separation from the service from the  
28 District, including layoff status, suspension without pay as a result of disciplinary action, or unpaid  
29 leave of absence for more than ninety (90) consecutive days excluding active military leave. If a  
30 bargaining unit member has left the District and is rehired, seniority date of hire shall begin on the  
31 date of rehire within class in a permanent position.

32  
33 15.2.3 In case of two (2) or more bargaining unit members having identical seniority, the seniority  
34 shall be determined by lot.

35  
36 15.2.4 The seniority list shall be prepared and posted in two (2) segments: the first shall be an  
37 alphabetical listing by bargaining unit member name together with date of hire status in each class  
38 and higher class(es); the second shall be a listing by class with each bargaining unit member  
39 ranked within the class on basis of date of hire.

40 15.2.5 The seniority lists shall be posted at the end of each fiscal year and normally thirty (30)  
41 days in advance of a layoff, but in any circumstance at least two (2) weeks prior to the effective  
42 date of any layoff. The Association shall receive a copy at the time of posting.

1 15.3 NOTICE OF LAYOFF

2  
3 15.3.1 When as a result of the expiration of a specially funded program, bargaining unit members'  
4 positions must be eliminated at the end of any school year, and bargaining unit members shall be  
5 subject to layoff for lack of funds, the bargaining unit members to be laid off at the end of such  
6 school year shall be given written notice on or before April 29 informing them of their layoff  
7 effective at the end of such school year and of their displacement rights, if any, and reemployment  
8 rights.  
9

10 However, if the termination date of any specially funded program is other than June 30, such  
11 notice shall be given not less than sixty (60) days prior to the effective date of their layoff.  
12

13 15.3.2 When, as a result of a bona fide reduction or elimination of the service being performed by  
14 any department, per Ed. Code 88017 bargaining unit members shall be subject to layoff for bona  
15 fide lack of funds or reduction in services. Affected bargaining unit members shall be given  
16 notice of layoff by March 15 preceding the academic year in which the lay-off is to become  
17 effective and informed of their displacement rights, if any, and reemployment rights.  
18

19 15.3.3 Nothing herein provided shall preclude a layoff for lack of funds in the event of an actual  
20 and existing financial inability to pay salaries of bargaining unit members, nor layoff for lack of  
21 work resulting from causes not foreseeable or preventable by the Governing Board, without the  
22 notice required by aforementioned subsections.  
23

24 15.3.4 The layoff notice shall contain: a statement of the effective date of layoff; a statement of  
25 "bumping," reemployment and unemployment benefits rights; a statement of seniority posting  
26 information; and reason for layoff.  
27

28 15.4 REEMPLOYMENT AND OTHER RIGHTS

29  
30 15.4.1 Bargaining unit members laid off because of lack of work or lack of funds are eligible for  
31 reemployment for a period of thirty-nine (39) months and shall be reemployed in preference to  
32 new applications. In addition, such bargaining unit members laid off have the right to apply and be  
33 interviewed for positions within the District during the period of thirty-nine (39) months.  
34

35 15.4.2 Bargaining unit members who take voluntary demotions or voluntary reductions in  
36 assigned time in lieu of layoff or to remain in their present positions rather than voluntarily be  
37 reclassified or reassigned, shall be granted the same rights as bargaining unit members laid off and  
38 shall retain eligibility to be considered for reemployment for an additional period of twenty-four  
39 (24) months; provided, that the same tests of fitness under which they qualified for appointment  
40 to the class shall still apply.

41 15.4.3 Bargaining unit members who take voluntary demotions or voluntary reductions in  
42 assigned time in lieu of layoff shall be, at the option of the bargaining unit member, returned to a  
43 position in their former class or to positions with increased assigned time as vacancies become  
44 available, and without limitation of assigned time.



1 15.4.4 Bargaining unit members who have had their hours reduced pursuant to 15.4.2 and 15.4.3  
2 shall be placed on the reemployment lists and shall be considered for employment.

3  
4 All bargaining unit members on the reemployment list shall have the right to apply and be  
5 interviewed for positions vacant during their reemployment period.

6  
7 15.4.5 A bargaining unit member may refuse an offer of reemployment to a specific position for  
8 which eligible; however, refusal of two (2) offers of reemployment to the classification from which  
9 laid off shall automatically cause removal from the list and the loss of any reemployment rights.

10  
11 15.4.7 Whenever a layoff occurs, subsequent vacancies within a classification affected by the  
12 layoff shall be filled first by assignment from within the class, then from the reemployment list,  
13 and then through promotion.

14 15.4.8 If the District utilizes substitutes, bargaining unit members who have been laid off shall be  
15 used as substitutes if such bargaining unit members request placement on the substitute roster.

16  
17 15.4.9 For the purpose of Section 15.4.7 prior to considering any applications from  
18 nonemployment status ("off-campus"), the District shall give first preference to applications from  
19 the reemployment list. Of all those applicants who are equally qualified, the most senior of those  
20 equally qualified shall be selected, except in cases where one of the equally qualified applicants is  
21 from the reemployment list, in which case the most senior qualified applicant from the  
22 reemployment list shall be selected.

23 The above provision is intended to be implemented only when there are no bargaining unit  
24 members eligible for reemployment in a class from which they have been laid off.

25  
26 15.4.10 Offers of reemployment shall be made via the U.S. Mail Service, Certified Return Receipt,  
27 and shall include the specific position and/or hours being offered, the rate of pay, level of benefits,  
28 a current job description, and a mechanism for acceptance or refusal of the offer of reemployment  
29 within the prescribed time limit, and a place for the bargaining unit member's signature. Failure to  
30 return within ten (10) working days from date of service of offer of reemployment shall be  
31 deemed a refusal of that offer of reemployment.

32  
33 15.4.11 Refusal of an offer of reemployment less than held at time of layoff shall not constitute a  
34 refusal of reemployment.

35  
36 15.4.12 The District shall post the notice of vacancies for the "on-campus" and "reemployment  
37 list" unit members for a period of seven (7) working days at the main campus and at each  
38 Extended Education Site.

39  
40 15.4.13 Increased hours shall be offered to the most senior bargaining unit member, who has  
41 been formerly reduced, from within the classification affected by the reduction and/or layoff.

42  
43 Increased hours over and beyond the level at the time of reduction shall be offered to the most  
44 senior bargaining unit member from the classification affected by the reduction and/or layoff.

1 15.5 RETIREMENT AND LAYOFF

2  
3 Notwithstanding any other provision of law, any bargaining unit member who was subject to  
4 being, or was in fact, laid off for lack of work or funds and who elected service retirement from the  
5 Public Employees' Retirement System shall be placed on an appropriate reemployment list. The  
6 District shall notify the Board of Administration of the Public Employees' Retirement System of the  
7 facts that retirement was due to layoff for lack of work or of funds. If the bargaining unit member  
8 is subsequently subject to reemployment and accepts, in writing, the appropriate vacant position,  
9 the District shall maintain the vacancy until the Board of Administration of the Public Employees'  
10 Retirement System has properly processed his/her request for reinstatement from retirement.  
11

12 15.6 MISCELLANEOUS PROVISIONS

13  
14 15.6.1 This agreement shall not be construed as a waiver of the right of the Association to bargain  
15 over any future reduction in hours of bargaining unit members.  
16

17 15.6.2 Upon reemployment from layoff, a bargaining unit member shall advance to the next step  
18 on the salary schedule on the ensuing July 1.  
19

20 15.6.3 In the event of reinstatement of a bargaining unit member on layoff or reduction, all sick  
21 leave accumulation shall be credited back to the bargaining unit member up to twenty-four (24)  
22 months of layoff.  
23

24 15.6.4 It is the intent of the parties that the District has the right to direct the work force in order  
25 to provide services; and in providing such services, it is the intent that the utilization of non-  
26 bargaining unit persons shall not result in the arbitrary or capricious displacement of laid-off or  
27 reduced bargaining unit members, or the arbitrary or capricious denial of recall rights of  
28 bargaining unit members on the recall list.  
29

30 15.7 ERRONEOUS LAYOFF

31 Any bargaining unit member who is erroneously laid off, in accordance with this article, shall be  
32 reemployed immediately upon discovery of the error and shall be reimbursed for all loss of salary  
33 and benefits.  
34

35 ARTICLE XVI – GRIEVANCE PROCEDURE

36  
37 16.1 INTRODUCTION

38  
39 Grievances shall be submitted by the Association or an individual bargaining unit member.  
40 Bargaining unit members may informally discuss any grievable matter with their immediate  
41 supervisor individually, without consulting the Association, at any time. The Association shall  
42 submit grievances to the District in accordance with the procedures stated in this Article.  
43  
44

1 16.2 DEFINITIONS

2  
3 16.2.1 Grievance: a dispute on the interpretation, application, or violation of the terms of the  
4 collective bargaining agreement. A formal grievance shall state the article(s) of the contract  
5 impacted, the circumstances alleged to violate the article(s), and the proposed remedies.  
6

7 16.2.2 Grievant: any individual bargaining unit member, group of bargaining unit members, or the  
8 Association alleging a violation of the collective bargaining agreement.  
9

10 16.2.3 Business day: any day during which the District's administrative offices are in operation.  
11

12 16.2.4 The Association: the California School Employees' Association, Chapter 381 Shasta College.  
13

14 16.2.5 Supervising administrator: the administrator assigning work and evaluating performance  
15 for a bargaining unit member or an administrator in the line of authority above the immediate  
16 supervisor, up to the appropriate Vice President or Associate Vice President.  
17

18 16.3 TIMELINESS

19  
20 A grievance shall be submitted for informal resolution within twenty (20) business days of the  
21 contested action occurring, unless the bargaining unit member can demonstrate they could not  
22 have reasonably known of the action. Grievances submitted beyond twenty (20) business days of  
23 the contested action shall be denied as untimely. The District may take action to resolve the  
24 underlying concerns of an untimely grievance outside this process.  
25

26 Any failure by the Association to meet the timelines stated in sections 16.4 and 16.5 shall result in  
27 the immediate withdrawal of the grievance. The District shall not be obligated to resolve any  
28 grievance withdrawn due to timeliness.  
29

30 Any failure by the District to meet the timelines stated in sections 16.4 and 16.5 shall give the  
31 Association the right to proceed to the next step in the procedure.  
32

33 16.4 INFORMAL RESOLUTION

34  
35 The Association shall submit the grievance, orally, to the impacted unit members' immediate  
36 supervisor or the appropriate supervising administrator. If the grievance is not resolved informally  
37 within five (5) business days, the grievance may proceed formally. The bargaining unit member  
38 and supervising administrator may mutually agree to extend the timeline for informal resolution  
39 up to twenty (20) business days.  
40

41 16.5 FORMAL GRIEVANCE PROCEDURES

42  
43 16.5.1 LEVEL ONE  
44

1 16.5.1.1 The Association shall submit a formal grievance within five (5) business days of the failure  
2 to agree to informal resolution, unless the timeline is extended through mutual agreement as  
3 stated in section 16.4. The grievance shall be submitted in writing to the unit members'  
4 supervising administrator, with copies to the appropriate Vice President or Associate Vice  
5 President and the Associate Vice President of Human Resources.

7 16.5.1.2 The supervising administrator shall submit a written response to the Association within  
8 ten (10) business days of receiving a timely grievance. The supervising administrator may request a  
9 meeting to clarify any aspect of the grievance and/or discuss potential remedies. If the Association  
10 does not believe the response resolves the grievance, it may proceed to level two.

#### 12 16.5.2 LEVEL TWO APPEAL

14 The Association shall submit the level two appeal within ten (10) business days following receipt of  
15 the level one response. The appeal shall be submitted to the appropriate Vice President or  
16 Associate Vice President with a copy to the Associate Vice President of Human Resources in  
17 writing. The appeal must state the reasons the Association believes the level one response fails to  
18 resolve the grievance or provide adequate justification for denying the grievance.

20 The appropriate Vice President or Associate Vice President shall submit a written response to the  
21 Association within ten (10) business days of receiving a timely appeal. The Vice President may  
22 request a meeting to clarify any aspect of the grievance and/or discuss potential remedies. If the  
23 Association does not believe the response resolves the grievance, it may proceed to level three.

#### 25 16.5.3 LEVEL THREE APPEAL

27 The Association shall submit the level three appeal within ten (10) business days following receipt  
28 of the level one response. The appeal shall be submitted to the Superintendent/President with a  
29 copy to the Associate Vice President of Human Resources in writing. The appeal must state the  
30 reasons the Association believes the level two response fails to resolve the grievance or provide  
31 adequate justification for denying the grievance.

33 The Superintendent/President shall submit a written response to the Association within ten (10)  
34 business days of receiving a timely appeal. The Superintendent/President may request a meeting  
35 to clarify any aspect of the grievance and/or discuss potential remedies. If the Association does  
36 not believe the response resolves the grievance, it may proceed to level four.

#### 38 16.5.4 LEVEL FOUR - ARBITRATION

40 16.5.4.1 The Association may request to submit the grievance for nonbinding arbitration when it  
41 believes the grievance and appeal process have failed to adequately resolve the issue. The request  
42 for nonbinding arbitration shall be submitted to the Superintendent/President in writing within  
43 ten (10) business days of the date of the response to the level three appeal.

1 16.5.4.2 The District and the Association shall submit a joint request for a list of arbitrators to the  
2 State Mediation and Conciliation Service. The District and Association must sign the request within  
3 ten (10) business days of the Association's request for Arbitration. If the Association fails to  
4 endorse the request within ten (10) business days, the grievance shall be withdrawn and no  
5 further action shall be taken.

6  
7 16.5.4.3 Within ten (10) business days of receiving the list of arbitrators, the District and the  
8 Association shall mutually agree on an arbitrator or mutually agree to request a new list of seven  
9 (7) arbitrators. The arbitrator shall be selected by the alternate striking method. The Association  
10 shall make the first strike for the first grievance advancing to arbitration after the effective date of  
11 this agreement. The District shall make the first strike for the second grievance advancing to  
12 arbitration after the effective date of this agreement. The Association and District shall alternate  
13 making the first strike on all subsequent grievances.

14  
15 16.5.4.4 The District and Association agree the arbitration award resulting from this procedure  
16 shall be advisory and nonbinding on all parties. The costs of arbitration shall be borne equally by  
17 the Association and the District.

## 18 19 16.6 GENERAL PROVISIONS

20  
21 16.6.1 Failure to Meet Timelines- If the Association fails to meet a timeline under any step in this  
22 Article, the grievance shall be deemed withdrawn. If the District fails to meet a timeline under any  
23 step in this Article, the grievance may proceed to the next step.

24  
25 16.6.2 Retroactive Compensation- Any award of retroactive compensation shall be limited to the  
26 sixty (60) days in which the bargaining unit member was in a paid status immediately preceding  
27 the initiation of Level Two of this grievance procedure.

28  
29 16.6.3 Resolutions to Grievances- Resolutions to all grievances, at any level, shall be written and  
30 signed by the appropriate representatives of the District and the Association.

## 31 32 ARTICLE XVII – WORKING CONDITIONS

### 33 34 17.1 TRIP ASSIGNMENT

35  
36 Motor Pool Driver Technicians shall be assigned to trips, as needed, taking into consideration  
37 Interstate Commerce Commission regulations pertaining to hours of service. Trip assignments shall  
38 be distributed and rotated as equally as possible.

### 39 40 17.2 STANDBY TIME

41  
42 17.2.1 Motor Pool Driver Technicians required to remain on standby for the duration of the event  
43 for which a trip is made shall be paid for all standby hours at their regular rate of pay. Any  
44 combination of driving and standby hours exceeding the established workday as defined in Section

1 7.1 shall be compensated at the appropriate overtime rate based on the bargaining unit member's  
2 regular rate of pay.

3  
4 17.2.2 The Motor Pool Driver Technician shall provide the District employee officially in charge of  
5 an overnight trip a telephone number and location where they will rest overnight and may be  
6 contacted as needed.

## 7 8 **ARTICLE XVIII – SAFETY CONDITIONS OF EMPLOYMENT**

### 9 10 **18.1 DISTRICT COMPLIANCE**

11  
12 The District shall comply with, enforce, and inform bargaining unit members of all health and  
13 safety requirements required by District policies and operating procedures, state laws and  
14 regulations, and federal laws and regulations. Bargaining unit members shall comply with all  
15 health and safety requirements related to their position. Bargaining unit members shall notify an  
16 administrator of any suspected health and safety compliance issues impacting the District.

17  
18 Any required safety devices or equipment for a bargaining unit position shall be provided by the  
19 District. A bargaining unit member may request to use a personal safety device or equipment. The  
20 request must be approved by the supervising administrator and appropriate Vice President or  
21 Associate Vice President in writing before the bargaining unit member may use the device or  
22 equipment.

23  
24 All bargaining unit members must complete assigned safety trainings, including online trainings,  
25 within ten (10) business days of assignment or the due date stated at the time of assignment.

## 26 27 **ARTICLE XIX – MISCELLANEOUS PROVISIONS**

28  
29 19.1 If any provision of this contract or application is found invalid by an authorized authority,  
30 the remainder of this contract and its application shall not be affected.

31  
32 19.2 During the term of this agreement bargaining unit members shall not engage in a strike,  
33 work stoppage, or concerted slowdown; and the District shall not engage in a lockout.

34  
35 19.3 During the term of this agreement, except as provided herein, the Association expressly  
36 waives and relinquishes the right to meet and negotiate. The Association and District agree neither  
37 side shall be obligated to meet and negotiate with respect to any subject or matter without  
38 mutual agreement. This clause applies whether or not the subject or matter is referred to or  
39 covered in this agreement. This clause applies whether or not the subject or matter was known or  
40 contemplated by the District or the Association during negotiations on this agreement. This clause  
41 applies to all subjects or matters proposed and withdrawn during the negotiations on this  
42 agreement. This provision does not allow the District to engage in unilateral changes of mandatory  
43 subjects of bargaining on issues which have not been negotiated by the parties.

1 19.4 Except as otherwise agreed to in this agreement, the Association understands and agrees  
2 the District retains all of its powers and authority to direct, manage, and control to the full extent  
3 of the law. The District's duties and powers include, but are not limited to, the right to: determine  
4 the times and hours of operation; establish its educational policies, goals, and objectives; ensure  
5 the rights and educational opportunities of students; determine staffing patterns and personnel  
6 requirements; maintain the efficiency of District operations; determine curriculum; build, move, or  
7 modify facilities; establish budget procedures and determine budgetary allocations; determine  
8 methods of raising revenue; contract out work as legally allowed under the education and  
9 government codes.

## 10 **ARTICLE XX – EMPLOYER/EMPLOYEE RELATIONS COMMITTEE**

11  
12  
13 20.1 The Association and District shall establish a committee to maintain constructive  
14 employer/employee relations.

15  
16 20.2 The committee shall meet monthly. Scheduled meetings may be canceled by mutual  
17 agreement, and additional meetings may be scheduled by mutual agreement.

18  
19 20.3 The committee shall establish a monthly agenda and shall maintain appropriate records of  
20 scheduled committee meetings.

21  
22 20.4 The sole purpose of the committee is to maintain a channel of communication between the  
23 District and the Association and discuss areas pertinent to employer/employee relations.

24  
25 20.5 The District and Association agree the committee is not intended to change provisions of  
26 this agreement. This article does not supersede the purpose and intent of Section 19.3.

## 27 **ARTICLE XXI - NEGOTIATIONS**

### 28 29 **21.1 TERM OF THE CONTRACT**

30  
31 The new term of the contract shall be from July 1, 2022 through June 30, 2025 and shall continue  
32 in effect year by year unless the parties wish to proceed in accordance with the Reopening  
33 Provisions as stated in Article 21.2. The District and Association negotiators shall meet on or  
34 before March 15 of the calendar year in which this contract expires to establish meeting dates for  
35 the year. The meetings may be modified by mutual consent.

### 36 37 **21.2 REOPENING PROVISIONS**

38  
39 The District and Association agree either party may request to reopen negotiations on Article 8  
40 and two additional articles for the 2022-2023 and 2023-2024 academic years. The Association's  
41 request to reopen Article 8 and any additional articles for the 2022-2023 year shall be submitted  
42 to the District negotiator on or before March 15, 2023. The Association's request to reopen Article  
43 8 and any additional articles for the 2023-2024 year shall be submitted to the District negotiator

- 1 on or before March 15, 2024. Any agreement on changes to Article 8 for the 2023-2024 or 2024-
- 2 2025 years shall not include a retroactive payment of wages or other benefits.

SHASTA-TEHAMA-TRINITY JOINT  
COMMUNITY COLLEGE DISTRICT

CALIFORNIA SCHOOLS EMPLOYEES  
ASSOCIATION

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Marrienne Williams                      Date  
District Negotiator

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Angela Nava                      Date  
Chapter 381 Association President



## Appendix A

### SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT CLASSIFIED EMPLOYEE EVALUATION

The Shasta-Tehama-Trinity Joint Community College District Classified Employee Evaluation has been designed to guide employees and supervisors through a committed and responsible cultivation of job performance within the District's mission and vision. Through the protocol of this document, the supervisor will evaluate with the primary purpose of commending and improving job performance, skills, and expertise via a holistic and constructive evaluation system. When necessary, the evaluation may be used as part of corrective actions and personnel decisions as per the classified employee's contract. For probationary employees, the evaluation may also be used to determine employee retention.

#### Classified Evaluation Objectives:

- 1) The supervisor and employee document key outcomes from the evaluation period to identify successful and unsuccessful performance
- 2) The supervisor and employee mutually develop performance goals and desired outcomes for the next evaluation period
- 3) The supervisor and employee determine areas for career growth and professional development
- 4) The supervisor and employee create a plan for areas needing improvement

#### PERMANENT EMPLOYEES

All permanent classified employees must be evaluated at least every two years **by their immediate supervisor and/or appropriate management personnel. The evaluation should be completed and signed** by May 15<sup>th</sup>.

#### PROBATIONARY EMPLOYEES

There shall be at least two (2) evaluations for probationary bargaining unit members. The first evaluation shall take place within the first 180 days after initial employment. The second evaluation shall take place after the 180th day after initial employment and before the 365th day after initial employment. Bargaining unit members promoted into a higher classification shall receive an evaluation within the first 150 calendar days after initial employment in their new position. Bargaining unit members have the right to respond to any part of their evaluation through the evaluation process or through the process outlined in section 5.3 of the Classified Employees' Contract.

#### SELF ASSESSMENT

Prior to the evaluation, the employee may complete a voluntary self-assessment. The assessment is meant for self-evaluation, self-awareness, and personal growth. The assessment can be used to facilitate mutual understanding and communication between the employee and the evaluating supervisor and help the employee express their interest in further professional growth and community involvement at Shasta College. The assessment will only accompany the performance evaluation if requested by the employee. In the assessment, the employee will have the opportunity to:

- Reflect on feedback from supervisor, peers, colleagues, and/or students based on daily interactions during the evaluation period
- Share a list of accomplishments and identify areas for further growth and development
- Share data and information supporting key outcomes and accomplishments during the evaluation period

#### Goal Setting Area:

- Find areas for development using specific, measurable, achievable, relevant, and timely (SMART) goals
- Create a plan of action for improving your experience at work while furthering your professional development
- Identify opportunities to contribute to the Shasta College community

## **DEFINITION OF TERMS**

**Accuracy of Work:** Employee completes job tasks correctly with rare exception.

**Adaptability and Flexibility:** Employee adapts to changes in circumstances, policies, procedures, and organizational practices; readily accepts new responsibilities and assignments; works effectively during periods of high activity and with varying personality styles; seeks out and utilizes available resources; listens and considers other points of view, ideas, and suggestions; learns and retains new information, policies and procedures.

**Attendance:** Employee arrives on time to assigned locations and provides proper notice of absences. Employee understands importance of attendance in providing effective service to internal and external stakeholders. Employee is present, available, and productive during work hours.

**Collaboration:** Employee engages productively in shared decision-making with others, express and resolve disagreements, and work together to solve issues.

**Communication:** Employee presents and receives information accurately in all forms of communication.

**Oral Communication:** Employee gives and receives information effectively in individual and group situations; speaks in a clear and understandable manner; explains procedures, services, programs, and activities effectively; listens attentively to what others say and confirms understanding. Manner of speech and use of language are appropriate for the audience and topic of discussion.

**Written Communication:** Written information is clear, accurate, professional, and conveys the desired message effectively. Writing style is appropriate (instruct, persuade, inform) for the intent and the audience. Written information uses appropriate grammar, vocabulary, and sentence structure for the nature of the communication.

**Cooperation:** Employee proactively coordinates work activities with others impacted by their work in planning, organizing, and accomplishing tasks. Employee shares and receives input on workflows within and outside work units to improve efficiency, effectiveness, and equity of outcomes.

**Public Service:** Employee takes appropriate steps to deliver service to others so they achieve their desired outcome. Employee receives feedback professionally and uses feedback to improve service and outcomes. Employee's behavior is consistently polite, professional, and respectful of others; improves the quality and efficiency of services; demonstrates active listening and confirms understanding so needs can be anticipated and satisfied; openly communicates needs and problems; and treats others' needs with a sense of urgency as appropriate.

**Decision Making:** Employee analyzes situations effectively, anticipates events, evaluates potential courses of action, makes logical decisions, uses good judgment, takes appropriate action, and responds in a timely manner.

**Dependability/Reliability:** Employee meets work schedules and fulfills job responsibilities and

commitments consistently. Employee meets established timelines and follows instructions.

**Focus:** Employee manages distractions effectively and completes tasks accurately and timely.

**Independence:** Employee works with the level of supervision appropriate for their position and assigned tasks. Employee manages priorities and time spent on activities effectively, manages concurrent projects and responsibilities; and follows up on issues timely.

**Interpersonal Skills:** Employee develops and maintains positive professional relationships with others. Employee assists and works productively with the public, other employees, and supervisors; deals effectively and functions cooperatively with others; treats others in an equitable and non-judgmental manner; and remains calm during difficult, high pressure, and contentious situations.

**Initiative:** Employee thinks and acts independently to proactively resolve issues as appropriate to their position. Employee sets short- and long-term goals and follows through. Employee originates action rather than just responding to the action of others.

**Job Knowledge:** Employee has knowledge of subject area and related policies, procedures, and technical expertise to effectively perform job. Employee proactively acquires new knowledge, skills, and abilities to enhance job performance.

**Job Skills:** Employee understands and uses applicable work methods, techniques, policies, procedures, and systems; understands their role within the organization's values, services, policies, and procedures; and continues to improve skills to enhance efficiency, effectiveness, and equity of work outcomes.

**Judgment:** Employee makes appropriate work decisions based on valid data and sound conclusions. Employee separates facts from opinions, resolves conflicting information, and bases decisions on likelihood of achieving desired outcomes.

**Listening Skills:** Employee listens closely, asks questions to confirm understanding, and considers others' point of view before responding.

**Planning and Organizing:** Employee evaluates steps necessary to complete assignments, estimates time and resource needs accurately, considers competing priorities, and develops a plan of action to complete assignments in a timely manner and according to priorities. Employee keeps supervisor and others impacted by their work advised of the status of projects and work assignments.

**Problem Solving:** Employee identifies issues timely and accurately, breaks problem into components, identifies effects on other processes, recognizes impact on other employees, develops solutions, and arrives at sound conclusions through a logical process. Employee escalates issues as appropriate within their scope of responsibility and the nature of the problem.

**Work Quantity:** Employee produces an acceptable amount of work with appropriate quality while meeting schedules and established timeframes.

**Work Quality:** Employee's work products meet established standards, including accuracy, timeliness, method(s) of completion, thoroughness, safety, regulatory and legal compliance, and desired outcomes.

**Respect:** Employee treats others professionally, honestly, equitably, and with appropriate consideration of their needs. Employee values diversity of thought and perspective, welcomes

opposing opinions, and encourages others to participate.

**Responsibility:** Employee acknowledges and accepts their scope of influence over processes and outcomes. Employee informs others timely when they make a mistake, find an error, or otherwise need to make corrections. Employee is accountable for their performance and for the overall outcomes of their work unit. Employee is solution-oriented and avoids placing blame on others.

**Safety:** Employee follows established safety practices, complies with safety regulations, corrects unsafe work practices on the job, and notifies appropriate supervisors of safety concerns.

## THE PERFORMANCE EVALUATION MEETING

How the performance evaluation is conducted can be as important as the information that goes into it. Careful preparation and scheduling of the performance evaluation meeting may take a little time, but the results produced are worthwhile. Consider the following in conducting a performance evaluation meeting:

1. Pre-schedule a time to meet with the employee, giving the employee sufficient notice to prepare. Describe the process you will use for the evaluation so the employee will know what to expect.
2. Request the employee's input on significant accomplishments during the evaluation period, areas to focus on for growth and development in the next evaluation period, and support they need to enhance their job performance. Provide an opportunity for employee to submit voluntary self-assessment.
3. Provide the employee a copy of their position description for review.
4. Review the employee's position description, input on significant accomplishments, feedback from others on performance, identifiable patterns in work products, and direct observations of the employee's performance.
5. Complete the evaluation form citing clear observations of actions and behaviors that support ratings. Avoid using overly general statements, assumptions about intent, and unsubstantiated information. Include guidance to achieve the next level of performance.
6. Conduct evaluations in a confidential area and eliminate potential distractions. Choose a neutral location whenever possible and appropriate; consider how the area may impact the employee.
7. Give honest and constructive work-related feedback based on observable actions and behaviors.
8. Ask open-ended questions.
9. Encourage an interactive discussion on past performance and establishment of goals and objectives.
10. Connect the employee's performance and contributions to the overall objectives and mission of the work unit, department, and District.
11. Ask the employee what you can do to assist them to be successful.
12. Discuss how you will follow-up with the employee.
13. Close the meeting by thanking the employee for participating.

## PERFORMANCE EVALUATION RATINGS

CODE	RATING	DEFINITION
NA	Not Applicable	The evaluation item is not applicable.
U	Unsatisfactory	Performance does not meet the minimum expectations for the position and/or requires significantly more supervision than appropriate to the level of the position. Immediate corrective measures are required.
N	Needs Improvement	Performance usually meets the expectations of the position, but requires more supervision than appropriate to the level of the position.
M	Meets Expectations	Performance fully meets the expectations of the position, level of independence, and quality of contributions to department outcomes.
E	Exceeds Expectations	Performance consistently exceeds the expectations of the position, level of independence, and quality of contributions to the department's outcomes and mission objectives.

**SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT**  
**Classified Employee Performance Evaluation**

<b>Evaluation Period:</b>	<b>Date From:</b>	-	<b>Date To:</b>	<b>Date of Evaluation:</b>
<b>Employee Name:</b>				
<b>Division/Department</b>				
<b>Position Title:</b>				
<b>Reason for Review</b>	<input type="checkbox"/> 1 <sup>st</sup> Probationary Period <i>(within 180 days of initial employment)</i> <input type="checkbox"/> 2 <sup>nd</sup> Probationary Period <i>(before 365 days of initial employment)</i> <input type="checkbox"/> Biennial Permanent <i>(from last evaluation date)</i> <input type="checkbox"/> Promotional <i>(within 150 days after promotion)</i> <input type="checkbox"/> Other: _____			
<b>Probationary Employees Only:</b>	<input type="checkbox"/> Recommend for permanence in position <input type="checkbox"/> Do not recommend permanence in position			

**Instructions:** Provide a rating for every indicator below. A written explanation must be provided for each rating of "Needs Improvement" or "Unsatisfactory". If need be attach additional pages.

**I. WORK SKILLS AND HABITS**

<i>Consider the scope of the duties and responsibilities during the evaluation period</i>					
<b>1. Work Quality</b> - Typical duties are understood and performed in an acceptable manner with appropriate level of supervision	<b>N/A</b>	<b>U</b>	<b>N</b>	<b>M</b>	<b>E</b>
a. Understands position and typical duties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Demonstrates knowledge of subject area and related policies, procedures, and technical expertise to effectively perform job duties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Understands how duties of the position fit within the department/division's operations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Consistently uses appropriate methods and procedures to complete duties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Works with the level of supervision appropriate for their position and assigned tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Completes tasks accurately with rare exceptions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Employee is accountable for their performance and for the overall outcomes of their work unit or service area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Effectively supports student learning outcomes or service area outcomes (if applicable).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>2. Planning and Organizing Work</b> - Assignments are completed efficiently and effectively within specified timeframes	<b>N/A</b>	<b>U</b>	<b>N</b>	<b>M</b>	<b>E</b>
a. Prioritizes activities/assignments effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Plans daily work tasks effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Manages concurrent projects and responsibilities effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

d. Completes assignments to meet established timeframes within a calendar of duties	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
e. Follows up on issues timely	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
f. Develops long-range plans of action to complete job assignments	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
g. Uses budget, supplies, materials, and equipment efficiently	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
h. Utilizes available resources to achieve job results	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
i. Keeps supervisor and others impacted by their work advised of the status of projects and work assignments	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

<b>3. Schedule and Work Life Balance-</b> Consider absences, ability to meet agreed upon work schedule, and understanding of emergency needs	<b>N/A U N M E</b>
a. Manages work schedule, personal needs, and workplace dynamics so job responsibilities and commitments are met consistently	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
b. Follows agreed upon work schedule	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
c. Takes scheduled breaks	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
d. Schedules and uses leave	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
e. Notifies supervisor of time off needed in advance or, when sick, as soon as possible	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
f. Responds to requests to work outside regular schedule as soon as possible	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
g. Manages attendance within overall operational needs of the division/department	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

<b>4. Judgement</b> - Extent to which the employee works with appropriate supervision while accepting job accountability	<b>N/A U N M E</b>
a. Safely and efficiently completes duties independent of supervision or assistance	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
b. Analyzes situations effectively, anticipates events, and evaluates potential course of action	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
c. Makes logical decisions, uses good judgment based on valid data and sound conclusions, takes appropriate action, and responds in a timely manner	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
d. Separates facts from opinions, resolves conflicting information, and bases decisions on likelihood of achieving desired outcomes	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
e. Seeks out advice or assistance or escalates issues when appropriate within their scope of responsibility and nature of the problem	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
f. Employee informs others timely when they make a mistake, find an error, or otherwise need to make corrections	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
g. Employee is solution-oriented and avoids placing blame on others	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
h. Accepts responsibility and takes corrective action if duties are completed in an unsafe, inefficient, inaccurate, or untimely manner	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
i. Adheres to District policies and procedures	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

<b>5. Initiative</b> - <i>Extent to which employee seeks to improve work conditions, work flow, take on new assignments, or assume additional duties when necessary</i>	<b>N/A U N M E</b>
a. Understands scope of duties and provides viable input to improve effectiveness, efficiency, and equity	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

b. Develops new and improved procedures when appropriate	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
c. Acts independently to proactively identify and correct problems prior to escalation where appropriate	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
d. Adjusts to new schedules and/or changes in schedules when needed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
e. Flexible and adaptable to changes in work procedures, tools, priorities, and conditions	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
f. Learns, retains, and incorporates new knowledge, skills, and abilities relevant to the position	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

<b>6. Adherence to Policy and Safety Procedures</b> - <i>Extent to which employee follows conduct rules and adheres to district policies and administrative procedures</i>	N/A U N M E
a. Consistently uses Board Policies and Administrative Procedures as prescribed via participatory governance	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
b. Performs work within established policies, procedures, guidelines, and safety regulations	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
c. Adheres to policies put in place for the safety and security of the campus community	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
d. Consistently uses appropriate discretion and confidentiality pertaining to district business	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
e. Acknowledges and accepts their scope of influence over processes and outcomes	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

<b>Section I. Overall Rating</b>
<input type="checkbox"/> <b>Unsatisfactory</b> <input type="checkbox"/> <b>Needs Improvement</b> <input type="checkbox"/> <b>Meets Expectations</b> <input type="checkbox"/> <b>Exceeds Expectations</b>
<b>SUPPORTING OBSERVATIONS AND RECOMMENDATIONS:</b>

## II. COMMUNICATION AND INTERPERSONAL SKILLS

<i>Consider the employee's ability to maintain positive communications and professional relations</i>	
<b>1. Interpersonal Relationships</b> - <i>Extent to which employee interacts effectively with colleagues, supervisors, and District community.</i>	N/A U N M E
a. Develops and maintains positive professional relationships by treating others professionally, honestly, equitably, and with appropriate consideration of their needs	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
b. Listens and considers other points of view, ideas, and suggestions and asks questions to confirm understanding	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
c. Accepts feedback in a positive manner	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
d. Employee engages productively in shared decision-making with coworkers and others, expresses and resolves disagreements, and works together to solve issues	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>



e. Employee shares and receives input on workflows within and outside work units to improve efficiency, effectiveness, and equity of outcomes	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
f. Accurately assesses and supports the needs of others	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
g. Maintains composure and remains calm during difficult, high pressure and contentious situations	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

<b>2. Customer Service Skills - Works to meet the needs of community members and stakeholders.</b>	<b>N/A U N M E</b>
a. Exhibits a positive, polite, professional, and respectful attitude toward others	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
b. Communicates with honesty, transparency, and accountability	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
c. Demonstrates active listening and confirms understanding so needs can be anticipated and acted upon effectively	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
d. Maintains composure when things are not going as expected	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
e. Consistently delivers successful outcomes for students, employees, and the public from diverse race, gender, age, disability, sexual preference, gender identity, and other communities	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
f. Employee receives feedback professionally and uses feedback to improve service and outcomes	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

<b>3. Communication – Successfully conveys ideas and feelings</b>	<b>N/A U N M E</b>
a. Maintains confidentiality	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
b. Communicates through technology and media professionally	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
c. Written information is clear, accurate, professional, and conveys the desired message effectively.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
d. Writing style is appropriate (instruct, persuade, inform) for the intent and the audience	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
e. Written information uses appropriate grammar, vocabulary, and sentence structure for the nature of the communication	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
f. Gives and receives verbal information effectively in individual and group situations	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
g. Verbally explains procedures, services, programs, and activities effectively	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
h. Manner of speech and use of language are appropriate for the audience and topic of discussion.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

<b>Section II. Overall Rating</b>
<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Exceeds Expectations
<b>SUPPORTING OBSERVATIONS AND RECOMMENDATIONS:</b>

### III. TECHNOLOGY AND EQUIPMENT

*Consider the extent to which the employee utilizes technology and equipment*

1. <b>Skill in Technology and Use of Equipment</b> - <i>Extent to which employee utilizes technology and equipment</i>	<b>N/A</b>	<b>U</b>	<b>N</b>	<b>M</b>	<b>E</b>
a. Regularly checks District email as appropriate to position	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Proficient in technology systems and software used in performing job duties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Adheres to District policies and procedures in the usage of technology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Participates in training to develop and maintain knowledge, skills, and abilities related to position	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Properly cares for and maintains technology and equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Follows safety procedures in the use of all equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Implements new technologies and equipment to improve performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### **Section III. Overall Rating**

☐ **Unsatisfactory** ☐ **Needs Improvement** ☐ **Meets Expectations** ☐ **Exceeds Expectations**

#### **SUPPORTING OBSERVATIONS AND RECOMMENDATIONS:**

#### IV. SAFETY

*Consider the parameters of safety for the position – procedures, use of PPE, mitigating hazards, etc.*

1. <b>Safety</b> - <i>Extent to which employee is aware of and adheres to safety standards</i>	<b>N/A U N M E</b>
a. Ensures a hazard free environment for everyone on campus. ie. locks doors, secures equipment, maintains a clean and orderly workspace, etc.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
b. Follows all applicable safety policies and procedures	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
c. Completes assigned safety trainings timely	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
d. Promptly reports safety hazards to supervisor and/or takes appropriate action to resolve issues	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
e. Identifies, corrects, and/or reports unsafe work practices on the job as appropriate	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
f. Uses equipment and materials within safety specifications and regulations	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

#### Section IV. Overall Rating

☐ Unsatisfactory   ☐ Needs Improvement   ☐ Meets Expectations   ☐ Exceeds Expectations

#### SUPPORTING OBSERVATIONS AND RECOMMENDATIONS:

## V. OVERALL COMMENTS AND RATING

*This section's intent is to evaluate the overall performance of the employee considering Sections I. – IV. Evaluators comments should note employee's major strengths and accomplishments*

☐ Unsatisfactory ☐ Needs Improvement ☐ Meets Expectations ☐ Exceeds Expectations

### **SUPPORTING OBSERVATIONS AND RECOMMENDATIONS:**

### **GOALS FOR PROFESSIONAL GROWTH:**

*Include objectives, action plans, timelines, outcomes, and support needed. Consider: what can the employee do to improve their performance? How best can the district support the employee's professional growth?*

**Are you supported by your supervisor to engage in participatory governance? Chapter meetings, board meetings, hiring committees, etc.**

**Have there been any gradually accreted duties outside of the position description which reflect duties of a higher classification?**

**EMPLOYEE COMMENTS:**

My signature below indicates I have read this evaluation. It does not indicate that I agree with the evaluation. I understand I have the right to respond in writing within 10 working days. My comments will be attached to the evaluation form in my personnel file.

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Employee's Signature: Date:

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Evaluating Supervisor's Signature: Date:

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Next Level Supervisor's Signature Date:

## Appendix B

**Shasta-Tehama-Trinity Joint Community College District**  
**2024-2025 Classified Salary Schedule**

Range	Step 1			Step 2			Step 3			Step 4			Step 5 and Step 6		
	Year	Month	Hour	Year	Month	Hour	Year	Month	Hour	Year	Month	Hour	Year	Month	Hour
16	32,599.63	2,716.64	15.67	34,229.61	2,852.47	16.46	35,941.09	2,995.09	17.28	37,738.15	3,144.85	18.14	39,625.06	3,302.09	19.05
17	33,414.62	2,784.55	16.07	35,085.35	2,923.78	16.87	36,839.62	3,069.97	17.71	38,681.60	3,223.47	18.60	40,615.68	3,384.64	19.53
18	34,249.99	2,854.17	16.47	35,962.49	2,996.87	17.29	37,760.61	3,146.72	18.15	39,648.64	3,304.05	19.06	41,631.07	3,469.26	20.02
19	35,106.24	2,925.52	16.88	36,861.55	3,071.80	17.72	38,704.63	3,225.39	18.61	40,639.86	3,386.65	19.54	42,671.85	3,555.99	20.52
20	35,983.89	2,998.66	17.30	37,783.09	3,148.59	18.17	39,672.24	3,306.02	19.07	41,655.86	3,471.32	20.03	43,738.65	3,644.89	21.03
21	36,883.49	3,073.62	17.73	38,727.67	3,227.31	18.62	40,664.05	3,388.67	19.55	42,697.25	3,558.10	20.53	44,832.11	3,736.01	21.55
22	37,805.58	3,150.46	18.18	39,695.86	3,307.99	19.08	41,680.65	3,473.39	20.04	43,764.68	3,647.06	21.04	45,952.92	3,829.41	22.09
23	38,750.72	3,229.23	18.63	40,688.25	3,390.69	19.56	42,722.67	3,560.22	20.54	44,858.80	3,738.23	21.57	47,101.74	3,925.15	22.65
24	39,719.49	3,309.96	19.10	41,705.46	3,475.46	20.05	43,790.73	3,649.23	21.05	45,980.27	3,831.69	22.11	48,279.28	4,023.27	23.21
25	40,712.47	3,392.71	19.57	42,748.10	3,562.34	20.55	44,885.50	3,740.46	21.58	47,129.78	3,927.48	22.66	49,486.27	4,123.86	23.79
26	41,730.29	3,477.52	20.06	43,816.80	3,651.40	21.07	46,007.64	3,833.97	22.12	48,308.02	4,025.67	23.23	50,723.42	4,226.95	24.39
27	42,773.54	3,564.46	20.56	44,912.22	3,742.68	21.59	47,157.83	3,929.82	22.67	49,515.72	4,126.31	23.81	51,991.51	4,332.63	25.00
28	43,842.88	3,653.57	21.08	46,035.02	3,836.25	22.13	48,336.78	4,028.06	23.24	50,753.61	4,229.47	24.40	53,291.30	4,440.94	25.62
29	44,938.95	3,744.91	21.61	47,185.90	3,932.16	22.69	49,545.20	4,128.77	23.82	52,022.46	4,335.20	25.01	54,623.58	4,551.96	26.26
30	46,062.43	3,838.54	22.15	48,365.55	4,030.46	23.25	50,783.83	4,231.99	24.42	53,323.02	4,443.58	25.64	55,989.17	4,665.76	26.92
31	47,213.99	3,934.50	22.70	49,574.69	4,131.22	23.83	52,053.42	4,337.79	25.03	54,656.09	4,554.67	26.28	57,388.90	4,782.41	27.59
32	48,394.34	4,032.86	23.27	50,814.05	4,234.50	24.43	53,354.76	4,446.23	25.65	56,022.49	4,668.54	26.93	58,823.62	4,901.97	28.28
33	49,604.20	4,133.68	23.85	52,084.41	4,340.37	25.04	54,688.63	4,557.39	26.29	57,423.06	4,785.25	27.61	60,294.21	5,024.52	28.99
34	50,844.30	4,237.03	24.44	53,386.52	4,448.88	25.67	56,055.84	4,671.32	26.95	58,858.63	4,904.89	28.30	61,801.56	5,150.13	29.71
35	52,115.41	4,342.95	25.06	54,721.18	4,560.10	26.31	57,457.24	4,788.10	27.62	60,330.10	5,027.51	29.01	63,346.60	5,278.88	30.46
36	53,418.29	4,451.52	25.68	56,089.21	4,674.10	26.97	58,893.67	4,907.81	28.31	61,838.35	5,153.20	29.73	64,930.27	5,410.86	31.22
37	54,753.75	4,562.81	26.32	57,491.44	4,790.95	27.64	60,366.01	5,030.50	29.02	63,384.31	5,282.03	30.47	66,553.53	5,546.13	32.00
38	56,122.59	4,676.88	26.98	58,928.72	4,910.73	28.33	61,875.16	5,156.26	29.75	64,968.92	5,414.08	31.24	68,217.36	5,684.78	32.80
39	57,525.66	4,793.80	27.66	60,401.94	5,033.50	29.04	63,422.04	5,285.17	30.49	66,593.14	5,549.43	32.02	69,922.80	5,826.90	33.62
40	58,963.80	4,913.65	28.35	61,911.99	5,159.33	29.77	65,007.59	5,417.30	31.25	68,257.97	5,688.16	32.82	71,670.87	5,972.57	34.46
41	60,437.90	5,036.49	29.06	63,459.79	5,288.32	30.51	66,632.78	5,552.73	32.04	69,964.42	5,830.37	33.64	73,462.64	6,121.89	35.32
42	61,948.84	5,162.40	29.78	65,046.28	5,420.52	31.27	68,298.60	5,691.55	32.84	71,713.53	5,976.13	34.48	75,299.21	6,274.93	36.20
43	63,497.56	5,291.46	30.53	66,672.44	5,556.04	32.05	70,006.06	5,833.84	33.66	73,506.37	6,125.53	35.34	77,181.69	6,431.81	37.11
44	65,085.00	5,423.75	31.29	68,339.25	5,694.94	32.86	71,756.22	5,979.68	34.50	75,344.03	6,278.67	36.22	79,111.23	6,592.60	38.03
45	66,712.13	5,559.34	32.07	70,047.73	5,837.31	33.68	73,550.12	6,129.18	35.36	77,227.63	6,435.64	37.13	81,089.01	6,757.42	38.99
46	68,379.93	5,698.33	32.88	71,798.93	5,983.24	34.52	75,388.87	6,282.41	36.25	79,158.32	6,596.53	38.06	83,116.23	6,926.35	39.96
47	70,089.43	5,840.79	33.70	73,593.90	6,132.83	35.38	77,273.60	6,439.47	37.15	81,137.28	6,761.44	39.01	85,194.14	7,099.51	40.96
48	71,841.67	5,986.81	34.54	75,433.75	6,286.15	36.27	79,205.44	6,600.45	38.08	83,165.71	6,930.48	39.98	87,323.99	7,277.00	41.98

Range	Step 7 and Step 8			Step 9 and Step 10			Step 11 and Step 12			Step 13 and Step 14			Step 15 and Step 16		
	Year	Month	Hour	Year	Month	Hour	Year	Month	Hour	Year	Month	Hour	Year	Month	Hour
16	40,615.68	3,384.64	19.53	41,631.07	3,469.26	20.02	42,671.85	3,555.99	20.52	43,738.65	3,644.89	21.03	44,832.11	3,736.01	21.55
17	41,631.07	3,469.26	20.02	42,671.85	3,555.99	20.52	43,738.65	3,644.89	21.03	44,832.11	3,736.01	21.55	45,952.92	3,829.41	22.09
18	42,671.85	3,555.99	20.52	43,738.65	3,644.89	21.03	44,832.11	3,736.01	21.55	45,952.92	3,829.41	22.09	47,101.74	3,925.15	22.65
19	43,738.65	3,644.89	21.03	44,832.11	3,736.01	21.55	45,952.92	3,829.41	22.09	47,101.74	3,925.15	22.65	48,279.28	4,023.27	23.21
20	44,832.11	3,736.01	21.55	45,952.92	3,829.41	22.09	47,101.74	3,925.15	22.65	48,279.28	4,023.27	23.21	49,486.27	4,123.86	23.79
21	45,952.92	3,829.41	22.09	47,101.74	3,925.15	22.65	48,279.28	4,023.27	23.21	49,486.27	4,123.86	23.79	50,723.42	4,226.95	24.39
22	47,101.74	3,925.15	22.65	48,279.28	4,023.27	23.21	49,486.27	4,123.86	23.79	50,723.42	4,226.95	24.39	51,991.51	4,332.63	25.00
23	48,279.28	4,023.27	23.21	49,486.27	4,123.86	23.79	50,723.42	4,226.95	24.39	51,991.51	4,332.63	25.00	53,291.30	4,440.94	25.62
24	49,486.27	4,123.86	23.79	50,723.42	4,226.95	24.39	51,991.51	4,332.63	25.00	53,291.30	4,440.94	25.62	54,623.58	4,551.96	26.26
25	50,723.42	4,226.95	24.39	51,991.51	4,332.63	25.00	53,291.30	4,440.94	25.62	54,623.58	4,551.96	26.26	55,989.17	4,665.76	26.92
26	51,991.51	4,332.63	25.00	53,291.30	4,440.94	25.62	54,623.58	4,551.96	26.26	55,989.17	4,665.76	26.92	57,388.90	4,782.41	27.59
27	53,291.30	4,440.94	25.62	54,623.58	4,551.96	26.26	55,989.17	4,665.76	26.92	57,388.90	4,782.41	27.59	58,823.62	4,901.97	28.28
28	54,623.58	4,551.96	26.26	55,989.17	4,665.76	26.92	57,388.90	4,782.41	27.59	58,823.62	4,901.97	28.28	60,294.21	5,024.52	28.99
29	55,989.17	4,665.76	26.92	57,388.90	4,782.41	27.59	58,823.62	4,901.97	28.28	60,294.21	5,024.52	28.99	61,801.56	5,150.13	29.71
30	57,388.90	4,782.41	27.59	58,823.62	4,901.97	28.28	60,294.21	5,024.52	28.99	61,801.56	5,150.13	29.71	63,346.60	5,278.88	30.46
31	58,823.62	4,901.97	28.28	60,294.21	5,024.52	28.99	61,801.56	5,150.13	29.71	63,346.60	5,278.88	30.46	64,930.27	5,410.86	31.22
32	60,294.21	5,024.52	28.99	61,801.56	5,150.13	29.71	63,346.60	5,278.88	30.46	64,930.27	5,410.86	31.22	66,553.53	5,546.13	32.00
33	61,801.56	5,150.13	29.71	63,346.60	5,278.88	30.46	64,930.27	5,410.86	31.22	66,553.53	5,546.13	32.00	68,217.36	5,684.78	32.80
34	63,346.60	5,278.88	30.46	64,930.27	5,410.86	31.22	66,553.53	5,546.13	32.00	68,217.36	5,684.78	32.80	69,922.80	5,826.90	33.62
35	64,930.27	5,410.86	31.22	66,553.53	5,546.13	32.00	68,217.36	5,684.78	32.80	69,922.80	5,826.90	33.62	71,670.87	5,972.57	34.46
36	66,553.53	5,546.13	32.00	68,217.36	5,684.78	32.80	69,922.80	5,826.90	33.62	71,670.87	5,972.57	34.46	73,462.64	6,121.89	35.32
37	68,217.36	5,684.78	32.80	69,922.80	5,826.90	33.62	71,670.87	5,972.57	34.46	73,462.64	6,121.89	35.32	75,299.21	6,274.93	36.20
38	69,922.80	5,826.90	33.62	71,670.87	5,972.57	34.46	73,462.64	6,121.89	35.32	75,299.21	6,274.93	36.20	77,181.69	6,431.81	37.11
39	71,670.87	5,972.57	34.46	73,462.64	6,121.89	35.32	75,299.21	6,274.93	36.20	77,181.69	6,431.81	37.11	79,111.23	6,592.60	38.03
40	73,462.64	6,121.89	35.32	75,299.21	6,274.93	36.20	77,181.69	6,431.81	37.11	79,111.23	6,592.60	38.03	81,089.01	6,757.42	38.99
41	75,299.21	6,274.93	36.20	77,181.69	6,431.81	37.11	79,111.23	6,592.60	38.03	81,089.01	6,757.42	38.99	83,116.23	6,926.35	39.96
42	77,181.69	6,431.81	37.11	79,111.23	6,592.60	38.03	81,089.01	6,757.42	38.99	83,116.23	6,926.35	39.96	85,194.14	7,099.51	40.96
43	79,111.23	6,592.60	38.03	81,089.01	6,757.42	38.99	83,116.23	6,926.35	39.96	85,194.14	7,099.51	40.96	87,323.99	7,277.00	41.98
44	81,089.01	6,757.42	38.99	83,116.23	6,926.35	39.96	85,194.14	7,099.51	40.96	87,323.99	7,277.00	41.98	89,507.09	7,458.92	43.03
45	83,116.23	6,926.35	39.96	85,194.14	7,099.51	40.96	87,323.99	7,277.00	41.98	89,507.09	7,458.92	43.03	91,744.77	7,645.40	44.11
46	85,194.14	7,099.51	40.96	87,323.99	7,277.00	41.98	89,507.09	7,458.92	43.03	91,744.77	7,645.40	44.11	94,038.39	7,836.53	45.21
47	87,323.99	7,277.00	41.98	89,507.09	7,458.92	43.03	91,744.77	7,645.40	44.11	94,038.39	7,836.53	45.21	96,389.35	8,032.45	46.34
48	89,507.09	7,458.92	43.03	91,744.77	7,645.40	44.11	94,038.39	7,836.53	45.21	96,389.35	8,032.45	46.34	98,799.08	8,233.26	47.50

Range	Step 17 and Step 18			Step 19 and Step 20			Step 21			Step 25		
	Year	Month	Hour	Year	Month	Hour	Year	Month	Hour	Year	Month	Hour
16	45,952.92	3,829.41	22.09	47,101.74	3,925.15	22.65	48,279.28	4,023.27	23.21	49,531.32	4,127.61	23.81
17	47,101.74	3,925.15	22.65	48,279.28	4,023.27	23.21	49,486.27	4,123.86	23.79	50,769.60	4,230.80	24.41
18	48,279.28	4,023.27	23.21	49,486.27	4,123.86	23.79	50,723.42	4,226.95	24.39	52,038.84	4,336.57	25.02
19	49,486.27	4,123.86	23.79	50,723.42	4,226.95	24.39	51,991.51	4,332.63	25.00	53,339.81	4,444.98	25.64
20	50,723.42	4,226.95	24.39	51,991.51	4,332.63	25.00	53,291.30	4,440.94	25.62	54,673.31	4,556.11	26.29
21	51,991.51	4,332.63	25.00	53,291.30	4,440.94	25.62	54,623.58	4,551.96	26.26	56,040.14	4,670.01	26.94
22	53,291.30	4,440.94	25.62	54,623.58	4,551.96	26.26	55,989.17	4,665.76	26.92	57,441.15	4,786.76	27.62
23	54,623.58	4,551.96	26.26	55,989.17	4,665.76	26.92	57,388.90	4,782.41	27.59	58,877.18	4,906.43	28.31
24	55,989.17	4,665.76	26.92	57,388.90	4,782.41	27.59	58,823.62	4,901.97	28.28	60,349.10	5,029.09	29.01
25	57,388.90	4,782.41	27.59	58,823.62	4,901.97	28.28	60,294.21	5,024.52	28.99	61,857.83	5,154.82	29.74
26	58,823.62	4,901.97	28.28	60,294.21	5,024.52	28.99	61,801.56	5,150.13	29.71	63,404.28	5,283.69	30.48
27	60,294.21	5,024.52	28.99	61,801.56	5,150.13	29.71	63,346.60	5,278.88	30.46	64,989.38	5,415.78	31.25
28	61,801.56	5,150.13	29.71	63,346.60	5,278.88	30.46	64,930.27	5,410.86	31.22	66,614.12	5,551.18	32.03
29	63,346.60	5,278.88	30.46	64,930.27	5,410.86	31.22	66,553.53	5,546.13	32.00	68,279.47	5,689.96	32.83
30	64,930.27	5,410.86	31.22	66,553.53	5,546.13	32.00	68,217.36	5,684.78	32.80	69,986.46	5,832.20	33.65
31	66,553.53	5,546.13	32.00	68,217.36	5,684.78	32.80	69,922.80	5,826.90	33.62	71,736.12	5,978.01	34.49
32	68,217.36	5,684.78	32.80	69,922.80	5,826.90	33.62	71,670.87	5,972.57	34.46	73,529.52	6,127.46	35.35
33	69,922.80	5,826.90	33.62	71,670.87	5,972.57	34.46	73,462.64	6,121.89	35.32	75,367.76	6,280.65	36.24
34	71,670.87	5,972.57	34.46	73,462.64	6,121.89	35.32	75,299.21	6,274.93	36.20	77,251.96	6,437.66	37.14
35	73,462.64	6,121.89	35.32	75,299.21	6,274.93	36.20	77,181.69	6,431.81	37.11	79,183.25	6,598.60	38.07
36	75,299.21	6,274.93	36.20	77,181.69	6,431.81	37.11	79,111.23	6,592.60	38.03	81,162.84	6,763.57	39.02
37	77,181.69	6,431.81	37.11	79,111.23	6,592.60	38.03	81,089.01	6,757.42	38.99	83,191.91	6,932.66	40.00
38	79,111.23	6,592.60	38.03	81,089.01	6,757.42	38.99	83,116.23	6,926.35	39.96	85,271.70	7,105.98	41.00
39	81,089.01	6,757.42	38.99	83,116.23	6,926.35	39.96	85,194.14	7,099.51	40.96	87,403.50	7,283.62	42.02
40	83,116.23	6,926.35	39.96	85,194.14	7,099.51	40.96	87,323.99	7,277.00	41.98	89,588.58	7,465.72	43.07
41	85,194.14	7,099.51	40.96	87,323.99	7,277.00	41.98	89,507.09	7,458.92	43.03	91,828.30	7,652.36	44.15
42	87,323.99	7,277.00	41.98	89,507.09	7,458.92	43.03	91,744.77	7,645.40	44.11	94,124.01	7,843.67	45.25
43	89,507.09	7,458.92	43.03	91,744.77	7,645.40	44.11	94,038.39	7,836.53	45.21	96,477.11	8,039.76	46.38
44	91,744.77	7,645.40	44.11	94,038.39	7,836.53	45.21	96,389.35	8,032.45	46.34	98,889.03	8,240.75	47.54
45	94,038.39	7,836.53	45.21	96,389.35	8,032.45	46.34	98,799.08	8,233.26	47.50	101,361.26	8,446.77	48.73
46	96,389.35	8,032.45	46.34	98,799.08	8,233.26	47.50	101,269.06	8,439.09	48.69	103,895.29	8,657.94	49.95
47	98,799.08	8,233.26	47.50	101,269.06	8,439.09	48.69	103,800.79	8,650.07	49.91	106,492.67	8,874.39	51.20
48	101,269.06	8,439.09	48.69	103,800.79	8,650.07	49.91	106,395.81	8,866.32	51.15	109,154.99	9,096.25	52.48

An educational growth stipend based on units completed and degree held by employee will be added to the salary

COLA Increase of 7.1% applied effective 08/01/2023, Board Approved on 07/12/2023



# 2020-2021 ANNUAL CLASSIFIED WORK SCHEDULE

Employee Name: \_\_\_\_\_  
 Employee's Title: \_\_\_\_\_  
 Work Schedule Start Date: \_\_\_\_\_ Work Schedule End Date: \_\_\_\_\_  
 Schedule Type: \_\_\_\_\_  
 Employee FTE: \_\_\_\_\_  
 Position Months Per Year: \_\_\_\_\_

**Week One**

Day	Shift Begin Time	Lunch Time Start	Lunch Time End	Shift End Time	Total Hours Scheduled	Telework
Sunday					0.00	
Monday					0.00	
Tuesday					0.00	
Wednesday					0.00	
Thursday					0.00	
Friday					0.00	
Saturday					0.00	

**Week One Total Hours: 0.00**

**Week Two (Only complete if Week Two is different than Week One due to Alternative Work Schedule)**

Day	Shift Begin Time	Lunch Time Start	Lunch Time End	Shift End Time	Total Hours Scheduled	Telework
Sunday					0.00	
Monday					0.00	
Tuesday					0.00	
Wednesday					0.00	
Thursday					0.00	
Friday					0.00	
Saturday					0.00	

**Week Two Total Hours: 0.00**

**Total Biweekly Hours\*: 0.00**

*\*Must equal 80 hours for Full-Time Alternative Work Schedules*

Employee Signature

Supervising Administrator Signature

# Appendix D

## Shasta College 2024-25 All District Calendar

4	Independence Day	JULY 2024							JANUARY 2025							1	New Year's Day Holiday					
		S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	10	Mandatory FLEX Day					
			1	2	3	H	5	6				H	2	3	4	13	Spring Semester Begins					
		7	8	9	10	11	12	13	5	6	7	8	9	10	11	20	Dr. M.L. King Jr. Day Holiday					
		14	15	16	17	18	19	20	12	13	14	15	16	17	18							
		21	22	23	24	25	26	27	19	H	21	22	23	24	25							
		28	29	30	31				26	27	28	29	30	31			14 Instructional Days					
																4 Floating Flex Days						
16	Mandatory FLEX Day (Academic Staff Report)	AUGUST 2024							FEBRUARY 2025							14	Lincoln Day Holiday					
		S	M	T	W	Th	F	S	S	M	T	W	Th	F	S			17	Washington Day Holiday			
							1	2	3						1					18 Instructional Days		
		4	5	6	7	8	9	10	2	3	4	5	6	7	8							
		11	12	13	14	15	16	17	9	10	11	12	13	H	15							
		18	19	20	21	22	23	24	16	H	18	19	20	21	22							
		25	26	27	28	29	30	31	23	24	25	26	27	28								
2	Labor Day Holiday	SEPTEMBER 2024							MARCH 2025							21	Instructional Days					
		S	M	T	W	Th	F	S	S	M	T	W	Th	F	S							
		1	H	3	4	5	6	7							1							
		8	9	10	11	12	13	14	2	3	4	5	6	7	8							
		15	16	17	18	19	20	21	9	10	11	12	13	14	15							
		22	23	24	25	26	27	28	16	17	18	19	20	21	22							
		29	30						23	24	25	26	27	28	29							
23	Instructional Days	OCTOBER 2024							APRIL 2025							14-18	Spring Break (Easter is 4/20)					
		S	M	T	W	Th	F	S	S	M	T	W	Th	F	S			18	Spring Break Holiday			
				1	2	3	4	5			1	2	3	4	5					17 Instructional Days		
		6	7	8	9	10	11	12	6	7	8	9	10	11	12							
		13	14	15	16	17	18	19	13	14	15	16	17	H	19							
		20	21	22	23	24	25	26	20	21	22	23	24	25	26							
		27	28	29	30	31			27	28	29	30										
11	Veterans Day Holiday	NOVEMBER 2024							MAY 2025							16	Last Day of Spring Semester					
		S	M	T	W	Th	F	S	S	M	T	W	Th	F	S			16	Commencement			
							1	2					1	2	3					26	Memorial Day Holiday	
		3	4	5	6	7	8	9	4	5	6	7	8	9	10							12 Instructional Days
		10	H	12	13	14	15	16	11	12	13	14	15	16	17							
		17	18	19	20	21	22	23	18	19	20	21	22	23	24							
		24	25	26	27	H	H	30	25	H	27	28	29	30	31							
19	End of Fall Semester	DECEMBER 2024							JUNE 2025							19	Juneteenth Holiday					
		S	M	T	W	Th	F	S	S	M	T	W	Th	F	S							
		1	2	3	4	5	6	7	1	2	3	4	5	6	7							
		8	9	10	11	12	13	14	8	9	10	11	12	13	14							
		15	16	17	18	19	20	21	15	16	17	18	H	20	21							
		22	23	H	H	H	27	28	22	23	24	25	26	27	28							
		29	30	H					29	30												

Fall Semester Total Days: 82  
Spring Semester Total Days: 82  
Total Instructional Days: 164  
FLEX Days: 11  
Administrative Total Working Days: 246

 Start/End of Semester  
 FLEX Day \*\*\*  
 Mandatory FLEX Day  
 Holidays  
 Spring Recess

All Academic Year Classified Employees must work 175 days. Please obtain Supervisor approval on annual work schedule form.

\*\*Holiday placement in-between semesters is subject to CSEA approval

\*\*\*Floating Flex Days (Article 4.8) are mandatory for instructional faculty except where noted in Article 4.8.5;

Floating Flex Days designate what days officially count toward our 175-day requirement, but activities for flex can be completed at any time between July 1 of the academic year and June 30.

# Appendix F

SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT  
CLASSIFIED SALARY SCHEDULE  
ASSIGNMENT OF CLASSES TO RANGES  
2023-2024  
*Updated 7/31/23*

Range 16  
Cafeteria Assistant

Range 19  
Lead Barista  
Lead Cafeteria Assistant

Range 21  
Cafeteria Cook

Range 24  
Custodian  
Delivery Driver  
Theatre Events Coordinator

Range 25  
Extended Education Secretary  
Groundskeeper  
Human Resources Assistant  
Motor Pool Driver  
Staff Secretary

Range 26  
Library Information Technician  
Student Success Facilitator  
Utility Worker

Range 28  
Community Service Officer  
Financial Aids Bkbp-Scholar. Proc  
Instructional Paraprofessional

Range 29  
Categorical Program Coordinator  
Dental Hygiene Clinic Assistant  
Equipment Technician  
Lead Custodian  
Lead Groundskeeper  
Pool & Laundry Worker  
Senior Staff Secretary  
Shasta CARES Program Specialist  
Student Services Technician  
Warehouse Worker

Range 30  
Administrative Professional I  
District Accounting Technician  
Hazardous Materials Data Technician  
Instructional Program Assistant  
Theatre Technician

Range 31  
Preschool Teacher

Range 32  
Health & Wellness Technician

Range 33  
Administrative Assistant  
Administrative Secretary I  
Human Resources Analyst  
Info Services and Tech. Support Assistant  
Payroll Technician  
Research Technician  
Student Services Coordinator

Range 35  
Administrative Professional II  
Administrative Secretary II  
Communications Design Coordinator  
Community Education Coordinator  
Equipment Technician – Fire Technology & EMS  
Extended Education Paraprofessional  
Instructional Program Technician  
Instructional Scheduler/Curriculum Tech  
Learning Center Coordinator  
Motor Pool Driver Technician  
Nursing Skills Lab Coordinator  
Online Learning Technician  
Paraprofessional for Student Services  
Paraprofessional Learning Center Coord.  
Science Laboratory Technician  
Student Services Specialist

Range 36  
Information Technology Support Technician  
Printing Duplication Technician  
Web Content Coordinator

#### Range 37

Administrative Professional III  
Maintenance Carpenter Maintenance Painter  
Maintenance Plumber Motor Pool Mechanic

#### Range 38

Campus Safety Officer  
Maintenance HVAC Technician

#### Range 39

Grounds Foreperson

#### Range 40

Communication and Marketing  
Specialist  
Computer Applications Technician  
Curriculum and Instructional Scheduling  
Specialist  
District Payroll Officer  
Internship Work Experience Coordinator  
Maintenance Electrician  
Senior District Accounting Technician  
Senior Online Learning Instructional Tech  
Student Services Analyst  
Student Success Coordinator

#### Range 42

Information Technology Support Specialist  
Information Technology – Applications  
Analyst I

#### Range 43

Hazardous Materials Compliance Specialist  
Interpreter/Transliterater II  
Maintenance Foreperson HVAC

#### Range 45

Information Technology – Applications  
Analyst II  
Sergeant  
Systems Engineer

#### Range 46

Maintenance Foreperson Electrical  
Motor Pool Mechanic Foreperson

#### Range 48

Information Tech. Senior Systems Engineer  
Interpreter/Transliterater III