

TENTATIVE AGREEMENT

BY AND Between
Shasta-Tehama-Trinity Joint Community College District ("District")

AND

THE CALIFORNIA SCHOOL EMPLOYEES' ASSOCIATION AND ITS CHAPTER No. 381
SHASTA COLLEGE (together "CSEA")

June 17, 2026

Shasta-Tehama-Trinity Joint Community College District ("District") and the California School Employees Association and its Chapter No.381 (together "CSEA") agree to the following:

1. Effective 07/01/2026 apply 2.25% increase to the salary schedule.
2. In the regular July (July 31, 2026) payroll all active employees will receive a one-time payment of \$400.
3. Effective 10/01/2026 the District will fully cover employee cost of the 2026-2027 increases in health care benefits.
4. Effective 10/01/2026 the District Contribution CAP will be adjusted in 80C, 80G, 80K, 80M, HSA-1700, and HSA-3400 to match the HSA-5000 plan District Contribution CAP.
5. Changes to Contract Language:

5.3 MATERIALS PLACED IN FILES

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

5.4 EVALUATION

5.4.2 A written evaluation (see Appendix A) of each permanent classified professional shall be provided by the supervising administrator to the employee every two (2) years following the end date of their probationary evaluation period. by May 15th 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.

6.2 RELEASE TIME ***CSEA notes this is a correction to previously agreed upon language from the 2024-2025 negotiations.***

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.

7.3.2 WORKING OUT OF CLASSIFICATION

Working out of Class assignments shall be offered to the most qualified employee identified by the Supervisor. If the Supervisor does not have any candidates that can fill the work need within the department, an email shall be sent to all Classified employees to allow them to express interest for consideration of the opportunity.

~~Classified professionals may be required to work in a higher range position related to their normal assignment for up to five (5) working days in any fifteen (15) calendar day period.~~

The classified professional shall receive wages equal to the higher range position for all hours worked in that position. The classified professional shall be paid at the step resulting in at least a five percent (5%) increase over their current base salary or placed at the maximum step available in the salary range if a 5% increase is not possible.

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

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

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

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) fifteen (15) days or less available vacation leave. If the classified professional has greater than ten (10) fifteen (15) days of vacation leave available, the supervisor may approve the request they may request to their supervisor that their the overtime be compensated as CTO. Any CTO accrued must be taken within the fiscal year that it was earned or the employee may schedule their CTO use through the first quarter of the following fiscal year, rather than being required to be paid out.

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

7.7 OVERTIME - DISTRIBUTION BY SENIORITY

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

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

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

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

7.9 MINIMUM CALL IN TIME

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

7.13 VOTING TIME OFF

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

If a classified professional does not have sufficient time outside of working hours to vote at a federal, state, or local election, the employee may, without loss of pay, take off enough working time that, when added to the voting time available outside of working hours, will enable the employee to vote.

No more than two hours of the time taken off for voting shall be without loss of pay. The time off for voting shall be only at the beginning or end of the regular working shift, whichever allows the most free time for voting and the least time off from the regular working shift, unless otherwise mutually agreed.

If the employee on the third working day prior to the day of election, knows or has reason to believe that time off will be necessary to be able to vote on election day, the employee shall give the employer at least two working days' notice that time off for voting is desired, in accordance with this section.

11.8 INDUSTRIAL ACCIDENT AND ILLNESS LEAVE

11.8.1 Classified professionals are covered by Workers' Compensation Insurance for any 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-regular~~ rate of pay 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-regular~~ rate of pay 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).

12.1.2 CSEA PARTICIPATION IN NEW EMPLOYEE ~~ORIENTATION MEETINGS~~
ONBOARDING

The ~~d~~District shall provide the following to California School Employees Association (CSEA):

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

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

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

- i. First Name;
- ii. Middle initial;
- iii. Last name;
- iv. Suffix (e.g. Jr., III);
- v. Job title;
- vi. Department;
- vii. Primary worksite name;
- viii. Work telephone number;
- ix. Home street address;
- x. City;
- xi. State;
- xii. Zip Code (5 or 9 digits);
- xiii. Home telephone number (10 digits) when available;
- xiv. Personal cellular telephone number (10 digits) when available;
- xv. Personal email address when available;
- xvi. Hire date.

The information shall be provided per AB119.

~~The District will conduct new employee orientation meetings during the workday of employees monthly or less frequently if there is mutual agreement with CSEA and the District throughout the academic year. The District shall notify CSEA of a scheduled new employee orientation meeting at least ten (10) calendar days prior to the meeting and During the new employee onboarding period, an HR representative will work with CSEA to provide a time and meeting place to~~ provide CSEA's representative(s) with at least thirty

(30) minutes of uninterrupted time to address newly hired classified staff ~~during the orientation meeting~~ in accordance with Government Code sections 3555.5(b)(4) and 3556.

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

CALIFORNIA SCHOOLS EMPLOYEES
ASSOCIATION

Angela Nava Date
Chapter 381 Association President

Veronica Sanchez
CSEA Labor Relations Representative