

**Tentative Agreement
between the
Irvine Unified School District
and the
California School Employees Association
and its Irvine Chapter 517**

This Tentative Agreement (“TA”) is entered into by and between the California School Employees Association and its Irvine Chapter 517 and the Irvine Unified School District (“District”).

RECITALS

The parties desire to enter into this Agreement in order to conclude bargaining around Compensation for the 2016-17 school year. Wherefore, the parties agree as set forth below.

Article 1 - Agreement

1.3 This agreement shall remain in full force and effect from ~~July 1, 2013 to June 30, 2016,~~ **July 1, 2016 – June 30, 2019.**

Article 7 - Working Conditions

7.4 Professional Growth Program

7.4.1 Professional growth is an organized activity designed to improve performance of employees in the classified service and to provide training for employees to gain new skills and abilities, to broaden their opportunity for promotion, to engage in study and related activities designed to retain and extend the high standards of ~~the~~ classified employees.

The District shall encourage continued and active participation on the part of all permanent employees ~~on~~ **in** professional growth activities designed to improve service to the District.

7.4.2 Eligibility

All permanent employees are eligible to enter the Professional Growth Program. Any employee who is on leave of absence as a student will not be eligible to participate in the program until the employee returns to active employment, nor will future credit be granted for courses taken during that leave, as it is assumed that such effort is being made for the purpose of qualifying for a substantial advancement in position.

Applications for Professional Growth shall first be reviewed and then approved or denied by Human Resources using the Standards of Acceptability outlined in 7.4.5. below.

Human Resources will provide all processed Professional Growth application forms to CSEA on a monthly basis.

7.4.3 Professional Growth Committee

7.4.3.1 Composition

The committee shall consist of not more than five (5) members, composed of three (3) selected by the Association and two (2) from Management, or selected by the Superintendent.

Members of the Professional Growth Committee shall select a chairperson and a secretary annually from among themselves.

7.4.3.2 Appointment

Because of the technical nature of the committee responsibility, there shall be continuity of membership. Original appointments to this committee shall be for three (3) members two (2) years,) two (2) members one (1) year. Thereafter all appointments will be for two (2) years.

7.4.4 Function of the Committee

The Professional Growth Committee may review applications for Professional Growth that have been denied by Human Resources. The Committee may also consider applications for Professional Growth forwarded to it by Human Resources for review and input.

~~The committee shall consider applications for professional growth submitted by classified personnel to Human Resources and make a recommendation for approval/disapproval of coursework to the Superintendent or his designee.~~

7.4.5 Standards for Acceptability

To be eligible to receive professional growth salary increments, the following criteria shall be met:

The form "Application for Professional Growth" shall be completed and submitted to **Human Resources** ~~the Professional Growth Committee~~ **no later than** ten (10) **work** days prior to the first day of the class. ~~Except in unusual circumstances, late applications shall not be accepted for credit.~~

~~No credit can be earned for activities initiated prior to July 1, 1987.~~

All activities submitted for credit must be in those areas of professional and personal growth which meet the needs of the District and have been **reviewed in advance** approved by the applicant's supervisor.

Only coursework initiated and completed while an employee of IUSD shall be eligible for Professional Growth.

7.4.6 Coursework

Credit may be earned by taking courses at universities, colleges, community colleges, trade schools, adult education, or through an accredited **on-line** correspondence school.

Credit may also be earned for attendance at ~~approved~~ District-**approved** workshops **or training**, ~~special lecture series~~, education conferences or leadership activities.

College level coursework requires a grade of "C" or better. One (1) semester unit [fifteen (15) hours of seat time] equals one (1) unit of credit. Quarter units convert to semester units on the basis of three (3) quarter units equal two (2) semester units. **For ungraded coursework, the employee must submit verification of completion of the course.**

Continuing education coursework, conferences, workshops, seminars, and other such activities gain credit at the rate of one (1) unit for fifteen (15) accumulated clock hours and satisfactory verified completion.

Activities are not eligible for credit **or reimbursement** if the District pays any required fees for the individual employee's participation or if the employee attends during his/her working hours. If the activity is scheduled during working hours, and the employee uses vacation or compensatory time, verification from the supervisor, in writing, that attendance is not during working hours must be submitted with the Application for Professional Growth. A conference/workshop report may be required to determine credit granted.)

7.4.7 Award/Increment

Nine (9) units must be earned for each increment applied for.

7.4.7.1 Professional Growth Increments shall be awarded as follows:

An annual increment of ~~\$225.00~~ **\$250.00** shall be awarded for each nine (9) points earned until a maximum of six (6) increments are earned.

Earned increments shall be effective in July and paid as part of the employee's salary, prorated for part-time employees; i.e., less than eight (8) hours per day or less than twelve (12) months annually.

A limit of one (1) increment may be earned per year, nine (9) units per year.

The annual increments are cumulative and will continue as long as the employee remains in the District.

7.5 Professional Growth Reimbursement

All proposed coursework must be work related and **shall be** submitted for approval by the **employee to Human Resources per the guidelines in 7.4.5** ~~immediate supervisor/manager and Employee Relation Representative~~ on District forms prior to enrollment. The District will reimburse the employee a maximum of \$750 **\$1250.00** per fiscal year for expenses incurred ~~in the pursuit of work~~. Written verification of successful completion and expense vouchers must be submitted for reimbursement within six (6) months of completion.

7.6 The District shall provide in-service training for employees in the bargaining unit designed to maintain a high standard of performance and to increase the skills of the employees in the bargaining unit.

When the District organizes in-service activities on days which pupils would otherwise have been in attendance but are not and for which certificated personnel receive regular pay, classified employees shall have the option of attending those in-service activities which are applicable to their classification or rendering regular service as directed. Should the District believe that the classified employee may benefit from the in-service, it may direct attendance at the in-service. Employees shall be paid at regular rates for service on these days.

Article 8 — Compensation and Related Benefits

8.1 ~~Effective July 1, 2015-2016 the salary schedule shall be increased by 4% and paid on the first possible regular pay warrant for the 2015-16 school year. In addition, there shall be a one-time 1.5%, 2% off-schedule payment, based on the 2014-15-2015-16 salary schedule, to be paid in one (1) increment prospectively (not retroactively) on the February 10th 2016 pay warrant. This increment will be applied to the pay warrant of those employed by the District on January 1, 2015-2016.~~

Effective July 1, 2016, the salary schedule shall be increased by 3.7%. In addition, bargaining unit members shall receive a one-time 1.2% off-schedule payment based on the newly ratified 2016-17 salary schedule to be paid in one increment no later

than the January 10, 2017 pay warrant. The payment shall be made to those in active employment with the District on December 1, 2016.

The parties continue to bargain the terms of an equivalent of a 0.5% enhancement to total compensation for 2016-17. This does not limit the parties to other discussions about total compensation for 2016-17.

8.4.2 Effective July 1, 2016 and paid on the first possible regular pay warrant for the ~~2015-16~~ 2016-17 school year, classified employees will be granted ~~\$40.59~~ \$50.76 per month salary increases beginning after six (6) full years of service and continuing each year until reaching a cumulative maximum of ~~\$405.90~~ \$507.60 per month. For part-time employees, longevity pay shall be granted and shall accumulate on a pro-rata basis.

This increase to longevity also includes the equivalent of a 0.5% increase to total compensation agreed to in the Tentative Agreement of September 9/21/2015.

The increase to longevity pay for hourly employees working additional hours beyond regular assignments, and longevity pay for overtime for monthly employees will not commence until November 1, 2016.

Article 9 – Health and Welfare Benefits

9.2 The District's contribution for health benefits for the ~~2013-14~~ 2014-15 school year shall be \$10,143 per eligible unit member per benefit year unless modified through the provisions of Article 9.2.2. In addition, the district shall make a one-time contribution of ~~\$200,000~~ \$300,000 to the reserve fund of the Benefit Management Board for the ~~2014-15~~ 2016-17 school year. The District's contribution for health benefits shall be subject to annual negotiation.

	<u>9-29-16</u>
IUSD	Date
	<u>9-29-16</u>
CSEA #517	Date
	<u>9-29-16</u>
CSEA	Date