

CONTRACT

Between

The Governing Board
Of San Rafael City Schools

And

The California School Employees'
Association
And
San Rafael Chapter #341



San Rafael, California
Term: July 1, 2015 – June 30, 2018

Board Approved:

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ARTICLE I

RECOGNITION

The Board of Education hereby acknowledges that CSEA and its San Rafael Chapter 341, is the exclusive bargaining representative of all Classified employees holding those positions described in San Rafael City Schools' "Classes and Ranges, " attached hereto and incorporated by reference as part of this agreement. All newly created positions, except those that lawfully are Certificated, Management, Confidential, or Supervisory shall be assigned to the bargaining unit. The determination of Management, Confidential, or Supervisory employees shall be made by mutual agreement between the District and CSEA. Disputed cases shall be submitted to the PERB for resolution. The bargaining unit may be expanded to other classes by mutual agreement of the District and CSEA subject to the rules of PERB.

ARTICLE II

REPRESENTATIONAL RIGHTS

2.1 ORGANIZATIONAL RIGHTS

- 2.1.1 Upon approval of the site administrator, the CSEA and bargaining unit members may use school equipment, building and facilities at times when these are normally accessible and when there is no conflict with the instructional or extracurricular program. Any costs resulting from this use will be borne by the association. Requests for facility use will be submitted and processed for approval in the normal manner.
- 2.1.2 CSEA shall have the right to post notices of activities and matters of association concern on a bulletin boards reserved for employee notices at each work site.
- 2.1.3 CSEA may use the District delivery service and bargaining unit member mailboxes for communication purposes. An information copy of material distributed to the general membership will be provided to the site administrator.
- 2.1.4 Authorized representatives of the bargaining unit agent shall have the right to transact organizational business on school property provided that such conduct does not interfere with scheduled usage of the building or interrupt the performance of bargaining unit members' duties.
 - 2.1.4.1 The San Rafael School District shall give up to fifteen hours release time with pay to any San Rafael 341 California School Employees Association State Officer and/or State Committee Chairperson in any one fiscal year. This shall be used only for official business and/or duties of the State Officer and/or State Committee Chairperson.
- 2.1.5 An individual bargaining unit member's personnel file may be reviewed by that member or by an authorized representative of the member who presents a written authorization signed by the employee.
- 2.1.6 The Chapter President and Vice President shall be supplied with an updated seniority roster once annually.
- 2.1.7 Materials associated with board meetings and made available to the public will be sent to the Chapter President and Vice President prior to Board of Education meetings. The Chapter President and all site representatives will be provided with a copy of all vacancy notices. CSEA will be responsible for providing the District with names/work sites of all site representatives. In addition, the site representatives will notify the District as to the number of copies that will be required for their respective sites. Failure to do so will relieve the District of its responsibility to provide said notices to site representatives.

2.2 MANAGEMENT RIGHTS

- 2.2.1 It is understood and agreed that the District retains all of its powers, rights and authority to direct, manage and control to the full extent of the law. Nothing contained in this Agreement may be construed to divest the District of its management, rights, duties or responsibilities, except as may be specially limited by terms and conditions of this Agreement.
- 2.2.2 Included in the powers, duties and rights established by constitutional provision, statute, ordinance, or special act the District has the exclusive power, duty and right to:
 - 2.2.2.1 Direct the work of its employees.
 - 2.2.2.2 Hire, promote demote, discipline, dismiss and retain its employees.
 - 2.2.2.3 Maintain the efficiency of school district operations.
 - 2.2.2.4 Exercise its powers and duties in respect to assignment of personnel
 - 2.2.2.5 Prepare, adopt, and administer its budget.
- 2.2.3 In the event of an emergency, as declared by the Superintendent or designee, the District shall have the right to rescind any portion of this Agreement directly related to the nature of the emergency. "Emergency" as used in this Article is limited to those highly unusual catastrophic situations which would prevent the normal functioning of the School District pursuant to this Agreement.
- 2.2.4 The exercise by management of the rights and discretion as described herein shall not be subject to the grievance procedure, except when the exercise of such rights conflicts with specific terms and conditions of the Agreement.

ARTICLE III

ORGANIZATIONAL SECURITY

- 3.1 It is the mutual intention of the parties that the provisions of this article protect the rights of individual employees without restricting CSEA's right to require every bargaining unit employee, except those exempt from these provisions, to pay a fair share of the cost of collective bargaining activities.
- 3.2 Except as expressly exempted herein, all employees in the bargaining unit employed with the District for four (4) hours per day or more or any weekly combination of hours equal to 20 hours per week or more who do not maintain membership in good standing in CSEA are required as a condition of continued employment, to pay service fees to CSEA, in amounts that do not exceed the periodic dues of CSEA, for the duration of this agreement.
- 3.3 Bargaining unit employees whose bargaining unit hire date is earlier than August 1, 1992 are exempt from this article.
- 3.4 No employee shall be obligated to pay dues or service fees to CSEA until the first of the month following 30 calendar days after the employee first comes into the bargaining unit.
- 3.5 Any employee who is a member of a religious body whose traditional tenets or teaching include objections to joining or paying service fees to employee organizations shall not be required to join, maintain membership in, or pay service fees to CSEA as a condition of employment. However, such employee shall be required, in lieu of service fee required by the agreement, to pay sums equal to such service fee required by this agreement to one of the following non-religious, non-labor organization, charitable funds exempt from taxation under Section 501 (c) (3) of Title 26 of the Internal Revenue Code:
- a) United Way
 - b) San Rafael Education Foundation
 - c) Boy's and girl's club of the employee's choice
- 3.6 Any employee claiming this religious exemption shall, as a condition of continued exemption from the requirement of paying service fees to CSEA, authorize payroll deduction of such payments.

ARTICLE IV

DUES AND SERVICE FEE DEDUCTIONS

- 4.1 CSEA has the sole and exclusive right to have employee organization membership dues deducted by the employer for employees in the bargaining unit.
- 4.2 The employer shall deduct, in accordance with the CSEA dues and service fee schedule; dues, service fees or payments to charity in lieu of service fees from the wages of all employees who are members of the bargaining unit and who have submitted payroll deduction authorization forms to the District.
 - 4.2.1 Authorization forms of members of the bargaining unit whose bargaining unit hire date is earlier than August 1, 1992 shall remain in effect until expressly revoked in writing by the employee.
 - 4.2.2 Authorization forms of bargaining unit employees hired on or after August 1, 1992, are a condition of employment and cannot be revoked but may be revised to reflect a change in payment options available to the employee under Article 4 of this agreement.
- 4.3 The employer shall, without charge, supply to CSEA within 15 days of the deduction all sums so deducted, except that the employer shall pay to designated charity sums deducted in lieu of service fees from the wages of the employees who qualify for the religious exemption pursuant to this agreement.
- 4.4 Along with each monthly payment to CSEA, the employer shall, without charge, furnish CSEA with an alphabetical list of all employees in the bargaining unit, identifying them by name, social security number, months per year in paid status, and annual salary, and indicating the amount deducted and whether such deduction is for dues, service fees or charitable contribution.
- 4.5 The employer shall immediately notify the CSEA treasurer if any member of the bargaining unit revokes or revises CSEA payroll deduction authorization.

ARTICLE V

COMPENSATION

5.1 PAY RATE

- 5.1.1 The pay rate for each classified position shall be shown on the Classified Salary Schedule which shall become a part of this agreement. The pay rate shall include any longevity or professional growth increments to which an employee is entitled.
- 5.1.2 Beginning with the 1999 – 2000 fiscal year, the District and CSEA agree that there shall be two salary schedules for classified bargaining unit employees, one for the Elementary District and one for the High School District. All employees located at the Elementary District school sites shall receive compensation in accord with the Elementary District salary schedule. All employees located at the High School District sites shall receive compensation in accord with the High School District salary schedule.
- 5.1.3 All employees whose positions are designated as Maintenance and Operations and all positions located at the District Office shall receive salary compensation split evenly between the schedules, 50% in accord with the Elementary District salary schedule and 50% in accord with the High School District schedule, except for the following positions which shall be compensated proportionally as indicated:

		<u>Elementary</u>	<u>High School</u>
5.1.3.1	Travelling Custodian	81.25	18.75
5.1.3.3	Administrative Assistant-Sp. Ed.	75.00	25.00

- 5.1.4 All employees whose positions are designated as Food Service, regardless of location of assignment, shall receive compensation in accord with the High School District salary schedule.

5.2 PAY CHECKS

- 5.2.1 All regular paychecks of employees in the bargaining unit shall be itemized to include all deductions authorized by the employee.
- 5.2.2 Employees will be paid once per month payable on or before the last working day of the month.
- 5.2.3 If the normal pay date falls on a holiday, the paycheck shall be issued on the preceding workday.

5.3 PAYROLL ERRORS

5.3.1 In accordance with Education Code Section 45167. (*section number subject to change based on changes in the law*) "whenever it is determined that an error has been made in the calculation or reporting of any classified employee's payroll or in the payment of any classified employee's payroll or in the payment of any classified employee's salary, the District shall within 5 workdays following such determination, provide the employee with a statement of correction and a supplemental payment draw against any available funds".

Errors resulting in an overpayment to the employee will be corrected by the employee within the next month's pay period or if the amount is in excess of \$100 a repayment schedule will be established with the Human Resources Administrator.

5.4 LOST CHECKS

5.4.1 Any paycheck for an employee in the bargaining unit, which is lost or stolen, shall be replaced promptly upon notification to the Payroll Department.

5.5 PROMOTION

5.5.1 An employee in the bargaining unit receiving a promotion shall be placed at a position on the new salary range which will result in at least 5% adjustment in salary.

5.6 MILEAGE

5.6.1 An employee required to use his/her vehicle on District business will be reimbursed at the prevailing Internal Revenue Service rate. This amount shall be paid in a separate warrant within fifteen days of submitting the claim subject to the processing capability of the Marin County Schools Office.

5.7 INSTRUCTIONAL ASSISTANT COMPENSATION

5.7.1 When an Instructional Assistant is required to perform duties other than classroom duties as a normal part of the assignment, the rate of pay shall be no less than the Instructional Assistant rate for which the individual qualifies.

5.7.2 District may assign Instructional Assistants (IA's) to perform other duties during non-instructional time.

5.8 INCENTIVE AWARD

5.8.1 An incentive award system is available to Classified employees who submit a proposal in writing which results in a significant savings to the District either in terms of amount of money saved or increased efficiency of the school district operation. Proposals submitted by employees must be recommended for funding by both the Classified Professional Growth Committee and the Administration.

The amount of the award shall not exceed \$200 and must be approved by the Board of Education before payment is made.

5.9 STEP ADVANCEMENT

- 5.9.1 Step advancement on the salary schedule shall occur at the beginning of each fiscal year (July 1) except for those employees who begin service with the District after March 31. Advancement for employees who begin work after March 31 will occur on July 1 of the year following initial employment. July 1 is the date on which salary advancement will occur. An employee promoted during the school year will receive the appropriate step advancement at the time of the promotion.

ARTICLE VI

BENEFITS

6.1 MEDICAL BENEFIT CAP

6.1.1 The District will increase its contribution to the three-tiered cap by equally splitting the cost of the increase effective January 1, 2016. Therefore, the employer contribution in each tier on the three tiered cap shall be increased by 50% of the increase effective January 1, 2016. The employees will be responsible for the remaining 50% of the increase that became effective January 1, 2016.

Medical CAPS:		Increase Amount
Employee Only	\$ 584.36	(\$13.00)
Employee + 1	\$1,174.72	(\$27.00)
Employee + 2	\$1,522.58	(\$37.00)

Dental – No change in CAP(s)

Employee Only	\$ 64.90
Employee + 1	\$116.12
Employee + 2	\$167.29

- 6.1.2 Effective January 1, 2015 probationary employees will become eligible for Health and Welfare benefits on the first day of the month following their date of hire employment and in accordance with CalPERS guidelines and procedures.
- 6.1.3 Bargaining unit members may select insurance coverage for which they may qualify from any carrier or provider under contract with the District. The District shall provide medical and dental benefits for full-time employees as shown above.
- 6.1.4 Refunds for 2000-01 insurance premiums in excess of the Kaiser CALPERS and Delta Dental rates, deducted from Unit members' pay warrants, shall be reimbursed as soon as reasonably possible, and in a separate warrant if possible. Increase in the Benefits Cap effective January 1, 2002 shall be considered part of total compensation for the 2001-2002 school year.
- 6.1.5 Part-time employees, where permitted by the carrier(s), shall receive benefits in the same pro rata share as their position bears to a full-time position.
- 6.1.6 Employees who are laid off, or have hours reduced, shall be covered by existing health and dental insurance for a period of two months from the effective date of their layoff or reduction period.
- 6.1.7 Employees who are terminated by the District through the reduction-in-force process and who were receiving benefits under Benefits including paragraphs 6.1.1, 6.1.2, 6.1.5 will be entitled to return to this level of benefit if reinstated to a regular position.

6.1.8 Should the District choose to change any current health care provider, it shall negotiate such change with CSEA prior to this change being made.

6.2 BENEFITS COMMITTEE

6.2.1 The Benefits Committee shall explore benefit alternatives for consideration by the Negotiations Committee. Representatives of other employee groups shall be invited to participate.

ARTICLE VII

HOURS

7.1 WORKWEEK

7.1.1 The workweek for a full-time Classified employee consists of forty hours, normally served Monday through Friday. The workweek of permanent employees who have not worked a schedule other than Monday through Friday will not be changed to another sequence without the agreement of the employee. New employees may be assigned to a daily consecutive sequence other than Monday through Friday and continue in this sequence even after acquiring permanent status.

7.2 WORKDAY

7.2.1 The length of the workday shall be designated by the employer with the beginning time and ending time fixed for each bargaining unit member. The District may change beginning time and end times by up to one (1) hour with 30 days' written notice prior to the 1st scheduled work day of the school year for each bargaining unit member. The supervisor must include an explanation for the change in schedule.

7.2.2 During the school year, starting and ending times may be adjusted at the work site by mutual agreement between the employee, CSEA and the district by up to one (1) hour. The request for change of hours must be submitted on the appropriate form and the effective date agreed upon between the employee, CSEA, and the District before implementation.

7.3 PART-TIME

7.3.1 Employees may be hired for and assigned to part-time positions of less than eight hours daily or less than five (5) days per week. Before part-time employees are hired, employees in the same job title who have suffered a reduction in time as a result of lay-off shall be consulted in seniority order to determine whether they wish to be returned to the number of hours held prior to the layoff.

7.4 ADJUSTMENT OF ASSIGNED TIME

7.4.1 Employees who work a minimum of 30 minutes per day in excess of his/her part-time assignment for a period of 20 consecutive working days or more shall have his/her basic assignment changed to reflect the longer hours in order to acquire fringe benefits on a properly prorated basis.

7.5 REDUCTION IN ASSIGNED TIME

7.5.1 Except for hours assigned on a temporary basis, any reduction in assigned time shall be accomplished in accordance with the legal process for layoff.

7.6 INCREASE IN HOURS

- 7.6.1 When additional hours are assigned to a part-time position on a regular basis, the assignment shall first be offered in seniority order to the employee with the same title who has suffered a loss of time due to reduced time in lieu of layoff. Hours that are available for members of the paraprofessional unit on a temporary basis after the school year has begun may be assigned for the remainder of the year to paraprofessional employees within a school on an as needed basis and withdrawn at the time the funding expires.
- 7.6.2 For employees in other classifications, if no employee with the same title (classification) has suffered a loss of time due to reduced time in lieu of layoff, the assignment shall be offered to the most senior part-time employee at the work site where the hours are available in the same job classification.

7.7 OVERTIME

- 7.7.1 Overtime shall be paid at the rate of time-and-a-half for more than eight hours in a single day and beyond forty hours in a calendar week. Employees offered overtime may refuse it except in cases of emergency.
- 7.7.2 An employee having an average workday of four (4) hours or more during the workweek shall be compensated for any work required by the supervisor to be performed on the sixth and seventh day at a rate equal to 1½ times his/her regular rate of pay.
- 7.7.3 An employee having an average workday of less than four hours during a work week shall, for any work required to be performed on the seventh day following the beginning of the workweek, be compensated a rate equal to 1½ time his/her regular rate of pay.

7.8 MINIMUM CALL-BACK TIME

- 7.8.1 Employees called back to work after completing an eight hour schedule shall receive a minimum of two hours pay at the employee's appropriate overtime rate. Employees who are called back who work less than 8 hours per day shall receive a minimum of 2 hours pay at the employee's normal rate of pay up to eight hours per day.

7.9 MINIMUM CALL-IN TIME

- 7.9.1 Employees required to return to work on a non-duty day shall receive a minimum of two hours pay at the overtime rate for each time they are summoned from home.

7.10 STANDBY TIME

- 7.10.1 Operations unit employees who are required to be on standby during the sixth and/or seventh day of their workweek or on a holiday shall be compensated by an additional stipend of \$24 per day in addition to the call-back stipend.

7.11 HOLIDAY PAY

7.11.1 All time worked on holidays shall be compensated at one-and-one-half times the regular rate.

7.12 COMPENSATORY TIME OFF

7.12.1 Overtime may be paid in form of compensatory time or a cash payment at the election of the employee. The method of payment is to be determined by the employee and supervisor at the time overtime is assigned and is to be communicated to the Human Resources Dept.

7.12.2 Compensatory time must be taken during the school year in which it was earned.

7.12.3 Accumulated compensatory time not taken by June 30 each year will be paid to the employee at that time.

7.13 BREAK PERIODS

7.13.1 Each employee who works at least four hours is entitled to a paid break of 15 minutes scheduled at approximately the middle of each four-hour work period. An employee who works six hours or more is entitled to a duty-free lunch break of not less than 30 minutes scheduled at the approximate midpoint of the work schedule. Duty-free lunch breaks are not compensated.

7.14 REST FACILITIES

7.14.1 The District's staff lounges, lunchrooms and lavatory facilities shall be available to bargaining unit members.

7.15 SHIFT DIFFERENTIAL

7.15.1 Employees assigned to night shift (50% of the work assignment regularly continues beyond 7 p.m.) will have a duty schedule of 8 hours and be compensated for 8 hours with a one half hour duty free unpaid lunch during the shift. The shift differential will be 6.5% for such employees.

7.16 MEALS AND LODGING

7.16.1 Employees who are required to eat or lodge away from home because of District business will be reimbursed for the costs of meals and lodging.

7.17 ASSIGNMENT OUT OF CLASS

7.17.1 An employee assigned out-of-class duties for 5 days in a 15 calendar day period shall receive 5% above the employee's hourly rate or the "A" rate of the position in which substitution occurs (whichever is greater) for all the days worked in the higher position.

ARTICLE VIII

LEAVES - COMPENSATED

8.1 SICK LEAVE

8.1.1 A Classified employee assigned to an eight-hour, twelve-month position earns 15 days of sick leave annually. An employee who is assigned to a part-time position earns sick leave on a proportionate basis in accordance with the number of months that the position bears to twelve.

8.1.2 A Classified employee, employed five days a week who is employed for less than a full fiscal year is entitled to that proportion of 15 days leave of absence for illness or injury as the number of months he/she is employed bears to twelve.

8.1.3 Sick Leave may be used by an employee for personal illness or injury or that of a member of the immediate family which is defined as:

- Mother or Father
- Grandmother or Grandfather
- A grandchild of the employee or spouse of the employee
- The spouse
- Son or son-in-law
- Daughter or daughter-in-law
- Brother or brother-in-law of the employee
- Sister or sister-in-law of the employee
- Any relative living in the immediate household of the employee

8.1.4 Credit for leave of absence need not be accrued prior to taking such leave by the employee and such leave of absence may be taken at any time of the year. However, a new employee of a district shall not be eligible to take more than six days, or the proportionate amount to which he/she may be entitled under this section until the first day of the calendar month after completion of six months of active service with the District.

8.1.5 An employee in the Clerical & Technical Family, and Paraprofessional Family, who is unable to work is required to notify the Automated Sub-finder System as soon as it is known that absence will occur. In the case of emergency when an employee who requires a substitute is unable to provide adequate notice to the System, s/he will contact the Human Resources Department prior to the beginning of his/her shift.

An employee in the Food Service family who is unable to work is required to notify the Food Service Department as soon as it is known that absence will occur.

An employee in the Maintenance & Operations family who is unable to work is required to notify the Maintenance & Operations Department as soon as it is known that absence will occur.

Day employees returning from absence are required to notify the clerk by 3 o'clock p.m. of their intent to return the following day. Evening employees are required to notify the clerk no later than 10 o'clock a.m. on the day of their intended return. Employees who fail to notify the clerk of the date of their intended return are subject to loss of pay for the day. Doctor or dentist appointments will be charged to personal illness leave. If appointments cannot be scheduled outside normal working hours, they should be scheduled at a time which would least interfere with the duty assignment.

8.1.6 Unused sick leave is accumulated without limit.

8.2 TRANSFER OF ACCUMULATED SICK LEAVE

8.2.1 A Classified employee who has been an employee of the District for a period of one calendar year or more whose employment is terminated for reasons other than action initiated by the employer for cause and who subsequently accepts employment with another school district or County Superintendent of Schools within one year of such termination of his/her former employment, shall have transferred to the second district the total amount of earned leave of absence for illness or injury.

8.3 OVERUSE OF SICK LEAVE

8.3.1 An employee who at the time of termination has used more sick leave than has been earned to the date of termination will have final compensation adjusted to reflect the overuse.

8.4 UNUSED SICK LEAVE AS RETIREMENT CREDIT

8.4.1 As long as law permits, a Classified employee may have unused sick leave converted to retirement credit upon resigning to retire.

8.5 VERIFICATION OF ILLNESS

8.5.1 An absence report on the District form must be submitted to the Human Resources Dept. within ten (10) days of return from an absence. The District may require a verification of illness of three (3) or more days, signed by a medical doctor or psychiatrist before payment for sick leave usage is released. If the District requires medical verification of illness for absence less than three (3) days, the cost of verification equal to the established co pay for their particular insurance plan will be paid by the District upon proof of copay payment.

8.5.2 A doctor's verification of disability must be on file in the Human Resources Dept. before difference payments are released to the employee.

8.6 MATERNITY SICK LEAVE

8.6.1 Permanent employees shall be granted Maternity Leave upon request. Sick leave may be used by the employee during times of disablement due to pregnancy as

recommended by the employee's physician. The employee may claim sick leave pay and/or extended disability pay for no more than that limited period of time when the person's physician certifies in writing by completing the form provided by the District, that she was actually physically disabled from performing her job because of pregnancy, miscarriage, abortion, childbirth, or recovery. It is not intended to provide for periods of rest prior to nor following childbirth or for childcare.

8.6.2 Employees shall give notice to the District of pregnancy at least four (4) months prior to expected birth of the child. An employee may continue to work until such time as her physician deems that her well being and/or inability to perform her duties requires the commencement of Maternity Leave.

8.7 PERSONAL NECESSITY LEAVE

8.7.1 Up to a maximum of seven (7) days of accumulated sick leave may be used in each school year for personal necessity. Personal Necessity Leave cannot be used to extend a paid vacation, long weekends, or scheduled school breaks.

8.7.2 For the purpose of this section, a Personal Necessity is defined as a situation which is imposed on a bargaining unit member over which he/she has no control and which cannot be disregarded. Personal Necessity may include a variety of situations that have a serious impact on an employee's personal life. Written notice of intent to use personal leave must be made to the Principal or designee three (3) workdays prior to the employee's absence, except in the following circumstances:

- Death or serious illness of a member of his/her immediate family (see bereavement section);
- Accident involving his/her person or property or the person or property of a member of the immediate family;
- Other similar situation in which giving prior notice was clearly impossible;
- School activities of family members;
- This may include but is not limited to appearance in any court or administrative tribunal as a litigant party, or witness, or observance of a religious holiday.

8.7.3 Leave taken under this Section shall be reported by the Bargaining Unit member on the Classified Employee Absence Form.

8.7.4 An employee need only cite this section when requesting personal necessity leave.

8.8 BEREAVEMENT LEAVE

8.8.1 Bargaining unit members shall be granted leave of absence with pay of three days for in-state death, or five days for an out-of-state death of a member of his/her immediate family (see Section 8.1.3 for definition of immediate family). If additional time is required, bargaining unit members may use up to six days of personal necessity sick leave.

8.9 VACATION

8.9.1 Permanent Classified employees shall be entitled to annual vacation at the regular rate of pay earned at the time the vacation commenced. Vacation is earned at the rate of 5/6 days for each month in which the employee is in a paid status for more than one-half the working days in the month provided the employee is regularly employed five (5) days per week, seven (7) to eight (8) hours a day.

8.9.2 For all employees regularly employed for fewer than thirty-five (35) hours a week, regardless of the number of hours or days worked per week, the vacation credit shall be computed at the rate of 0.03846 for each day the employee is in paid status, not including overtime.

8.9.3 Vacation may, with the written approval of the administrative supervisor, be taken at any time during the school year. For all vacation requests, the employee shall obtain written approval prior to using such days.

8.9.4 If an employee wishes to take more than three (3) consecutive days of vacation, the employee shall file a written vacation request with the administrative supervisor at least twenty (20) days prior to the date the vacation would commence. The administrator shall approve or deny all requests not later than 10 days from the date the employee submitted the request. Normally substitutes are not provided for vacationing employees. Exceptions may be made at the discretion of the Superintendent or designee.

8.9.5 The employee may be granted vacation during the school year even though it has not been earned at the time the vacation is taken.

8.9.6 If an employee resigns or is terminated and had been granted vacation which was not yet earned at the time of termination, the employer shall deduct from the employee's severance check the full amount of salary which was paid for such unearned days of vacation taken.

8.9.7 Permanent employees will earn additional days of vacation according to the following schedule (for each month in which the employee works more than one-half the working days in that month):

Years 6 through 10	1.25 days per month (3 Weeks)
Year 11 forward	1.66 days per month (4 Weeks)

8.9.8 The maximum amount of vacation which an employee is permitted to accrue is that which would be earned in an eighteen (18) month period.

8.9.9 Days in excess of this limit may be paid to the employee at the rate in effect when earned (first earned, first used) or the employee may be placed on vacation leave until the excess vacation is used at the option of the employer. When this situation occurs, the employee and supervisor will meet within 30 days after receiving notification that an overage exists and agree on a mutually convenient time to take the vacation overage. If the supervisor and the employee are unable to mutually agree upon a time, the two individuals will meet with the Human Resources Administrator who will mediate the vacation schedule. The employee may request union representation.

8.9.10 Upon separation from service, the employee shall be entitled to lump-sum compensation for all earned and unused vacation, except that employees who have not completed six (6) months of employment in regular status shall not be entitled to such compensation. Earned vacation shall not become a vested right until completion of the initial six (6) months of employment.

8.10 INTERRUPTION OR TERMINATION OF VACATION LEAVE

8.10.1 Permanent employees may interrupt or terminate vacation leave in order to begin another type of paid leave without a return to active service. An employee must, however, notify the District at the time vacation leave is aborted and provide requested documentation confirming the need for another type of paid leave.

8.11 MILITARY LEAVE

8.11.1 A member of the classified service shall be entitled to Military Leave provided by law and shall retain all rights and privileges granted by law arising out of the exercise of Military Leave. Leave taken under this clause must be verified by an official copy of military orders.

8.12 INDUSTRIAL ACCIDENT AND ILLNESS

8.12.1 On-the-job accidents must be reported to the Human Resources Dept. within 48 hours of the accident. Failure to report the accident may result in denial of benefits by the Worker's Compensation carrier.

8.12.2 Leave Provisions

8.12.2.1 An employee who is absent from duty because of an illness or injury defined as an industrial accident or industrial illness under provision of the Worker's Compensation Insurance Law will be granted paid industrial accident leave for each such accident or illness. This paid leave applies while the employee is receiving temporary disability benefits from Worker's Compensation. The provisions of this paid industrial accident leave are:

- 8.12.2.1.1 A maximum of 60 working days in any one fiscal year for the same accident and shall not be accumulated from year to year.
- 8.12.2.1.2 Such leave will commence on the first day of absence.
- 8.12.2.1.3 The payment for wages lost on any day shall not, when added to an award granted the employee under the Worker's Compensation Law, exceed the normal wage for the day.
- 8.12.2.1.4 The industrial accident leave will be reduced by one day for each day of authorized absence regardless of a compensation award made under Worker's Compensation.
- 8.12.2.1.5 When an industrial accident or illness occurs at a time during which the full 60 days will overlap into the next fiscal year, the employee shall be entitled to only the remaining days in the next fiscal year for the same illness or injury.
- 8.12.2.1.6 If the employee is unable to return to duty after exhausting paid industrial accident leave, the employee will receive paid illness leave, vacation time, or compensatory time off as specified by the Education Code and Board Policies provided such leaves have been earned.
- 8.12.2.1.7 Period of leave absence, paid or unpaid shall not be considered to be a break in service of the employee
- 8.12.2.1.8 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 governing Board authorizes travel outside of the state.
- 8.12.2.1.9 When an employee has exhausted all paid or unpaid leaves of absence and is not medically able to resume the duties of a position, the individual shall be placed on a re-employment list for a period of 39 months. If medically able to return to work during the 39 month period, the person will be employed in the first vacant position in the class of previous assignment over all other available candidates except for a re-employment list established because of lack of work or lack of funds.
- 8.12.2.1.10 An employee who has been placed on a re-employment list and now has been medically released

but fails to accept an appropriate assignment will be deemed to have resigned.

8.13 HOLIDAYS

8.13.1 The District agrees to provide annually full-time probationary and permanent employees (12-month/eight hour) with fourteen holidays. Those probationary permanent employees who work less than twelve months, eight hours, will receive a proportion of the holiday pay based on the hours they work and dependent on whether they are in a duty status prior to or succeeding the holiday. Employees will not be paid for holidays during a holiday period if they leave their position prior to the holiday and not return to work again. An exception to this rule is made for those employees who are taking paid vacation during this period. The 14 holidays are listed below:

- New Years
- Martin Luther King Jr. Day
- Lincoln Day
- Washington Day
- Friday of Spring Recess
- Memorial Day
- Independence Day (paid only those employees on duty for the month of July)
- Labor Day
- A day in lieu of Admission Day (usually the day preceding New Years Day)
- Veterans Day
- Thanksgiving and the following Friday
- Two days at Christmas (usually Christmas and the day preceding)

8.13.2 The actual placement of the holidays may vary from year-to-year to allow for continuity of the instructional program; that is, Lincoln's Day, Washington's Day, Memorial Day and Veterans Day may be moved so that they coincide with the weekends.

8.13.2.1 Other Holidays: Every day appointed by the President, or the Governor of this State, as provided for in subdivisions (b) and (c) of EC Section 37220 for a public fast, Thanksgiving or holiday or any day declared a holiday under Section 1318 or 37222 of the California Education Code shall be a Classified holiday.

8.13.2.2 Holidays Falling on Saturday or Sunday: When a holiday as described in Education Code Section 45203 falls on a Saturday, the preceding Friday shall become a holiday; if it falls on a Sunday, the following Monday shall be the observed as a holiday.

8.14 JURY DUTY

8.14.1 An employee shall be entitled to leave with pay for time the employee is officially summoned and required to remain on Jury Duty. The District shall pay the employee the difference, if any, between the amount received for Jury Duty and

the employee's regular rate of pay. Any meal, mileage, and/or parking allowance provided the employee for Jury Duty by the court shall not be used as an offset of regular salary by the District.

- 8.14.2 An employee, called for Jury Duty, must notify his/her District Administrative supervisor of the date(s) of required service in advance. If absence of the employee would create inconvenience for the District, postponement of the jury service may be requested by the Human Resources Administrator.
- 8.14.3 Regular day employees are required to return to work during any day or portion thereof on which they are released by 12:00 Noon. A day during which an employee in the bargaining unit whose regular assigned shift commences at 3:00 p.m. or after and who is required to serve all or any part of the day on Jury Duty shall be relieved from work with pay. The District may require verification of Jury Duty.

ARTICLE IX

LEAVES – UNCOMPENSATED

9.1 PERSONAL LEAVE – SHORT TERM

9.1.1 The Superintendent or designee may grant up to five (5) days personal leave without pay based on the employee's need and advance written request to be absent from his/her position.

9.2 EXTENDED PERSONAL LEAVE

9.2.1 A personal leave of not more than one (1) year may be granted permanent staff members by the Board of Education based on the advance written request of an employee. Members on an approved extended leave may retain medical/hospital benefits of the District by paying premium costs on a quarterly basis, plus a \$3 monthly service fee.

9.3 FAMILY MEDICAL LEAVE

9.3.1 Pursuant to the Federal Family and Medical Leave Act of 1993, (29 U.S.C. Sections 2601 et seq.) and the California Family Rights Act (Government Code Section 12945.2), an employee may be eligible for either paid or unpaid family care and medical leave, for family and medical purposes, depending on each employee's particular circumstances. The District will comply with all mandated provisions under these acts and reserves the right to act within the dictates of the law.

ARTICLE X

TRANSFER/PROMOTION

10.1 REQUEST FOR TRANSFER

Definition: A transfer is the change from one location to another within the same classification in either the Elementary or High School District.

- 10.1.1 A Classified employee may submit a request for a transfer to another position or department within the scope of the employee's qualification. This request shall be given consideration prior to that of new applicants. If an employee requesting a transfer meets all other considerations with respect to ability and qualifications for the position, they shall be awarded the transfer.
- 10.1.2 Where more than one employee meets all other considerations with respect to ability and qualifications, the employee having the greatest district seniority shall be awarded the transfer.
- 10.1.3 In the event that two employees have identical seniority, the decision on transfer will be made by the Administration. The CSEA President shall have the right to request a meeting to discuss the proposed decision prior to a final decision made.
- 10.1.4 Notices of vacancies available for transfer will be distributed to all work sites. There will be a waiting period of six (6) working days from the date of the vacancy notice before the position is filled.
- 10.1.5 Employees on leave who wish to be informed of vacancies shall provide a personal email address or self-addressed stamped envelope and identify classifications of interest in order to be mailed copies of vacancies in their bargaining unit via First Class mail.

10.2 REASSIGNMENT OF EMPLOYEES BASED UPON MEDICAL ACCOMMODATIONS

- 10.2.1 Employees who are disabled from their position with the District but who are determined to be medically able to perform another type work will be considered for transfer if they demonstrated the ability to perform another function in the District and for which there is a vacancy. The employee may request union representation prior to a medical transfer being made.

10.3 REQUEST FOR PROMOTION

Definition: A promotion is the change from one classification into another classification at a higher pay range in either the Elementary or High School District.

- 10.3.1 Permanent employees who are promoted to a position of higher range shall serve a three (3) month probationary period in the new position. This probationary period may be extended if needed for up to six (6) months total. All probationary period extensions will occur upon mutual agreement of CSEA and the District.

- 10.3.2 During this probationary period, employees may be restored to a position in the same range and classification they left, at their request or at the discretion of the District.
- 10.3.3 Permanent employees displaced by this action shall also be returned to their previous classification of employment.
- 10.3.4 Any probationary employee for whom a position is not now available shall be released from District service.

ARTICLE XI

SAFETY/UNIFORMS

The District shall provide safe working conditions for all employees within its fiscal capacity to do so. Both parties agree that the responsibility for providing safe working conditions is that of the Board of Education and the responsibility for the maintenance of safe procedures and practices is that of all district employees.

11.1 PROTECTIVE CLOTHING OR DEVICES

11.1.1 If the duties of an employee require use of protective clothing or devices to insure safety, the District will furnish these.

11.2 UNIFORMS

11.2.1 The District will provide one pair annually of appropriate footwear for maintenance and operations employees including custodial staff. The District will select and provide all designated staff with eight (8) work shirts and one sweatshirt or outwear with District name and logo displayed to be worn while at work. The employees will be able to choose four (4) long sleeved and four (4) short sleeved shirts or any combination thereof for their selection of eight (8) shirts.

The District agrees to implement the following pilot program for the food service, and security department employees in the district for the 2016-2017 school year.

Food Service Employees:

Drivers shall be provided boots, a rain jacket and rain pants.

In addition, all food service employees of the District will be provided five (5) work shirts with District name and logo displayed to be worn while at work.

Campus Security Employees:

All Campus Security and Campus Supervisor II employees shall be provided rain boots, a rain jacket and rain pants.

All designated employees will be responsible for laundering their own shirts. Any shirts and/or other garments with the District name/logo that is no longer in use, must be turned in to the Director of Maintenance or their designee to be disposed of in an appropriate manner.

11.2.1.1 All District maintenance, grounds, custodial, and food service employees shall wear the District issued shirts to work.

11.2.1.2 All district campus supervisors/security employees may be required to wear and display District issued badges.

- 11.2.1.3 The District-CSEA Provider Team will work collaboratively in selecting appropriate uniform shirts for the classifications required to wear uniforms.

11.3 PHYSICAL EXAMINATION

- 11.3.1 The District will pay the full cost of any medical examination required as a condition of continued employment including tubercular exams; providing the examination is conducted by a physician (or agency in the case of tubercular exams) selected by the District.

11.4 NON-DISCRIMINATION

- 11.4.1 No employee shall be discriminated against as a result of reporting an unsafe condition.

ARTICLE XII

EVALUATION

All bargaining unit members will be evaluated by a member of the management team who has knowledge of their work.

- 12.1 Probationary members will be evaluated at the end of their third and fifth months of employment during the probationary six months. The evaluation completed at the end of five (5) months of service must indicate the least "satisfactory" performance for the member to continue in employment.
- 12.2 Members who have achieved permanent status will be evaluated at least once each year prior to May 15.
- 12.3 Prior to October 15th all Classified employees will meet with their site administrator at the beginning of each school year to mutually develop a minimum of one job related goal which the employee will work to achieve during the school year. The efforts made, during the school year, to achieve the agreed upon goal(s) will be summarized in the employee's summative evaluation.
- 12.4 Following preparation of the evaluation, an evaluation conference will be held between the evaluator and the bargaining unit member to discuss the evaluation at which time a copy will be provided to the employee. The completed evaluation form is to be signed by the member indicating that they have received a copy of the document. The signing of the evaluation does not represent agreement with the content but simply to acknowledge receipt of it. The evaluation document will not be placed in the employee's personnel file until there has been the opportunity for the evaluator and employee to discuss it.
- 12.5 If the bargaining unit member disagrees with the content, the unit member may rebut the evaluation statements by submitting a written statement for attachment to the Human Resources Department with a copy of the evaluation within ten (10) working days of the date of the evaluation conference. A negative evaluation shall include specific recommendations for improvement and provisions for assisting the employee in implementing any recommendations made.
- 12.6 **CRITERIA**
 - 12.6.1 The following general points will be used for formulating the evaluation. The evaluator is not restricted to these criteria if other conditions are influencing a member's performance.
 - Performance of work assigned in an efficient, safe and economical manner.
 - Knowledge of information and ability to perform skills required in the job.
 - Cooperation and ability to work with others both co-workers and supervisors.
 - Punctuality and observance of the District rules and regulations.

ARTICLE XIII

PERSONNEL FILE ACCESS

- 13.1 A personnel file of each employee shall be maintained at the District Human Resources Dept.
- 13.2 A Classified employee may, upon request, review materials in the personnel file. The material to be reviewed is to exclude ratings, reports or records that were obtained prior to employment with the District or were prepared by interviewers of the employee applying for a promotional position. The review of materials in the personnel file is to be made in the presence of the Human Resources Administrator or designee by appointment.
- 13.3 Employees will be provided with a copy of derogatory statements and these statements will be discussed with the employee by his administrative supervisor prior to their being placed in the employee's personnel file. At the time of the conference, the employee will be given the opportunity to sign and date the material indicating that the information has been reviewed with him/her. The employee may file a rebuttal to the material for attachment to the original document in the personnel file if the rebuttal statement is submitted within a 30-day period from the date of the conference at which time the derogatory material was reviewed.
- 13.4 An employee may review material in his/her personnel file by making an appointment with the Human Resources Dept. for this purpose. Copies of material in the personnel file will be provided to the employee by paying the cost of reproducing the material on District reproduction equipment.
- 13.5 Personnel files are confidential and are available for inspection by administrative employees and Board of Education members on a "need to know" basis only. A log shall be maintained showing dates and individuals who have reviewed specific files.
- 13.6 All materials submitted to the Human Resources Dept. for inclusion in a personnel file will be date/time stamped.

ARTICLE XIV

GRIEVANCE PROCEDURE

14.1 GRIEVANCES AND COMPLAINTS

14.1.1 It is the policy of the San Rafael City Schools to develop and practice reasonable and effective means in resolving difficulties which may arise among employees to reduce potential problems and to establish and maintain channels of communication among the Board, administration, and members of the staff.

14.2 DEFINITIONS

14.2.1 A "grievance" is an allegation by a grievant that they have been adversely affected by a misapplication, misinterpretation, or violation of this Agreement.

14.2.2 A "working day" or "day" is any day in which the central administrative office of the San Rafael City Schools is open for business.

14.2.3 A "supervisor" is the administrator having immediate jurisdiction over the employee who is filing the grievance.

14.2.4 A "grievant" is an employee, employees, or CSEA that asserts a grievance.

14.2.5 A "complaint" is different than a grievance in as much as a complaint does not necessarily allege that the collective bargaining agreement has been misapplied, misinterpreted, or violated. If it is determined to be a complaint rather than a grievance, employees may pursue a solution by using the District's ~~uniform~~ complaint procedures. Information regarding the ~~uniform~~ complaint procedures can be obtained from the Human Resources Department.

14.3 GENERAL PROVISIONS

14.3.1 A grievant who wishes to have a grievance heard under this procedure must initiate action within twenty (20) working days of the time the employee had knowledge, or reasonably should have had knowledge, of the act or omission giving rise to the grievance.

14.3.2 Time allowances set forth in this grievance may be extended by mutual consent of the grievant and the Superintendent.

14.3.3 The number of days indicated at each level should be considered a maximum and every effort should be made to expedite the process.

14.3.4 Any grievance not appealed to the next step of the procedure within the prescribed time limits shall be considered settled on the basis of the answer given in the preceding step.

14.3.5 Should a grievance conference or hearing require an employee to be released from their regular assignment, the employee shall be released without loss of pay or benefits.

14.3.6 No reprisals or retaliation of any kind shall be taken by or against any participant in the grievance procedure.

14.4 INFORMAL RESOLUTION

14.4.1 Informal discussions of problems and a continuing interchange of views between employees and their immediate supervisors are encouraged. Supervisors should attempt to resolve differences or dissatisfactions as soon as possible, but such resolution must be in accordance with Board Policies or Administrative Regulations.

14.4.2 An employee with a concern shall request a conference with the supervisor to discuss the concern.

14.4.3 Supervisors shall grant the employee at least one conference. Additional conferences should be held, prior to initiation of Step 1 of the Formal Written Procedure, if it appears that resolution of the concern may be achieved by informal means. Both the complainant and the supervisor may invite the other people involved to attend these conferences including a representative or representatives of an employee organization.

14.4.4 At any time within ten working days after the last mutually agreed upon conference, if the concern has not been satisfactorily resolved, the employee may invoke Step 1 of the following:

14.5 FORMAL RESOLUTION

14.5.1 Step 1 – Formal Written Procedure

An employee may initiate a formal grievance by filing a completed grievance form with the supervisor and the Human Resources Administrator. Relevant information obtained during the informal resolution may be asserted. Information shall include:

1. A description of the specific grounds of the grievance, including names, dates, and places necessary for a complete understanding of the grievance.
2. A complete description of how the article of the Contract has been violated.
3. A listing of the reasons why the immediate supervisor's proposed resolution of the problem is unacceptable.
4. A listing of specific actions requested of the school district, which will remedy the grievance.
5. A request for a conference with the supervisor.

6. If the supervisor desires, a conference may be requested with the grievant. If either the grievant, or the supervisor, request a conference at Step 1, the request must be granted. The grievant, and the supervisor may request the presence of a representative or representatives, at any grievance conference.
7. The supervisor shall present a written decision to the employee within ten (10) working days after receipt of the written grievance, or within ten (10) working days after the meeting with the grievant, if such meeting is held.

14.5.2 Step 2 – Appeal to the Superintendent

- 14.5.2.1 If the employee is not satisfied with the decision of the supervisor, an appeal may be filed with the Superintendent or the designated representative within ten (10) days of receipt of the written decision of the supervisor.
- 14.5.2.2 The Superintendent or the designated representative shall present a written decision to the employee within ten working days after receipt of the written grievance or within ten working days after the meeting with the grievant, if a meeting is held.

14.5.3 Step 3 – Request for Mediation

- 14.5.3.1 If the grievant is dissatisfied with the decision at Level 2, the grievant may request mediation, in writing, within ten days of the Superintendent's decision. The Parties shall then request that the California Mediation and Conciliation Service appoint a Mediator to attempt to resolve the grievance.

14.5.4 Step 4 – Advisory Arbitration

- 14.5.4.1 The Association may request advisory arbitration no later than fifteen (15) days from the conclusion of the mediation process by submitting a written request to the Superintendent. The Association shall request a list of five (5) arbitrators from the State Mediation and Conciliation Service and the parties shall mutually select an arbitrator by alternate strikes. The fees and expenses of the arbitrator and court reporter shall be shared equally. Any other expenses shall be borne by the party incurring the expenses.
- 14.5.4.2 The Arbitrator's decision shall be in writing and shall set forth his/her findings of fact, reasoning and conclusions on the issues. The Arbitrator's advisory decision shall be submitted to the Association and the District within thirty (30) days of the arbitration hearing.
- 14.5.4.3 The arbitrator shall have no authority to add to, delete, or alter any provision of this agreement but shall limit his/her decision to the application and interpretation of its provision.
- 14.5.4.4 The decision of the arbitrator shall be advisory.

14.5.5 Step 5 – Board of Education

- 14.5.5.1 If the grievant, or the District, is not satisfied with the recommendations of the arbitrator, the decision may be appealed to the Board of Education within 10 days following receipt of the Arbitrator's advisory decision by filing in the Superintendent's office a written request for a hearing before the Board of Education.
- 14.5.5.2 The hearing will be scheduled before the Board of Education in Executive Session within 20 days of receiving the request for a hearing.
- 14.5.5.3 The Board of Education will review the Arbitrator's Advisory decision and may request additional evidence from the parties if necessary. The Board shall communicate its decision to the parties in writing within ten (10) days of the date of which the hearing is held. The decision of the Board of Education will be final.

14.5.6 Representation

- 14.5.6.1 At any step in this procedure, the grievant may be heard personally or may be represented by another.
- 14.5.6.2 The person against whom the grievance is filed and all parties interested may be represented.
- 14.5.6.3 No party may be required to discuss any grievance if their representative is not present.
- 14.5.6.4 Designation of representatives will be in writing. The designation shall be filed in the grievance form in Step 1.

14.5.7 Miscellaneous

- 14.5.7.1 A District employee whose appearance at a grievance hearing is requested by the grievant may appear without loss of pay.
- 14.5.7.2 The grievant and representative are permitted a reasonable amount of released time to process a grievance without loss of compensation.
- 14.5.7.3 Materials relative to a grievance will not be filed in an employee's personnel file.

ARTICLE XV

PROFESSIONAL DEVELOPMENT PROGRAM

(This section is not grievable)

Employees are encouraged to keep abreast of new developments, techniques, methods, materials, and equipment related to their job and to extend their ability so as to qualify for promotional opportunities which may occur.

15.1 PROCEDURES FOR APPLYING FOR PROFESSIONAL GROWTH CREDIT

- 15.1.1 Individuals seeking approval of an activity for credit must submit a form describing the activity to a professional growth committee comprised of three CSEA members, one representing each of the bargaining units and one representative from the administration.
- 15.1.2 The committee will evaluate requests on the basis of the following criteria:
 - 15.1.2.1 Relationship of requested activity to job requirements
 - 15.1.2.2 Potential value to the district
 - 15.1.2.3 Relationship to promotional goals of the employee
 - 15.1.2.4 Activity occurs outside the work schedule
- 15.1.3 Applications who have been evaluated by the committee will be returned to the employee with a notation of committee actions. Approval must be obtained from the committee before credit will be granted to the employee. Verification of activity completion must be submitted to the Human Resources Dept. and must be signed by the person who was in charge of the activity.
- 15.1.4 A record of units completed will be maintained in the personnel file of each employee and will be made available to the employee for review upon request.
- 15.1.5 Credit: One unit credit will be provided for each sixteen hours of approved activities.
- 15.1.6 Nine units of credit are required to qualify for each salary increment.
- 15.1.7 No more than one monetary increment may be earned during each three-year period.
- 15.1.8 Increments: The increment shall be \$200 per year and shall be paid annually as part of each year's salary.
- 15.1.9 Individuals panning to qualify for an increment must notify the Human Resources Dept. no later than April 1 for budget planning purposes. Units for which credit is claimed must be completed and verified no later than the end of the month preceding the start of the new salary year.

15.1.10 Activities: The nine units of work may include a combination of any of the areas specified below:

15.1.10.1 Five units minimum chosen from the approved list of courses relating to the employee's job classification.

15.1.10.2 Four units may be chosen under the category of general education courses or the individual's specific area of employment in the District, or other areas of professional growth subject to approval by the committee such as:

- First Aid
- District Orientation
- County – District Workshops
- District Committees

15.1.11 Activities in which one enrolls for credit may be offered through adult school, the community college, or other agencies. Employees or supervisory personnel may request the development of specific activities, which would be worthwhile through the Human Resources Dept.

15.1.12 Career Ladder Instructional Assistants: The District and Association through a collaborative effort seek to create a career ladder for Instructional Assistants which leads to a teaching credential and potential future employment as a teacher in the District.

15.1.12.1 Protocols:

- The District, upon consideration of both its elementary and high school budgets and its Instructional Aide staff positions, will grant up to three openings (total) per year as eligible for assistance in reaching the teaching credential;
- Applicants will be considered from the Instructional Aides classifications, and must be scheduled regularly to three (3) or more hours per day during the life of their qualification for this program; loss of positions due to layoff, disciplinary action, etc., shall result in loss of District support toward the credential at the end of the semester during which this decision is made;
- The District shall determine annually the areas of need which held be filled by an applicant. Once an area is identified and a person is selected, his/her program will be permitted to continue until a credential is completed or five years elapses, whichever period is longer;
- Applicants will be screened and interviewed by a committee of credentialed personnel in the District, appointed by the Superintendent;
- This committee shall consider those applicants who have achieved at least the rank of junior in a credentialed-granting institution;
- Beyond this criterion, the committee shall consider these factors:

- a) existing GPA at the collegiate level;
 - b) perceived likelihood of academic success in a credentialing program;
 - c) perceived potential of the applicant as a classroom teacher;
 - d) other such criteria as recommended by committee members.
- A person completing their credential under this program shall be considered as an “in-house” applicant for teaching positions as available.
 - Upon appointment to a teaching position in the District through this program, the candidate will receive credit for reimbursement of funds expended by the District at the rate of one-third paid per year; thus three (3) years successful teaching experience will result in the debt being fully paid while less than three (3) years successful service will result in a pro-rata share being returned to the District.
 - The District and Association will meet and confer with the respective credentialed organizations of the District on possible preferential placement on the salary schedule via the granting of Instructional Aide service on a formula as previous teaching experience.

15.1.13 Career Ladder Food Service: It is the intention of this section to create a career ladder opportunity for employees in the Food Service Department.

15.1.13.1 Protocols:

- Any Food Service employee interested in attaining higher skill levels and salary compensation as part of a career ladder program may so notify the Director of Food Services.
- The Director will provide information regarding course work and certificate requirements necessary to qualify for promotional opportunities.
- The employee shall provide to the Director of Food Services documentation of completion of course work and other requirements.
- The Director of Food Services will keep accurate records of all course work and any additional training the employee receives. Additional training may consist of assigned work at a higher level under supervision of the Food Service Assistant III or the Director.
- When a vacancy occurs, all qualified Food Service employees will be notified. Food Service employees who have completed career ladder requirements will be given preference. Where all other considerations with respect to ability and qualifications are determined to be equal or relatively equal, the employee having the greatest district seniority shall be awarded the promotion. In the event that two equally qualified employees have identical seniority, the decision on promotion will be made by the Administration.

- "Professional Development Program" of the Contract shall also apply to Food Service Career Ladder Coursework.

15.1.14 Career Ladder Maintenance Mechanic

15.1.14.1 Protocols:

- Any Maintenance Mechanic may notify the Director of Maintenance of his/her desire to participate in a career ladder promotion.
- The Director will provide the employee with information regarding necessary course work and/or certificates needed to qualify for the position desired.
- The employee shall provide the Director of Maintenance documentation of completion of course work and other requirements.
- Employee may enroll in classes and may be assigned to work with the Journey Level employee.
- The Director of Maintenance will keep accurate records of all hours spent in this training and will document all course work and certificates earned toward the position.
- Should a vacancy arise in the documented position, employees who have completed the required course work and hours, and are otherwise qualified for the position, will be notified, and given preference. Where all other considerations with respect to ability and qualifications are determined to be equal or relatively equal, the employee having the greatest district seniority shall be awarded the promotion. In the event the two equally qualified employees have identical seniority, the decision on the promotion will be made by the Administration.

15.2 JOINT TRAINING AND PROFESSIONAL DEVELOPMENT COMMITTEE

15.2.1 It is the intent of the Union and District to hire professionally trained employees, and provide these employees with on-going opportunities to enhance and upgrade skills after initial employment.

15.2.2 CSEA and the District representatives will form a Joint Training and Professional Development committee to assist in the organization and scheduling of professional training for CSEA members. This committee will meet on an as needed basis to develop training plans for each year for each classification of unit members.

15.2.3 Technology use and applications training will be provided for all classified unit members.

15.2.4 Professional development is planned for scheduled workdays and expected attendance is consistent as with a regular work day.

15.2.5 The following steps will be employed by the committee to establish effective training sessions.

15.2.5.1 Identify professional development days within the calendar

15.2.5.2 Design a survey for supervisors and unit members to determine training needs

15.2.5.3 Identify opportunities/experts to provide training: CSEA workshops; Marin County Office of Education; local experts; Unit members, District, etc.

15.2.5.4 Select or design training sessions around identified needs

15.2.5.5 Publicize training sessions

15.2.5.6 Provide training sessions

15.2.5.7 Evaluate training sessions

15.2.6 Unit member will be provided training within the following classifications:

15.2.6.1 Instructional Aides Employees

15.2.6.2 Maintenance/Custodial Employees

15.2.6.3 Clerical Employees

15.2.6.4 Food Service Employees

15.2.6.5 Campus Security Employees

15.2.7 A calendar and selection of training opportunities will be provided to all CSEA members.

ARTICLE XVI

LAYOFF AND RE-EMPLOYMENT

16.1 During the life of this Agreement if the Board of Education determines that a layoff of bargaining unit members is necessary, it is agreed that the layoff will occur only as permitted by the Education code. A reduction in number of hours other than hours temporarily assigned is viewed as a form of layoff and will be handled in the same manner as a position layoff.

16.1.1 Bumping Rights

16.1.1.1 Effective February 1, 1993, bumping may occur into an equal or lower classification, if the employee has prior service in the classification

16.1.1.2 Bumping may occur within a job family to an equal or lower classification based on qualifications/demonstrated competency.

16.1.2 Voluntary Layoff

16.1.2.1 An employee may volunteer for layoff in a class in which layoff is to occur. This individual is accorded the same reinstatement right as though he/she was laid off as a junior employee.

16.1.3 Seniority List

16.1.3.1 Seniority will be based solely on date-of-hire. Employees hired before July 1, 2010 will retain previous seniority based on hours.

ARTICLE XVII

SAVINGS CLAUSE

If any provision(s) of this agreement or any application thereof is held to be contrary to law by a court of competent jurisdiction, such provisions will not be deemed valid and subsisting except to the extent permitted by law, but all other provisions will continue in full force and effect. This agreement shall supersede any rules, regulations, or practices of the Board, which are contrary to or inconsistent with its terms.

ARTICLE XVIII

TERM

This document constitutes the complete Agreement between the parties and concludes negotiations for the term of this Agreement. The parties have no obligation to meet and negotiate except as set forth in the re-openers.

18.1 This document shall remain in full force and effect from July 1, 2015 to June 30, 2018. During the term of this agreement, negotiations may be re-opened once annually. Each party is permitted to introduce two re-openers plus salary and fringe benefits. Negotiations on these proposals will begin no later than 45 days following the public presentation of the first proposal. The parties will strive to mutually sunshine their re-openers at the same public presentation.

18.1.1 All other terms and conditions of the collective bargaining agreement between parties shall remain in effect unless changes by mutual agreement of the parties.

ARTICLE XIX

CONTRACTING OUT BARGAINING UNIT WORK

During the term of this contract, the District will not contract out work which would result in the layoff (including reduction of hours) of a bargaining unit member. No management employee will perform work ordinarily performed by a bargaining unit member, which results in the displacement of an employee.

ARTICLE XX

READING COMPETENCY EXAMINATION

All Classified employees will pass a reading competency examination administered by the Human Resources Dept., within sixty (60) days of their initial date of hire.

ARTICLE XXI

CLASSIFICATION/RECLASSIFICATION

The District proposes forming a working sub-committee with CSEA to study the issues and make a proposal for best practices for both parties. The parties also agree that this would be an automatic reopener for the 2016-2017 school year.

21.1 PLACEMENT IN CLASS

21.1.1 Every position shall be placed in a class.

21.2 REQUEST FOR RECLASSIFICATION

21.2.1 An employee or the District is entitled to request that a position be reclassified. In the case of an employee, the request shall be submitted to the employee's immediate supervisor prior to February 1 of each year. The supervisor shall transmit the request to the Human Resources Dept. with a recommendation for approval or disapproval within ten (10) working days.

21.3 NEW CLASSIFICATION

21.3.1 New classifications shall be assigned to the salary schedule, pending negotiations on the appropriate placement of the new classification. Such negotiations shall be completed within twenty-five (25) days of establishing the new classification.

21.4 RECLASSIFICATION SALARY

21.4.1 Upon reclassification of a position or class of positions, the position(s) shall be assigned a range at least one range higher than the former range. The incumbent(s) in the reclassified position(s) shall be placed on the step in the new ranges that reflects not less than a five percent increase. Reclassification shall not change an employee's anniversary date.

21.5 NEGOTIATION OF RECLASSIFICATION ISSUES

21.5.1 All reclassification issues will be negotiated at the bargaining table, and any increases or decreases in range, and the effective date, must be mutually agreed upon and ratified by both parties. This decision to reclassify/not reclassify a position(s) shall not be subject to the Grievance Procedure. Costs of any increases must be fully identified in the negotiations process prior to submission for ratification.

21.6 RECLASSIFICATION REQUESTS

21.6.1 The employee(s) or employer requesting the reclassification shall present his/her facts to the negotiations teams with any substantiating evidence.

21.7 RECLASSIFICATION DEFINITION

21.7.1 Workload increase will not be considered as a basis for reclassification.

Definition: Reclassification is a change in range for any of the following reasons:

- 21.7.1.1 New job duties requiring a significant increase in responsibility and/or expertise are added to the position
- 21.7.1.2 The job classification is out of line with other public employers with like compensation and financial ability
- 21.7.1.3 A need for change has been identified which would be characterized by one or more of the following:
 - Shortage or plentiful supply of qualified applicants for a position
 - Excessive turnover or conversely, lack of historic turnover for the position
 - Availability or shortage of persons possessing the unique skills required of the position in the marketplace
- 21.7.1.4 The range placement is out of line with positions of similar responsibility and difficulty in the San Rafael City Schools District.

ARTICLE XXII

JOB DESCRIPTION REVIEW

- 22.1 The District and Chapter have mutual interests in reviewing Job Descriptions for Classified Employees on a systematic basis. The Job Description Review Committee shall be composed of three bargaining unit and three District representatives. Annually, but no later than June 30 of each school year, the Job Description Review Committee shall:
- 22.1.1 Determine 10 existing Job Descriptions for review from those currently utilized and published by the District.
 - 22.1.2 These 10 descriptions shall be determined as follows:
 - 22.1.3 Two shall be proposed by the District, two by the Union and six shall come from the current list of positions as maintained by the District in alpha order, until all descriptions are reviewed over time.
 - 22.1.4 It is the intent of this review process that six descriptions shall be equally divided among the three Job Families currently maintained by the District and CSEA. For the purposes of the job description review, Food Service is considered belonging to the Maintenance and Operations Family.
- 22.2 Annually but no later than September 30 of each school year, the administrator responsible for Human Resources functions shall have completed a draft rewrite of the 10 Job Descriptions identified by the process above. These shall be submitted to the incumbents in the positions identified as well as to the supervisors (as determined by the District) of these positions for comment and input.
- 22.3 The Job Description Review Committee shall meet, compile the responses from the incumbents and supervisors and complete their revised suggestions for the Job Descriptions under review prior to November 30. By November 30 of the same school year, the Committee will submit to the respective bargaining teams draft recommendations for any changes. It is the intent of this language that negotiations be concluded on these items no later than January 20, so that employees, the Union or the District may submit a reclassification request within the same school year, if appropriate.

ARTICLE XXIII

SMOKING

- 23.1 Smoking and the use of tobacco products shall be prohibited on sites and in vehicles owned and/or operated by San Rafael Elementary and High School Districts.
- 23.2 The tobacco-free policy prohibits the use of tobacco products anywhere and anytime on District property and in District vehicles.

ARTICLE XXIV

DISCIPLINE AND DUE PROCESS

- 24.1 It is the intent of the Union and District to set forth the process and reasons for taking disciplinary action against an employee by the District.
- 24.2 The District reserves as a Management Right the duty to discipline employees for just cause. Grievances relative to this section are reserved to the alleged failure of the District to have followed procedures prescribed in its Board Policy 4218, "Discipline for Permanent Classified Employees". Remedies are limited to the District's re filing of disciplinary actions, with reset timelines in place as currently prescribed in the Board Policy. No grievance will be heard as to the intent of the administrator relative to discipline.

**San Rafael City Schools
Administrative Regulation
Discipline For Permanent Classified Employees**

**AR 4218
Personnel**

When handling disciplinary matters, it is intended that progressive steps be utilized to the greatest extent permitted by individual circumstances, and that discipline shall be commensurate with the offense. Discipline less than dismissal will be undertaken for corrective purposes only. Progressive steps may be as follows except that steps 1 and 2 are mandatory in dealing with causes of a cumulative nature:

1. Verbal reprimand (documented)
2. Written reprimand with a copy to the employee's personnel file
3. Suspension without pay
4. Dismissal

Disciplinary Action

The following disciplinary actions may be taken by the district against a permanent employee for any cause listed below under "Cause". Probationary employees shall be entitled to an administrative hearing before the Executive Director of Human Resources, and upon request a further review before the Superintendent or designee when dismissal occurs without cause during probation of a new employee.

"Dismissal" is removal from the employment of the district.

"Suspension" is temporary removal from the employment of the district without pay for a specified period of time not to exceed (30) calendar days.

Dismissal

A classified employee shall be subject to disciplinary action during the period of is employment only for cause.

If, upon the recommendation of the Superintendent the Board of Education decides not to re-employ a classified employee for the ensuing year the employee shall be so notified in writing prior to June 1.

Cause

A permanent employee may have disciplinary action taken against him/her for any of the following causes:

1. Failure to adequately perform bona fide requirements of the position held.
2. Willful, negligent, or persistent violation of rules and regulations.

3. Violation of any lawful order by a supervisor.
4. Dishonesty.
5. Use of controlled substances; i.e., alcoholic beverages and/or illegal drugs, which have direct adverse affect on the district.
6. Use of controlled substances; i.e., alcoholic beverages and/or illegal drugs on the job site. *
7. Immoral conduct
8. Conviction of a sex offense as defined in Education Code 44010, conviction of narcotics offense in Education Code 44011, or conviction as a sexual psychopath in Article I, Chapter I, Part 1.5, Division 6 of the Health and Welfare Code.
9. Repeated, unexcused tardiness.
10. Repeated, unexcused failure to report to work as assigned.
11. Absence in excess of that allowed by the contract and which is detrimental to the district.
12. Unreasonable, discourteous treatment of the public or other employees.
13. Willful or negligent damage to school property or willful waste of district supplies or equipment.
14. Failure to maintain licenses or certificates required for the position by law or district policy.
15. Material and intentional misrepresentation or concealment of any relevant fact in connection with obtaining employment.
16. Misappropriation of district funds or property.
17. Conviction of a felony or conviction of a misdemeanor involving moral turpitude, a plea of guilty, or a conviction following a plea of nolo contendere is deemed to be a conviction within the meaning of this section.
18. Possession of a weapon, of any kind, (firearm, illegal knife, explosive or other injurious object) during working hours.

* In this context, travel between locations shall be construed as on the job site.

Disciplinary Procedure

Immediate Suspension: An employee may be immediately suspended with pay, pending a hearing, when his/her continuing presence would be seriously detrimental to the welfare of the district, students, or employees. Such immediate suspensions may be ordered by the Director of Personnel after the employee has been notified of the charges and has been given an opportunity to respond.

Informal Hearing: An employee against whom disciplinary action will be taken shall be asked to meet with the Director of Personnel or his/her designee prior to written notification of official charges. The employee shall be informed orally of the reasons for disciplinary action and the action to be taken and be given an opportunity to respond. The employee may be represented at the hearing by a representative of his/her choice.

Written Notice: An employee against whom disciplinary action is taken, as well as the C.S.E.A. field representative, shall be informed in writing, either in person or by Certified/Registered mail to the last known address, of the following:

1. **Statement of Charges:** A statement of the specific charges against the employee shall be written in ordinary and concise language and shall include the cause and the specific acts and omissions on which the disciplinary action is based. No charge, however shall be made based on facts which occurred prior to the employee becoming permanent nor more than two (2) years prior to the filing of this statement of charges, unless such facts were concealed or not disclosed by such employee when it could be reasonable assumed that the employee should have disclosed the facts to the district.
2. **Right to a Hearing:** The employee may request a hearing in writing either by mail or personal delivery, within five (5) working days after service of the statement of charges. A form shall be provided to the employee the signing of which shall constitute a demand for a hearing and denial of charges. In the absence of a request for a hearing within the five (5) working days, the disciplinary action shall be effective on the date the employee was served with such notice.
3. **Access to Material:** The employee may, upon request have copies of the material upon which the charges are based.

Hearing

The hearing shall be held within a reasonable period of time but not before the filing of a request for a hearing.

If the employee does not request a hearing by the set date, disciplinary action may be taken without a hearing.

The employee may be represented at the hearing by a representative of his/her choice.

Technical rules of evidence shall not apply at the hearing.

The hearing shall be conducted before a designee of the Board of Education unless the recommended discipline is dismissal, in which case the employee may choose to have a hearing before the Board.

The employee shall have the right to personally appear and testify, to call favorable witnesses, and to cross-examine adverse witnesses. The employee may be represented by a representative of his/her choice.

The designee shall submit a written recommended decision to the Board which shall include proposed findings of fact and determination of issues. A copy of the recommended decision shall be sent to the employee.

Prior to making a final decision, the Board shall afford the employee the opportunity to present arguments to it on the sufficiency of cause for disciplinary action.

The Board may accept, reject, or modify the recommended decision. Should the Board reject or modify the recommended decision, it shall first review the record of the hearing. Any modified decision shall include findings of fact and determination of issues by the Board.

Hearing before the Board

The hearing shall be in closed session unless the employee makes a written request for a public hearing at least five (5) days prior to the hearing. The Board may deliberate in closed session.

The employee shall have the right to personally appear and testify to call favorable witnesses, and to cross-examine adverse witnesses. The employee may be represented by a representative of his/her choice.

Results of the Hearing: A written decision shall be sent to the employee, including the findings of fact and determination of issues.

The decisions of the Board shall be final, if all steps of the Discipline Policy are followed in the correct sequence, and shall not be subject to the grievance procedure.

Legal Reference:

EDUCATION CODE

35161 Delegation of powers and duties

44009 Conviction of specified crimes

44010 Sex offense

44011 "Controlled substance offense" defined

44940 Leave of absence; employee charged with mandatory or optional leave of absence offense

44940.5 Compulsory leave of absence; procedures; extension; compensation; bond or security; reports

45101 Definitions (including "disciplinary action," "cause")

45109 Fixing of duties

45113 Rules and regulations for classified service in districts not incorporating the merit system

45123 Employment after conviction of sex or narcotics offense

45302 Demotion and removal from permanent classified service

45303 Additional cause for suspension or dismissal of employees in classified service

45304 Suspension for reasonable cause; filing of charges; employee charged with mandatory or optional leave of absence offense

VEHICLE CODE

1808.8 School bus drivers; dismissal for safety-related cause

UNITED STATES CODE, TITLE 42

12101 -12213 Americans With Disabilities Act

COURT DECISIONS

California School Employees v. Livingston Union School District, (2007) 149 Cal.App 4th 391

CSEA v. Foothill Community College District, 52 Cal. App. 3rd 150, 155-156, 124 Cal. Rptr 830 (1975)

Regulation SAN RAFAEL CITY SCHOOL DISTRICT
approved: December 8, 2008 San Rafael, California

ARTICLE XXV

LIVING CONTRACT COMMITTEE

- 25.1 The parties agree to establish a joint committee to provide for regular ongoing discussions and decision-making on matters germane to improved union-management relations and more effective overall system operations.
- 25.2 This committee shall be authorized to discuss any issue of mutual interest or concern and to reach agreement on issue of mutual interest or concern and to reach agreement on issues in a timely manner without delaying action until the expiration and renegotiation of the collective bargaining agreement.
- 25.3 The Union and District shall each identify at least two (2) representatives and no more than four (4) representatives as permanent committee members. The Superintendent and/or the CSEA President may participate in meetings of this committee at their discretion. Each party may also bring one Labor Relations Representative.
- 25.4 The overall charge to the Living Contract Committee shall include but not be limited to the following:
- 25.4.1 Meet monthly on a regularly scheduled date, at times and locations mutually agreed upon, unless the parties agree to a different arrangement and maintain a common record of key decisions. Either the Superintendent or Superintendent's designee or the President's designee may call a special meeting of the Committee to deal with a specific issue on the basis of urgent need.
- 25.4.2 Administer and implement the contractual agreement and resolve issues regarding communication (including rumors), discuss alleged unfair labor practices, and draft joint written communication when appropriate. Resolve disputes or problems in the interpretation and application of the agreements as they arise.
- 25.5 The Living Contract Committee shall have the following powers and duties:
- 25.5.1 Educate both staff of the District and members of the Union regarding the provisions of this Agreement, their responsibilities, and best practices with respect thereto.
- 25.5.2 Recommend to the respective bargaining teams revisions to this Agreement in order to clarify language and meaning, correct contradictions or inconsistencies, remove outdated language, and organize and streamline it.
- 25.5.3 Make Memorandums of Understanding and Sideletters of Agreement subject to internal Union and District approval procedures.

2016-2017 Medical Cost Worksheet for Employees

MEDICAL COST PAID BY THE DISTRICT PER MONTH EFFECTIVE JAN 2016 - FOR FULL-TIME EMPLOYEES				
	Employee Classification	Employee Only	Employee Plus one Dependent	Employee Plus Two Or More Dependents
Adm	<i>Certificated</i>	\$538.00	\$1,078.00	\$1,404.00
Mgmt	<i>Classified</i>	\$538.00	\$1,078.00	\$1,404.00
Confidential	<i>Classified</i>	\$538.00	\$1,078.00	\$1,404.00
<i>Full-Time = 1.0 FTE or 8 hours per day</i>				

2016 Medical Monthly Premium			
Health Plan Carriers	Employee Only	Employee Plus one Dependent	Employee Plus Two Or More Dependents
ANTHEM HMO TRADITIONAL	\$855.42	\$1,710.84	\$2,224.09
BLUE SHIELD ACCESS+	\$1,016.18	\$2,032.36	\$2,642.07
BLUE SHIELD NETVALUE	\$1,033.86	\$2,067.72	\$2,688.04
KAISER	\$746.47	\$1,492.94	\$1,940.82
PERS CHOICE	\$798.36	\$1,596.72	\$2,075.74
PERS SELECT	\$730.07	\$1,460.14	\$1,898.18
PERS CARE	\$889.27	\$1,778.54	\$2,312.10

2017 Medical Monthly Premium			
Health Plan Carriers	Employee Only	Employee Plus one Dependent	Employee Plus Two Or More Dependents
ANTHEM HMO TRADITIONAL	\$990.05	\$1,980.10	\$2,574.13
BLUE SHIELD ACCESS+	\$1,024.85	\$2,049.70	\$2,664.61
BLUE SHIELD NETVALUE	NOT OFFER IN 2017		
KAISER	\$733.39	\$1,466.78	\$1,906.81
PERS CHOICE	\$830.30	\$1,660.60	\$2,158.78
PERS SELECT	\$736.27	\$1,472.54	\$1,914.30
PERS CARE	\$932.39	\$1,864.78	\$2,424.21

Calculation Tool: Determine what is your cost.					
Health Plan you choose	Monthly Premium	District Paid Amt for Full Time Employee	% of FTE or # of Hours work	Amount Dist paid for you	Your Cost
			0.00%	\$ 0.00	\$ 0.00

Full-Time = 1.0 FTE or 8 hours per day

**SAN RAFAEL ELEMENTARY SCHOOL DISTRICT
CLASSIFIED EMPLOYEES SALARY SCHEDULE
2015-2016**

CLERICAL & TECHNICAL	RANGE
Library Clerk I	27
Library Clerk II	29
Attendance Clerk I	30
General Clerk I	30
General Clerk I-A	30
General Clerk I-B	31
Library Clerk III	31
Library Clerk III -A	32
Secretary I	33
Attendance Clerk II-A Bilingual	33
Attendance Clerk II	34
Account Clerk I	34
Computer Data Processor	34
General Clerk II	34
Secretary II	35
Special Projects Clerk	36
Account Clerk II	36
Benefits Clerk/Payroll Technician	38
Secretary III	38
Account Clerk III	40
Human Resources Technician	40
Human Resources Specialist I	40
Administrative Assistant – Business	40
Administrative Assistant – Food Services	40
Computer Data Processor-Student Assignment	40
Administrative Assistant- Sites	41
Facilities Specialist	41
Technology Support Specialist	42
Human Resources Specialist II	42
Administrative Assistant Special Education	44
Administrative Assistant M&O	44
Payroll Technician	44
Purchasing Assistant	44
Data Base Tech Specialist	44
Technology Support Specialist II	46
Database Administrator	52
Server Administrator	53
Computer Systems Analyst	56

FOOD SERVICE *	RANGE
Food Service Assistant I-A	25
Food Service Clerk I-B	27
Food Service Assistant I-B	27
Food Service Assistant I-C/Driver	29
Food Service Assistant II	30
Food Service Assistant III	34

PARAPROFESSIONAL	RANGE
Campus Supervisor I	26
Instructional Assistant I General Education	27
Campus Supervisor II	29
Instructional Assistant II	29
Instructional Assistant II Special Education	29
Instructional Assistant III Bilingual	31
Instructional Assistant III Special Education	31
Instructional Assistant IV Special Ed Specialized Skill	33
Campus Security I	35
Gifted and Talented Education Advisor	35
Community Liaison Bilingual	37
Career Center Advisor	38
Bilingual Community Liaison II	38
Bilingual Community Health Technician	40
Sign Language Interpreter	52

MAINTENANCE & OPERATIONS	RANGE
Facilities Attendant	23
Custodian I	32
Grounds/Pool Maintainer	34
Lead Custodian	34
Delivery Worker	35
Grounds Maintainer	36
Head Custodian I	36
Head Custodian II	40
Lead Grounds Maintainer	40
Maintenance Mechanic	42
Journey Level Carpenter	52
Journey Level Electrician	52
Journey Level Low Voltage Electrician	52
Journey Level HVAC	52
Journey Level Plumber	52
Maintenance Lead	57

** Food Service Employees for both Elementary and High School districts are paid from the High School Salary Schedule*

**SAN RAFAEL ELEMENTARY SCHOOL DISTRICT
CLASSIFIED EMPLOYEES SALARY SCHEDULE
2015-2016**

RANGE NUMBER	A	B	C	D	E	F	*HOURLY STEP A
25	2228	2345	2469	2593	2716	2852	12.85
26	2287	2400	2525	2645	2782	2921	13.19
27	2345	2469	2593	2716	2858	2999	13.53
28	2400	2525	2645	2782	2922	3069	13.85
29	2469	2593	2716	2858	3003	3150	14.24
30	2525	2645	2782	2922	3073	3226	14.57
31	2593	2716	2858	3003	3140	3296	14.96
32	2645	2782	2922	3073	3230	3395	15.26
33	2716	2858	3003	3140	3311	3476	15.67
34	2782	2922	3073	3230	3397	3568	16.05
35	2858	3003	3140	3311	3475	3648	16.49
36	2922	3073	3230	3397	3556	3734	16.86
37	3003	3140	3311	3475	3649	3831	17.33
38	3073	3230	3397	3556	3737	3922	17.73
39	3140	3311	3475	3649	3822	4012	18.12
40	3230	3397	3556	3737	3913	4111	18.63
41	3311	3475	3649	3822	4012	4215	19.10
42	3397	3556	3737	3913	4111	4315	19.60
43	3475	3649	3822	4012	4205	4415	20.05
44	3556	3737	3913	4111	4315	4531	20.52
45	3649	3822	4012	4205	4420	4642	21.05
46	3738	3927	4123	4330	4545	4773	21.57
47	3832	4027	4224	4433	4658	4890	22.11
48	3930	4125	4334	4547	4776	5014	22.67
49	4029	4231	4443	4662	4895	5139	23.24
50	4128	4337	4550	4779	5017	5269	23.82
51	4233	4445	4664	4897	5144	5404	24.42
52	4339	4551	4781	5020	5271	5535	25.03
53	4447	4666	4899	5146	5406	5676	25.66
54	4558	4784	5025	5274	5539	5816	26.30
55	4674	4903	5152	5409	5680	5962	26.97
56	4790	5029	5279	5545	5823	6115	27.64
57	4912	5156	5412	5684	5966	6268	28.34
58	5035	5285	5547	5826	6115	6424	29.05
59	5161	5417	5686	5972	6268	6585	29.78

Monthly salary shown in table is based on an eight hour day; monthly salary for assignments less than eight hours are paid proportionately less. Computed on the basis of 2,080 hours per year or 173.33 hours per average work month.

*Rate paid for substitute.

Longevity pay @5%: at 7 years, at 12 years, at 17 years at 22 years, at 27 years.

**SAN RAFAEL ELEMENTARY SCHOOL DISTRICT
CLASSIFIED EMPLOYEES SALARY SCHEDULE
2015-2016**

RANGE NUMBER	A	B	C	D	E	F
25	12.85	13.53	14.24	14.96	15.67	16.45
26	13.19	13.85	14.57	15.26	16.05	16.85
27	13.53	14.24	14.96	15.67	16.49	17.30
28	13.85	14.57	15.26	16.05	16.86	17.71
29	14.24	14.96	15.67	16.49	17.33	18.17
30	14.57	15.26	16.05	16.86	17.73	18.61
31	14.96	15.67	16.49	17.33	18.12	19.02
32	15.26	16.05	16.86	17.73	18.63	19.59
33	15.67	16.49	17.33	18.12	19.10	20.05
34	16.05	16.86	17.73	18.63	19.60	20.59
35	16.49	17.33	18.12	19.10	20.05	21.05
36	16.86	17.73	18.63	19.60	20.52	21.54
37	17.33	18.12	19.10	20.05	21.05	22.10
38	17.73	18.63	19.60	20.52	21.56	22.63
39	18.12	19.10	20.05	21.05	22.05	23.15
40	18.63	19.60	20.52	21.56	22.58	23.72
41	19.10	20.05	21.05	22.05	23.15	24.32
42	19.60	20.52	21.56	22.58	23.72	24.89
43	20.05	21.05	22.05	23.15	24.26	25.47
44	20.52	21.56	22.58	23.72	24.89	26.14
45	21.05	22.05	23.15	24.26	25.50	26.78
46	21.57	22.66	23.79	24.98	26.22	27.54
47	22.11	23.23	24.37	25.58	26.87	28.21
48	22.67	23.80	25.00	26.23	27.55	28.93
49	23.24	24.41	25.63	26.90	28.24	29.65
50	23.82	25.02	26.25	27.57	28.94	30.40
51	24.42	25.64	26.91	28.25	29.68	31.18
52	25.03	26.26	27.58	28.96	30.41	31.93
53	25.66	26.92	28.26	29.69	31.19	32.75
54	26.30	27.60	28.99	30.43	31.96	33.55
55	26.97	28.29	29.72	31.21	32.77	34.40
56	27.64	29.01	30.46	31.99	33.59	35.28
57	28.34	29.75	31.22	32.79	34.42	36.16
58	29.05	30.49	32.00	33.61	35.28	37.06
59	29.78	31.25	32.80	34.45	36.16	37.99

Monthly salary shown in table is based on an eight hour day; monthly salary for assignments less than eight hours are paid proportionately less. Computed on the basis of 2,080 hours per year or 173.33 hours per average work month.

*Rate paid for substitute.

Longevity pay @5%: at 7 years, at 12 years, at 17 years at 22 years, at 27 years.

Adopted by Board of Education - 06/13/2016

5.5% Increase from 14-15 salary schedule

**SAN RAFAEL ELEMENTARY SCHOOL DISTRICT
CLASSIFIED EMPLOYEES SALARY SCHEDULE
2015-2016**

Range Number	A	B	C	D	E	F	**LONGEVITY STEPS					*Hourly Rate
							L7	L12	L17	L22	L27	Step A
25	2228	2345	2469	2593	2716	2852	2995	3144	3301	3467	3640	12.85
26	2287	2400	2525	2645	2782	2921	3067	3220	3381	3550	3728	13.19
27	2345	2469	2593	2716	2858	2999	3149	3306	3472	3645	3828	13.53
28	2400	2525	2645	2782	2922	3069	3222	3384	3553	3730	3917	13.85
29	2469	2593	2716	2858	3003	3150	3308	3473	3646	3829	4020	14.24
30	2525	2645	2782	2922	3073	3226	3387	3557	3734	3921	4117	14.57
31	2593	2716	2858	3003	3140	3296	3461	3634	3815	4006	4207	14.96
32	2645	2782	2922	3073	3230	3395	3565	3743	3930	4127	4333	15.26
33	2716	2858	3003	3140	3311	3476	3650	3832	4024	4225	4436	15.67
34	2782	2922	3073	3230	3397	3568	3746	3934	4130	4337	4554	16.05
35	2858	3003	3140	3311	3475	3648	3830	4022	4223	4434	4656	16.49
36	2922	3073	3230	3397	3556	3734	3921	4117	4322	4539	4766	16.86
37	3003	3140	3311	3475	3649	3831	4023	4224	4435	4657	4890	17.33
38	3073	3230	3397	3556	3737	3922	4118	4324	4540	4767	5006	17.73
39	3140	3311	3475	3649	3822	4012	4213	4423	4644	4877	5121	18.12
40	3230	3397	3556	3737	3913	4111	4317	4532	4759	4997	5247	18.63
41	3311	3475	3649	3822	4012	4215	4426	4647	4879	5123	5380	19.10
42	3397	3556	3737	3913	4111	4315	4531	4757	4995	5245	5507	19.60
43	3475	3649	3822	4012	4205	4415	4636	4868	5111	5366	5635	20.05
44	3556	3737	3913	4111	4315	4531	4758	4995	5245	5507	5783	20.52
45	3649	3822	4012	4205	4420	4642	4874	5118	5374	5642	5925	21.05
46	3738	3927	4123	4330	4545	4773	5012	5262	5525	5802	6092	21.57
47	3832	4027	4224	4433	4658	4890	5135	5391	5661	5944	6241	22.11
48	3930	4125	4334	4547	4776	5014	5265	5528	5804	6095	6399	22.67
49	4029	4231	4443	4662	4895	5139	5396	5666	5949	6246	6559	23.24
50	4128	4337	4550	4779	5017	5269	5532	5809	6099	6404	6725	23.82
51	4233	4445	4664	4897	5144	5404	5674	5958	6256	6569	6897	24.42
52	4339	4551	4781	5020	5271	5535	5812	6102	6407	6728	7064	25.03
53	4447	4666	4899	5146	5406	5676	5960	6258	6571	6899	7244	25.66
54	4558	4784	5025	5274	5539	5816	6107	6412	6733	7069	7423	26.30
55	4674	4903	5152	5409	5680	5962	6260	6573	6902	7247	7609	26.97
56	4790	5029	5279	5545	5823	6115	6421	6742	7079	7433	7805	27.64
57	4912	5156	5412	5684	5966	6268	6581	6910	7256	7619	8000	28.34
58	5035	5285	5547	5826	6115	6424	6745	7082	7436	7808	8199	29.05
59	5161	5417	5686	5972	6268	6585	6914	7260	7623	8004	8404	29.78

Monthly salary shown in table is based on an eight hour day; monthly salary for assignments less than eight hours are paid proportionately less. Computed on the basis of 2,080 hours per year or 173.33 hours per average work month.

*Rate paid for substitute.

**Longevity pay (Steps : L7, L12, L17, L22 & L27) @ 5% at 7 years, at 12 years, at 17 years, at 22 years at 27 years

**SAN RAFAEL ELEMENTARY SCHOOL DISTRICT
CLASSIFIED EMPLOYEES SALARY SCHEDULE (HOURLY RATE)
2015-2016**

Range Number	A	B	C	D	E	F	**LONGEVITY STEPS				
							L7	L12	L17	L22	L27
25	12.85	13.53	14.24	14.96	15.67	16.45	17.28	18.14	19.04	20.00	21.00
26	13.19	13.85	14.57	15.26	16.05	16.85	17.69	18.58	19.51	20.48	21.51
27	13.53	14.24	14.96	15.67	16.49	17.30	18.17	19.07	20.03	21.03	22.09
28	13.85	14.57	15.26	16.05	16.86	17.71	18.59	19.52	20.50	21.52	22.60
29	14.24	14.96	15.67	16.49	17.33	18.17	19.08	20.04	21.04	22.09	23.19
30	14.57	15.26	16.05	16.86	17.73	18.61	19.54	20.52	21.54	22.62	23.75
31	14.96	15.67	16.49	17.33	18.12	19.02	19.97	20.97	22.01	23.11	24.27
32	15.26	16.05	16.86	17.73	18.63	19.59	20.57	21.59	22.67	23.81	25.00
33	15.67	16.49	17.33	18.12	19.10	20.05	21.06	22.11	23.22	24.38	25.59
34	16.05	16.86	17.73	18.63	19.60	20.59	21.61	22.70	23.83	25.02	26.27
35	16.49	17.33	18.12	19.10	20.05	21.05	22.10	23.20	24.36	25.58	26.86
36	16.86	17.73	18.63	19.60	20.52	21.54	22.62	23.75	24.94	26.19	27.50
37	17.33	18.12	19.10	20.05	21.05	22.10	23.21	24.37	25.59	26.87	28.21
38	17.73	18.63	19.60	20.52	21.56	22.63	23.76	24.95	26.19	27.50	28.88
39	18.12	19.10	20.05	21.05	22.05	23.15	24.31	25.52	26.79	28.14	29.54
40	18.63	19.60	20.52	21.56	22.58	23.72	24.91	26.15	27.46	28.83	30.27
41	19.10	20.05	21.05	22.05	23.15	24.32	25.54	26.81	28.15	29.56	31.04
42	19.60	20.52	21.56	22.58	23.72	24.89	26.14	27.44	28.82	30.26	31.77
43	20.05	21.05	22.05	23.15	24.26	25.47	26.75	28.09	29.49	30.96	32.51
44	20.52	21.56	22.58	23.72	24.89	26.14	27.45	28.82	30.26	31.77	33.36
45	21.05	22.05	23.15	24.26	25.50	26.78	28.12	29.53	31.00	32.55	34.18
46	21.57	22.66	23.79	24.98	26.22	27.54	28.92	30.36	31.88	33.47	35.15
47	22.11	23.23	24.37	25.58	26.87	28.21	29.63	31.10	32.66	34.29	36.01
48	22.67	23.80	25.00	26.23	27.55	28.93	30.38	31.89	33.49	35.16	36.92
49	23.24	24.41	25.63	26.90	28.24	29.65	31.13	32.69	34.32	36.04	37.84
50	23.82	25.02	26.25	27.57	28.94	30.40	31.92	33.51	35.19	36.95	38.80
51	24.42	25.64	26.91	28.25	29.68	31.18	32.74	34.37	36.09	37.90	39.79
52	25.03	26.26	27.58	28.96	30.41	31.93	33.53	35.20	36.96	38.82	40.75
53	25.66	26.92	28.26	29.69	31.19	32.75	34.39	36.10	37.91	39.80	41.79
54	26.30	27.60	28.99	30.43	31.96	33.55	35.23	36.99	38.84	40.78	42.83
55	26.97	28.29	29.72	31.21	32.77	34.40	36.12	37.92	39.82	41.81	43.90
56	27.64	29.01	30.46	31.99	33.59	35.28	37.04	38.90	40.84	42.88	45.03
57	28.34	29.75	31.22	32.79	34.42	36.16	37.97	39.87	41.86	43.96	46.15
58	29.05	30.49	32.00	33.61	35.28	37.06	38.91	40.86	42.90	45.05	47.30
59	29.78	31.25	32.80	34.45	36.16	37.99	39.89	41.89	43.98	46.18	48.49

Monthly salary shown in table is based on an eight hour day; monthly salary for assignments less than eight hours are paid proportionately less. Computed on the basis of 2,080 hours per year or 173.33 hours per average work month.

*Rate paid for substitute.

**Longevity pay (Steps : L7, L12, L17, L22 & L27) @ 5% at 7 years, at 12 years, at 17 years, at 22 years at 27 years

Adopted by Board of Education - 06/13/2016

5.5% Increase from 14-15 salary schedule

**SAN RAFAEL HIGH SCHOOL DISTRICT
CLASSIFIED EMPLOYEES SALARY SCHEDULE
2015-2016**

CLERICAL & TECHNICAL	RANGE
Library Clerk I	27
Library Clerk II	29
Attendance Clerk I	30
General Clerk I	30
General Clerk I-A	30
General Clerk I-B	31
Library Clerk III-A	32
Secretary I	33
Attendance Clerk II-A Bilingual	33
Secretary I Assistant Principal's Office	33
Attendance Clerk II	34
Account Clerk I	34
Computer Data Processor	34
General Clerk II	34
Secretary II	35
Special Projects Clerk	36
Account Clerk II	36
Benefits Clerk/Payroll Technician	38
Secretary III	38
Counseling Secretary/ Registrar	38
Account Clerk III	40
Human Resources Technician	40
Human Resources Specialist I	40
Administrative Assistant – Business	40
Administrative Assistant – Food Services	40
Administrative Assistant – Sites	41
Facilities Specialist	41
Technology Support Specialist	42
Human Resources Specialist II	42
Computer Data Processor/Assessment	42
Administrative Assistant M&O	44
Administrative Assistant Special Education	44
Payroll Technician	44
Purchasing Assistant	44
Database Tech Specialist	44
Technology Support Specialist II	46
Database Administrator	52
Server Administrator	53
Computer Systems Analyst	56

FOOD SERVICE *	RANGE
Food Service Assistant I-A	25
Food Service Clerk I-B	27
Food Service Assistant I-B	27
Food Service Assistant II	30
Food Service Assistant III	34
Food Service Assistant I-C/Driver	35

PARAPROFESSIONAL	RANGE
Campus Supervisor II	29
Instructional Assistant I General Education	27
Instructional Assistant II	29
Instructional Assistant II Special Education	29
Instructional Assistant III Bilingual	31
Instructional Assistant III Special Education	31
Instructional Assistant IV Special Ed Specialized Skill	33
Gifted & Talented Education Advisor	35
Community Liaison Bilingual	37
Campus Security I	37
Guidance Center Advisor/Student Assignment	37
Career Center Advisor	38
Bilingual Community Liaison II	38
Campus Security II	39
Bilingual Career Technical Advisor	39
Bilingual Community Health Technician	40
Sign Language Interpreter	52

MAINTENANCE & OPERATIONS	RANGE
Facilities Attendant	23
Custodian I	32
Grounds/Pool Maintainer	34
Lead Custodian/ Custodian II	34
Delivery Worker	35
Grounds Maintainer	36
Lead Grounds Maintainer	40
Head Custodian III	40
Maintenance Mechanic	42
Journey Level Carpenter	52
Journey Level Electrician	52
Journey Level Low Voltage Electrician	52
Journey Level HVAC	52
Journey Level Plumber	52
Maintenance Lead	57

** Food Service Employees for both Elementary and High School districts are paid from the High School District Salary Schedule*

**SAN RAFAEL HIGH SCHOOL DISTRICT
CLASSIFIED EMPLOYEES SALARY SCHEDULE
2015-2016**

RANGE NUMBER	A	B	C	D	E	F	*HOURLY STEP A
25	2281	2399	2529	2655	2780	2918	13.16
26	2341	2457	2584	2711	2847	2987	13.51
27	2399	2529	2655	2780	2924	3071	13.84
28	2457	2584	2711	2847	2990	3142	14.18
29	2529	2655	2780	2924	3076	3226	14.59
30	2584	2711	2847	2990	3145	3305	14.91
31	2655	2780	2924	3076	3214	3375	15.32
32	2711	2847	2990	3145	3310	3474	15.64
33	2780	2924	3076	3214	3389	3557	16.04
34	2847	2990	3145	3310	3477	3652	16.43
35	2924	3076	3214	3389	3556	3736	16.87
36	2990	3145	3310	3477	3639	3822	17.25
37	3076	3214	3389	3556	3737	3920	17.75
38	3145	3310	3477	3639	3826	4020	18.14
39	3214	3389	3556	3737	3911	4109	18.54
40	3310	3477	3639	3826	4004	4206	19.10
41	3389	3556	3737	3911	4109	4316	19.55
42	3477	3639	3826	4004	4206	4417	20.06
43	3556	3737	3911	4109	4306	4520	20.52
44	3639	3826	4004	4206	4417	4637	20.99
45	3737	3911	4109	4306	4528	4754	21.56
46	3829	4022	4220	4432	4655	4886	22.09
47	3922	4121	4326	4541	4768	5006	22.63
48	4024	4225	4433	4660	4890	5134	23.22
49	4123	4329	4545	4773	5010	5263	23.79
50	4229	4436	4664	4892	5136	5396	24.40
51	4335	4546	4775	5012	5269	5530	25.01
52	4442	4665	4895	5140	5399	5667	25.63
53	4552	4780	5018	5272	5536	5813	26.26
54	4667	4898	5146	5402	5672	5954	26.93
55	4782	5023	5274	5538	5817	6105	27.59
56	4901	5148	5405	5675	5959	6259	28.28
57	5027	5276	5540	5819	6109	6415	29.00
58	5152	5408	5679	5964	6262	6576	29.72
59	5281	5543	5821	6114	6418	6740	30.47

Monthly salary shown in table is based on an eight hour day; monthly salary for assignments less than eight hours are paid proportionately less. Computed on the basis of 2,080 hours per year or 173.33 hours per average work month.

*Rate paid for substitute.

**Longevity pay (Steps : L7, L12, L17, L22 & L27) @ 5% at 7 years, at 12 years, at 17 years, at 22 years at 27 years

Adopted by Board of Education - 06/13/2016

2.50% Increase from 14-15 salary schedule

**SAN RAFAEL HIGH SCHOOL DISTRICT
CLASSIFIED EMPLOYEES SALARY SCHEDULE
2015-2016**

RANGE NUMBER	A	B	C	D	E	F
25	13.16	13.84	14.59	15.32	16.04	16.83
26	13.51	14.18	14.91	15.64	16.43	17.23
27	13.84	14.59	15.32	16.04	16.87	17.72
28	14.18	14.91	15.64	16.43	17.25	18.13
29	14.59	15.32	16.04	16.87	17.75	18.61
30	14.91	15.64	16.43	17.25	18.14	19.07
31	15.32	16.04	16.87	17.75	18.54	19.47
32	15.64	16.43	17.25	18.14	19.10	20.04
33	16.04	16.87	17.75	18.54	19.55	20.52
34	16.43	17.25	18.14	19.10	20.06	21.07
35	16.87	17.75	18.54	19.55	20.52	21.55
36	17.25	18.14	19.10	20.06	20.99	22.05
37	17.75	18.54	19.55	20.52	21.56	22.62
38	18.14	19.10	20.06	20.99	22.07	23.19
39	18.54	19.55	20.52	21.56	22.56	23.71
40	19.10	20.06	20.99	22.07	23.10	24.27
41	19.55	20.52	21.56	22.56	23.71	24.90
42	20.06	20.99	22.07	23.10	24.27	25.48
43	20.52	21.56	22.56	23.71	24.84	26.08
44	20.99	22.07	23.10	24.27	25.48	26.75
45	21.56	22.56	23.71	24.84	26.12	27.43
46	22.09	23.20	24.35	25.57	26.86	28.19
47	22.63	23.78	24.96	26.20	27.51	28.88
48	23.22	24.38	25.58	26.89	28.21	29.62
49	23.79	24.98	26.22	27.54	28.90	30.36
50	24.40	25.59	26.91	28.22	29.63	31.13
51	25.01	26.23	27.55	28.92	30.40	31.90
52	25.63	26.91	28.24	29.65	31.15	32.69
53	26.26	27.58	28.95	30.42	31.94	33.54
54	26.93	28.26	29.69	31.17	32.72	34.35
55	27.59	28.98	30.43	31.95	33.56	35.22
56	28.28	29.70	31.18	32.74	34.38	36.11
57	29.00	30.44	31.96	33.57	35.24	37.01
58	29.72	31.20	32.76	34.41	36.13	37.94
59	30.47	31.98	33.58	35.27	37.03	38.89

Monthly salary shown in table is based on an eight hour day; monthly salary for assignments less than eight hours are paid proportionately less. Computed on the basis of 2,080 hours per year or 173.33 hours per average work month.

*Rate paid for substitute.

**Longevity pay (*Steps : L7, L12, L17, L22 & L27*) @ 5% at 7 years, at 12 years, at 17 years, at 22 years at 27 years

Adopted by Board of Education - 06/13/2016

2.50% Increase from 14-15 salary schedule

**SAN RAFAEL HIGH SCHOOL DISTRICT
CLASSIFIED EMPLOYEES SALARY SCHEDULE
2015-2016**

Range Number	A	B	C	D	E	F	**LONGEVITY STEPS					Hourly Rate
							L7	L12	L17	L22	L27	Step A
25	2281	2399	2529	2655	2780	2918	3064	3217	3378	3547	3724	13.16
26	2341	2457	2584	2711	2847	2987	3136	3293	3458	3631	3812	13.51
27	2399	2529	2655	2780	2924	3071	3225	3386	3555	3733	3920	13.84
28	2457	2584	2711	2847	2990	3142	3299	3464	3637	3819	4010	14.18
29	2529	2655	2780	2924	3076	3226	3387	3557	3734	3921	4117	14.59
30	2584	2711	2847	2990	3145	3305	3470	3644	3826	4017	4218	14.91
31	2655	2780	2924	3076	3214	3375	3544	3721	3907	4102	4308	15.32
32	2711	2847	2990	3145	3310	3474	3648	3830	4022	4223	4434	15.64
33	2780	2924	3076	3214	3389	3557	3735	3922	4118	4324	4540	16.04
34	2847	2990	3145	3310	3477	3652	3835	4026	4228	4439	4661	16.43
35	2924	3076	3214	3389	3556	3736	3923	4119	4325	4541	4768	16.87
36	2990	3145	3310	3477	3639	3822	4013	4214	4424	4646	4878	17.25
37	3076	3214	3389	3556	3737	3920	4116	4322	4538	4765	5003	17.75
38	3145	3310	3477	3639	3826	4020	4221	4432	4654	4886	5131	18.14
39	3214	3389	3556	3737	3911	4109	4314	4530	4757	4994	5244	18.54
40	3310	3477	3639	3826	4004	4206	4416	4637	4869	5112	5368	19.10
41	3389	3556	3737	3911	4109	4316	4532	4758	4996	5246	5509	19.55
42	3477	3639	3826	4004	4206	4417	4638	4870	5113	5369	5637	20.06
43	3556	3737	3911	4109	4306	4520	4746	4983	5232	5494	5769	20.52
44	3639	3826	4004	4206	4417	4637	4869	5112	5368	5636	5918	20.99
45	3737	3911	4109	4306	4528	4754	4992	5241	5503	5778	6068	21.56
46	3829	4022	4220	4432	4655	4886	5130	5387	5656	5939	6236	22.09
47	3922	4121	4326	4541	4768	5006	5256	5519	5795	6085	6389	22.63
48	4024	4225	4433	4660	4890	5134	5391	5660	5943	6240	6553	23.22
49	4123	4329	4545	4773	5010	5263	5526	5802	6092	6397	6717	23.79
50	4229	4436	4664	4892	5136	5396	5666	5949	6246	6559	6887	24.40
51	4335	4546	4775	5012	5269	5530	5807	6097	6402	6722	7058	25.01
52	4442	4665	4895	5140	5399	5667	5950	6248	6560	6888	7233	25.63
53	4552	4780	5018	5272	5536	5813	6104	6409	6729	7066	7419	26.26
54	4667	4898	5146	5402	5672	5954	6252	6564	6892	7237	7599	26.93
55	4782	5023	5274	5538	5817	6105	6410	6731	7067	7421	7792	27.59
56	4901	5148	5405	5675	5959	6259	6572	6901	7245	7608	7988	28.28
57	5027	5276	5540	5819	6109	6415	6736	7073	7426	7797	8187	29.00
58	5152	5408	5679	5964	6262	6576	6905	7250	7612	7993	8393	29.72
59	5281	5543	5821	6114	6418	6740	7077	7431	7802	8192	8602	30.47

Monthly salary shown in table is based on an eight hour day; monthly salary for assignments less than eight hours are paid proportionately less. Computed on the basis of 2,080 hours per year or 173.33 hours per average work month.

*Rate paid for substitute.

**Longevity pay (Steps : L7, L12, L17, L22 & L27) @ 5% at 7 years, at 12 years, at 17 years, at 22 years at 27 years

Adopted by Board of Education - 06/13/2016

2.50% Increase from 14-15 salary schedule

**SAN RAFAEL HIGH SCHOOL DISTRICT
CLASSIFIED EMPLOYEES SALARY SCHEDULE (HOURLY RATE)
2015-2016**

Range Number	A	B	C	D	E	F	**LONGEVITY STEPS				
							L7	L12	L17	L22	L27
25	13.16	13.84	14.59	15.32	16.04	16.83	17.68	18.56	19.49	20.46	21.49
26	13.51	14.18	14.91	15.64	16.43	17.23	18.09	19.00	19.95	20.95	21.99
27	13.84	14.59	15.32	16.04	16.87	17.72	18.61	19.53	20.51	21.54	22.62
28	14.18	14.91	15.64	16.43	17.25	18.13	19.03	19.98	20.98	22.03	23.14
29	14.59	15.32	16.04	16.87	17.75	18.61	19.54	20.52	21.54	22.62	23.75
30	14.91	15.64	16.43	17.25	18.14	19.07	20.02	21.02	22.07	23.18	24.34
31	15.32	16.04	16.87	17.75	18.54	19.47	20.45	21.47	22.54	23.67	24.85
32	15.64	16.43	17.25	18.14	19.10	20.04	21.05	22.10	23.20	24.36	25.58
33	16.04	16.87	17.75	18.54	19.55	20.52	21.55	22.63	23.76	24.95	26.19
34	16.43	17.25	18.14	19.10	20.06	21.07	22.13	23.23	24.39	25.61	26.89
35	16.87	17.75	18.54	19.55	20.52	21.55	22.63	23.76	24.95	26.20	27.51
36	17.25	18.14	19.10	20.06	20.99	22.05	23.15	24.31	25.52	26.80	28.14
37	17.75	18.54	19.55	20.52	21.56	22.62	23.75	24.94	26.18	27.49	28.86
38	18.14	19.10	20.06	20.99	22.07	23.19	24.35	25.57	26.85	28.19	29.60
39	18.54	19.55	20.52	21.56	22.56	23.71	24.89	26.14	27.44	28.81	30.25
40	19.10	20.06	20.99	22.07	23.10	24.27	25.48	26.75	28.09	29.49	30.97
41	19.55	20.52	21.56	22.56	23.71	24.90	26.15	27.45	28.82	30.27	31.78
42	20.06	20.99	22.07	23.10	24.27	25.48	26.76	28.10	29.50	30.98	32.52
43	20.52	21.56	22.56	23.71	24.84	26.08	27.38	28.75	30.19	31.70	33.28
44	20.99	22.07	23.10	24.27	25.48	26.75	28.09	29.49	30.97	32.52	34.14
45	21.56	22.56	23.71	24.84	26.12	27.43	28.80	30.24	31.75	33.34	35.01
46	22.09	23.20	24.35	25.57	26.86	28.19	29.60	31.08	32.63	34.26	35.98
47	22.63	23.78	24.96	26.20	27.51	28.88	30.32	31.84	33.43	35.11	36.86
48	23.22	24.38	25.58	26.89	28.21	29.62	31.10	32.65	34.29	36.00	37.81
49	23.79	24.98	26.22	27.54	28.90	30.36	31.88	33.47	35.15	36.91	38.75
50	24.40	25.59	26.91	28.22	29.63	31.13	32.69	34.32	36.04	37.84	39.73
51	25.01	26.23	27.55	28.92	30.40	31.90	33.50	35.18	36.94	38.78	40.72
52	25.63	26.91	28.24	29.65	31.15	32.69	34.33	36.05	37.85	39.74	41.73
53	26.26	27.58	28.95	30.42	31.94	33.54	35.22	36.98	38.82	40.77	42.80
54	26.93	28.26	29.69	31.17	32.72	34.35	36.07	37.87	39.76	41.75	43.84
55	27.59	28.98	30.43	31.95	33.56	35.22	36.98	38.83	40.77	42.81	44.95
56	28.28	29.70	31.18	32.74	34.38	36.11	37.92	39.81	41.80	43.89	46.09
57	29.00	30.44	31.96	33.57	35.24	37.01	38.86	40.81	42.84	44.98	47.23
58	29.72	31.20	32.76	34.41	36.13	37.94	39.84	41.83	43.92	46.11	48.42
59	30.47	31.98	33.58	35.27	37.03	38.89	40.83	42.87	45.01	47.26	49.63

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Adopted by Board of Education - 06/13/2016

2.50% Increase from 14-15 salary schedule

**San Rafael City Schools
Elementary & High School Districts
California School Employees Association (CSEA) Chapter #341 Agreement**

The California School Employees Association and its San Rafael Chapter #341 (CSEA) and the San Rafael City Schools Elementary & High School Districts agree this constitutes the complete Collective Bargaining Agreement.

Dated: 11/28/16

For San Rafael City School District:

J. Ban
D. S. Maguana
Michael W. Dwyer

For CSEA:

Carmen D. Ryan
Tania A. Morales
Monique Lee