

PUSD - CSEA Tentative Agreement

December 18, 2017

Article 4 Evaluation Procedures

4.2 Evaluation on probationary employees shall be performed at any time during the nine (9) month probationary period, but no later than six (6) months into the probationary period. Any employee whose permanent status maybe in doubt will be given notification of concern (s) before the nine (9) month probationary period is concluded.

Updated CSEA Evaluation Form:

[https://drive.google.com/open?id=1yEXb4Xzbjii5YXrKPAeVCyK\\_GJ2gOP2Re](https://drive.google.com/open?id=1yEXb4Xzbjii5YXrKPAeVCyK_GJ2gOP2Re)

Article 14 ~~Weekend/Holiday Employment~~ Weekend Employment

The District shall provide weekend employees a cell phone or a communication device for district business. The District shall maintain a centralized phone number to report problems.

Article 15 Workday/Week/Year

15.1E Part-time employees who work above their standard contracted hours or days shall have the choice to receive straight time pay or equal time off. The equal time off will be scheduled with the prior approval of the supervisor.

15.4.B All employees working less than 40 hours shall have the choice to paid overtime or receive compensatory time for any authorized time worked in excess of seven and one-half (7.5) hours in one (1) day or thirty-seven and one-half (37.5) hours in one week.

15.5.E Effective July 1, 2017, the calendar for school years shall be established by a joint calendar committee composed of members of the California School Employees Association (CSEA), the District, and representatives of Association of Piedmont Teachers (APT). In establishing the calendars, the joint committee is committed to receiving and reviewing input from parents, classified employees, teachers and administrators. The committee will give consideration to recommendations from these groups prior to recommending an instructional calendar to the Board. The committee cannot change the number of state-required teaching days for students or the number of state-required work days for teachers.

The instructional calendars shall be mutually agreed upon and attached to this agreement.

Guidelines:

In establishing the calendars, the joint committee will look at strategically placing school holidays in locations that would help prevent the loss of Average Daily Attendance (ADA) for the district. Adherence to a number of calendar parameters defined by law is required. The joint committee will make sure that the instructional calendar:

- 1) Includes 185 teacher work days and 180 student instructional days
- 2) Accommodates academic and program needs to support student learning and growth at all grade levels (K-12)
- 3) Whenever possible collaboratively schedules parent/teacher conferences in order to accommodate parents with students at different school sites.
- 4) Includes minimum days for Back to School Night, elementary Open House, the day before winter break, and the last day of student instruction
- 5) Has two semesters of approximately equal instructional time

It is understood that, should the California Legislature increase the number of mandated school holidays during the term of this agreement, the agreed-upon calendar(s) shall be adjusted so as not to decrease the number of work days.

#### Article 16 Legal and Other Holidays

~~16.1A One one-half day prior to the Christmas-Eve-Day or New-Year's-Eve-Day holiday to be scheduled at the discretion of the employee. When the one-half day prior to the Christmas-Eve-Day holiday falls on a student day, the half day holiday shall be scheduled on the day prior to the New-Year's-Eve holiday.~~

- December 30th

16.1B Add December 30

#### Article 19 Health and Welfare Benefits

19.1.A. Effective January 1, 2018, the District will increase its contribution to employee Health Benefits. The new District contribution rates are as follows:

- Employee Only Benefits Coverage \$7,300 + 1-Party Dental
- Employee Plus One Benefits Coverage \$14,300 + 2-Party Dental
- Family Benefits Coverage \$19,800 + Family Dental

The District will contribute the full \$300 increase per tier for the 2017-2018 school year.

19.1.B. ... Unit members who opt not to participate in the District's medical plan are eligible for a two thousand three hundred dollar entitlement (\$2,300) that may be used to purchase vision care, income protection, life insurance, or other District approved plans that the unit member may select. This cash-in-lieu option will be provided to all eligible until members only if permitted under the provisions of the medical plan.

Appendix B Professional Growth Program

Increment, Effective Date and Limitation

c. Effective July 1, 2017, the District and CSEA agree to add a seventh (7) increment per unit member at a rate of forty-five dollars (\$45.00) per increment. However, in order for this increment to be effective, the employee must engage in a professional growth activity that is pre-approved by the site administrator or the Department Head and the professional growth activity is directly related to the employee's current assignment.

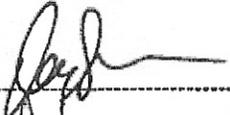
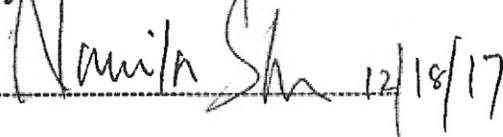
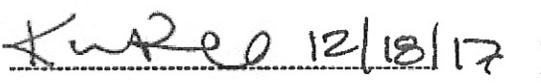
The professional growth activity for the 7th increment must be approved by the supervisor and performed after January 1, 2018 or the ratification of this agreement, whichever comes first.

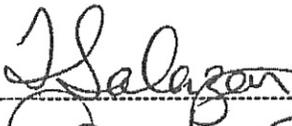
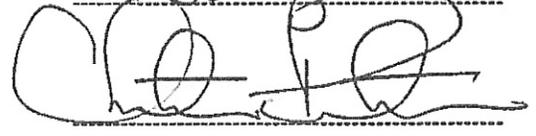
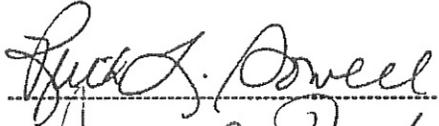
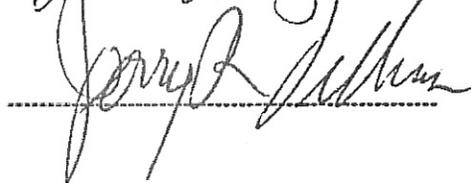
All other procedures, processes and requirements outlined in the current Professional Growth Program shall be effective with respect to the seventh increment.

Tentative Agreement Signatures

For: the Piedmont Unified School District

For: California School Employees Association

 12/18/17  
 12/18/17  
 12/18/17  
-----

PIEDMONT UNIFIED SCHOOL DISTRICT

CLASSIFIED PERFORMANCE EVALUATION

Name \_\_\_\_\_ Evaluation Period \_\_\_\_\_ Thru \_\_\_\_\_  
 Date of Evaluation \_\_\_\_\_  
 Classification: \_\_\_\_\_

School/Dept. \_\_\_\_\_ Evaluation Type: Interim \_\_\_ Probationary \_\_\_ Permanent \_\_\_

EVALUATION CHECKLIST*	Unsatisfactory	Needs to Improve	Satisfactory	Area of Strength	Not Observed
Check only those factors which relate to the position					
<b>Work Habits</b>					
Attends regularly and is dependable					
Follows school policies/routines					
Complies with school regulations					
Follows instructions					
Accepts assignments willingly					
<b>Work Performance</b>					
Aware of student needs and finds opportunities to assist					
Makes necessary preparations for carrying out assigned duties					
Carries out assigned duties					
Works well without requiring immediate supervision					
<b>Adaptability &amp; Initiative</b>					
Willingly changes to meet different circumstances					
Is receptive to suggestion and assistance from teachers					
Is able to handle emergencies					
<b>Relationships with People</b>					
Respects the rights, feelings, and opinions of others					
Uses discretion in discussing all school matters					
Knows when/how to refer problems to administrators					
Relates well with children					
Responds to staff development/ training/ suggestions					

Agreed upon methods for improvement to be undertaken during evaluation period as specified:

Check box to attach additional information

---

For Probationary Employees Only:

Evaluator:      I do      I do not  
 recommend

this employee be granted permanent status

Employee's comments:

Check box to attach additional information

\*Any rating below Satisfactory requires comments by the evaluator and methods for improvement.

Employee \_\_\_\_\_ Date \_\_\_\_\_

This signature indicates that the employee has seen and discussed this evaluation with the evaluator. It does not necessarily indicate complete agreement with all factors of the evaluation.

Evaluator \_\_\_\_\_ Position \_\_\_\_\_ Date \_\_\_\_\_

*(Handwritten signatures and initials)*  
 NSM