

CLASSIFIED EMPLOYEES' CONTRACT  
JULY 1, 2025 THROUGH JUNE 30, 2028

SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT

CSEA Ratified September 24, 2025  
Board Approved October 8, 2025

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1 **ARTICLE I - RECOGNITION**

2  
3 **1.1 ACKNOWLEDGMENT**

4  
5 The Shasta-Tehama-Trinity Joint Community College District "District" hereby acknowledges that  
6 the California School Employees Association and its Shasta College #381 Chapter (together "CSEA")  
7 is the exclusive bargaining representative for all classified professionals as defined by the  
8 Government Code, Section 3540, et. seq., and as mutually agreed by the parties.  
9

10 **1.2 SCOPE**

11  
12 The scope of representation shall be limited to matters relating to wages, hours of employment,  
13 and other terms and conditions of employment. Terms and conditions of employment mean  
14 health and welfare benefits as defined by the Government Code, Section 53200, leave and transfer  
15 policies, safety conditions of employment, procedures to be used for the evaluation of classified  
16 professionals, and organizational security pursuant to the Government Code, Section 3546, and  
17 procedures for processing grievances pursuant to the Government Code, Sections 3548.5, 3548.6,  
18 3548.7, and 3548.8. All matters not specifically enumerated are reserved to the public-school  
19 employer and may not be a subject of meeting and negotiating, provided that nothing herein may  
20 be construed to limit the right of the public-school employer to consult with any classified  
21 professionals or classified professional organization on any matter outside the scope of  
22 representation.  
23

24 **ARTICLE II – NONDISCRIMINATION**

25  
26 **2.1 NONDISCRIMINATION**

27  
28 No classified professional will be discriminated against, for employment purposes, for reasons of  
29 race or ethnicity, religion, color, national origin, immigration status, ancestry, physical disability,  
30 mental disability, medical condition, genetic information, pregnancy, marital status, sex/gender,  
31 gender identity, gender expression, age, sexual orientation, or military and veteran status, or  
32 because a person is perceived to have one or more of the foregoing characteristics, or based on  
33 association with a person or group with one or more of these actual or perceived characteristics, if  
34 otherwise qualified to perform the service.  
35

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

37  
38 **3.1 CHECKOFF**

39  
40 **3.1.1** Pursuant to Education Code Section 88167, the District will deduct the normal and regular  
41 monthly Association membership dues as voluntarily authorized in writing by the chapter member  
42 subject to the following conditions:  
43

44 **3.1.2** The District shall execute any new, changed, or discontinued deduction during the pay  
45 period commencing fifteen (15) days or more after the submission is received by CSEA state  
46 headquarters.

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

### 7 8 3.2 ASSOCIATION DUES AND AGENCY FEE

9  
10 3.2.1 Any active chapter member or applicant for membership may sign and deliver to CSEA an  
11 assignment authorizing deduction of membership dues, initiation fees, and general assessments of  
12 CSEA. The authorization shall continue each year until revoked in writing by CSEA.

13  
14 The District shall provide payroll deduction service for classified professionals for tax sheltered  
15 annuities, credit unions, life insurance, and any other deductions provided for in the California  
16 Education Code, Sections 87040 and 88167.

17  
18 3.2.2 Any requested changes to a chapter member's membership status with CSEA will be  
19 forwarded to CSEA. CSEA shall then inform the District in writing of changes in membership for any  
20 current member or person eligible for membership. Notifications received by the District on or  
21 before the 15th of the month will be processed and implemented for that month's payroll.  
22 Notifications received after the 15th of the month will be processed and implemented on the  
23 following month's payroll. CSEA may request to meet and confer with the District on any changes  
24 to the deduction rates, amounts, assessments, or other obligations.

25  
26 3.2.3 Employee requests to cancel or change authorizations for payroll deductions for employee  
27 organizations shall be directed to the employee organization rather than to the District. The  
28 employee organization shall be responsible for processing such requests. The District shall rely on  
29 the information provided by the employee organization to cancel or change authorizations.

### 30 31 3.3 HOLD HARMLESS

32  
33 3.3.1 As a condition of the effectiveness of this article, CSEA fully indemnifies the District for  
34 dues deducted under this Article. CSEA shall hold the District harmless and shall provide prompt,  
35 full reimbursement to the District for any fees, costs, charges, or penalties incurred in responding  
36 to or defending against any claims, disputes, or challenges which are brought against the District in  
37 connection with the administration or enforcement of any section in this article. The hold  
38 harmless and reimbursement provision shall apply to any claims made by an employee or any  
39 individual or organization on the employee's behalf for payroll deductions made by the District  
40 based on information provided by CSEA regarding the authorization of individual employees for  
41 payroll deductions.

42 3.3.2 CSEA shall notify the District of any changes in its dues structure within thirty (30) days of  
43 notifying any chapter member.

## **ARTICLE IV – DEFINITIONS**

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

**4.2** Administrative Leave – additional leave given by the District to an employee who, at their supervisor’s request works during a campus closure.

**4.3** Administrative Transfer – a change from a classified position to another classified position in the same range, same number of months per year, and same number of assigned hours per year. For purposes of this definition, the number of months considered to be the same are 10 (ten), 11 (eleven), and 12 (twelve).

**4.4** Anniversary Date -- the date of a classified professional’s initial employment in a permanent position with the District.

**4.5** Appendices -- supplementary information which shall be considered part of the contract.

**4.6** Bumping Right -- the right of a classified professional, under layoff conditions, to displace another classified professional with less seniority in the same position.

**4.7** Call Back Time -- time worked following the conclusion of a regularly scheduled shift when the employee is asked to return to work.

**4.8** Call In Time -- time worked when the employee is asked to report for duty on a day when the employee is scheduled to be off work.

**4.9** Chapter Member -- a classified professional who is an active dues paying member of the Classified School Employees Association Chapter #381 – Shasta College.

**4.10** Classified Professional – a classified employee who has probationary or permanent status and has been hired into a position description that is represented by CSEA and assigned as classified.

**4.11** Controlled Standby Time – paid work time during which a classified professional is directed to remain at or report to a District facility or assigned worksite or is directed to be available to report to a District facility within thirty (30) minutes, or their regular commute time, whichever is less, in order to respond to a potential work assignment.

**4.12** Demotion -- assignment to a position in a lower salary range without the employee’s written voluntary consent in particular cases in accordance with the Collective Bargaining Agreement, Board Policies/Administrative Procedures, and/or California Education Code.

**4.13** Fiscal Year -- July 1 through June 30.

1 4.14 Grievance -- any complaint alleging a violation of the provisions of this contract filed by  
2 CSEA in accordance with Article XVI.

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 Lateral Transfer -- a change in department/division in the same position description in the  
8 same range, same or lower number of hours per week, same or lower months per year. For  
9 purposes of this definition, the number of months considered to be the same are 10 (ten), 11  
10 (eleven), and 12 (twelve).

11  
12 4.17 Paid Administrative Leave -- in the event of a campus closure, investigation, or Human  
13 Resources matter, the employee remains in a paid status for all hours they were scheduled.

14  
15 4.18 Personnel File -- a file containing items related to job performance such as evaluations,  
16 commendations, records of disciplinary action, complaints, and any other personal matters of a  
17 confidential nature relative to work performance upon which an employment action may be  
18 taken, along with a record of any employment actions. All derogatory items placed in such file  
19 shall be labeled confidential. Additionally, any application materials, employment notices, job  
20 descriptions, leave records, salary advancement, work schedules and calendars, and any items  
21 related to initial employment or a subsequent change in employment position or status.

22  
23 4.19 Position/Position Description -- the assignment of a position title, number of assigned work  
24 hours per day, workdays per year, working months per year, the specific duties required to be  
25 performed by a classified professional, and the salary range for the position.

26  
27 4.20 Probationary classified professional -- a regular classified professional yet to complete the  
28 prescribed probationary period or achieve permanent status.

29  
30 4.21 Range -- any group of positions paid at the same rate.

31  
32 4.22 Reclassification -- the upgrading of a position to a position with a higher range as the result  
33 of the gradual increase in the duties.

34  
35 4.23 Reemployment -- the return to duty of a classified professional from a reemployment list.

36  
37 4.24 Thirty-Nine (39) Month Reemployment List: Layoff Article 15.4.1 -- a list of classified  
38 professionals eligible for non-competitive assignment to a vacant position in their former position  
39 or range, if minimum qualifications met, for a period of thirty-nine (39) months arranged in order  
40 of their right to reemployment. Employees accepting a voluntary demotion or reduction in  
41 assigned hours in lieu of layoff shall be eligible to be considered for reemployment for an  
42 additional twenty-four (24) months.



1 4.25 Thirty-Nine (39) Month Reemployment List: Leave Exhaustion Article 11.14.4 -- a list of  
2 classified professionals eligible for noncompetitive assignment to a vacant position in their former  
3 position for a period of thirty-nine (39) months arranged in order of their right to reemployment.  
4

5 4.26 Regular Rate of Pay -- rates established for each range as provided in the negotiated  
6 Classified Salary Schedule. The regular rate of pay shall include any shift differential required to be  
7 paid under this contract.  
8

9 4.27 Safety Conditions of Employment -- any work-related condition or hazard affecting the  
10 health and safety of the classified professional and their work environment.  
11

12 4.28 Salary Rate -- the specific amount of money paid for a specific period of service.  
13

14 4.29 Salary Schedule -- the negotiated salary ranges and steps for all classes.  
15

16 4.30 Salary Step -- a salary level within the assigned salary range for a position.  
17

18 4.31 Seniority by Date -- the date of hire in a position in the classified service in the District, less  
19 any periods of leaves without pay (i.e., suspension without pay as a result of disciplinary action,  
20 unpaid leave of absence for more than ninety (90) consecutive days, excluding active military  
21 leave).  
22

23 4.32 Seniority by Class (Position) -- the date of hire with the first date of paid service within a  
24 class within the District and a permanent position, less any periods of leaves without pay (i.e.,  
25 suspension without pay as a result of disciplinary action, unpaid leave of absence for more than  
26 ninety (90) consecutive days, excluding active military leave).  
27

28 4.33 Short-term Employee -- a person employed to perform a service for the District which will  
29 not be extended or needed beyond completion of the service required. The District's Governing  
30 Board shall specify the service to be performed pursuant to the definition of classification in  
31 subdivision (a) of Section 88001 of the California Education code and shall specify the ending date  
32 of the service. The ending date may be shortened or extended by the Governing Board but shall  
33 not exceed 75% of the academic year.  
34

35 4.34 Substitute Employee -- any person employed to replace a classified employee temporarily  
36 absent from duty or used to fill a vacant classified position during the process of recruiting and  
37 hiring a permanent classified employee.  
38

39 For the purpose of training new employees, substitute employees may be defined as a person  
40 employed to temporarily perform the duties of a classified employee taking a leave of absence  
41 from duty for any reason. Substitute employees may also be used to fill a classified position which  
42 will become or has become vacant during the process of recruiting, hiring, orienting, and training a  
43 permanent classified employee to maintain continuity of operations during the transition.  
44

1 4.35 Suspension of District Operations -- the temporary discontinuance of district operations as  
2 declared by the District president or designee. The district determines that the public health,  
3 property or safety is jeopardized, and it is advisable due to emergency conditions to suspend the  
4 operation of any District campuses. The suspension shall apply to an entire District campus  
5 affected by the suspension and not any portion thereof.  
6

7 4.36 Voluntary Transfer -- a change in position to a lower range or reduction in hours and/or  
8 months per year.  
9

10 4.37 Working Hours -- all hours during which an employee is required or permitted to perform  
11 work or at any other time the employee is under the employer's direction or required to be  
12 working.  
13

14 4.38 Work Site -- the classified professional's normal work location as assigned by the District in  
15 the employee's current position.  
16

## 17 **ARTICLE V – CLASSIFIED PROFESSIONAL FILES/EVALUATION**

18

### 19 **5.1 LOCATION**

20

21 5.1.1 Official Personnel files for each classified professional shall be maintained in the District's  
22 Human Resources Office or by Human Resources staff in a secure electronic format.  
23

24 5.1.2 No other official Personnel files shall be kept in any other campus office and no official  
25 personnel action of any kind impacting a classified professional shall be taken based on  
26 information which is not officially entered into the Personnel file.  
27

### 28 **5.2 ACCESS**

29

30 Access to the Personnel file of any classified professional shall be limited to the classified  
31 professional, their supervising administrator, the District Superintendent/President, any District  
32 Vice President or Associate Vice President, appropriate confidential staff, a member of the Human  
33 Resources office with assigned duties requiring access, and any person with written, verified  
34 authorization from the classified professional. The District is not obligated to disclose to the  
35 classified professional any recommendations or references for employment which have been  
36 received or provided in confidence. The classified professional shall have the right to examine and  
37 obtain copies of material from the Personnel file in accordance with California Education Code  
38 Section 87031.  
39

### 40 **5.3 MATERIALS PLACED IN FILES**

41

42 5.3.1 The classified professional and appropriate administrator shall acknowledge by signing and  
43 dating any documents containing derogatory information before they are entered into the  
44 classified professional's Personnel file.

1 5.3.2 A classified professional shall have the right to respond to any documented recognition or  
2 derogatory information entered into the Personnel file within five (5) working days. Classified  
3 professionals may use up to five (5) hours to prepare their response during normal working hours.  
4 For the purposes of this article, working days are defined as days the classified professional is  
5 present and working as assigned by the District. If a classified professional is absent from work  
6 without approval, the District shall have the right to enter the information immediately. Upon the  
7 classified professional's return to work, they shall have five (5) working days to respond to the  
8 information. If the District decides not to place or remove the information in the Personnel file  
9 after receiving the classified professional's response, the District shall notify the classified  
10 professional in writing within ten (10) business days.  
11

12 5.3.3 A classified professional may submit a request to remove derogatory material in their  
13 Personnel file after two (2) years of its original placement in the file to the appropriate Vice  
14 President or Associate Vice President. If the removal is denied, the classified professional may  
15 appeal the decision in writing within ten (10) working days to the District  
16 Superintendent/President whose decision shall be final. The District Superintendent/President  
17 may request to meet with the classified professional who may request a CSEA representative. The  
18 District Superintendent/ President shall render a final decision in writing within ten (10) business  
19 days following the appeal.  
20

## 21 5.4 EVALUATION 22

23 The primary objectives of the classified employee evaluation are to document key outcomes from  
24 the evaluation period to identify successful and unsuccessful performance, mutually develop  
25 performance goals and desired outcomes for the next evaluation period, identify areas for career  
26 growth and professional development, and create a plan to address areas needing improvement.  
27 The employee may choose to complete a voluntary self-assessment as part of the evaluation  
28 process. The assessment shall only be placed in the employee's personnel file as part of the  
29 evaluation when requested by the employee.  
30

31 5.4.1 There shall be at least two (2) evaluations for probationary classified professionals. The  
32 first evaluation shall take place within the first 90 days after initial employment. The second  
33 evaluation shall take place after the 90<sup>th</sup> day after initial employment and before the 180<sup>th</sup> day  
34 after initial employment. Classified professionals with a permanent change in position shall receive  
35 an evaluation within the first 90 calendar days after initial employment in their new position.  
36 Classified professionals have the right to respond to any part of their evaluation through the  
37 evaluation process or through the process outlined in section 5.3.  
38

39 If either evaluation results in a recommendation to dismiss the classified professional, they shall  
40 be given written notice by the District Superintendent/President or designee prior to  
41 recommendation for dismissal to the District Governing Board. Should the District Governing  
42 Board accept the recommendation for dismissal by the Superintendent/President or designee,  
43 written notice of dismissal shall be provided to the classified professional. Probationary classified  
44 professionals can be dismissed at any time without the right to a hearing.

Classified professionals holding permanence in a former position and failing probation in their new position shall return to their former position, unless the position previously held has been eliminated or not filled. The person returning to a former position shall have displacement rights in accordance with Article XV.

A copy of the District Superintendent/President's or designee's recommendation for dismissal during probation shall be sent to the chapter president of the California School Employees Association, Chapter 381.

5.4.2 A written evaluation (see Appendix A) of each permanent classified professional shall be provided by the supervising administrator to the employee by May 15<sup>th</sup> of each year in which an evaluation is required under this article. Employees with a "meets expectations" or better rating within the position shall be evaluated once every two (2) years at the discretion of the supervising administrator. Classified professionals with an overall rating of "needs improvement" or "unsatisfactory" must be evaluated during the following academic year.

A classified professional receiving an official disciplinary action must be evaluated during the academic year in which the disciplinary action was taken and during the following academic year. If the disciplinary action takes place within 90 days of the end of the academic year, the first evaluation shall occur within the first 150 days of the following academic year.

Classified professionals may be evaluated more frequently as determined by the supervising administrator with approval from the Associate Vice President of Human Resources.

Evaluations of classified professionals shall be placed in their Personnel file only after the supervising administrator has held an evaluation conference with the classified professional. The classified professional must attend the evaluation conference. The classified professional may request representation by CSEA during the conference. The CSEA representative(s) will have the responsibility of notetaking and shall have the ability of caucus with the employee.

Evaluations shall be made based on direct observation and knowledge of the evaluator and verified information provided by sources with direct knowledge of the classified professional's conduct and performance. The verified information shall be documented in writing by the supervisor. When a classified professional 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 classified professional and include specific recommendations for improvements necessary to achieve satisfactory performance.

The classified professional 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 classified professional is to receive a signed copy of his/her evaluation immediately following the formal evaluation conference.

## **ARTICLE VI - ORGANIZATIONAL RIGHTS**

### **6.1 CSEA Chapter #381 RIGHTS**

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

**6.1.2** CSEA shall notify the District, in writing, of the name of each designated union steward.

### **6.2 RELEASE TIME**

**6.2.1** Authorized chapter members of the CSEA negotiating team shall be released from their duties with no loss in compensation when negotiation preparation sessions are scheduled during the hours that a team member is scheduled to work. The number of chapter 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.

The entire CSEA negotiations team is provided a total allowance of 10 (ten) hours for the purpose of preparing the current CSEA contract proposal.

The number of chapter 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, excluding the notetaker. 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 Article 16.2 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 site and contact information.

**6.3.2** An authorized CSEA official or union steward appearing on a current furnished list shall be released from their regular work duties, with pay, for grievance investigations and when grievance resolution meetings are held with the employee and District.

The CSEA official or union steward shall be released up to 2 hours per grievance to meet with the employee and to prepare to meet with the District with no loss in compensation.

1 **6.4 DISTRICT COMMITTEES**

2  
3 Classified professionals may serve on a variety of District committees with supervisor approval.  
4 Participatory committee members will be appointed by the Chapter President. The employee  
5 must confirm they have supervisor approval.  
6

7 Classified professionals may sit on faculty and classified hiring committees with supervisor  
8 approval. For administrator hiring committees classified professionals may participate with  
9 supervisor and chapter president approval. Participating on a District committee shall not require  
10 the member to utilize accrued leave.  
11

12 **6.5 CSEA PRESIDENT**

13  
14 The CSEA chapter President shall be permitted one and a half (1.5) hour per week to handle chapter  
15 business. This time can be cumulative, but no more than three (3) hours can be taken at a time,  
16 provided that this time is taken at a time that least interferes with performing their job duties, after  
17 receiving permission of their direct supervisor. Additional use of time beyond the scope of this  
18 article shall be through mutual agreement with the District's Associate VP of Human Resources and  
19 the supervisor.  
20

21 **ARTICLE VII – HOURS AND OVERTIME**

22  
23 **7.1 WORK YEAR, WORKWEEK, WORKDAY, AND ALTERNATIVE WORK SCHEDULES**

24  
25 **7.1.1 WORK YEAR**

26  
27 The work year of all classified professionals shall begin on July 1 and end the following June 30,  
28 unless otherwise stipulated in this contract.  
29

30 **7.1.2 WORKWEEK**

31  
32 Definitions:

33  
34 Alternative Work Schedules -- any combination of worked hours and workdays that equal eighty  
35 (80) hours in two weeks.  
36

37 Normal Workday -- the normal workday shall be eight (8) hours for full-time classified  
38 professionals.  
39

40 Normal Workweek -- the normal workweek for full-time classified professionals shall be five (5)  
41 consecutive eight (8) hour days in a seven (7) day period. The workweek consists of the workday  
42 and starting/ending times. The normal workweek shall be forty (40) hours.  
43

1 Work Schedule -- approved starting and ending work times for the fiscal year, documented and  
2 submitted to Human Resources.

3  
4 The work schedule may be extended when necessary to carry on the business of the District, as  
5 authorized by the District Superintendent/President or the designated representative.

6  
7 Alternative work schedules are available to full-time classified professionals throughout the work  
8 year, with prior recommendation of the immediate supervisor/manager and approval by the  
9 appropriate Assistant Superintendent/Vice President and the Associate Vice President of Human  
10 Resources:

- 11
- 12 • Four (4) ten (10) hour days
- 13 • Four (4) nine (9) hour days and one four (4) hour day
- 14 • 9/80 schedule which is eight (8) nine (9) hour days and one (1) eight (8) hour day with one  
15 day off in a biweekly period
- 16 • Other variations resulting in 40 hours worked in one week with no days exceeding ten (10)  
17 work hours or 80 hours worked in two weeks with no days exceeding ten (10) work hours
- 18

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

28  
29 During a week with one or more holidays, an employee on an alternative work schedule will only  
30 receive eight (8) hours of holiday pay for each holiday and will need to adjust their schedule and  
31 hours accordingly with approval from their immediate supervisor. The employee may use  
32 compensatory leave, vacation leave, and/or personal necessity leave to fulfill their required hours.  
33 Alternatively, the employee may revert to a five (5) day, eight (8) hour schedule for the week or  
34 biweekly period as appropriate for their schedule. This adjustment will not be considered a  
35 permanent change in schedule and is not a schedule change as defined in Article 7.3.

## 36 37 7.2 ADJUSTMENT OF ASSIGNED TIME

38  
39 Part-time classified professionals may be required to work up to thirty (30) minutes in excess of  
40 their regular workday for any number of workdays. Full-time Classified professionals may be  
41 required to work thirty (30) minutes or more in excess of their regular work schedule for more  
42 than ten (10) consecutive days only with written authorization by the appropriate Vice President  
43 or District Superintendent/President. When the assigned increase in hours continues for twenty  
44 (20) consecutive working days, the employee's regular work schedule shall be permanently

1 increased to include the additional hours. The classified professional may mutually agree to  
2 continue the increased assignment of hours beyond twenty (20) days without a permanent work  
3 assignment change. If any part-time classified professional is required to work additional time  
4 beyond their regular work schedule for 120 days or more in one (1) academic year, their work  
5 assignment shall be permanently increased to include the average additional time worked during  
6 the academic year.

### 7 8 7.3 CLASSIFIED PROFESSIONAL WORK SCHEDULE & DATA INFORMATION SHEET 9

10 On or before July 1 of each contract year, each classified professional shall be given a written work  
11 schedule for the fiscal year beginning July 1. The work schedule shall be fixed by the employee's  
12 immediate supervisor and approved by the Associate Vice President of Human Resources or their  
13 designee. The official work week for calculating overtime shall commence at 12:00 AM Sunday.  
14 Notwithstanding any other provision of this agreement, the District may, upon 30 (thirty) days  
15 written notice, change the work schedule of an employee. Such a change may be made four (4)  
16 times per year, once per term (fall and spring), once between the fall and spring terms, and once  
17 between the spring and summer terms each fiscal year. The work schedule of a classified  
18 professional may be changed at any time by written mutual agreement between the District and  
19 the classified professional. A change in work schedule under this article shall not be grievable  
20 under Article XVI.

21  
22 The classified professional's supervisor shall provide a copy of the approved work schedule to the  
23 employee and the original shall be filed with the Human Resources Office prior to July 1 and within  
24 seven (7) business days of any approved change. In addition, on or before July 1, all classified  
25 professionals shall be given a copy of their employee data form. A copy of the employee data form  
26 shall also be filed with the Human Resources Office.

#### 27 28 7.3.1 INCREASED HOURS IN WORK SCHEDULE – PART-TIME 29

30 If there is a need to increase the hours for a part-time position the extra hour(s) shall be offered to  
31 the part-time classified professional normally performing the work and the position shall not be  
32 treated as a vacancy for the purposes of recruitment. If declined by the classified professional  
33 normally performing the work, the additional hours shall be 1) rescinded or, 2) assigned, by  
34 seniority, to a classified professional within the same position, in the same work site, and reporting  
35 to the same supervisor. If no current employee accepts the additional work hours, the District may  
36 post the position for recruitment as a vacancy under Article 13 of this agreement.

#### 37 38 7.3.2 WORKING OUT OF CLASSIFICATION 39

40 Classified professionals may be required to work in a higher range position related to their normal  
41 assignment for up to five (5) working days in any fifteen (15) calendar day period. The classified  
42 professional shall receive wages equal to the higher range position for all hours worked in that  
43 position. The classified professional shall be paid at the step resulting in at least a five percent (5%)  
44 increase over their current base salary or placed at the maximum step available in the salary range



1 if a 5% increase is not possible.

2  
3 Pay for working out of range shall only be for actual hours worked performing duties outside the  
4 classified professional's permanent position. Working out of range must be performed in full-day  
5 increments. Pay for leaves, holidays, and other non-work time shall be at the classified  
6 professional's permanent classification (position) and salary schedule placement.

7  
8 Classified professionals reassigned to a different position within the same or a lower range shall be  
9 maintained at their current step.

10  
11 Classified professionals may be required to work in a higher range position for more than five (5)  
12 working days in any fifteen (15) calendar day period only with mutual agreement between the  
13 classified professional and the supervisor and with approval of the appropriate Vice President.

#### 14 15 7.4 LUNCH PERIODS

16  
17 Definitions:

18  
19 Interrupted Lunch Break -- a thirty (30) minute or one (1) hour paid lunch break that can be  
20 interrupted based on District needs.

21  
22 Uninterrupted Lunch Break --a thirty (30) minute or one (1) hour unpaid lunch break that cannot  
23 be interrupted by the District.

24  
25 7.4.1 All full-time classified professionals shall be entitled to a one-hour (1) uninterrupted lunch  
26 break during the first six hours of their scheduled shift. If mutually agreeable to the classified  
27 professional and the immediate supervisor, the classified professional may elect to have an  
28 uninterrupted lunch break of at least 30 minutes, but less than one (1) hour. Part-time classified  
29 professionals may have their lunch breaks prorated if determined necessary for business needs by  
30 their supervisor.

31  
32 A paid thirty (30) minute lunch period may be approved by the appropriate Vice President and  
33 Associate Vice President of Human Resources if it meets the following criteria and shall be noted  
34 on their classified work schedule and submitted to Human Resources:

- 35
- 36 1. Duties requiring immediate response time utilizing the individual's specialized skills and  
37 expertise.
  - 38
  - 39 2. Duties involving a response to immediate emergency type of activities endangering the life  
40 and welfare of students, staff, and the general public.
  - 41

42 7.4.2 Food service classified professionals shall be entitled to an uninterrupted one-half (1/2)  
43 hour lunch break with the meal provided by the District.

## 7.5 REST PERIODS

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

1. Employees working a ten (10) hour workday are entitled to forty (40) minutes of rest time during the workday.
2. Employees working at least nine (9) hours and fewer than ten (10) hours in the workday are entitled to thirty-five (35) minutes of rest time during the workday.
3. Employees working at least eight (8) hours and fewer than nine (9) hours in the workday are entitled to thirty (30) minutes of rest time during the workday.
4. Part-time classified professionals and full-time unit members working fewer than eight (8) hours in a workday 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; classified professionals must take their allotted rest periods for the purpose of being refreshed for improved work. A classified professional 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 classified professional 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 employee'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.

Classified professionals may elect to have their overtime compensated as compensatory time off (CTO) if they have a total of ten (10) days or less available vacation leave. If the classified professional has greater than ten (10) days of vacation leave available, they may request to their supervisor that their overtime be compensated as CTO. Any CTO accrued must be taken within the fiscal year that it was earned.

Classified professionals accepting or placed in a permanent position in a higher 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

1 Superintendent/President may grant an exception to this provision when requested by the  
2 bargaining unit member or as determined to be in the best interests of the District.

3  
4 FULL-TIME CLASSIFIED PROFESSIONALS  
5

- 6 • For employees working a normal work schedule of five (5) consecutive eight (8) hour days,  
7 overtime or compensatory time-off shall be granted at the rate of one and one-half (1½)  
8 times the regular rate for each quarter hour of time spent working in excess of eight (8)  
9 hours in any one (1) day or forty (40) hours in any one (1) week.
- 10 • For employees working an alternative schedule of four (4) ten (10) hour days overtime or  
11 compensatory time-off shall be granted at a rate of one and one-half (1½) times the regular  
12 rate for each quarter hour of time spent working in excess of ten (10) hours in any one (1)  
13 day or forty (40) hours in any one (1) week.
- 14
- 15 • For employees working an alternative schedule of four (4) days of more than eight (8)  
16 hours per day and fewer than ten (10) hours for any part of a weekly schedule with a day of  
17 fewer than eight (8) hours worked overtime or compensatory time-off shall be granted at a  
18 rate of one and one-half (1½) times the regular rate for each quarter hour of time spent  
19 working in excess of the scheduled hours on any given day or forty (40) hours in any one (1)  
20 week.
- 21
- 22 • For employees working an alternative biweekly schedule of more than eight (8) hours per  
23 day and fewer than ten (10) hours for any part of the biweekly period overtime or  
24 compensatory time-off shall be granted at a rate of one and one-half (1½) times the regular  
25 rate for each quarter hour of time spent working in excess of the regularly scheduled hours  
26 on any day of work performed or eighty (80) hours in any biweekly period.

27  
28 PART-TIME CLASSIFIED PROFESSIONALS  
29

- 30 • The work week for part-time classified professionals whose average work day is four (4)  
31 hours or more shall consist of five (5) consecutive days with overtime paid or  
32 compensatory time-off granted at the rate of one and one-half (1 ½) times the regular rate  
33 for hours worked on the sixth (6th) and seventh (7th) days of the workweek.
- 34
- 35 • A part-time classified professional working fewer than four (4) hours per day on average  
36 during a work week shall, for any work required to be performed on the seventh (7th) day  
37 following the commencement of his/her work week, be granted overtime pay or  
38 compensatory time-off at a rate equal to one and one-half (1 ½) times the regular rate of  
39 pay of the classified professional designated and authorized to perform the work.
- 40
- 41 • Part-time classified professionals working more than eight (8) hours in any one (1) day shall  
42 be granted overtime pay or compensatory time-off at a rate equal to one and one-half (1½)  
43 the regular rate of pay.
- 44

1 7.6.1 Classified professionals required to work on any holiday, as specified in Article 10.5 of this  
2 contract, shall be compensated or elect to accrue compensatory time for such work in addition to  
3 the regular pay received for the holiday, at the rate of time and one-half (1½) their regular rate of  
4 pay.

5  
6 7.6.2 For purposes of this section, only overtime and compensatory time recorded and verified  
7 on the classified professional's timecard shall be considered. No informal system of compensatory  
8 time is acceptable.

9  
10 7.6.3 Classified professionals accepting or placed in a permanent position with a higher salary  
11 range shall keep their accumulated compensatory leave hours up to the amount necessary for at  
12 least ten (10) days of leave. Any accumulated compensatory hours in excess of the number of  
13 hours equivalent to ten (10) days will be paid out at the employee's base salary rate in their prior  
14 position. The Superintendent/President may grant an exception to this provision when requested  
15 by the classified professional or as determined to be in the best interests of the District.

16  
17 7.7 OVERTIME - DISTRIBUTION BY SENIORITY

18  
19 When overtime is needed, the assignment shall be granted to the classified professional(s)  
20 normally performing the work within the department in order of seniority by position. If no  
21 classified professional normally performing the work within the department accepts the  
22 assignment, any other classified professional meeting the minimum qualifications for the work to  
23 be performed may be offered the assignment.

24  
25 If all classified professionals offered the overtime assignment refuse, the supervising administrator  
26 may select any minimally qualified classified professional under their supervision and require they  
27 accept the assignment.

28  
29 Each subsequent overtime assignment in the work unit shall be offered to the employee next in  
30 seniority by position until each employee has been offered the first opportunity at an overtime  
31 assignment. The process shall then repeat with the most senior employee. The order of offering  
32 overtime assignments must be followed as stated in this clause and no special arrangements for an  
33 exchange of overtime assignments shall be made among the classified professionals or with the  
34 supervisor.

35  
36 If the supervising administrator determines any classified professional is unfit to perform an  
37 overtime assignment due to fatigue or any other physical or mental condition, regardless of  
38 seniority by position, they may offer the assignment to the next eligible employee based on  
39 seniority.

40  
41 7.8 SHIFT DIFFERENTIAL - COMPENSATION

42  
43 A classified professional whose regularly scheduled work shifts as submitted to Human Resources  
44 begins:

1  
2 7.8.1 at 12 noon or later, but before 9:00 p.m., an extra three and one-half percent  
3 (3 ½ %).  
4

5 7.8.2 At 9:00 p.m. or later, but before 6:00 a.m., an extra five and one-half percent (5½ %).  
6

7 7.8.3 Classified professionals receiving a shift differential premium on the basis of their shift shall  
8 suffer no reduction of pay, including differential, when assigned to a day shift for twenty (20) or  
9 fewer days.  
10

11 7.8.4 Any classified professional whose workweek includes Saturday and/or Sunday shall be  
12 compensated either at the rate of five and one-half percent (5 ½ %) or the shift differential  
13 compensation, whichever is greater, for the Saturday and/or Sunday worked.  
14

15 7.9 MINIMUM CALL IN TIME  
16

17 Any classified professional called in to work on a day when the classified professional is not  
18 scheduled to work shall receive a minimum of two (2) hours pay at the appropriate rate of pay  
19 under this contract.  
20

21 7.10 RIGHT OF REFUSAL  
22

23 Except as provided in Section 7.6 through 7.7, any classified professional shall have the right to  
24 refuse any request for overtime, call back, or call in time except:

- 25 • if the overtime is job or trade specific and requires a minimum level of experience,  
26 certifications, and licensing requirements;
- 27 • in the case of an emergency declared by a government authority, or
- 28 • If the supervising administrator assigns the overtime when there are no volunteers  
29 as provided in Section 7.6 through 7.7.  
30

31 7.11 CALL BACK TIME  
32

33 Any classified professional called back to work after completion of his/her regular assignment shall  
34 be compensated for at least two (2) hours of work at the appropriate rate of pay under this  
35 contract.  
36

37 7.12 CONTROLLED STANDBY TIME  
38

39 Classified professionals shall be compensated for standby time when they are directed and  
40 engaged to wait for a work assignment, whether or not they are subsequently required to  
41 complete a work assignment, in accordance with the pay provisions in this Article. Assignment of  
42 "Controlled Standby Time (CST) shall follow the procedures for assigning overtime as stated in  
43 section 7.7 above. Classified professionals directed and engaged in CST shall be paid their regular  
44 wages whether they are engaged to wait or actually perform duties directed and required during

1 that CST. CST is voluntary and shall be offered to the identified classification (position) necessary  
2 to complete the CST duties if directed. CST shall be offered based on seniority, scope of CST, and  
3 meeting minimum qualifications on a rotational basis as practicable as possible. Should no one  
4 volunteer, the procedure for assignment of overtime in section 7.7 shall be followed to assign the  
5 CST. The conditions for CST are:

6  
7 The classified professional is directed to remain at or report to a District facility or assigned  
8 worksite; or,  
9

10 The classified professional is directed to be available to report to a District facility within thirty (30)  
11 minutes, or their regular commute time, whichever is less, if given a work assignment.  
12

13 Classified professionals requested to respond to phone calls, text messages, emails, or other forms  
14 of communication from a District administrator while off duty shall receive compensation listed in  
15 7.11 while engaged in work communications and are not eligible for CST. Classified professionals  
16 who do not volunteer for CST but merely receive work-related communication from a District  
17 administrator, shall be paid their regular wages for the actual time spent responding to such  
18 communication. Any response in this circumstance shall be at the discretion of the employee who  
19 is not in CST status.

20 Classified professionals notified of a potential work assignment from a District administrator  
21 during off duty time but not engaged to wait for a work assignment as described in items 1) or 2)  
22 above, are not eligible for CST.  
23

24 Only a District administrator with authority over a classified professional's work can assign  
25 approved CST and provide notification through agreed upon form of communication to the  
26 employee of their status.  
27

### 28 7.13 VOTING TIME OFF

29

30 If a classified professional's work schedule does not allow sufficient time to vote in any federal,  
31 state, or local election in which the classified professional is entitled to vote, the employee and  
32 manager shall mutually agree on release time to allow the employee to vote without incurring a  
33 loss of pay.  
34

### 35 7.14 SUSPENSION OF DISTRICT OPERATIONS

36

37 7.14.1 In the event of a Suspension of District Operations at one or more facilities due to  
38 weather, emergency, fire, power outage, or any other event outside the District's control,  
39 classified professionals regularly scheduled to work at the impacted facility may be required to  
40 report to work in response to the suspension, or may be assigned by their supervisor to work at  
41 a different District authorized facility on a temporary basis during the suspension of operations  
42 and shall be compensated according to the provisions in Article 13.1 unless the classified  
43 professional elects or is assigned to work remotely. If the classified professional's duties may be  
44 performed at another authorized facility as determined by their supervisor, the classified

professional shall be granted administrative leave for all hours worked during the campus closure. A classified professional on paid administrative leave under this paragraph shall remain available during work hours to respond to all District communications requiring a return to work. Classified professionals off contract, on leave, or otherwise not scheduled to work during the suspension of operations shall not receive paid administrative leave.

7.14.2 A classified professional required to report for their regularly scheduled work hours in response to an emergency event resulting in suspension of operations shall receive one (1) hour of paid administrative leave for each one (1) hour of work during their regularly scheduled work time when similarly situated classified professionals are granted paid administrative leave. Work hours compensated with overtime or compensatory leave shall not be considered for this benefit.

7.14.2.1 Classified professionals must use their accumulated administrative leave within a twelve (12) month period of first accumulating it.

7.14.3 Classified professionals who are not required to report for their regularly scheduled work hours must receive permission from the supervising District administrator(s) to work during the unplanned campus closure. If approved, the classified professional may be assigned duties outside their position description but are qualified to perform. The employee's regular pay rate and work schedule will not be adjusted for this assignment.

7.14.4 This section only applies when classified professionals are required to report to work during their regularly scheduled hours in direct connection with the event or circumstances causing the suspension of operations. Classified professionals required to report to work to perform their regularly scheduled duties with no connection to the suspension of operations at any other District facility shall not be eligible for paid administrative leave.

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

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

### **8.1 FREQUENCY - ONCE MONTHLY**

All classified professionals shall be paid once per month, payable on or before the last working date of the month. If the normal pay date falls on a holiday, the paycheck shall be issued on the preceding workday.

The District shall provide for direct deposit of classified professionals' payroll checks by electronic deposit with delivery to one location.

## 8.2 PAYROLL ERRORS

Any payroll errors resulting in insufficient payment for a classified professional shall be corrected no later than five (5) working days after the classified professional provides notice to the Payroll Department.

## 8.3 SPECIAL PAYMENTS

Any payroll adjustment due a classified professional for reasons other than procedural errors shall be corrected within five (5) working days following notice to the Payroll Department. Any payroll adjustment due to a classified professional as a result of working out of classification shall be made on the next payroll according to established payroll procedures.

## 8.4 LOST CHECKS

Anytime a classified professional notifies the Business Office they have not received a payment or, have lost payment, or have failed to cash or deposit their paycheck prior to the expiration date, the Business Office shall issue a replacement within five (5) working days of verifying the payment has not been cashed or deposited and the funds have not been withdrawn from the District.

## 8.5 ILLNESS AND ACCIDENT COMPENSATION

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

## 8.6 PAY INCREASES

Adjust the salary schedule as outlined in Appendix B effective within 45 days of the District's Governing Board's approval of this contract.

8.6.1 Step increases shall be awarded on July 1<sup>st</sup> of the next academic year to each classified professional working for the District in their present classification (position) as of February 1<sup>st</sup> of the current academic year, provided they are still employed in the classification (position) effective July 1<sup>st</sup>.



## 8.7 PROMOTION

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

8.7.1 Any classified professional receiving a demotion under the provisions of this contract shall be moved to the appropriate range of the new classification (position) and maintain their step from their previous position.

## 8.8 EDUCATION AWARDS

Classified professionals who submit their official transcripts to Human Resources will receive additional compensation in recognition of their educational attainment as follows:

- 1) Classified professionals having attained their doctoral degree shall receive eight-hundred (\$800) per year.
- 2) Classified professionals having attained their M.A. or M.S. degrees shall receive seven-hundred dollars (\$700) per year.
- 3) Classified professionals having attained their B.A. or B.S. degrees shall receive six-hundred dollars (\$600) per year.
- 4) Classified professionals having attained their A.A. or A.S. degrees shall receive five-hundred (\$500) per year.
- 5) Classified professionals having attained sixty (60) or more units but not meeting the requirements for the A.A. degree shall receive three-hundred dollars (\$300) per year
- 6) Classified professionals having completed at least ten (10), but fewer than sixty (60), college credits (acceptable toward an A.A. or B.A. degree) shall receive an increment of forty dollars (\$40) per year for each ten (10) credits completed.

The maximum compensation a classified professional can attain shall be eight hundred dollars (\$800) per annum. All-classified professionals are eligible for the award.

## 8.9 BILINGUAL AWARD

Classified professionals who are requested by their supervisor, with approval from Human Resources, to use a verified bilingual ability as a regular and routine component of their assignment shall be provided with an award of twelve hundred (\$1,200). The award will be paid out in equal monthly installments. This award is granted on a yearly basis.

1 The process of demonstrating fluency will be determined by the District in consultation with the  
2 employee and Chapter #381.

3  
4 Human Resources will develop a form that allows for a manager to request an employee to be  
5 designated as the bilingual services provider in their office area/division where applicable. The  
6 manager must provide a reasonable description of the approximate need. When there are more  
7 than one bilingual employee that shows interest, the employee with seniority by date shall be  
8 designated as the bilingual service provider.

9  
10 It is understood that the employee will not be doing work outside of their position description,  
11 they are simply functioning as an intermediary between a community member and a District  
12 employee.

13  
14 If services interfere with the employee's ability to complete their assigned work, the District will  
15 consider adding additional employees to the area in order to accommodate the need.

16  
17 When a manager determines that one employee is insufficient, the manager may request another  
18 employee to be designated. In general, this would mean the employee is called upon more than 1-  
19 2 hours per week, every month.

## 20 21 8.10 CLASSIFIED PROFESSIONAL EXPENSES AND MATERIALS

### 22 23 8.10.1 UNIFORMS

24  
25 The District shall pay the full cost of the purchase, lease, rental, cleaning, and maintenance of  
26 uniforms, equipment, identification badges, emblems, and cards required by the District to be  
27 worn or used by classified professionals.

### 28 29 8.10.2 TOOLS

- 30  
31 1) The District shall provide all tools, equipment, and supplies necessary to classified  
32 professionals for performance of employment duties.  
33  
34 2) The District shall replace the loss of tools of classified professionals previously authorized in  
35 writing by the District Superintendent/President or appropriate Vice President to use  
36 personal tools in the course of their employment.

### 37 38 8.10.3 REPLACING OR REPAIRING EMPLOYEE'S PROPERTY

39  
40 The District shall fully compensate classified professionals for loss or damage to personal property  
41 in the course of employment. Classified professionals should file a claim with the Administrative  
42 Services Office (or Director of Contracts & Risk Management) for any loss, damage or destruction  
43 of clothing or personal property of the employee as per current District policy and guidelines  
44 (Board Policy 3810 – Claims Against the District).

1 8.10.4 NON-OWNED AUTOMOBILE INSURANCE

2  
3 No classified professionals shall be required to use their personal vehicle in the course of their  
4 employment. If, however, such use is authorized in writing on the appropriate District form and  
5 agreed to by the classified professional, the District shall assume secondary insurance liability.  
6

7 8.10.5 PHYSICAL EXAMINATIONS

8  
9 Whenever the District's Governing Board requires a physical examination be taken by a classified  
10 professional or when classified professionals are required by law to submit to a physical  
11 examination for continued employment, the District's Governing Board shall provide the required  
12 examination or provide the classified professional with reasonable reimbursement for the  
13 required examination.

14 If the District's Governing Board requires a physical examination or any other medical test or  
15 procedure, or an examination is legally required as a condition of pre-employment, the District  
16 shall pay for the examination, test, or procedure.  
17

18 8.11 MILEAGE COMPENSATION DURING TEMPORARY ASSIGNMENTS

19  
20 Classified professionals required to work at a work site on a temporary assignment which is more  
21 than five (5) miles from their normal work site shall be compensated for the total mileage  
22 difference between their normal work site and the temporary work site at the amount established  
23 for reimbursement for mileage. Such compensation shall be paid to the classified professional  
24 when filed on the appropriate travel expense claim form. Mileage reimbursements must be  
25 submitted within thirty (30) days of the completion of the assignment.  
26

27 8.12 CLASSIFIED PROFESSIONALS SERVING AS SUBSTITUTE OR SHORT-TERM EMPLOYEES

28  
29 Classified professionals assigned to a substitute or short-term position outside their regular class  
30 (range), shall be paid in accordance with the provisions of article.

31 7.3.2. Classified professionals serving in another position within their current class (range) will be  
32 paid at their current step.  
33

34 8.13 RETIREES SERVING AS SUBSTITUTE OR SHORT-TERM EMPLOYEES

35  
36 Retirees returning to work in their outgoing position will be paid on the current salary schedule at  
37 the step they attained during their active employment with the District.  
38

39 Retirees returning to work in a position in a lower salary range will be paid on the current salary  
40 schedule at the maximum step they attained during their active service with the District.  
41

42 Retirees returning to work in a position in a higher salary range will be paid at the step closest to,  
43 but not less than, their outgoing salary range and step placement on the current salary schedule.  
44

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

## 2 3 **ARTICLE IX – HEALTH AND WELFARE BENEFITS**

### 4 5 **9.1 CLASSIFIED PROFESSIONALS AND DEPENDENT INSURANCE COVERAGE**

6  
7 Group health benefits contributions will be made using a tiered structure based on the persons  
8 covered by the classified professional's benefit election. The District's maximum monthly  
9 contributions toward the four tiers shall be, excluding HAS-5000:

- 10 • \$601 for employee only plans  
11 • \$1082 for employee and child(ren) plans  
12 • \$1202 for employee and spouse plans  
13 • \$1682 for employee plus family plans  
14

15 The district's contribution to the HAS-5000 plan shall be:

- 16 • \$642 for employee only plans  
17 • \$1155 for employee and child(ren) plans  
18 • \$1284 for employee and spouse plans  
19 • \$1797 for employee plus family plans  
20

21 When the total cost of a plan in any tier is lower than the District's maximum contribution, the  
22 District will only contribute the total cost of the plan. The District will not reimburse the difference  
23 to any classified professional.  
24

25 **9.1.2** The District shall contribute a maximum of \$1,500 annually to provide eligible classified  
26 professionals with a California Dental Service Four-Step Incentive Dental Plan as offered through  
27 the Shasta-Trinity Schools Insurance Group Joint Powers Authority. In addition, the District shall  
28 provide eligible unit members with a California Dental Service \$1,000 lifetime maximum  
29 orthodontic benefit for children only with 50% co-pay. Contributions will be allocated on a  
30 monthly basis. In the event the premium for the plans exceed \$1,500 and \$1,000 respectively, the  
31 classified professional shall pay the additional cost.  
32

33 **9.1.3** The District shall contribute a maximum of \$600 annually to provide all eligible unit  
34 members with the California Vision Service Plan B, no deductible, as offered through the Shasta  
35 Trinity Schools Group Joint Powers Authority. In the event the premium for the plan exceeds \$600,  
36 the classified professional shall pay the additional cost.  
37

38 **9.1.4** The District shall provide a group life insurance plan valued at \$50,000 for all unit members  
39 eligible for medical benefits.  
40

41 **9.1.5** The District will establish an Internal Revenue Code Section 125 flexible spending account  
42 plan which allows employees to set aside pre-tax funds for employee-paid health insurance  
43 premiums, deductibles, and other non-covered medical expenses, including orthodontia, as well as  
44 child care and elder care.

1  
2 9.1.6 A year of service shall be defined as the total of service rendered by classified professionals  
3 between their anniversary dates of at least twenty (20) hours of service per week, not including  
4 overtime, and nine (9) months of service rendered per year or forty (40) hours per week for at  
5 least six (6) months.  
6

7 9.1.7 In accordance with Sections 9.1.1, 9.1.2, and 9.1.3, the District shall contribute to medical,  
8 dental, and vision benefits for all classified professionals (and dependents) who are regularly  
9 employed nine (9) months per year and at least thirty (30) hours per week.  
10

11 9.1.8 For classified professionals who retire under PERS on or after July 1, 1999 who have  
12 reached the age of fifty-five (55) and who have rendered fifteen (15) or more years' service to the  
13 District, the District's contribution for medical insurance for the retiree and dependent(s) shall  
14 not exceed \$847 per month. When such a classified professional reaches the age of Medicare  
15 eligibility, the District shall then contribute the premium necessary to provide Medicare  
16 supplemental health insurance coverage for the classified professional and their dependent(s).  
17 *(Board ratified 7/18/16)*  
18

19 If it elects to do so, the District may continue to provide the full health insurance premium for  
20 classified professionals after the retiree reaches Medicare eligibility. At its sole discretion, the  
21 District retains the right to determine whether the District will provide Medicare supplemental  
22 health insurance coverage or the full health insurance premium provided to active classified  
23 professionals. *(Board ratified 3/14/01)*  
24

25 9.1.9 For employees hired after July 1, 2001, the District will contribute five-hundred dollars  
26 (\$500) per month for health insurance at the time of the employee's retirement provided that the  
27 classified professional has attained the age of fifty-five (55) and has rendered fifteen (15) years or  
28 more of service to the District. Benefits are payable until Medicare eligibility or the death of the  
29 retiree. If a retiree dies while eligible for medical, dental, and vision coverage, the District shall  
30 continue to provide such coverage for eligible dependents for the retiree's remaining period of  
31 eligibility, not to exceed six (6) months. *(Board ratified 3/14/01)*  
32

33 9.1.10 Rights under this Article shall not become vested until an employee retires. Prior to that  
34 time, this section may be amended or repealed by agreement between the District and CSEA.  
35

## 36 9.2 BENEFIT PLAN CONTINUATION

37

### 38 9.2.1 GROUP HEALTH INSURANCE

39

40 Unless qualified under Section 9.1.9 or 9.1.10, retired classified professionals who enter the State  
41 retirement system are permitted to subscribe to the same health, hospitalization, and major  
42 medical plan as that which the District provides for its classified professionals, subject to the  
43 approval of the insurance carriers.  
44

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

4  
5 The retired classified professional would, personally, pay according to the retiree premium rate  
6 schedule.

7  
8 The retired classified professionals shall pay their own premiums, in advance, by bringing six (6)  
9 post-dated monthly premium checks to the Business Office twice each year.

#### 10 11 9.2.2 GROUP DENTAL AND VISION INSURANCE

12  
13 Subject to carrier acceptance and rules, eligible retirees may purchase group dental and vision  
14 coverage at their expense. Payments must be prepaid in full for the year by June 1. (*Board ratified*  
15 *12/11/02*)

16  
17 The retired classified professional must have been at least a one-half (1/2) time classified  
18 professional, who, at the time of retirement, was eligible to receive the District's dental and vision  
19 fringe benefits. (*Board ratified 12/11/02*).

### 20 21 22 ARTICLE X – VACATION PLAN AND HOLIDAYS

#### 23 24 10.1 ELIGIBILITY

25  
26 All classified professionals shall earn paid vacation leave in accordance with this article. Vacation  
27 leave rights will be vested rights beginning on the 181<sup>st</sup> calendar day of the classified professional's  
28 employment with the District in accordance with California Education Code, Section 88197. When  
29 a classified professional separates employment from the District prior to the 181<sup>st</sup> calendar day of  
30 employment, the District shall withhold any amount of salary paid for vacation leave from the  
31 employee's final paycheck. Vacation benefits begin accruing on the first date of employment.

#### 32 33 10.2 VACATION LEAVE SCHEDULING

34  
35 Whenever possible, the supervising administrator shall provide sufficient opportunities for the  
36 classified professional to use all vacation leave during the fiscal year in which it was earned. The  
37 classified professional should use vacation leave within the twelve-month (12) period following  
38 accrual whenever possible.

#### 39 40 10.3 ACCUMULATION

41  
42 Vacation leave shall be earned and accumulated at the end of each month in accordance with the  
43 schedules below. Vacation leave accruals shall be based on the employee's annual work schedule  
44 and distributed equally in each month of employment as defined in 10.3.1.

1  
2 10.3.1 Classified professionals shall earn one (1) hour of vacation leave for each 21.66 hours in a  
3 regular pay working, holiday, or leave status, equivalent to twelve (12) days at eight (8) hours per  
4 day of vacation leave for twelve (12) months of full-time paid service.

5  
6 10.3.2 Classified professionals' vacation leave accrual shall increase for each four years of service  
7 to the District as follows:

- 8  
9
- 10 • Years one (1) through four (4) –twelve (12) days of leave at eight (8) hours per day for 52  
11 weeks of service at 40 hours per week (equivalent to 8 hours/month)
  - 12 • Years five (5) through eight (8) –fifteen (15) days of leave at eight (8) hours per day for 52  
13 weeks of service at 40 hours per week (equivalent to 10 hours/month)
  - 14 • Years nine (9) through twelve (12) –eighteen (18) days of leave at eight (8) hours per day  
15 for 52 weeks of service at 40 hours per week (equivalent to 12 hours/month)
  - 16 • Years thirteen (13) and beyond –twenty-one (21) days of leave at eight (8) hours per day  
17 for 52 weeks of service at 40 hours per week (equivalent to 14 hours/month)

18 Employees with an FTE less than 40 hours/week and/or 12 months per year will receive a prorated  
19 monthly accrual.

20  
21 10.3.3 The District shall report the vacation accumulation for each classified professional through  
22 the District's online employee information system. The District shall provide a current leave  
23 accumulation to any classified professional within five (5) working days of a request.

24  
25 10.3.4 The maximum vacation leave accrual for each classified professional shall be the number of  
26 hours equivalent to forty-two (42) days of vacation at the member's average number of hours  
27 worked per day. The maximum accrual shall be calculated by dividing the total number of hours  
28 the classified professional is regularly scheduled to work during the academic year by 6.19.  
29 Classified professionals with a vacation leave balance exceeding their maximum number of hours  
30 as of the first date of employment in a new academic year will be required to, in mutual  
31 agreement with their supervisor, either schedule sufficient vacation leave usage to reduce the  
32 balance under the maximum hours permitted within 90 days, or be paid for the number of their  
33 vacation leave hours at their current base salary rate, resulting in a maximum of forty-two (42)  
34 days of vacation.

35  
36 10.3.5 The District will approve vacation requests submitted with at least two (2) weeks advance  
37 notice unless a legitimate business need impacting department operations exists. The supervisor  
38 and the employee shall attempt to mutually agree upon vacation dates. If the employee and the  
39 supervisor are unable to reach a mutual agreement, the appropriate Vice President or Associate  
40 Vice President, in consultation with the Association, shall schedule vacation.

1 10.4 VACATION PAY

2  
3 Pay for vacation days for all classified professionals shall be at their current base salary rate in  
4 their permanent position at the time of payment.  
5

6 10.4.1 VACATION PAY UPON TERMINATION

7  
8 When classified professionals retire, resign, are terminated, or otherwise separate from the  
9 District, and have been employed for at least (six) 6 months, they shall be entitled to all vacation  
10 pay earned and accumulated up to and including the effective date of the separation. All vacation  
11 pay shall be included in the final paycheck, providing the classified professional's last day worked  
12 is prior to the fifteenth (15<sup>th</sup>) of the month. When the classified professional's last day worked is  
13 the fifteenth (15<sup>th</sup>) of the month, they shall receive their vacation pay by the tenth (10<sup>th</sup>) of the  
14 month following their separation.  
15

16 10.4.2 VACATION PAY UPON CHANGE IN POSITION

17  
18 Classified professionals accepting or placed in a permanent position with a higher (range) shall  
19 keep their accumulated vacation leave hours up to the amount necessary for at least twenty-one  
20 (21) days of leave based on their average assigned daily work hours. Any accumulated vacation  
21 leave hours in excess of the number of hours necessary for at least twenty-one (21) days of leave  
22 shall be paid out at the classified professional's base salary rate in their prior position or provided  
23 the opportunity to schedule and use vacation prior to assuming their position to reduce the total  
24 accumulated days to twenty-one (21). Classified professionals with fewer hours of vacation leave  
25 than necessary for twenty-one (21) days of leave shall keep their full balance. The  
26 Superintendent/President may grant an exception to this provision when requested by the  
27 classified professional or determined to be in the best interests of the District.  
28

29 10.4.3 VACATION POSTPONEMENT

30  
31 No classified professional's vacation shall be interrupted to return to work unless mutually agreed  
32 by the classified professional and the appropriate Vice President or in the event the Governor of  
33 California declares a state of emergency in the county in which the classified professional regularly  
34 works.  
35

36 10.4.4 VACATION SCHEDULING PREFERENCE

37  
38 When two or more classified professionals working in the same classification (position) and work  
39 unit request vacation leave for the same day(s) and the supervising administrator determines one  
40 or more requests must be denied for legitimate business purposes, the classified professional with  
41 the greatest seniority by date in the classification (position) shall be given preference.  
42  
43  
44



1 10.4.5 INTERRUPTION OF VACATION

2  
3 Classified professionals may interrupt or terminate vacation leave and begin another type of paid  
4 leave provided by this contract without a return to active service, provided they provide notice  
5 and supporting justification (e.g. medical certification of injury or illness, jury summons, etc.).  
6

7 10.5 HOLIDAYS

8  
9 All classified professionals shall be granted the following holidays when the scheduled observance  
10 of holidays occurs during the course of their regular employment and when such days are school  
11 holidays for students of the District (See Appendix D, for the Academic Calendar).  
12

13 10.5.1 Labor Day, Admissions Day, Veterans' Day, Thanksgiving Day, Christmas Day, New Year's  
14 Day, Martin Luther King Jr. Day, Lincoln's Birthday, Washington's Birthday, Memorial Day,  
15 Juneteenth, Independence Day, Christmas Eve Day, New Year's Eve Day, the day following  
16 Thanksgiving, and Spring Recess Day, two Winter recess Days to be used between Christmas Day  
17 and New Year's Day. The designation of Winter Recess days will be determined by the District per  
18 the academic calendar.  
19

20 10.5.2 HOLIDAYS ON SATURDAY AND SUNDAY

21  
22 When any of the holidays on which the District would be closed fall on Saturday, the District shall  
23 close on the preceding Friday; when any of the holidays on which the District would be closed fall  
24 on Sunday, the District shall close on the following Monday.  
25

26 10.5.3 HOLIDAY COMPENSATION

27  
28 Classified professionals shall be entitled to be off duty on all holidays as designated in the  
29 Academic Calendar. Classified professionals working fewer than forty (40) hours per week shall be  
30 entitled to a proration of holiday compensation equal to the proportion of a 40 hour work week  
31 they are assigned. If classified professionals are required to work on a holiday, they shall receive  
32 compensation or compensatory time off. Classified professionals whose regular work schedule is  
33 four (4) days per week shall, when a holiday falls on their regular day(s) off, be entitled to their  
34 regular day of compensatory time off, provided they were in a paid status on their last working  
35 day prior to the days off or succeeding the days off.  
36

37 10.5.4 ADDITIONAL HOLIDAYS

38  
39 Every day declared by the U.S. President or Governor of this state as a public fast, Thanksgiving, or  
40 holiday, or any day declared a holiday by the Board of Governor's under California Education  
41 Code, Section 79020(c) and (d), shall be a paid holiday for all eligible classified professionals.  
42  
43  
44

1 10.5.5 HOLIDAY ELIGIBILITY

2  
3 Except as otherwise provided below, a classified professional must be in paid status on the  
4 working day immediately preceding or succeeding the holiday to be paid for the holiday.  
5

6 Classified professionals off contract during the District holidays beginning December 24 through  
7 January 1 shall be paid for those holidays provided they were in a paid status during any portion of  
8 the working day preceding or succeeding the holiday period.  
9

10 ARTICLE XI – LEAVE

11  
12 11.1 BEREAVEMENT LEAVE

13  
14 Classified professionals shall be granted paid administrative leave by the District for a necessary  
15 leave of absence, up to forty (40) hours for a full-time employee, on account of the death of any  
16 member of their immediate family. Classified professionals working fewer than 40 hours per week  
17 shall be entitled to a proration of bereavement leave hours equal to the proportion of a 40-hour  
18 work week they are assigned.  
19

20 11.1.1 IMMEDIATE FAMILY

- 21  
22 a. The classified professional's spouse or partner, children or legal dependents, foster child,  
23 mother, father, sister, brother, niece, nephew, stepparents, aunt, uncle, grandmother,  
24 grandfather, grandchild; son-in-law, daughter-in-law, stepchild, brother-in-law, or sister-in-  
25 law; and,  
26  
27 b. The classified professional's spouse's or partner's children or legal dependents, foster child,  
28 mother, father, sister, brother, niece, nephew, stepparents, aunt, uncle, grandmother,  
29 grandfather, grandchild; son-in-law, daughter-in-law, stepchild, brother-in-law, or sister-in-  
30 law; and,  
31 c. Any significant other or relative living in the classified professional's immediate household.  
32

33 11.2 WITNESS AND JURY DUTY

34  
35 Classified professionals subpoenaed to appear as a witness in a court proceeding shall be granted  
36 a paid leave of absence.  
37

38 Classified professionals called for jury duty in the manner provided by law shall be granted a paid  
39 leave of absence for the entire workday scheduled on that date of service when the classified  
40 member is required to present themselves in person for jury duty. The District will pay the  
41 employee the difference between their regular salary and all pay received for jury duty or  
42 appearing as a witness.  
43

1 Whenever possible, classified professionals shall endorse jury duty or witness pay received to the  
2 District and the District will pay their full regular salary. Mileage and meal allowances shall be paid  
3 directly to the classified professional and are not considered pay for the purposes of this article. If  
4 fees are not endorsed to the District, the leave shall be granted without pay. Only those fees  
5 received by the classified professional for service performed during the employee's regularly  
6 scheduled hours of employment shall be subject to the endorsement policy. Classified  
7 professionals shall only be compensated for their regular work schedule time at their permanent  
8 classification (position) and rate of pay. No overtime, extra time, or any other additional form of  
9 pay shall be earned while an employee is on witness or jury duty leave unless the employee is  
10 assigned by their supervisor to perform the additional work.

11  
12 Classified professionals whose regular assigned shift commences at 4 PM or later required to serve  
13 all or any part of the day on jury duty or as a witness shall be receive paid leave and will not be  
14 required to report to work for their regularly scheduled assignment.

### 15 16 11.3 MILITARY LEAVE

17  
18 A classified professional shall be entitled to any military leave provided by law and shall retain all  
19 rights and privileges granted by law arising out of the exercise of military leave. Classified  
20 professionals shall provide their supervising administrator and the Human Resources office with a  
21 copy of the military order compelling their service prior to the start of their leave.

### 22 23 11.4 SICK LEAVE

24  
25 11.4.1 Classified professionals shall earn one (1) hour of leave for illness or injury for each 21.66  
26 hours in a regular pay working, holiday, or leave status, equivalent to twelve (12) days at eight (8)  
27 hours per day of sick leave for twelve (12) months of full-time paid service. Sick leave shall not be  
28 earned for hours worked in which an employee receives overtime pay, compensatory leave, or any  
29 other form of compensation at a rate greater than their regular pay. Employees working fewer  
30 than 52 weeks and/or 40 hours per week or 80 hours in each biweekly period shall earn sick leave  
31 for extra time worked which is not compensated as overtime, compensatory leave, or any other  
32 form of compensation at a rate greater than their regular pay.

33  
34 11.4.2 Sick leave shall be paid at the classified professional's regular rate of pay for their  
35 permanent classification (position). The District shall grant classified professionals their full  
36 expected accrual of sick leave based on the number of hours they should be in a paid status  
37 according to their fixed work schedule for the year on July 1<sup>st</sup> or the first day the employees'  
38 service to the District in the current academic year.

39  
40 11.4.3 When a classified professional's employment with the District ends, they shall not be paid  
41 for unused sick leave. If a classified professional has used sick leave hours which have not been  
42 earned as stated in the first paragraph of this section, the amount of pay given to the employee  
43 for the unearned leave used shall be deducted from the classified professional's final paycheck.

1 11.4.4 Unused sick leave hours shall accumulate each year without a limit on the total hours of  
2 sick leave a classified professional may accrue.

3  
4 11.4.5 When sick leave absence pattern exists or a supervising administrator has a valid concern  
5 regarding a classified professional's sick leave usage, the supervisor shall meet with the employee  
6 who may request a CSEA representative. The supervising administrator shall present the reasons  
7 for concern and provide the classified professional an opportunity to explain or provide  
8 justification for their leave usage. The Classified professional may elect to meet with Human  
9 Resources to explain or provide justification for their leave usage. If the Classified professional  
10 cannot provide a reasonable explanation, the District may require documentation of the  
11 employee's need for sick leave for illness or injury for future absences. The employee will be  
12 notified of this requirement by Human Resources in writing prior to implementation. If the  
13 employee's leave usage is documented and valid for a period of six (6) months following  
14 notification of the requirement to provide documentation, Human Resources shall meet with the  
15 employee who may request a CSEA representative and determine if documentation will continue  
16 to be required.

17  
18 11.4.6 The District shall report the sick leave accumulation for each classified professional through  
19 the District's online employee information system. The District shall provide a current leave  
20 accumulation to any classified professional within five (5) working days of a request.

21  
22 11.4.7 MEDICAL/DENTAL APPOINTMENTS

23  
24 Classified professionals shall exercise every reasonable effort to schedule appointments to  
25 minimize their absence from work.

26  
27 11.4.8 ON-CAMPUS BLOOD DRIVES

28  
29 Classified professionals may donate to on-campus blood drives during work time so long as they  
30 provide at least three business days' advanced notice to their supervising administrator.

31  
32 11.5 CATASTROPHIC LEAVE BANK

33  
34 11.5.1 PURPOSE

35  
36 The District shall authorize the Association to maintain a catastrophic leave program to allow  
37 classified professionals to donate vacation, sick, and/or compensatory leave to other members  
38 with an illness or injury need or to care for a family member with an injury or illness need as  
39 defined in 11.5.2. The leave donation program shall provide classified professionals with serious  
40 medical needs or to care for a family member with serious medical needs an opportunity to  
41 continue to receive full pay after exhausting all paid leave entitlements.

1 11.5.2 DEFINITIONS

- 2
- 3 a. "Catastrophic Illness or Injury" means an illness or injury of a classified professional or
- 4 a family member they provide care for which is expected to prevent the employee
- 5 from working for a period of thirty (30) or more consecutive calendar days by a
- 6 qualified medical provider.
- 7 b. "Full Pay Sick Leave" means fully paid sick leave for illness or injury accrued by the
- 8 donor.
- 9 c. "Full Pay Vacation Leave" means fully paid vacation leave accrued by the donor.
- 10 d. "Eligible Recipient" means a recipient who has exhausted all vacation leave, paid leave
- 11 of absence for illness or injury, and any other paid leave, including workers
- 12 compensation. Classified professionals must have exhausted all vacation, sick leave,
- 13 compensatory time, workers compensation, or any other paid leave before applying
- 14 for catastrophic leave.
- 15

16 11.5.3 LEAVE DONATION LIMITS AND PROCEDURES

- 17
- 18 a. Classified professionals may donate up to sixty (60) hours of full pay vacation,
- 19 compensatory time, or sick leave during each academic year.
- 20
- 21 b. Classified professionals may donate any combination of full pay vacation,
- 22 compensatory time, or sick leave up to the sixty (60) hour limit.
- 23
- 24 c. The minimum full pay vacation, compensatory time, or sick leave donation granted
- 25 under this Article shall be four (4) hours.
- 26
- 27 d. Classified professionals may receive up to 66% of their total scheduled work hours for
- 28 the academic year in vacation, sick, and/or compensatory leave donations for any one
- 29 period of catastrophic leave. The donation leave reception limit shall not reset when
- 30 any one period of catastrophic leave extends to multiple academic years.
- 31 e. The District shall provide forms for requesting leave donations and donating leave.
- 32
- 33 f. Leave donations shall be processed and applied in the chronological order they are
- 34 received. When a classified professional receives more hours of donated leave than
- 35 needed during their period of catastrophic leave, the unused leave hours shall be
- 36 returned to the donating classified professionals.
- 37
- 38 g. Leave donations are irrevocable. Once the form authorizing a leave donation is received
- 39 in the Human Resources office, the classified professional may not rescind their
- 40 donation.
- 41
- 42 h. Donated leave has no cash value and the classified professional receiving the donation
- 43 shall not be eligible to request payment for any donated vacation leave.
- 44

1 11.5.4 LEAVE DONATION PROGRAM MANAGEMENT

2  
3 The Executive Board of the Classified School Employees' Association, Chapter 381, shall be  
4 responsible for administering the leave donation program. The District's responsibilities shall be  
5 verifying eligibility, maintaining appropriate records, and monitoring the implementation of the  
6 program for equal employment opportunity purposes. The Executive Board shall grant all requests  
7 for catastrophic leave until the classified professional has reached 66% of their total scheduled  
8 work hours for the academic year in leave donations. Classified professionals shall notify CSEA  
9 leadership whether or not to use their name when requesting donations.

10  
11 11.5.5 No unit member shall be obligated to donate leave under this program.

12  
13 11.5.6 CSEA assumes full responsibility for the administration of this program, including  
14 maintaining the confidentiality of any medical information in accordance with all state and federal  
15 laws. CSEA agrees to hold harmless and indemnify the District for all costs, including reasonable  
16 attorney fees, arising from the inappropriate disclosure of medical information.

17  
18 11.5.7 This section shall not be subject to the grievance procedure.

19  
20 11.6 PARENTAL AND BONDING LEAVE

21  
22 Classified professionals may use accumulated paid leave for parental leave for up to 12  
23 workweeks. Parental leave may be taken incrementally or consecutively but must be taken within  
24 12 months following the date of birth or adoption of a child. Classified professionals exhausting all  
25 current and accumulated paid leave before receiving all 12 workweeks of parental leave will be  
26 paid no less than 50% of their regular salary for the remaining portion of their parental leave as  
27 long as they meet the eligibility requirements of the California Family Rights Act. If an external  
28 substitute works in the permanent employee's position during their parental bonding leave, then  
29 the permanent employee will receive a prorated salary no less than 50% of their normal salary. If  
30 no external employee substitutes in the permanent employee's position, then they will receive  
31 100% of their regular salary. If an internal employee substitutes for the employee's positions, then  
32 the permanent employee will receive 100% of their regular salary.

33  
34 11.7 FAMILY MEDICAL LEAVE

35  
36 Classified professionals may take unpaid family and medical leave pursuant to applicable federal  
37 and state laws. (Information about Family Medical Leave Act (FMLA) and California Family Rights  
38 Act (CFRA) can be obtained from HR)

39  
40 11.8 INDUSTRIAL ACCIDENT AND ILLNESS LEAVE

41  
42 11.8.1 Classified professionals are covered by Workers' Compensation Insurance for any  
43 employment-related injury or illness. Classified professionals are responsible for reporting any

injury to their immediate supervisor and through the District's reporting procedures established by the Human Resources office within seventy-two (72) hours, or as soon as possible.

11.8.2 Classified professionals entitled to temporary workers' compensation benefits due to a work-related injury shall be paid at their full salary rate by the District for the first sixty (60) working days of their absence. Classified professionals must return the full amount of their workers' compensation payments to the District. After the first sixty (60) working days, if the classified professional has not separated from the District, the District shall continue to pay the difference between their current salary and their workers' compensation benefit, deducting the difference from their accumulated sick compensatory, and vacation leave. The District shall not pay classified professionals if the workers' compensation benefit exceeds their regular rate of pay.

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

11.8.4 Classified professionals placed on a reemployment list and medically released for return to duty who refuse an appropriate work assignment shall be dismissed (see California Education Code, Section 88192).

#### 11.9 BREAK IN SERVICE

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

#### 11.10 PERSONAL NECESSITY

11.10.1 Classified professionals may use up to 7 days of sick leave per fiscal year for personal 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 District's Governing Board.
- b. Accident, illness, or doctor appointment; attorney, court, or other legal appointment; or a required education-related meeting for a dependent involving employees 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 life fire, flood, heavy wind or snow or as declared by local authorities to evacuate or stay home.

1 Request for personal necessity leave shall be entered in the employee portal at least three (3)  
2 working days in advance of the effective dates of leave. Advance approval of personal necessity  
3 leave by the immediate supervisor is required with the exception of those reasons cited in  
4 Sections 11.10.1 and for unforeseen circumstances beyond prediction. Requests shall be entered  
5 in the employee portal as early as possible upon return to duty.  
6

7 11.10.2 Classified professionals may use up to 7 days of their personal necessity leave per year  
8 for personal business. No justification is required for use of personal necessity leave for personal  
9 business reasons. Requests for personal business leave shall be made to the immediate supervisor  
10 at least three (3) working days in advance of the effective dates of leave. With the exception of  
11 such qualifying reasons and unforeseen circumstances beyond prediction, requests shall be  
12 entered in the employee portal as early as possible upon return to duty.  
13

14 11.10.3 The District's Governing Board may authorize an additional paid leave of absence for up  
15 to thirty (30) working days not to be deducted from the classified professional's accumulated sick  
16 leave.  
17

18 11.10.4 Written verification of the conditions justifying the use of personnel necessity leave may  
19 be required by the District at any time.  
20

21 11.10.5 A classified professional shall secure advance authorization from his or her supervisor for  
22 the use of personal business days. The employee need not give a reason for use of these days.  
23

24 11.10.6 Personal Necessity Leave for other reasons may be approved by the District  
25 Superintendent/President or appropriate Vice President or Associate Vice President.  
26

## 27 11.11 LEAVE OF ABSENCE WITHOUT PAY 28

29 Classified professionals may request an unpaid leave of absence from the District's Governing  
30 Board (see California Education Code, Section 88198). The District's Governing Board shall have  
31 the power to grant leaves of absence with or without pay to employees so long as the District's  
32 Governing Board does not deprive any employee of any leave of absence to which they are  
33 entitled by law.  
34

## 35 11.12 TRANSFER OF ACCUMULATED SICK LEAVE 36

37 The District is responsible for arranging for the transfer of accumulated sick leave in accordance  
38 with California Education Code, Section 88202. It is the classified professional's responsibility to  
39 notify the District they have accumulated sick leave eligible for transfer when they are initially  
40 employed by the District or when they have accepted employment at another institution eligible  
41 for sick leave transfer.  
42  
43  
44



1 11.13 RETRAINING AND STUDY LEAVE

2  
3 A leave of absence, paid or unpaid, for study/retraining may be granted by the District's Governing  
4 Board in accordance with the California Education Code commencing with Section 88220.  
5

6 11.14 NON-INDUSTRIAL ACCIDENT OR ILLNESS LEAVE

7  
8 11.14.1 A permanent classified professional who has exhausted all accrued sick, vacation,  
9 compensatory, or other available paid leave and who is absent because of non-industrial accident  
10 or illness may be granted additional leave, paid or unpaid, without loss of benefits or status by the  
11 District's Governing Board for up to six (6) months. The District's Governing Board may renew the  
12 leave of absence, paid or unpaid, without loss of benefits or status for up to two (2) additional six  
13 (6) month periods. The maximum amount of additional paid or unpaid leave the District's  
14 Governing Board may grant is eighteen (18) months.  
15

16 11.14.2 Classified professionals may return to work within their permanent classification  
17 (position)with appropriate medical clearance at any time during the leaves of absence granted  
18 under this section. The time spent in an approved leave of absence shall not be considered a break  
19 in service. Classified professionals shall be restored to a position they are permanently assigned.  
20 When possible, the employees will be restored to their position with all rights, benefits, and  
21 burdens of a permanent classified professional.  
22

23 11.14.3 If the classified professional exhausts all leaves of absence, paid or unpaid, and is unable  
24 to resume performing their position, they shall be placed on a reemployment list for a period of  
25 thirty-nine (39) months.  
26

27 11.14.4 At any time the classified professional is able to resume the duties of their position during  
28 the 39 month reemployment list period, they shall be reemployed in the first vacancy in the  
29 position. The classified professional's reemployment shall take preference over all other applicants  
30 except for those laid off for lack of work or funds under Section 88117, in which case classified  
31 professional shall be ranked according to their proper seniority by position. Upon resumption of  
32 duties, the classified professional shall be fully restored as a permanent classified professional with  
33 no break in service.  
34

35 11.15 TRANSFER OF LEAVE

36  
37 Any classified professional with prior service at another California community college district or  
38 any agency with reciprocity agreements employed for a period of one (1) calendar year or more,  
39 whose employment was not terminated for cause, shall have their accumulated unused sick leave  
40 transferred to the District.  
41

42 Any classified professional working for the District for at least one (1) calendar year who accepts a  
43 position at another California community college district or any agency with reciprocity  
44 agreements whose employment with the District was not terminated for cause shall have their

1 accumulated unused sick leave transferred to their new employer upon appropriate notification to  
2 the District.

3  
4 A classified professional terminated for cause may have their accumulated unused sick leave  
5 transferred to the new District if approved by the District's Governing Board.

6  
7 All or any part of service at another California community college, not separated by a break in  
8 service greater than one (1) year as of the last day of paid service, may be credited by the District's  
9 Governing Board for seniority by date purposes. Such service shall not be applicable when a  
10 position or personnel reduction occurs.

11  
12 Classified professionals shall not be required to waive any part or all benefits which they may be  
13 entitled to have transferred in accordance with this section.

#### 14 15 11.16 REQUESTS FOR LEAVE(S)

16  
17 11.16.1 Requests for Witness and Jury Duty Leave; Military Leave; Leave of Absence Without Pay;  
18 Vacation; and Retraining and Study Leave shall be requested in advance.

19  
20 Whenever possible, requests for the above-listed leaves shall be submitted with at least ten (10)  
21 working days' notice using agreed upon forms of communication to the immediate supervisor.

22  
23 11.16.2 Classified professionals requiring leave for unforeseen circumstances shall notify the  
24 appropriate supervisor via telephone, email, or agreed upon method of communication at least  
25 two (2) hours prior to the start of their shift or as soon as reasonable in the event of an  
26 emergency.

## 27 28 ARTICLE XII - HIRING

### 29 30 12.1 DISTRIBUTION OF JOB INFORMATION

31  
32 At a classified professional's initial employment and any change in classification (position), they  
33 shall receive two (2) copies of their position description, salary, assignment or work location,  
34 regular work schedule, and assigned work days. Salary data shall include the annual, monthly,  
35 hourly, overtime, and shift differential rate of compensation as applicable. One (1) copy shall be  
36 retained by the classified professional and one (1) copy shall be signed and dated by the classified  
37 professional and returned to his/her supervisor.

38  
39 The provisions of this section shall apply to permanent and probationary classified professionals.

#### 40 41 12.1.1 Seniority Determination in Hiring

1 If two (2) or more classified professionals have identical date of hire in the same position, the  
2 internal candidates will receive seniority by original District hire date and the external candidates  
3 will receive seniority by lot.

#### 4 5 12.1.2 CSEA PARTICIPATION IN NEW EMPLOYEE ORIENTATION MEETINGS

6  
7 The district shall provide the following to California School Employees Association (CSEA):

- 8  
9 1) ten (10) days' notice of every orientation session absent a critical unforeseen need  
10 2) provide CSEA access to new hires during any orientation session  
11 3) provide CSEA with new employees' contact information within 30 day of hire or the first  
12 pay period of the month after the employee is hired, whichever is later  
13 4) provide CSEA with a list of all employees' names and contact information every 120 days  
14

15 The District shall include the CSEA flyer in the new employee onboarding materials.

16  
17 The District shall provide CSEA with a list of all classified professionals' following information:

- 18  
19 i. First Name;  
20 ii. Middle initial;  
21 iii. Last name;  
22 iv. Suffix (e.g. Jr., III);  
23 v. Job title;  
24 vi. Department;  
25 vii. Primary worksite name;  
26 viii. Work telephone number;  
27 ix. Home street address;  
28 x. City;  
29 xi. State;  
30 xii. Zip Code (5 or 9 digits);  
31 xiii. Home telephone number (10 digits) when available;  
32 xiv. Personal cellular telephone number (10 digits) when available;  
33 xv. Personal email address when available;  
34 xvi. Hire date.

35  
36 The information shall be provided per AB119.

37  
38 The District will conduct new employee orientation meetings during the workday of employees  
39 monthly or less frequently if there is mutual agreement with CSEA and the District throughout the  
40 academic year. The District shall notify CSEA of a scheduled new employee orientation meeting at  
41 least ten (10) calendar days prior to the meeting and provide CSEA's representative with at least  
42 thirty (30) minutes of uninterrupted time to address newly hired classified staff during the  
43 orientation meeting in accordance with Government Code sections 3555.5(b)(4) and 3556.  
44

1 In the event the District changes the new employee orientation meeting format, the District shall  
2 provide CSEA with no less than ten (10) calendar days' notification, except that a shorter notice  
3 may be provided in a specific instance where there is an urgent need critical to the District's  
4 operations that was not reasonably foreseeable of an onboarding meeting in which a newly hired  
5 employee submits required employment documents to the District. The District shall provide CSEA  
6 with at least thirty (30) minutes of uninterrupted time to address newly hired classified staff  
7 during the orientation meeting.

## 8 9 12.2 SUBSTITUTE EMPLOYEES

10  
11 When a person serves under a substitute appointment and is subsequently employed as a  
12 classified professional in the vacant position, the District shall include the service time in the  
13 substitute appointment in calculating the employee's step placement. Sick and vacation leaves  
14 shall be computed retroactively to the start of their substitute service.

15  
16 The District may employ substitute employees to fill vacant positions while the District engages in  
17 hiring a permanent employee. The District may employ substitute employees for up to six (6)  
18 weeks of training with the incumbent employee prior to the permanent classified professional's  
19 final date of employment. The District may employ substitute employees for the purposes of  
20 training permanent or probationary classified professionals in a new position for up to six (6)  
21 weeks after the employee has been hired.

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

25  
26 When a permanent employee will be absent from duty for more than ten (10) consecutive  
27 business days, the District may employ one or more substitute employees in the position during  
28 the employee's absence. When a substitute that is not a permanent employee is working in the  
29 position, the employee normally performing the work will receive notice that a substitute has  
30 been employed. The substitute employee(s) may be employed for up to six (6) weeks of training  
31 with the permanent employee prior to the start of the employee's absence and up to two (2)  
32 weeks of training after the permanent employee returns.

33 A business day is defined as any day when the District's Administrative offices are open for  
34 business.

## 35 36 12.3 PROBATIONARY PERIOD

37  
38 Upon initial employment, all full- and part-time classified professionals shall serve a probationary  
39 period of 180 calendar days or 130 days of paid service whichever is longer. Upon promotion into  
40 a higher classification (position), classified professionals shall serve a probationary period of 180  
41 calendar days.

42  
43 When a classified professional completes the probationary service in a paid classification  
44 (position), they shall acquire permanency in all positions regardless of the department/division

1 assigned. When a permanent classified professional changes classifications (positions), they shall  
2 be classified a probationary employee in the new classification (position) and must complete a  
3 probationary period before obtaining permanency. Classified professionals shall retain  
4 permanency in their former classification (position) (see California Education Code, Sections 88001  
5 and 88013.)  
6

7 When classified professional changes classifications prior to completing the initial probationary  
8 period, they shall achieve permanency in the prior classification after completing all required  
9 annual work hours for their assignment without a break in service.  
10

#### 11 12.4 MANDATORY INTERVIEW OPTION

12

13 Permanent classified professionals applying for a vacant Classified position may elect to receive a  
14 mandatory first level interview if they meet all minimum qualifications stated in the position  
15 description. Classified professionals may waive this right and only receive an interview if they are  
16 selected by the hiring committee.  
17

#### 18 12.5 OVERLAPPING EMPLOYMENT

19

20 When sufficient notice of resignation is provided by a current classified professional the District  
21 may hire a new classified professional and begin their employment with the District at any time  
22 prior to the resignation date of the departing employee for the purposes of orienting and training  
23 the new employee in the position and providing effective continuity of operations.  
24

### 25 ARTICLE XIII - TRANSFER

26

#### 27 13.1 TEMPORARY JOB LOCATION TRANSFERS

28

29 13.1.1 Classified professionals must receive at least five (5) business days' notice of a temporary  
30 change in work site. The District may waive the notification period when extenuating  
31 circumstances require a change in assigned work site for continuity of operations or safety. A  
32 classified professional may mutually agree to a temporary change in work location with fewer than  
33 five (5) business days' notice. No classified professional shall be assigned to a work site other than  
34 the classified professional's normal work site for a period in excess of five (5) working days without  
35 the written consent of the classified professional.  
36

37 13.1.2 Any classified professional temporarily assigned to a work site other than his/her normal  
38 work site for longer than five (5) working days shall receive a premium pay of an additional five  
39 and one-half percent (5 ½ %) of the classified professional's regular hourly rate of pay for all days  
40 spent working at the temporary site.  
41

42 13.1.3 Classified professionals may appeal an assignment to a temporary work site expected to  
43 last longer than five (5) working days to the appropriate Vice President or Associate Vice President.  
44 The appropriate Vice President or Associate Vice President shall have the authority to make the

1 final determination regarding a temporary work site assignment that is expected to last longer  
2 than five (5) working days.

### 3 4 13.2 DEFINITIONS

5  
6 Administrative Transfer -- a change from a classified position to another classified position in the  
7 same range, same number of months per year, and same number of assigned hours per year. For  
8 purposes of this definition, the number of months considered to be the same are 10 (ten), 11  
9 (eleven), and 12 (twelve).

10  
11 Lateral Transfer -- a change in department/division in the same position description in the same  
12 range, same or lower number of hours per week, same or lower number of months per year. For  
13 purposes of this definition, the number of months considered to be the same are 10 (ten), 11  
14 (eleven), and 12 (twelve).

15  
16 Voluntary Transfer -- a change in position to a lower range or reduction in hours and/or months  
17 per year.

#### 18 19 13.2.1 LATERAL TRANSFER

20  
21 A lateral transfer does not encompass the process of assignment or reassignment of a specific  
22 position and responsibilities within a department or work site. A classified professional assigned to  
23 more than one work site shall be considered as being transferred only when moved from one  
24 District-wide program to another District-wide program. A transfer may be requested by a  
25 classified professional ("Employee Requested") or by the District ("Administrative"). Any transfer  
26 resulting in an increase or decrease of months, must be by mutual agreement with the employee.  
27 The request must be submitted in writing to the employee's current supervisor, the supervisor for  
28 the requested position, the appropriate Vice President(s), and the Associate Vice President of  
29 Human Resources. The District shall provide a written approval or denial of the request within ten  
30 (10) business days. Denials shall be based on business- and/or job-related reasons and shall not be  
31 denied by the District for discriminatory reasons on the basis of any protected status stated in  
32 Article 2 of this agreement. Requests shall not be denied based solely on the needs of the  
33 employee's current department.

#### 34 35 13.2.2 ADMINISTRATIVE TRANSFER

36  
37 A permanent classified professional may be administratively transferred in the best interests of  
38 the District provided the transfer is not punitive, discriminatory, or disciplinary in nature. An  
39 administrative transfer shall consist of the same salary schedule range, number of months per  
40 year, and number of assigned hours per year. Any transfer resulting in an increase or decrease of  
41 months, must be by mutual agreement with the employee. The individual being transferred must  
42 meet the minimum qualifications of the position. An administrative transfer may be requested by  
43 a classified professional or the District. The request must be submitted in writing to the  
44 employee's current supervisor, the supervisor for the requested position, the appropriate Vice

1 President(s), and the Associate Vice President of Human Resources. The District shall provide a  
2 written approval or denial of the request within ten (10) business days. Denials shall be based on  
3 business- and/or job-related reasons and shall not be denied by the District for discriminatory  
4 reasons on the basis of any protected status stated in Article 2 of this agreement. Requests shall  
5 not be denied based solely on the needs of the employee's current department. Administrative  
6 transfers differ from a lateral transfer by allowing a transfer to a different classification (position)  
7 in the same salary range.

### 8 9 13.2.3 VOLUNTARY REASSIGNMENT

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

### 24 25 13.3 POSTING OF LATERAL TRANSFERS

26  
27 The District shall make a reasonable effort to notify classified professionals of vacancies for which  
28 the unit member is eligible to request a lateral transfer. Failure to notify classified professionals  
29 shall not be subject to the grievance procedure.

## 30 31 ARTICLE XIV – CLASSIFICATION, RECLASSIFICATION & ABOLITION OF POSITIONS

### 32 33 14.1 REASSIGNMENT TO A DIFFERENT POSITION IN A HIGHER RANGE

34  
35 Classified professionals reassigned to a different position classified in a higher range shall be  
36 placed on the step in the new salary range providing a pay increase of at least five percent (5%) or  
37 the highest available step in the salary range if a five percent (5%) increase is not possible.

### 38 39 14.2 RECLASSIFICATION

40  
41 14.2 Reclassification: The District shall maintain a system of classification for all positions  
42 pursuant to Education Code Section 88003. For purposes of this agreement, "reclassification" shall  
43 mean the upgrading of a position to a higher classification (position) as a result of the gradual  
44 increase of duties being performed by the incumbent in the position. -EC 88001 (f)

1 14.2.1 The classified professional shall submit any proposed reclassification requests on the  
2 "Request for Reclassification" form to the Associate VP Human Resources (or designee). The  
3 submission period is December 1st through January 31st. Only permanent classified professionals  
4 who have been in the position for at least twenty-four (24) months may submit an application.  
5 Eligible classified professionals may submit an application for a position reclassification only once  
6 every two (2) years unless there is another position description they employee is requesting to  
7 reclass into.

8  
9 14.2.2 The Reclassification Committee is a confidential committee and shall consist of (3)  
10 administrative members appointed by the President/Superintendent and (3) classified members  
11 appointed by CSEA. A neutral moderator shall be appointed by agreement between the District  
12 and CSEA. The CSEA President shall receive the full list of committee members. The meeting(s)  
13 will be held at times and dates agreeable to committee members. The Committee will interview  
14 the employees and the employees' supervisor[s]. Interviews will be held virtually with only the  
15 moderator visible to the employee and the employee's supervisor. A positive recommendation to  
16 the Executive Cabinet requires at least four (4) of six (6) committee members.

17  
18 14.2.3 Appeal Procedure for applications not recommended for reclassification: If the committee  
19 does not recommend a reclassification, the classified professional will be notified by Human  
20 Resources within five (5) business days from the date of the reclassification committee meeting. A  
21 classified professional may submit an appeal within ten (10) working days from the date of notice  
22 to the classified professional. If an appeal is made, the appellant shall submit any new  
23 information/materials not previously submitted to the Reclassification Committee and the  
24 Reclassification Committee may meet with the appellant and the appropriate manager(s) if  
25 necessary to discuss the appeal, and then render a final recommendation to Executive Cabinet  
26 within five (5) working days.

27  
28 14.2.4 All recommendations of the committee shall be forwarded to Executive Cabinet for  
29 review no later than April 16. Executive Cabinet shall have from April 16 to May 15 for  
30 review and consideration of the committee's recommendations and the employee will be  
31 notified of the Executive Cabinet's decision. The decision of the Executive Cabinet is final and  
32 shall not be grievable. If an employee is denied reclassification the supervisor must adjust  
33 the employee's duties to align with the employee's current position description.

34  
35 14.2.5 Reclassifications approved by the Executive Cabinet will be placed on the June Board  
36 agenda for Board approval and will be effective July 1, of that same year.

37  
38 14.2.6 Approved employees shall receive a notification of the effective date of the  
39 placement in the new classification (position). The effective date of hire within the  
40 position description shall be their seniority date. When two or more classified  
41 professionals have the same hire date within the classification (position) their seniority  
42 shall be determined as stated in Article 12.1.1.



## ARTICLE XV – LAYOFF AND REEMPLOYMENT

### 15.1 LAYOFF PROCEDURES

For the purpose of this article, “class” refers to “position”.

15.1.1 As provided for in Ed Code 88127, Classified professionals shall be subject to layoff for lack of work or lack of funds. When a classified professional is laid off, the order of layoff within the class shall be determined by length of service. The classified professional 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 classified professional has permanence, voluntarily consented to by the classified professional, in order to avoid interruption of employment by layoff.

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

15.1.3 Prior to any final layoff notices being sent to those classified professionals who have the least seniority by class within the District, the classified professionals with greater seniority by class will be notified by the District that their positions have been reduced or eliminated and that they must elect one of the following within five (5) working days of receipt of notice: 1) select the position vacated by the least senior classified professional in the class; or 2) select a position in a lower class in which the classified professional previously held permanency and executing their bumping rights, bump the least senior classified professional in the class; or 3) accept reduced hours (if any) in the current position in lieu of layoff; or 4) elect to be laid off.

15.1.4 When a vacancy exists, a classified professional may take a voluntary demotion or voluntary reduction in assigned time in lieu of layoff, provided that such classified professional is qualified to perform the duties of the position, and provided further that the District approves such demotion or reduction in hours. Such approval shall not be withheld by the District for arbitrary or capricious reasons. Upon the employee's request the District shall provide a statement of its reasons for not reemploying the employee for the ensuing college year. Requests for filling a vacant position by lateral transfer shall be considered before addressing requests for voluntary demotion.

### 15.2 SENIORITY

#### Definitions

Seniority by Date -- the date of hire in a permanent position within the classified service within the District, less any periods of leaves without pay (i.e., suspension without pay as a result of

1 disciplinary action, unpaid leave of absence for more than ninety (90) consecutive days, excluding  
2 active military leave).

3  
4 Seniority by Class (Position) -- the date of hire with the first date of paid service within a class  
5 within the District and a permanent position, less any periods of leaves without pay (i.e.,  
6 suspension without pay as a result of disciplinary action, unpaid leave of absence for more than  
7 ninety (90) consecutive days, excluding active military leave).

8  
9 15.2.1 For purposes of this article seniority by class will be used to determine the order of layoff  
10 and reemployment in accordance with applicable California Education Code.

11  
12 15.2.2 No seniority credit shall be earned during periods of separation from the service from the  
13 District, including layoff status, suspension without pay as a result of disciplinary action, or unpaid  
14 leave of absence for more than ninety (90) consecutive days excluding active military leave. If a  
15 classified professional has left the District and is rehired, seniority by date shall begin on the date  
16 of rehire within the District in a permanent position.

17  
18  
19 15.2.3 The seniority list shall be prepared and posted in two (2) segments: the first shall be an  
20 alphabetical listing by classified professional name together with date of hire status in each class  
21 and higher class(es); the second shall be a listing by class with each classified professional ranked  
22 within the class on basis of date of hire.

23  
24 15.2.4 The seniority lists shall be updated and posted at the end of each fiscal year and forty-five  
25 (45) days in advance of a layoff. The Association shall receive a copy at the time of posting.

26  
27 15.3 NOTICE OF LAYOFF

28  
29 15.3.1 When as a result of the expiration of a specially funded program, classified professionals'  
30 positions must be eliminated at the end of any school year, and employees shall be subject to  
31 layoff for lack of funds, the employees to be laid off at the end of such school year shall be given  
32 written notice not less than 60 days of their layoff effective at the end of such school year and of  
33 their displacement rights, listed in Article 15 and Ed. Code 88017, if any, and reemployment rights.

34  
35 However, if the termination date of any specially funded program is other than June 30, such  
36 notice shall be given not less than sixty (60) days prior to the effective date of their layoff.

37  
38 15.3.2 When, as a result of a bona fide reduction or elimination of the service being performed by  
39 any department, per Ed. Code 88017 classified professionals shall be subject to layoff for bona fide  
40 lack of funds or reduction in services. Affected classified professionals shall be given notice of  
41 layoff by March 15 preceding the academic year in which the lay-off is to become effective and  
42 informed of their displacement rights, if any, and reemployment rights.

1 15.3.3 Nothing herein provided shall preclude a layoff for lack of funds in the event of an actual  
2 and existing financial inability to pay salaries of classified professionals, nor layoff for lack of work  
3 resulting from causes not foreseeable or preventable by the District's Governing Board, without  
4 the notice required by aforementioned subsections.

5  
6 15.3.4 The layoff notice shall contain: a statement of the effective date of layoff; a statement of  
7 "bumping rights," reemployment and unemployment benefits rights; a statement of seniority  
8 posting information; and reason for layoff.

9  
10 15.4 REEMPLOYMENT AND OTHER RIGHTS

11  
12 15.4.1 Classified professionals laid off because of lack of work or lack of funds are eligible for  
13 reemployment for a period of thirty-nine (39) months and shall be reemployed in preference to  
14 new applications. In addition, such classified professionals laid off have the right to apply and be  
15 interviewed for positions within the District during the period of thirty-nine (39) months.

16  
17 15.4.2 Classified professionals who take voluntary demotions or voluntary reductions in assigned  
18 hours in lieu of layoff or to remain in their present positions rather than voluntarily be reclassified  
19 or reassigned, shall be granted the same rights as classified professionals who were laid off and  
20 shall retain eligibility to be considered for reemployment for an additional period of twenty-four  
21 (24) months; provided, that the same tests of fitness under which they qualified for appointment  
22 to the class shall still apply.

23  
24 15.4.3 Classified professionals who take voluntary demotions or voluntary reductions in assigned  
25 hours in lieu of layoff shall be, at the option of the classified professional, returned to a position in  
26 their former class or to positions with increased assigned time as vacancies become available, and  
27 without limitation of assigned hours.

28  
29 15.4.4 Classified professionals who have had their hours reduced pursuant to 15.4.2 and 15.4.3  
30 shall be placed on the reemployment lists and shall be considered for employment.

31  
32 All classified professionals on the reemployment list shall have the right to apply and be  
33 interviewed for positions vacant during their reemployment period.

34  
35 15.4.5 A classified professional may refuse an offer of reemployment to a specific position for  
36 which eligible; however, refusal of three (3) offers of reemployment to the classification (position)  
37 from which laid off shall automatically cause removal from the list and the loss of any  
38 reemployment rights.

39  
40 15.4.7 Whenever a layoff occurs, subsequent vacancies within a classification (position) affected  
41 by the layoff shall be filled first by assignment from within the class, then from the reemployment  
42 list, and then through promotion.

1 15.4.8 If the District utilizes substitutes, classified professionals who have been laid off shall be  
2 used as substitutes if such classified professionals request placement on the substitute roster.

3  
4 15.4.9 For the purpose of Section 15.4.7 prior to considering any applications from the public, the  
5 District shall give first preference to applications from the reemployment list. Of all those  
6 applicants who are equally qualified, the most senior of those equally qualified shall be selected,  
7 except in cases where one of the equally qualified applicants is from the reemployment list, in  
8 which case the most senior qualified applicant from the reemployment list shall be selected.

9  
10 The above provision is intended to be implemented only when there are no classified professionals  
11 eligible for reemployment in a class from which they have been laid off.

12  
13 15.4.10 Offers of reemployment shall be made via the U.S. Mail Service, Certified Return Receipt,  
14 or email on file for the employee. The reemployment email shall include the specific position  
15 and/or hours being offered, the rate of pay, level of benefits, a current job description, and a  
16 mechanism for acceptance or refusal of the offer of reemployment within the prescribed time  
17 limit, and a place for the classified professional's signature. Failure to postmark, or email within  
18 ten (10) working days from date of service of offer of reemployment shall be deemed a refusal of  
19 that offer of reemployment.

20  
21 15.4.11 Refusal of an offer of reemployment into a position lower than that held at time of layoff  
22 shall not constitute a refusal of reemployment.

23  
24 15.4.12 The District shall post the notice of vacancies for the "on-campus" and "reemployment  
25 list" unit members for a period of seven (7) working days at the main campus and at each  
26 Extended Education Site.

27  
28 15.4.13 Increased hours shall be offered to the most senior classified professional, who has been  
29 formerly reduced, from within the classification (position) affected by the reduction and/or layoff.

30  
31 Increased hours over and beyond the level at the time of reduction shall be offered to the most  
32 senior classified professional from the classification (position) affected by the reduction and/or  
33 layoff.

## 34 35 15.5 RETIREMENT AND LAYOFF

36  
37 Notwithstanding any other provision of law, any classified professional who was subject to being,  
38 or was in fact, laid off for lack of work or funds and who elected service retirement from the Public  
39 Employees' Retirement System shall be placed on an appropriate reemployment list. The District  
40 shall notify the Board of Administration of the Public Employees' Retirement System of the facts  
41 that retirement was due to layoff for lack of work or of funds. If the classified professional is  
42 subsequently subject to reemployment and accepts, in writing, the appropriate vacant position,  
43 the District shall maintain the vacancy until the Board of Administration of the Public Employees'  
44 Retirement System has properly processed his/her request for reinstatement from retirement.

1 **15.6 MISCELLANEOUS PROVISIONS**

2  
3 **15.6.1** This agreement shall not be construed as a waiver of the right of the Association to bargain  
4 over any future reduction in hours of classified professionals.  
5

6 **15.6.2** Upon reemployment from layoff, a classified professional shall advance to the next step on  
7 the salary schedule on the ensuing July 1.  
8

9 **15.6.3** In the event of reinstatement of a classified professional on layoff or reduction, all sick  
10 leave accumulation shall be credited back to the classified professional up to twenty-four (24)  
11 months of layoff.  
12

13 **15.6.4** It is the intent of the parties that the District has the right to direct the work force in order  
14 to provide services; and in providing such services, it is the intent that the utilization of non-  
15 bargaining unit persons shall not result in the arbitrary or capricious displacement of laid-off or  
16 reduced classified professionals, or the arbitrary or capricious denial of recall rights of classified  
17 professionals on the recall list.  
18

19 **15.7 ERRONEOUS LAYOFF**

20 Any classified professional who is erroneously laid off, in accordance with this article, shall be  
21 reemployed immediately upon discovery of the error and shall be reimbursed for all loss of salary  
22 and benefits.  
23

24 **ARTICLE XVI – GRIEVANCE PROCEDURE**

25  
26 **16.1 INTRODUCTION**

27  
28 Grievances shall be submitted by the Association or an individual classified professional. Classified  
29 professionals may informally discuss any grievable matter with their immediate supervisor  
30 individually, without consulting the Association, at any time. The Association shall submit  
31 grievances to the District in accordance with the procedures stated in this Article.  
32

33 **16.2 DEFINITIONS**

34  
35 **16.2.1** Grievance: a dispute on the interpretation, application, or violation of the terms of the  
36 collective bargaining agreement. A formal grievance shall state the article(s) of the contract  
37 impacted, the circumstances alleged to violate the article(s), and the proposed remedies.  
38

39 **16.2.2** Grievant: any individual classified professional, group of classified professionals, or the  
40 Association alleging a violation of the collective bargaining agreement.  
41

42 **16.2.3** Business day: any day during which the District's administrative offices are in operation.  
43

44 **16.2.4** The Association: the California School Employees' Association, Chapter 381 Shasta College.

1 16.2.5 Supervising administrator: the administrator assigning work and evaluating performance  
2 for a classified professional or an administrator in the line of authority above the immediate  
3 supervisor, up to the appropriate Vice President or Associate Vice President.  
4

5 16.3 TIMELINESS  
6

7 A grievance shall be submitted for informal resolution within twenty (20) business days of the  
8 contested action occurring, unless the classified professional can demonstrate they could not have  
9 reasonably known of the action. Grievances submitted beyond twenty (20) business days of the  
10 contested action shall be denied as untimely. The District may take action to resolve the  
11 underlying concerns of an untimely grievance outside this process.  
12

13 Any failure by CSEA to meet the timelines stated in sections 16.4 and 16.5 shall result in the  
14 immediate withdrawal of the grievance. The District shall not be obligated to resolve any grievance  
15 withdrawn due to timeliness.  
16

17 Any failure by the District to meet the timelines stated in sections 16.4 and 16.5 shall give CSEA  
18 the right to proceed to the next step in the procedure.  
19

20 16.4 INFORMAL RESOLUTION  
21

22 CSEA shall submit the grievance, orally, to the impacted classified professional's immediate  
23 supervisor or the appropriate supervising administrator. If the grievance is not resolved informally  
24 within five (5) business days, the grievance may proceed formally. The classified professional and  
25 supervising administrator may mutually agree to extend the timeline for informal resolution up to  
26 thirty (30) business days.  
27

28 16.5 FORMAL GRIEVANCE PROCEDURES  
29

30 16.5.1 LEVEL ONE  
31

32 16.5.1.1 CSEA shall submit a formal grievance within ten (10) business days of the failure to agree  
33 to informal resolution, unless the timeline is extended through mutual agreement as stated in  
34 section 16.4. The grievance shall be submitted in writing to the classified professional's supervising  
35 administrator, with copies to the appropriate Vice President or Associate Vice President and the  
36 Associate Vice President of Human Resources.  
37

38 16.5.1.2 The supervising administrator shall submit a written response to CSEA within ten (10)  
39 business days of receiving a timely grievance. The supervising administrator may request a  
40 meeting to clarify any aspect of the grievance and/or discuss potential remedies. If CSEA does not  
41 believe the response resolves the grievance, it may proceed to level two.  
42  
43  
44

1 16.5.2 LEVEL TWO APPEAL

2  
3 CSEA shall submit the level two appeal within ten (10) business days following receipt of the level  
4 one response. The appeal shall be submitted to the appropriate Vice President or Associate Vice  
5 President with a copy to the Associate Vice President of Human Resources in writing. The appeal  
6 must state the reasons the Association believes the level one response fails to resolve the  
7 grievance or provide adequate justification for denying the grievance.  
8

9 The appropriate Vice President or Associate Vice President shall submit a written response to CSEA  
10 within ten (10) business days of receiving a timely appeal. The Vice President may request a  
11 meeting to clarify any aspect of the grievance and/or discuss potential remedies. If CSEA does not  
12 believe the response resolves the grievance, it may proceed to level three.  
13

14 16.5.3 LEVEL THREE APPEAL

15  
16 CSEA shall submit the level three appeal within ten (10) business days following receipt of the level  
17 one response. The appeal shall be submitted to the Superintendent/President with a copy to the  
18 Associate Vice President of Human Resources in writing. The appeal must state the reasons the  
19 CSEA believes the level two response fails to resolve the grievance or provide adequate  
20 justification for denying the grievance.  
21

22 The Superintendent/President shall submit a written response to CSEA within ten (10) business  
23 days of receiving a timely appeal. The Superintendent/President may request a meeting to clarify  
24 any aspect of the grievance and/or discuss potential remedies. If CSEA does not believe the  
25 response resolves the grievance, it may proceed to level four.  
26

27 16.5.4 LEVEL FOUR - ARBITRATION

28  
29 16.5.4.1 CSEA may request to submit the grievance for nonbinding arbitration when it believes the  
30 grievance and appeal process have failed to adequately resolve the issue. The request for  
31 nonbinding arbitration shall be submitted to the Superintendent/President in writing within ten  
32 (10) business days of the date of the response to the level three appeal.  
33

34 16.5.4.2 The District and CSEA shall submit a joint request for a list of arbitrators to the State  
35 Mediation and Conciliation Service. The District and CSEA must sign the request within ten (10)  
36 business days of CSEA's request for Arbitration. If CSEA fails to endorse the request within ten (10)  
37 business days, the grievance shall be withdrawn and no further action shall be taken.  
38

39 16.5.4.3 Within ten (10) business days of receiving the list of arbitrators, the District and CSEA  
40 shall mutually agree on an arbitrator or mutually agree to request a new list of seven (7)  
41 arbitrators. The arbitrator shall be selected by the alternate striking method. The CSEA shall make  
42 the first strike for the first grievance advancing to arbitration after the effective date of this  
43 agreement. The District shall make the first strike for the second grievance advancing to

1 arbitration after the effective date of this agreement. CSEA and District shall alternate making the  
2 first strike on all subsequent grievances.

3  
4 16.5.4.4 The District and CSEA agree the arbitration award resulting from this procedure shall be  
5 advisory and nonbinding on all parties. The costs of arbitration shall be borne equally by CSEA and  
6 the District.

7  
8 16.6 GENERAL PROVISIONS

9  
10 16.6.1 Failure to Meet Timelines

11  
12 If CSEA fails to meet a timeline under any step in this Article, the grievance shall be deemed  
13 withdrawn. If the District fails to meet a timeline under any step in this Article, the grievance may  
14 proceed to the next step.

15  
16 16.6.2 Retroactive Compensation

17  
18 Any award of retroactive compensation shall be limited to the sixty (60) days in which the  
19 classified professional was in a paid status immediately preceding the initiation of Level Two of this  
20 grievance procedure.

21  
22 16.6.3 Resolutions to Grievances

23  
24 Resolutions to all grievances, at any level, shall be written and signed by the appropriate  
25 representatives of the District and CSEA.

26  
27 **ARTICLE XVII – WORKING CONDITIONS**

28  
29 17.1 TRIP ASSIGNMENT

30  
31 Motor Pool Driver Technicians shall be assigned to trips, as needed, taking into consideration  
32 Interstate Commerce Commission regulations pertaining to hours of service. Trip assignments shall  
33 be distributed and rotated as equally as possible.

34  
35 17.2 STANDBY TIME

36  
37 17.2.1 Motor Pool Driver Technicians required to remain on standby for the duration of the event  
38 for which a trip is made shall be paid for all standby hours at their regular rate of pay. Any  
39 combination of driving and standby hours exceeding the established workday as defined in Section  
40 7.1 shall be compensated at the appropriate overtime rate based on the classified professional's  
41 regular rate of pay.



1 17.2.2 The Motor Pool Driver Technician shall provide the District employee officially in charge of  
2 an overnight trip a telephone number and location where they will rest overnight and may be  
3 contacted as needed.  
4

## 5 **ARTICLE XVIII – SAFETY CONDITIONS OF EMPLOYMENT**

6

### 7 **18.1 DISTRICT COMPLIANCE**

8

9 The District shall comply with, enforce, and inform classified professionals of all health and safety  
10 requirements required by District policies and operating procedures, state laws and regulations,  
11 and federal laws and regulations. Classified professionals shall comply with all health and safety  
12 requirements related to their position. Classified professionals shall notify an administrator of any  
13 suspected health and safety compliance issues impacting the District.  
14

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

21 All classified professionals must complete assigned safety trainings, including online trainings,  
22 within ten (10) business days of assignment or the due date stated at the time of assignment.  
23

### 24 **18.2 AIR QUALITY MONITORING AND RESPONSE TO WILDFIRE IMPACTS**

25

26 The District will comply with all Cal/OSHA requirements for Air Quality and monitoring.  
27

## 28 **ARTICLE XIX – MISCELLANEOUS PROVISIONS**

29

30 19.1 If any provision of this contract or application is found invalid by an authorized authority,  
31 the remainder of this contract and its application shall not be affected.  
32

33 19.2 During the term of this agreement classified professionals shall not engage in a strike, work  
34 stoppage, or concerted slowdown; and the District shall not engage in a lockout.  
35

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

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

11  
12 **ARTICLE XX – EMPLOYER/EMPLOYEE RELATIONS COMMITTEE**

13  
14 **20.1** CSEA and District shall establish a committee to maintain constructive employer/employee  
15 relations.

16  
17 **20.2** The committee shall meet no less than monthly or agreed upon schedule. Scheduled  
18 meetings may be canceled by mutual agreement, and additional meetings may be scheduled by  
19 mutual agreement.

20  
21 **20.3** The committee shall establish a monthly agenda and shall maintain appropriate records of  
22 scheduled committee meetings.

23  
24 **20.4** The sole purpose of the committee is to maintain a channel of communication between the  
25 District and the Association and discuss areas pertinent to employer/employee relations.

26  
27 **20.5** The District and Association agree the committee is not intended to change provisions of  
28 this agreement. This article does not supersede the purpose and intent of Section 19.3.

29 **ARTICLE XXI - NEGOTIATIONS**

30  
31 **21.1 TERM OF THE CONTRACT**

32  
33 The new term of the contract shall be from July 1, 2025 through June 30, 2028 and shall continue  
34 in effect year by year unless the parties wish to proceed in accordance with the Reopening  
35 Provisions as stated in Article 21.2. The District and CSEA negotiators shall meet on or before  
36 March 15 of the calendar year in which this contract expires to establish meeting dates for the  
37 year. The meetings may be modified by mutual consent.

38  
39 **21.2 REOPENING PROVISIONS**

40  
The District and CSEA agree either party may request to reopen negotiations on Articles related to  
Health and Welfare Benefits & Salary and two additional articles for the 2026-2027 and 2027-2028  
fiscal years. CSEA's request to reopen Articles related to Heath and Welfare Benefits & Salary and

any additional articles for the 2026-2027 year shall be submitted to the District negotiator on or before March 15, 2026. CSEA's request to reopen Articles related to Health and Welfare Benefits & Salary and any additional articles for the 2027-2028 year shall be submitted to the District negotiator on or before March 15, 2028. Any agreement on changes to Articles related to Health and Welfare Benefits & Salary for the 2026-2027 or 2027-2028 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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Teo Guillen                      Date  
Chapter 381 Association President

### 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 90 days after initial employment. The second evaluation shall take place after the 180th day after initial employment and before the 180th 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.

**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.

**DEIA:** Behaviors, knowledge, and practices that contribute to diversity, equity, inclusion, and accessibility

**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.

**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.

**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.

**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.

## 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 90 days of initial employment)</i> <input type="checkbox"/> 2 <sup>nd</sup> Probationary Period <i>(before 180 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> - <i>Typical duties are understood and performed in an acceptable manner with appropriate level of supervision</i>	<b>N/A U N M 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	
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> - <i>Assignments are completed efficiently and effectively within specified timeframes</i>	<b>N/A U N M 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	
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> - Demonstrates strong decision-making skills using valid data and sound reasoning	<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. Considers the unique backgrounds and values of others when assessing information and making decisions	<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 active 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 - <i>Extent to which employee follows conduct rules and adheres to district policies and administrative procedures</i></b>	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, including those related to DEIA	<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"/> Unsatisfactory <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Exceeds Expectations
<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 - <i>Extent to which employee interacts effectively with colleagues, supervisors, and District community.</i></b>	N/A U N M E
a. Develops and maintains positive professional relationships by treating others professionally, honestly, equitably, and with appropriate consideration of diverse backgrounds, perspectives, and 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 demonstrating commitment to inclusive perspectives and needs	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
c. Uses language free from stereotypes, insensitivity, or gender bias	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
d. 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. 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. Supports an inclusive and welcoming environment by serving and addressing the needs of a diverse student and employee population	<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. Consistently communicates in a manner that is respectful and inclusive of diverse backgrounds and perspectives	<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"/> <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>

### III. TECHNOLOGY AND EQUIPMENT

<i>Consider the extent to which the employee utilizes technology and equipment</i>	
<b>1. Skill in Technology and Use of Equipment - Extent to which employee utilizes technology and equipment</b>	<b>N/A U N M 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"/>

<b>Section III. 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 RECOMMENDATONS:</b>

#### 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>	N/A	U	N	M	E
a. Ensures a hazard free environment for everyone on campus. i.e. 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:**

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## 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 including DEIA growth opportunities? How best can the district support the employee's professional growth? Consider progress towards previous goals.*

**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:**

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**Next level Supervisor Signature:****Date:**

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**Evaluating Supervisor Signature:****Date:**

*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:**



## Appendix B

**Shasta-Tehama-Trinity Joint Community College District**  
**2025-2026 Classified Salary Schedule - Revised**

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
19	35,632.83	2,969.40	17.13	37,414.47	3,117.87	17.99	39,285.20	3,273.77	18.89	41,249.46	3,437.45	19.83	43,311.93	3,609.33	20.82
20	36,523.65	3,043.64	17.56	38,349.84	3,195.82	18.44	40,267.33	3,355.61	19.36	42,280.69	3,523.39	20.33	44,394.73	3,699.56	21.34
21	37,436.74	3,119.73	18.00	39,308.58	3,275.72	18.90	41,274.01	3,439.50	19.84	43,337.71	3,611.48	20.84	45,504.60	3,792.05	21.88
22	38,372.66	3,197.72	18.45	40,291.30	3,357.61	19.37	42,305.86	3,525.49	20.34	44,421.15	3,701.76	21.36	46,642.21	3,886.85	22.42
23	39,331.98	3,277.66	18.91	41,298.58	3,441.55	19.86	43,363.51	3,613.63	20.85	45,531.68	3,794.31	21.89	47,808.27	3,984.02	22.99
24	40,315.28	3,359.61	19.38	42,331.04	3,527.59	20.35	44,447.59	3,703.97	21.37	46,669.97	3,889.16	22.44	49,003.47	4,083.62	23.56
25	41,323.16	3,443.60	19.87	43,389.32	3,615.78	20.86	45,558.78	3,796.57	21.90	47,836.72	3,986.39	23.00	50,228.56	4,185.71	24.15
26	42,356.24	3,529.69	20.36	44,474.05	3,706.17	21.38	46,697.75	3,891.48	22.45	49,032.64	4,086.05	23.57	51,484.27	4,290.36	24.75
27	43,415.15	3,617.93	20.87	45,585.90	3,798.83	21.92	47,865.20	3,988.77	23.01	50,258.46	4,188.20	24.16	52,771.38	4,397.62	25.37
28	44,500.52	3,708.38	21.39	46,725.55	3,893.80	22.46	49,061.83	4,088.49	23.59	51,514.92	4,292.91	24.77	54,090.67	4,507.56	26.01
29	45,613.04	3,801.09	21.93	47,893.69	3,991.14	23.03	50,288.37	4,190.70	24.18	52,802.79	4,400.23	25.39	55,442.93	4,620.24	26.66
30	46,753.36	3,896.11	22.48	49,091.03	4,090.92	23.60	51,545.58	4,295.47	24.78	54,122.86	4,510.24	26.02	56,829.00	4,735.75	27.32
31	47,922.20	3,993.52	23.04	50,318.31	4,193.19	24.19	52,834.22	4,402.85	25.40	55,475.93	4,622.99	26.67	58,249.73	4,854.14	28.01
32	49,120.25	4,093.35	23.62	51,576.26	4,298.02	24.80	54,155.08	4,512.92	26.04	56,862.83	4,738.57	27.34	59,705.97	4,975.50	28.71
33	50,348.26	4,195.69	24.21	52,865.67	4,405.47	25.42	55,508.95	4,625.75	26.69	58,284.40	4,857.03	28.02	61,198.62	5,099.89	29.42
34	51,606.96	4,300.58	24.81	54,187.31	4,515.61	26.05	56,896.68	4,741.39	27.35	59,741.51	4,978.46	28.72	62,728.59	5,227.38	30.16
35	52,897.14	4,408.09	25.43	55,542.00	4,628.50	26.70	58,319.10	4,859.92	28.04	61,235.05	5,102.92	29.44	64,296.80	5,358.07	30.91
36	54,219.57	4,518.30	26.07	56,930.55	4,744.21	27.37	59,777.07	4,981.42	28.74	62,765.93	5,230.49	30.18	65,904.22	5,492.02	31.69
37	55,575.06	4,631.25	26.72	58,353.81	4,862.82	28.06	61,271.50	5,105.96	29.46	64,335.07	5,361.26	30.93	67,551.83	5,629.32	32.48
38	56,964.43	4,747.04	27.39	59,812.65	4,984.39	28.76	62,803.29	5,233.61	30.19	65,943.45	5,495.29	31.70	69,240.62	5,770.05	33.29
39	58,388.54	4,865.71	28.07	61,307.97	5,109.00	29.48	64,373.37	5,364.45	30.95	67,592.04	5,632.67	32.50	70,971.64	5,914.30	34.12
40	59,848.26	4,987.35	28.77	62,840.67	5,236.72	30.21	65,982.70	5,498.56	31.72	69,281.84	5,773.49	33.31	72,745.93	6,062.16	34.97
41	61,344.46	5,112.04	29.49	64,411.69	5,367.64	30.97	67,632.27	5,636.02	32.52	71,013.88	5,917.82	34.14	74,564.58	6,213.71	35.85
42	62,878.08	5,239.84	30.23	66,021.98	5,501.83	31.74	69,323.08	5,776.92	33.33	72,789.23	6,065.77	35.00	76,428.69	6,369.06	36.75
43	64,450.03	5,370.84	30.99	67,672.53	5,639.38	32.54	71,056.16	5,921.35	34.16	74,608.96	6,217.41	35.87	78,339.41	6,528.28	37.66
44	66,061.28	5,505.11	31.76	69,364.34	5,780.36	33.35	72,832.56	6,069.38	35.02	76,474.19	6,372.85	36.77	80,297.90	6,691.49	38.61
45	67,712.81	5,642.73	32.55	71,098.45	5,924.87	34.18	74,653.37	6,221.11	35.89	78,386.04	6,532.17	37.69	82,305.34	6,858.78	39.57
46	69,405.63	5,783.80	33.37	72,875.91	6,072.99	35.04	76,519.71	6,376.64	36.79	80,345.69	6,695.47	38.63	84,362.98	7,030.25	40.56
47	71,140.77	5,928.40	34.20	74,697.81	6,224.82	35.91	78,432.70	6,536.06	37.71	82,354.33	6,862.86	39.59	86,472.05	7,206.00	41.57
48	72,919.29	6,076.61	35.06	76,565.25	6,380.44	36.81	80,393.52	6,699.46	38.65	84,413.19	7,034.43	40.58	88,633.85	7,386.15	42.61

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
19	44,394.73	3,699.56	21.34	45,504.60	3,792.05	21.88	46,642.21	3,886.85	22.42	47,808.27	3,984.02	22.99	49,003.47	4,083.62	23.56
20	45,504.60	3,792.05	21.88	46,642.21	3,886.85	22.42	47,808.27	3,984.02	22.99	49,003.47	4,083.62	23.56	50,228.56	4,185.71	24.15
21	46,642.21	3,886.85	22.42	47,808.27	3,984.02	22.99	49,003.47	4,083.62	23.56	50,228.56	4,185.71	24.15	51,484.27	4,290.36	24.75
22	47,808.27	3,984.02	22.99	49,003.47	4,083.62	23.56	50,228.56	4,185.71	24.15	51,484.27	4,290.36	24.75	52,771.38	4,397.62	25.37
23	49,003.47	4,083.62	23.56	50,228.56	4,185.71	24.15	51,484.27	4,290.36	24.75	52,771.38	4,397.62	25.37	54,090.67	4,507.56	26.01
24	50,228.56	4,185.71	24.15	51,484.27	4,290.36	24.75	52,771.38	4,397.62	25.37	54,090.67	4,507.56	26.01	55,442.93	4,620.24	26.66
25	51,484.27	4,290.36	24.75	52,771.38	4,397.62	25.37	54,090.67	4,507.56	26.01	55,442.93	4,620.24	26.66	56,829.00	4,735.75	27.32
26	52,771.38	4,397.62	25.37	54,090.67	4,507.56	26.01	55,442.93	4,620.24	26.66	56,829.00	4,735.75	27.32	58,249.73	4,854.14	28.01
27	54,090.67	4,507.56	26.01	55,442.93	4,620.24	26.66	56,829.00	4,735.75	27.32	58,249.73	4,854.14	28.01	59,705.97	4,975.50	28.71
28	55,442.93	4,620.24	26.66	56,829.00	4,735.75	27.32	58,249.73	4,854.14	28.01	59,705.97	4,975.50	28.71	61,198.62	5,099.89	29.42
29	56,829.00	4,735.75	27.32	58,249.73	4,854.14	28.01	59,705.97	4,975.50	28.71	61,198.62	5,099.89	29.42	62,728.59	5,227.38	30.16
30	58,249.73	4,854.14	28.01	59,705.97	4,975.50	28.71	61,198.62	5,099.89	29.42	62,728.59	5,227.38	30.16	64,296.80	5,358.07	30.91
31	59,705.97	4,975.50	28.71	61,198.62	5,099.89	29.42	62,728.59	5,227.38	30.16	64,296.80	5,358.07	30.91	65,904.22	5,492.02	31.69
32	61,198.62	5,099.89	29.42	62,728.59	5,227.38	30.16	64,296.80	5,358.07	30.91	65,904.22	5,492.02	31.69	67,551.83	5,629.32	32.48
33	62,728.59	5,227.38	30.16	64,296.80	5,358.07	30.91	65,904.22	5,492.02	31.69	67,551.83	5,629.32	32.48	69,240.62	5,770.05	33.29
34	64,296.80	5,358.07	30.91	65,904.22	5,492.02	31.69	67,551.83	5,629.32	32.48	69,240.62	5,770.05	33.29	70,971.64	5,914.30	34.12
35	65,904.22	5,492.02	31.69	67,551.83	5,629.32	32.48	69,240.62	5,770.05	33.29	70,971.64	5,914.30	34.12	72,745.93	6,062.16	34.97
36	67,551.83	5,629.32	32.48	69,240.62	5,770.05	33.29	70,971.64	5,914.30	34.12	72,745.93	6,062.16	34.97	74,564.58	6,213.71	35.85
37	69,240.62	5,770.05	33.29	70,971.64	5,914.30	34.12	72,745.93	6,062.16	34.97	74,564.58	6,213.71	35.85	76,428.69	6,369.06	36.75
38	70,971.64	5,914.30	34.12	72,745.93	6,062.16	34.97	74,564.58	6,213.71	35.85	76,428.69	6,369.06	36.75	78,339.41	6,528.28	37.66
39	72,745.93	6,062.16	34.97	74,564.58	6,213.71	35.85	76,428.69	6,369.06	36.75	78,339.41	6,528.28	37.66	80,297.90	6,691.49	38.61
40	74,564.58	6,213.71	35.85	76,428.69	6,369.06	36.75	78,339.41	6,528.28	37.66	80,297.90	6,691.49	38.61	82,305.34	6,858.78	39.57
41	76,428.69	6,369.06	36.75	78,339.41	6,528.28	37.66	80,297.90	6,691.49	38.61	82,305.34	6,858.78	39.57	84,362.98	7,030.25	40.56
42	78,339.41	6,528.28	37.66	80,297.90	6,691.49	38.61	82,305.34	6,858.78	39.57	84,362.98	7,030.25	40.56	86,472.05	7,206.00	41.57
43	80,297.90	6,691.49	38.61	82,305.34	6,858.78	39.57	84,362.98	7,030.25	40.56	86,472.05	7,206.00	41.57	88,633.85	7,386.15	42.61
44	82,305.34	6,858.78	39.57	84,362.98	7,030.25	40.56	86,472.05	7,206.00	41.57	88,633.85	7,386.15	42.61	90,849.70	7,570.81	43.68
45	84,362.98	7,030.25	40.56	86,472.05	7,206.00	41.57	88,633.85	7,386.15	42.61	90,849.70	7,570.81	43.68	93,120.94	7,760.08	44.77
46	86,472.05	7,206.00	41.57	88,633.85	7,386.15	42.61	90,849.70	7,570.81	43.68	93,120.94	7,760.08	44.77	95,448.97	7,954.08	45.89
47	88,633.85	7,386.15	42.61	90,849.70	7,570.81	43.68	93,120.94	7,760.08	44.77	95,448.97	7,954.08	45.89	97,835.19	8,152.93	47.04
48	90,849.70	7,570.81	43.68	93,120.94	7,760.08	44.77	95,448.97	7,954.08	45.89	97,835.19	8,152.93	47.04	100,281.07	8,356.76	48.21



Employee Name:

Title:

Shift Differential Calculation

Week 1

Day	Start	Stop	Lunch Period (Hours)	Shift Diff	Hours Worked	Hours Worked
Sunday				5.5%	0:00	0.00
Monday	8:00 AM	4:30 PM	0.50	0.0%	8:30	8.00
Tuesday	8:00 AM	4:30 PM	0.50	0.0%	8:30	8.00
Wednesday	8:00 AM	4:30 PM	0.50	0.0%	8:30	8.00
Thursday	8:00 AM	4:30 PM	0.50	0.0%	8:30	8.00
Friday	8:00 AM	4:30 PM	0.50	0.0%	8:30	8.00
Saturday				5.5%	0:00	0.00
				Total		40.00

Week 2 (use only if on an alternative work schedule with different hours than week 1 )

Day	Start	Stop	Lunch Period (Hours)	Shift Diff	Hours Worked	Hours Worked
Sunday				5.5%	0:00	0.00
Monday				5.5%	0:00	0.00
Tuesday				5.5%	0:00	0.00
Wednesday				5.5%	0:00	0.00
Thursday				5.5%	0:00	0.00
Friday				5.5%	0:00	0.00
Saturday				5.5%	0:00	0.00
				Total		0.00

Weekly Average

Shift Differential 0.00000

ACCESS Entry	
SD Rate (P1)	1
SD % (P1)	0.00000

5) Mandatory Flex Days: 8/15 and 1/20  
6) Fall: 16M/T, 17 W/TH/F  
7) Spring: 15M, 16 T/F, 17W/TH

## Shasta College 2025-26 All District Calendar

4

Independence Day

JULY 2025

S	M	T	W	Th	F	S
		1	2	3	H	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

15

Mandatory FLEX Day  
1 Floating Flex Day  
(Academic Staff Report)

18

Fall Semester Begins  
10 Instructional Days

1

Labor Day Holiday

21 Instructional Days

23

Instructional Days

11

Veterans Day Holiday

24-26 College Open; No Classes

27-28 Thanksgiving Holiday  
14 Instructional Days  
3 Floating FLEX Days

19

End of Fall Semester

24 Christmas Eve Holiday

25 Christmas Day Holiday

26 Admissions Day Obs. Holiday

29&30 Winter Recess Holiday

31 New Years Eve Holiday

15 Instructional Days

1

New Year's Day Holiday

20 Dr. M.L. King Jr. Day Holiday

21 Mandatory FLEX Day

Spring Semester Begins

8 Instructional Days

5 Floating Flex Days

13

Lincoln Day Holiday

16 Washington Day Holiday

18 Instructional Days

22 Instructional Days

6

Spring Break Holiday (Easter is 4/5)

7-10 Spring Break

17 Instructional Days

22






Last Day of Spring Semester

22 Commencement

25 Memorial Day Holiday

16 Instructional Days

19 Juneteenth Holiday

Fall Semester Total Days:	83		Start/End of Semester	
Spring Semester Total Days:	81			
Total Instructional Days:	164		FLEX Day ***	 Mandatory FLEX Day
FLEX Days	11			
Administrative Total Working Days:	246		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.

SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT  
CLASSIFIED SALARY SCHEDULE  
ASSIGNMENT OF CLASSES TO RANGES  
2025-2026  
*As of 10-1-25*

Range 19  
Cafeteria Assistant

Range 22  
Lead Barista  
Lead Cafeteria Assistant

Range 24  
Delivery Driver  
Theatre Events Coordinator

Range 25  
Groundskeeper  
Human Resources Assistant

Range 26  
Library Information Technician  
Parking Enforcement Officer  
Student Success Facilitator

Range 27  
Facility Support Services I

Range 28  
Community Service Officer  
Financial Aids Bkbp-Scholar. Proc  
Food Services Chef

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

Range 30  
Administrative Professional I  
Instructional Program Assistant  
Theatre Technician

Range 31  
Facility Support Services II

Range 32  
Health & Wellness Technician

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

Range 35  
Accounting Specialist  
Administrative Professional II  
Communications Design Coordinator  
Community Education Coordinator  
Extended Education Paraprofessional  
Early Childhood Education Center Teacher  
Instructional Program Technician  
Learning Center Coordinator  
Motor Pool Driver Technician  
Nursing Skills Lab Coordinator  
Online Learning Instructional  
Technician  
Paraprofessional for Student Services  
Paraprofessional Learning Center  
Coordinator  
Science Laboratory Technician  
Student Services Specialist

Range 36  
Information Technology Support Technician  
Printing Duplication Technician

#### 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  
Curriculum and Instructional Scheduling  
Specialist  
District Payroll Officer  
Internship Work Experience Coordinator  
Maintenance Electrician  
Senior District Accounting Technician  
Senior Online Learning Instructional  
Technician  
Student Services Analyst  
Student Success Coordinator

#### Range 42

Information Technology Support Specialist  
Information Technology – Applications  
Analyst I

#### Range 43

Interpreter/Transliterator II  
Maintenance Foreperson HVAC

#### Range 45

Information Technology – Applications  
Analyst II  
Research Specialist  
Sergeant  
Systems Engineer

#### Range 46

Maintenance Foreperson Electrical  
Motor Pool Mechanic Foreperson

#### Range 48

Information Technology Senior Systems  
Engineer  
Interpreter/Transliterator III