



2021-2024 **AGREEMENT**



Between

**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
AND ITS COACHELLA UNIFIED CHAPTER #109**

AND

**COACHELLA VALLEY UNIFIED
SCHOOL DISTRICT**

2022-2023 Update

Coachella Valley USD Negotiations Team

Dr. Denise Ellis, *Assistant Superintendent*
Human Resources

Mayela Salcedo, *Assistant Superintendent*
Business Services

Cindy Maldonado, *Director*
Human Resources

Veronica Zepeda, *Director*
Budget

Maria McLeod, *Director*
Human Resources

Sean McQuown, *Principal*

Dr. Anna C. Santa Maria, *Principal*

Melizza Box, *Transportation Supervisor*

CSEA Chapter 109 Negotiations Team

Isadora Jimenez, *President*
CSEA Chapter 109

Ray Anzaldua, *Vice-President*
CSEA Chapter 109

Veronica Duenas, *Chief Union Steward*
CSEA Chapter 109

Alejandra Garcia, *Negotiator*
CSEA Chapter 109

Eliseo Mendez-Gonzalez, *CSEA Negotiator*
CSEA Chapter 109

Sandra Valenzuela, *CSEA Negotiator*
CSEA Chapter 109

Beth Caskie, *Labor Relations Rep.*
California School Employees Association

Effective Dates: July 1, 2021 – June 30, 2024

Ratified by CSEA: April 27, 2023

Board Approval: May 11, 2023

TABLE OF CONTENTS

	<u>Page</u>
1 <u>AGREEMENT</u>	4
2 <u>RECOGNITION</u>	4
3 <u>ORGANIZATIONAL SECURITY</u>	5
Check Off	5
Dues Deduction	5
Hold Harmless	5
4 <u>CONCERTED ACTIVITIES</u>	5
5 <u>ASSOCIATION RIGHTS</u>	5
CSEA Chapter President Release Time	6
New Employee Orientation	6
6 <u>EMPLOYEE RIGHTS</u>	9
Non-discrimination	9
Personnel Files	9
Evaluations	10
7 <u>RIGHTS</u>	10
Management Rights	10
Limitation	10
Emergencies	10
Employee Responsibility	10
8 <u>SAVINGS PROVISIONS</u>	11
9 <u>MAINTENANCE OF STANDARDS</u>	11
10 <u>GRIEVANCE PROCEDURE</u>	11
Forms	12
Informal Step	12
Level I	12
Level II	12
Level III	12
Level IV	13
11 <u>SALARIES AND FRINGE BENEFITS</u>	13
Health and Welfare Plans	14
Early Retirement	15
Disability Retirement	15
Professional Growth	15
12 <u>LAYOFF AND RE-EMPLOYMENT</u>	16
Definitions	16
Notice of Layoff	17
Displacement Rights	17
Re-employment Rights	17
Reduction in Hours	18
Seniority List	18
13 <u>HOURS AND OVERTIME</u>	19
Breaks, Lunch	19
Overtime, Comp Time, Adjustment of Time	19

TABLE OF CONTENTS, continued		Page
	Pay for Working Out of Classification	20
	Summer Work Assignments	20
	Summer School Assignments.....	20
	Night Differential Pay	21
14	<u>HOLIDAYS, VACATIONS AND LEAVES</u>	21
	Holidays.....	21
	Vacations.....	22
	Paid Sick Leave.....	22
	Donation of Sick Leave.....	23
	Medical Release	23
	Re-employment List.....	23
	Industrial Accident or Injury	24
	Exhaustion of Leaves	24
	Bereavement Leave	24
	Jury Duty	25
	Leave for Promotional Examination.....	25
	Military and Service Member Family Leave.....	25
	Personal Necessity Leave	26
	Family Leave	26
	Pregnancy Disability Leave	27
	Leave of Absence Without Pay.....	27
15	<u>VACANCIES, PROMOTIONS, TRANSFERS, DEMOTIONS AND RECLASSIFICATION</u>	28
	Promotion Provisions.....	28
	Involuntary Transfers.....	28
	Definition of Reorganization.....	29
	Reorganization Procedures	29
	Definition of Reclassification.....	30
	Reclassification Committee	30
	Direct Conflict of Interest of Committee Member	30
	Reclassification Procedures	31
	Reclassification Committee and the Collective Bargaining Process	32
16	<u>DISCIPLINE</u>	33
17	<u>TRANSPORTATION PROCEDURES</u>	34
	Working Rules.....	35
	Bid Procedures.....	36
	Bus Drivers.....	37
	Assignments.....	38
	Bus Drivers Summer School Procedures.....	38
	Field Trips.....	38
	Bus Monitors.....	40
	Use of Charter Buses.....	40
	Bus Driver and Bus Monitor Uniforms and Dress Code.....	40
18	<u>SECURITY CAMERAS AND RECORDING EQUIPMENT</u>	41
19	<u>SECURITY PROCEDURES</u>	42
	<u>APPENDICES</u>	45

ARTICLE 1: AGREEMENT

- 1.1 This Agreement is by and between the Coachella Valley Unified School District (hereinafter District”) and California School Employees Association and its Coachella Unified Chapter 109 (hereinafter “CSEA”).
- 1.2 This Agreement is entered into under the Educational Employment Relations Act, as set forth in Chapter 10.7 (commencing with Section 3540 of the Government Code). Except as otherwise specifically provided herein, the effective dates shall be from July 1, 2021 to June 30, 2024 and shall continue in effect from year to year thereafter, unless amended, modified or terminated as provided below.
 - 1.2.1 Any party wishing to amend, modify or terminate this Agreement shall send written notice to the other party of its intention to do so within ninety (90) days prior to the expiration date of this Agreement. Thereafter, the District and CSEA shall meet and negotiate in a good faith attempt to reach Agreement for a successor collective bargaining Agreement.
- 1.3 For 2022-23 and 2023-2024, negotiations may be reopened annually over salaries, fringe benefits, and two additional articles for each party and any additional article mutually agreed upon between the District and the Association each year. The parties agree that in the 2022-2023 year, reopeners shall include potential revision to the existing Security Procedures MOU. Negotiations over the reopeners or a successor Agreement shall begin as soon as possible after the public notice requirements have been met and this Agreement shall stay in force until the reopeners negotiations between the District and CSEA have been completed.
- 1.4 Except as specifically stated herein, the provisions of the 2018-2021 Agreement shall be incorporated in this 2021-2024 Successor Agreement.
 - 1.4.1 This Agreement is subject to ratification by the Board of Education and the Association ratification procedures per CSEA Policy 610.

ARTICLE 2: RECOGNITION

- 2.1 The District recognizes CSEA as the exclusive representative for the following comprehensive unit of classified employees: All classified employees not designated as certificated, management or confidential.
- 2.2 All newly created positions except those designated as certificated, management, and confidential, and those otherwise excluded by operation of law, shall be assigned to a bargaining unit position.
 - 2.2.1 The District shall meet with CSEA to determine where new positions will be placed on the salary schedule.
 - 2.2.2 If no agreement is reached, the classification(s) in dispute shall be submitted to the Public Employment Relations Board for determination.
 - 2.2.3 Employees new to the district may be allowed a maximum of nineteen (19) months of previous service credit (Column C).

ARTICLE 3: ORGANIZATIONAL SECURITY

- 3.1 **Check Off.** CSEA shall have the sole and exclusive right to have membership dues deducted for employees in the bargaining unit by the District.
- 3.2 **Dues Deduction.** The District shall deduct in accordance with the CSEA dues schedule, dues from the wages of all employees who are members of CSEA on the date of the execution of this Agreement. The District shall deduct the dues in accordance with the dues schedule from wages of all employees who, after the date of execution of this Agreement, become members of CSEA.
- 3.3 **Term of Membership.** The District shall not interfere with the terms of any agreement between CSEA and the District's employee with regard to that employee's membership in CSEA, including but not limited to automatic renewal yearly (and/or after leaves of absence). Membership shall be tracked by CSEA within its membership database.
- 3.4 **Hold Harmless.** CSEA shall indemnify and hold the District harmless from any and all claims, demands, or suits, or other actions arising from the organizational security provisions contained herein. CSEA shall defend and indemnify District for any claims arising from its compliance with this article for any claims made by the employee for deductions made in reliance on information provided by the employee organization to the employer to cancel or change membership dues authorization. The District shall promptly notify CSEA of any claims made by employees relating to dues authorization. CSEA shall have the exclusive right to decide and determine whether any such action shall be compromised, resisted, defended, tried or appealed.

ARTICLE 4: CONCERTED ACTIVITIES

- 4.1 It is agreed and understood that there will be no strike, work stoppage, slow-down, or refusal or failure to fully and faithfully perform job functions and responsibilities, or other interference with the operations of the District by CSEA, its officers, agents, or members during the terms of this Agreement.
- 4.2 The CSEA unit recognizes the duty and obligation of its representatives to comply with the provisions of this Agreement and to make every effort toward insuring all employees to do so.
- 4.3 It is agreed and understood that any employee violating this article may be subject to discipline up to and including termination by the District.

ARTICLE 5: ASSOCIATION RIGHTS

- 5.1 CSEA representatives (local, regional, State, and staff) shall have the right of access to unit members during lunch period, breaks, before and after work hours, for the purpose of conducting CSEA business, providing that such business shall not interfere with the work of other employees. CSEA representatives shall notify the site administrator or designee of his/her presence on the site.
- 5.2 CSEA may make use of designated school mail boxes, designated employee bulletin board space, etc., negotiated by the Superintendent and CSEA.
- 5.2.1 **Use of District Electronic Mail (E-Mail) System.** The CSEA Chapter President or CSEA officer designee (limited to the CSEA Vice-President, Secretary, Treasurer, Chief Union Steward and Webmaster) may use the district electronic mail system for scheduled and mass emails related to union business without advance permission from the District. CSEA shall notify the Assistant Superintendent of Human Resources of the identity of the Chapter President's designee, if any, for email purposes. The Association will not distribute information which is knowingly false or

defamatory or which is prohibited by Education Code section 7054, and/or other applicable laws. Additionally, all CSEA emails shall contain the identifier: "From CSEA Chapter 109." Except as provided above, the District's Board Policy and Exhibit 4040 on Employee Use of Technology shall continue to govern the use of the District's electronic mail system.

- 5.3 The CSEA Chapter 109 negotiations team will be allowed release time for six (6) persons for negotiations.
- 5.4 CSEA shall provide the names of all CSEA Chapter 109 officers to the Assistant Superintendent of the Human Resources Department.
- 5.5 The District shall provide written notice to the CSEA Chapter 109 President and to the Labor Relations Representative, with sufficient opportunity to bargain changes to hours, wages, and terms and conditions of employment in accordance with EERA.

All written notices shall be deemed duly given, served or delivered either (A) upon personal delivery, or (B) upon delivery by email and by mailing the same by United States mail to the Chapter President and Labor Relations Representative at the addresses as set forth below:

Association: President, CSEA Chapter #109
C/o California School Employees Association
Address of Record
And
Assigned CSEA Staff Person for Chapter 109
c/o California School Employees Association
10211 Trademark Street, Unit A
Rancho Cucamonga, CA 91730

- 5.6 **CSEA CHAPTER PRESIDENT RELEASE TIME** (The CSEA Chapter President or, in the President's absence his/her designee, shall be provided forty (40) hours per week of Chapter President release time. CSEA shall reimburse the District one-half the actual amount the CSEA Chapter President's salary plus retirement system contributions. Such reimbursement is to be submitted promptly on a monthly basis following receipt of invoices from the District. If CSEA cannot afford its portion of the full-time release time CSEA Chapter President, then in that event, the District shall still provide twenty (20) hours of release time per week for the CSEA Chapter President, or in the Chapter President's absence his/her designee.
- 5.7 **NIGHT-SHIFT EMPLOYEES RELEASE TIME FOR MONTHLY CSEA MEETINGS.** Subject to prior notification to and approval by his or her immediate supervisor, all night-shift bargaining unit workers may be afforded no more than one hour of release time once per month to attend CSEA general membership meetings or CSEA ratification meetings, as applicable, without loss of compensation, and without use of the employee's personal sick leave or vacation leave. Night-shift employees may combine the release time for monthly CSEA meetings provided for under this section, with his/her lunch time on the day of the CSEA meeting.
- 5.8 **NEW EMPLOYEE ORIENTATION**
 - 5.8.1. DISTRICT NOTICE TO CSEA OF NEW HIRES
 - a) The District shall provide CSEA notice of any newly hired classified employee, within thirty (30) days of date of hire or by the first pay period of the month following date of

hire, via an electronic mail which shall include the following information: full legal name, date of hire, classification, and site.

5.8.2. EMPLOYEE INFORMATION

- a) "Newly hired employee" or "new hire" means any classified employee, whether permanent, full time, part time, hired by the District, and who is still employed as of the date of the new employee orientation. It also includes all employees who are or have been previously employed by the District and whose current position has placed them in the bargaining unit represented by CSEA. For those latter employees, for purposes of this article only, the "date of hire" is the date upon which the employee's employee status changed such that the employee was placed in the CSEA unit.
- b) The District shall provide CSEA with contact information on the new hires, except as precluded by law. The information will be provided to CSEA electronically via a mutually agreeable secure FTP site or service, within thirty (30) days of hire or by the first pay period of the month following the date of hire. This contact information shall include the following items that are on file with the District, with each field in its own column:
 - i. First Name;
 - ii. Middle initial;
 - iii. Last name;
 - iv. Suffix (e.g. Jr., III)
 - v. Job Title;
 - vi. Department;
 - vii. Primary worksite name;
 - viii. Work telephone number;
 - ix. Work telephone extension;
 - x. Home Street address (incl. apartment #)
 - xi. City
 - xii. State
 - xiii. ZIP Code (5 or 9 digits)
 - xiv. Home telephone number (10 digits);
 - xv. Personal cellular telephone number (10 digits);
 - xvi. Personal email address of the employee;
 - xvii. Employee ID;
 - xviii. Hire date;

This information shall be provided to CSEA regardless of whether the newly hired employee was previously employed by the District. In the event no one is hired in any particular month, the District shall send an e-mail to CSEA confirming they did not hire any new staff that month.

- c) Periodic Update of Contact Information: The District shall provide CSEA with a list of all bargaining unit members names and contact information on the last working day of September, January, and May. The information will be provided to CSEA electronically via a mutually agreeable secure FTP site or service. This contact information shall also include the following information that is on file with the District, with each field listed in its own column:
 - i. First Name;
 - ii. Middle initial;
 - iii. Last name;
 - iv. Suffix (e.g. Jr., III)

- v. Job Title;
- vi. Department;
- vii. Primary worksite name;
- viii. Work telephone number;
- ix. Work telephone extension;
- x. Home Street address (incl. apartment #)
- xi. City
- xii. State
- xiii. ZIP Code (5 or 9 digits)
- xiv. Home telephone number (10 digits);
- xv. Personal cellular telephone number (10 digits);
- xvi. Personal email address of the employee;
- xvii. Employee ID;
- xviii. Hire date

5.8.3. NEW EMPLOYEE ORIENTATION

- a.) "New employee orientation" means the onboarding process of a newly hired classified employee, whether in person, online, or through other means or mediums, in which employees are advised of their employment status, rights, benefits, duties and responsibilities, or any other employment-related matters.
- b.) The District shall provide CSEA mandatory access to its new employee orientations. CSEA shall receive not less than ten (10) days' notice in advance of an orientation, except that a shorter notice may be provided in a specific instance where there is an urgent need critical to the District's operations that was not reasonably foreseeable. The parties agree that on a recurring basis, notice regarding one-on-one onboarding procedures are likely to be shorter than ten (10) days. CSEA access shall not be impeded due to any shorter notice of a one-on-one orientation.
 - i. In the event the District conducts a group orientation, CSEA shall have thirty (30) minutes of paid release time for one (1) CSEA representative, to conduct the orientation session. Said release time shall not be counted against the total release time contained elsewhere in the collective bargaining agreement. The CSEA Labor Relations Representative may also attend the orientation session.
 - ii. In the event the District conducts one-on-one orientations with new employees CSEA shall have thirty (30) minutes of paid release time for one (1) CSEA representative to conduct the orientation session. Said release time shall not be counted against the total release time contained elsewhere in the collective bargaining agreement. The CSEA Labor Relations Representative may also attend the orientation session.
- c.) The District shall include the CSEA membership application and a CSEA provided link for an electronic application, in any new employee orientation packet of District materials provided to any newly hired employee. CSEA shall provide the copies of the CSEA membership applications to the District for distribution.
- d.) The orientation session shall be held on District property during the workday of the employee(s), who shall be on paid time. This section shall not apply to time prior to an employee's first day of work.
- e.) During CSEA's orientation session, no District manager or supervisor or non-unit employee shall be present.

5.8.4. DURATION OF AGREEMENT

- a) Term: This Agreement shall become effective upon the approval by both parties, and shall remain in full force and effect until it is renegotiated.

- b) Savings Clause: If during the life of the Agreement there exists any applicable law, rule, regulation or order issued by governmental authority, other than the District, which shall render invalid or restrain compliance with or enforcement of any provision contained within this Agreement, it shall not invalidate any unaffected remaining portion(s). The remaining portion(s) shall continue in full force and effect. Upon written notification by one of the Parties to the other, any portion of the Agreement that is invalidated in accordance with this Article shall be opened for negotiations within thirty (30) days of the invalidation.
- c) Violations of Agreement: "Any alleged violation, misinterpretation, or misapplication of the terms of this Article shall be subject to the grievance and arbitration provisions of Article 10 except as follows:
 - (1) The definition of a grievant: Only CSEA and its Chapter #109 can be the grievant, not an employee.

ARTICLE 6: EMPLOYEE RIGHTS

- 6.1 The District and CSEA recognize the right of employees to form, join, and participate in lawful activities of employee organizations and the equal alternative right of employees to refuse to form or participate in employee organization activities.
- 6.2 Neither the Board nor the Association shall discriminate against any employee on the basis of race, ethnicity, gender, religion, national origin, (as provided in federal and State law), age, disability, sexual orientation (as limited by State law), or any other protected class or activity, including membership or lack of membership in an employee organization, or for participation in lawful employee organization activities, or refraining from participation in employee organization activities, or for the exercise of any rights or benefits granted by this Agreement.
- 6.3 Employee groups in the District will be able to arrange for group transportation to conferences and workshops at their discretion. All allowable contracted transportation will be posted at the bus driver center 48 hours prior to the trip.
- 6.4 **Personnel Files.** Employee personnel files are to be made available for inspection by the employee provided that the request is made at a time when the employee is not actually requested to render services to the district. Such material is not to include ratings, reports, or records which (1) were obtained prior to the employment of the person involved, (2) were prepared by identifiable examination committee members or (3) were obtained in connection with a promotional examination.
 - 6.4.1 Information of a derogatory nature shall not be entered into the employee's personnel file unless and until the employee is given notice (10 working days) and an opportunity to review and comment on that information. An employee shall have the right to enter and have attached to any such derogatory statement, his/her own comment thereon. Such review may take place during normal business hours provided the release time to the employee does not negatively impact the day-to-day operations of the site/department.
 - 6.4.2 All personnel files shall be kept in confidence and shall be available for inspection on a need to know basis.
 - 6.4.3 Subject to the above conditions, an authorized representative of CSEA may accompany the employee in inspecting the employee's personnel file or may inspect the personnel file provided he/she first presents a current written authorization to do so signed and dated by the employee. An appointment shall be scheduled for such review as soon as practicable.

- 6.5 **Evaluations.** A permanent employee shall have the right to review and respond to an evaluation with an overall rating of unsatisfactory or improvement needed. An evaluation may be appealed to the Executive Director of Personnel Services (The appeal shall be made within 10 working days of presentation of the evaluation. The Executive Director shall hold a conference with the employee and his/her CSEA labor representative as soon as is practical. Upon a showing that the evaluation has been improperly based or issued, the Executive Director shall make any necessary changes to the evaluation to insure that the evaluation is accurate and fair. The Executive Director of Personnel Services decision is final and not subject to arbitration.

ARTICLE 7: RIGHTS

- 7.1 **Management Rights.** It is understood and agreed that, except as limited by the terms in this Agreement, the District retains all of its powers and authority to direct, manage and control the operation of the District to the extent allowed by the law. Included in, but not limited to, those powers and rights to: determine its organization; direct the work of its employees; determine the times and hours of operation; determine the kinds and levels of service to be provided, and the methods and means of providing them; establish its educational policies, goals, and objectives; insure the rights and educational opportunities of students; determine staffing patterns; determine the number and kinds of personnel required; maintain the efficiency of District operations; determine District curriculum; design, build, or modify facilities; establish budget procedures and determine budgetary allocations; determine the methods of raising revenue; and take action on any matter in the event of an emergency as provided for under “**emergencies.**” In addition, the District retains the right to hire, classify, assign, evaluate, promote, demote, terminate and discipline employees as provided by law. This recital in no way limits other District powers as granted by law.
- 7.2 **Limitation.** 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.
- 7.3 **Emergencies.** The District retains its right to suspend this Agreement in cases of emergency for the reasonable period of time required by the emergency. Emergencies shall be limited to national-, state-, or county-declared emergencies and natural disasters, or a situation where the District cannot reasonably be expected to continue its operation.
- 7.4 **Employee Responsibility – Development of Time.** Each unit member, realizing the duties and responsibilities of their position, agrees that during the work day, they will apply themselves 100% to the assigned task of their specific position. Outside forces or issues will not be used as an excuse or reason to keep the unit member from performing at this high level.

ARTICLE 8: SAVINGS PROVISIONS

- 8.1 If any provisions of this Agreement are held to be contrary to law by a court of competent jurisdiction and/or ruling by the Public Employment Relations Board, such provisions will be deemed invalid and subsisting except to the extent permitted by law, but all other provisions will continue in full force and effect.
- 8.2 In the event of suspension or invalidation of any Article or Section of this Agreement, and so long as such Article or Section has not been determined to be outside the scope of representation, the parties agree to meet and negotiate within thirty (30) days after such determination for the purpose of arriving at a mutually satisfactory replacement for such Article or Section.
- 8.3 For the purpose of this Article, “outside the scope of representation” shall mean if the idea is illegal, the item is not negotiable.

ARTICLE 9: MAINTENANCE OF STANDARDS

- 9.1 Except as otherwise specified herein, during the term of this Agreement the District shall not change those written Board Policies relating to wages, hours of employment, health and welfare benefits, leaves, transfers, safety, conditions of employment and evaluation procedures without prior notification to CSEA. This above language will not be construed as a waiver of CSEA’s rights to negotiate topics within the scope of representation.

ARTICLE 10: GRIEVANCE PROCEDURE

- 10.1 A “**grievance**” shall mean an allegation by a unit member or CSEA that there has been a violation of a specific provision(s) of this Agreement.
- 10.2 A “**grievant**” shall mean a unit member or CSEA.
 - 10.2.1 The exclusive representative may file a grievance on behalf of a unit member.
- 10.3 A “**day**” shall mean a day when the District office is normally open for business.
- 10.4 The grievant may be represented by the exclusive representative.
 - 10.4.1 The grievant, his/her CSEA representative, and witnesses, if any, participating in the processing of the grievance, shall suffer no loss in pay if meetings are mutually scheduled by the District and CSEA.
- 10.5 Once a grievance has been resolved or a final decision rendered, a grievant shall not be entitled to initiate a new grievance on any matter or occurrence which properly could have been included in the first grievance.
- 10.6 Time limits may be extended or shortened by mutual agreement of the grievant and the District.
- 10.7 No reprisal of any kind will be taken by the District against any grievant or participant in the grievance procedure.
- 10.8 Until final disposition of the grievance takes place; the grievant shall conform to the original direction of the District.

- 10.8.1 A unit member not represented by CSEA cannot enhance or detract from the terms of this agreement.
- 10.8.2 Copies of all Level 1 or above grievances and decisions /agreements must be given to the CSEA Chapter President immediately.
- 10.9 Forms.** The written grievance shall be submitted on forms supplied by the District which shall contain the following information:
- A. The grievant name and title;
 - B. The date of filing;
 - C. The date of the alleged violation;
 - D. The specific article(s) or section(s) violated;
 - E. A brief description of the alleged violation(s);
 - F. The specific relief requested.
- 10.10 Informal Step.** Within thirty (30) working days following the act or omission giving rise to the grievance, or no later than thirty (30) working days from the time that the grievant has knowledge of, or reasonably should have known, of the act or omission, the grievant shall request an informal meeting with the immediate supervisor in writing. The employee, and/or CSEA representative, shall discuss the grievance with the immediate supervisor. The immediate supervisor shall attempt to resolve the grievance and shall respond in writing within two (2) working days of the meeting.
- 10.11 Level I.** Within ten (10) working days of the written response of the informal step (10.10), the grievant shall present the grievance in writing to the immediate supervisor.
- 10.11.1 The grievant may request a conference with the immediate supervisor. The conference shall be held within ten (10) days of the request.
 - 10.11.2 Within ten (10) working days of receipt of the grievance by the supervisor, or within ten (10) working days of the conference, if one is requested, the supervisor shall communicate a decision to the grievant in writing.
 - 10.11.3 If the supervisor does not respond within the time limit, the grievant may appeal to Level II.
- 10.12 Level II.** In the event the grievant is not satisfied with the decision at Level I, the grievance shall be presented in writing on the forms provided by the District, to the chief administrator of the work site, if not the same person as the supervisor in Level I, within ten (10) working days of the issuance of the Level I decision or the deadline within such decision was made.
- 10.12.1 If the chief administrator of the work site is the grievant immediate supervisor, the appeal shall be filed at Level III.
 - 10.12.2 The appeal shall contain all materials utilized in the first level, including the decisions rendered if any, and a concise statement of reason for the appeal.
 - 10.12.3 The chief administrator shall meet with the grievant within ten (10) working days of receipt of appeal.
 - 10.12.4 Within ten (10) working days after the conference, a written decision and the reasons for such decision shall be transmitted to the grievant.
 - 10.12.5 If there is no response within the specified time limit, the grievant may proceed to the next level.
- 10.13 Level III.** In the event that the grievant is not satisfied with the decision at Level II, a written appeal to the Superintendent/Assistant Superintendent, Human Resources, shall be filed within ten (10) days of the issuance of the Level II decision or the deadline written, which such decision was to be made.

- 10.13.1 The appeal shall contain all materials utilized in the prior levels including decision rendered, if any, and a specific and concise statement of the reason for the appeal.
- 10.13.2 The Superintendent/Assistant Superintendent, Human Resources, shall meet with the grievant and CSEA representative within ten (10) days of receipt of the appeal.
- 10.13.3 Within ten (10) working days of the meeting between the Superintendent/Assistant Superintendent, Human Resources, and the grievant, a written decision and the reasons for such decision shall be transmitted to the grievant.
- 10.13.4 If there is no response within the specified time limit, the grievant may proceed to the next level.

10.14 Level IV Binding Arbitration

- 10.14.1 If the grievant is not satisfied with the disposition of Level III, the Association may move the grievance to binding arbitration by submitting a written request to the District within 21 days of the Level III decision.
- 10.14.2 The Association and the District shall request the State Mediation and Conciliation Service to supply a panel of five names of persons experienced in hearing grievances in public schools. Each party shall alternately strike a name until only one name remains. The remaining panel member shall be the arbitrator. The order of striking shall be determined by lot.
- 10.14.3 The fees and expenses of the Arbitrator shall be borne equally by the District and the Association. All other expenses shall be borne by the party incurring them.
 - 10.14.3.1 If any questions arise as to the arbitrability of the grievance, the Arbitrator must rule on the issue of arbitrability before hearing the merits of the case.
 - 10.14.3.2 In the event the arbitrator dismisses a grievance on the ground that said grievance is not arbitrable under the Agreement, the Association and /or the grievant agrees to pay all fees and expenses of the Arbitrator.
- 10.14.4 The Arbitrator shall, as soon as possible, hear evidence and render a decision on the issue or issues submitted. If the parties cannot agree upon a statement of issues, the Arbitrator shall determine the issues by referring to the written grievance and the answers thereto at each step.
- 10.14.5 The Arbitrator will have no power to add to, subtract from, or modify the terms of this Agreement or the written policies, rules, regulations and procedures of the District.
- 10.14.6 After a hearing and after both parties have had an opportunity to make written arguments, the arbitrator shall within thirty days of closing the record, submit in writing to all parties the findings and binding decision.

ARTICLE 11: SALARIES / BENEFITS

- 11.1 In settlement of the negotiations for the 2022-23 fiscal year, the District and CSEA agree as follows:
 - 11.1.1 Beginning July 1, 2022, the Classified Salary Schedule shall be increased by nine percent (9%) on schedule across-the-board for all classified bargaining unit members. Active unit members on paid status as of the date of this signed agreement shall receive a one-time off-schedule payment of \$2,500.
 - 11.1.2 Should the Management, Confidential, or Certificated group(s) receive a higher total ongoing compensation package for the 2022-2023 fiscal year that is greater than CSEA's total ongoing compensation package, then in that event the parties shall negotiate the specific allocation of equal compensation to be afforded classified bargaining unit members.

Executive Cabinet (meaning, Superintendent and Assistant Superintendents) is not considered part of the Management employee group.

11.1.3 Beginning July 1, 2022, all cells on the master salary schedule shall be no less than \$1.00 above the state minimum wage.

11.1.4 The parties agree that the 2022-2023 fiscal year management /confidential reclassifications shall not be grievable.

11.2 District's Maximum Annual Contribution Towards Health and Welfare Plans: Unless and until negotiated otherwise, beginning September 1, 2021, the District's maximum annual contribution (i.e. the "cap") for bargaining unit employees regularly assigned twenty-hours or more per week towards one Medical, Dental, Vision, and Life Insurance Plan shall not exceed \$21,655. In the event of an increase in health and welfare premiums that result in the cap being exceeded, the District shall not be required to increase its annual contributions beyond the cap set forth above unless and until negotiated otherwise. If the cost of health and welfare premiums exceed the District's maximum annual contribution (i.e. the "cap"), the difference shall be deducted from employees' monthly salary warrant. Each year, CSEA and the District will begin negotiations on Health and Welfare benefits as soon as premium costs and plan availability are known

11.3 Group Health, Vision, Dental, and Life Insurance Plans. Unless and until negotiated otherwise, the District will provide one (1) medical, vision, dental, and life insurance plan for each eligible bargaining unit employee, including eligible dependents coverage as applicable as provided below.

11.3.1 Effective July 1, 2018 the District and CSEA have agreed to offer the following medical, dental, vision, and life insurance plans to active bargaining unit employees:

Active Bargaining Unit Employee Plan Options	
Type of Coverage	Plan Name
Composite Blue Cross PPO	CVT PPO Plan 2A
Composite Blue Cross HMO1	CVT HMO Plan 1
Composite Blue Cross HMO2	CVT HMO Plan 2
Composite Kaiser 1 Active Chiro	CVT Kaiser Plan 1
Composite Kaiser 2 Active Chiro	CVT Kaiser Plan 2
Composite Kaiser 3 Active Chiro	CVT Kaiser Plan 3
Delta Dental PPO	Delta Dental PPO
Incentive Dental PPO	Incentive Dental PPO
Incentive Dental with implants (Option 2)	Incentive Dental w Implants 2
VSP Vision	VSP Plan
Life Insurance	\$10,000 Plan

11.3.2 For the purposes of this section, any changes in providers, coverage, or plans will not take place without prior written notification to CSEA, and without providing CSEA with an opportunity to negotiate any proposed changes in providers, coverage, or plans.

11.3.3 Eligibility for District-paid medical health, vision, dental, and life insurance benefits provided by this article shall be limited to those bargaining unit employees who are regularly assigned twenty-hours per week or more.

11.4 Early Retirement. After 15 years of continuous service in the Coachella Valley Unified School District, including the year prior to retirement, the District will provide the enrollment options, health

insurance benefits (Medical, Vision and Dental), and District maximum contribution not to exceed \$21,655. Early retiree benefits will continue for up to 10 years to persons retiring at age 55 or later. Benefits to cease when an employee becomes eligible for Medicare at age 65 or other group health insurance benefits through future employment. An employee planning to retire at the end of the school year will provide notice to the Human Resources by April 2nd. Retirees on the District health plan shall pay any costs which exceed the cap to the District on a monthly basis at the beginning of each plan year.

Eligible Retirees Plan Options	
Type of Coverage	Plan Name
Retiree 4-Tiered Blue Cross PPO, Under 65	CVT PPO Plan 2A
Retiree 4-Tiered Blue Cross PPO, Medicare A&B	CVT PPO Plan 2A
Retiree 4-Tiered Blue Cross HMO, Under 65	CVT HMO Plan 1
Retiree 4-Tiered Blue Cross HMO, Under 65	CVT HMO Plan 2
Retiree 4-Tiered Kaiser 1 Under 65 Chiro	CVT Kaiser Plan 1
Retiree 4-Tiered Kaiser 2 Under 65 Chiro	CVT Kaiser Plan 2
Retiree 4-Tiered Kaiser 3 Under 65 Chiro	CVT Kaiser Plan 3
Delta Dental PPO	Delta Dental Plan
Incentive Dental PPO	Incentive Dental PPO
Incentive Dental with implants (Option 2)	Incentive Dental w Implants 2
VSP Vision	VSP Plan

11.4.1 **Disability Retirement:**

The district will provide medical insurance benefits to classified employees that meet the length of service requirement listed in 11.4, and the illness/injury is considered to be terminal. The specific term is defined as follows: terminal - a medical condition that cannot be cured and will cause death. Before benefits under this provision are to be provided by the District, the employee must submit a certificate from a medical practitioner specializing in the area of illness/injury stating to a medical certainty that the employee suffers from a qualifying illness/injury as defined above. At the District's discretion, it may either make follow-up inquiries with the practitioner and/or require the employee to be examined by a medical practitioner of its choice at its own expense in order to obtain a second opinion. The employee will be required to execute sufficient medical release(s) to enable the District to receive medical information from any practitioner examining the employee for the purposes of determining this benefit entitlement. Following receipt of the second opinion, the District will then decide to accept or deny benefits.

11.5 PROFESSIONAL GROWTH

11.5.1 Valid Professional Growth Activities:

- Accredited college/university coursework which generates a passing grade and transcript to the employee and relates to his/her current assignment OR another District assignment which the Employee is looking to promote into.
- Workshops/training/vocational education coursework sponsored by an accredited education institution which relate to the Employee's regular assignment and generate a passing grade/transcript.

11.5.2 Employee Eligibility:

- A new Employee may submit all coursework falling under the above category upon initial employment. New employees not eligible for Professional Growth upon employment and desiring to participate must follow the criteria specified in (1).

- b. A current Employee desiring to participate in the Professional Growth Program shall secure approval from their immediate supervisor as well as the Human Resources Department before taking the class by completing the Request for Course Approval (Classified). All courses must be verified as job related as referred in (11.4.1 a).
- c. Human Resources will verify transcripts according to eligibility criteria.
- d. Coursework/workshops/trainings/ vocational education taken on District time and for which the District has paid tuition and/or expenses will not be eligible for Professional Growth credit/compensation.
- e. Courses for Professional Growth may not be repeated for credit.
- f. Annual stipend paid 10thly, effective the following month of submission and approval by Human Resources.

PROFESSIONAL GROWTH (Accredited College Units)	
\$250	15 Semester Units
\$500	30 Semester Units
\$750	45 Semester Units
\$1,000	60 Semester Units
\$1,500	Bachelor's Degree
\$2,000	Master's Degree

- g. College semester units are applied to salary schedule placement for special consideration bargaining unit positions (i.e., paraeducators); therefore these employees are ineligible for the professional growth stipend up to a Bachelor's Degree.

Appendix: Classified Professional Growth Program Request for Payment of Increment(s), Conversion Charts, and Foreign Transcript Evaluation forms.

ARTICLE 12: LAYOFF AND RE-EMPLOYMENT

12.1 Definitions:

- 12.1.1 **"Layoff"** is defined as an involuntary separation from the District service due to lack of work or lack of funds.
- 12.1.2 **"Class"** is defined as the job family of related classifications.
- 12.1.3 **"Classification"** is defined as positions that are assigned the same title, position number, job description, minimum qualifications and salary range.
- 12.1.4 **"Seniority"** is defined as length of service determined by date of hire within a "class", plus higher classes, without a break in service.
- 12.1.5 **"Date of Hire"/ "Hire Date"** is defined as the first day of paid service in a bargaining unit position.
- 12.1.6 If two (2) or more unit members have equal seniority as defined herein, the bargaining unit employee with the earlier hire date to any position in the bargaining unit shall be considered most senior. If a tie still exists, seniority shall be determined by lot.
- 12.1.7 **"Qualified"** shall mean the employee who meets the minimum qualifications as determined by the job description.

12.2 Notice of Layoff:

- 12.2.1 When, as a result of a reduction or elimination of the service being performed by any department where classified employees are subject to layoff for lack of work or funds, affected employees shall be notified by certified mail sent to the most recent address

provided to the District by the employee. The notice shall be received by the employee no later than March 15 for layoffs effective in the ensuing year.

- 12.2.2 When classified positions must be eliminated as a result of the expiration of a specially funded program, the employees to be laid off shall be given written notice not less than 60 days prior to the effective date of their layoff informing them of their layoff date and their displacement rights, if any, and reemployment rights.
- 12.2.3 A copy of each layoff notice shall be sent to the current CSEA President and to the assigned CSEA Labor Relations Representative.
- 12.2.4 After notification of displacement rights (if any), the employee must notify the Human Resources Office of his/her intention to exercise displacement rights within seven (7) calendar days.

12.3 Displacement Rights (Bumping). In the event of a layoff in any classification (specific job), the layoff will be in reverse order of seniority within the class (job family). That means that the employee with the least seniority in the class (job family) will be the first laid off in the affected classification (specific job). In the event that a bargaining unit employee receiving a notice of layoff cannot exercise bumping right within his/her classification (specific job), they may exercise their class (job family) seniority in the following manner:

- 12.3.1 If the employee is qualified and has sufficient seniority, he/she may displace the employee with the lowest class seniority in equal classifications (same salary range) within the class (job family).
- 12.3.2 A lack of seniority or qualifications in equal classifications within the class will permit the employee to displace the least senior employee in succeeding lower classifications if he/she has the necessary seniority and qualifications.
- 12.3.3 If an employee lacks the qualifications or sufficient seniority to bump into any of the succeeding lower classifications within the same class (job family), the employee may then look to other classifications in which he/she has established seniority. If the classification previously held is designed a lower salary range, the employee may exercise seniority in the classification.
- 12.3.4 A unit member displaced by the operation of this layoff procedure shall have the same layoff rights and may exercise seniority displacement as though he/she was being laid off.
- 12.3.5 In lieu of the displacement rights described herein a unit member may accept reassignment to a vacant position in an equal or lower classification.

12.4 Re-Employment Rights:

- 12.4.1 Unit members who have been laid off shall be placed on a re-employment list for thirty-nine (39) calendar months.
- 12.4.2 Offers of re-employment shall be made in reverse order of layoff by seniority in the class as vacancies occur in equal or lower classifications for which the laid off unit member is qualified.
- 12.4.3 Individuals on a re-employment list shall have three (3) days to respond to a verbal offer of re-employment which, if declined, will be followed by a written verification of the declination, or five (5) days to respond to a written offer sent by certified mail, beginning with the day it is deposited in the U.S. Mail to the most recent address supplied to the District by the unit member. The employee must return to work within five working days from the day they accepted the District's offer of reemployment.
- 12.4.4 Employees, who through operation of this article receive fewer hours or assignment to a lower classification, shall be placed on the re-employment list for an additional twenty-four (24) months.
- 12.4.5 Failure to respond within the time specified a second refusal of employment or failure to return to work on the designated date shall cause the unit member's name to be permanently

removed from the re-employment list. Except that failure to respond to an offer upon first becoming eligible shall not cause the unit member's name to be removed from the re-employment list provided the unit member has previously notified the District in writing of his/her temporary unavailability to accept an offer of re-employment.

12.4.6 A unit member who elects separation in lieu of displacement or who voluntarily accepts re-assignment to a vacant position in another classification without exercising displacement rights shall maintain his/her re-employment rights under this article.

12.4.7 Unit members in layoff status shall have the right to participate in promotional examinations within the District. All laid-off unit members shall receive first consideration for any vacancy for which he/she qualifies and applies before consideration is given to any outside applicant.

12.5 Reduction in Hours:

12.5.1 A reduction in hours shall be treated in the same manner as a layoff under this Agreement.

12.5.2 If there is a reduction in hours, including a reduction in the work year, of any positions in a classification, unit members shall in order of seniority, be entitled to the maximum number of hours in available positions in his/her current classification.

12.5.3 Notwithstanding any other section of this Agreement, the District shall notify CSEA, Chapter #109, in writing of any impending reduction in hours of bargaining unit employees at least two (2) weeks prior to Board of Education consideration of the proposed action. Upon the written request of CSEA, the parties shall meet to discuss the reasons for and alternatives to the reduction in hours. Upon written request from CSEA, the parties shall meet and negotiate over both the decision and the effects of any reduction in hours.

12.6 General. The District shall notify CSEA and its Chapter #109 in writing of any impending layoff of bargaining unit employees a minimum of 15 calendar days prior to publication of the agenda of the Board of Education meeting at which the layoff is to be considered.

12.7 Seniority List:

12.7.1 During December of each year, the District will compile an accurate seniority list covering each employee and class under this Agreement. The seniority list shall indicate current classification and class seniority as of June 30th of the previous school year. This seniority list shall be posted on the CSEA chapter bulletin board at each school site and work location and five (5) copies shall be provided to the CSEA Chapter #109, President. The seniority list will be available upon request in the Human Resources Office.

12.7.2 An Employee who wishes to protest his/her date of hire on the seniority list, must file the protest with Human Resources Services within thirty (30) calendar days of the posting of the list which contains his/her name for the first time, or within thirty (30) calendar days of the postings of any subsequent list which shows a change in his/her seniority from that on the last prior list. Each protest shall be answered in writing with a copy to CSEA, Chapter #109.

12.7.3 If an error has been made, the list will be corrected and the correction will appear on the next published list.

12.7.4 In addition to the annual seniority list provided for above, the District shall update the seniority list at the time any layoff notice is given.

ARTICLE 13: HOURS AND OVERTIME

- 13.1** Unit members shall be on duty as assigned by the District. The length of the workday for full-time unit employees shall be eight (8) hours with the exception of the District Patrol schedule. The regular workweek shall consist of five (5) consecutive days, Monday through Friday, or forty (40) hours for full-time unit members. Part-time unit members shall serve less than a total of eight (8) hours per day and forty (40) hours per week and shall be classified as part-time employees.
- 13.1.1 The length of the workday shall initially be designated by the District for each classified assignment in accordance with the provisions set forth in this Agreement. Each unit member shall be assigned a fixed, regular, and ascertainable minimum number of hours per day, days per week.
- 13.1.2 The parties agree that start and end times of paraeducator shifts shall be negotiated with CSEA annually for all departments and sites no later than July 31 of each year.
- 13.2** Rest breaks of fifteen (15) minutes for each four (4) hours worked shall be provided.
- 13.3** An uninterrupted lunch break of not less than thirty (30) minutes and not more than one (1) hour shall be provided.
- 13.3.1 In individual situations, a supervisor, at the request of the unit member, may allow a variation in the lunch break schedule for a unit member in order to allow flexibility in the unit member's regular work day.
- 13.3.2 No modification shall reduce the lunch break to less than thirty (30) minutes.
- 13.4** Breaks enumerated under Articles 13.2 and 13.3 above shall be scheduled by management as near the midpoint of each work period as possible, consistent with the District's work schedule.
- 13.4.1 For unit members who serve other than full-time in their job classifications as set forth in this Agreement, leaves, vacations and holidays which occur within the unit member's work year shall be earned at the ratio of the unit member's assigned hours to a full-time classified work day.
- 13.5** Overtime shall be paid, at the rate of time and one-half of an employee's rate of pay, when an employee is required to work:
- 13.5.1 More than eight (8) hours in one (1) work day;
- 13.5.2 More than forty (40) hours in one (1) work week.
- 13.5.3 Saturday pay shall be paid at a rate of time and one-half, Sunday pay shall be paid at double time, and Holiday pay at time and one-half in addition to the regular salary.
- 13.5.4 The District will offer overtime on an equitable basis among qualified unit members at each department or work site. The District shall identify and assign unit members desiring to work overtime on a rotating basis, based on seniority.
- 13.5.5 The District shall not change an employee or employees' hours in order to avoid the payment of overtime.
- 13.6** Compensatory time off in lieu of cash compensation for overtime work may be granted at the appropriate rate in effect at the time earned.
- 13.6.1 The unit member has the sole discretion to request compensatory time in lieu of overtime pay.
- 13.6.2 Compensatory time is taken at the discretion of the unit member with twenty-four (24) hours notice to the supervisor. Allowances may be made in an emergency situation.
- 13.6.3 A unit member may decline a request for overtime.
- 13.6.4 Compensatory time must be used within one year of the date it was earned. For hours not used within the year it was earned, all compensatory hours accrued through May 15, of the

current fiscal year, shall be paid out with the employees' last regular pay check in the month of June. Any hours accrued from May 16 through June 30 shall be paid at the end of the next fiscal year.

- 13.7 Any unit member who works an average of fifteen (15) minutes or more per day in excess of the regular part-time assignment for a period of twenty (20) consecutive working days or more, shall have the regular assignment adjusted upward to reflect the longer hours, effective with the next pay period. This section does not apply to additional hours worked per Summer Work (13.9) or Summer School (13.10).
- 13.8 **Pay for Work Out of Classification.** Where the duties performed are not fixed and prescribed for the position or reasonably related to those fixed and prescribed for the position, but are in a higher class or step for a period of at least five (5) working days during any 15 calendar-day period, the employee shall be adjusted upward for the entire period in which he/she is required to work out of classification.
- 13.9 **Summer Work Assignments.** Summer work assignments are those assignments that hold no specific job classification. Ending dates may be approximate depending on the assignment. The Human Resources Department shall make available applications for summer work no later than March 15. Applications must be completed and returned to Human Resources by the first Monday in April of each year. Selection of employees for summer work shall be assigned by District date of employment (i.e. on a rotating basis by seniority in the District). An employee who rejects a summer work assignment shall automatically go to the bottom of the rotating seniority list, and the next senior employee shall be contacted. Employees must be available to work the entire length of the assignment offered. Any employee who is unable to work the full length of the assignment offered shall automatically go to the bottom of the rotating seniority list. Employees who decline or fail to respond to offers for work after five (5) attempts shall be automatically removed from the summer work as needed list. Specific summer work assignments which require specialized trained staff will be filled by qualified trained employees first. If no qualified employees are available the assignments will be filled from outside sources.
- 13.10 **Summer School Assignments.** Applications for summer school assignments must be completed and returned to Human Resources by the first Monday in May of each year (Summer school assignments for Transportation will follow Article 17.5 for assignments). All other summer school assignments shall be filled by district seniority and by classification. Should the senior applicant choose an assignment with a shorter duration than a lesser senior employee, he/she will not have the option to bump the lesser senior employee. Specific summer school assignments which require specialized trained staff will be filled by qualified trained employees. If no qualified employees are available the assignments will be filled from outside sources. Employees may take up to two days of leave (either unpaid or use their accrued sick leave) without losing their summer school assignment.
- 13.11 **Summer 4/10s Schedule:** The District may provide the option of a four-tens (4/10) Summer Work Schedule between June and twelve working days prior to the first day of school each year, subject to the approval of the site supervisor.
- 13.11.1 Offices which are required to serve the public and/or students Monday through Friday during the summer will provide staffing for the five days. Unit members shall be scheduled by mutual agreement between the immediate supervisor and the unit members involved. Such scheduling shall remain the same for the entire summer and may either provide for (1) scheduling employees for five eight-hour days; or (2) an alternate scheduling plan which gives unit members the option to work four

ten-hour days with either Monday or Friday as their unscheduled day. Absent mutual agreement, a unit member's assignment shall default to five eight-hour days.

13.11.2 Summer Flex Hours: Schedules may be modified to create temporary start and end time work hour opportunities during the summer to cover the needs of the site/department. Summer flex hours shall end twelve working days prior to the first day of school each year, subject to the approval of the site supervisor. Flex hours are to be scheduled by mutual agreement between the immediate supervisor and the unit members involved. Absent mutual agreement, a unit member's assignment shall default to the employee's regular work schedule. Any flexible hour arrangements mutually agreed upon shall be reduced to writing and shall include a beginning and ending date and shall be provided to the Director of Human Resources and the CSEA Chapter President.

- 13.12 Night Differential Pay.** Full time unit members regularly assigned to a workday where the day is regularly scheduled beyond 5:00 p.m. shall be additionally compensated at a calculation based on column "F" Step 33 multiplied by 4%. Unit members shall continue to receive their night differential rate when working daytime hours during the summer at the request of the District.

ARTICLE 14: HOLIDAYS, VACATIONS, AND LEAVES

- 14.1 Holidays.** The District agrees to provide all bargaining unit employees with the following paid holidays:
1. The day before New Year's Day
 2. New Year's Day
 3. Martin Luther King, Jr. Day
 4. Lincoln's Birthday
 5. Washington's Birthday
 6. Memorial Day
 7. Independence Day
 8. Labor Day
 9. Friday after Thanksgiving (in lieu of Admissions Day)
 10. Veterans' Day
 11. Thanksgiving Day
 12. The day before Christmas Day
 13. Christmas Day
 14. Good Friday
 15. Juneteenth
- 14.2** Every day declared by the President or the Governor of this State as a public fast, thanksgiving, or holiday, or any other day declared a holiday by the Governing Board shall be a paid holiday.
- 14.3** When a holiday falls on a Saturday, the preceding workday not a holiday shall be deemed to be that holiday.
- 14.4** When a holiday falls on a Sunday, the following workday not a holiday shall be deemed to be that holiday.
- 14.5** Except as otherwise provided in this article, a unit member must be in paid status on the working day immediately preceding or succeeding the holiday to be paid for the holiday.

14.6 Unit members not normally assigned to duty during the school recess periods of winter and spring recess and New Year's Day shall be paid for those holidays provided that they were in a paid status during any portion of the working day of the normal assignment immediately preceding or succeeding the recess period.

14.7 Vacations:

14.7.1 Every regular classified employee, permanent and probationary, shall receive vacation at the prescribed rate as part of compensation; however, earned vacation shall not become vested for a probationary employee until completion of the probationary period. Regular employees who are on leave to serve in a limited-term assignment shall earn vacation during such term assignments. Vacation shall also be earned during any paid leave of absence.

14.7.2 Vacation entitlement shall be vested at the following rates after six (6) months of service:

- 1 - 48 months of service** - 1 day per month of determined assignment
- 48 - 96 months of service** - 1.25 working days per month of determined assignment
- 97 - 120 months of service** - 1.67 working days per month of determined assignment
- Over 120 months of service** - 1.83 working days per month of determined assignment

14.7.3 Twelve (12) month employees may carry one-half year's allocated vacation over to the next fiscal year. The District may pay out any remaining unused accrual which would exceed one-half year's allotment for that year in the fund warrant each June.

14.7.4 In order to qualify for vacation credit, an employee must work at least sixteen (16) days in a calendar month. The exception is for employees who work a full academic year (approx. 180 days). Those employees will be entitled to vacation credit for the month of June (pro-rated for part-time workers as per Article 14.7.5 below).

14.7.5 For part-time employees, vacation entitlement is pro-rated on the same ratio as the regular work hours per day to an eight-hour day.

14.7.6 Employees may submit their vacation request on or before September 15th. Vacation schedules shall be prepared by the department head or principal on a yearly basis (September 1 thru August 31) at the beginning of the school year by September 30th by seniority and by classification. Vacation requests will be considered on a first-come first-served basis in the event requests are submitted after September 15th.

14.7.7 Ten-month, ten-and-a-half-month, and eleven-month regular employee: Any vacation earned and not used will be included in the fund warrant in June.

14.8 Paid Sick Leave:

14.8.1 Paid sick leave is the authorized absence of an employee because of illness, injury, medical or dental appointment, or as expressly guaranteed within this article. Employees shall earn sick leave at the rate of one (day) per month of full-time service. For employees who work a full academic year (approx. 180 days), those employees will be entitled to 10 sick days (pro-rated for part-time workers as per Article 14.8.2 below).

14.8.2 In order to qualify for sick leave credit, an employee must work at least sixteen (16) days in a calendar month. If the employee does not use the full amount of sick leave in any school year, the number of days not used shall be accumulated from year to year, with no limit to accumulation. Part-time employees shall be entitled to sick leave in the same proportion as the ratio of hours worked daily is to an eight-hour day. If employment is separated, no compensation will be paid for unused sick leave. The unused sick leave shall be reinstated, as a condition of employment should the employee return to work, as a regular classified employee, within thirty-nine (39) months of separation. Annual sick leave accounts will be issued at the beginning of each fiscal year.

- 14.8.3 At the beginning of each fiscal year, the sick leave “**bank**” of the employee shall be increased by the number of days paid sick leave which he/she would normally earn in the ensuing fiscal year. An employee’s sick leave “bank” shall be adjusted if a change of assignment alters the amount of leave earnable.
- 14.8.4 Sick leave may be taken at any time of illness or injury except that employees on probationary status may not exceed one (1) day sick leave for each month of service.
- 14.8.5 Donation of Sick Leave - To be eligible for a donation of sick leave, an employee must meet the following criteria:
 - 14.8.5.1 Definition of a catastrophic injury or illness defined as: any injury or illness which incapacitates a member of the employee’s immediate family for an extended period of time after exhausting all accumulated sick leave and based upon competent medical evidence.
 - 14.8.5.2 File appropriate Request for Donation of sick leave with the District’s Personnel Department. Upon notification to the Personnel Department, CSEA will distribute the request to the CSEA members.
 - 14.8.5.3 An employee may donate one (1) day of sick leave per request. Donation of sick leave shall not exceed a total of one hundred twenty (120) days including accumulated sick leave. Only one request for donation of sick leave per injury will be accepted for consideration.
- 14.8.6 Pay for any day of sick leave shall be the same rate the employee would have received if the employee had worked that day.
- 14.8.7 While absent on sick leave, personal necessity leave, bereavement leave, vacation, jury duty, compensatory time leave (full days only), and any other leave of absence the unit member must notify the Absence Reporting System currently used by the District at 1 1/2 hours before the shift on the day of the absence unless conditions make notification impossible. If the employee needs to report an absence for more than one day the employee may report the dates of the absence and is not required to call each day. Whenever possible notification should be given the day before.
- 14.8.8 At the District’s option, an employee may be requested to submit a medical release to return to work before resuming duties. The request for medical release must be given to the employee prior to their return to work. When an Employee provides a medical release that returns them to work with recommended restrictions and/or limitations, the District shall engage in the interactive process and shall determine the District’s ability to provide reasonable accommodation as applicable by law.
- 14.8.9 After exhaustion of paid sick leave, an employee who is ill or injured may, upon request, use accumulated vacation leave to avoid leave without pay.
- 14.8.10 Pursuant to Education Code Section 45196, each school year, each employee shall be credited with 100 working days of leave for illness or injury, which shall be paid at fifty percent (50%) of the employee’s salary. Such additional leave shall be used after entitlement to paid sick leave under Section 14.8.1 has been exhausted, and shall run concurrently with full-paid sick leave from the first day of absence for illness or injury, but shall be exclusive of any other paid leave, holiday, vacation or compensation time to which the employee may be entitled.
- 14.8.11 If, at the conclusion of all sick leave and additional leave, the employee is still unable to assume the duties of the position, the employee will be placed on the re-employment list for a period of thirty-nine (39) months in the same manner as if he/she were laid off for lack of work or lack of funds.

14.9 Industrial Accident or Injury Leave. The rules and regulations concerning industrial accident and illness leaves are as follows:

- 14.9.1 Leave shall be allowed for at least sixty (60) working days in any one fiscal year for the same accident.
 - 14.9.2 Allowable leave shall not be accumulated from year-to-year.
 - 14.9.3 Industrial accident or illness leave will commence on the first day of absence.
 - 14.9.4 Payment for wages lost on any day shall not, when added to an award granted the employee under the Worker's Compensation laws of this State, exceed the normal wage for the day.
 - 14.9.5 Industrial accident leave will be reduced by one (1) day for each day of authorized absence regardless of a compensation award made under Worker's Compensation.
 - 14.9.6 When an industrial accident or illness occurs at a time when the full sixty (60) days will overlap into the next 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, for the same illness or injury.
 - 14.9.7 When entitlement to industrial accident or illness leave has been exhausted, entitlement of other sick leave will then be used. If an employee is receiving Worker's Compensation, the employee shall be entitled to use only as much of the employee's accumulated or available sick leave, accumulated vacation or other available leave which, when added to the Worker's Compensation award, provide for a full day's wage or salary.
 - 14.9.8 During all paid leaves of absence, whether industrial accident leaves as provided in this section, sick leave, vacation, compensation time off, or other available leave provided by law or action of the District, the employee shall endorse to the District, wage-loss benefit checks received under the Worker's Compensation laws of this State. The District, in turn, shall issue the employee appropriate warrants for payment of wages or salary and shall deduct normal retirement and other authorized contributions. Deduction of entitlement to leave shall be made only in accordance with this section.
 - 14.9.9 When an employee provides a medical release that returns them to work with recommended restrictions and/or limitations, the District shall engage in the interactive process and shall determine the District's ability to provide reasonable accommodation as applicable by law.
- 14.10 Exhaustion of Leaves.** 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 the position, the employee shall, if not placed in another position, be placed on a re-employment list for a period of thirty-nine (39) months. The employee shall be employed in an available vacant position in the class of the previous assignment over all available candidates except for a re-employment list established because of lack of work or lack of funds, in which case the employee shall be listed in accordance with appropriate seniority regulations.
- 14.11** An employee who has been placed on a re-employment list, as herein provided, who has been medically released for return to duty and who fails to accept an appropriate assignment, shall be dismissed.
- 14.11.1 Appropriate assignment is defined as an assignment to the employee's former class and in assignment areas in which the employee has been made available.
 - 14.11.2 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 Education authorizes travel outside the State of California.
- 14.12 Bereavement Leave:**
- 14.12.1 A unit member shall be entitled to a maximum of five (5) days leave of absence without loss of salary on account of the death of any member of the immediate family, or three (3) days for extended family members. Bereavement leave shall be granted without loss of salary, benefits, or accumulated sick leave. For purposes of this provision, an immediate family member shall be limited to: spouse, the employee's or the employee's spouse's mother,

father, brother, sister, grandmother, grandfather, children, or grandchildren, son-, daughter-, sister- or brother-in-law. Extended family member shall be limited to: the employee's or the employee's spouse's aunt, uncle, niece, nephew and any person living in the immediate household of the employee shall be included.

14.12.2 The completed/signed Certification of Bereavement Leave form must be submitted to the Personnel Department within fifteen (15) working days of leave.

14.12.3 Personal necessity leave may be used to supplement the bereavement leave.

14.13 Jury Duty. Classified employees are not excused from jury duty. Leave for jury duty with pay will be granted. Payment received from the county for jury duty will be retained by the employee and the District will deduct the daily allowance from the employee's check. Any meal, mileage and/or parking allowance received shall be retained by the employee. Should an employee be released from jury duty, he or she shall return to work on behalf of the district unless there are two (2) hours or less remaining on the regular shift or work day, in which case the employee's absence is excused for the day. If the employee is released from jury duty with two (2) or more hours remaining on the regular shift or work day, the employee must return promptly to work. If an employee regularly scheduled to work swing or graveyard shift completes six hours or more of jury duty, he/she shall be released from work for that day. Any eight-hour swing or graveyard employee who is released from jury duty before completing six hours shall return to work and complete his/her work day during the day shift immediately after being released from jury duty.

14.14 Leave for Promotional Examination. Every employee in the classified service shall be permitted to be absent from duties during working hours to take any examination for promotion in the District without deduction of pay or other penalty, provided the employee gives two (2) days notice to the immediate supervisor.

14.15 Leaves of Absence. Leaves of absence due to pregnancy, miscarriage, childbirth, and recovery therefrom will be considered as sick leave, as for any other type of temporary disabilities.

14.16 Military Leave and Servicemember Family Leave. Employees may return to their former positions or similar positions following involuntary military service if there is a vacancy on the staff.

14.16.1 **ELIGIBILITY:** A bargaining unit member who is the spouse, son, daughter, parent, or next of kin of a covered service member shall be eligible for a total of 26 workweeks of FMLA leave during a 12-month period to care for the servicemember. These 26 workweeks would include 12 workweeks taken for any other FMLA-qualifying reason. The leave described in this paragraph shall only be available during a single 12-month period. "Next of kin", used with respect to an individual, means the nearest blood relative of that individual. "Covered Servicemember" means a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness incurred in the line of duty to active duty (or notification of an impending call or order to active duty) in support of a contingency operation pursuant to Title 10, Armed Forces, of the U.S. Code.

14.16.2 **QUALIFYING EXIGENCY LEAVE:** An eligible employee may take up to 12 workweeks of FMLA leave for specific reason to a call to active duty by the employee's parent, spouse or child who is a "covered military member." "Covered military member" means the employee's spouse, child, or parent on active duty or call to active duty. "Qualifying exigency" leave does not apply to members of the Regular Armed Forces, only Reserves, National Guard, or retirees who are called into active duty. The call to active duty must be a federal call; state calls to active duty are not covered unless under the order of the President of the United States. Leave may be taken for the following qualifying exigencies:

Short-notice deployment, military events and related activities, childcare and school activities, financial and legal arrangements, counseling, rest and recuperation, and post-deployment activities.

- 14.17 Personal Necessity Leave.** Leave which is credited under sick leave in this Agreement may be used, at the unit member's election for purpose of personal necessity, provided that use of such personal necessity leave does not exceed eight (8) days in any school year. Four (4) days of regular sick leave time may be used for illness of family members or family emergency.

14.17.1 For purposes of this provision, personal necessity shall be limited to:

- A. Death of member(s) of employee's immediate family; members include: the employee's or the employee's spouse's; mother, father, brother, sister, grandmother, grandfather, children or grandchildren; son-, daughter-, sister-or brother-in-law, aunts, uncles, nieces, nephews and spouse of the employee. In addition any person living in the immediate household of the employee shall be included. This leave shall be in addition to any bereavement leave granted under "Bereavement Leave."
- B. Accident involving his/her personal property, or the personal property of the aforementioned relations or persons (above), of such a nature that the immediate presence of the employee is required during the employee's work day.
- C. Appearance in court as litigant.
- D. Serious or critical illness or injury of member of the immediate family, as defined, of such a nature that the immediate presence of the employee is required during his workday.
- E. Other significant circumstances which are not school or school district related, that the employee feels need immediate attention.

14.17.2 Before the utilization of personal necessity leave, a unit member must provide prior notice to the appropriate supervisor, except in cases of A, B, and D. Should the circumstances outlined in A, B, D arise, the employee shall make every effort to comply with the District procedures to enable the District to obtain a substitute.

14.17.3 P.N. under "**E**" shall not be used on Friday or Monday unless previously approved by their immediate supervisor.

14.17.4 Leave shall not be available for the following:

- Withholding services to the District
- Shopping
- Seeking other employment
- Recreation
- Extending vacation or holidays
- Donating Service
- Attendance at non-professional meetings

14.18 Family Leave.

14.18.1 Bargaining unit employees having at least one (1) continuous year of service shall be afforded all benefits under the California Family Rights Act of 1991 (Government Code Section 12945.2) and the Federal Family Medical Leave Acts of 1993 (29 U.S.C. 2601 et seq.). Under the dual provisions of the State and Federal Acts, Bargaining unit employees are entitled to a maximum of twelve weeks leave in any twelve (12) month period and twenty four (24) weeks leave in any twenty four (24) month period.

14.18.2 "Family Care Leave" means: 1) birth and care for a child of a bargaining unit employee, 2) adoption or placement of a foster child, 3) care of a seriously ill child, spouse or parent, or 4) a serious health condition of the employee making him/her unable to perform job duties.

14.18.3 The District shall maintain the bargaining unit employee's coverage under any applicable health plan for the duration of the leave, except that if more than twelve (12) weeks of leave

is taken in any twelve (12) month period, the bargaining unit employee is responsible for that additional cost and shall reimburse the District directly.

- 14.18.4 The bargaining unit employee must substitute any applicable maternity leave, necessity leave, vacation leave, personal leave; medical or sick leave, industrial accident and illness leave, or extended illness leave, prior to using the benefits under this section.
- 14.18.5 Following leave, the bargaining unit employee will be restored to a similar position held at commencement of leave for which the bargaining unit employee is qualified.

14.19 Pregnancy Disability Leave. Employees shall be entitled to use personal illness leave as set forth in this section for the disabilities caused or contributed to by pregnancy, miscarriage, childbirth and/or recovery therefrom on the same terms and conditions governing leaves of absence for other illnesses, injuries or medical disabilities. Such leave shall not be used for childcare, childrearing or preparation for childbearing, but shall be limited to those disabilities caused or contributed to by pregnancy, miscarriage, childbirth or recovery therefrom.

- 14.19.1 Employees shall be entitled to leave without pay or other benefits for disability caused or contributed to by pregnancy, miscarriage, childbirth and/or recovery therefrom. Total length of leave for a pregnancy-related disability shall not exceed four (4) months subject to the following conditions: A pregnant employee may continue in active employment as late into her pregnancy as she desires, provided she is able to properly perform her required duties and responsibilities and has submitted the necessary doctor's certificate. The District may require verification of the disability.
- 14.19.2 An employee who takes a pregnancy disability leave is also entitled to take leave under the Family Medical Leave Act (FMLA) or the California Family Rights Act (CFRA) if she meets the eligibility requirements for a FMLA/CFRA leave. That means that an employee who is eligible for FMLA/CFRA leave may choose to utilize FMLA/CFRA leave to bond with the baby (or for another FMLA/CFRA qualifying event), and still be eligible to then take up to four months of pregnancy disability leave for her pregnancy disability provided her disability persists. While FMLA leave runs concurrently with pregnancy disability leave, CFRA leave may commence upon exhaustion of the four months of PDLA leave or at the end of the employee's pregnancy disability, whichever occurs first.
- 14.19.3 An employee on pregnancy disability leave for four months or less shall be entitled to return to the same assignment held at the time such leave commenced. If that position is not available, the assignment of the employee upon return to work shall be comparable to that held at the time pregnancy disability leave began.

14.20 Leave of Absence Without Pay. Leave of absence without pay may be granted to a permanent classified employee, upon written request of the employee and the approval of the Superintendent or his/her designated representative, subject to the following restrictions:

- 14.20.1 Leave of absence without pay may be granted for any period not exceeding one (1) year, except that leave of absence for service in the Peace Corps may be granted for a period not to exceed twenty-four (24) months.
- 14.20.2 The granting of a leave of absence without pay gives to the employee the right to return to his/her position or to a comparable position in the same classification at the expiration of his/her leave of absence, provided that he/she is physically and legally capable of performing the duties.
- 14.20.3 The Governing Board may, for good cause, cancel any leave of absence by giving the absent employee due notification, except in such cases when the leave of absence was granted for medical reasons. The employee may appeal the cancellation through the exclusive bargaining unit grievance procedure.
- 14.20.4 An employee may make a written request to the Governing Board to return to work prior to the expiration date of the leave. The Governing Board may approve or reject the request.

- 14.20.5 Failure to report for duty within five (5) working days after a leave has been canceled or expires shall be considered abandonment of the position and the employee may be terminated by the Governing Board.
- 14.20.6 If the employee's classification has been abolished during the employee's absence, he/she shall be laid off for lack of work and placed on the re-employment list for the class, effective the date of termination of leave. He/she may be returned to a vacant position in a class at the same or lower salary level for which he/she is qualified.

ARTICLE 15: VACANCIES, PROMOTIONS, TRANSFERS, DEMOTIONS AND RECLASSIFICATIONS

- 15.1 Notice of all job vacancies shall be posted online and on bulletin boards in prominent locations at each District job site.
 - 15.1.1 The job vacancy notice shall remain posted for a period of six (6) full working days, during which time unit members may file for the vacancy. Any unit members who will be on layoff or extended leave during the period of the posting shall be notified via email on the date the position is posted. Job postings are also available in the Human Resources Department and on the District website.
 - 15.1.2 The job vacancy notice shall include: job title, a brief description of the position and duties, the minimum qualifications required for the position, the number of hours per day, regularly assigned work shifts, days per week, months per year, and the deadline for filing.
 - 15.1.3 Filing: Any unit member may file for the vacancy by submitting an online application to Human Resources within the filing period. A computer will be made available in the Human Resources Department to assist classified employees in the online application process.
 - 15.1.4 Any new employee must complete nine months of consecutive employment as a district employee before they may become eligible for transfers and promotions.
 - 15.1.5 Unit Members who serve in the same classification may be given first consideration for transfer to vacant positions.
 - 15.1.6 No employee shall serve in a temporary capacity, or serve in a substitute and/or short-term capacity in any vacant position for more than two weeks unless the District has posted a job vacancy notice for the vacant position as per Article 15.1.1 above.
- 15.2 Voluntary transfers will be considered prior to initiating involuntary transfers. The District shall not initiate an involuntary transfer for disciplinary or retaliatory reasons, nor for any arbitrary/capricious reasons. Prior to any involuntary transfer the District shall provide a twenty (20) day notice to the affected employee with a copy to CSEA. The affected employee shall have the right to meet with his/her supervisor and to know the reasons for the change. If the employee requests a meeting, said meeting shall occur within the twenty (20) day notice period, and prior to any change being implemented. No employee shall, as a result of an involuntary transfer, suffer any loss of pay, hours per day, and days per month or months per year of assignment.
- 15.3 Any employee in the bargaining unit receiving a promotion under the provisions of this Agreement shall be moved to the appropriate range and step of the new class or classification to insure not less than a five percent (5%) increase in salary as a result of said promotion. In the event that the maximum allowable salary increase is less than five percent (5%), the employee may be placed on the last step of the appropriate range.
- 15.4 Whenever a new position is created within the same classification or an existing position becomes vacant, the District shall first offer the opportunity to interview unit members serving in the same

classification in the District, per 15.1.5. Any employee in that classification may apply for transfer to that position by filing a written notice with Human Resources. Any unit member in the classification who files for the vacancy during the posting period shall be interviewed for the vacant position. However, no employee shall serve in a temporary capacity, or serve in a substitute and/or short-term capacity in any vacant position for more than two weeks unless the District has posted a job vacancy notice for the vacant position as per Article 15.1.1 above.

15.4.1 The District shall select from the highest scoring three (3) candidates subsequent to the hiring interview process.

15.4.2 Where at least three permanent bargaining unit members in the vacancy's classification have applied for the vacant position, the District shall offer the position to one of the lateral transfer candidates.

15.5 Employees in the bargaining unit shall be given first consideration in filling any job vacancy within the bargaining unit which can be considered a promotion if they have met the following criteria:

15.5.1 An employee meets the job description requirements.

15.5.2 An employee has passed the appropriate District administered test. After the announcement and posting of this position vacancy, any employee in the bargaining unit may file for the vacancy by submitting written notice within the filing period to the Human Resources Department. Any unit member on leave or vacation may authorize their representative to file on the employee's behalf.

15.5.3 Any new employee must complete nine months of consecutive employment as a district employee before they may become eligible for transfers and promotions.

15.5.4 Permanent employees must complete a minimum of six months in their current position before they may become eligible for transfers and promotions.

15.5.5 Promotional Probation: A permanent employee who is promoted to a classification in which they have not previously completed a probationary period, shall be considered probationary in that classification for a period of six (6) months.

15.5.6 A permanent employee who accepts a promotion and fails to complete the probationary period for that promotional position shall be employed in the classification from which the employee was promoted.

15.5.7 During the second and fourth months in the new classification, the immediate supervisor shall meet with the unit member to review performance and provide recommendations for improvement. These evaluations shall specify any concerns the supervisor may have with the employee's ability and performance in the position.

15.6 **Definition of Reorganization.** When significant, comprehensive, or far-reaching changes are contemplated to the job duties, job descriptions, pay, or qualifications for multiple classifications within the same or multiple job families or departments, this process shall be defined as REORGANIZATION.

15.7 **Reorganization Procedures.**

15.7.1 A reorganization request may be initiated by the District's or CSEA's Negotiations Team.

15.7.2 When the District or CSEA Negotiations Team propose a reorganization, such proposal shall be "sunshined" as part of an Initial Proposal in front of the Coachella Valley USD Board of Education.

15.7.3 The District and CSEA Negotiations Teams may mutually or individually elect to conduct field interviews to validate workflow processes and to observe the utilization of equipment, tools, technology, and other instruments required to perform the duties of any position or groups of positions.

- 15.7.4 Following the “sunshining” of any proposed reorganization(s), the District and CSEA Negotiations Teams shall attempt to reach mutual agreement on which reorganization requests, if any, shall be negotiated during the coming year’s reopener or successor agreement negotiations.
- 15.7.5 Any agreement by the District and CSEA Negotiations Team of any reorganization shall be reduced to writing in the form of a tentative agreement and signed by the members of both the District and CSEA Negotiations Teams. Such tentative agreement(s) shall be subject to review and ratification by CSEA and the Coachella Valley USD Board of Education.

15.8 Definition of Reclassification. When changes are contemplated to the job duties, job description, pay or qualifications for an individual employee, group of employees, or all employees within a single classification, this process shall be defined as a RECLASSIFICATION.

15.9 Reclassification Committee. In order to ensure an efficient, fair and equitable reclassification system, a standing Reclassification Committee is hereby established to consider reclassification requests by unit members and/or their supervisors.

15.9.1 Warranted Reclassifications. The Reclassification Committee shall have the responsibility to determine, based on the totality of the circumstances, that a reclassification of a position may be warranted:

- a. If there is a significant proposed change in the types of duties and/or the level of responsibility of one or more job areas;
- b. If there has been a gradual accretion of duties in a job classification (and not a sudden change occasioned by a reorganization or the assignment of completely new duties and responsibilities);
- c. If it is determined that the position was originally under-classified (including job duties and salary in comparison with the overall classification plan in the District).
- d. If the job description does not accurately reflect the current duties of the individual employee(s) in the position.

15.9.2 Composition of the Reclassification Review Committee. The Reclassification Review Committee is composed of at least the following equal numbers of representatives from both the District and CSEA:

- a. Three representatives from CSEA, appointed by the Chapter President.
- b. Three representatives from the District at large (supervisory, administrative, classified and/or certificated) appointed by the Superintendent.

15.9.3 Direct Conflict of Interest of Committee Member. Any member with a “direct” conflict shall excuse him/herself from the Committee during which time the deliberations and voting on the matter in which he/she has a direct conflict is occurring. The meaning of “direct conflict” is defined as follows:

- a. Any Committee member who is a relative as defined by Article 14.12 of this collective bargaining agreement (Bereavement Leave), or any other conflict of interest as defined by Board Policy 4312.8.
- b. Any Committee member who occupies the same classification of the employee(s) being reviewed.
- c. Any Committee member who has the responsibility of immediate supervision of the employee(s) scheduled for review.
- d. Any Committee member who is the second level of the supervision of the position in review.
- e. Any Committee member whose own personal request is being reviewed by the Committee.
- f. An alternate shall be appointed by the appropriate party to fill the vacancy created by a recusal.

- 15.9.4 **Meeting Schedule and Timelines.** The Committee shall review reclassification requests received from employees annually as follows:
- a. All completed forms must be received by Human Resources on or before November 1st to be considered for review within the same fiscal year.
 - b. The Committee will not consider requests submitted and examined the previous year unless significant changes in job duties can justify such a review. An increase in the volume of work is not a valid reason.
 - c. Classifications must be established for a period of at least one year before reclassification can be considered.
 - d. A position receiving a reclassification by the Committee which results in an upgraded salary row increase, shall be eligible for reconsideration again after a three (3) year period.
- 15.9.5 **Reclassification Procedures.**
- a. A reclassification request may be initiated by the employee or his/her supervisor.
 - b. All requests for reclassification must be submitted on the "Reclassification Questionnaire Form" and any supporting materials shall be submitted to Human Resources by the November 1st deadline. Forms are available through the District's Human Resources Department.
 - c. If the employee initiates the request, the Committee shall provide a copy of the completed form to the immediate supervisor for review. The supervisor shall have at least five (5) working days to provide a response to the Committee. Following the immediate supervisor's comments, the employee shall have at least five (5) working days to provide a response to the Committee.
 - d. Committee members are responsible for reviewing the reclassification questionnaire and any supporting materials submitted by the employee or immediate supervisor prior to the scheduled interviews, if any, as provided in subdivision (f) below in this section. A written statement from the next level administrator may also be reviewed. Committee members should be prepared to ask appropriate questions to clarify any issues arising from the questionnaire and materials.
 - e. The Committee may elect to conduct field interviews to validate workflow processes and to observe the utilization of equipment, tools, and other instruments required to perform the duties of the position. Salary studies using comparable school districts may be conducted.
 - f. An interview may be scheduled with the employee and immediate supervisor before the Committee. The purpose of the interview is to gather information and to clarify any ambiguities.
 - g. Following the completion of the review of all requests for reclassification, Committee members shall participate in discussions as a group pertaining to the merit of the request based on the guidelines for reclassification. Committee members shall review and make each recommendation on each issue in front of the Committee. An attempt to reach consensus shall be made.
 - h. Committee members shall vote on a recommendation following the interview and in consideration of all the information present.
 - i. If the Committee reaches a unanimous decision in its recommendation, the CVUSD Board of Education shall review the unanimous recommendation from the Committee. Thereafter, the Committee will render its final recommendation to Human Resources, the CSEA Chapter President, and the Superintendent no later than May 1st. The Committee's unanimous recommendations shall be final and considered negotiated for EERA-purposes, and shall not be ratified, nor forwarded to the parties' respective bargaining team for further negotiations.

- j. If the Committee is not unanimous in the recommendation, only that issue(s) which has not been agreed upon unanimously by the Committee will be forwarded to the CSEA President and the Director of Human Resources for consideration for negotiations between CSEA and the District, provided however, that the issue(s) is within the scope of representation (e.g. a change in an existing job description).

15.9.6 **Guidelines for Salary Placement Due to Reclassification.** Placement of a new position on the salary schedule or reclassification to an existing classification may be determined by the degree of the following factors:

- a. Required skills, knowledge and abilities;
- b. Required experience and education;
- c. Scope of responsibility;
- d. Accountability;
- e. Complexity
- f. Working conditions (e.g., indoor/outdoor, safety, etc.)
- g. Supervision given or received.

In no event shall upward reclassification result in a loss of pay for a classified employee, and in no event shall the reclassification change the employee's anniversary date for the purposes of earning salary step increases. Unless agreed upon differently by the Committee, the reclassification accomplished by the Reclassification Committee shall become effective July 1st.

15.9.7 **Reclassification Committee and the Collective Bargaining Process.** It is the intent of the Committee structure to complement the collective bargaining process and it is recognized that participation in this process is not a waiver of negotiation rights on any subjects within the scope of representation arising as a result of the Committee deliberations, unless the Committee arrives upon a unanimous recommendations as provided by Section 15.9.5, subdivision (i) above in which case the Parties' obligations to meet and negotiate shall be satisfied.

ARTICLE 16: DISCIPLINE

16.1 Discipline is the responsibility of the District. In applying discipline, the District agrees to take action against a bargaining unit employee only for just cause using progressive discipline, and in all instances, the discipline applied must relate to the severity of the offense within the procedures of the agreement and in accordance with applicable law.

16.2 Causes for Discipline

- 1. Absence without leave
- 2. Failure or refusal to perform the normal and reasonable duties of the position
- 3. Conviction of any criminal act involving moral turpitude
- 4. Use of the District time, facilities, equipment, or supplies for private gain or advantage
- 5. Disorderly or immoral conduct or loud, boisterous, or argumentative behavior which may lead to physical confrontation
- 6. Insubordination
- 7. Incompetence or inefficiency
- 8. Duplication of any key to a District facility without proper authorization
- 9. Neglect of duty
- 10. Negligence or willful damage to public property or waste of public supplies or equipment
- 11. Dishonesty

12. Persistent violation or refusal to obey safety rules or regulations made applicable by an appropriate State or local government agency
13. Abandonment of position
14. Consumption of alcoholic beverages or intoxication on District premises while on duty at any location
15. Possession on District premises or while on duty at any location of any narcotic, restricted dangerous drug or other controlled substance regulated by the California Uniform Controlled Substances Act unless such possession is under a valid written prescription
16. Incapacity due to mental or physical disability as determined by a medical examination
17. Suspension, revocation or expiration of any license which is required for the employee's performance of job duties
18. And other grounds as specified in Administrative Regulation 4218
19. Documented abuse of sick leave or personal necessity as provided for in this contract will be grounds for disciplinary action

16.3 "Discipline" shall be defined as suspension without pay, involuntary demotion, dismissal, or other corrective remedy other than oral warning, written warning, or written reprimand.

16.3.1 Unit members shall have the right to respond in writing and have that response attached to any disciplinary document that is placed in their personnel file. Information of a derogatory nature shall not be entered into an employee's personnel records unless and until the employee is given notice and an opportunity to review and comment on that information.

16.3.2 In all cases, communication between supervisors and unit members shall be conducted in a constructive and professional manner.

16.4 Progressive discipline:

Except where the severity of the misconduct requires otherwise, as determined by the District, progressive discipline steps shall include:

16.4.1 Level 1 - Oral warning, which is documented in the form of a conference summary, from the site and/or District administrator. The conference summary is a summary of the oral warning conference and shall specify the conduct that needs to be modified, contain directives, and advise the unit member of the next level of discipline, if necessary. The conference summary shall not be put in the employee's personnel file. Should the oral warning/conference summary be insufficient in correcting the conduct, the conference summary shall be attached to the next level of disciplinary action.

16.4.2 Level 2 - Written Warning, which shall be documented by the site supervisor and/or District administrator and shall be placed in the unit member's personnel file. The Written Warning shall specify the conduct that may need to be modified, contain directives for modification, and advise the unit member of the next level of discipline.

16.4.3 Level 3 - Letter of Reprimand, which shall be issued by the site supervisor and/or District administrator, and Human Resources, and shall be placed in the unit member's personnel file. The Letter of Reprimand shall specify the conduct that may need to be modified, contain directives for modification, and advise the unit member of the next level of discipline.

16.4.4 Level 4 - Suspension without pay, involuntary demotion, or other corrective remedy.

16.4.5 Level 5 – Dismissal per the procedures in this Article.

- 16.5** Any disciplinary matter at Level 4 or above shall be brought to the attention of the Superintendent or designee.
- 16.5.1 The Superintendent, or designee, shall investigate and discuss the matter with the unit member or with the unit member and a representative, if requested by the unit member. The unit member shall be notified in writing and shall be given an opportunity to respond to the allegations and to comment on the appropriate disposition to a neutral Skelly officer. The District shall impose discipline uniformly and equally based upon the facts of each individual case.
- 16.5.2 The Superintendent or designee shall give the employee written notice of the intended disposition within ten (10) days of the conclusion of the Skelly meeting.
- 16.5.3 Should the employee not be satisfied with the Superintendent's decision, the employee may request a hearing by the Board of Trustees by submitting a written request for such hearing within ten (10) working days of actual receipt of the charges.
- 16.5.4 The notice of disposition shall be served upon the unit member personally and shall be signed for and dated upon receipt or shall be sent by United States registered mail, return receipt requested, addressed to the employee at the last known address. The exclusive representative shall also be sent a copy of the notice. This notice shall also advise the unit member of the right to appeal.
- 16.5.5 As an alternative to the procedures set forth above, the Board may direct that the hearing be conducted by an advisory arbitrator selected by mutual consent of the District and CSEA and its Chapter #109. If the parties are unable to mutually agree upon the selection of an advisory arbitrator, the District shall immediately contact the State Conciliation & Mediation Service to request a list of seven (7) qualified individuals to serve as advisory arbitrators. Upon receiving the list, the parties shall immediately strike names until an advisory arbitrator is selected. The parties will make all diligent efforts to pursue a quick and speedy appointment of an arbitrator. The advisory arbitrator shall make his/her findings and recommendations in writing to the Board. The Board of Trustees shall render a final decision after considering said findings and recommendations. The fees and expenses of the advisory arbitrator shall be borne by the District.
- 16.5.6 The employee may request a representative be present at all times.

ARTICLE 17: TRANSPORTATION PROCEDURES

This article supersedes all previously negotiated MOU's dealing with the Transportation Department except for the Agreement regarding Drug and Alcohol Testing dated August 21, 2019, the Transportation Procedures MOU dated May 6, May 6 (later corrected to May 27), 2016, the MOU regarding Versa Trans Adoption dated June 19, 2017, and the MOU regarding the New Transportation Facility dated January 19, 2018.

17.1 Working Rules.

- A. Stand by time definition - each driver shall be compensated at his/her regular hourly rate for all stand-by time between routes.
- B. Base Hours - each driver shall begin with a base of eight (8) hours per day.
- C. In the event a driver selects a special trip which is scheduled to run so late as to prevent him/her from legally driving his/her regularly assigned time the following day, he/she shall be paid only for service provided after eight (8) hours rest within the legal restriction. In the event the trip is delayed for mechanical reasons, acts of God, a student emergency, a civil emergency, or an approved field trip extension, the driver shall be paid these hours. Drivers will not exceed the

legally mandated sixteen (16) hour maximum working and driving hours. When the possibility of this becomes apparent, and with no less than two hours notice, drivers will contact their immediate supervisor of the possibility of exceeding maximum driving or maximum working hours.

- D. Selection of routes and schedules shall be determined on the basis of seniority through the bidding process.
- E. Compensation for minimum show-up time for any assigned home school route shall be two (2) hours.
- F. Stand by time – each driver shall be allowed stand by time of thirty (30) minutes between the regularly scheduled run if it is thirty (30) minutes or less.
- G. Split-time – in building routes, every effort shall be made to provide a driver with his/her base or adjusted base hours in the least number of total hours.
- H. Each driver shall be allowed forty-five (45) minutes per day to perform required inspections, warm up and cleaning of the bus thirty (30) minutes pre-trip and fifteen (15) minutes bus cleaning). The Director of Transportation, or in the Director's absence a management designee, may approve an additional forty-five (45) minutes. All required cleaning shall be done in the yard at the end of each day's use, unless it is included in the route at a different time. All cleaning and check out time is part of the accepted bid package.
- I. Management has the right to assign work in the transportation department (i.e. such as bus washing, seat repair, refueling, and dispatching) in order to meet the minimum base hours. All runs/routes and four (4) permanent, two (2) hour, bus cleaning and maintenance work such as seat repair, bus washing, steam-cleaning, refueling, and window repair shall be posted a minimum of five (5) consecutive working days in advance of the initial bidding process.
- J. Management has the right to assign additional work in the transportation department (i.e. such as bus washing, seat repair, refueling, office and clerical work, dispatching, and the like) in order to meet the 8 hour minimum base hours.
- K. In an emergency situation, the District shall have the right to suspend these procedures for the duration of the emergency, per Article 7.3

17.2 Extra Work

Drivers will sign up for extra work by 6:00 a.m. Drivers shall be automatically signed up for extra work if starting late that day due to a field trip. Extra work will be assigned based on seniority as follows:

- A. Extra work will be assigned based on seniority to those drivers that do not have their eight (8) hour base. Such work can only be accepted if it does not conflict with the regularly scheduled route.
- B. After each driver has met his/her eight (8) hour base, extra work will then be offered to all drivers in seniority order. All hours available over the eight (8) hour base due to extra work will be offered to drivers in seniority order as overtime to those who signed up for such extra work.
- C. Extra work will be assigned by 8:30 a.m. by radio and/or cell phone by the Director of Transportation or designee.
- D. Once a driver has accepted an extra work assignment, the driver who "returns" the assignment with less than four (4) hours notice of the start time of the extra duty assignment without prior approval from the Director of Transportation or his designee shall automatically go to the bottom of the seniority rotation, and shall also forgo the next extra duty assignment (i.e. shall be "skipped" on the extra work list) in the seniority rotation. Exceptions shall be made for employees who have appropriately utilized a leave under this Agreement (such as sick leave, bereavement leave, etc.) during the regular eight (8) hour workday.
- E. Any assignment that becomes available for any reason with less than one (1) hour notice to the transportation department will be offered to drivers who are located within the transportation

building complex in seniority order. If no drivers respond, the assignment will be offered over the radio and given to the bus driver in closest proximity.

17.3 Bid Procedures.

- A. Routes shall be posted in Transportation and emailed to each driver/monitor's district email no later than five working days before the first day of bidding. The Assistant Superintendent overseeing Transportation, or designee, shall verify the route times are correct. The initial bidding will be conducted after the drivers and monitors have had one week before the first day of the start of school to review the scheduled routes and hours. In the event there are errors in the route times posted, the bidding shall pause and the District shall correct the error(s) before resuming the bidding.
- B. Regular home to school A.M. and P.M. routes will be posted separately from all mid-day and activity runs.
- C. Through the bidding procedure, drivers and monitors will be able to choose a route consisting of an A.M./P.M. route (as available), and/or any posted extra work, and any mid-days or school activity runs for a route that does not exceed eight (8) hours daily. Mid-day and activity runs may be selected if it does not conflict with the AM/PM scheduled route. This process will continue down the seniority list until all drivers have chosen. In the event a driver does not initially bid upon a mid-day or activity run (or voluntarily relinquishes his/her mid-day or activity run) without receiving by seniority bid another mid-day or activity run as per Article 17.3 (C) above, the District is not required to guarantee an eight (8) hour base for the driver, who shall retain only the base number of hours associated with the route he/she bid upon during the first 12 weeks of the school year (i.e. until the 12th week rebidding process in Article 17.5 (A)). In addition, such driver also shall be removed from the extra work sign-up rotation for the first 12 weeks of the school year (i.e. until the 12th week rebidding process in Article 17.5 (A)).
- D. During the initial round of bidding, bus drivers/monitors may sign up for a second round of bidding for additional work which may result in regularly assigned overtime. After completion of the initial round of bidding, any remaining extra work, mid-days or school activities that have not been selected shall remain posted. Drivers/monitors may participate in a second round of bidding based on seniority. Such work can only be accepted if it does not conflict with the regularly scheduled route.
- E. However, in the event a driver/monitor voluntarily relinquishes extra work selected during the second round of bidding (17.3 (D)) that resulted in regularly assigned overtime, the extra work will be returned to the extra work sign up list, and then shall be posted for other drivers to bid on per Article 17.5 (A).
- F. Each driver will be given a pre-scheduled five (5) minute period for any bidding process, including a rebidding process, during which the driver must make his/her choice. The next scheduled person will not be able to bid until his/her scheduled time slot.
- G. If for any reason a driver/monitor cannot make his/her scheduled bid time, the driver's designee, or a union steward shall bid for the driver in his/her slot. The choice made for the driver by his/her designee will be permanent unless an assignment becomes available through the regular posting in the school year.
- H. Should the driver designee not make his/her scheduled bid time, he/she will be placed in a cover driver route. If a cover driver route is unavailable, he/she will be placed in a route not to exceed 8 hours.
- I. Each driver's bid time will be private. The Director of Transportation or in the Director's absence, a management designee and Union Representative (voluntary only) will be in the room to answer any questions about specific routes, times and equipment. Other drivers will not be permitted to be in the room.
- J. After a route is chosen, it will be removed from the group. There will be a signature sheet to sign verifying the driver's choice.

- K. Each driver will be paid one (1) hour for the bidding process.
- L. A bid letter, release to bid form and bidding schedule will be provided via email to the drivers/monitors on or before the last day of school.

17.4 **Bus Drivers.**

- A. **Licenses.** All bus drivers must have proper certification and must always carry his/her Class A or B driver's license and his/her special driver certificate while on duty. Training priority shall be given to drivers whose certificate expires within the next seven (7) months. It is the responsibility of all bus drivers to maintain current certifications required for the position.
Should a bus driver's license or certifications expire (with the exception of an employee being on an approved leave, delayed due to CHP's actions outside of the driver's control, or entitled to reasonable accommodations) the driver will be placed on unpaid leave and shall not be compensated for the training required to reinstate a license or certification. Driver's healthcare coverage shall remain unchanged during this unpaid period.
- B. **Change of Address and Telephone.** All school bus drivers must notify the Transportation Office and the Human Resources Department of any change of address and/or telephone within three (3) working days of the change. Drivers without a valid telephone number on file in the Transportation Office will not be called.
- C. **Cover Bus Drivers.** There shall be a minimum of six (6) Cover Driver at eight (8) hours per day assignment. Additional Cover Drivers may be added by the Director of Transportation or the Assistant Superintendent of Human Resources. Management has the right to assign cover drivers work in the transportation department (i.e. such as bus washing, seat repair, refueling, office and clerical work, dispatching, and the like) in order to meet the eight hours.
 - 1. Cover Drivers shall be assigned a regular route to cover due to driver absence as assigned by the Director of Transportation or designee, but may be used as relief Drivers or be assigned other duties normally given to Bus Drivers, if a regular route due to driver absence is unavailable.
 - 2. In the event a cover driver is assigned a regular route that begins prior to 5:00 a.m. and/or ends after 5:00 p.m., the cover driver shall do all assignments associated with that route, including any mid-day and activity runs associated with that route. At all other times, the starting time for Cover Drivers shall be 5:00 a.m. with an ending time no later than 5:00 p.m.
- D. **Substitute Bus Driver.**
 - 1. Substitute bus drivers will be used to cover the entire route associated with the driver that is absent with the exception of the regularly assigned extra work resulting in overtime.
 - 2. Substitute bus drivers will not be allowed to work any assignment other than AM/PM runs and/or other driving assignment that may result in overtime unless said work has been offered to all bargaining unit members.

17.5 **Assignments.**

- A. Assignment of School Bus Drivers after the first day of school: As vacancies occur through separation of employment, additional runs, or for other reasons, they shall be filled by seniority. Modification of an existing route shall not be considered a new route. During the twelfth week of school, routes will be rebid as follows:
 - 1. All routes (AM/PM, middays and activities) will be rebid by seniority.
 - 2. After the rebidding at the end of the twelfth week, all drivers shall be "locked in" to their routes for the remainder of the school year unless there is a need to rebid for new routes.
 - 3. After the above referenced twelfth week, if any additional route, mid-day or activity assignments become available, such assignments shall be posted for three working days.

A driver may drop their existing mid-day or activity run to bid by seniority on the newly available mid-day or activity assignments.

4. However, in the event a driver voluntarily relinquishes his/her mid-day or activity run without receiving (by seniority bid) another mid-day or activity run, the District is not required to guarantee an eight (8) hour base for the driver, who shall revert for the remainder of the school year to a base number of hours associated with the route he/she bid upon; this shall include any initial bidding process contemplated above in Article 17.3(C). In addition, such driver also shall be removed from the extra work sign-up rotation for the remainder of the school year.

17.6 Bus Drivers Summer School Procedures.

Bus drivers/monitors interested in working summer school must sign up by May 1st of each year. Summer school sign-up sheets will be posted in the Transportation Department. Annually, no later than one (1) week before the first day of summer school, routes/hours will be posted and will be available for bidding by seniority. Schedules and routes shall be posted in Transportation and emailed to the district email of each driver and monitor who signed up for summer school no later than five (5) working days before the first day of bidding. Each bus driver/monitor shall be provided with the beginning and ending dates of the routes. If a bus driver/monitor selects a route that ends prior to other routes, he/she does not have the option to bump into an existing summer school route. Vacancies may be filled by available bus drivers/monitors by seniority. If a route is adjusted by more than a thirty (30) minute addition of time it shall be rebid. Such assignments shall be posted for three working days.

17.7 Field Trips.

- A. Out of Town Field Trip: All drivers will need the following in-service training to be eligible to take out of town field trips; this must be offered by the district annually for those who are not certified proficient.
 1. Mountain driving training
 2. Freeway and city driving training
 3. Night driving training
 4. Log book in-service
 5. Map reading
- B. Field trips shall be assigned on a seniority basis for both Class A and B trips; three (3) assignment lists have to be established. These lists are identified as follows:
 1. Class A trips - trips outside a thirty-five (35) mile radius of the Transportation bus yard.
 2. Class B trips - inside a thirty-five (35) mile radius of the Transportation bus yard.
 3. Last minute field trips – any field trip that becomes available after field trips are assigned on Wednesday of each week, or when a driver “returns” a trip for any reason.
- C. In order to be placed on the “A” field trip a driver must have completed seven hundred (700) hours of service as a regular, bargaining unit driver in the District and have passed his/her six (6) month probation period.
- D. “A” and “B” Field Trips will be assigned by Wednesday at 5:00pm in the order of field trip start time. Last Minute Field Trips will be assigned immediately in the order that they are received. In the event a trip needs to be split due to the length of the trip, the portion with the most hours will be assigned to the most senior driver that is next on the field trip rotation list.
- E. “A” and “B” Field Trips will be posted every Wednesday by 5:00 pm for the following Monday through Sunday. Trips for Winter Break shall be posted for the entire period of the break (and the first week after the break) on the Wednesday prior to the last week of school before the break begins. Last Minute Field Trips will be posted immediately in the order that they are received.
- F. “A” and “B” Field Trip will be assigned by seniority automatically. Drivers will have until 5:00 p.m. on Thursday immediately after the Wednesday posting to reject their assigned “A” or “B” field

- trip in writing to a Transportation Dispatcher. Last Minute Field Trips shall be accepted or rejected by each driver as offered, and unlike “A” and “B” field trips, shall not be assigned automatically. If any trip is rejected, it will automatically go to the next driver in the seniority rotation.
- G. Once a driver has accepted a field trip, the driver who “returns” the trip with less than 24 hours’ notice shall automatically go to the bottom of the seniority rotation, and shall also forgo the next field trip assignment on the respective list (i.e. shall be “skipped” on an A or B list) in the seniority rotation. Exceptions shall be made for an employee who has utilized an appropriate leave under this Agreement (such as sick leave, bereavement, etc.) for the day of the trip.
 - H. If a field trip requires stop time, it must be stated on the request form; if not, and there is a stop time, the driver will be paid straight through. A driver in paid status shall be responsible for the vehicle and remain available to the field trip group for the duration of the trip, except during meal, rest, and unpaid periods. The driver will also provide the chaperone a means to contact them in the event the driver is needed.
 - I. Field trip assignments to the bus driver will include the route to be used to and from the destination, with the driver to have the authority to depart from the assigned route only in the case of inclement weather, authorized roadblocks, and detours. If a field trip requires an overnight stay, the driver shall be paid for actual driving time plus standby time on the first day, and for subsequent days for that overnight assignment, actual driving time and standby time, or eight (8) hours, whichever is GREATER.
 - J. Class “A” and “B” drivers are to be assigned to field trips from the established lists. The list shall be originally developed with the drivers with the most hours of service first. When a driver takes a field trip, his/her name will be moved to the bottom of the appropriate list. Drivers shall be assigned to field trips according to his/her position on the list. When a driver declines, for any reason, a field trip assignment, the driver’s name shall be placed at the bottom of the list. The purpose of this procedure is to assure equity in opportunities for field trip assignments.
 - K. Similarly, Last Minute Field Trip drivers are to be assigned to field trips from the established Last Minute Field Trip list. The list shall be originally developed with the drivers with the most hours of service first. When a driver takes a last minute field trip, his/her name will be moved to the bottom of the Last Minute Field Trip list. Drivers shall be assigned to last minute field trips according to his/her position on the Last Minute Field Trip list. When a driver declines, for any reason, a last minute field trip assignment, the driver’s name shall be placed at the bottom of the Last Minute Field Trip list. The purpose of this procedure is to assure equity in opportunities for last minute field trip assignments.
 - L. The first driver on any field trip list will be assigned the first trip to leave; the second driver will be assigned the second trip and so on.
 - M. If a driver’s name comes up on both lists on the same day, he/she will take the “A” trip first and his/her name will remain on the top of the “B” lists.
 - N. If an “A” trip is cancelled after the names are listed, the driver that was canceled will take the next “A” trip available. Similarly, if a “B” trip or last minute field trip is cancelled after the names are listed, the driver that was canceled will take the next “B” trip or last minute field trip available on each respective list.
 - O. If a trip is added after the names are listed, the next driver on the respective list will be assigned the trip.
 - P. Drivers scheduled for training to renew their certification may not accept a field trip if it conflicts with their training.
 - Q. Except when scheduled for training, if a driver does not accept a trip, regardless for the reason, his/her name will go to the bottom of the respective list.
 - R. No trading of field trips will be allowed. If a driver declines a trip, he/she will be assigned an “n” and will be placed at the bottom of the respective list.

- S. Unit members who wish to opt out of field trips per this Article for a given fiscal year shall fill out and sign the Field Trip Opt Out form (attached as Appendix TBD), verifying their wish to be skipped in this procedure, and shall provide it to the Director of Transportation or designee, and shall similarly provide written notice of rescinding that opt-out form.
- T. If a driver cannot be contacted in person, by two-way radio, or by personal cell phone within 3 minutes, the driver will be placed at the bottom of the respective field trip list.
- U. If a field trip becomes available on a weekend that was not posted during the regular workweek, each driver is given one phone call only. (Phone number of his/her choice).
- V. All field trip lists shall be posted.
- W. Elementary school-to-school trips within thirty (30) minutes of site release time will be considered as part of the extra sign-up process, and as such will not count as a "field trip" for purposes of bidding rotation on any field trip board.
- X. Compensation for minimum show-up time for any trip shall not be less than:
 - 1. Two (2) hours: If not provided a 24 hour cancellation notice.
 - 2. Four (4) hours: Weekend field trips that are not cancelled prior to 4:30 p.m. on any Thursday prior to the weekend of the field trip.

17.8 Bus Monitors.

- A. Like Drivers, routes shall be posted in Transportation and emailed to each monitor's district email no later than five working days before the first day of bidding. All Bus Monitor positions shall be no less than four hours per day, five days per week, with the basic assignment of hours contingent upon the route selected and the normal operation of Article 13.7.
- B. Bus Monitors shall be able to choose by seniority a posted route (consisting of an A.M./P.M. route combined driven by the same Bus Driver). This process will continue down the seniority list until all available routes have been chosen by Bus Monitors.
- C. Any bus monitor who owes time will be assigned extra work on seat cleaning, harness cleaning, window cleaning, clerical work, and/or organizing supplies.

17.9 Use of Charter Buses. The District shall prioritize the use of District drivers and District vehicles in preference to charter buses.

- A. Charter buses may not be used when District funds (including site-based and grant funds) are utilized to pay for field trips, or other types of student transportation. This policy does not apply to the following situations:
 - 1. Trips funded by parent donations, student fundraising, non-profit 501(c)(3) organizations and/or charitable donations from corporations or other community organizations, where there is no contribution from the District towards a charter bus.
 - 2. Grad Nite or middle school promotion trips.
 - 3. Out-of-Town (i.e. "A" trips as defined above in Article 17.7) for CIF Championship sports events outside a 35-mile radius of the Transportation bus yard.
 - 4. Out-of-state Trips.
- B. In the event a charter bus is used with District funds, not complying with the above requirements, the eligible driver will report to their regular assignment, and the District will make whole, at the appropriate rate, that driver eligible (as per the field trip list) for lost hours due to the District's use of the charter bus (including non-school days), with exceptions per C below.
- C. In the summer, in the event that all available District bus drivers are already utilized to work (regular shifts and/or overtime), have been contacted and failed to respond timely per the procedures of this article, or have declined to work the trip, and dispatchers and trainers have also declined, the District may use a charter bus for the duration of that particular trip only.

17.10 Bus Driver and Bus Monitor Uniforms and Dress Code. Drivers shall be afforded uniforms as per the following:

- A. Each Bus Driver and Bus Monitor shall be afforded six (6) t-shirts or polo/buttoned shirts with the District's logos, long and/or short sleeved, the full value of which shall be reported to CalPERS (as applicable) for the purposes of final retirement benefits.
- B. Drivers shall be required to wear the District-provided shirt. No, jeans with holes, no pants with text across the posterior, short skirts (above mid-thigh) or cutoff jean shorts shall be allowed.

17.11 Bus Driver Trainees. The bus driver trainee assignments shall be as follows:

- A. It is understood that the duration of this Trainee position will be the mandatory forty (40) hours required by law. However, at the discretion of the Director of Transportation that duration may be lengthened on the ability of the trainee to qualify for and obtain the appropriate license(s).
- B. The pay for this position is 19/A on the Classified Salary Schedule, except for bargaining unit members receiving this training who remain at their regular rate of pay.
- C. The hours/days of assigned training shall be scheduled by the Director of Transportation or in the Director's absence, a management designee.
- D. The hire date to the classification of Bus Driver, for purposes of determining bus driver seniority, shall be the first day of licensed, paid service as a CVUSD bargaining unit Bus Driver. Trainee hours do not count toward bus driver seniority.
- E. It is understood that the District may solicit applicants for a Trainee position and pay them the appropriate salary as listed above without their being any available permanent position. Said Trainee may be used as substitute bus driver, and shall be afforded preferential hiring over outside candidates for any vacant bargaining unit Bus Driver positions when such vacancies exist.
- F. In the event a licensed bargaining unit member serves out of class as a Bus Driver, the unit member shall receive out of class pay as a Driver.
- G. The above listed Trainee and Substitute Bus Driver positions parameters will be included in vacancy announcements published for this position.
- H. The District shall maintain health and welfare contributions at the appropriate rate as per this Agreement for those employees who have applied and have been accepted by the District as bus driver Trainees so as to encourage internal applicants to train for future Bus Driver vacancies.

ARTICLE 18: SECURITY CAMERAS AND RECORDING EQUIPMENT

- 18.1** The District has and will install recording equipment for the purpose of ensuring safety, and deterring and recording criminal activity.
- 18.2** Direct access to any live feed provided by District recording equipment shall be limited to the Director of Security and campus security officers via unique login IDs. Requests for additional personnel to have direct access to a live feed must be made by Assistant Superintendents to the Superintendent.
- 18.3** When there is a suspected incident of criminal activity and/or student safety concerns, the recording will be reviewed initially only by the District's Director of Security and/or designee(s) of the Superintendent. The sole purpose of viewing these recordings is to determine the source of/ or preventing criminal activity and to ensure student safety. Specifically, the recordings will be reviewed from the date on which there is a reasonable suspicion of alleged criminal activity and/or student safety concerns, retroactive to the date the action reasonably may have occurred.
- 18.4** Annually, the District shall provide CSEA with a listing of the number and location of known recording equipment to be used. An initial list of equipment will be provided fifty (50) working days after this

agreement is signed and ratified by both parties. The list will be updated in good faith as the information becomes available.

- 18.5 When the District has installed recording equipment, signs will be posted to notify persons that recordings may occur at the District.
- 18.6 No recording equipment will be installed where there is a reasonable expectation of privacy, in accordance with applicable law, such as restrooms, locker rooms, break rooms, or classrooms.
- 18.7 The District will not use recording(s) to determine promotions and transfers, to evaluate employee work performance, or to discipline CSEA bargaining unit employees, except in the following circumstances when the recordings reviewed prove that the employee engaged in an act of criminal activity and/or engaged in activities unsafe to students. The District will not engage in video surveillance that involves disparate, arbitrary or targeted surveillance of unit members.
- 18.8 Recording equipment and live recordings may be used for instructional purposes. However, it is agreed that any use for instructional purposes is also subject to paragraph 18.7.

ARTICLE 19: SECURITY PROCEDURES

19.1 Training

All Campus Security Assistants and District Patrol Officers shall be provided in-service professional development training during two non-student days each fiscal year. Additionally, the District shall provide annual refresher training on all District protocols, including but not limited to guard card requirements and Restorative/Transformational Justice practices.

19.2 Absences

All security unit members shall report all leaves of absence per 14.8.6.

19.3 Overtime

19.3.1 The District shall provide District Patrol and Campus Security Assistants with timely notice of all pending overtime shifts, including football games and other evening or weekend events, to all eligible bargaining unit members, per Article 13.5.4, no less than one week prior to each scheduled game or event.

19.3.2 Once all District Patrol Officers have been contacted for District Patrol shifts, the District may also offer work to Campus Security Assistants, who are qualified as per the District Patrol job description, who are available for the shift. The District shall keep a record of those Campus Security Assistants who meet the qualifications per the District Patrol Officer job description.

19.3.3 Unit members who wish to opt out of overtime offers per this Article for a given fiscal year shall fill out and sign the Security OT Offer Opt Out form (attached as Appendix TBD), verifying their wish to be skipped in this procedure, and shall provide it to the Director of Security via email, and shall similarly provide written notice of rescinding that opt-out via email.

19.3.4 It is the responsibility of the unit members to provide the District with their current phone number. Each unit member shall have twenty-four (24) hours from the time of the offer in which to respond to an offer of an overtime shift., under normal circumstances.

19.3.5 In cases where the District is presented with a "Last Minute" notice of the need for additional security at a site or event, the District shall text or call unit members in order of seniority, and shall assign Last Minute overtime, by seniority, to those unit members who respond within a thirty (30) minute period. "Last Minute" notice is defined as less than one week of notice to the District of the need.

19.3.6 In cases where the District has an "Urgent Need" for additional security at a site or event, the District shall text or call unit members in order of seniority and shall assign the "Urgent Need" overtime, by seniority, to those unit members who respond within a five (5) minute period. "Urgent Need" is defined as less than 24 hours' notice to the District of the need.

19.3.7 Once a unit member has accepted an extra work assignment under this article, if the unit member "returns" the assignment with less than twenty-four (24) hours notice of the start time of the assignment for reasons other than sick or bereavement reasons, shall be skipped one rotation on the next seniority rotation list.

19.3.8 The District shall maintain a log of all offers of overtime shifts, detailing the date and time of calls, the unit members contacted, the shifts offered, and the response (or lack thereof) from the unit members. Said log shall be accessible and available to all unit members on a read-only format via Google Drive or similar cloud-based platform.

19.3.9 In the event that all available District Patrol Officers and Campus Security Assistants are already utilized to work (regular shifts and/or overtime), have been contacted and failed to respond timely per the procedures of this article, or have declined to work overtime, the District may contract such work to private, for-profit contractors for the duration of those particular shifts only.

19.3.10 In the event the District reduces staffing levels below the six (6) full-time bargaining unit District Patrol Officers and nineteen (19) full-time bargaining unit Campus Security Assistants, the provisions allowing the District to contract out for security work per 19.3.9 above, without negotiating with CSEA over each and every individual instance of such contracting out, shall immediately be null and void.

19.3.11 Upon request from CSEA, the District shall provide CSEA with a report at the end of each calendar year showing the amount spent on security contractors in the previous calendar year.

19.3.12 Sixteen hours within a twenty-four hour period is the maximum time any unit member may be scheduled for regular or overtime work.

19.4 Uniforms & Equipment

19.4.1 District shall provide six (6) full uniforms upon hire. The District shall replace uniforms as needed, but no less than once every three years for all District Patrol Officer and Campus Security Assistant staff.

19.4.2 District Patrol staff will be provided with the following equipment: ballistic carrier vest, radio, earpiece for radio (available upon request), handcuffs or flex cuffs, key holder, baton, flashlight, work gloves, disposable plastic gloves, pepper spray, black caps with visors, belt, and belt keepers. When equipment is expired or has been damaged, the District shall replace it as soon as possible. Unit members shall notify the Director of Security in writing when equipment needs replacement. The equipment listed in this section shall be worn as part of the required uniform.

19.4.3 Campus Security Assistant staff will be provided with the following equipment: radio, earpiece for radio (available upon request), handcuffs or flex cuffs, key holder, flashlight, work gloves,

disposable plastic gloves, black caps with visors, bicycle helmets, and belt keepers. When equipment is expired or has been damaged, the District shall replace it as soon as possible. Unit members shall notify the Director of Security in writing when equipment needs replacement. Staff may only carry pepper spray and/or a baton if they have the required valid certificate authorizing them to do so.

19.4.4 The District shall ensure that bicycles are serviced for basic maintenance once per year at minimum.

19.5 Jury Service

19.5.1 District Patrol Officers scheduled for night shift shall be excused (with pay) from work shifts which occur the night prior to jury service for which they are required to appear the next morning, staff subject to this section shall be required to provide proof of in-person service.

APPENDICES

1. Classified Professional Growth Program Request for Payment of Increment(s), Conversion Charts, and Foreign Transcript Evaluation forms
2. Disability Insurance Agreements
 - a. Change in Provider of Disability Insurance MOU, January 25, 2017
 - b. Side Letter Agreement, FMLA Rider, July 21, 2021
3. Transportation MOUs
 - a. Agreement regarding Drug and Alcohol Testing, dated August 21, 2019,
 - b. Transportation Procedures MOU dated May 6, (later corrected to May 27), 2016,
 - c. MOU regarding Versa Trans Adoption dated June 19, 2017
 - d. MOU regarding the New Transportation Facility dated January 19, 2018
4. MOU Regarding Classification (names redacted) dated May 25, 2017
5. MOU Regarding Contracting Out Practices and Restoration of Lost Overtime in the Maintenance and Operations Dept. (names redacted) dated June 23, 2021.
6. FORMS
 - A. Transportation Offer OT Opt Out form
 - B. Security Offer OT Opt Out form

1. Classified Professional Growth Program Request for Payment of Increment(s), Conversion Charts, and Foreign Transcript Evaluation forms

COACHELLA VALLEY UNIFIED SCHOOL DISTRICT

**CLASSIFIED PROFESSIONAL GROWTH PROGRAM
REQUEST FOR PAYMENT OF INCREMENT(S)**

TO: CLASSIFIED PERSONNEL OFFICE

FROM: _____

(Please Print Full Name)

POSITION: _____

SITE: _____

Attached is/are:

☐ **Grade Card(s)** From: _____

(college/university)

(college/university)

☐ **Transcript(s)** From: _____

(college/university)

(college/university)

I understand that my submittals ***must meet*** the Professional Growth Program guidelines in order to be eligible for the Payment of Increments. I have also been made aware that eligible submittals will appear on my pay warrants as follows:

**Between the 1st and 15th of the month - end of that month's pay warrant
Between the 16th and the last working day of the month - end of the following month's pay warrant.**

Employee Signature

Date: _____

For Classified Personnel Office Only

Received by: _____

Date: _____

☐ **Grade Slip(s)** have been verified and are eligible for: _____
(no. of Units/Amount of Increment)
to be paid on your pay warrant for _____
(Date)

☐ **Transcript(s)** have been verified and are eligible for: _____
(no. of Units/Amount of Increment)
to be paid on your pay warrant for _____
(Date)

Director - Classified Personnel

Date

Converting Quarter Hours to Semester Hours

Table 1

Quarter Hours	Semester Hours	Quarter Hours	Semester Hours	Quarter Hours	Semester Hours	Quarter Hours	Semester Hours	Quarter Hours	Semester Hours
1=	0.67	21=	14.00	41=	27.33	61=	40.67	81=	54.00
2=	1.33	22=	14.67	42=	28.00	62=	41.33	82=	54.67
3=	2.00	23=	15.33	43=	28.67	63=	42.00	83=	55.33
4=	2.67	24=	16.00	44=	29.33	64=	42.67	84=	56.00
5=	3.33	25=	16.67	45=	30.00	65=	43.33	85=	56.67
6=	4.00	26=	17.33	46=	30.67	66=	44.00	86=	57.33
7=	4.67	27=	18.00	47=	31.33	67=	44.67	87=	58.00
8=	5.33	28=	18.67	48=	32.00	68=	45.33	88=	58.67
9=	6.00	29=	19.33	49=	32.67	69=	46.00	89=	59.33
10=	6.67	30=	20.00	50=	33.33	70=	46.67	90=	60.00
11=	7.33	31=	20.67	51=	34.00	71=	47.33	91=	60.67
12=	8.00	32=	21.33	52=	34.67	72=	48.00	92=	61.33
13=	8.67	33=	22.00	53=	35.33	73=	48.67	93=	62.00
14=	9.33	34=	22.67	54=	36.00	74=	49.33	94=	62.67
15=	10.00	35=	23.33	55=	36.67	75=	50.00	95=	63.33
16=	10.67	36=	24.00	56=	37.33	76=	50.67	96=	64.00
17=	11.33	37=	24.67	57=	38.00	77=	51.33	97=	64.67
18=	12.00	38=	25.33	58=	38.67	78=	52.00	98=	65.33
19=	12.67	39=	26.00	59=	39.33	79=	52.67	99=	66.00
20=	13.33	40=	26.67	60=	40.00	80=	53.33	100=	66.67

Converting Quarter Hours to Semester Hours

Table 2

Quarter Hours	Semester Hours	Quarter Hours	Semester Hours	Quarter Hours	Semester Hours	Quarter Hours	Semester Hours	Quarter Hours	Semester Hours
101=	67.33	121=	80.67	141=	94.00	161=	107.33	181=	120.67
102=	68.00	122=	81.33	142=	94.67	162=	108.00	182=	121.33
103=	68.67	123=	82.00	143=	95.33	163=	108.67	183=	122.00
104=	69.33	124=	82.67	144=	96.00	164=	109.33	184=	122.67
105=	70.00	125=	83.33	145=	96.67	165=	110.00	185=	123.33
106=	70.67	126=	84.00	146=	97.33	166=	110.67	186=	124.00
107=	71.33	127=	84.67	147=	98.00	167=	111.33	187=	124.67
108=	72.00	128=	85.33	148=	98.67	168=	112.00	188=	125.33
109=	72.67	129=	86.00	149=	99.33	169=	112.67	189=	126.00
110=	73.33	130=	86.67	150=	100.00	170=	113.33	190=	126.67
111=	74.00	131=	87.33	151=	100.67	171=	114.00	191=	127.33
112=	74.67	132=	88.00	152=	101.33	172=	114.67	192=	128.00
113=	75.33	133=	88.67	153=	102.00	173=	115.33	193=	128.67
114=	76.00	134=	89.33	154=	102.67	174=	116.00	194=	129.33
115=	76.67	135=	90.00	155=	103.33	175=	116.67	195=	130.00
116=	77.33	136=	90.67	156=	104.00	176=	117.33	196=	130.67
117=	78.00	137=	91.33	157=	104.67	177=	118.00	197=	131.33
118=	78.67	138=	92.00	158=	105.33	178=	118.67	198=	132.00
119=	79.33	139=	92.67	159=	106.00	179=	119.33	199=	132.67
120=	80.00	140=	93.33	160=	106.67	180=	120.00	200=	133.33

FOREIGN TRANSCRIPT EVALUATION

Individuals who have completed college or university course work at an institution in a country other than the United States must obtain a complete evaluation of foreign transcripts, degrees*, and other relevant documents prior to applying to the Commission for a California credential, permit, or certificate. A detailed, course-by-course, foreign transcript evaluation is required any time foreign course work is used to meet any credential requirement, even if the foreign course work has been accepted by a college or university in the United States. The only exception to this is for those individuals applying for an Emergency 30-Day Substitute Permit, for which a general report is sufficient.

Foreign transcripts must be evaluated by one of the approved organizations listed on this leaflet in order to be accepted by the Commission. These organizations are private enterprises who charge a fee for their services. Individuals seeking a foreign transcript evaluation must follow the procedures outlined by the organization providing the evaluation. **In all instances, original, official documentation will be required when requesting the evaluation.**

*The bachelor's degree requirement for California certification refers to the equivalent of a four-year (or more) college-level program. Individuals who obtained a credential or teaching certificate in a jurisdiction outside of the United States should also submit a photocopy of that document to the evaluating agency

AGENCIES APPROVED BY THE COMMISSION FOR FOREIGN TRANSCRIPT EVALUATION

Academic & Professional International Evaluations, Inc.

P.O. Box 5787
Los Alamitos, CA 90721-5787
(562) 594-6498
Website: <http://www.apie.org>

Academic Credentials Evaluation Institute

P.O. Box 6908
Beverly Hills, CA 90212
(310) 275-3530
(800) 234-1597
Fax: (310) 275-3528
Website: <http://www.acei1.com>

Academic & Credential Records, Evaluation & Verification Services (ACREVS)

1776 Clear Lake Avenue
Milpitas, California 95035-7014
(866) 583-4834 Toll Free
(408) 719-0015
Email: info@acrevs.com
Website: <http://www.acrevs.com>

California School Employees Association and its Chapter 109 (CSEA)
and
Coachella Valley Unified School District (CVUSD)

Memorandum of Understanding
Change in Provider of Disability Insurance

January 25, 2017

The Coachella Valley Unified School District (District) and California School Employees Association and its Chapter 109 (CSEA) agree to change the District's provider of disability benefits for unit members from State Disability Insurance (SDI) to American Fidelity Assurance Company (AFA), thereby providing mandatory short *and* long term disability benefits to all unit members. The benefits previously provided by SDI will be replaced by the benefits provided by AFA. A summarized comparison of costs and benefits in both plans is attached as Appendix 1.

The District and CSEA agree to begin the transition immediately upon approval of this agreement by both parties.

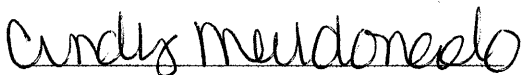
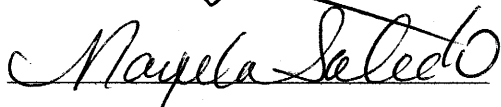
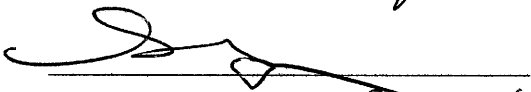
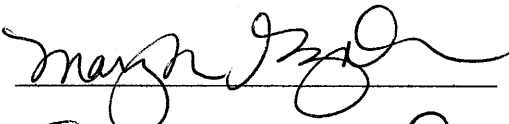
The payroll deduction for disability benefits shall correspondingly be revised to reflect the applicable costs to unit members upon the effective date of enrollment in the Disability Insurance Protection Plan through AFA. Per Riverside County Office of Education, the payroll deduction shall be coded as "voluntary" on unit members' pay stubs, however, this AFA disability coverage shall be mandatory, as was SDI short term disability coverage. The parties agree that disability contribution shall be payroll deducted on a post-tax basis.

This Memorandum of Understanding (MOU) is subject to review under CSEA's Policy 610 and approval by the Coachella Valley Unified School District's Board of Education.

For the District



Chona Killeen, Asst. Superintendent Date
Human Resources, CVUSD

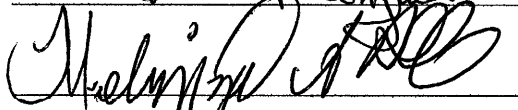
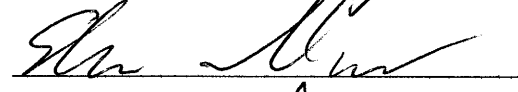


For CSEA



Isadora Jimenez
CSEA Chapter #109 President

1/25/2017
Date



Appendix 1

AFA Group Plan vs. SDI Disability Income Insurance Comparison

This comparison represents the major features of each plan based on our most current information. Please contact your local AFA Account representative for additional information or questions. This is not a complete proposal.

ITEM	AFA Classified Mandatory Plan	SDI
RATE	Rate per \$100 of covered monthly salary with 100% employee participation: \$0.75 (Up to 60% after 2 nd benefit year no class differentiation) *Rates based on Classified Employees only	Varies, based on pool – Currently \$0.90 for 2017. Has been as high as \$1.20 based on prior years.
PREMIUM IMPACT	No longer need to pay for AFA long term disability, for those currently enrolled. Those not enrolled, now get long term for less than SDI for just short term	Currently have to pay for SDI for short term AND pay extra for AFA long term
TAX IMPACT	Post-Tax Basis (Does not reduce your taxable income, HOWEVER, your benefits then are not taxed)	Pre- Tax Basis (Does lower your taxable income, HOWEVER, then your benefits are taxed.)
MAXIMUM BENEFIT	Maximum benefit is \$1,601 per week (based on 75% of unit member's salary)	Maximum benefit is \$1,173 per week
BENEFIT PERIOD	Social Security Normal Retirement Age	One year (52 week maximum)
WAITING PERIOD	7 consecutive workdays	8 consecutive calendar days plus the exhaustion of sick-leave benefits

PERCENT OF SALARY	\$25 in addition to sick-leave per day. 75% (reduced by other income) through 2 nd benefit year. After 2 benefit years, Up to 60% offset by other income.	An individual's weekly benefit amount is approximately 55% of their earnings up to the maximum weekly benefit amount of \$1,173.
ELIGIBILITY FOR BENEFITS	1 st of the month following 1 st deduction (subject to pre-existing clause).	Based on one year preceding 6 months prior to disability date (at least 9 months for 1st full benefit).
BENEFIT PAYABLE PERIOD	Regular days of required attendance missed during disability.	Eligible scheduled work period.
APPEAL PROCESS	Appeals Committee	If SDI cannot begin payments appeal is sent to California Unemployment Insurance Appeals Board to be reviewed by Administrative Law Judge.
SOCIAL SECURITY	Federal Social Security increases taking effect after benefits become payable will not further reduce benefits.	N/A- Due to Short Term Benefits (1 year or less)
MINIMUM MONTHLY BENEFIT	\$30 per regular day of required attendance after sick leave and through 2 nd benefit year. \$100 monthly thereafter.	N/A
ALCOHOL AND DRUG BENEFIT	14 days in a 12 month period	90 days for residents in a state-approved alcoholic recovery home or drug free residential facility
OTHER BENEFITS	Employee Assistance Program \$50,000 AD&D benefit Survivor benefit Disabled and Working Benefit Refer to proposal for additional adjustments	Senate Bill 1661 Paid Family Leave- Allows for 7 day waiting period (or up to 2 weeks if required by the employer). 6 weeks of benefit in any 12 months for qualified leaves of absence due to birth/illness of participant's child, spouse, parent, or domestic partner.

This spreadsheet provides a very brief description of the plans that are being proposed. This is not the insurance contract and only the actual Policy provisions will control. In the event of any discrepancy between this spreadsheet and the actual proposal provided, American Fidelity will honor the terms set forth in the proposal

SIDE LETTER AGREEMENT

FAMILY MEDICAL LEAVE RIDER

BETWEEN

COACHELLA VALLEY UNIFIED SCHOOL DISTRICT

AND


CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS CHAPTER 109

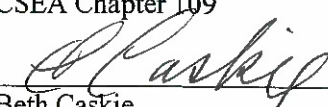
JULY 21, 2021

Classified employees currently participate, at their own cost, in a mandatory bargaining unit wide disability plan through American Fidelity, paid for through payroll deductions by eligible bargaining unit employees. CSEA Chapter 109 leaders are proposing to add a family medical leave rider through American Fidelity to the current disability plan. The Coachella Valley Unified School District ("District") and the California School Employees Association and its Chapter 109 ("CSEA") (collectively "Parties") agree to the following Side Letter in regard to the effects arising from the implementation of a family medical leave rider to the American Fidelity disability plan as follows:


1. Immediately following approval by the CSEA Chapter 109 membership, CSEA will inform the District in writing of the CSEA membership's approval of the family medical leave rider to the current American Fidelity disability insurance plan, so that the District may change the payroll deductions for eligible classified employees.
2. The family medical rider through American Fidelity is mandatory for only those classified employees who are eligible for FMLA. The payroll deductions for this FML Rider through American Fidelity will be coded separately from the American Fidelity disability plan as an additional "voluntary" deduction on unit members' pay stubs.
3. The District agrees to change the forms and information available in the District's Human Resource's office and on the District's website, if applicable, to reflect the family medical leave rider. In addition, the District upon request from American Fidelity, will provide updated census data of eligible classified bargaining unit employees so that American Fidelity may immediately commence enrollment following the approval by CSEA Chapter 109 members of the addition of the American Fidelity family medical leave rider to the existing disability plan. The parties agree that the information provided to American Fidelity may vary as it is dependent on the date in which the list is requested and eligibility is based on the year prior to the request. An employee that was not previously eligible at the time the list was generated may be eligible at a later date.
4. The parties further agree that this Side Letter does not modify or amend any current contract language, nor does it change in past practices beyond that which is contemplated specifically herein.
5. This Side Letter is agreed upon by the Parties under the authority and approval of each respective negotiations team on the dates set forth below and is subject to review under CSEA's policy 610.

CSEA and its CHAPTER 109


Isadora Jimenez, President
CSEA Chapter 109


Beth Caskie
CSEA Labor Relations Representative

COACHELLA UNIFIED SCHOOL DISTRICT


Walt Schwartz, Interim Asst. Superintendent
CVUSD


Encarnacion Becerra, Director of Human Resources
CVUSD

AGREEMENT
between
COACHELLA VALLEY UNIFIED SCHOOL DISTRICT
and
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
AND ITS CHAPTER 109 (CSEA)
regarding
DRUG AND ALCOHOL TESTING

August 21, 2019

A. APPLICATION

The provisions of the article apply only to workers whose duties include the driving of a commercial motor vehicle where a class A or class B driver's license is required. Bargaining unit classifications with such duties are limited to:

1. Instructor Trainer
2. Mechanic I, II, III
3. School Bus Driver
4. Storekeeper
5. Dispatcher
6. Lead Mechanic
7. Other positions per A. above, as added to the Bargaining Unit

B. NOTICE

All drivers subject to testing for controlled substances and alcohol shall be individually notified, in advance, and in writing, that they are subject to reasonable suspicion, post-accident, random, return to duty and follow-up testing while on duty. The notice shall state that the only such tests required by the employer are those required by the Federal Highway Administration (FHWA) as set forth in Title 49 of the Code of Federal Regulations, Part 382, and/or as specified herein.

C. REASONABLE SUSPICION TESTING

1. A reasonable suspicion test must be based upon specific contemporaneous, articulable observations concerning the appearance, behavior, and speech or body odors of the driver. For suspicion of controlled substance use only, observations may also include indications of the chronic and withdrawal effects of controlled substances.

2. The observations must be made by a supervisor who has received at least two (2) hours of training in identifying indicators of probable alcohol misuse and a minimum of two (2) hours training in identifying indicators of probable controlled substance use.
3. If the reasonable suspicion observations are made by the immediate supervisor of the driver, they must be confirmed by the direct observation of another supervisor similarly trained.
4. Reasonable suspicion observations must be contemporaneous with (i.e. they must be made just before, during or just after) the driver's performance of a safety-sensitive duty.
5. Drivers for whom a reasonable suspicion determination has been made will be placed on paid administrative leave pending test results.
6. Tests based on reasonable suspicion of alcohol misuse shall be promptly administered. If the test is not given within two (2) hours following the reasonable suspicion determination, the employer shall prepare and maintain or file a statement of the reasons the test was not promptly administered. The driver will be given a copy of this statement. No test based on reasonable suspicion of alcohol misuse will be given more than eight (8) hours after the reasonable suspicion determination.
7. A written record of the reasonable suspicion observations, dated and signed by all supervisors making the observations, must be made within 24 hours or before the results of the test are released, whichever is earlier. A copy of this record will be given to the driver when the results of the test are released.
8. No supervisor who makes the reasonable suspicion observations can conduct the test or participate in the collection or chain of custody of any specimen for testing.

D. POST-ACCIDENT TESTING

1. A post-accident test shall be based upon an accident for which the driver received a citation for a moving traffic violation, or where there was a loss of human life. Additionally, testing is required if (A) the accident involved one or more vehicles incurring disabling damage as a result of the accident requiring the vehicle(s) to be transported away by tow truck or other vehicle, or (B) if the accident involved bodily injury to any person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident, and (C) if required by California Code of Regulations on post-accident testing for school bus drivers.
2. No post-accident test for alcohol will be given more than eight (8) hours after the accident. No post-accident test for controlled substances will be given more than 32 hours after the accident
3. Prior to driving, all drivers shall be given necessary post-accident information, procedures and instructions by their employer.

E. RANDOM TESTING

1. The annual percentage rate for both random alcohol testing and for random controlled substance testing will be in compliance with current regulations.
2. The pool of person's subject to random testing shall include all persons, including persons not represented by CSEA, who actually drive a commercial motor vehicle for the employer, but where a class A or B license is required, during the month when the random selection occurs. Drivers will not be recalled from approved leaves of absence for the purpose of alcohol or controlled substance testing.
3. The employer may conduct random testing through a consortium with other employers but, in that case, the number of drivers to be tested must be based on the total number of drivers covered by the consortium who are subject to testing. The particular drivers randomly selected must be selected as if all drivers covered by the consortium worked for a single employer.
4. The selection of drivers for random testing must be solely by chance.
5. The dates for random tests shall be unannounced and spread reasonably throughout the year. Each person in the random pool must have an equal chance of selection each time random selections are made, regardless of whether the person was previously tested that year.

F. TESTING PROCEDURES

All tests for alcohol or controlled substances must comply with the requirements for such tests set forth in Title 49 of the Code of Federal Regulations, Part 40. In addition:

1. The immediate supervisor of a driver shall not serve as either a collection site person for controlled substance testing or as a breath alcohol technician for alcohol testing that driver.
2. All testing shall be conducted in a private setting. In the case of controlled substance testing, no direct observation of a driver's urination by a collection site person is permitted, except for the reasons stated in Title 49 of the Code of Federal Regulations, section 40.67, subdivision (e), and the observation may only be done by a same gender collection site person who is not employed by the driver's employer.
3. Except for a test requested by a driver for a test of the remainder of a split sample, "The testing laboratory for controlled substance testing must be a forensic laboratory certified for such testing by the U.S. Department of Health and Human Services and agreed upon by the parties," per Title 49 Code of Federal Regulations section 40.81(a)
4. Any tests that do not comply with the requirements of this section shall be treated as negative tests.

G. POSITIVE TESTS

1. An employee shall be deemed to have a positive test result when:
 - a) The employee receives a positive test result, including if applicable, a positive test result of the split sample.
 - b) The employee refuses to submit to the test.
 - c) The employee does not make themselves readily available for the test.
 - d) The employee does not attend the scheduled appointment for the test, unless such failure to attend a scheduled appointment was not within the employee's reasonable control.
 - e) The employee fails to complete the test, unless such failure was not within the employee's reasonable control. If the failure is for reasons within the employee's reasonable control, it shall be deemed to fall under number two (2) above.

An employee who receives a positive test result in accordance with letters a through e above will be dismissed from the District.

2. TESTING COSTS

The District shall pay the costs of required testing, except provided below. If the employee requests testing of a split specimen, the following shall apply:

- 1) The employee shall be responsible for paying for all required costs and fees associated with the processing and testing of the split specimen.
- 2) The test shall be considered negative if the split sample results are negative.
- 3) If the split sample results are negative, the employee shall be reimbursed for the costs associated with the testing of the split specimen.

3. ALCOHOL/DRUG DETERMINATION LEVELS

- 1) A positive test for alcohol must be a confirmation test by an evidential breath testing device capable of printout and sequential numbering and must show an alcohol concentration of 0.02 grams of alcohol per 210 liters of breath or greater. Such a test is positive even if that concentration is caused by prescribed medication.

If the employee receives a positive test result greater than 0.02 but less than 0.04:

- a. The employee shall be assigned non-safety sensitive duties for 24 hours, upon determination of the positive test result, until required testing is performed and the test results are below 0.02.
 - b. If the employee receives a positive test of 0.04 or greater, then the employee must be evaluated by a Substance Abuse Professional (SAP).
- 2) A positive test for controlled substances must be by gas chromatography/mass spectrometry techniques and must show one of the following:
- a. 50 ng/ml (Nanograms per milliliter) of marijuana metabolite;
 - b. 150 ng/ml of cocaine metabolite;
 - c. 2000 ng/ml of either morphine or codeine;
 - d. 10ng/ml 6-Acetylmorphine
 - e. 25 ng/ml of Phencylidine;
 - f. 500 ng/ml of amphetamine of methamphetamine;
 - g. 300 ng/ml Hydrocodone/Hydromorphone;
 - h. 100 ng/ml Oxycodone/Oxymorphone,
 - i. 500ng/ml of MDMA/MDA
- 3) No positive test for controlled substances shall be reported to the employer until after the following has occurred:
- a. The medical review officer (MRO) has contacted the driver directly, on a confidential basis, and given the driver an opportunity to discuss the test results and the driver's medical history, including medication(s), in confidence.
- 4) If the medical review officer concludes that there is a legitimate explanation for the positive test, such as prescription, over-the-counter medication, the medical review officer must report the test to the employer as a negative test.

If an employee tests positive for controlled substance and is contacted by the medical review officer as prescribed above, and the medical review officer concludes there is no legitimate explanation for positive test result, the following will occur:

a. The medical review officer will provide the driver, within 72 hours of the driver's notification that the initial test was positive, an opportunity to request that remainder of the split sample be tested by a different forensic laboratory, certified by the Department of Health and Human Services. This shall not delay reporting to the employer of the verified positive result.

b. Pending outcome of the split sample being tested, employee will immediately be removed from performing safety-sensitive functions. If a position cannot be assigned, the employee will be placed on paid administrative leave.

c. Prior to returning to safety sensitive duty following a violation, employee must receive a Substance Abuse Professional (SAP) evaluation and employee must have successfully complied with the SAP's evaluation recommendations per Title 49 Section 40.281.

4. TRAINING AND EDUCATION

The District will offer Association Officers the same reasonable suspicion training provided to Transportation Management and/or supervision staff.

5. EMPLOYEE ASSISTANCE

- 1) Prior to testing positive, any employee who comes forward requesting assistance with drug or alcohol rehabilitation will be referred to the Employee Assistance Program (EAP). All information will be treated confidential and no disciplinary action will occur as a result of the employee coming forward. An employee shall be entitled to the employee assistance program one (1) time only. No random testing, by the District, shall occur during an employee's rehabilitation program, while on leave.
- 2) Drivers returning to duty after rehabilitation shall be subject to an unannounced follow up testing of at least six (6) tests in the first twelve (12) months of return to duty.

6. MISCELLANEOUS

- 1) Drivers will receive their regular pay for time requested to take tests specified in this article. The employer will pay for these tests.
- 2) The parties agree to treat all results as confidential medical records.
- 3) All drivers subject to this article shall receive training on alcohol misuse and controlled substance use. In addition, CSEA stewards at the driver's work locations shall receive the same training provided to supervisors for reasonable suspicion determinations.
- 4) Neither the employer nor the Medical Review Officer shall question a driver about the use of alcohol or controlled substances without first informing the driver of the right to have Union representation present throughout the

questioning. If the driver then requests Union representation, no such questioning shall occur in the absence of the Union representative. The employer shall not use any information obtained in violation of this paragraph in any action against the driver.

This MOU is a tentative agreement and shall not be finalized until the completion of CSEA's policy 610 review process.

FOR COACHELLA VALLEY USD



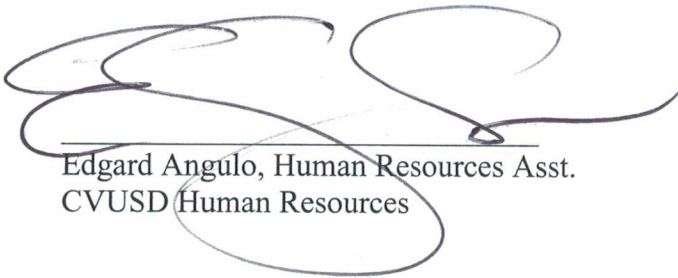
Kevin Rubow, Assistant Superintendent
CVUSD Human Resources



Colleen Pardy, HR Director-Classified
CVUSD Human Resources



Erik Lee, Assistant Superintendent
CVUSD Business Services

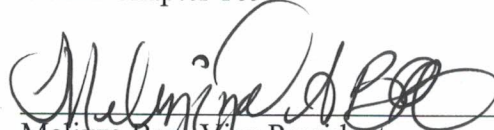


Edgard Angulo, Human Resources Asst.
CVUSD Human Resources

FOR CSEA and its CHAPTER # 109



Isadora Jimenez, President
CSEA Chapter 109



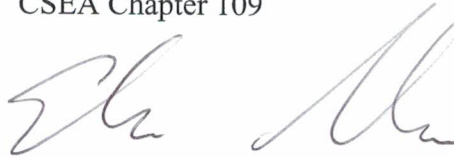
Melizza Box, Vice President
CSEA Chapter 109



Veronica Duenas, Negotiator
CSEA Chapter 109



Sandra Valenzuela, Negotiator
CSEA Chapter 109



Eliseo Mendez, Negotiator
CSEA Chapter 109



Anita Meraz-Cardenas, Negotiator
CSEA Chapter 109



CSEA LRR

COACHELLA VALLEY UNIFIED SCHOOL DISTRICT
AND
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS CHAPTER 109

MEMORANDUM OF UNDERSTANDING (MOU)

TRANSPORTATION PROCEDURES

This Memorandum of Understanding between the Coachella Valley Unified School District (District) and the California School Employees Association and its Coachella Chapter 109 (CSEA) (collectively "Parties") is entered into with respect to the following:

In 2007, the District implemented the Zonar GPS System on all school buses in the Transportation Department. Per the parties' agreement dated November 29, 2007, Item #4, bus drivers are to use a "Green Sheet" in the event the Zonar System is not operating properly. The parties agree that at present, the Zonar System is not updated sufficiently to be relied upon for pre-check purposes on any bus in the District. This MOU shall supplement the parties' agreement dated November 29, 2007.


Effective upon ratification of this agreement, the parties agree that all bus drivers shall always use the updated, two-sided "green sheet" titled "C.V.U.S.D. DAILY CONDITION REPORT" for pre-check. The updated form is attached as Appendix A. The previous form, attached as Appendix B, shall be discontinued.

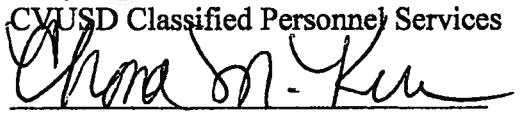
In regards to discipline, the parties agree that "green sheet" may be used for discipline for evidentiary purposes only in the event the District believes an employee has violated a provision of Article 16 – Discipline in the parties' Collective Bargaining Agreement; that means that information collected from the green sheets alone shall not be used for disciplinary purposes. Absence of a green sheet among the District's files alone shall not be considered evidence of any failure on the part of a driver to have submitted a green sheet.

This Memorandum of Understanding (MOU) is subject review under CSEA's Policy 610 and approval by the Coachella Valley Unified School District's Board of Education.

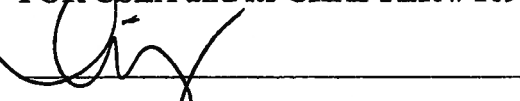
Executed this day May 27 2016 at Thermal, California.

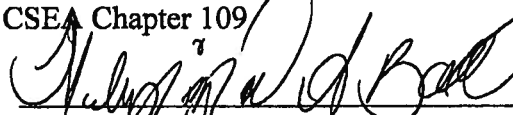
FOR COACHELLA VALLEY USD

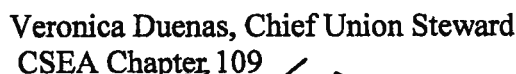

Mary Lou Gonzales, Director II
CVUSD Classified Personnel Services

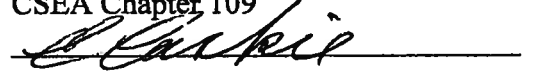

Dr. Chona Killeen, Asst. Superintendent
CVUSD Administrative Services

FOR CSEA and its CHAPTER # 109


Isadora Jimenez, President
CSEA Chapter 109


Melizza Box, Vice-President
CSEA Chapter 109


Veronica Duenas, Chief Union Steward
CSEA Chapter 109


Beth Caskie, CSEA Labor Relations Rep.



C.V.U.S.D. DAILY CONDITION REPORT

BUS # _____ DATE: _____ MILEAGE _____ DATE DUE _____ MILEAGE DUE _____
DRIVER: _____ 292 CERTIFICATION DATE _____

	OK	N/A	N/R		OK	N/A	N/R
1. FLUID LEAKS, ENGINE COMPARTMENT/FUEL CAP				29. ALL EMERGENCY EXITS/ALARMS			
2. OIL/COOLANT LEVELS				30. LICENSE PLATE LIGHT/ALL REFLECTORS			
3. BODY, FADED PAINT, DAMAGE				31. BACKUP LIGHT AND ALARM			
4. ENTRANCE DOOR/MOLDING				32. SERVICE DOOR/RELEASE VALVE/STAIRWELL LIGHT			
5. HANDRAILS,HAND HELD STOP SIGN				33. SEAT COVERS/CUSHIONS/SEAT BELTS			
6. REGISTRATION, INSURANCE,292				34. SEATS FASTENED TO FRAMES/FRAMES TO FLOOR			
7. LICENSE PLATE MATCHES 292 & REGISTRATION				35. FLOORS/PANELS			
8.ALL FIRE EXTINGUISHER (CNG), REFLECTORS, FIRST AID KIT				36. WINDOWS/LATCHES			
9. DRIVER'S SEAT, SEAT ADJUSTERS AND SEATBELT				37. EMERGENCY DOORS/WINDOWS/ALARMS			
10. MIRRORS CLEAN AND ADJUSTED				38. ROOF HATCHES/ALARMS			
11. ALL GAUGES/INDICATORS				39. AIR CONDITIONER OPPERATIONAL (COOLING)			
12. HORNS				40. CHILD CHECK MATE			
13. STEERING /FREEPLAY,ADJUSTERS				41. WHEEL CHAIR LIFT/DOOR/ALARM			
14. HEATERS, DEFROSTERS,DRIVER FAN(S)				42. TIE DOWN EQUIPTMENT COMPLETE			
15. ALL DOME/INTERIOR LIGHTS				AIR BRAKE TEST			
16. 2-WAY RADIO/PA				43. AIR PRESSURE GAUGE(S)			
17. ALL MIRRORS SECURE				44. CUT-IN _____ PSI			
18. CLEARANCE LIGHTS/LETTERING				45. CUT-OUT _____ PSI			
19. RED LIGHTS/AMBER LIGHTS				46. STATIC AIR LOSS _____ PSI			
20. HEADLIGHTS LOW/HIGH				47. APPLIED AIR LOSS _____ PSI			
21. WINDSHIELD WIPERS / WASHERS				48. LOW AIR WARNING _____ PSI			
22. WINDSHIELD/REAR WINDOW				49. LOW AIR ALARM/INDICATOR			
23. SIGNAL/HAZARD LIGHTS				50. PARKING BRAKE TEST			
24. CARRIER NAME/ID NUMBER				51. 5 MPH SAFETY SERVICE BRAKE STOP BEFORE LOADING STUDENTS			
25. COMPARTMENT DOORS				52. DRAIN WET TANK			
26. BRAKE/PARKING LIGHTS				HYDRAULIC BRAKES			
27. WINDOWS/SEALS/STAMPS				53. PEDAL HEIGHT			
28.ALL TIRES /RIMS/LUG &HUB NUTS				54. PARKING BRAKE			

PLEASE NOTE ALL DEFECTS: _____

_____BY SIGNING THIS REPORT I VERIFY THAT EVERY DETAIL HAS BEEN CHECKED
ACCORDING TO TITLE 13. CCR 215

SIGN: _____ DATE: _____ TIME: _____

MECHANIC'S COMMENTS: _____

_____INSPECTED BY: _____
WORK ORDER # _____

DATE: _____

Report of Accident from CVUSD
Seating arrangements are as follows

Bus #: _____

Appendix A p. 6

School: _____

Driver						
Seat 1	Seat 2	Seat 3	Aisle	Seat 4	Seat 5	Seat 6
DOB:	DOB:	DOB:	Row 1	DOB:	DOB:	DOB:
DOB:	DOB:	DOB:	Row 2	DOB:	DOB:	DOB:
DOB:	DOB:	DOB:	Row 3	DOB:	DOB:	DOB:
DOB:	DOB:	DOB:	Row 4	DOB:	DOB:	DOB:
DOB:	DOB:	DOB:	Row 5	DOB:	DOB:	DOB:
DOB:	DOB:	DOB:	Row 6	DOB:	DOB:	DOB:
DOB:	DOB:	DOB:	Row 7	DOB:	DOB:	DOB:
DOB:	DOB:	DOB:	Row 8	DOB:	DOB:	DOB:
DOB:	DOB:	DOB:	Row 9	DOB:	DOB:	DOB:
DOB:	DOB:	DOB:	Row 10	DOB:	DOB:	DOB:
DOB:	DOB:	DOB:	Row 11	DOB:	DOB:	DOB:
DOB:	DOB:	DOB:	Row 12	DOB:	DOB:	DOB:
DOB:	DOB:	DOB:	Row 13	DOB:	DOB:	DOB:
DOB:	DOB:	DOB:	Row 14	DOB:	DOB:	DOB:

AR

C.V.U.S.D. DAILY CONDITION REPORT

BUS # _____ DATE: _____ MILEAGE _____ DATE DUE _____ MILEAGE DUE _____
 DRIVER: _____ 292 CERTIFICATION DATE _____

VEHICLE IS OUT OF SERVICE 5 DAYS OR 500 MILES PAST DUE
 PERFORM THE CHECKS IN THE ORDER INDICATED. MARK EACH ITEM IN THE BOX AT THE RIGHT. (USE "V" IF THE ITEM IS OK, USE
 "X" IF ITEM NEEDS REPAIR, USE "O" IF ITEM DOES NOT APPLY) TURN IN AT THE COMPLETION OF EACH DAYS' DRIVING.

1. CHECK UNDER BUS FOR FLUID LEAKS. ENGINE COMPARTMENT/FUEL CAP		35. LEFT SIDE DIRECTIONAL LIGHT	
2. GRAB HANDLES AND SAFETY PANELS. HAND HELD STOP SIGN		36. LEFT REAR TIRES, WHEELS, LUG NUTS, AXLE FLANGES	
3. CHP INSPECTION CARD (292) & REGISTRATION, INSURANCE, MAINTENANCE STICKER		37. LEFT SIDE EMERGENCY EXIT OPENS EASILY, "EXIT" INSTRUCTIONS	
4. FIRE EXTINGUISHER/CNG EXTINGUISHER AND EMERGENCY REFLECTORS, FIRST AID KIT		38. 5 REAR CLEARANCE LIGHTS. CONDITION OF LETTERING	
5. LICENSE PLATE MATCHES 292 & REGISTRATION		39. REAR RED CROSSOVER LIGHT/AMBER WARNING LIGHTS	
6. DRIVER'S SEAT, SEAT ADJUSTERS AND SEATBELT		40. REAR WINDOW, CLEAN/NO DEFECTS	
7. MIRRORS CLEAN AND PROPERLY ADJUSTED		41. LEFT REAR DIRECTIONAL LIGHT	
8. WINDSHIELD CLEAN AND FREE OF DEFECTS		42. TAIL LIGHTS/LICENSE PLATE LIGHT/REFLECTORS	
9. START ENGINE, CHECK (RPM) GAUGE		43. STOP WHEN RED LIGHTS FLASH SIGN	
10. WHEEL CHAIR LIFT AND LIFT DOOR OPERATIONAL (GOOD CONDITION)		44. REAR EMERGENCY EXIT OPENS EASILY, EXIT INSTRUCTIONS	
11. TIE DOWN EQUIPMENT COMPLETE		45. RIGHT SIDE REFLECTORS AND CLEARANCE LIGHTS	
12. OIL PRESSURE GAUGE AND TEMPERATURE GAUGE		46. RIGHT REAR TIRES, WHEELS, LUG NUTS, AXLE FLANGE	
13. AMPERE AND VOLTMETER (PROPER READINGS)		47. RIGHT SIDE EMERGENCY EXIT & INSTRUCTIONS	
14. FUEL GAUGE		48. HEADLIGHTS HIGH BEAM INDICATOR OFF, RIGHT DIRECTIONAL SIGNAL BLINKS	
15. AIR PRESSURE GAUGE(S)		49. HEADLIGHTS (LOW BEAM)	
16. HORN AND STEERING FREERPLAY (NO MORE THAN 2")		50. RIGHT FRONT DIRECTIONAL LIGHT	
17. WINDSHIELD WIPERS AND WASHERS		51. RIGHT SIDE DIRECTIONAL LIGHT	
18. ENTRANCE DOOR		52. RIGHT REAR DIRECTIONAL LIGHT	
19. HEATERS, DEFROSTERS, DRIVER FAN(S)		53. BRAKE LIGHTS	
20. HEADLIGHT HIGH BEAM INDICATOR GLOWS, LEFT DIRECTIONAL SIDE INDICATOR		54. FRONT HAZARD LIGHTS	
21. DOME LIGHTS AND DRIVER'S LIGHT		55. REAR HAZARD LIGHTS	
22. SEAT CUSHIONS FASTENED TO SEAT FRAMES AND SEAT FRAMES TO THE FLOOR		56. BACKUP LIGHT AND ALARM	
23. FLOOR COVERING(CLEAN, SECURED) MISSING SCREWS		57. GOVERNOR CUT-IN/CUT-OUT PRESSURES	
24. EMERGENCY EXITS OPEN AND CLOSE EASILY BUZZER AND LIGHTS OPERATIONAL		58. STATIC PRESSURE LOSS PARKING BRAKE SET	
25. WINDOW SAFETY SEAL/WINDOWS AND PATCHES		59. APPLIED AIR PRESSURE LOSS	
26. RIGHT FRONT TIRE, WHEEL, LUG NUTS		60. LOW AIR PRESSURE WARNING DEVICE (SPIN TANKS IF APPLICABLE)	
27. 5-FRONT CLEARANCE LIGHTS, FRONT LETTERING		61. PARKING BRAKE TEST	
28. FRONT RED CROSSOVER LIGHTS/AMBER WARNING LIGHTS		62. AIR CONDITIONER OPERATIONAL (COOLING)	
29. LEFT FRONT DIRECTIONAL LIGHTS		63. TWO-WAY RADIO	
30. HEADLIGHTS HIGH BEAM		64. ZONAR, READING ASSET TAGS, DOWN LOADING	
31. ALL FRONT MIRRORS SECURE		65. MAKE A SAFETY/SERVICE BRAKE STOP BEFORE PICKING UP PASSENGERS	
32. LEFT FRONT TIRE, WHEEL, LUG NUTS		66. CHILD CHECK MATE	
33. LEFT SIDE REFLECTORS AND CLEARANCE LIGHTS, CONDITION OF LETTERING		67. DRAIN WET TANK	
34. BODY, FADED PAINT, DAMAGE			

**COACHELLA VALLEY UNIFIED SCHOOL DISTRICT
AND
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS CHAPTER 109**

MEMORANDUM OF UNDERSTANDING (MOU)

TRANSPORTATION PROCEDURES – EFFECTS OF VERSATRANS ADOPTION

This Memorandum of Understanding between the Coachella Valley Unified School District (District) and the California School Employees Association and its Coachella Chapter 109 (CSEA) (collectively “Parties”) is entered into with respect to the following:

This MOU shall supersede the parties’ Zonar agreement dated November 29, 2007, and shall supplement the Transportation Procedures MOU dated May 6, 2016 which instituted green sheet use for all pre-checks.

1. The District shall install VersaTrans equipment and software into all District school buses (and white fleet vehicles as feasible).
2. VersaTrans will include a Child Safety Alarm System (CSAS) component that complies with SB1072 and will replace the current Child Check Mate system.
3. The parties agree that VersaTrans will not be used as a timecard system for the purposes of payment of wages unless and until the parties modify Article 17 to that effect. At the beginning of the 2017/2018 school year, all bus drivers shall log in and log out on their bus mounted tablet solely for the purposes of route tracking and route development. Employees will continue to keep a “hard copy” time card or green sheet as in the past for payroll purposes. Upon the effective date of this agreement, the District may monitor logins via VersaTrans in order for the District to track all drive time and to enable analysis and management of routes.
4. The parties agree that bargaining unit members’ working conditions including but not limited to, assignment of work orders, training, assignment of routes, extra work and overtime, and trips, shall continue to be governed solely by the parties’ Collective Bargaining Agreement (CBA).
5. In regards to discipline, the parties agree that data transmitted from buses via VersaTrans software may be used for discipline for evidentiary purposes only in the event the District believes an employee has violated a provision of the parties’ Collective Bargaining Agreement; that means that information collected from the VersaTrans data alone shall not be used for disciplinary purposes. Data from VersaTrans system alone shall not be considered evidence of any failure on the part of a driver to have followed appropriate procedures, and shall not be used as a metric for evaluations, but rather as a tool for training and communication purposes.

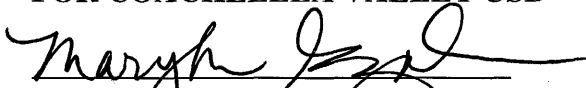


6. The parties agree that in the future the District will provide CSEA with actual and specific written notice before the District expands its use of VersaTrans or implements further changes in classified employees' working conditions, job duties, and/or wages in the Transportation Department. Upon receipt of written notice from the District, CSEA may request to meet and negotiate further implementation of VersaTrans in the District or further changes to transportation employees' working conditions, job duties and/or wages prior to implementation.
7. Both CSEA and the District shall collaborate to address specific impacts and concerns surrounding implementation of the VersaTrans system during the 2016-17 and 2017-18 school years.
8. The District and CSEA agree that the contents of this MOU are subject to the grievance procedure and CSEA reserves the right to file a grievance on behalf of itself or any employee(s) impacted by the terms and conditions of this MOU; and
9. The parties further agree that while this MOU does not modify or amend any current contract language, it shall be considered precedential and binding on the Parties.

This Memorandum of Understanding (MOU) is subject review under CSEA's Policy 610 and approval by the Coachella Valley Unified School District's Board of Education.

Executed this day June 19, 2017 at Thermal, California.

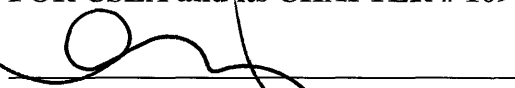
FOR COACHELLA VALLEY USD

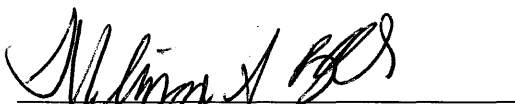

Mary Lou Gonzales, Director II
Human Resources



Apolonio Del Toro
Director of Transportation

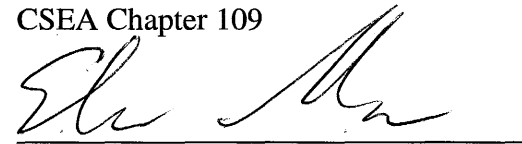

Mayela Salcedo
Director of Fiscal Services

FOR CSEA and its CHAPTER # 109

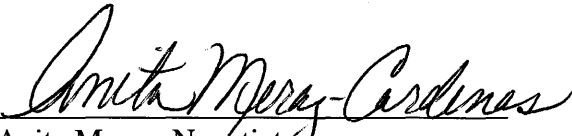

Isadora Jimenez, President
CSEA Chapter 109

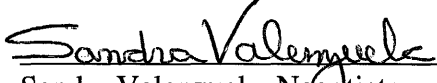

Melizza Box, Vice-President
CSEA Chapter 109

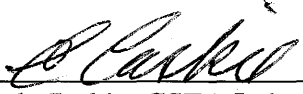

Veronica Duenas, Chief Union Steward
CSEA Chapter 109


Eliseo Mendez, Negotiator
CSEA Chapter 109




Anita Meraz, Negotiator
CSEA Chapter 109


Sandra Valenzuela, Negotiator
CSEA Chapter 109


Beth Caskie, CSEA Labor Relations Rep.

meg
j/ 

COACHELLA VALLEY UNIFIED SCHOOL DISTRICT ("DISTRICT") AND THE
CALIFORNIA SCHOOL UNIT MEMBERS ASSOCIATION AND ITS CHAPTER 109 ("CSEA")

MEMORANDUM OF UNDERSTANDING
REGARDING EFFECTS OF NEW TRANSPORTATION FACILITY

January 19, 2018

The parties have met and negotiated the following immediate effects of the move from the existing Transportation facility to the new Transportation Facility. This is a preliminary agreement regarding use of tools and equipment. The parties agree that negotiations on the full effects of the transition to the new building are ongoing at the time of this agreement.

DISTRICT TOOLS

- a) A toolbox/work station and its key will be assigned to all mechanics. Mechanics will bid on default assignment to workstations by seniority, however, the District retains the right to assign any mechanic to any workstation per its discretion regarding the needs of the day's workload. Should a mechanic need to be temporarily assigned to another bay for his/her assigned work, the key for that toolbox/workstation shall be assigned to that mechanic for that day.
- b) The mechanic is responsible for checking inventory of the tools in the toolbox at the beginning of the shift. If any tool/s are missing, at any time, this must be reported to the supervisor or designee immediately.
- c) The mechanics are responsible for proper use, cleaning, and returning of all tools used from the assigned toolbox at the end of the shift, and the key for the toolbox must be returned to the supervisor or designee. If any tool/s and/or keys are missing, this must be reported to the supervisor or designee immediately. Per Article 16.1, unit members shall only be subject to discipline for negligence or willful damage to District tools and equipment.
- d) Any specialty tools will be requested by the mechanic and will be assigned by the supervisor or designee. The specialty tools requested must be returned to the supervisor or designee at the end of use or end of the workday, whichever comes first.
- e) The District shall supply a seventy-five (\$75) dollar stipend towards the purchase of industry standard oil resistant work boots for all mechanics and parts service writers. The stipend will be issued in the first pay check of the fiscal year.

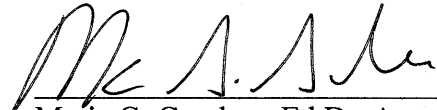
UNIT MEMBER PERSONAL TOOL REPLACEMENT

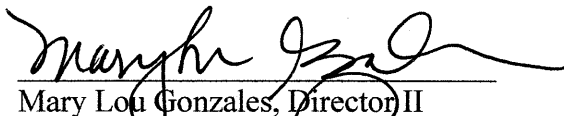
- a) Upon move in to the new facility, unit members shall initially use their personal tools for District repairs. Effective April 2, 2018, District-provided tools shall be the sole equipment used in the new facility.

- b) A four (4) member committee consisting of two (2) mechanics and two (2) management employees will be formed immediately upon the effective date of this agreement to review and unanimously recommend additional tools needed in the specialty room. Usage data will help recommend what, if any, additional tools may be needed.
- c) The District shall replace unit members' personal tools which were damaged or broken in the service of the District, like for like, per the following procedure:
- The unit member shall complete the District's reimbursement form, provide the receipt (if available), and provide the damaged tool to the supervisor.
 - Reimbursement submissions are due no later than April 30, 2018.
 - The District shall determine whether the replacement is warranted.
 - Should the District determine replacement is not warranted, the Director of Transportation shall notify the unit member in writing within 30 work days.
 - Denial of replacement may be appealed to the Assistant Superintendent of Business Services within 30 work days of receipt of the written denial. All appeal decisions in this matter are final and are not subject to the grievance procedure, otherwise, Article 10 shall be followed.
 - Lost tools will not be replaced by the District unless a police report was filed prior to the effective date of this agreement, and a copy provided to the District.
 - Tools covered under a lifetime warranty shall not be replaced by the District.

This agreement is subject to the approval process of both parties.

FOR COACHELLA VALLEY USD



Maria G. Gandra, Ed.D., Asst. Supt.
CVUSD Human Resources

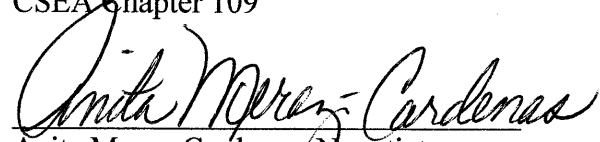

Mary Lou Gonzales, Director II
CVUSD

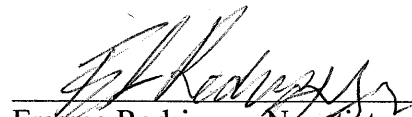

Apolonio Del Toro
Director of Transportation



Mayela Salcedo
Director of Fiscal Services

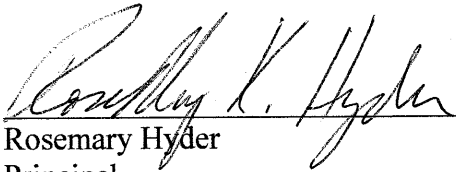
FOR CSEA and its CHAPTER # 109


Isadora Jimenez, President
CSEA Chapter 109


Anita Meraz-Cardenas, Negotiator
CSEA Chapter 109


Erasmo Rodriguez, Negotiator
CSEA Chapter 109


Juan Cantu, Negotiator
CSEA Chapter 109



Rosemary Hyder
Principal



Cindy Maldonado
Human Resources Assistant



Veronica Duenas, Chief Union Steward
CSEA Chapter 109



Beth Caskie, Labor Relations Rep
CSEA

COACHELLA VALLEY UNIFIED SCHOOL DISTRICT ("DISTRICT") AND THE
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS CHAPTER 109 ("CSEA")

MEMORANDUM OF UNDERSTANDING
REGARDING
CLASSIFICATION

This Agreement ("Agreement") is between the Coachella Valley Unified School District ("District") and the California School Employees Association and its Chapter 109 ("CSEA") (collectively "Parties") regarding the CSEA bargaining unit work in the District. On or about April 20, 2016, the parties identified instances of misclassification in the District.

The parties agree that unless a person meets one of the exceptions in California Education Code §45103, he or she is a classified employee from the first day of work. To be a substitute, the person must be substituting for a specific person on leave, or the District must be engaged in a procedure to hire a permanent employee in that classification. To be a short-term employee, the work is not needed on a continuing basis. If an individual is not substituting for a particular person and the District is not engaged in a hiring process for that classification, he or she is a classified employee from day one.

As a result of the parties' collaborative meetings over this topic, CSEA and the District agree that the District shall correct the classification of the following employees. The District further agrees to make them whole as to their earned contractual leaves and salaries from July 1, 2015 (or as applicable) to the present date. Accordingly, the District shall credit any sick leave, vacation, and/or PERS service credit, etc., proportionate to the number of days and/or hours worked in a misclassified status.

To establish the seniority date, the following employee, [REDACTED] shall be offered employment in the Campus Security position, at Column A (salary placement), with the date of hire as October 27, 2015, and deemed having met probation. The employee shall be required to fulfill the requirements of his respective job description on or before December 31, 2017 as a condition of continuing employment in the position.

To establish the seniority date, the following employee, [REDACTED] shall be offered employment in the Campus Security position (Worksite: District-wide as assigned), at Column A (salary placement), with the date of hire as December 1, 2015 and deemed having met probation. The employee shall be required to fulfill the requirements of her respective job description on or before December 31, 2017 as a condition of continuing employment in the position.

To establish the seniority date, the following employee, [REDACTED] shall be offered employment in the Campus Security position (Worksite: District-wide as assigned), at Column A (salary placement), with the date of hire as December 11, 2015 and deemed having met probation. The employee shall be required to fulfill the requirements of his respective job description on or before December 31, 2017 as a condition of continuing employment in the position.

[REDACTED] shall be offered employment in a new Gardener (contingent upon current negotiations for 2016-17 ReOpeners to establish an additional reclassified Gardener/Groundskeeper) position. The employee shall be required to meet the requirements of the respective job description upon hire.

The following employees shall be offered employment in the below-referenced positions (at Column A in all cases) as regular bargaining unit employees who have met probation with date of hire as August 20, 2015 (or as applicable), and shall be made whole as to their earned contractual leaves and salaries from August 20, 2015 to the present date. Order of seniority will be determined by seniority lottery. Each unit member listed below shall




be required to fulfill the requirements of his/her respective job description on or before December 31, 2017 as a condition of continuing employment in the position. Worksites will be determined by the District.

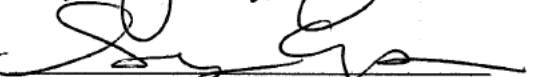
The following recently hired bargaining unit members shall be made whole as to their earned contractual leaves and salaries from July 1, 2015 (or as applicable) to the present date. Accordingly, the District shall credit any sick leave, vacation, and/or PERS service credit, etc., proportionate to the number of days and/or hours the employees actually worked in the misclassified assignment.


This Memorandum of Understanding (MOU) is subject to review under CSEA's Policy 610 and the District's approval process.

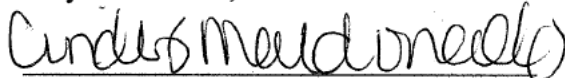
Executed this 25th day of May, 2017 at Thermal, California.

FOR COACHELLA VALLEY USD



Mary Lou Gonzales, Director II

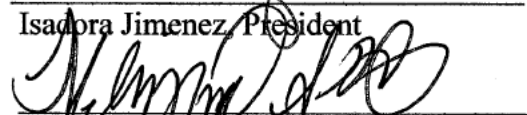

Sandra Ayala, Coordinator – Risk Mgmt.



Mayela Salcedo, Dir. Of Fiscal Services

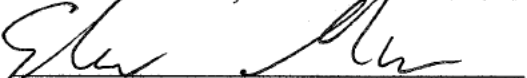

Cindy Maldonado, HR Assistant

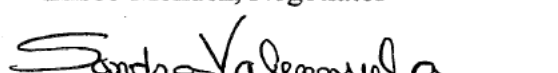
FOR CSEA and its CHAPTER # 109



Isadora Jimenez, President


Melizza Box, Vice-President


Veronica Duenas, Chief Union Steward


Eliseo Mendez, Negotiator


Sandra Valenzuela, Negotiator


Beth Caskie, CSEA LRR



Coachella Valley Unified School District ("District") and the
California School Employees Association and its Chapter 109 ("CSEA")

Memorandum of Understanding
Regarding
Contracting Out Practices and
Staffing in the Maintenance and Operations Department

This Agreement ("Agreement") is between the Coachella Valley Unified School District ("District") and the California School Employees Association and its Chapter 109 ("CSEA") (collectively "Parties") regarding the Maintenance and Operations bargaining unit work in the District, and the negotiated procedures by which the District may contract out such work. As a result of the Parties' negotiations over this topic, CSEA and the District agree to the following:

This agreement replaces and supersedes the parties' January 11, 2016 Settlement Agreement in the matter of PERB Case No. LA-CE-5805-E.

A. CONTRACTING PRACTICES FOR MAINTENANCE AND OPERATIONS IN THE DISTRICT

1. The District shall offer all assignments for Maintenance and Operations work in the District to all bargaining unit members in the classifications needed for the assignment on a rotating basis by seniority per Article 13.5.4.
2. After offers to those in the specific classifications for the work to be assigned, the District shall offer remaining assignments for Maintenance and Operations work in the District to all bargaining unit members qualified for such an assignment (per their job description) on a rotating basis by seniority per Article 13.5.4.
3. The Director of Maintenance and Operations and the most senior unit members in each trade in the unit shall meet annually to review workorders and outsourcing from the prior year in order to make recommendations regarding training within the Department.
4. The Director of M&O, or their designee, shall maintain a log of all offers of overtime shifts, detailing the date and time of calls, the unit members contacted, the assignments offered, and the response (or lack thereof) from the unit members. The log shall be maintained and available upon request for review by unit members.
5. It is the responsibility of the unit member to provide the Director or designee with their current phone number to be used for overtime offers, and to respond timely to said offers. In non-emergency situations each unit member shall have no more or less than twenty-four (24) hours from the time of the offer in which to respond to an offer of an overtime shift, under normal circumstances.
6. Emergency Repair: In cases where the District has an immediate need for emergency repair or retrofit, the District shall first call qualified unit members who

are next on the seniority rotation, and shall assign overtime to those unit members who respond immediately.

7. In the event that all qualified Maintenance and Operations unit members are already utilized to work overtime, have been contacted and failed to respond timely per #4 and #5 (above), or have declined to work overtime, the District may contract such work to private, for-profit contractors for the duration of those particular assignments only. The District shall notify CSEA of such contracting out upon request.
8. Upon request from CSEA, the District shall provide CSEA with a report at the end of each calendar year showing the amount spent on maintenance and operations contractors hired to perform bargaining unit work only, (not to include facilities construction or other bond-related construction) in the previous calendar year for the purpose of monitoring the District's use of private, for-profit contractors in the Maintenance and Operations Department.

B. STAFFING LEVELS AND MOVEMENT

1. The parties agree that existing staffing levels are: two Electrician II, fifteen Groundskeepers, five HVAC IIs, one HVAC Technician, two Communication Systems Techs, one Administrative Specialist, two Irrigation System Technicians, one Locksmith II, six Maintenance Is, two Maintenance IIs, one Maintenance Specialist, two Plumber IIs, and one Welder.
2. In the event the District reduces staffing levels identified in B 1 below the number of positions for that classification as currently staffed, the provisions of Section A 7 above allowing the District to contract out for emergency work in that classification, without negotiating with CSEA over each and every individual instance of such contracting out in the classification, shall be suspended. Should the District contemplate a layoff or reorganization in the Maintenance and Operations Department, CSEA agrees to meet and negotiate the effects, if any, on this agreement.
3. The District shall assign [REDACTED] back to his pre-layoff position of Maintenance I. [REDACTED] shall be offered his former position as the Head Custodian at Desert Mirage High School. [REDACTED] shall be deemed past probation in his classification. One maintenance 1 position will not be filled when a vacancy in this classification becomes available to maintain current maintenance 1 staffing levels.

C. EFFECT OF AGREEMENT


Any alleged violation, misinterpretation, or misapplication of the terms of this MOU shall be subject to the grievance and arbitration provisions of the parties' collective bargaining agreement. This agreement is subject to the approval process of both parties.

Executed this 23th day of June 2021 at Thermal, California.


FOR COACHELLA VALLEY USD

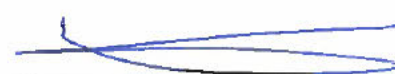

William Kevin Rubow, Asst. Superintendent
CVUSD Human Resources


Joe Dominguez, Asst. Superintendent
CVUSD Business Services


Encarnacion Becerra
CVUSD Human Resources

FOR CSEA and its CHAPTER # 109


Isadora Jimenez, President
CSEA Chapter 109


Veronica Duenas, Chief Union Steward
CSEA Chapter 109


Beth Caskie, CSEA Labor Relations Rep

FORMS

1. Transportation Offer OT Opt Out form
2. Security Offer OT Opt Out form

COACHELLA VALLEY UNIFIED SCHOOL DISTRICT

Appendix Forms 1_ - Bus Driver Opt-Out Form for Field Trips List

Per Article 17.7 of the Collective Bargaining Agreement, I request that my name be removed from the list of unit members called and notified regarding offers for Field Trips (A-List) _____ (B) _____ or (Last Minute-List) _____ fiscal year.

I make this request voluntarily, and understand that I am waiving my contractual right to claim an overtime shift by seniority for the _____ fiscal year.

I understand that this request will remain in effect for the entire _____ fiscal year.

A request to rescind this form and to be restored to the overtime rotation list must be provided to the Director of Transportation and will take effect within one week of receipt.

Name

Date

COACHELLA VALLEY UNIFIED SCHOOL DISTRICT

Appendix Forms 2 - Security OT Offer Opt-Out Form

Security Department Opt-Out Form for Overtime Offers

Per Article 19.3.3 of the Collective Bargaining Agreement, I request that my name be removed from the list of unit members called and notified regarding offers of overtime for the _____ fiscal year.

I make this request voluntarily, and understand that I am waiving my contractual right to claim an overtime shift by seniority for the _____ fiscal year.

I understand that this request will remain in effect for the entire _____ fiscal year.

A request to rescind this form and to be restored to the overtime rotation list must be provided to the Director of Safety and Security and will take effect within one week of receipt.

Name

Date