

COLLECTIVE BARGAINING AGREEMENT

BETWEEN

NORRIS SCHOOL DISTRICT

AND

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION

AND ITS

NORRIS CHAPTER #824

JULY 1, 2023– JUNE 30, 2026

(Updated October 2025)

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ARTICLE I INTRODUCTION

A. This Agreement and the provisions contained herein constitute a bilateral and binding agreement by and between the CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS NORRIS CHAPTER #824, an employee organization ("Association," "Exclusive Representative" or "CSEA"), and the NORRIS SCHOOL DISTRICT ("District" or "Employer").

B. This Agreement is entered into pursuant to Government Code Sections 3540-3549 (the "Act").

C. The parties agree that the District, its officers, agents, and representatives, as well as the employees, their officers, agents, and representatives shall give full and faithful adherence to the terms and conditions of this Agreement.

D. No employee in the bargaining unit shall in any way be favored or discriminated against in wages, hours or other terms and conditions of employment because of his/her age, race, national origin, religion, sex, marital status or physical handicap, or the exercise of any rights guaranteed by law or by this Agreement.

ARTICLE II RECOGNITION

The District recognizes CSEA as the Exclusive Representative for all classified employees, excluding confidential, management and supervisory employees, as recognized by the Public Employment Relations Board ("PERB"). The District shall notify CSEA of any newly created classified position, including the proposed salary range and job duties. Any newly created classified position (excluding supervisory, management and confidential positions) shall be placed in the bargaining unit and shall be subject to the terms of the Agreement. Disputed cases shall be submitted to PERB for resolution.

ARTICLE III COMPENSATION

Wages

A. The 2025-2026 Classified Salary Schedule reflects a two percent (2%) increase over the 2024-2025 Classified Salary Schedule and shall be attached to this Agreement as Appendix A. Appendix A is effective July 1, 2025. In addition to the on-schedule increase, unit members employed by the District on the date of ratification of the 2025-2026 tentative agreement will receive a one time off-schedule salary payment of two-percent (2%). The hourly rates shown on the salary schedule shall be no less than minimum wage. The increase of an hourly rate to comply with minimum wage shall not affect any other hourly rate.

1. Each year, an employee will be advanced one step on the salary schedule within the employee's classification until the maximum is reached. Employees hired prior to April 1 will receive a salary advance to the next step at the beginning of the next fiscal year.
2. Cumulative longevity stipends for service to the District shall be provided at the start of the specified terms as follows:

Full-time employees (260 days/year & 8 hours/day)

- Five years - \$800
- Ten years - \$1,000 (\$1800 total)
- Fifteen years - \$1,000 (\$2800 total)
- Twenty years - \$1,000 (\$3800 total)
- Twenty-five years - \$1,000 (\$4800)
- Thirty years - \$1,000 (\$5800)

Non full-time employees (less than 260 days/year & 8 hours/day)

Minimum Stipend Amount

- Five years - \$600
- Ten years - \$800 (\$1400 total)
- Fifteen years - \$800 (\$2200 total)
- Twenty years - \$800 (\$3000 total)
- Twenty-five years - \$800 (\$3800 total)
- Thirty years - \$800 (\$3600 total)

Longevity will be prorated to the normal hours worked per day and days paid per year as compared to an eight-hour workday and a 260-day work year. Longevity stipends for non full-time employees will be no less than the minimum stipend amount specified above.

3. Special license stipends are provided as follows:

- a. The District-designated Driver Trainer with proper certification - \$200.00 per month.
- b. Employees who hold a valid "Certificate for Proper Refrigerant Practices" or a Contractors License, with prior approval by the Superintendent or designee, which authorizes service of District equipment whose job description requires the service, or (b) hold a special certificate with prior approval by the Superintendent or designee, whose job description requires the certificate and related services - \$100.00 per month for each certificate.
- c. Employees who hold a bus driver's certificate \$75 per month for 12 months. (Limited to employees who have agreed in writing to drive as assigned by the District on an as-needed basis. Stipend paid in lieu of payment at the salary rate for bus driving duties. Does not apply if an employee has a regular bus driving assignment.) In addition, as-needed drivers shall receive \$25 for each day they are required to drive.
- d. Student Van Transporter Stipend of \$25 per day.
- e. A classified unit member who is selected to serve as a medical shadow for a District student attending Camp KEEP will receive 8 hours of pay at their hourly rate for each day of attendance and an additional \$80 per night for each night of attendance.
- f. The District will offer Car and Cell Phone Allowance stipends for specific jobs. See Appendix B Classified Stipend Schedule.
- g. The Car Allowance stipend is \$2400 based on an eight (8) hour workday and a 260 day work year. Car Stipends will be authorized only if an employee's position is required to travel daily between District sites using their personal vehicle.
- h. The Cell Phone Allowance stipend is \$540 based on an eight (8) hour workday and a 260 day work year.
- i. Interpreter/Translator stipend of \$100 per month for employees who have been approved by the Superintendent. Approved employees will be required to: (1) complete a District-designated Interpreter/Translator training program; (2) possess a valid certificate corresponding to the approved training program and provide the certificate to the designated District staff; and (3) provide specifically designated services for activities such as 504's, IEP's, Suspensions/Expulsions, Manifestation Determinations or any other activities requested and approved by the school site or district

administration. Stipends are not provided for general or routine interpreting services during the day (e.g., phone calls, parent drop-ins).

- j. School Social Worker Intern Mentor Stipend - \$1,000 per year
 - k. Occupational Therapist Intern Mentor Stipend - \$1,000 per year
 - l. Pro-rated Stipends (Less Than Full-Time Staff) – All stipends above will be prorated based on the employee's workday and work year if employed less than full time.
 - m. Stipend Tracking – A Stipend Tracking Document will be created and maintained by District staff and will include employee names, any approved stipends, title of any certificates required for any stipends, certification company used, expiration date of any certificates (or indication of a one-time approval), and a copy of any required certificate stored in a designated location.
 - n. Yearly Approvals – Stipends that require a certificate will be approved on a yearly basis only. Employees must possess a valid certificate, provide services to the District as agreed upon, and be approved for the school year. If an employee's certification expires, they will not receive the stipend, and the District may choose not to renew the stipend based on services rendered.
 - o. Services Provided After Work Hours – Regular pay and compensation time rules will apply to services outside of the regular workday. Employees receiving stipends are expected to perform services as needed within reasonable limits.
- 4. Employees new to the District shall normally be placed in Step 1 of the appropriate salary range unless recruitment or special skills warrant higher range placement as determined solely by the District. Each year thereafter, the employee will be advanced one step on the salary schedule within the classification until the maximum step is attained consistent with the provisions of paragraph A.2 of this Article.
 - 5. An employee whose assigned workday includes a split shift of two hours or more receives a stipend of \$125.00 per month for ten months.
 - 6. A part-time employee who is hired to substitute for an absent employee in another job classification shall be paid for the substitute work at Step 1 of the classification or at the employee's regular rate of pay, whichever is higher.

7. Internal Revenue Code Section 457(B) Benefit. Each employee may agree voluntarily to contribute two percent (2%) of their gross salary on tenthly basis to an Internal Revenue Code Section 457(b) deferred compensation plan provided through Teachers Insurance and Annuity Association-College Retirement Equities Fund ("TIAA-CREF"). For each employee who makes the specified contribution, the District shall make one percent (1%) tenthly contribution toward the plan. The District shall make a two and a half percent (2.5%) tenthly contribution toward the plan for employees with 15 years of service or more. The District shall make a three percent (3%) tenthly contribution toward the plan for employees with 20 years of service or more. Each employee may increase their individual contribution above the two percent (2%) level up to the maximum allowed by law.
8. A toileting stipend of \$0.50 per hour will be provided to staff employed in a qualified position designated by the Superintendent or designee.

Insurance Benefits Package

B. The District will make an aggregate bargaining unit contribution that is equivalent to a tenthly contribution of \$1,363.00 (for the SISC Blue Cross based benefits package) or \$1,265.00 (for the Kaiser based benefits plan package) for medical, dental, vision, and life insurance programs and coverages on behalf of each full-time classified employee and eligible dependent or dependents. For the 2025-2026 benefit plan year only, each employee enrolled in the Blue Cross package shall have a tenthly payroll deduction of \$65.00. For the 2025-2026 benefit plan year only, the District will absorb any increase in cost above the District and employee tenthly contributions set forth above. The insurance benefits package consists of the following:

1. Medical Insurance: Anthem/SISC III Blue Cross plan 80/20C with \$20 co-pay, including Nervous and Mental coverage, and excluding Prescription Drug. Prescription Drug coverage (with a \$9/\$35/\$35 co-pay structure) is provided through the Navitus pharmaceutical plan. An employee may enroll in the Kaiser Permanents HMO, (with \$10.00 medical co-pay and \$10.00 prescription co-pay) that is offered by SISC III in lieu of the Blue Cross package.
2. Dental Insurance: SISC III Dental Incentive Plan. An employee may opt to enroll in the Dental DPO plan (\$2,000 max + orthodontia) that is offered by SISC III in lieu of the Incentive Plan.
3. Vision Insurance: SISC III Vision Insurance (Plan B with split \$5.00/\$25.00 co-pay).
4. Life Insurance: SISC III Life Insurance (\$20,000).
5. An employee who retires from District service into the California Public

Employees Retirement System ("CalPERS") may arrange to purchase insurance coverages provided in paragraph B.1 through B.3 of this Article as provided by law. The employee is required to enroll upon retirement without a break in coverage. In order to maintain coverage, payment must be made as required by the provider or by the District.

C. Contributions for the coverages set forth in paragraphs B.1 through B.4 of this Article shall be made by the District and by each affected employee on a tenths basis from September through June of each school year. The District shall make an Internal Revenue Service Code Section 125 plan available for employees.

D. A part-time employee who was hired by the District prior to July 1, 1990, must have a regular assignment of twenty or more hours per week in order to be eligible to enroll in the insurance programs described in this Article. A part-time employee who was hired by the District on or after July 1, 1990, must have a regular assigned workday of at least six hours (30 hours/week) in order to be eligible for the District's pro-rated contribution for the insurance programs.

1. The District's contributions on behalf of a part-time employee shall be prorated on the basis of the employee's regular assigned hours per workday to an eight-hour workday.
2. The employee's required contribution of the amount in addition to that contributed by the District shall be deducted from the employee's salary warrant on a tenths basis.

E. The District reserves the right to offer only health, dental and vision insurance. There are to be no in-lieu benefits.

F. The parties agree to implement all available cost-containment measures for health and welfare benefits.

Miscellaneous Provisions

G. For employees who serve other than full-time in their job classification as set forth in this Agreement, leaves, vacations and holidays which occur within the employee's work year shall be earned at the ratio of the employee's assigned work hours to a full-time classified workday. Deductions for time off prior to the close of the employee's workday shall be made in minimum increments of one-half hour.

H. The District agrees to provide all special safety equipment, tools, equipment and supplies required for performance of employment duties. The District shall compensate all bargaining unit employees for loss or damage to personal property required to be furnished by employees in the regular performance of employment.

I. The District shall reimburse permanent employees for bus driver license renewal fees. Retraining time shall be paid at the employee's regular pay rate.

J. Tests and/or physical examinations, including tuberculosis tests and fingerprinting required as a condition of continued employment, shall be paid for by the District at a facility, clinic or physician designated by the District.

K. A permanent employee who is promoted by the District from one classification to a higher classification shall be placed on the step of the new range that provides for a salary increase of at least five percent (5%).

L. Uniform Allowance:

1. All Maintenance and Grounds employees who are required by the District to wear a uniform receive a \$350 Uniform Allotment and six (6) District assigned shirts. The District shall provide a District jacket at District expense after the employee attains permanent status.
2. All Technology Cafeteria, Operations and Transportation employees who are required by the District to wear a uniform shall receive a \$250 Uniform Allotment.
3. A new employee whose first date of paid service is between January 1st and June 30th of the school year will receive the reimbursement on a pro-rata daily basis for the remaining days in that school year (e.g., an employee who is in paid status for 80 work days in a 180-day school year assignment receives 44% of the applicable reimbursement amount for the remainder of the school year).

ARTICLE IV HOURS

Work Week

A. Employees shall be on duty as assigned by the District. The length of the workday for full-time classified employees shall be eight hours; the workweek shall consist of five consecutive days totaling 40 hours. Part-time classified employees shall serve less than a total of eight hours per day and/or 40 hours per week.

Holiday Pay

B. All employees in the bargaining unit required to work on holidays designated by this Agreement shall be compensated for all authorized and designated hours worked at one and one-half times the regular rate of pay in addition to the employees' regular rate of pay in accordance with Education Code Section 45205.

Overtime

C. Compensation for overtime shall be one and one-half times (1 and ½) the employee's regular hourly rate when an employee is directed by management to work:

1. More than eight hours in one workday;
2. More than 40 hours in one workweek;
3. A sixth consecutive workday for employees whose work schedule is more than four (4) hours per day, five days per week as provided in Education Code Section 45131
4. A seventh consecutive workday for employees whose work schedule is less than four (4) hours per day, five day per week as provided in Education Code Section 45131.

D. An employee whose workday is eight hours per day, five days per week, shall be compensated at twice the employee's regular rate of pay for hours worked on a seventh consecutive workday when directed by management.

E. Overtime shall be distributed on an equitable basis within each classification with consideration given for safety, relevant skills and experience.

Compensatory Time

F. A full-time employee may request compensatory time off ("CTO") in lieu of overtime pay for overtime worked. Compensatory time shall be taken within twelve (12) calendar

months from when it is earned. With the approval of the supervisor, compensatory time may be taken up to a full-day's work.

Call-Back, Call-In

G. An employee in the bargaining unit called back to work after completion of the regular work schedule, or called in to work on a day which is not a regularly scheduled workday, shall be provided a minimum of two hours of compensation at the employee's regular hourly rate of pay, or overtime rate of pay if applicable.

Temporary Assignment

H. Except as authorized herein, classified employees shall not be required to perform duties which are not fixed and prescribed for their position by the Governing Board in accordance with Education Code Section 45109, unless the duties reasonably relate to those fixed for the position by the Board, for any period of time which exceeds five workdays within a 15-calendar day period.

I. An employee may be required to perform duties inconsistent with those assigned to the employee's position by the Governing Board for a period of more than five workdays within a 15-calendar day period, provided the employee's salary is adjusted upward for the entire period the employee is required to work out of classification. The employee will be paid at a rate which reasonably reflects the duties required to be performed outside the employee's normally assigned duties.

J. It is the intent of paragraphs H and I of this Article to permit the District to temporarily work employees outside of their normal duties, but in so doing require that some additional compensation be provided to the employee during such temporary assignments.

K. A part-time employee assigned by the District to work a minimum of 30 minutes per day in excess of the regular part-time assignment for a period of 20 consecutive workdays or more shall have his/her regularly assigned hours increased to reflect the longer workday.

Rest Periods

L. Rest periods of 15 minutes shall be provided for each four hours worked. Employees whose assigned workday is seven hours or more shall receive one 30-minute or two 15-minute rest periods. Rest periods shall be scheduled by management as near the mid-point of each work period as possible, consistent with the District's work schedule.

Lunch Periods

M. An uninterrupted lunch break of not less than 30 minutes shall be scheduled after the employee has been on duty for approximately four hours. An employee whose

assigned workday is 5.75 hours or less may request to waive the scheduled lunchbreak. A written request and note indicating that the request was granted must be on file at the District Office.

Inservice

N. The District will schedule and provide release time for appropriate inservice of classified employees in job performance or other areas of mutual interest.

Schedule Changes

O. For preplanned events, eight hour personnel will be given notice of at least two work days prior to a change in their work schedule. This includes early call-in or a delayed start of the employee's work schedule.

1. If the employee is given less than two work day notice, the employee will be compensated at one and a half their normal rate of pay for the time outside their regular schedule.
2. This will not include events such as fog delays, emergency occurrences, absences of previously assigned personnel, or acts of God.
3. Regardless of the notification provisions of this section, paragraph C of this Article applies.
4. By mutual written agreement between the employee and supervisor, an employee's workday may be adjusted. If there is no mutual agreement, the parties may bargain changes to an employee's work schedule.

P. Summer Work Hours 12 Month Employees

1. The District reserves the right to establish summer work hours for bargaining unit members. If a summer work schedule is established, the District and Association will mutually agree upon the schedule.

Q. Student Early Release Days

1. On school days when students are released early:
 - a. Employees will work the same number of hours and schedule as during a regularly scheduled school day.
 - b. Where practicable, unit members may have their schedules modified, unless the modification will impose a hardship on the unit member.

- c. Employees shall follow the current Agreement and District protocols when requesting a change in their work schedule and will provide proper notifications to ensure appropriate staffing is scheduled.

ARTICLE V HOLIDAYS

A. Employees in the bargaining unit shall receive the following paid holidays:

Labor Day	Friday, Following Thanksgiving
Veteran's Day	(In Lieu of Admission Day)
Thanksgiving Day	Lincoln's Day
Christmas Day	Washington's Day
Day after Christmas	Day after Easter (12-month only)
New Year's Day	Memorial Day
Martin Luther King, Jr. Day	Juneteenth
	Independence Day

B. The Association shall have the right to consult annually with the District concerning the holiday schedule/school calendar.

Holidays on Saturday and Sunday

C. When a holiday falls on a Saturday, the preceding Friday which is not a holiday shall be deemed to be that holiday. When a holiday falls on a Sunday, the following Monday which is not a holiday shall be deemed to be that holiday.

D. In order to be eligible for a holiday, an employee must be in a paid status on the workday immediately preceding or succeeding the holiday indicated in this Article.

E. Employees who are regularly assigned to work six or more hours may be released early at the discretion of the Superintendent or designee on the Friday minimum day prior to Thanksgiving Day, the Friday minimum day before Winter Break, New Year's Eve Day, or the Friday minimum day before Spring break. The decision to implement (or not to implement) the provisions of this paragraph shall not be subject to the Grievance Procedure.

ARTICLE VI VACATIONS

Earned Vacation

A. Vacation shall be earned from an employee's first date of paid service. A 12-month employee earns paid vacation time. An employee who is not employed on a 12-month basis earns vacation pay in lieu of vacation time.

1. Twelve-month employees earn paid vacation time as follows:

Date of hire through five years:	10 days per school year
Six years through 10 years:	15 days per school year
Eleven years through 20 years:	20 days per school year
Twenty-one years or longer:	25 days per school year

2. Employees who earn vacation pay, are compensated on the basis of the employee's regular assigned hours per day (including holidays and paid leaves, but excluding overtime) at the following rates:

Date of hire through five years:	.03846 hours of pay per hour (equivalent to nine days per year)
Six years through 10 years:	.05769 hours of pay per hour (equivalent to 13 days per year)
Eleven years through 20 years:	.07692 hours of pay per hour (equivalent to 17 days per year)
Twenty-one years or longer:	.09615 hours of pay per hour (equivalent to 21 days per year)

- B. For all bargaining unit employees, pay for vacation days shall be the same as that which the employee would have received had the employee been in a regular status.
- C. When a holiday falls during the scheduled vacation of any bargaining unit employee, the employee shall be granted an additional day of vacation for each holiday falling within that period.
- D. Vacation time shall be scheduled by employees using the online vacation request form, subject to District approval.
 1. The employee who submits the vacation request first will be given preference, provided there are no simultaneous requests for the same vacation days.

2. In the event of simultaneous requests for the same vacation days:
 - a. The employee with the greatest seniority among the requesting employees will be given preference if multiple vacations cannot be accommodated due to staffing shortage or other District event.
 - b. If there is still a tie in seniority, a fair and impartial method, as determined by the District, will be used as a tie-breaker.
 3. The District will review vacation requests in a timely manner and communicate its decision to the requesting employees. Employees are encouraged to submit their vacation requests well in advance to increase the likelihood of obtaining their preferred vacation dates. Any disputes or concerns regarding vacation requests shall be resolved through the grievance procedure (Article XI).
- E. An employee may interrupt vacation leave in order to utilize another paid leave as provided by Education Code Section 45200. Appropriate verification may be required by the District. Rescheduling of interrupted vacation time is subject to the provisions of paragraph D of this Article.

ARTICLE VII LEAVES

Sick Leave

A. Each 12-month employee shall be entitled to and credited with 12 days of sick leave for each year of employment on the basis of one day per each month of employment at the employee's daily rate of pay. Sick leave will be prorated to the employee's workday and work year. Unused sick leave shall accrue from school year to school year. Sick leave used shall be deducted from the total sick leave available to the employee.

1. The full amount of sick leave granted under paragraph A of this Article shall be credited to each employee at the beginning of each school year. However, an employee with less than six months of service to the District shall not be eligible to utilize more than six days until the first workday following completion of six months of service to the District.
2. The District shall provide each classified employee with a yearly written statement of unused sick leave with their October salary warrant.

B. The District may require a reasonable verification of the reason and/or purpose for use of any leave in cases of suspected abuse. The District shall provide written notification of the type of verification required pursuant to this paragraph.

Extended Sick Leave

C. Bargaining unit employees who have completed their probationary period shall have 100 days of extended sick leave benefits per year, in accordance with Education Code Section 45196. The 100 days includes the mandated regular and accrued sick leave. The days of paid sick leave, other than the regular and accrued mandated sick leave, will be compensated at one-half pay, up to the 100 days from onset of illness or injury. The number of days at one-half pay shall be computed by subtracting all available sick leave from the 100 days. An employee requesting extended sick leave benefits must present a verification of illness from a healthcare practitioner.

Maternity Leave

D. Each female employee shall be entitled to a disability leave of absence for the period of time she is required to be absent by reason of physical incapacity due to pregnancy or childbirth or conditions related thereto. The employee shall be entitled to use accumulated sick leave and disability benefits allowable under appropriate sections of the Education Code on the same basis provided for any other illness, injury or disability.

E. The period of disability, including the date upon which the leave begins, shall be determined by the employee and her doctor. A statement from the employee's doctor as

to the beginning date of such disability shall be filed with the Superintendent. This date shall be based upon the employee's ability to render service in her current position.

F. The date of the employee's return to service shall be based upon her doctor's analysis and written statement of her physical ability to render service. Upon return from leave, the employee will be reinstated to the classification held at the time the leave was granted.

Personal Necessity Leave

G. Up to seven days of accumulated leave of absence for illness or injury may be used at the employee's election for purposes of personal necessity, as specified in Education Code Section 45207. Personal necessity leave may be granted upon request for that portion of a workday to attend to matters of compelling personal importance. Additional leave may be granted at the discretion of the Superintendent. Personal necessity leave shall be deducted from the total sick leave available to the employee.

H. Employees shall provide at least three days prior written notice for the use of personal necessity leave, with the exception of leave taken for the reasons set forth in Paragraph I of this Article.

I. The employee shall not be required to secure advance permission for leave taken for any of the following reasons:

1. Death or serious illness of a member of the employee's immediate family.
2. Accident involving the employee's person or property, or the person or property of a member of the employee's immediate family.
3. Emergency occasions of a serious nature and/or those unavoidable occasions which the employee cannot be expected to disregard and which may not be conducted at a time other than regular duty hours.

J. In the event an employee uses personal necessity for the purposes identified in paragraphs I.1, I.2 or I.3 of this Article, a written Personal Necessity Leave Request form shall be submitted to the Superintendent for inclusion in the employee's personnel file within two days after returning to duty.

Parental Leave

K. Employees will be eligible for parental leave in accordance with Education Code Section 45196.1.

L. Personal necessity leave may also be used for the following reasons:

1. Up to two days for the out-of-town graduation of an employee's son, daughter or spouse.
2. Up to two days for weddings of the employee or employee's children. One day may be used for weddings of members of the employee's immediate family.
3. One day may be used for the death of a person other than a member of the immediate family with whom the employee has a significant relationship.
4. One day may be used by an employee to attend an event where the employee is to receive a job-related honor or award.
5. Personal Day ten days per school year (no reason required). Any request to utilize this paragraph on a Monday or Friday must be approved in advance by the Superintendent or designee. Requests to utilize this paragraph may be denied to mitigate a negative impact on District staffing or to accommodate staffing needs for days of special impact to the District such as, but not limited to Camp KEEP student delivery and pick-up, and Back to School Night.
6. Personal Necessity Leave shall be granted upon request for enrollment of an employee's child in college. A day may be used for college enrollment and/or necessary assistance in moving employee's child to a college located more than 250 miles one way.

Bereavement Leave

M. An employee shall be entitled to five (5) days of paid leave of absence occasioned by the verified death of any member of the employee's immediate family. Members of the immediate family shall include a parent, parent-in-law, grandparent, or grandchild of the employee or of the spouse of the employee, and the spouse, domestic partner, child, child-in-law, sibling, or sibling-in-law of the employee, or any relative living in the immediate household of the employee. (Education Code 44985, 45194; Government Code 12945.7). Bereavement Leave shall be taken within three (3) months of the death of the immediate family member.

N. Bereavement leave shall be used before personal necessity or sick leave days are used for purposes allowed pursuant to this paragraph.

O. This leave shall not be cumulative.

Jury Duty

P. Employees shall be entitled to leave without loss of pay when called for jury duty. Employee shall notify their immediate supervisor immediately upon receipt of a jury summons.

1. The employee must turn in a proof of jury service and sign over the jury duty check to the District in exchange for receipt of the employee's regular payroll check. The employee shall keep any mileage expense allowance from the court.
2. The total time required for jury duty, reasonable travel time, and the remainder of the employee's workday shall not exceed eight (8) hours.
3. Upon completion of jury service for any work day, the employee shall return to work if two (2) or more hours remain in the employee's regularly assigned workday.
4. An employee called for jury duty shall be given a reasonable amount of time for travel to and from jury service.

Q. Employees called for jury duty must notify the District of service date(s) upon receiving notice from an officer of the court.

R. The District shall pay the employee the difference between his/her regular rate of pay and the amount received for jury duty, if any, less meals, travel and parking allowance.

Industrial Accident and Illness

S. An employee shall be entitled to the Industrial Accident and Illness Leave Provisions of Education Code Section 45192, up to a maximum of 60 working days in any one fiscal year for the same accident.

1. Industrial accident and illness leave will commence on the first day of absence.
2. Payment for wages lost on any day shall not, when added to an award granted the employee under the workers' compensation laws of this state, exceed the normal wage for the day.
3. Industrial accident leave will be reduced by one day for each day of authorized absence regardless of a compensation award made under workers' compensation.

4. When an industrial accident or illness occurs at the time when the full 60 days will overlap into the next fiscal year, the employee shall be entitled to only that amount of leave remaining at the end of the fiscal year in which the injury or illness occurred, for the same illness or injury.
5. The industrial accident or illness leave of absence is to be used in lieu of leave of absence for illness or injury (Education Code Section 45191).
6. When entitlement to industrial accident or illness leave has been exhausted, entitlement to other sick leave will then be used; but if an employee is receiving workers' compensation the person shall be entitled to use only so much accumulated or available sick leave, accumulated comp time vacation or other available leave which, when added to the workers' compensation award, provide a full day's wage or salary.
7. The employee shall be notified, in writing, that available paid leave has been exhausted, and shall be offered an opportunity to request additional leave.
8. Periods of leave of absence, paid or unpaid, shall not be considered to be breaks inservice.
9. During all paid leaves of absence, whether industrial accident leave as provided in this section, sick leave, vacation, compensated time off or other available leave provided by law or action of the Board of Trustees, the employee shall endorse to the District wage loss benefit checks received under the workers' compensation laws of this State. The District shall issue the employee appropriate warrants for payment of wages or salary and shall deduct normal retirement and other authorized contributions.
10. When all available leaves of absence have been exhausted and if the employee is not medically able to assume the duties of the person's position, the person shall, if not placed in another position, be placed on a reemployment list for a period of 39 months.
11. When available during the 39 month-period, the person shall be employed in a vacant position in the class of the person's previous assignment over all other available candidates except for a reemployment list established because of lack of work or lack of funds, in which case the person shall be listed in accordance with appropriate seniority regulations.
12. Any employee receiving benefits as a result of this section shall, during periods of injury or illness, remain within the State of California unless the Board of Trustees authorizes travel outside the State.

13. An employee who has been placed on a reemployment list, as provided herein, who has been medically released for return to duty and who fails to accept an appropriate assignment shall be dismissed.

FMLA/CFRA Leave

T. Employees who have completed at least one full year of continuous service to the District will be eligible to use the benefits provided by the Federal Family and Medical Leave Act ("FMLA") and/or the California Family Rights Act ("CFRA") if they meet the requirement for having worked 1,250 hours in the preceding 12 months prior to the request or are otherwise eligible for FMLA/CFRA leave.

1. FMLA and/or CFRA leave is available for:
 - a. The birth of a child, or placement of a child with the employee for adoption or foster care, and to bond with the newborn or newly-placed child (within 12 months of the birth or placement of the child).
 - b. The employee's own serious health condition.
 - c. The employee is needed to care for a family member, including a spouse or domestic partner, parent, child, grandparent (CFRA), grandchild (CFRA), sibling (CFRA), or designated person (CFRA), as defined below, who has a serious health condition.
 - i. "designated person" for CFRA leave means any individual related to the employee by blood or whose association with the employee is the equivalent of a family relationship. An employee may identify the designated person at the time the employee requests the leave. An employee is limited to the designation of one designated person per 12-month period for family care and medical leave.
 - d. A qualifying exigency related to the covered active duty or call to covered active duty in the armed forces of the United States of the employee's spouse or domestic partner, parent, or child.
 - e. The employee is needed to care for their family member who is a covered service member with a serious injury or illness. The employee is the servicemember's spouse, parent, child, or next of kin.

Reproductive Loss

U. Upon request by any employee who has experienced a reproductive loss event, defined as the day or, for a multiple-day event, the final day of a failed adoption, failed surrogacy, miscarriage, stillbirth, or an unsuccessful assisted reproduction, the District shall grant the employee up to five days of reproductive loss leave, to be taken consecutively or non-consecutively. The employee shall take the leave within three months following the event. If the employee is on another type of leave at the time of the reproductive loss event, or chooses to take another type of leave immediately following a reproductive loss event, then the reproductive loss leave shall be completed within three months of the end date of the other leave.

Every employee shall be entitled to five days of paid non-cumulative leave of absence because of Reproductive Loss. The District shall require the use of Reproductive Loss Leave before Personal Necessity Leave days are used for purposes allowed in this paragraph. This leave shall not be deducted from Sick Leave. Reproductive Loss Leave shall be taken within three (3) months following the event.

Any request or inquiry or information provided by an employee related to reproductive loss leave and/or a reproductive loss shall remain confidential, except to internal personnel or counsel as necessary or as required by law.

General Leave

V. An employee may apply for a leave of absence on an unpaid basis. The District may, at its discretion, grant an unpaid leave to an employee. The length of the leave, including its beginning and ending date, shall be specified by the District.

ARTICLE VIII EVALUATION PROCEDURES

A. Each permanent employee shall have at least a yearly written evaluation, the first of which shall be completed by April 15 of each school year.

1. Effective July 1, 2020, the probationary period for classified employees will be six (6) months or 130 days of paid status, whichever is longer. Probationary employees may be evaluated prior to completion of the probationary period. After the six (6) months or 130 days from their original hire date, with no break in service, they will become a permanent employee.
2. A unit member who is promoted shall serve a six-month trial period in the higher classification and shall be evaluated at least once. If the District determines that the employee has not successfully served during the probationary period in the promotional position, or if the employee initiates a request, the employee shall be returned to his/her former classification and hours as per a MOU which may result in the bumping, displacement or layoff of employees with less seniority.

B. The formal written evaluation shall be made by the immediate site supervisor and/or Director who is not a unit member, and it shall be discussed with the employee.

C. The evaluation shall be made on a standard form provided by the District for this purpose.

D. CSEA or the employee shall have the right to grieve the procedure followed in making the evaluation, but the contents of the evaluation itself are not subject to the grievance procedure.

E. Less than satisfactory markings on an evaluation shall be accompanied by specific recommendations for improvement. The employee shall have the right to review and respond in writing to his/her evaluation.

F. If an employee receives a "satisfactory" evaluation for five (5) consecutive years, the employee and District may agree to an evaluation period of every two (2) years. Either the employee or District may withdraw consent to the bi-annual evaluation period.

**ARTICLE IX
PERSONNEL FILES**

- A. The personnel file of each employee shall be maintained at the District Office.
- B. Employees shall be provided with copies of any derogatory written material ten workdays before it is placed in the employee's personnel file. The employee shall be given an opportunity during normal working hours and without loss of pay to initial and date the material and prepare a written response to such material. The written response shall be attached to the material.
- C. An employee shall have the right to examine and/or obtain a copy of any material in the employee's personnel file during regular business hours of the District during the employee's off duty time, unless it is necessary to prepare for matters relating to discipline.
- D. Any person who places written material or drafts written material for placement in an employee's file shall sign the material and signify the date on which such material was drafted. Any written materials placed in a personnel file shall indicate the date of such placement.

ARTICLE X VACANCY, TRANSFERS AND PROMOTIONS

A. When the District determines that a vacancy exists and that the vacancy shall be filled, notice shall be posted for five workdays in the District Office and at each job site.

1. The notice shall include the position description, job requirements, training and experience required, tentative job location, number of designated hours, salary range and deadline with closing date for the application.
2. An electronic copy of the notice shall be provided to the Chapter President within twenty-four (24) hours of posting.
3. Any employee who meets the minimum qualifications may apply for a vacant position on forms provided by the District. The request shall be filed in the District Office by the posted closing date. The position shall not be filled until the posted closing date has been met.

B. The District and Association are committed to the placement of the best qualified applicant in each vacant position consistent with the provisions of this Article.

1. A promotion is a change in job classification to a job with a higher pay rate. In order to be eligible for a promotion, an employee must have at least an overall satisfactory rating on their most recent evaluation. Promotions may or may not include a change in worksite. The following criteria will apply when considering current employees for filling vacant positions and possible promotions:
 - a. The employee's qualifications by training and experience.
 - b. The employee's most recent evaluation (for the purposes of this section, evaluation shall mean that the employee's last regular evaluation did not contain any ratings less than satisfactory).
 - c. Completion of an interview.
 - d. If the Criteria applied in letters a-c is equal, the employee with the most years of service within the posted job title, (if previously held), with the District shall be offered the position. If no employee with the same job title applied for the promotion, the employee with the most years of service to the District, overall, shall be offered the position.
 - e. Unit members promoted to a new position shall continue to serve with all rights and benefits as permanent employees and will serve a six month probationary period. A permanent employee, who accepts a promotion and fails to complete the probationary period for the

promotional position, shall be employed in the classification from which they were promoted.

- f. Outside applicants will be chosen only if their qualifications as stated in the job posting are superior to current employee applicants.
- 2. A transfer is a change in worksite within the employee's classification.
 - 3. A reassignment is a change in position within the employee's classification without a change in pay rate or a change from one worksite to another when the functions of a department, division or grade level is moved from one location to another.
 - a. The District reserves the right to reassign employees based on changing District needs, including, but not limited to fluctuating student enrollment, specialized student needs, programmatic changes, and/or the opening of a new school site. Such reassignments will consider the skills, qualifications, and experience of employees to ensure they are matched appropriately to the revised assignments.
 - b. In the case of a management-initiated reassignment based on District needs, the District will seek voluntary transfers first, thus limiting involuntary transfers or reassignments.
 - c. The least senior employee within the affected classification shall be selected for reassignment, provided they meet the requirements of the new assignment. The reassignment shall not result in a reduction of work hours or rate of pay.
 - d. The Chapter President shall be informed of any pending management-initiated reassignments due to District needs. Employees affected by such reassignment shall receive written notice at least five (5) workdays prior to the effective date of the reassignment.
 - e. Employees who have been reassigned due to district needs may request a meeting with their supervisor to discuss the reasons for reassignment and explore support options for the transition to their new role.

Performance Renewal

A unit member may be transferred or reassigned no more than once every two years in order to provide a reasonable opportunity for improvement of performance. Reassignment for this reason will be preceded by evaluations, conferences, and

assistance in compliance with appropriate provisions of Article VIII (Evaluation Procedures). The District will provide the Association with a list of possible assistance plan options. It is understood that the list will not be exhaustive.

A. The District may fill a vacant position with a substitute for up to 60 days during the time a position is posted. The District shall determine whether to assign another employee out of classification temporarily or to hire a substitute. The person filling a vacant position as set forth in this paragraph shall not receive preferential treatment or consideration if the person applies to fill the position on a permanent basis.

B. Seniority shall be determined by the employee's date of hire in each classification excluding unpaid leaves.

C. An employee in the same classification but at a different school site may request a reassignment or transfer to a vacant position. A reassignment and/or transfer request will be considered prior to filling the vacancy with an outside applicant. Transfer Log to be provided to CSEA for member notification.

1. The most qualified senior employee applicant shall be selected.
2. In the case of a management-initiated reassignment or transfer to a vacant position, the least senior employee shall be selected. The reassignment or transfer shall not result in a reduction of work hours or rate of pay.
3. The Chapter President shall be informed of pending management-initiated reassignments and transfers.
4. The District shall provide and maintain a Transfer Log, upon which all permanent classified employees may place their names to be considered for: (1) a transfer to another school site within their classification; or (2) an increase in hours within their classification. The Transfer Log shall be effective from July 1 of any given year through June 30 of the following year. A permanent classified employee may place his/her name on the Transfer Log by completing the intent to return form each year during this month of May.
5. The District shall not be required to interview or test a qualified bargaining unit employee to fill a vacancy from the Transfer Log.

D. The District believes in a philosophy of promoting current employees. However, the District may choose an outside applicant if his/her qualifications as stated in the job posting are superior to current employee applicants. Within five days of the filling of a vacancy, unsuccessful employee applicants may request a conference with the Superintendent to determine why the employee was not chosen for the position.

1. In the case of a management-initiated reassignment or involuntary transfer that creates a vacant position, the least senior employee shall be selected to fill the vacancy. The reassignment or involuntary transfer shall not result in a reduction of work hours or rate of pay.
2. The Chapter President shall be informed of pending management-initiated reassignments and involuntary transfers.

E. Performance Renewal: An employee may be transferred no more than once every two years in order to provide a reasonable opportunity for improvement of performance. Transfer for this reason shall be preceded by evaluation, conferences, and assistance in compliance with appropriate provisions of the article on Evaluation Procedures.

ARTICLE XI GRIEVANCE PROCEDURE

- A. A "grievance" is defined as any alleged violation of this Agreement.
- B. A "grievant" is an employee who is covered by the terms of this Agreement and/or the Association. No reprisal of any kind will be taken by the District against any grievant or participant in the grievance procedure because of participation in processing a grievance.
- C. A "day" is a day when the District Office is open for business.
- D. An "immediate supervisor" is the administrator or supervisor having immediate jurisdiction over an employee.
- E. An employee may elect to be represented by the Exclusive Representative at all levels of the grievance procedure.
- F. An employee may at any time present grievances to the Employer without the intervention of the Exclusive Representative. The Employer shall not agree to a resolution of the grievance until the Exclusive Representative has received a copy of the grievance and the proposed resolution and has been given the opportunity to file a response.
- G. The employee and a designated bargaining unit representative, if any, participating in the processing of the grievance shall suffer no loss in pay if meetings or appointments are mutually scheduled by the Employer and the Exclusive Representative.
- H. At all levels of the grievance procedure, the employee shall provide the Exclusive Representative with all details and copies of correspondence relative to the grievance.
- I. The time limits established in this Article may be extended or shortened, but only by mutual written agreement of the employee or representative and the Employer. Failure of the employee or the Exclusive Representative to adhere to the time limits of this Article shall constitute a waiver of the grievance and acceptance of the Employer's action or decision at the appropriate level. The District's failure to respond within the time limits below shall be deemed a denial of the grievance and the Exclusive Representative may appeal to the next level.
- J. Once a grievance has been initiated, all matters of dispute relating to the grievance which occur during the processing of the grievance shall become a part of and be resolved in the grievance proceeding.
- K. The employee shall conform to the original direction of the Employer until final disposition of the grievance takes place.

L. All materials concerning an employee's grievance shall be kept in a file separate from his/her personnel file. The separate file maintained on the grievance shall be available for inspection only by the employee, the CSEA Representative and those directly involved in the grievance procedure.

Informal Level

M. Before filing a formal written grievance, an employee shall discuss the matter with the immediate supervisor within twenty (20) days of the alleged violation. The immediate supervisor shall investigate the matter and shall respond verbally within two (2) days of the meeting.

Formal Level

N. Within five (5) days of the informal meeting, the employee shall file a grievance form with the immediate supervisor.

1. The grievance form shall contain the following minimum information:
 - a. The employee's name.
 - b. The date of the filing.
 - c. The date of the alleged violation.
 - d. The specific article(s) and/or sections of the Agreement which are claimed to have been violated.
 - e. A brief description of the alleged violation.
 - f. A brief synopsis of the informal conference.
 - g. The specific relief requested.
2. A written decision should be issued to the employee within five (5) days of receipt of the grievance by the supervisor, or within five (5) days of a formal conference if one is requested. The grievance is denied and the employee may appeal to the next level if a written decision is not issued within the time limit.

Formal Level Two

O. In the event the grievance is denied at Level One, a Level Two grievance form shall be filed with the Superintendent or designated representative within five (5) days of the issuance of the Level One denial or the deadline for the Level One decision.

1. The filing shall contain:
 - a. A copy of the original grievance.
 - b. The written decision rendered at Level One.
 - c. Additional information, if any.
 - d. A clear statement of the reasons for the appeal.

2. The Superintendent or designated representative shall meet with the employee within five (5) days of receipt of the grievance.
3. The Superintendent or designee shall transmit a written decision to the employee within five (5) days of the meeting specified in paragraph O.2 above. The grievance is denied and the employee may appeal to the next level if a written decision is not issued within the time limit.

Formal Level Three

P. The parties may request the services of a California State Mediation and Conciliation Service within ten (10) school days following written notice from the grievant that the grievant is not satisfied with the decision at Level Two. The parties shall attempt to mediate a settlement to the grievance. In no instance will the form or matter of the discussion and/or proposals during the mediation process be revealed. Only the terms of a settlement, if any, may be revealed.

Formal Level Four (Board of Trustees or Advisory Arbitration)

Q. A grievance that has been denied at Level Three, may be appealed either to the Board of Trustees or to advisory arbitration. An appeal to one forum precludes an appeal to the other forum. The appeal must be filed within fifteen (15) days of the Level Three denial.

1. If the appeal is to the Board of Trustees, the Board (or a hearing officer appointed by the Board) will hold a hearing and make a final determination. If a hearing officer is designated by the Board, the hearing officer shall hold a hearing and make a recommendation to the Board for its review and a final determination.
2. Only the Association may process an appeal to arbitration. Written submission must be forwarded to the California State Conciliation Service. The arbitrator shall be selected by mutual agreement of the parties. A hearing will be conducted under the rules of the American Arbitration Association. The following provisions shall apply:
 - a. Procedural objections to arbitrability will be resolved by the arbitrator prior to a hearing on the merits.
 - b. The arbitrator shall have authority to hear and rule only on the precise issue(s) submitted by the parties.
 - c. Where the grievance alleges that a discretionary action by the District has violated the Agreement, the arbitrator shall determine only whether such discretionary action was violative of the contract and shall have no authority to substitute his/her own judgment for that of the District.

R. The parties agree to share equally the costs and fees of the arbitrator. The costs of presenting a case shall be borne by the respective parties.

S. The recommendation of the arbitrator shall be submitted to both parties. The Board will consider the recommendation of the arbitrator and make the final determination of the grievance.

ARTICLE XII ORGANIZATIONAL RIGHTS

A. CSEA Rights. CSEA shall have the following rights in addition to the rights contained in any other portion of this Agreement.

1. The right to access at reasonable times to areas in which employees work for the purpose of representing bargaining unit members on grievances and matters related thereto.
2. The right to use, without charge, institutional bulletin boards, mailboxes, the school mail system and other District means of communication for the posting or transmission of information or notices concerning CSEA matters.
3. The right to use, without charge, institutional equipment, facilities and buildings at reasonable times. CSEA shall provide its own materials and reimburse the District for additional custodial services. Chapter meetings and trainings may be held at a District facility with the advance approval of the Superintendent (or designee).
4. The right to review employees' personnel files and any other records dealing with the employees when accompanied by the employee or upon presentation of a written authorization signed by the employee.
5. The right to be supplied with a complete seniority roster of all bargaining unit employees. The roster shall indicate the employee's present classification, hire date and primary job site.
6. The right to receive, upon request, copies of any and all materials related to wages, hours and other terms and conditions of employment which are necessary for CSEA to fulfill its duties and obligations as the Exclusive Representative of bargaining unit employees covered by this Agreement.
7. The right to conduct an orientation session on this Agreement during regular working hours, once per school year: up to two hours per session, the date and time for same subject to the prior approval of the Superintendent.
8. The Chapter President shall be provided with an electronic copy of all school board agendas and minutes at the time the documents are posted.

B. Distribution of Agreement. Within thirty (30) days after the execution of this Agreement, the District will provide without charge twenty-five (25) copies of this Agreement to the Association. The District will also post a copy of the Agreement (and successor agreements) on the District website. Upon request, the District will provide any bargaining unit employee with a hard copy of the Agreement at no cost.

C. Dues Deduction.

1. The District will deduct dues from the wages of bargaining unit members based on CSEA's written direction to the District. CSEA is responsible for obtaining and maintaining membership and/or dues authorization forms for bargaining unit members.
2. The District will make dues deductions as directed by CSEA in writing. CSEA is responsible for notifying the District in writing of a withdrawal of dues deduction by any bargaining unit employee.
3. A bargaining unit employee on an approved paid leave of absence shall continue to have dues deducted for the term of the approved leave, except the deductions can be discontinued in accordance with CSEA requirements.
4. Request for withdrawal from the Association will be in accordance with CSEA bylaws and requirements. A bargaining unit member shall direct any inquiries regarding withdrawal from membership to the Association.

D. The District bears no responsibility whatsoever for the administration or enforcement of the deductions referenced in C above, except to deduct authorized membership payments. The provisions specified herein are not subject to the grievance procedure.

1. The Association shall assume all costs of defending any litigation filed against it or the District and naming the District as a party as a result of the implementation of these provisions. The District however, retains the sole and exclusive right to select its own counsel in any litigation arising from the provisions herein.
2. Upon remitting the deductions requested by the Exclusive Representative and authorized by the member pursuant to the provisions of this Article, the District has fulfilled its entire obligation relative to said deductions. The Exclusive Representative hereby agrees to indemnify and hold the District, its officers, agents, and employees harmless from any claim, demand, action or liability which may result from, or in any way relate to, the making of said deductions and the transmission of said funds to the Exclusive Representative; and the Exclusive Representative further agrees to pay any reasonable attorneys' fees claimed by the District, its officers, agents, or employees for legal services actually performed on behalf of the District, its officers, agents, or employees as a result.

ARTICLE XIII DURATION

- A. This Agreement shall continue in effect until June 30, 2026 and will thereafter continue in effect until a successor agreement is negotiated.
- B. For the 2024-2025 fiscal year, the parties agree to reopen for negotiations Article IV (Compensation) and up to two (2) unspecified articles in this Agreement.
- C. For the 2025-2026 fiscal year, the parties agree to reopen for negotiations Article IV (Compensation) and up to two (2) unspecified articles in this Agreement.
- D. Not later than March of each year that this Agreement is in effect, the Association shall present its initial proposal at a public meeting of the public school employer. The final agreement reached between the parties shall be reduced to writing and signed.

ARTICLE XIV CONCLUSION

A. This Agreement (and the appendices attached hereto) is the entire agreement between the parties on any and all matters falling within the scope of negotiations, whether or not other matters were proposed or considered by the parties.

B. The District is not bound by any past practices or understandings unless the same are specifically set forth herein. The Board of Trustees shall not reduce or eliminate any benefit defined as "terms and conditions of employment" in Government Code Section 3543.2 prior to meeting and negotiations with the Exclusive Representative on the proposed changes. The Association understands and agrees that as to all matters not covered by this Agreement, there shall be no duty to meet and negotiate further during the term of this Agreement, unless the parties mutually agree to negotiate on a subject.

C. The Association understands and agrees that consistent with the laws of the State of California, the right, power, prerogative and authority to manage, control and direct the operations they control, to determine the methods, means and personnel by which such operations are to be conducted, to direct employees, to hire, promote, assign, transfer and retain employees, to suspend as provided in the Education Code, demote, discharge or discipline employees, are reserved exclusively to the District and the Board of Trustees, except as those rights, powers, prerogatives and authorities are by this Agreement expressly and specifically limited, abridged or modified in the manner and to the extent authorized by law.

D. Should any provision of this Agreement or any application thereof to any employee be held by a court of competent jurisdiction to be contrary to law and therefore invalid, all other provisions or applications shall continue in full force and effect. Further, the parties shall meet not later than 15 days following such final legal action in any matter covered by this paragraph to renegotiate the affected provisions.

RATIFIED AND ACCEPTED

By their signatures below, the signatories certify that they are the authorized representatives of either the District or the Exclusive Representative as the contracting parties; that all actions necessary for the District or the Exclusive Representative to ratify and accept this Agreement as a binding and bilateral agreement have been completed in the manner required by that party and the law; and that this Agreement is hereby entered into without the need for further ratification and acceptance.

NORRIS SCHOOL DISTRICT


CY SILVER
Superintendent


SUE DODGIN
President, Board of Trustees


AMANDA FRANK
Clerk, Board of Trustees

Date: 11/12/25

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION, NORRIS CHAPTER #824

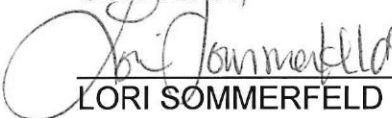

LAURA MELTON
Chapter President


SAREEN CARRASCO
Negotiating Team Member


JOSE SILVA
Negotiating Team Member


NIEL VANDERVERT
Negotiating Team Member


ANDREA STEIBER
CSEA LRR


LORI SOMMERFELD
Negotiating Team Member

Date: 11/12/25

APPENDIX "A"

(2025-2026 CLASSIFIED SALARY SCHEDULE)

APPENDIX A

NORRIS SCHOOL DISTRICT REGULAR CLASSIFIED EMPLOYEE 2025-26 SALARY SCHEDULE Updated 10/24/25

JOB TITLE	GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
Administrative Support											
School Administrative Clerk	108	16.90	16.94	18.21	18.97	19.72	20.50	21.12	21.75	22.41	23.29
District Administrative Clerk	110	18.34	19.08	19.84	20.63	21.47	22.31	22.99	23.67	24.40	25.37
School Administrative Secretary	114	21.85	22.73	23.62	24.69	25.57	26.59	27.39	28.21	29.07	30.23
District Administrative Secretary	116	23.92	24.88	25.88	26.92	27.98	29.10	29.98	30.90	31.81	33.09
EDC											
Extended Day Aide	102	16.90	16.90	16.90	16.90	16.90	16.90	16.90	16.90	16.97	16.97
*Extended Daycare Assistant Lead	108	16.90	16.94	18.21	18.97	19.72	20.50	21.12	21.75	22.41	23.29
Extended Day Lead	110	18.34	19.08	19.84	20.63	21.47	22.31	22.99	23.67	24.40	25.37
Food Services											
Nutrition Services Specialist	106	16.90	16.90	16.90	16.90	18.15	18.86	19.44	20.02	20.62	21.24
Cook	108	16.90	16.94	18.21	18.97	19.72	20.50	21.12	21.75	22.41	23.29
Health Services											
Health Clerk	108	16.90	16.94	18.21	18.97	19.72	20.50	21.12	21.75	22.41	23.29
Registered Nurse (Non-Credentialed)	120	28.78	29.95	31.13	32.38	33.70	35.03	36.08	37.17	38.28	39.81
*Certified Occupational Therapy Assistant	120	28.78	29.95	31.13	32.38	33.70	35.03	36.08	37.17	38.28	39.81
Occupational Therapist	NR	55.63	57.02	58.44	59.91	61.40	62.93	64.51	66.13	67.79	69.49
Instruction Support											
Copy Clerk	102	16.90	16.90	16.90	16.90	16.90	16.90	16.90	16.90	16.97	16.97
Library Media Specialist	109	17.58	18.29	19.02	19.78	20.57	21.39	22.03	22.70	23.38	24.32
Library Media Technician	109	17.58	18.29	19.02	19.78	20.57	21.39	22.03	22.70	23.38	24.32
Accompanist	109	17.58	18.29	19.02	19.78	20.57	21.39	22.03	22.70	23.38	24.32
EL Coordinator	115	22.85	23.78	24.72	25.70	26.73	27.83	28.65	29.50	30.39	31.61
Speech & Language Pathologist Assistant	120	28.78	29.95	31.13	32.38	33.70	35.03	36.08	37.17	38.28	39.81
Instructional Assistants											
Special Education Aide	107	16.90	16.90	16.90	18.18	18.90	19.67	20.25	20.87	21.48	22.33
Social Emotional Learning Aide	107	16.90	16.90	16.90	18.18	18.90	19.67	20.25	20.87	21.48	22.33
Behavioral Support Aide	107	16.90	16.90	16.90	18.18	18.90	19.67	20.25	20.87	21.48	22.33
English Language Learner Aide	107	16.90	16.90	16.90	18.18	18.90	19.67	20.25	20.87	21.48	22.33
TK Aide	107	16.90	16.90	16.90	18.18	18.90	19.67	20.25	20.87	21.48	22.33
Learning Center Aide	107	16.90	16.90	16.90	18.18	18.90	19.67	20.25	20.87	21.48	22.33
Title I Aide	109	17.58	18.29	19.02	19.78	20.57	21.39	22.03	22.70	23.38	24.32
English Language Learner Lead Aide	109	17.58	18.29	19.02	19.78	20.57	21.39	22.03	22.70	23.38	24.32
Extended Learning Opportunity Program											
ELOP Activity Leader	107	16.90	16.90	16.90	18.18	18.90	19.67	20.25	20.87	21.48	22.33
ELOP/EDC Administrative Clerk	108	16.90	16.94	18.21	18.97	19.72	20.50	21.12	21.75	22.41	23.29
Program Site Supervisors	111	19.16	19.91	20.72	21.55	22.42	23.28	24.01	24.72	25.47	26.49
Maintenance and Transportation											
Transportation Assistant	102	16.90	16.90	16.90	16.90	16.90	16.90	16.90	16.90	16.97	16.97
Custodian	110	18.34	19.08	19.84	20.63	21.47	22.31	22.99	23.67	24.40	25.37
Groundskeeper	110	18.34	19.08	19.84	20.63	21.47	22.31	22.99	23.67	24.40	25.37
Bus Driver Specialist	111	19.16	19.91	20.72	21.55	22.42	23.28	24.01	24.72	25.47	26.49
Maintenance/Groundskeeper	111	19.16	19.91	20.72	21.55	22.42	23.28	24.01	24.72	25.47	26.49
Landscape & Grounds Specialist Sr.	112	20.01	20.81	21.63	22.52	23.41	24.35	25.09	25.83	26.59	27.66
Maintenance/Groundskeeper/Bus Driver	112	20.01	20.81	21.63	22.52	23.41	24.35	25.09	25.83	26.59	27.66
Custodian/Bus Driver Specialist	112	20.01	20.81	21.63	22.52	23.41	24.35	25.09	25.83	26.59	27.66
Service Custodian	112	20.01	20.81	21.63	22.52	23.41	24.35	25.09	25.83	26.59	27.66
Warehouse Specialist	112	20.01	20.81	21.63	22.52	23.41	24.35	25.09	25.83	26.59	27.66
Lead Custodian/Bus Driver Specialist	113	20.91	21.74	22.60	23.53	24.46	25.44	26.22	26.99	27.82	28.93
Maintenance Specialist I	114	21.85	22.73	23.62	24.59	25.57	26.59	27.39	28.21	29.07	30.23
*Maintenance Specialist I/Bus Driver	115	22.85	23.78	24.72	25.70	26.73	27.83	28.65	29.50	30.39	31.61
MOT Administrative Secretary	116	23.92	24.88	25.88	26.92	27.98	29.10	29.98	30.90	31.81	33.09
Maintenance Specialist II	120	28.78	29.95	31.13	32.38	33.70	35.03	36.08	37.17	38.28	39.81
Technology											
IT Technical Services Specialist I	115	22.85	23.78	24.72	25.70	26.73	27.83	28.65	29.50	30.39	31.61
IT Technical Services Specialist II	117	25.03	26.04	27.08	28.17	29.29	30.47	31.38	32.33	33.29	34.61
IT System Specialist	120	28.78	29.95	31.13	32.38	33.70	35.03	36.08	37.17	38.28	39.81

A part-time employee who is hired to substitute for an absent employee in another job classification shall be paid for the substitute work at Step 1 of the classification or at the employee's regular rate, whichever is higher.

IR (Negotiated Rate)

*Permanent employees promoted to a higher pay grade must start at the step that is equal to or greater than a 5% increase in pay

LONGEVITY UPON COMPLETION OF:		Non full time employees (less than 260 days/year & 8 hrs/day) Minimum Stipend Amount	
5 YEARS	\$800	5 YEARS	\$600
10 YEARS	\$1,000	10 YEARS	\$800
15 YEARS	\$1,000	15 YEARS	\$800
20 YEARS	\$1,000	20 YEARS	\$800
25 YEARS	\$1,000	25 YEARS	\$800
30 YEARS	\$1,000	30 YEARS	\$800

INSURANCE: EMPLOYEES WORKING AT LEAST 6 HOURS PER DAY BUT NOT LESS THAN 30 HOURS PER WEEK ARE PROVIDED WITH A VARIETY OF HEALTH, DENTAL, VISION, AND LIFE INSURANCE PROGRAMS. THE DISTRICT WILL PAY A PRORATED SHARE OF COSTS BASED ON 260 WORK DAYS PER YEAR AND 8 HOURS PER DAY. THE EMPLOYEE WILL PAY A MONTHLY EMPLOYEE CONTRIBUTION DETERMINED BY THE PLAN SELECTED.

57(b) EACH EMPLOYEE MAY CONTRIBUTE AT LEAST 2% OF HIS/HER SALARY INTO A 457(b) DEFERRED COMPENSATION PLAN. IF THE EMPLOYEE CONTRIBUTES 2%, THEN THE DISTRICT SHALL CONTRIBUTE 1% OF THE EMPLOYEE'S SALARY. THE DISTRICT WILL CONTRIBUTE 2.5% FOR EMPLOYEES WITH 15 YEARS OR MORE OF SERVICE AND 3% FOR EMPLOYEES WITH 20 OR MORE YEARS OF SERVICE IN THE DISTRICT

**NORRIS SCHOOL DISTRICT
SOCIAL WORKER
2025-26 SALARY SCHEDULE**
Updated 10/6/25

<u>STEP</u>	<u>SALARY</u>
1	\$86,838
2	\$88,574
3	\$90,345
4	\$92,153
5	\$93,996
6	\$95,876
7	\$97,793
8	\$99,749
9	\$101,744
10	\$103,779

CONTRACT YEAR: 195 DAYS		MASTER STIPEND: \$1,500 PER YEAR	
CAR STIPEND: \$1,800 PER YEAR		CELL ALLOWANCE: \$405 PER YEAR	
SICK LEAVE: 11 SICK LEAVE DAYS PER CONTRACT YEAR			
		ANNIVERSARY:	
		5 YEARS	\$600
		10 YEARS	\$800
		15 YEARS	\$800
		20 YEARS	\$800
		25 YEARS	\$800
INSURANCE:			
EMPLOYEE CONTRIBUTION:		HEALTH	VARIES DEPENDING ON SELECTED PLAN
DISTRICT PROVIDES:		FAMILY MEDICAL	
		FAMILY DENTAL	
		FAMILY VISION	
		LIFE INSURANCE - \$20,000	
457(b): EACH EMPLOYEE MAY CONTRIBUTE AT LEAST 2% OF HIS/HER SALARY INTO A 457(b) DEFERRED COMPENSATION PLAN. IF THE EMPLOYEE CONTRIBUTES 2%, THEN THE DISTRICT SHALL CONTRIBUTE 1% OF THE EMPLOYEE'S SALARY. THE DISTRICT WILL CONTRIBUTE 2.5% FOR EMPLOYEES WITH 15 YEARS OR MORE OF SERVICE IN THE DISTRICT AND 3% FOR EMPLOYEES WITH 20 OR MORE YEARS OF SERVICE IN THE DISTRICT.			

APPENDIX “B”

(2025-2026 CLASSIFIED STIPEND SCHEDULE)

APPENDIX "B"

(2025-2026 CLASSIFIED STIPEND SCHEDULE)

All stipends will be prorated based on the employee's workday and work year if employed less than full time. Stipends that require a certificate will be approved on a yearly basis only. Employees must possess a valid certificate, provide services to the District as agreed upon, and be approved for the school year. If an employee's certification expires they will not receive the stipend and the stipend may not be renewed.

- CERTIFIED BUS DRIVER INSTRUCTOR TRAINER \$200 PER MONTH
- CERTIFICATE FOR PROPER REFRIGERANT PRACTICES OR CONTRACTORS LICENSE \$100 PER MONTH
- RELIEF BUS DRIVER \$75 PER MONTH / \$25 PER DAY WHEN SUBBING
- STUDENT VAN TRANSPORTER \$25 PER DAY
- CAMP KEEP MEDICAL SHADOW 8 HOURS @ HOURLY RATE & \$80 PER NIGHT
- CELL ALLOWANCE / 8 HR WORKDAY & 260 DAY WORK YEAR \$540 PER YEAR
 - APPROVED POSITIONS:
 - COMPUTER TECHNICIAN I
 - DATA SYSTEMS SPECIALIST
 - MAINTENANCE SPECIALIST I / BUS DRIVER
 - MAINTENANCE SPECIALIST II
 - SOCIAL WORKER
 - OCCUPATIONAL THERAPIST
 - NURSE (NON-CREDENTIALLED)
- CAR ALLOWANCE / 8 HR WORKDAY & 260 DAY WORK YEAR \$2,400 PER YEAR
 - APPROVED POSITIONS:
 - COMPUTER TECHNICIAN I
 - DATA SYSTEMS SPECIALIST
 - SOCIAL WORKER
 - OCCUPATIONAL THERAPIST
 - NURSE (NON-CREDENTIALLED)
- INTERPRETER/TRANSLATOR \$100 PER MONTH
- SCHOOL SOCIAL WORKER INTERN MENTOR \$1,000 PER YEAR
- OCCUPATIONAL THERAPIST INTERN MENTOR \$1000 PER YEAR
- ASSIGNED SPLIT SHIFT OF TWO (2) HOURS OR MORE \$125 PER MONTH / 10 MONTHS
- TOILETING STIPEND \$0.50/HOUR ENHANCEMENT