

Valley Home Classified Employees

Handbook

2021-2024

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ARTICLE I: AGREEMENT

- 1.1 The articles and provisions contained herein constitute a bilateral and binding agreement by and between the Governing Board of the Valley Home Joint School District ("District" or "Board").
- 1.2 This agreement is entered into pursuant to Chapter 10.7, Sections 3450-3459, of the Government Code ("Act").

ARTICLE II: DEFINITIONS

- 2.1 "Employee," shall mean an employee who is covered by the terms and provisions of this Agreement.
- 2.2 "Day" shall mean a day on which the District office is open for business.
- 2.3 "Work Day" shall mean a day on which the employees are required to render service to the District.
- 2.4 "Board" shall mean the Board of Trustees or its designated representative(s).
- 2.5 "District" shall mean the Valley Home Joint School District.
- 2.6 "School Day" means a day in which students are in regular attendance.
- 2.7 An "emergency" shall be deemed as an incident of short duration that is non-recurring.
- 2.8 "Layoff" shall mean elimination of a position or a reduction in the number of hours worked per day or a reduction in the number of days of employment per year. The District will comply with all legal requirements regarding layoffs.

ARTICLE III: NON DISCRIMINATION

- 3.1 The District shall not unlawfully discriminate against employees on the basis of race, color, creed, age, sex, national origin, political affiliation, domicile, marital status, or handicap.

ARTICLE IV: PERSONNEL FILES

- 4.1 The personnel files of each employee shall be maintained in the District Office. No disciplinary action of any kind shall be taken against an employee based upon materials which are not in the personnel file. The only exception to this provision is when the employee's presence would endanger the lives, safety, health and welfare of the students, fellow employees, or himself/herself. Under these circumstances, the District may immediately suspend the employee until said employee is granted a hearing for the above-cited exceptions.

4.1.1 Such material is not to include ratings, reports, or records which were obtained prior to the employment of the person involved.

4.2 Employees shall be given notice and be provided with copies of any derogatory written material 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 sign and date the material and to prepare a written response to be attached to such material. The employee shall have ten (10) working days to review any derogatory written material and prepare a written response to be attached to such material.

4.3 Every employee, or authorized designee with prior written authorization from said employee, shall have the right at any reasonable time to examine and/or obtain copies of any material from the employee's personnel file with the exception of material that includes ratings, reports, or records which were obtained prior to the employment of the employee involved. This inspection shall take place in the presence of the superintendent, administrative assistant, or administrative secretary.

4.4 All personnel files shall be kept in confidence and shall be available for inspection only when actually necessary in the proper administration of the District's affairs or the supervision of the employee.

4.5 Any person who places written material or drafts written material for placement in an employee's personnel file shall sign the material and signify the date on which such material was drafted.

ARTICLE V: DISTRICT RIGHTS

5.1 It is understood and agreed that the District retains all of its power and authority to direct, manage and control the District to the full extent of the law. Included in, but not limited to those duties and powers are the exclusive right to: determine its organization; direct the work of its employees; determine the times and hours of operation; determine the kinds and levels of services to be provided, and the methods and means of providing them; establish its educational opportunities for students; determine staffing patterns; determine the number and kinds of personnel required; maintain the efficiency of District operations; determine the curriculum; build, move or modify facilities; establish budget procedures and determine budgetary allocations; determine the methods of raising revenue; contract out work, provided that it does not result in displacement or reduction in hours or wages of existing classified employees covered by this labor agreement; and to take whatever action necessary in the event of an emergency. In addition, the Board retains the right to hire, classify, assign, transfer, reclassify, evaluate, promote, terminate, and discipline employees in accordance with appropriate statutes and provisions of this Agreement.

5.2 The exercise of the foregoing powers, rights, authority, duties, and responsibilities by the District, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith, shall be limited only by the specific and express terms of this Agreement, and then only to the extent such specific and express terms are in conformance with law.

5.3 The District retains its right to amend, modify or rescind policies and practices referred to in this Agreement in cases of emergency. The determination of whether or not an emergency exists is solely within the discretion of the Board.

ARTICLE VI: NO STRIKE CLAUSE

6.1 All employees understand and fully agree that the primary mission of the District is the education of children. Any work slow-down, work stoppage, or other deliberate interference with the operations of the District is inconsistent with the mission of the District and potentially harmful to the children being educated within the District.

6.2 Accordingly, employees agree not to initiate or participate in any strike, slowdown, walkout, or other work stoppage or disruption of service against the District during the term of this Agreement. In the event of any such job action, CSEA and its officers, agents, and representatives will do everything reasonably within their power to end or avert it.

6.3 Accordingly, the District shall not lock out any employees during the term of this agreement.

ARTICLE VII: HOURS OF EMPLOYMENT

7.1 Work Week: The workweek shall consist of five (5) consecutive days of eight (8) hours per day and forty (40) hours per week. These provisions do not restrict the extension of the regular workday or workweek on an overtime basis when such is necessary to carry on the business of the District.

7.1.1 Nothing in this Article shall restrict the District from establishing a workweek of fewer than forty (40) hours, or a workday of less than eight (8) hours per day.

7.2 Work Day: The length of the workday shall be designated by the District for each classified assignment in accordance with provisions set forth in this Agreement. Each employee shall be assigned a fixed, regular and ascertainable minimum number of hours per day, days per week, hours per year, days per year and months per year.

7.2.1 Classified employees shall be notified no later than May 15th by the site administrator of their next assigned work year for the following school year.

7.3 Lunch Period: An employee working at least five (5) hours shall be entitled to an unpaid lunch break of not less than thirty (30) minutes nor more than one (1) hour which shall be scheduled with the employee's immediate supervisor. Lunch periods shall not be considered a part of the normal working day.

7.4 Rest Periods: Every employee shall be granted a rest period of fifteen (15) minutes during each four (4) hour working period. Employees working less than a (4) four hour period are not entitled to a rest period. Rest periods for the time worked beyond four (4) hours will be calculated proportionately to the number of hours the employee works. Such rest periods shall be taken at times established and/or approved by the employee's immediate supervisor.

7.5 Authorized Training and Testing: Time devoted to State mandated training or testing or any training or testing authorized by the District shall be considered hours worked.

7.6 Bus Drivers: Except as provided in this section, bus drivers shall be employed for a minimum of five (5) hours per day.

7.7 Minimum Call-In Time: Any employee called in to work on a day when the employee is not scheduled to work shall receive a minimum of one (2) hour of pay at the appropriate rate of pay under

this Agreement. Any employee who has left the premises and who is called back to work after the completion of his/her work assignment shall be compensated for at least one (1) hour of work at the appropriate rate of pay.

ARTICLE XIII: HOLIDAYS

8.1 The following shall be designated as paid holidays for classified personnel provided they are in a paid status.

- New Years Eve**
- New Years Day**
- Martin Luther King Day**
- Lincoln's Day**
- Presidents' Day**
- Memorial Day**
- Good Friday**
- Labor Day**
- Veterans Day**
- Thanksgiving Day**
- Friday after Thanksgiving (in lieu of Admission Day)**
- Christmas Eve**
- Christmas Day**

8.2 When a holiday falls on a Saturday, the preceding workday which is not a holiday shall be deemed to be that holiday. When a holiday falls on a Sunday, the following day which is not a holiday shall be deemed to be that holiday. When a unit member is required to work on any holiday, he/she shall be paid compensation, or given compensatory time-off for such work, in addition to regular pay received for that holiday, at the rate of (2x) his/her regular rate of pay.

8.3 Except as otherwise provided for in this section, an employee must be in paid status on the working day immediately preceding or succeeding the holiday in order to be paid for the holiday. Employees in the classified service, who are not normally assigned to duty during the school vacation period which includes December 24, 25 and January 1, shall be paid for those holidays provided that they were in a paid status during any portion of the workday of their normal assignment immediately preceding or succeeding the holiday period.

ARTICLE IX: VACATIONS

9.1 **Vacation Allowance:** The District shall grant classified employees an annual vacation at the regular rate of pay earned at the time the vacation is commenced. The paid vacation shall be granted in the fiscal year in which it is earned.

9.1.1 Vacation time shall be computed and maintained by the District Office in hours.

9.1.2 Earned vacation shall not become a vested right until after completion of six (6) months of active service with the District.

9.1.3 The employee may be granted vacation during the school year even though not earned at the time the vacation is taken. Vacation time is front loaded on each employee's contract. If an employee were to resign before contract expires, they may be liable for unearned vacation payments made.

9.2 **Vacation Accumulation:**

9.2.1 Full-time classified employees (those working 200 days or more) will be eligible for vacation days as follows:

July 1 st	Years 1 – 5	12 days
July 1 st	Years 6 – 15	15 days
July 1 st	Years 16 or more	20 days

9.2.2 Less than full-time employees (those working less than 200 days) shall be granted vacation days on a prorated basis which reflects the number of days worked and the years of service. Pay for these vacation days will be part of employees contracted days.

9.2.3 The following formula should be used to determine the number of vacation days for employees who are assigned to work 183 days: Divide the number of eligible vacation days (per Article 9.2.1) by 12 to establish percentage of full time. Multiply the established percentage by 10 to determine the earned vacation days.

Years 1-5 (10 days) Years 6-15 (12.5 days) Years 16+ (16.67 days)

9.3 Vacation Carry-Over: There will be no vacation carry-over since vacation days are included in the paid contracted days of each employee.

9.4 Holidays During Vacation: Whenever a holiday falls during the scheduled vacation of an employee, the holiday shall not count as the employee's vacation time.

9.5 Vacation Scheduling: Vacations shall be scheduled at times requested by employees insofar as it is possible with the District's work requirements. Requests for vacation must be in writing at least 3 days prior and approved by the site administrator. If there is any conflict between classified employees working in the same or similar job classifications as to when vacation shall be taken, the senior employee shall be accorded preference and/or administrative approval.

9.6 Partial Vacation Day: When a classified employee is absent for authorized vacation of less than a full day, the employee shall be charged one hour for every hour of absence.

9.7 If the employee is not permitted to take his/her full annual vacation, the employee shall request either vacation carry-over or cash payment for vacation days not permitted, but final decision shall rest with the Governing Board. Employees working 200 or more days MUST fill out a work year calendar to be approved by the Superintendent at the time of contract signing.

9.8 Vacation Pay Upon Termination/Retirement: Upon separation from the classified service, the employee shall be entitled to lump sum compensation for earned vacation. Employees who have not completed six (6) months of employment of regular status shall not be entitled to such compensation.

9.8.1 If an employee is terminated/retires and has been granted vacation that was not yet year earned at the time of termination/retirement, the employer shall deduct from the employee's final check the amount of salary, which was paid for such unearned days of vacation.

9.9 Vacation Postponement: If an employee's vacation is due during a period when he /she is on leave due to illness or injury, he/she may request, in writing, that his/her vacation dates be changed and the District shall grant such request in accordance with vacation dates available at

the time. The employee may elect to have his/her vacation rescheduled in accordance with the vacation schedule available at that time..

ARTICLE X: LEAVES

- 10.1 GENERAL PROVISIONS:** The following provisions shall govern the various leaves of absence contained in this Article.
- 10.1.1** No absence under any leave provisions of this Article shall be considered as a break in service for an employee who is on such leave, and all benefits accruing under the provisions of this Agreement shall continue to accrue under any such absence.
- 10.1.2** An employee on an unpaid leave shall not accrue such benefits as sick leave, vacation, holidays, health and welfare benefits or step increases that would have been received if the employee had worked.
- 10.1.3** Employees shall be expected, except in emergencies or situations beyond the control of the employee, to give advance notice of absence due to illness, injury, quarantine, or other leaves of absence in order that substitute arrangements may be made so that the employee's duties can be adequately covered.
- 10.1.4** The District may request verification of absence, including a statement from a doctor or medical practitioner. The request shall only be used in cases where repeated apparent abuses of leave are noted (such as a pattern of Friday-Monday absences, absences for the day before/after a holiday). The District shall issue a letter to an employee warning him/her of suspected abuse and possible disciplinary action.
- 10.1.5** Employees returning to work from extended illness or injury absence (i.e. – surgery) shall be required to present a medical release from a physician or a medical practitioner in order to return to duty.
- 10.1.6** Employees returning from leaves of absence of indefinite duration shall provide notice of intent to return as soon as practicable, but in no event less than three (3) work days notice. This section refers to such leaves as accidents or illness, not sick leave.
- 10.1.7** A permanent classified employee who returns to duty following a leave of absence without pay is entitled to all previously accumulated sick leave benefits. The period of time he/she was on leave of absence will not count toward accumulation of benefits, (e.g., sick leave), but it shall not be construed as a break in the continuity of employment.
- 10.1.8** At the expiration of an unpaid leave of absence, unless the employee otherwise agrees, the employee will be reinstated in a position comparable to one held by him/her at the time of granting the leave of absence.
- 10.1.9** During all paid leaves of absence, whether industrial accident leaves, sick leave, or other available leaves provided by law or by action of the District, the employee must endorse to the District, wage loss benefit checks received under the State Compensation Insurance Fund law of the State, or for jury or witness

fee. The District, in turn, will issue to the employee appropriate warrants for payment of wages or salaries and will deduct other authorized deductions.

- 10.1.10 Any request for an extension of a leave of absence shall be made in writing prior to the expiration of the leave and shall state the reasons for the request.
- 10.1.11 Employees must verify an absence and must complete absence request form as may be requested by the District.
- 10.1.12 An employee who fails to return to work at the expiration of approved leave, except in cases of emergency or situations beyond the control of the employee, and who has failed to notify the District, shall be deemed to be subject to possible initiation of the disciplinary provisions of this Agreement.
- 10.1.13 Insofar as practicable, medical and dental appointments shall be made for off-duty hours. If an employee needs to be absent from his/her work for an appointment then an absence request form must be completed 3 days in advance.
- 10.1.14 **Other Leaves:** The District may grant leave of absence without pay for reasons not listed herein. Employees must submit their request for leave in writing to the site administrator.

10.2 SICK LEAVE:

Every classified employee working twelve (12) months per year, five (5) days per week, shall be granted twelve (12) days leave of absence for illness or injury, exclusive of all days he/she is not required to render service to the District, with full pay for a fiscal year of service.

- 10.2.1 A classified employee who works five (5) days per week but is employed for less than a full fiscal year is entitled to that proportion of the twelve (12) days leave of absence for illness or injury as per the number of months he/she is employed bears to twelve (12) months. i.e. – An employee who is employed for ten (10) months would receive ten (10) days leave of absence for illness or injury.
- 10.2.2 A classified employee who works less than five (5) days per week shall be entitled, for a full fiscal year of service, to that proportion of twelve (12) days leave of absence for illness or injury as the number of days he/she is employed per week bears to five (5) days a week for a full fiscal year of service. When such persons are employed for less than a full fiscal year of service, this and the preceding paragraph shall determine that proportion of leave of absence for illness or injury to which they are entitled.
- 10.2.3 Pay for days leave of absence for illness or injury shall be the same as the pay which would have been received had the employee served during the day of illness.
- 10.2.4 The full amount of sick leave granted under this Article shall be credited to each employee at the beginning of each fiscal year.
- 10.2.5 Sick leave may be taken at any time during the year. However, a new employee of the District shall not be eligible to take more than six (6) days until the first day of the calendar month after completion of six (6) months of active service with the District.
- 10.2.6 Sick leave may be taken in quarter (1/4) hour increments.

10.2.7 If an employee does not take the full amount of sick leave allowed in any fiscal year under this Article, the amount not taken shall accumulate from year to year.

10.3 BEREAVEMENT LEAVE:

Classified employees shall be granted a leave with full pay in the event of the death of any member of the employee's immediate family. The leave shall be for a period of three (3) days within the state, or for five (5) days if out-of-state or if more than three hundred (300) miles travel (one way) is required.

10.3.1 No deduction shall be made from the salary of such employee, nor shall such leave be deducted from leave granted by other sections of this Agreement.

10.3.2 Immediate family is defined as husband, wife, ex-spouse, father, mother, sister, brother, son, daughter, step-mother, step-father, step-sister, step-brother, brother-in-law, sister-in-law, mother-in-law, father-in-law, grandfather, grandmother, grandmother or grandfather of spouse, son-in-law, daughter-in-law, grandchild, foster child, legal guardian, or any relative of either spouse who is living in the immediate household of the employee.

10.4 INDUSTRIAL ACCIDENT AND ILLNESS LEAVE:

An employee suffering an injury or illness arising out of and in the course and scope of his/her employment who cannot perform any other duties within the District as determined by the District's physician shall be entitled to a leave of no more than sixty (60) working days in any one fiscal year for the same accident. Allowable leave shall not accumulate from year-to-year, and when any such leave will overlap a fiscal year, the employee shall be entitled to only that amount remaining at the end of the fiscal year in which the injury or illness occurred.

10.4.1 Industrial accident or illness leave will commence on the first day of absence.

10.4.2 Payment for wages lost on any day shall not, when added to an award granted the employee under the workers' compensation laws of California, exceed the normal wage for the day.

10.4.3 Industrial accident or illness leave is to be used in lieu of entitlement for sick leave acquired under section 13.2 of this Agreement. 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 worker's compensation the person shall be entitled to use only so much of his/her accumulated or available sick leave, accumulated compensation time, vacation, or other available leave which, when added to the worker's compensation award, provide for a full day's wage or salary.

10.4.4 At any time an employee on industrial accident or illness leave is able to return to work, he/she shall be reinstated in his/her position without loss of pay or benefits.

10.4.5 The employee shall make every effort to investigate, with his/her physician and supervisor, alternative duties which could safely be performed while on industrial accident or illness leave from their regular job classification. Employees performing these duties shall receive their regular hourly rate of pay.

10.4.6 Employees on industrial accident or illness leave shall be notified in writing when available paid leave has been exhausted. The employee shall have the opportunity to request Board approval for additional leave. The Board's decision whether or not to approve additional leave, either paid or unpaid, shall be made on an individual basis and shall not be interpreted to entitle other industrial accident or illness leaves to be extended.

10.4.7 Periods of industrial accident or illness leave, paid or unpaid, shall not be considered to be a break in service of the employee.

10.4.8 When all available leaves of absence, paid or unpaid, have been exhausted and if the employee is not medically able to assume the duties of his/her position, he/she shall if not placed in another position, be placed on a reemployment list for a period of thirty-nine (39) months. When available, during the thirty-nine (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. An employee who has been placed on a reemployment list, as provided herein, who has been medically released to return to duty and who fails to accept an appropriate assignment shall be dismissed.

10.5 JURY DUTY:

An employee shall be entitled to leave without loss of pay for any time the employee is required to serve on a jury, excluding Grand Jury service.

10.5.1 Days of absence because of jury duty shall not be charged against an employee's sick leave.

10.5.2 Stipends for jury duty, except for meals, mileage, and parking allowance, shall be turned over to the District, and the employee shall receive no reduction in regular pay, fringe benefits, or other benefits which the employee would normally receive.

10.6 ADDITIONAL NONINDUSTRIAL ACCIDENT OR ILLNESS LEAVE:

A permanent employee of the classified service who has exhausted all entitlement to sick leave, vacation, compensatory overtime, or other available paid leave and who is absent because of nonindustrial accident or illness may request that the Board grant additional leave. Such leave shall not exceed six (6) months and may be either paid or unpaid at the discretion of the Board.

10.7 PHYSICAL EXAMINATIONS:

When the District schedules an examination during the employee's regularly scheduled and assigned shift, said employee shall not receive any reduction in either pay or sick leave benefits.

10.7.1 The District shall pay the full cost for any medical examination which is required as a condition of continued employment. The District shall designate the type of examination required and the physician authorized to conduct such examination.

10.8 MILITARY LEAVE:

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

10.9 PREGNANCY DISABILITY LEAVE:

With a medical doctor's verification, pregnancy disability leave shall be granted to an employee at any time after pregnancy is established with reasonable certainty. The employee may utilize available sick leave benefits for pregnancy and recovery there from. After recovery from pregnancy, the employee shall receive, upon written request, an additional three (3) months unpaid leave.

10.9.1 The employee may work as long as she can perform all duties and responsibilities as confirmed by her physician.

10.9.2 The employee may return as soon after the termination of pregnancy as she wishes, provided she presents verification from her physician that she can perform all duties and responsibilities.

10.9.3 The employee shall give the District at least three (3) calendar days advance written notice of the date she wishes to return.

10.9.4 The District may require medical verification as to the extent of the disability period.

10.9.5 The District agrees to abide by the Federal and State laws regarding the Family Medical Leave Act (FMLA). The pregnancy disability leave and child adoption leave provided under this Agreement shall be in addition to any Family Medical Leave Act provided by law.

10.10 CHILD ADOPTION LEAVE:

Leave of absence shall be granted to employees for the purpose of child adoption. The leave of absence shall be **without pay**. The leave of absence normally will begin on the date of notification that the child is available for adoption or one week prior to the date when the employee will take custody of the child, but in no case shall leave begin prior to one week before the employee will take custody of the child. The leave shall not exceed four (4) weeks. Insurance benefits will be maintained at the employee's expense during the leave.

10.11 PATERNITY LEAVE:

Paternity leave of up to three days shall be granted to the employee without loss of pay during or immediately after delivery. This time off will be charged to sick leave.

ARTICLE XI: CLASSIFICATION

11.1 All positions within the classified service shall be assigned a specific classification.

11.1.1 All appointments of employees new to the District shall be for a probationary period of one (1) calendar year from date of hire.

11.1.2 A probationary employee new to the District may be disciplined and/or dismissed at any time during the probationary period, and such action shall not entitle the employee to a hearing before the Board of Trustees.

11.1.3 An employee who has served the required probationary period in a satisfactory manner shall be classified as a permanent employee.

11.2 The District may revise and update current job descriptions after meeting and negotiating with the classified bargaining team.

11.2.1 No job description shall be held back from review or approval because of the phrase "performs other duties as assigned."

11.3 Classified Bargaining Staff and the District shall negotiate any new classification created by the District within the classified bargaining unit.

11.4 Upon initial employment and with each change in classification, each affected employee shall receive a copy of his/her job description. Classified staff shall be provided copies of all job descriptions. A copy of all classified non-management job descriptions shall be available from the District Office.

ARTICLE XII: TRANSFER / PROMOTION

12.1 Definition: A transfer is defined as a permanent change of job site and/or work shift within the same position classification within the District regardless of the number of hours per day or months per year.

12.2 Posting of Vacancies: All job vacancies will be posted on edjoin.

12.3 Employee Considerations: Classified employees may request a transfer to another position where there is an opening for which he/she has the necessary aptitude, training, and experience. Qualified members of the staff who are able to fill openings in a satisfactory manner will be given consideration over those applying from outside the District.

12.4 The District shall give consideration to alternate work assignments, when available, for an employee who has become medically unable to satisfactorily perform his/her regular job class duties.

12.5 Promotion: A promotion shall be deemed to be an assignment to a position in a higher classification with increased duties, responsibilities, qualifications, and a higher range of compensation. An employee who is promoted shall be placed on the salary schedule for the new position at a step which guarantees a minimum of a 3% salary increase.

12.6 Any permanent employee who is reassigned to a higher classification shall serve a probationary period of six (6) months in the new classification. If after six (6) months the employee is found to be unsatisfactory in the new position, then the employee shall have the right to return to their former classification. The employee will be evaluated twice within the probationary period. The first evaluation will be no later than the sixtieth (60th) working day. The second evaluation will be no later than the one hundredth (100th) working day.

ARTICLE XIII: GRIEVANCE PROCEDURE

13.1 Purpose: The grievance procedure provides a means whereby an employee, group of employees, or their representatives may express dissatisfaction about matters growing out of their employment with the District without fear of reprisal and to provide an administrative mechanism to resolve problems as promptly as possible at the lowest supervisory level with provisions to carry the grievance to higher levels until finally resolved, provided resolution is within legal authority of the District.

13.2 DEFINITIONS

13.2.1 A "grievance" shall mean an alleged misapplication, misinterpretation, or violation of a specific provision of this Agreement which adversely affects the grievant.

13.2.2 A "grievant" shall mean an employee, group of employees, or CSEA, covered by this Agreement filing a grievance. In a case of multiple grievance claims on the same issue, the District may elect to hear only the first written grievance filed, and the decision rendered shall be applicable to all claims on the same issue, arising from the same set of circumstances.

13.2.3 A "conferee" shall mean any Association representative selected by the grievant to assist the grievant in presenting and processing the grievance, except as limited in Level I of this Article. An immediate administrator with whom a grievance is filed may also choose a representative in processing grievances, except as limited in Level I.

13.2.4 A "District Grievance Form Appendix D" shall mean a District-approved form that must be completed in writing by the grievant within ten (10) working days of the occurrence, act, or omission giving rise to the grievance, or within ten (10) working days of when the employee could reasonably have known of said occurrence, but no later than ten (10) working days after an informal conference.

13.3 GENERAL GRIEVANCE PROVISIONS:

13.3.1 In the event the alleged grievance involves an order, requirement, or other directive, the grievant shall fulfill or carry out such order, requirement, or other directive, pending the final decision of the grievance.

13.3.2 Nothing contained herein will be construed as limiting the right of the grievant to discuss a grievance informally with his/her immediate administrator, or to have the grievance adjusted, prior to Level III.

13.3.3 Once a grievance arising from a particular incident(s) or circumstance has been resolved, the grievant may not file another grievance based on that particular incident.

13.3.4 If an employee fails to comply with the time limits established in this Grievance Procedure, he/she shall forfeit all claim to the alleged contract violation.

13.4 STEP ONE –

13.4.1 The grievant shall meet with the immediate administrator to discuss the potential grievance in an attempt to resolve it informally. If the potential grievance is not resolved at this level within twenty (20) working days, the employee may proceed to Step Two.

13.5 STEP TWO –

13.5.1 Within twenty (20) working days of the occurrence, act, or omission giving rise to the grievance, or within twenty (20) working days of when the employee could reasonably have known of said occurrence, act, or omission, or within twenty (20) working days of the informal conference, the grievant must present his/her grievance in writing on a properly completed District-approved form to the immediate administrator. This District-approved form shall contain a clear and concise statement of the grievance, the circumstances involved, the decision rendered at the informal conference, and the

specific remedy sought. This information that is provided by the grievant may not be altered at subsequent levels of the grievance procedure.

13.5.2 The immediate administrator shall communicate a decision to the employee in writing within twenty (20) working days after receiving the grievance. If the administrator does not respond within the time limits, the grievant may appeal to the next level.

13.5.3 Within the foregoing time limits, either party may request a personal conference to discuss the grievance. Either the grievant or the immediate administrator may have a conferee present at such a conference.

13.6 STEP THREE –

13.6.1 If the grievant is not satisfied with the decision at Step Two, the grievant may, within twenty (20) working days, submit a request in writing to the immediate administrator for a hearing before the Board of Education.

13.6.2 If a timely request for review is filed with the Board, it shall then undertake review of the entire hearing records. The Board shall hear the appeal in closed session within twenty (20) working days after receipt of request. Within thirty (30) calendar days after the hearing, the Board shall render a written decision on the matter.

13.7 STEP FOUR –

13.7.1 If the grievance is not satisfactorily adjusted at steps One, Two, or Three, the grievant may request a hearing before an arbitrator, in writing. The written request shall be filed with the Superintendent/Superintendent Designee within twenty (20) working days after receipt of the written decision of the Board at Step Three.

13.7.1.1 The arbitrator shall hold a hearing concerning the grievance within twenty (20) Working days and render an advisory decision within forty-five (45) days after the closing of the hearing. This timeline will be adjusted to meet the demands of the arbitrator's calendar.

13.7.1.2 Recourse by an employee at Step Four of the Grievance Procedure shall constitute a waiver of any legal or statutory rights to relief for the action or condition, which is the subject of the grievance. However, if the Board does not implement an arbitration decision favorable to the grievant, the latter shall be entitled to pursue any legal remedies, which may otherwise be available.

13.7.1.3 Selection of Arbitrator: The selection of Arbitrator shall be made from a list submitted by the State Mediation and Conciliation Service (SMCS) or the American Arbitration Association (AAA). The SMCS or AAA shall supply a list of five (5) names of persons experienced in hearing grievances in public schools. Each party shall alternately strike a name until only one (1) name remains. The order of striking shall be determined by lots.

13.7.1.4 Payment of Arbitrator: Each party will be responsible for the preparation of its own case. The grievant and the District will share equally in payment for all expenses, including the services and expenses of the arbitrator.

13.7.1.5 Powers and Limitations of Arbitrator: The arbitrator shall consider only those

issues which have been properly carried through all prior steps of the grievance procedure; the arbitrator shall afford District representatives and the employee involved and/or his/her representative a reasonable opportunity to present evidence, witnesses, and arguments; the jurisdiction of the arbitrator shall be confined to a determination of the facts and the interpretation of the provisions of the collective bargaining agreement; the arbitrator shall render a decision which shall be binding.

- 13.8 **Grievance Witness:** Any employee required to appear as a witness in connection with this Article shall suffer no loss of pay as a result.
- 13.9 **Time of Grievance Processing:** The parties shall make a good faith effort to process grievances at times, which do not interfere with District operations or assigned duties.
- 13.10 **Separate Grievance File:** Records pertaining to an employee's grievance shall be kept in a file separate from the employee's personnel file.
- 13.11 The filing or pendency of any grievance shall in no way operate to impede, delay, or interfere with the right of the District to take the action complained of.
- 13.12 A decision rendered at any step in these procedure becomes the final unless appealed within the time limit specified. If a decision is not given within the time limit, an appeal may be taken directly to the next level.

13.13 MISCELLANEOUS PROVISIONS

No reprisals of any kind shall be taken by the District or by any member or representative of the District against the Association, a grievant, or person who assisted the grievant. No reprisals of any kind shall be taken by the Association or any unit member against either the grievant, the District, or any District unit member who may have participated directly or indirectly in the grievance procedure.

ARTICLE XIV: DISCIPLINARY ACTION AND HEARING

- 14.1 Probationary employees may be dismissed whenever their work is unsatisfactory. Dismissal procedures are not necessary for probationary employees.
- 14.2 A permanent classified employee may be demoted, suspended, or dismissed by the Superintendent, or designee, for cause as provided in section 17.3 herein, however, such action shall not be effective until written charges are filed and served upon the employee, and the Board has taken action as herein provided.
- 14.3 **Grounds for Disciplinary Action or Dismissal of Permanent Classified Employees:** One or more of the following causes shall be grounds for suspension, demotion, or dismissal of any permanent classified employee:
 - 14.3.1 Incompetence or inefficiency in the performance of the duties of the position.
 - 14.3.2 Inability to perform assigned duties due to failure to meet job qualifications, including but not limited to, failure to possess required licenses or failure to pass required tests.
 - 14.3.3 Insubordination, including but not limited to, refusal to do assigned work.

- 14.3.4 Carelessness or negligence in the performance of duty or in the care or use of District property.
- 14.3.5 Discourteous, offensive, or abusive conduct or language toward other employees, pupils, or the public.
- 14.3.6 Dishonesty.
- 14.3.7 Drinking alcoholic beverages on the job, or reporting for work while intoxicated or with evidence of alcoholic intake.
- 14.3.8 Addiction to the use of narcotics or a restricted substance; use of narcotics or restricted substances while on the job; or reporting to work while under the influence of a non-prescription narcotic or restricted substance.
- 14.3.9 Engaging in political activity during assigned hours of employment.
- 14.3.10 Conviction of any crime involving moral turpitude.
- 14.3.11 Arrest for a sex offense as defined in Education Code 44010 or any successor thereto.
- 14.3.12 Conviction of a narcotics offense as defined in Education Code Section 44011 or any successor thereto.
- 14.3.13 Repeated and unexcused absences or tardiness.
- 14.3.14 Abuse of leave privileges.
- 14.3.15 Falsifying any information supplied to the District, including but not limited to, information supplied on application forms, employment records, or any other District form.
- 14.3.16 Persistent violation or refusal to obey safety rules or regulations made applicable to public schools by the Board of Trustees or by an appropriate State or local government agency.
- 14.3.17 Offering anything of value or offering any service in exchange for special treatment in connection with the employee's job or employment, or accepting anything of value or any service in exchange for granting any special treatment to another employee or to any member of the public.
- 14.3.18 Any willful conduct tending to injure the public services.
- 14.3.19 Abandonment of position.
- 14.3.20 Advocacy to overthrow the Federal, State, or local government by force, violence, or other unlawful means.
- 14.3.21 Engaging in an illegal work stoppage.

14.4 Notice of Proposed Disciplinary Action to Permanent Classified Employees: Notification to a permanent classified employee of proposed disciplinary action shall be deemed sufficient

when it is delivered in person to the employee or when it is mailed to the employee's last known address via certified mail. The notification to the employee shall contain the following:

14.4.1 A statement of the specific acts and/or omissions upon which the disciplinary action is based;

14.4.2 A statement of the cause for the action taken;

14.4.3 Any claim that the employee has violated a rule or regulation;

14.4.4 A statement of the action proposed by the Board;

14.4.5 A statement that the employee has a right to a hearing on such charges if demanded within five (5) work days after service of the notice to the employee;

14.4.6 A form, the signing and filing of which with the District, shall constitute a demand for hearing and denial of all charges.

14.5 Hearing on Suspension, Demotion, or Dismissal of Permanent Classified Employees: Not less than five (5) work days after receipt of a demand for a hearing by a permanent employee who has been served notice, a hearing shall be scheduled. The Board of Trustees shall hold such a hearing at a time and place designated by the Board. The employee shall be given at least five (5) days written notice of the time and place of the hearing unless such notice is waived by the employee. The employee and the District shall be afforded equal opportunity to present evidence and call witnesses. At the close of the hearing, the Board shall render a decision, normally within ten (10) days, which shall be the final administrative remedy, but shall not preclude legal redress. The burden of proof in any disciplinary case rests with the charging party.

14.6 Waiver of Hearing: If an employee fails to make a timely request for a hearing, the Board of Trustees may act upon said charges without a hearing and without notice to the employee of the time and place of the Board's meeting to act on the charges.

14.7 Disciplinary Penalties Imposed by the Board: If the Board of Trustees finds that sufficient cause exists, it may impose disciplinary action proposed by the Superintendent, or designee, or it may impose a lesser disciplinary penalty.

14.8 Immediate Suspension Without Pay or Benefits of Permanent Classified Employees: If the Superintendent or designee determines that the presence of a permanent employee would pose a potential threat to safety or well being of students, parents, or staff, then the permanent employee shall be placed on administrative leave without pay or benefits, pending a Board of Trustees hearing on the suspension or dismissal of the permanent classified employee. The following procedure shall be initiated prior to placing an employee on administrative leave without pay or benefits:

14.8.1 In addition to the written notice of the proposed disciplinary action as provided in section 17.4, the employee shall be given written notice of the suspension without pay and the charges upon which the action is based, and the employee's right to respond to those charges both orally at a conference and/or in writing.

14.8.2 The employee shall be given written notice of the immediate suspension sufficiently in advance of the action to review the charges and to frame a response.

14.8.3 If possible, the suspension without pay or benefits shall be discussed prior to its occurrence at a conference with the Superintendent or designee during which time the employee shall have the right to present any rebuttal evidence.

14.8.4 Nothing in this section shall be construed to prohibit an immediate interim five (5) day suspension prior to notice and conference where an immediate suspension is required in the best interest of the District, and:

14.8.4.1 The suspended employee is given written notice in person or by deposit in U.S. Certified Mail of the charges upon which the suspension was based within one working day of the suspension;

14.8.4.2 The employee is notified of his/her right to file a written response or to have a conference with the appropriate administrator;

14.8.4.3 A reasonable opportunity is afforded the employee for a conference within five (5) days from the date of the suspension.

14.8.5 Any employee charged with the commission of any sex offense as defined in Education Code Section 44010 or any narcotics offense as defined in Section 44011 of the Education Code by complaint information or indictment filed in a court of competent jurisdiction, may be suspended as provided for in Education Code Section 45304.

14.9 Compensation for Loss of Salary During Suspension without Pay: If a disciplinary action against the employee is not upheld by the Board of Trustees, the employee shall be compensated for any loss of salary and benefits resulting from a suspension without pay prior to the hearing.

ARTICLE XV: EVALUATION

15.1 The Superintendent/Principal shall establish a continuing program of employee performance evaluation. The program shall include provisions for the preparation of written evaluation by the evaluator and a means of sharing the results of such evaluations with the employee.

15.2 Evaluations shall be maintained in each employee's personnel file located in the Administrative Office.

15.3 Evaluations shall be based primarily on direct observation and knowledge of the evaluator. Any negative evaluation shall include specific recommendations for improvement. Employees shall have the right to review and respond in writing to any derogatory evaluation in accordance with provisions of this Agreement.

15.4 Each permanent employee shall be evaluated at least once annually and not later than May 30. If the employee is unavailable or off work at the evaluation deadline, the timeline may be extended to one (1) week after the employee returns to work. Evaluations shall be signed by both the evaluator and the employee, and when so signed shall constitute notice to the employee of less than satisfactory service when the rating so indicates. The employee shall be given ten (10) work days in which to make a written response to his or her evaluation. Such response shall be attached to the related evaluation.

15.5 Probationary employees new to the District: New employees receiving original appointments shall be formally evaluated at least twice during their initial twelve (12) month probationary

period. The absence of such formal evaluation shall not preclude immediate dismissal of probationary employees.

15.5.1 Probationary employees new to the District who are found to be less than satisfactory during their probationary period will be recommended for dismissal.

15.6 Appointment to a higher classification: Permanent classified employees who are deemed to be probationary by virtue of appointment to a higher classification shall be evaluated at least once during a six (6) month probationary period.

15.6.1 Promotional probationary employees who are found to be less than satisfactory during their probationary period will be reassigned to the classification they held immediately prior to the appointment to a higher classification.

15.7 Any classified employee who received a composite evaluation rating of less than satisfactory shall be provided an explanation by the evaluator as to the specific reasons for such rating.

15.8 Nothing in this Agreement should prevent an employee from requesting that an additional evaluation be provided.

ARTICLE XVI: EMPLOYEE SAFETY

16.1 Employees shall not be required to work under unsafe or hazardous conditions or to perform tasks which endanger their health, safety, or well being.

16.2 The District shall endeavor to provide a safe and healthful working environment by taking steps to act in compliance with the California Occupational Safety and Health Act.

16.3 Any employee who observes a working condition that they deem to be unsafe shall immediately report such condition to his/her site administrator. The site administrator shall consider such report promptly.

16.4 No employee shall be in any way discriminated against as a result of reporting any unsafe conditions.

ARTICLE XVII: SALARIES / WAGES

17.1 The salary schedule to be in effect for the 2021-2022 school year is found in Appendix A of this agreement. The salary schedule to be in effect for the 2022-2023 school year is found in Appendix B of this agreement. The salary schedule to be in effect for the 2023-2024 school year is found in Appendix C of this agreement.

17.2 Each member of the classified service shall be placed on the appropriate step of the salary schedule. Employees receiving a promotion shall be placed on the step in the new classification that insures an increase in base hourly wage.

17.3 The regular rate of pay for each position in the unit shall be in accordance with the rates established by the salary schedule.

17.4 Compensation of Overtime Including Holidays: Classified employees shall be compensated at the rate of time and one-half either in wages whenever they are required to work in excess of

eight (8) hours in any single day or forty (40) hours in any single work week. Any employee who is required to work on a legal holiday shall be compensated at the rate of 2x of normal wages..

17.4.1 Notwithstanding the provisions of the Education Code, the regular work week shall consist of not more than five (5) consecutive working days for any employee having an average work day of four (4) hours or more during the work week. Such employee shall be compensated for any work required to be performed on the sixth or seventh day following commencement of the work week at a rate equal to one and one-half times the regular rate of pay of the employee designated and authorized to perform the work.

17.5 Employees shall be paid once monthly, normally on the last working day of the month.

17.6 Any payroll error resulting in insufficient payment for an employee shall be corrected and a supplemental check issued within five (5) working days after the employee provides notice to the payroll department.

17.7 Mileage Reimbursement: Any employee in the unit who is required to use his/her personal vehicle on District business shall be reimbursed at a rate established by the District for all miles driven as directed by the District.

17.8 Reimbursement of Expenses: Any employee in the unit, who as a result of a work assignment must have meals away from the District and/or be lodged away overnight, shall be reimbursed for expenses at the rate established by the District.

17.9 An employee assigned duties not a part of their classification and at a higher classification shall have their salary adjusted upward for all time worked at the higher classification, when they are required to work out of classification for a period of five (5) out of fifteen (15) work days.

17.10 The District agrees to pay the cost of any Bus Driver Certificate renewal fee for bus drivers, as required by the State.

17.11 Any and all medical certificates required for employment shall be paid/reimbursed by the District.

ARTICLE XVIII: FRINGE BENEFITS

18.1 The Board shall contribute for the 2021-2024 contract years, up to \$925.00 per month toward Medical, dental, and vision benefits.

18.2 For all classified employees hired prior to July 1, 2006, the health and welfare benefit contributions shall be pro-rated on a seven (7) hour day with a seven (7) hour employee being eligible to receive full benefit contribution. For all classified employees hired on or after July 1, 2006, the health and welfare benefit contributions shall be pro-rated on an eight (8) hour day with an eight (8) hour employee being eligible to receive full benefit contribution. Employee eligibility shall be based on six (6) hour minimum work day to receive District paid benefits. Less than six (6) hour per day employees shall receive no benefits.

18.3 It is agreed that the District shall take no action to reduce the benefits described herein for the term of this Agreement.

18.4 If a Full Time employee is covered through group insurance outside of Valley Home Joint School District, the employee may "Opt Out" of coverage. In that case, the employee shall receive

compensation in lieu of coverage. The compensation will be 70% of the Board contribution for (8) hour employees (\$647.50). Full Time, but less than (8) hour employees shall receive a pro-rated amount based on their hour/day worked.

18.4.1 The employee may choose to utilize a portion of the Board contribution and be paid out for the remainder but shall not exceed the total in lieu amount.

18.5 Retiree Coverage – The retiree may continue the benefits of group rates for medical, dental, and vision programs as follows:

18.5.1 The employee must have worked in the Valley Home Joint School District for twenty (20) years or more, not including credit for time worked in other districts.

18.5.2 The employee shall receive one half of the premium for health benefits for a maximum of five (5) years, or benefits shall be paid until age 65, whichever is less.

18.5.3 Retiree health benefits shall be capped at one half the cost of retiree benefits in the year preceding the employee's retirement. Any additional cost of retiree health benefits over the cap shall be paid by the retiree to the District monthly. Failure to make any monthly payment within 30 days of due date may result in a forfeiture of this benefit.

ARTICLE XIX: TERM AND NEGOTIATIONS PROCEDURE

19.1 This Agreement shall remain in full force and effect up to and including June 30, 2024, and thereafter shall continue in effect from year to year unless and until one of the parties notifies the other in writing no later than March 15th of the contract year of its request to modify, amend, or terminate the Agreement. Both parties acknowledge that in the fall either side may reopen negotiations for the 2021-2022 school year. During the years of 2022-2023 and 2023-2024 both sides would understand to have the option of opening up two articles (No Furlough days and no reduction to the Salary Schedule), in addition to salary and benefits and during the school year of 2024-2025 the entire agreement would be open to negotiate a new (3 year) agreement.

19.2 No Articles of this Agreement will be reopened prior to the 2023-2024 school year. The Association shall deliver its initial proposals for bargaining to the School Board not later than the Board's regularly scheduled meeting in May. Unless otherwise mutually agreed, the Board's lead negotiator and the Association's representative shall begin to meet and negotiate in good faith no later than sixty (60) calendar days following delivery of such proposals. Any agreement reached between the parties shall be reduced to writing and signed by them.

19.3 If either party wants to reopen any article of this agreement for negotiation prior to the 2022-2023 school year, it shall only be reopened by mutual consent of the Association and the District.

19.4 Either party may utilize the services of outside consultants to assist in the negotiations.

19.5 Classified staff shall have the right to designate two (2) employees who shall be given reasonable release time to participate in negotiations. Negotiations shall take place at mutually agreeable times and places.

ARTICLE XX: SUPPORT OF AGREEMENT

20.1 The District and the Association agree that it is to their mutual benefit to encourage the resolution of differences through the meet and negotiation process. Therefore, it is agreed that the Association and District will support this Agreement for its term.

ARTICLE XXI: EFFECT OF AGREEMENT

- 21.1 It is understood and agreed that the specific provisions contained in this Agreement shall prevail over present and past District practices, procedures and regulations, and over state laws to the extent permitted by state law.
- 21.2 Provisions of this Agreement shall be applied equitably to all members of the bargaining unit so far as is practicable.

ARTICLE XXII: SAVINGS

- 22.1 If any provisions of this Agreement are held by the highest court of the state or by a Federal Court of competent jurisdiction to be contrary to law, then such provision will be deemed invalid, to the extent permitted by such court decision, but all other provisions or applications shall continue in full force and effect.
- 22.2 The parties agree that should a provision be deemed invalid, the parties will meet within a reasonable time to negotiate necessary changes in this Agreement as mandated by law.

ARTICLE XXIII: SIGNATURES

- 23.1 The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make requests and proposals with respect to any subject matter not removed by law from the area of collective bargaining and that all the understandings and agreements arrived at between the parties after the exercise of that right and opportunity are set forth in this Agreement.
- 23.2 IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their respective representatives, attested by their chief negotiations and their signatures placed thereon.

Dated: 5/13/22, 2022

Dated: May 13,, 2022


Classified Representative


President, Board of Trustees

2021-22		CLASSIFIED HOURLY SALARY SCHEDULE (post min wage increase)										4% COLA	
RANGE	STEP	1	2	3	4	5-7	8-10	11-13	14-16	17-19	20+		
A	Yard Duty Lunch Monitor	\$15.60	\$15.60	\$15.60	\$15.60	\$15.60	\$15.60	\$16.18	\$16.71	\$17.62	\$17.96		
B	Clerk Paraprofessional (Aide)	\$15.60	\$15.60	\$15.60	\$15.60	\$15.60	\$16.12	\$16.59	\$18.44	\$19.34	\$19.73		
C	Before/After School Program Aide Custodian SpEd Para 1:1 Aide	\$15.60	\$15.60	\$15.60	\$16.18	\$16.80	\$17.69	\$19.43	\$21.40	\$22.40	\$22.86		
D	Bilingual Aide Food Server	\$15.60	\$15.60	\$16.18	\$16.80	\$17.69	\$18.56	\$20.39	\$22.36	\$23.54	\$24.00		
E	Maint/Custodian Lead Bilingual Para School Secretary	\$16.20	\$17.04	\$17.89	\$19.06	\$19.78	\$20.86	\$22.86	\$23.59	\$24.71	\$25.21		
F	Bus Driver	\$18.11	\$19.05	\$20.06	\$21.12	\$22.22	\$23.38	\$23.87	\$24.24	\$24.49	\$24.75		
G	Before/After School Program Coordinator	\$20.61	\$21.55	\$22.56	\$23.62	\$24.72	\$25.88	\$26.37	\$26.74	\$26.99	\$27.25		

Revised 2/8/2022
 Board Approved 2/8/2022
 Effective 1/1/2022

2022-23		CLASSIFIED HOURLY SALARY SCHEDULE												2% COLA		
RANGE	STEP	1	2	3	4	5-7	8-10	11-13	14-16	17-19	20+					
A	Yard Duty Lunch Monitor	\$15.91	\$15.91	\$15.91	\$15.91	\$15.91	\$15.91	\$16.50	\$17.04	\$17.97	\$18.32					
B	Clerk Paraprofessional (Aide)	\$15.91	\$15.91	\$15.91	\$15.91	\$15.91	\$16.44	\$16.92	\$18.81	\$19.73	\$20.12					
C	BSP/ASP Aide Custodian SpEd Para 1:1 Aide	\$15.91	\$15.91	\$15.91	\$16.50	\$17.14	\$18.04	\$19.82	\$21.83	\$22.85	\$23.32					
D	Food Server	\$15.91	\$15.91	\$16.50	\$17.14	\$18.04	\$18.93	\$20.80	\$22.80	\$24.01	\$24.48					
E	Maint/Custodian Lead Bilingual Para School Secretary	\$16.52	\$17.38	\$18.25	\$19.44	\$20.18	\$21.28	\$23.32	\$24.06	\$25.20	\$25.71					
F	Bus Driver	\$18.47	\$19.43	\$20.46	\$21.54	\$22.66	\$23.85	\$24.35	\$24.72	\$24.98	\$25.25					
G	Before/After School Program Coordinator	\$20.43	\$21.16	\$21.96	\$22.83	\$23.75	\$24.72	\$25.73	\$26.76	\$27.85	\$28.99					

Effective 7/1/2022
 Revised 3/30/2022
 Pending Board Approval 5/10/2022

2021-22 CONFIDENTIAL HOURLY SALARY SCHEDULE

4% COLA

RANGE	STEP	1	2	3	4	5-7	8-10	11-13	14-16	17-19	20+
C	District	\$21.00	\$21.58	\$22.22	\$22.92	\$23.67	\$24.53	\$25.49	\$26.56	\$27.75	\$29.03
	Administrative Secretary										
D	District	\$23.24	\$23.94	\$24.69	\$25.49	\$26.35	\$27.32	\$28.39	\$29.57	\$30.85	\$32.24
	Administrative Assistant										

Revised 2/8/2022
 Board Approved 2/8/2022
 Effective 7/1/2021

2022-23 CONFIDENTIAL HOURLY SALARY SCHEDULE											
											2% COLA
RANGE	STEP	1	2	3	4	5-7	8-10	11-13	14-16	17-19	20+
C	District	\$21.42	\$22.01	\$22.66	\$23.38	\$24.14	\$25.02	\$26.00	\$26.98	\$28.30	\$29.61
	Administrative Secretary										
D	District	\$23.70	\$24.42	\$25.18	\$26.00	\$26.88	\$27.87	\$28.96	\$30.16	\$31.47	\$32.88
	Administrative Assistant										

Revised 2/8/2022
 Board Approved 2/8/2022
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