

**COLLECTIVE BARGAINING
AGREEMENT**

BETWEEN

**UNITED ADMINISTRATORS OF
SAN FRANCISCO
AMERICAN FEDERATION OF SCHOOL
ADMINISTRATORS, LOCAL 3
AFL-CIO,**

AND

**SAN FRANCISCO UNIFIED SCHOOL
DISTRICT**

July 1, 2020 – June 30, 2023

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ARTICLE 1 - RECOGNITION

- 1.1 The Board of Education of the San Francisco Unified School District (hereinafter District) recognizes the United Administrators of San Francisco (hereinafter UASF) as the exclusive bargaining representative of a bargaining unit of certificated and supervisory employees. The unit represented by UASF shall include all positions designated as Principal, Assistant Principal, Small School Administrator, Early Education Department School Principal/Site Administrator, Program Administrator, Supervisor and Administrative Intern and shall exclude all members of the Superintendent's Cabinet, the Legal Office, Classified Managers, Executive Directors and Directors.
- 1.2 "Bargaining Unit Member" means an employee, regardless of job description, having authority in the interest of the SFUSD to hire, evaluate, supervise, assign, commend, discipline and manage employees or to adjust their grievances, or effectively recommend such action in connection with the foregoing functions. The exercise of such authority is not of a merely routine or clerical nature, but requires the use of independent judgment. In this agreement, whenever the term "Administrator" or "Supervisory Employee" is used, it refers to Bargaining Unit Members included within the bargaining unit covered by this contract.
- 1.3 Any position created during the lifetime of this Contract that complies with the description in 1.2 may be included in the unit by decision of the Public Employment Relations Board or by mutual agreement of the parties. The salary, calendar, and other conditions of employment for such added positions shall be set by UASF - District negotiations and made part of this Contract.

ARTICLE 2 - RIGHTS AND RESPONSIBILITIES

- 2.1 The District and UASF agree that:
- 2.1.1 each bargaining unit member has a professional right and obligation to carry out District policies and regulations, State laws and regulations, and the directives of the Superintendent and the Superintendent's designee;
- 2.1.2 each bargaining unit member has a professional right and obligation to provide effective supervisory leadership to the extent that is possible within the established line of duties that has been developed under the applicable job description;
- 2.1.3 each bargaining unit member has a professional right and obligation to sign a contract of employment that sets forth the terms and conditions of employment.
- 2.2 The District shall grant short-term leaves for Union Business other than bargaining for a total not to exceed ten (10) days per year, providing a written request to Labor Relations at least five (5) days in advance and also providing

adequate substitutes are available. The Union shall reimburse the District the full cost (per diem plus salary driven cost) of the bargaining unit member.

- 2.3 No provision or stipulation of this Contract shall be construed as denying any bargaining unit member their rights and privileges under the Constitution of the United States, the Constitution of the State of California, the California Education Code, the Government Code, the Charter of the City and County of San Francisco, the District's policies and/or regulations, or any other Federal or State law or regulation.

ARTICLE 3 - FAIR PRACTICES

- 3.1 Any bargaining unit member of the district shall be eligible for membership in UASF, and UASF shall not deny membership to any such person on the basis of race, color, creed, national origin, sex, marital status, sexual orientation or disability. UASF shall represent all bargaining unit members without regard to their membership, participation in, or association with the activities of any other employee group, committee or organization.
- 3.2 A bargaining unit member's religious, political and private beliefs, UASF affiliation and participation shall not be grounds for disciplinary or other detrimental action by the District except and unless such beliefs or activities directly prevent the bargaining unit member from properly performing their assigned functions during the work day.
- 3.3 Right to Join UASF and Obligation of District to Deduct Dues:
- 3.3.1 Upon being appointed to a position within the supervisory bargaining unit, a bargaining unit member shall have the right to join UASF.
- 3.3.2 Effective June 27, 2018, upon certification by the Union that a bargaining unit member has signed a deduction authorization, the District will deduct the appropriate dues from the bargaining unit member's pay, as established and as may be changed from time to time by the Union, and remit such dues to the Union. Bargaining unit member requests to cancel or change deductions must be directed to the Union, rather than the District. Deductions will continue unless the bargaining unit member mails a written revocation to the union in accordance with the terms of the authorization form, or absent any such terms, by mailing a written revocation to the Union that is postmarked during the thirty (30) day period immediately prior to the annual anniversary date on which the bargaining unit member signed the authorization form.
- 3.3.3 The District shall furnish the Union on a monthly basis the names, classifications, and work locations of all bargaining unit members subject to this Agreement. Newly hired or separated bargaining unit members will be so indicated in this report. Each month, the District shall pay over to the Union all dues and contributions deducted from an bargaining unit member's salary or wage payment

pursuant to Education Code 45168, together with a written statement of the names, employee numbers, classifications, department, and amount deducted.

- 3.3.4 The District shall, within thirty (30) days of this Agreement, provide the Union with a list of bargaining unit members represented by the Union including a designation of their member status.
 - 3.3.5 Lists provided shall be in a mutually agreed upon format between the Union and the District.
 - 3.3.6 The District agrees to maintain the Union rights to payroll deduction and maintenance of membership.
 - 3.3.7 The Union shall indemnify and hold the District harmless from any and all claims, demands, suits or any other action arising from the maintenance of dues deductions or from complying with any demand for termination hereunder, provided that the District promptly provide notice to the Union of any claim, demand, suit, or other action for which it is seeking indemnification. With regard to any such claim, demand, suit or other action, the Union shall have the exclusive right to appoint and direct counsel, control the defense of any action or proceeding, and determine whether any such action or proceeding shall or shall not be compromised, resisted, defended, tried, or appealed.
- 3.4 The Union agrees to furnish in a timely manner any information needed by the District to fulfill the provisions of this article.
 - 3.5 The District agrees to provide UASF with the notices and other information mandated by Government Code section 3555.5, *et seq.*, with respect to bargaining unit member orientations, mass communications to, and/or the identity of, members of the supervisory bargaining unit.

ARTICLE 4 - PROFESSIONAL RIGHTS

- 4.1 Except as provided for in Article 4.1.1 below, no bargaining unit member will be compelled to participate in a formal site-based shared decision-making plan as provided for in contracts with other bargaining unit member groups.
- 4.1.1 After consultation with UASF, the District may direct bargaining unit members in writing to make decisions with non-supervisory bargaining unit members on specific issues.
- 4.2 A bargaining unit member may use reasonable force to protect themselves or others from attack or injury or to quell a disturbance that threatens physical injury to others. Reasonable force shall mean the same degree of physical control over a pupil that a parent would be legally privileged to exercise but which in no event shall exceed the amount of physical control reasonably necessary to protect the physical safety of others.

- 4.3 If a teacher or other subordinate staff member needs to be removed from the school site, the primary person responsible for facilitating that action is the bargaining unit member (or, in appropriate cases, the designated administrator in charge of the site).
- 4.3.1 If the bargaining unit member feels the need to have assistance from their superior to effectively carry out the removal, a request for such assistance may be made by telephone or text to the bargaining unit member's immediate superior, and in an emergency situation, the request will be honored promptly by the District.
- 4.4 The District shall give direct legal and other related assistance in accordance with applicable law for any complaint, threat, verbal or virtual harassment, attack, assault or menace upon the bargaining unit member while acting in the discharge of their duties.
- 4.5 Representatives designated by UASF shall be included on any task force, committee or group created by the Superintendent to deal with matters and provide input into decisions or directives that directly affect UASF bargaining unit members.
- 4.5.1 The District in consultation with UASF shall appoint a site administrator to serve on the Peer Assistance and Review (PAR) Panel. Pursuant to said appointment, the Union shall be invited to submit a list of the bargaining unit members the Union proposes for such appointment.
- 4.6 The District and UASF shall jointly develop recommendations as needed to assist and support site administrators who have students, parents, family, and community members at their sites requiring special attention.
- 4.6.1 Site administrators should contact their immediate supervisor to receive recommendations and support.
- 4.7 The District will endeavor to provide appropriate support services (e.g., assistant principals, student advisors, such as counselors, wellness counselors, learning support consultants, parent liaisons, elementary advisors, paraeducators (including T10), secretaries, and custodians) for bargaining unit members to the degree possible within available resources.
- 4.8 The District and UASF will each provide \$2,000 annually, for a maximum combined total of \$4,000 from the District and the Union for UASF to reimburse bargaining unit members to participate in professional growth opportunities. The District and the union will mutually agree upon a candidate selection criteria, implementation, and disbursement.
- 2022-23 School Year:** The parties agree to suspend the professional development in Article 4.9, per the side letter dated April 28, 2022. See Appendix F.
- 4.9 The District will provide \$350 per bargaining unit member each year for

Professional Development aligned to their Leadership Plan. In order to be reimbursed for this professional development, bargaining unit members shall get written preapproval of the professional development by their evaluator on a mutually agreed upon form. Members will submit these preapprovals and receipts to the Union.

- 4.9.1 The Union will submit a monthly request for reimbursement of all bargaining unit members' professional development on one agreed upon form. The Union shall maintain copies of the receipts for three fiscal years and produce them to the District upon request. Requests for reimbursement shall be submitted no later than June 30 of the fiscal year in which the professional development occurred.
- 4.10 Professional Growth: All bargaining unit members may be granted two (2) days paid leave per year to attend professional conferences, workshops, institutes and other educationally related activities approved by their immediate supervisor. The Superintendent may grant additional days. (See Article 7.1.15).

ARTICLE 5 - SALARY AND FRINGE BENEFITS

- 5.1 Bargaining unit members shall be paid according to the salary schedule set forth in Appendix A. If a bargaining unit member's salary classification will be modified as a result of appointment or transfer, they shall be sent a letter outlining proper salary placement within thirty (30) days of said appointment/transfer. Prior to September 15, each bargaining unit member who has been re-employed for the year in a bargaining unit classification shall be sent a letter outlining proper salary placement for said year. It shall be the bargaining unit member's responsibility to review the worksheet and provide the District with written notice with the inaccuracy within thirty (30) days of its receipt. If a bargaining unit member submits a written statement challenging the District's calculations, they shall receive a District response to the challenge within thirty (30) days. Site administrative appointments occurring after September 15 shall receive a salary placement worksheet within thirty (30) days after their appointment.
- 5.2 Bargaining unit members shall perform the duties in their respective job descriptions, unless otherwise mutually agreed to, in writing by the bargaining unit member, the District and UASF. Required/assigned duties performed beyond the calendar set forth in Appendix C shall be paid at a per diem rate. Summer school shall not be part of the work year.
- 5.3 Placement on the salary schedule.
- 5.3.1 Step advancement on the salary schedule shall be credited to all eligible bargaining unit members in budgeted administrative positions effective July 1 of any given year.
- 5.3.2 In order to be eligible for step advancement on the salary schedule for a given school year, a bargaining unit member must serve at least seventy-five percent (75%) of the applicable calendar set forth in Appendix C. If said bargaining unit

members serves less than seventy-five percent (75%) of the applicable calendar, they shall not be advanced to the next step of the salary schedule.

- 5.3.3 Any bargaining unit member involuntarily transferred to a lower paying position will continue at the same dollar amount for the remainder of their contract. If the salary range of the new position is higher the bargaining unit member will receive the higher range.
- 5.3.4 Existing District employees who are newly appointed to the UASF bargaining unit shall be placed on the step of the UASF salary schedule range that represents no less than \$10/day increase above the per diem pay rate they would have received without promotion. Said per diem minimum salary placement shall also apply to bargaining unit members promoted from one UASF classification to another.
- 5.3.5 Out-of-District appointees to supervisory positions shall be placed at the step which represents 1 step for each 2 years of service requiring an administrative credential. However, the Superintendent reserves the right to place an appointee at up to the highest step of the salary schedule in order to meet District needs.
- 5.3.6 When salary is based upon student enrollment, enrollment will be based upon the prior year's CBEDS enrollment data. "Small School Administrator" salaries will be placed on the salary schedule as agreed to by SFUSD and UASF. When salary is based upon student enrollment, enrollment will be based upon the prior year CBEDS enrollment data and prior year Pre-K counts for K-8 principals who have supervisory duties relating to the Pre-K programs. A list of these sites shall be given to UASF prior to the last Friday of September.
- 5.3.7 K-8 Principals shall be placed at the middle school salary range based upon the total school enrollment of the K-8 school.
- 5.3.8 K-8 Assistant Principals shall be placed at middle school salary range based upon the total school enrollment of the K-8 school.
- 5.3.9 Early Education Department (EED) School Principal/Site Administrator shall be placed at Tier I (less than 9 classrooms and/or one site) or Tier II (9-12 classrooms and/or two sites) or Tier III (more than 12 classrooms).
- 5.3.10 All EED School Principal/Site administrators shall have a BA as a minimum qualification requirement.
- 5.3.11 Effective July 1, 2018, the stipend for EED School Principal/Site Administrator managing three (3) sites shall be \$5,407.
- 5.3.12 High School Principal Small Necessary School salary shall be collapsed into High School Principal's salary at schools with 750 students or less effective the first pay period in January 2008.

- 5.3.13 Elementary School Principal's salary at schools with 200 students or less shall be collapsed into Elementary School Principal's salary at schools with 200-400 students effective the first pay period in January 2008.
- 5.3.14 Elementary Assistant Principal's salary shall be collapsed into Middle School Assistant Principal's salary at schools with 500 or less students effective the first pay period in January 2008.
- 5.4 Co-located Schools
- 5.4.1 Co-located schools are defined as Title V PreK sites that share an immediate or adjacent campus with an elementary or K-8 school.
- 5.4.2 Principals at these co-located sites shall be compensated in accordance with salary schedule (Appendix A).
- 5.4.3 Site administrators shall hold appropriate credentials and/or permits to function as the co-located site administrators.
- 5.4.4 There shall be no increase in the contractual administrative calendar for co-located sites. They shall be given priority consideration for serving as site administrators for the Title V PreK program classroom(s) at their sites during the winter and spring recesses. Site administrators supervising the Title V PreK classrooms during weeks of winter recess and spring recess shall receive a stipend of \$1,000 per week for their supervision.
- 5.4.5 Student enrollment in the Title V PreK program shall be counted as school site enrollment for overall salary determination.
- 5.5 Compensation (see Appendix A – Salary Schedule)
- 5.5.1 Salary Increases
- 5.5.1.1 **2018-2019 School Year** – Effective July 1, 2018, the salary schedules (Appendix A and E) shall be adjusted to reflect a seven percent (7%) increase.
- 5.5.1.2 **2019-2020 School Year** – Effective July 1, 2019, the salary schedules (Appendix A and E) shall be adjusted to reflect a three percent (3%) increase.
- 5.5.1.2.1 Contingency – If total unrestricted general fund revenues for the 2018-2019 school year, as stated in the 2018-2019 Unaudited Actual Report, exceed the amount stated for the 2018-2019 school year in the multi-year projection contained in the 2017-2018 adopted budget, the parties shall meet and confer to adjust the salary agreement if both parties agree that sufficient funds are available. Any such adjustments shall be prospective only.
- 5.5.1.3 Proposition G Funding Measure Contingency

5.5.1.3.1 If a measure is successfully passed and implemented that will provide the District with additional revenue that may be used to fund unit compensation, the following shall occur:

5.5.1.3.1.1 Effective July 1, 2018, a new parcel tax add-on will be established as follows:

5.5.1.3.1.1.1 After the 2018-2019 seven percent (7%) salary increase to the base salary, found in salary schedule contained in Appendices A and E, a differentiated add-on will be calculated according to the following years of experience as an administrator:

- 0-4 years of experience = two percent (2%) add-on to the 2018-2019 base salary
- 5-9 years of experience = three percent (3%) add-on to the 2018-2019 base salary
- 10 or greater years of experience = four percent (4%) add-on to the 2018-2019 base salary

5.5.1.4 Compensation Calculation Example

5.5.1.4.1 Below is an example of how compensation increases will be applied from 2018-2019. This example uses a base of \$100,000 for illustrative purposes:

2017-2018 Base salary by seven percent (7%) effective 7/1/18 (\$100,000 x 7%) = \$107,000

If an administrator has completed seven (7) years of experience as of June 30, 2018, an add-on amount of three percent (3%) will be added to the base salary. This add-on will be listed in a separate column and be referred to as the Prop G add-on.

For example –

$$\$107,000 \times 3\% = \$3,210$$

$$\$107,000 + \$3,210 = \$110,210$$

5.5.1.4.2 All differentiated add-on amounts will be calculated based on the 2018-2019 base salaries according to the schedules contained in Appendices A and E.

5.5.1.4.3 Future negotiated salary percentage increases from reopeners or full contract bargaining shall be calculated based on the schedules in effect on July 1, 2018 which shall be referred to in the collective bargaining agreement as the base salary schedules.

5.6 Career Increments - A "complete school year" for career increment purposes shall be at least 75% of the required service days for the position.

- 5.6.1 **Career Increment A:** Bargaining unit members who have rendered 14 years of completed school years of paid certificated service shall receive a career increment. The career increment shall receive future across the board increases.
- 5.6.2 **Career Increment B:** Bargaining unit members who have rendered 19 years of completed school years of paid certificated service shall receive a career increment. The career increment shall receive future across the board increases.
- 5.6.3 **Career Increment C:** Bargaining unit members who have rendered 24 years of completed school years of paid certificated service shall receive a career increment. The career increment shall receive future across the board increases.
- 5.6.4 Career increments shall be paid on a monthly basis (one-twelfth of the annual amount being paid with each of the twelve monthly salary warrants of the school year).
- 5.6.5 Bargaining unit members who are eligible to receive career increments described herein and who are working less than full time shall have said increments pro-rated in the same manner as the base salary proration.
- 5.7 Retired administrators serving in a supervisory position shall be compensated according to the schedule listed in Appendix E.
- 5.8 Summer School Compensation - Summer school compensation shall be based upon the per diem rate of pay a unit member earned in the preceding school year. Said summer school compensation basis shall not be subject to future change unless mutually agreed to by the Union and the District.
- 5.9 Parcel Tax Stipends
- 5.9.1 High Potential Schools - In recognition of the additional work administrators do at High Potential Schools, the District shall compensate each full-time site administrator at a High Potential Schools with an additional two thousand dollars (\$2,000) annually. Such High Potential School sites shall be designated by the District no later than March 1st of each school year for the following school year.
- 5.9.2 Challenge Schools - In the interest of providing a skilled and qualified Principal at every district school, and recognizing that particular schools may need a Principal with a specialized set of skills, the Superintendent in consultation with UASF may annually designate up to five (5) district schools as "Challenge Schools." The principals at such Challenge Schools shall receive an annual stipend of between five thousand (\$5,000) and fifteen thousand dollars (\$15,000). The annual stipend amount shall be determined at the Superintendent's sole discretion. Challenge School stipends shall be awarded for the period that the particular school is identified as a Challenge School, but in no case for more than four (4) years. At the discretion of the Superintendent and Board of Education, a four year contract for administrative services may be granted to those principals working at Challenge School sites.

- 5.10 Mileage Reimbursement
- 5.10.1 Bargaining unit members shall receive an automatic stipend of \$250 per year, one-half of which shall be paid at the end of each semester.
- 5.10.2 The Log Cabin site administrator will receive actual mileage reimbursement in accordance with District policy.
- 5.11 Effective July 1, 2018, an assistant principal temporarily assigned to full days of replacement service for their principal shall receive additional compensation of \$75 per day. If temporary service continues for more than 15 consecutive days, the added daily compensation shall increase to \$100 per day. In cases of absences that are projected to last for an extended period, the division office shall consider the appointment of a contracted administrator.
- 5.12 Compensation for Additional Calendar Work – Effective July 1, 2018, with the written approval of their supervisor, bargaining unit members who serve beyond the approved Administrative Calendar (See Appendix C) shall receive payment according to the bargaining unit member's additional calendar rate of \$70.00 per hour.
Additional calendar work is defined as service in excess of the approved administrative calendar defined in Appendix C.
- 5.13 Union Business Leave Differential - A Site Administrator taking the place of a Union Officer conducting union related business for a full school day shall receive a \$50 per day differential during the time that the Union Officer is away from the site. The Union shall notify the Labor Relations Office in writing of the need for a Union Business Leave Differential in advance of the leave.
- 5.14 Retirement Incentive - Bargaining Unit members who notify the Human Resources Department by March 1st of their irrevocable intent to retire shall receive a \$1,000 incentive. The stipend shall be paid on or before July 15 following the retirement of the unit member.
- 5.15 Bargaining unit members hired before July 1, 2004, shall be required to be employed full-time (1.0 FTE) for the final seven (7) consecutive years with SFUSD prior to retirement in order to receive paid retiree health benefits. On July 1st of every subsequent year, the requirement for full-time consecutive years with SFUSD shall increase by one year until the requirement is twelve (12) years of full time (1.0 FTE) service with the SFUSD prior to retirement in order to receive paid retiree health benefits.
- 5.15.1 This provision shall not be applicable to bargaining unit members who retire on or before June 30, 2006.
- 5.15.2 Bargaining unit members hired on or after July 1, 2004, shall be required to be employed full time (1.0 FTE) for 20 final consecutive years of service to qualify

for retiree health benefits. Final consecutive years of service shall include approved paid leaves of absence. Unpaid leaves shall not constitute a break in service but shall not be counted in the 20 year requirement.

- 5.15.3 Definition of full-time: Part-time employment shall be counted on a pro-rata basis.
- 5.16 Commuter Checks - The District agrees to provide bargaining unit members an IRS approved commuter benefit which shall be implemented as soon as administratively feasible. This benefit shall occur at no expense to the District other than the initial district infrastructure start up costs required to activate the benefit.
- 5.17 Electronic Payroll System – All bargaining unit members shall be paid exclusively by electronic means according to the following terms:
- 5.17.1 Bargaining unit members shall be paid through direct deposit to their existing accounts.
- 5.17.2 All electronic pay warrants shall be accessible via the bargaining unit member's District username and password to a secure website provided by the District.
- 5.17.3 All bargaining unit members shall have access to a District computer and printer during non-duty time within normal business hours at the work site or alternate District location for the purpose of verifying salary deposits, viewing itemized wage statements ("pay stub") and printing hard copies thereof.
- 5.17.4 Electronic postings of salary deposits and itemized wage statements shall remain accessible to bargaining unit members for two (2) full years from the date of pay.
- 5.18 Fringe Benefits: The District agrees to continue the existing fringe benefits as delineated in Appendix B of this contract.

ARTICLE 6 - EARLY RETIREMENTS

- 6.1 Early Retirement Incentive Program (ERIP)
- 6.1.1 Application: In order to be considered for ERIP for a subsequent school year, an application shall be filed no later than February 1 of the preceding school year. UASF and the District may mutually agree to extend this deadline.
- 6.1.2 Eligibility: Bargaining unit members desiring to participate in this program shall be at least fifty-five (55) years old and have been employed by the District for at least ten (10) years. Approved leaves of absence shall not constitute a break in service.
- 6.1.3 Implementation: Bargaining unit members participating in this program shall be designated as consultants and shall enter into a written agreement with the

District. The ERIP shall be a one-year contract which is renewable on an annual basis at the request of the consultant up to three (3) years or until the end of the school year in which the participating bargaining unit member reaches age sixty-five (65), whichever comes first. With the specific and prior approval of the District, the years of service need not be consecutive.

- 6.1.4 Resignation: Bargaining unit members entering into this program must submit a written resignation and have it accepted by the District prior to entering this program. The resignation is contingent upon the acceptance of the bargaining unit member's participation in an Early Retirement Incentive Program. If the bargaining unit member is not accepted into the ERIP they may rescind their resignation.
- 6.1.5 Program Service: The service to be performed by the consultant will be determined by the District but said service may be directly related to assistance to administrators at school sites. Such service shall be consistent with the duties "of a supervisory employee" as defined in Article 1 of the Agreement and may include special projects. Retirement consultancies will be granted based on the needs and resources as determined by the District.
- 6.1.6 Compensation – see Appendix A.
- 6.1.7 The number and scheduling of days of service shall be determined each year by the District but shall not exceed the maximum annual earnings permitted by the Education Code.
- 6.1.8 Benefits: The participating bargaining unit members shall continue to be provided health plan benefits. Bargaining unit members in the ERIP may continue welfare benefits in addition to the health plan benefits. The expense for such benefits shall be borne by the bargaining unit member. Arrangements for payment shall be made with the various carriers.

ARTICLE 7 - LEAVES

7.1 Paid Leaves

- 7.1.1 Sick Leave: At the beginning of each school year, each bargaining unit member shall be credited with seven (7) hours of sick leave allowance for every eighteen (18) days of scheduled service or a major fraction thereof (.50 or above). Said sick leave may be used for absences caused by illness or physical disability. A bargaining unit member may use up to seven (7) days, forty-nine (49) hours of sick leave allowance for personal, legal, business, religious, household, family, or other matters which require absence during the school year. In order to use sick leave, the bargaining unit member must notify their immediate superior or designee at least two (2) days prior to leave, except in emergencies. Sick leave may only be used in full days (7 hours) or half day (3.5 hours) increment only.
- 7.1.1.1 For the purposes of Article 7 only, a (sick/personal) day is calculated at seven (7)

hours.

- 7.1.1.2 Each school year a bargaining unit member may use up to half or their annual sick leave allowance for immediate family illness. In no event shall said utilization, when combined with the immediate family provisions of 7.1.1 above, result in the utilization of more than seven (7) days, forty-nine (49) hours per year of paid leave for immediate family illness. In the event of a local, state, or national emergency, or in the event that local, state or national authorities issue guidelines to shelter in place, bargaining unit members will not have to use personal sick days in accordance with local, state and federal guidelines.
- 7.1.2 Bargaining unit members' unused sick leave shall accumulate from year to year. A bargaining unit member who uses sick leave as specified above shall be paid full salary for each day used. Paid sick leave days shall be considered days worked for all provisions of this contract.
- 7.1.3 Sick leave days may be used for pregnancy, childbirth, bonding, paternity or any condition, which in any way, results from disability due to pregnancy, or childbirth.
- 7.1.4 Bargaining unit members shall inform their immediate supervisor of an impending absence as soon as it is possible.
- 7.1.5 Each year a bargaining unit member shall be entitled to use sick leave days accumulated under Sections 7.1.1 and 7.1.2.
- 7.1.6 Bargaining unit member who is absent because of illness for more than five (5) consecutive school days shall submit a medical statement containing a diagnosis, except that in the event of a strike of City and County or School District employees, the Employer may require a medical statement for each sick leave day used during the strike. For an extended illness, a medical statement shall be submitted monthly.
- 7.1.7 Extended Sick Leave: After exhausting all earned and accumulated sick leave, a bargaining unit member who has exhausted their sick leave for a single illness or accident shall have up to one hundred (100) days/seven hundred (700) hours of extended sick leave for said illness or accident. A unit member on extended sick leave shall receive their own pro rata salary minus the per diem rate of a day-to-day substitute teacher.
- 7.1.8 The UASF and the District shall maintain a Sick Leave Bank as described in Appendix D.
- 7.1.9 Military Leave: Bargaining unit members shall be entitled to eighteen (18) days/one hundred and twenty six (126) hours paid leave of absence for temporary active duty or active duty for training in any unit of the United States Reserves or the California State Reserve or the California State National Guard, or for medical

examination related to such duty, so directed by written orders signed by the commanding officer-in-charge of the employee's unit.

- 7.1.10 Leave for Medical Examination: A bargaining unit member may be absent, without loss of sick leave, for the time necessary to secure any medical examination required by the District. The cost of such examination shall be borne by the District.
- 7.1.11 Jury Duty or Court Appearance: A bargaining unit member who is summoned for jury duty shall be excused for the purpose without loss of pay or use of sick leave. The bargaining unit member shall submit their jury fee, less any travel allowance, to the District. A bargaining unit member shall be entitled to leave without loss of pay to appear in court as a subpoenaed witness, or to respond to an official order from a court or government agency. This leave does not apply to appearances in litigation initiated by the individual employee.
- 7.1.12 Bereavement Leave: Immediate family: Bargaining unit members shall have bereavement leave upon application, without loss of salary, for a death in their immediate family. A bargaining unit member is not required to take such days consecutively. Immediate family shall include parents, parents of the domestic partner, grandparents, step-parents, spouse, domestic partner, children, adopted children, step children, siblings, parents-in-law, sons- and daughters-in-law, grandchildren, and children for whom the employee has parenting responsibilities, aunts, uncles, parent of the unit member's child/children, and any relative living in the immediate household of the bargaining unit member. Such leave shall not exceed three (3) days and shall be taken within thirty (30) calendar days after the death. Two (2) additional working days shall be granted if extended travel is required as a result of the death.
- 7.1.12.1 For absence because of the death of any other person to whom the bargaining unit member may be reasonably deemed to owe respect, leave shall be for not more than one (1) day. Two (2) additional working days shall be granted if extended travel is required as result of the person's death.
- 2022-23 School Year:** Only three (3) sabbatical leaves will be granted. See side letter (April 28, 2022) in Appendix F.
- 7.1.13 Sabbatical leaves: The percentage of sabbatical leaves granted for a school year shall be the same as the net COLA percentage increase that the District received from the State in the prior year. In no event, however, shall the percentage of sabbatical leaves granted be less than 1% or more than 2%. Upon District agreement, a bargaining unit member's request for a split year or a half-year sabbatical leave shall be granted. The District's determination of approval or denial for said sabbatical leave requests shall be final and binding and not subject to the grievance provisions of Article 11 of this Agreement.
- 7.1.13.1 Sabbatical leaves shall be preceded by at least seven (7) years of consecutive and

full-time service in the District. For bargaining unit members initially hired by the District on or after July 1, 1998, “full-time service” shall be defined as tenure track service rendered for not less than seventy-five percent (75%) of annual term requirement of the employee’s job classification. An approved leave of absence from District service shall not constitute an interruption of the seven (7) consecutive year period described above.

- 7.1.13.2 The application for sabbatical leave shall contain a detailed prospectus of the activities that will be accomplished during the leave and how these activities will benefit the District.
- 7.1.13.3 Pursuant to Education Code Section 44969, applicants for a sabbatical leave shall be required by law to render a period of service in the employ of the District following their return from the leave that is equal to twice the period of the leave. The applicant shall furnish a suitable bond indemnifying the District in the event that the bargaining unit member fails to render said post-leave service and report (see Article 7.1.13.4, below). The bond shall be exonerated in the event that the failure of the unit member to return and render the agreed-upon period of service is caused by the death or physical or mental disability of the unit member.
- 7.1.13.4 Upon return to service, the bargaining unit member shall submit a detailed written report to the District describing the activities that were completed during said leave in compliance with the conditions of approval.
- 7.1.13.5 A bargaining unit member returning from sabbatical leave shall return to the position and school/department to which the employee was assigned before the sabbatical, unless the employee is in the last year of their contract.
- 7.1.13.6 Any bargaining unit member returning from a sabbatical retains the right to apply for other administrative positions. The District will inform those returning from sabbatical of the timelines for applying for and interviewing for other administrative positions.
- 7.1.14 Per the Union’s request one bargaining unit member selected by the Union shall be granted a leave of absence for up to one school year to work for the Union. Said bargaining unit member is entitled to purchase the same fringe benefits as are provided to other bargaining unit members. All costs associated with the paid leave of absence shall be reimbursed to the District by the Union.
- 7.1.15 Professional Growth: All bargaining unit members may be granted two (2) days paid leave per year to attend professional conferences, workshops, institutes and other educationally related activities approved by their immediate supervisor. The Superintendent may grant additional days. See Article 4.10.

7.2 Industrial Illness/Accident Leave

- 7.2.1 Absence due to injury incurred in the course of the bargaining unit member’s

employment shall not be charged against their sick leave days. The District shall pay to the bargaining unit member the difference between their salary and benefits received under the California Workers Compensation Act for one (1) year duration. Thereafter a bargaining unit member continuing on industrial accident leave shall not receive more than 100% of their District salary when sick leave and Workers' Compensation benefits are combined.

7.2.2 Bargaining unit members initially hired on or after January 1, 1994 shall receive a maximum of 6 (six) months of industrial accident leave. The District and the Union shall begin to explore procedures and provisions designed to reduce projected Workers' Compensation expenditures; all other exclusive bargaining agents in the District shall be encouraged to participate in said exploration. The joint committee described herein shall make its report to the District and the Union(s) prior to June 30, 2000. Thereafter, the subject of potential additional revisions in industrial accident leave shall be the subject of bargaining between the parties for the successor Agreement.

7.3 **Unpaid Leaves**

7.3.1 With the concurrence of the District, a leave of absence for up to one (1) semester or one (1) year may be granted at the request of the bargaining unit member. If this leave expires during the school year, the bargaining unit member may extend it to the end of that semester.

7.3.1.1 A long-term personal or professional leave may be extended thereafter upon mutual agreement between the bargaining unit member and the District.

7.3.1.2 Pursuant to Title V, California Code of Regulation §5500: A bargaining unit member accepting a personal leave of absence from the District shall not accept full-time employment with another School District or County Office without first resigning their employment with our District, or obtaining the expressed written permission of the Superintendent to accept said employment elsewhere.

7.3.2 Long-term Public Service Leave: A bargaining unit member shall receive, upon application, leave of absence of two (2) years when elected or appointed to public office. Such leave may be extended by mutual agreement.

7.3.3 Long-term Military Leave: Bargaining unit members shall receive an unpaid leave of absence when inducted or called to extended active duty in any branch of the armed forces of the United States or the State of California.

7.3.4 Short-term Personal Business Leave: A bargaining unit member shall receive, upon application, unpaid leave of up to twenty (20) school days per year.

7.4 **Maternity/Paternity-Related Leave**

7.4.1 **Pregnancy Disability Leave**

- 7.4.1.1 The District shall provide for leave of absence from duty for any bargaining unit member who is required to be absent from duties because of pregnancy, miscarriage, childbirth, and recovery therefrom. The length of the leave of absence, including the date on which the bargaining unit member shall resume duties, shall be determined by the bargaining unit member and their physician. Disabilities caused or contributed to by pregnancy, miscarriage, childbirth, and recovery therefrom are, for all job-related purposes, temporary disabilities and shall be treated as such under any health or temporary disability insurance or sick leave plan available in connection with employment by the District.
- 7.4.1.2 During the period of pregnancy disability leave, the bargaining unit member shall use their earned and accumulated sick leave (section 7.1.1) and if necessary, the 100 (one hundred) days of extended sick leave (Article 7.1.7).
- 7.4.1.3 When earned and accumulated or extended sick leave is used for the purpose of pregnancy disability, it is a separate entitlement from the twelve (12) weeks of child bonding leave (Article 7.4.2) or leave under the California Family Rights Act (Article 7.4.3).
- 7.4.1.4 A bargaining unit member returning from such leave of absence shall return to the position previously held.
- 7.4.2 Child Bonding Leave: During each school year, a bargaining unit member may elect to utilize up to twelve (12) weeks of child bonding leave occasioned by the birth of their child, or the placement of a child with the bargaining unit member in connection with the adoption or foster care of the child as provided by Education Code Section 44977.5. A bargaining unit member shall not be provided more than one (1) twelve (12)-week period during each school year.
- 7.4.2.1 For birth mothers, the twelve (12)-week child bonding leave shall commence following the conclusion of any pregnancy disability leave on a date designated by the bargaining unit member and must be completed within one (1) year of the birth, adoption or foster care placement of a child.
- 7.4.2.2 For non-birthing parents, the twelve (12)-week child bonding leave shall commence on the first day of such leave and must be completed within one (1) year of the birth, adoption or foster care placement of a child.
- 7.4.2.3 Pursuant to Education Code section 44977.5, if a bargaining unit member exhausts their earned and accumulated sick leave (Article 7.1.1) prior to the expiration of the twelve (12)-week child bonding leave, they shall be entitled to utilize extended sick leave as defined in section 7.1.7 for the balance of the twelve (12)-week period.
- 7.4.2.4 Pursuant to CFRA, leave in this Article may be taken non-consecutively. The minimum duration of the leave shall be two (2) weeks, except that the District must grant a request for a leave of less than two (2) weeks' duration on any two

(2) occasions and may grant requests for additional occasions of leave lasting less than two (2) weeks. Child bonding leave must be completed within one year of the birth, adoption, or foster care placement of a child.

- 7.4.2.4.1 A bargaining unit member returning from a parental leave of one (1) year or less has the right to return to the assignment they held at the time of taking leave. If said assignment no longer exists, the District will make a good faith effort to place the bargaining unit member in a comparable assignment.
- 7.4.2.5 The District must be provided with at least thirty (30) days prior notice of intent to take child bonding leave, if the need for the leave is foreseeable based on an expected birth, placement of adoption or foster care. In all other cases, notice shall be given as soon as possible.
- 7.4.2.6 Pursuant to Education code section 44977.5, in order to qualify for child bonding leave, bargaining unit members must have completed one (1) year (twelve (12) months of service) for the District, but is not required to have at least one thousand two hundred fifty (1,250) hours of service during the previous one (1) year (twelve (12) months) period.
- 7.4.3 **Family Leave: Family Medical Leave Act (FMLA) and California Family Rights Act (CFRA)**
- 7.4.3.1 Bargaining unit members who have completed one (1) year (twelve (12) months) of service for the District and at least one thousand two hundred fifty (1,250) hours of service during the previous one (1) year (twelve (12) months) period, have the rights to an unpaid leave of absence for up to twelve (12) work weeks within a rolling twelve (12)-month period for the purpose of the employee's own serious health condition, caring for a new baby, a newly adopted child or a newly placed foster child or for a child, spouse, or parent with a serious health condition.
- 7.4.3.2 Family leave under this section shall be unpaid unless it is taken pursuant to article 7.4.1 (pregnancy disability), 7.4.2 (child bonding [if the employee elects to exhaust their earned and accumulated sick leave]), above or is taken due to the employee's own serious health condition.
- 7.4.3.3 The bargaining unit member's earned and accumulated sick leave (article 7.1.1) and the 100 days of extended sick days (article 7.1.7) shall run concurrently with FMLA or CFRA leave when it is used for purposes of the bargaining unit member's own serious health condition, other than pregnancy disability.
- 7.4.3.4 When Extended Sick Leave (article 7.1.7) is used for the purpose of pregnancy disability, it is a separate entitlement from CFRA leave.
- 7.4.3.5 There is no carry-over of unused leave FMLA, CFRA or Child Bonding Leave under Education Code section 44975 from one (1) twelve (12)-month period to

the next twelve (12)-month period.

- 7.4.3.6 "Parent" means a biological, foster or adoptive parent, a step-parent, a legal guardian, or other person who stood in loco parentis to the employee when the employee was a child. "Child" means a biological, adopted or foster child, step child, legal ward, or a child of a person standing in loco parentis who is either under 18 years of age or an adult dependent child who is incapable of self-care because of a mental or physical disability.
- 7.4.3.7 If both parents of a child who are entitled to Family Care Leave under article 7.4.3.1 are employees of the District, the District shall grant leave in connection with the birth, adoption, or foster care of a child.
- 7.4.3.8 The bargaining unit member shall provide reasonable advance notice to the District of the need for Family Care Leave, the date the leave will commence, and the estimated duration of the leave. If the need for a leave becomes known more than thirty (30) days prior to the date a leave is to begin, the employee must provide at least thirty (30) days written advance notice.
- 7.4.3.9 If verification is required by the District to verify the serious illness of the child, spouse or parent, the District will accept medical verification by the treating health professional.

7.4.4 Long-Term Unpaid Parental Leave

- 7.4.4.1 In addition to Child Bonding Leave (article 7.4.2) bargaining unit members shall receive, upon application, a parental leave of absence as provided in section 7.4.3.
- 7.4.4.2 Bargaining unit members returning from parental leave of one (1) year or less have the right to return to their previous assignment.
- 7.4.4.3 Bargaining unit members may apply for unpaid leave at any time within the three (3) years after they become a parent through childbirth, adoption, or legal guardianship. Such leave shall be for the duration of the year in which the leave is taken and shall be extended by mutual agreement for up to one (1) successive school year.
- 7.4.4.4 Upon application, a bargaining unit member shall be provided unpaid leave for care of a seriously ill child, parent, spouse or domestic partner for up to four (4) months. Upon termination of such unpaid leave, the bargaining unit member shall be returned to the position they held prior to the leave.

ARTICLE 8 - PARTNERSHIP EMPLOYMENT

- 8.1 Bargaining unit members may apply for partnership employment after having completed two (2) years of bargaining unit employment. "Partnership employment" shall mean two (2) supervisory employees sharing a 1.0 FTE

- position. Partnership employment shall not exceed (ten) 10% of the employed supervisory employees in a given school year.
- 8.2 The Superintendent may approve such partnership arrangements if beneficial to the District in terms of flexibility of assignment of currently employed staff or in terms of budget savings to the District.
- 8.3 Full-time bargaining unit members who are subsequently approved for partnership employment shall have fringe benefits consistent with full-time employees and shall accumulate service time as though they were working full-time for the purpose of advancing on the salary schedule or becoming eligible for sabbatical leave. A bargaining unit member's partnership assignment may be renewed annually upon mutual agreement between the employee, the Human Resources Department and the employee's immediate supervisor. If necessary, a new partner shall be found to continue the assignment.
- 8.4 Partnership employment schedules shall be arranged by agreement between the partnership employees, their immediate supervisor(s) and the Human Resources Department.

ARTICLE 9 - APPOINTMENT, TRANSFER AND REASSIGNMENT

- 9.1 **General Assignment Process**
- 9.1.1 In anticipation of principal, assistant principal, EED principal/site administrator, program administrator and supervisor openings, the District may conduct interviews at least once each year for these positions. These positions will be posted for at least ten (10) days for applications, provided a comparable position has not been posted within the past forty-five (45) days.
- 9.1.2 All internal candidates will apply through an online application for principal, assistant principal and EED administrator positions and must meet the basic requirements and qualifications of the position they are applying for. They must submit an updated resume, a letter of interest, and three positive letters of recommendation from supervisors, including a positive letter of recommendation from their current supervisor, or their supervisor's supervisor to be considered for an interview.
- 9.1.3 Each person interviewed will be considered before appointments are made. All appointments will be based on competence, experience, the requirements of the position, the needs of the District, the preference of the school site or Central Office Departments and other conditions that may apply.
- 9.2 **Contract Sequence**
- 9.2.1 **First Year Administrator:** New appointees to a position as a result of a site selection process or who are appointed by the Superintendent ("Interim

Administrator") shall be awarded a one (1)-year First Year Administrator contract.

- 9.2.2 **Second Year Administrator:** A First Year Administrator who has successfully completed their first year and has been selected by a site shall be renewed for a second year. First Year Administrators who are not selected by a site but continue to be assigned to another site remain in a First Year Administrator status during the next school year.
- 9.2.3 **Third Year Administrator:** Any administrator who has completed the first and second year must be appointed to a three (3) year contract if continuing in the same classification and division. Three (3) year contracts shall be renewed thereafter unless the unit member has, with proper notice, been reassigned to a non administrative position or has applied for and been selected for a new classification.
- 9.2.4 In an effort to retain qualified administrators, any administrator who is in a three (3) year contract cycle, who is recommended and hired in a position of equal authority in the same or different division, may remain in their three (3) year cycle.

Appointments and Interim Assignment

- 9.3.1 An administrator with a multiple year contract who is asked by the Superintendent to assume a new position shall have their contract amended to include the new position.
- 9.3.2 The duration of an Interim Administrator shall not exceed two (2) full semesters. The Interim Administrator is eligible to interview for the permanent position without meeting the requirements of 9.1.2, but should still submit an updated resume for the interview panel's consideration.
- 9.3.3 The Superintendent retains their authority to recommend the candidate they determine best qualified for any administrative position.

Transfers – Voluntary

- 9.4.1 Any bargaining unit member interested in seeking a transfer (within their current division or to another division) should submit an online administrator application.

Transfer – Involuntary

- 9.5.1 The Superintendent may make such lateral transfers as needed for the operation of a department or school site.
- 9.5.2 Involuntary transfers shall not be punitive in nature and shall be based on the District's legitimate, educationally related needs.
- 9.5.3 The District and the Union will review the procedures for the selection of

bargaining unit members and make recommendations for any changes to current practices as needed.

9.5.4 When a bargaining unit member is no longer required in a bargaining unit position, the bargaining unit member shall be entitled to be transferred to the teaching staff in a position equivalent to the one previously held with credit for seniority granted in accordance with the Education Code.

9.5.5 A bargaining unit member who is reassigned pursuant to a reduction in force shall be considered for appointment to their former supervisory position, if such position becomes available within two (2) years.

9.5.6 The District shall notify unit members of involuntary transfer assignments, preferably by the end of the School Year.

9.6 Demotion/Non-Renewal Procedures

9.6.1 A bargaining unit member who receives a negative performance evaluation letter by date set in the management calendar, which may include information as to the possibility of non-renewal at the end of the next school year or end of their contract, shall jointly develop with the appropriate supervisor a remediation plan for the following year which will include the specific recommendation for improvement(s) that the supervisor believes are necessary.

9.6.2 According to the management calendar, the bargaining unit member's Leadership Plan will include an action plan to address the needs identified in Article 9.6.1, above.

9.6.3 The bargaining unit member and the evaluating supervisor will meet periodically during the first semester to review progress of completing the identified needs. A written summary of said meeting will be given to the bargaining unit member.

9.6.4 The evaluating supervisor will communicate to the bargaining unit member their recommendation for contract non-renewal or demotion prior to the date the recommendation will be voted on by the Board of Education.

9.7 Notwithstanding any other provision of the Agreement or this article, the parties recognize the discretionary right of the Superintendent to assign, transfer, promote/demote or not renew bargaining unit members consistent with the provisions of the Education Code.

ARTICLE 10 - ADMINISTRATOR EVALUATION AND LEADERSHIP PROFESSIONAL GROWTH

10.1 The District and the Union agree that performance evaluation of the bargaining unit member is an important factor in fostering good education.

- 10.1.1 Observation and evaluation of the bargaining unit member's performance shall be conducted by the evaluating supervisor with the full knowledge of the bargaining unit member and consistent with the stated purpose and procedure in this Article.
- 10.1.2 All statements within the bargaining unit member's Leadership Plan shall relate to job performance.
- 10.1.3 Written feedback from the bargaining unit member may be used by the evaluating supervisor in determining the bargaining unit member's attainment of priorities/objectives and shall be disclosed to the bargaining unit member.
- 10.1.4 The content of any evaluation may not be grieved.
- 10.2 Leadership Plan
- 10.2.1 In August of each year, the District's Mission, Goals and Objectives are communicated to all bargaining unit members. By the last Friday of August, Human Resources will publish the evaluation timeline in consultation with the Union.
- 10.2.2 At the start of each school year, after reviewing the district Leadership Competencies through self-assessment and/or reflection, the bargaining unit member and their evaluating supervisor will meet to develop a Leadership Plan. In accordance with the evaluation timeline, the bargaining unit member will submit a draft Leadership Plan using the District provided template.
- 10.2.2.1 The bargaining unit member will select one or more competencies that will support the District's Mission, Goals and Objectives, the school site academic plan (PreK-12) to become part of the Leadership Plan.
- 10.2.2.2 The evaluating supervisor will also select one or more competencies for the bargaining unit member to focus on that will support the District's Mission, Goals and Objectives, the school site academic plan (PreK-12) as well as the growth of the bargaining unit member.
- All bargaining unit members who require more than three (3) competencies will also be participating in an improvement plan as per Article 9.6.1
- 10.2.2.3 The evaluating supervisor may require the bargaining unit member to revise the draft of the Leadership Plan if there is no consensus regarding the content of the plan.
- 10.2.2.4 Based on the feedback from the evaluating supervisor, the bargaining unit member will submit a revised Leadership Plan, including the agreed upon evidence to be collected which will become the blueprint for the school year.
- 10.2.3 Bargaining unit members, if approved by their evaluating supervisor, may be granted an option for a Leadership Plan "Short Form". This "Short Form" will follow similar calendar guidelines as the traditional Leadership Plan.

- 10.2.4 According to the evaluation timeline, the evaluating supervisor and the bargaining unit member will meet to assess the progress toward successful demonstration of each of the competencies in the Leadership Plan. At this meeting, the supervisor may require additional evidence to be submitted per the evaluation timeline in the event that sufficient evidence has not been observed/documentated.
- 10.2.5 Per the evaluation timeline, the evaluating supervisor will meet with the bargaining unit member to review, discuss and assess the competencies of the Leadership Plan which will be part of the final evaluation.
- 10.2.6 The evaluating supervisor's evaluation of the bargaining unit member will become part of the bargaining unit member's personnel file.
- 10.2.7 Evaluation timelines shall be adjusted for assignments to year-round programs.
- 10.2.8 Principals at co-located sites shall be evaluated by their respective Assistant Superintendents who shall receive input from the Early Education Department.
- 10.2.9 A committee will be formed to revise the evaluation tool and process for the performance evaluation of bargaining unit members. Recommendations will be presented to the Superintendent and the Union President by December 1, 2018.

ARTICLE 11 - GRIEVANCE PROCEDURE

- 11.1 Both the District and the Union agree that all parties concerned will benefit from the prompt and confidential resolution of grievances. The following procedure designed to accomplish this purpose is hereby established.
- 11.1.1 A grievance is a written claim by a bargaining unit member that there has been a violation, misinterpretation or misapplication of a provision of the Collective Bargaining Agreement. Notwithstanding this definition, a bargaining unit member may file a grievance regarding a procedural violation by a fellow bargaining unit member under Article 10 (Evaluation Procedure) or Article 12 (Complaints).
- 11.1.2 The grievant may first discuss the matter with the immediate superior directly or accompanied by a representative of the Union with the object being to resolve the matter informally. The resolution agreed upon shall be documented in writing and signed by the parties involved.
- 11.1.3 A grievance shall be presented no later than the fifteenth (15th) day after the act, occurrence, event or circumstance alleged to constitute the grievance or after which a bargaining unit member could reasonably have known of the said act, occurrence, event or circumstance; except that if the act, occurrence, event or circumstance giving rise to the grievance occurs during a bargaining unit member's non-service days the time limits shall begin when the bargaining unit member is required to return to service (back on calendar).
- 11.1.3.1 As used in this Article 11; a "day" shall mean a day in which the District offices

are open for business.

- 11.1.4 All grievances submitted shall include a concise statement of the grievance, plus a brief statement of the specific acts, conduct or condition (including applicable dates) alleged to constitute the grievance and the Article number(s) allegedly violated. The grievance shall also contain a statement of the remedy sought by the grievant.
- 11.1.5 All grievances shall be submitted in writing and shall commence at Step One unless the grievance arises from the action of an authority higher than the immediate superior, in which case the grievance may be filed at the appropriate step of the grievance procedure.
- 11.1.6 Time is of the essence. Since it is important that grievances be processed as rapidly as possible, the number of days stated above at each step shall be regarded as a maximum and every effort shall be made to expedite the process. The time limits specified may be extended only by mutual agreement of the parties.
- 11.1.7 In the event the grievance is filed on or about June 1, the time limits set forth above may be reduced by written stipulation of the parties involved so that the matter may reach final adjudication by the end of the current school year or as soon thereafter as practical.
- 11.1.8 The initial grievance may be amended by the grievant at any time prior to the hearing at Step One in order to set forth new matters arising from the alleged violation. The grievance may not be amended thereafter.
- 11.1.9 Failure at any step of this procedure to communicate the decision of the grievance within the specified time limits shall be deemed a denial by the District and permit the filing of an appeal to the next step of this procedure.
- 11.1.10 If a grievance hearing, at any step, is held on school time, the grievant and necessary witnesses shall be released to attend the hearing, with no loss of pay or sick leave.
- 11.1.11 The parties involved may maintain a written record or a sound recording of grievance proceedings. No such record may be contained in the personnel file of the grievant except upon request by the grievant. Neither the grievance nor any record of it, may be utilized in the evaluation reports, the promotional process, or in any recommendation for job placement, except at the option of the grievant.
- 11.1.12 If a grievance is adjudicated and concluded in favor of the grievant, all records, which give rise to the grievance, shall, at the option of the grievant, be destroyed. The final decision of the grievance procedure shall be placed in the bargaining unit member's personnel file.
- 11.1.13 When two (2) or more grievances involving the same alleged violation, or which

present common questions of fact and law, have been submitted, the District and the Union may agree that the grievance be consolidated and that they be heard at Step Two.

- 11.1.14 A grievance may not be submitted to arbitration unless the procedures in this Article have been followed and completed.
- 11.1.15 No member of the unit shall be requested or required to meet with an immediate supervisor concerning any aspect of a grievance other than as outlined in this Article.

11.2 **Step One**

- 11.2.1 The grievance shall be submitted in writing and discussed with the immediate superior either by the grievant accompanied by a representative of their choosing, or by the grievant representing themselves, or by the Union on behalf of members of the bargaining unit when an alleged violation of the contract affects more than one unit member and has a recognizable impact upon bargaining unit members at more than one school, or when the alleged violation represents a question of common or general interest to many aggrieved members of the bargaining unit.
- 11.2.2 If the grievant represents themselves as permitted by Article 11.1.1 above, the Union shall be given a copy of the grievance and shall have the opportunity to file a statement.
- 11.2.3 Within ten (10) days after receiving the grievance, the immediate supervisor shall investigate the grievance, including granting the grievant and/or the Union reasonable opportunity to be heard, and shall render a decision to the grievant, in writing, together with supporting reasons and shall forward the decision to the grievant, the Human Resources Department and the Union.

11.3 **Step Two**

- 11.3.1 Within fifteen (15) days after receiving the decision of Step One, the grievant may, on their own or through the Union, appeal the decision to the Superintendent or the Superintendent's designee. An appeal to Step Two shall be in writing and shall be accompanied by a copy of the decision of Step One.
- 11.3.2 Within fifteen (15) days after delivery of the appeal, the Superintendent or their designee shall investigate the grievance, including granting the grievant and/or the Union reasonable opportunity to be heard, and shall render a decision in writing together with the supporting reasons to the grievant, the immediate superior, the Human Resources Department and the Union.
- 11.3.3 Within five (5) days after delivery of the decision from Step Two, the grievant may file a written appeal requesting reconsideration by the Superintendent. The Superintendent or their designee may provide the grievant and/or the Union

additional opportunity to be heard. The Superintendent or their designee, shall within ten (10) days, uphold, reverse, or make further findings of the decision rendered at Step Two.

11.4

Step Three

11.4.1

Within twenty (20) days after receiving the decision of the Superintendent or their designee, the Union has the exclusive right to appeal the decision to arbitration. If the Union exercises the right to arbitrate, the Union shall inform the District by certified mail or by hand delivery to the Human Resources Department. The Union and the District agree to meet for the purpose of mutually selecting a panel of arbitrators. Until the panel of arbitrators is established, the rules of the American Arbitration Association regarding arbitration will apply.

11.4.2

The arbitrator's fee shall be equally shared by the District and the Union. If the arbitrator is selected and the arbitration is postponed, the party requesting the postponement shall pay the fee.

11.4.3

The arbitrator shall issue a decision not later than thirty (30) days after the closing of the hearing. The decision shall be in writing and shall set forth the arbitrator's opinion on the issue(s) submitted. The decision of the arbitrator shall be binding.

ARTICLE 12 - COMPLAINTS

12.1

The bargaining unit member and their Union have a right to reasonable notice of the alleged wrongdoing in advance of an initial investigatory interview of the member, if it may lead to disciplinary action.

12.1.1

The bargaining unit member charged with the alleged wrongdoing shall immediately be furnished with a copy of the allegations/complaint, to the extent permitted by law and if one exists, unless the District determines, in its good faith judgment, that such disclosure would threaten to compromise the investigation.

12.2

During the investigation of the allegation of misconduct or complaint, the bargaining unit member shall be kept informed of the investigation's progress. The conclusion of the investigation will be communicated in writing within sixty (60) calendar days. The District will notify the Union if they are unable to respond within sixty (60) calendar days. The investigation shall include an interview with the bargaining unit member.

12.3

No final action shall be taken on an allegation of misconduct or complaint that leads to disciplinary action until the investigation has been concluded. If the Superintendent or their designee in their discretion, or as required by law, finds that action must be taken prior to the conclusion of the investigation, they may take such action as they find appropriate under the circumstances. The investigation, however, shall continue and be concluded under the terms of this article, and as required by law.

- 12.4 No disciplinary action may be taken against a bargaining unit member until the member is informed of the allegation/complaint against them.
- 12.5 Bargaining unit members shall fully and completely participate in any investigation by the District. Relevant information in the member's possession shall not be unreasonably withheld.

ARTICLE 13 - INFORMATIONAL MEETING

13.1 Upon request, the Superintendent or their designee shall meet with representatives of the Union at least once each calendar month during the school year, August through June. The purpose of such meetings shall be to exchange information and to discuss matters of mutual concern relating to the implementation of the contract. The time and location of such meetings shall be by mutual agreement. At least five (5) school days prior to any such meeting the requesting party shall submit to the other a written agenda of the subjects to be discussed.

ARTICLE 14 - SAVINGS

- 14.1 In the event any provision of this contract is or shall be determined to be contrary to law by the Public Employment Relations Board (PERB) or a court of competent jurisdiction, the provisions so affected shall become null and void and become the subject of collective bargaining if either party so wishes. All other provisions of this contract shall continue in effect.
- 14.2 It is agreed and understood by both the District and the Union that the terms and provisions of this Collective Bargaining Agreement are included in and become the terms and provisions of an existing written contract executed between the District and the bargaining unit member. When there is an inconsistency between the terms and provisions of this contract and those of any such existing contract, then the terms of this contract shall govern.
- 14.3 If the parcel tax expires without being renewed by the voters, the salary schedules shall revert to the Base Salary Schedules in effect on July 1, 2008, plus subsequently negotiated salary increases from the Base Salary Schedules. All other economic incentives and other expenditures that use parcel tax revenues shall cease to exist effective June 30th of the year in which the parcel tax expires and is not renewed.

ARTICLE 15 - OTHER PROVISIONS

- 15.1 The District may require tests for tuberculosis as a condition of employment. For the purpose of securing an X-ray or tuberculin test, a bargaining unit member

may be absent from school for the required time, without loss of pay or use of sick leave.

- 15.2 It shall be the policy of the District, as provided by the State Education Code, to reimburse bargaining unit members for damage to, or theft of, their personal property. However, bargaining unit members are to be reimbursed only if the damage or theft is the result of pupil supervision or vandalism and when property is damaged in the line of duty without fault of the bargaining unit member.
- 15.3 The Union may use school delivery service once a month and district e-mail services for transmitting notices to its bargaining unit members. School delivery materials shall be presented for delivery clearly addressed to each school, properly packaged or sealed in envelopes and with completed approval forms for delivery and attached sample on file. The Superintendent assumes no responsibility for the content of such material.
- 15.4 The District agrees to make reasonable efforts to provide safe, non-hazardous and proper working conditions for all bargaining unit members.
- 15.5 Address for notices and other communications called for by the Contract shall be as follows:

FOR THE UNION Michael Essien, President Claudia Anderson, Co-Executive Director Jolie Wineroth, Co-Executive Director Ellen Wong, Co-Executive Director United Administrators of San Francisco P.O. Box 31940 San Francisco, CA 94131	FOR THE DISTRICT Labor Relations San Francisco Unified School District 555 Franklin Street, Room 306 San Francisco, CA 94102
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15.6 On-Going Consultation

District and Union representatives shall continue to consult on non-bargaining topics of mutual interest, as well as continue consultation discussions on such topics as hiring guidelines, streamlining paperwork, and staff development activities.

ARTICLE 16 - DURATION OF CONTRACT

- 16.1 This contract shall be effective July 1, 2020 through June 30, 2023, with re-openers yearly on salary and other mutually agreed to non-economic articles.

This contract will remain enforced until a successor contract is agreed to by the parties.

ARTICLE 17: PERSONNEL FILE

- 17.1 Each bargaining unit member shall have the right, upon request, to review the material in their own personnel file. Such material is not to include ratings, reports, or records which were obtained prior to the employment of the person involved.
- 17.2 A representative chosen by the bargaining unit member may accompany the bargaining unit member in this review.
- 17.3 Upon written authorization by the bargaining unit member, a representative of the Union shall be permitted to examine and/or obtain copies of materials in such bargaining unit member's personnel file.
- 17.4 Only one (1) personnel file on any bargaining unit member may be maintained by the District. The file shall be maintained at the District Office. Materials shall be released only for the purpose of processing grievances and for District legal documentation, except when written consent is given by the bargaining unit member. Any supporting data maintained at the District site but not used by an immediate supervisor for inclusion in an evaluation shall be destroyed at the end of that evaluation cycle.
- 17.5 All materials in the file must be signed by the source of the material and dated. No anonymous letters or materials shall be placed in this file.
- 17.6 No derogatory information or statements not related to the bargaining unit member's assigned duties or professional responsibilities shall be placed in this file.
- 17.6.1 Before any derogatory material is placed in the file, a copy of such material shall be provided to the bargaining unit member and the bargaining unit member shall have an opportunity to respond. The bargaining unit member's rebuttal, if any, shall be placed in the file along with the derogatory information or statements.
- 17.7 Derogatory materials related to the bargaining unit member's assigned duties or professional responsibilities in a personnel file that are at least four (4) years old shall be removed and destroyed at the written request of the bargaining unit member to Labor Relations. The bargaining unit member shall be notified no later than twenty (20) business days after the request that the item(s) have been removed.

ARTICLE 18: DISCIPLINARY ACTION

- 18.1 Bargaining unit members shall not be disciplined without just cause.
- 18.1.1 The following just cause guidelines shall be recognized:
- 18.1.1.1 The bargaining unit member shall be adequately informed of the consequences of their conduct.
- 18.1.1.2 Bargaining unit members shall be deemed to be informed and aware of the contents of all Board Policies, copies of which are available on the District's website, and of the consequences of any failure to enforce and follow Board Policy.
- 18.1.1.3 The District's rules, regulations, and policies shall relate to the efficient operation of the District.
- 18.1.1.4 A fair and objective investigation should reveal the necessity for disciplinary action. Bargaining unit members will be given a copy of the results of the investigation.
- 18.1.1.5 Rules, orders and penalties should be applied fairly and equitably.
- 18.1.2 Progressive discipline shall be utilized unless the District determines that progressive discipline will not result in corrective conduct, in which case steps in progressive discipline may be skipped. Steps in progressive discipline shall include:
- 18.1.2.1 An informal meeting with the bargaining unit member's immediate supervisor to counsel regarding the conduct of concern, which may in the supervisor's discretion be memorialized in a counseling memorandum.
- 18.1.2.2 If informal counseling does not result in corrective conduct, a written reprimand may be issued.
- 18.1.2.3 The elements of progressive discipline shall be administered in a timely manner, in light of the surrounding circumstances.
- 18.1.3 Prior to administering formal discipline subsequent to a written reprimand, the bargaining unit member shall be provided notice and an opportunity to be heard. Notice shall include a statement of the conduct which forms the basis for disciplinary action and a statement of the discipline to be imposed. Such notice shall be given in a reasonably timely manner, in consideration of the surrounding circumstances.
- 18.1.4 All bargaining unit members shall be entitled to union representation, upon request, at any disciplinary meeting or hearing.

- 18.1.5 Prior to suspending a bargaining unit member without pay, an impartial hearing shall take place before a designee appointed by the Superintendent.
- 18.1.6 In all cases where discipline is reduced to writing, the bargaining unit member shall be permitted a reasonable amount of time to consult with their representative to receive assistance and advice in preparing a rebuttal or reply.
- 18.1.7 Nothing in this Article 18 (Discipline) shall be argued, deemed, construed or applied to limit, restrict, or supersede the discretion or authority of the Superintendent pursuant to Article 9.7 of this Agreement.
- 18.1.8 In the event of any grievance arbitration arising out of a claimed violation of any provision of this Article 18 (Discipline), the arbitrator shall have no authority to direct the reinstatement of a bargaining unit member to a position from which the bargaining unit member has been suspended or removed, or to issue any monetary remedy. The arbitrator's remedial authority shall be limited to issuing a decision and order directing that any reference to the challenged disciplinary action be removed from the bargaining unit member's personnel file.

APPENDIX A - SALARY SCHEDULE

San Francisco Unified School District
2018-2019 Certificated Administrative Salary Schedule (7%)

Title	Work days	Grade	Base Salary	QTEA Add-on	Prop G – 2% 0 to 4 yrs	Prop G – 3% 5-9 yrs	Prop G – 4% 10 + yrs
Principal – High School Over 750	215	AM	\$133,787.00	\$2,250.00	\$2,675.74	\$4,013.61	\$5,351.48
Principal	215	Incr A	\$136,318.00	\$2,250.00	\$2,726.36	\$4,089.54	\$5,452.72
Principal	215	Incr B	\$138,468.00	\$2,250.00	\$2,769.36	\$4,154.04	\$5,538.72
Principal	215	Incr C	\$140,745.00	\$2,250.00	\$2,814.90	\$4,222.35	\$5,629.80
Principal – High School Under 750	215	AU	\$130,042.00	\$2,250.00	\$2,600.84	\$3,901.26	\$5,201.68
Principal	215	Incr A	\$132,573.00	\$2,250.00	\$2,651.00	\$3,977.19	\$5,302.92
Principal	215	Incr B	\$134,723.00	\$2,250.00	\$2,694.46	\$4,041.69	\$5,388.92
Principal	215	Incr C	\$137,000.00	\$2,250.00	\$2,740.00	\$4,110.00	\$5,480.00
Principal - Middle & K-8 Over 500	210	AN	\$128,259.00	\$2,250.00	\$2,565.18	\$3,847.77	\$5,130.36
Principal	210	Incr A	\$130,790.00	\$2,250.00	\$2,615.80	\$3,923.70	\$5,231.60
Principal	210	Incr B	\$132,940.00	\$2,250.00	\$2,658.80	\$3,988.20	\$5,317.60
Principal	210	Incr C	\$135,217.00	\$2,250.00	\$2,704.00	\$4,056.51	\$5,408.68
Principal - Middle & K-8 under 500	210	AW	\$127,057.00	\$2,250.00	\$2,541.00	\$3,811.71	\$5,082.28
Principal	210	Incr A	\$129,588.00	\$2,250.00	\$2,591.76	\$3,887.64	\$5,183.52
Principal	210	Incr B	\$131,738.00	\$2,250.00	\$2,634.76	\$3,952.14	\$5,269.52
Principal	210	Incr C	\$134,015.00	\$2,250.00	\$2,680.30	\$4,020.45	\$5,360.60
Supervisor	224	AG	\$122,944.00	\$2,250.00	\$2,458.88	\$3,688.32	\$4,917.76
Supervisor	224	Incr A	\$125,475.00	\$2,250.00	\$2,509.50	\$3,764.25	\$5,019.00
Supervisor	224	Incr B	\$127,625.00	\$2,250.00	\$2,552.50	\$3,828.75	\$5,105.00
Supervisor	224	Incr C	\$129,902.00	\$2,250.00	\$2,598.04	\$3,897.06	\$5,196.08
Principal - Elementary School over 400	208	AO	\$122,451.00	\$2,250.00	\$2,449.02	\$3,673.53	\$4,898.04
Principal	208	Incr A	\$124,982.00	\$2,250.00	\$2,499.64	\$3,749.46	\$4,999.28
Principal	208	Incr B	\$127,132.00	\$2,250.00	\$2,542.64	\$3,813.96	\$5,085.28
Principal	208	Incr C	\$129,409.00	\$2,250.00	\$2,588.18	\$3,882.27	\$5,176.36
Principal - Elementary School under 400	208	AY	\$119,105.00	\$2,250.00	\$2,382.10	\$3,573.15	\$4,764.20
Principal	208	Incr A	\$121,636.00	\$2,250.00	\$2,432.72	\$3,649.08	\$4,865.44
Principal	208	Incr B	\$123,536.00	\$2,250.00	\$2,475.72	\$3,713.58	\$4,951.44
Principal	208	Incr C	\$126,063.00	\$2,250.00	\$2,521.26	\$3,781.89	\$5,042.52
Principal – Early Education Tier III	225	AS	\$112,960.00	\$2,250.00	\$2,259.00	\$3,388.80	\$4,518.40
Principal	225	Incr A	\$115,491.00	\$2,250.00	\$2,309.82	\$3,464.73	\$4,619.64
Principal	225	Incr B	\$117,641.00	\$2,250.00	\$2,352.82	\$3,529.23	\$4,705.64
Principal	225	Incr C	\$119,918.00	\$2,250.00	\$2,398.36	\$3,597.54	\$4,796.72
Principal – Early Education Tier II	225	AK	\$110,631.00	\$2,250.00	\$2,212.62	\$3,318.93	\$4,425.24
Principal	225	Incr A	\$113,162.00	\$2,250.00	\$2,263.24	\$3,394.86	\$4,526.48
Principal	225	Incr B	\$115,312.00	\$2,250.00	\$2,306.24	\$3,459.36	\$4,612.48
Principal	225	Incr C	\$117,589.00	\$2,250.00	\$2,351.78	\$3,527.67	\$4,703.56
Principal – Early Education Tier I	225	AH	\$108,302.00	\$2,250.00	\$2,168.04	\$3,249.08	\$4,332.08

UASF Collective Bargaining Agreement**July 1, 2020 thru June 30, 2023**

Principal	225	Incr A	\$110,833.00	\$2,250.00	\$2,216.66	\$3,324.99	\$4,433.32
Principal	225	Incr B	\$112,983.00	\$2,250.00	\$2,569.66	\$3,389.49	\$4,519.32
Principal	225	Incr C	\$115,260.00	\$2,250.00	\$2,305.20	\$3,457.80	\$4,610.40
Program Administrator	211	AJ	\$108,284.00	\$2,250.00	\$2,165.68	\$3,248.52	\$4,331.36
Program Administrator	211	Incr A	\$110,815.00	\$2,250.00	\$2,216.30	\$3,324.45	\$4,432.60
Program Administrator	211	Incr B	\$112,985.00	\$2,250.00	\$2,259.30	\$3,388.95	\$4,518.60
Program Administrator	211	Incr C	\$115,242.00	\$2,250.00	\$2,304.84	\$3,457.26	\$4,609.68

San Francisco Unified School District
2018-2019 Certificated Administrative Salary Schedule (7%)

Title	Work days	Grade	Base Salary	QTEA Add-on	Prop G – 2% 0 to 4 yrs	Prop G – 3% 5-9 yrs	Prop G – 4% 10 or more yrs
Assistant Principal - High School Over 750	210	AP	\$111,285.00	\$2,250.00	\$2,225.70	\$3,338.55	\$4,451.40
Assistant Principal	210	Incr A	\$113,816.00	\$2,250.00	\$2,276.32	\$3,414.48	\$4,552.64
Assistant Principal	210	Incr B	\$115,966.00	\$2,250.00	\$2,319.32	\$3,478.98	\$4,638.64
Assistant Principal	210	Incr C	\$118,243.00	\$2,250.00	\$2,364.86	\$3,547.29	\$4,729.72
Assistant Principal – High School Under 750	210	AV	\$108,216.00	\$2,250.00	\$2,164.32	\$3,246.48	\$4,328.64
Assistant Principal	210	Incr A	\$110,747.00	\$2,250.00	\$2,214.94	\$3,322.41	\$4,429.88
Assistant Principal	210	Incr B	\$112,897.00	\$2,250.00	\$2,257.94	\$3,386.91	\$4,515.88
Assistant Principal	210	Incr C	\$115,174.00	\$2,250.00	\$2,303.48	\$3,455.22	\$4,606.96
Assistant Principal – K-8, Elem & Middle – Over 500	205	AQ	\$106,616.00	\$2,250.00	\$2,132.32	\$3,198.48	\$4,264.64
Assistant Principal	205	Incr A	\$109,147.00	\$2,250.00	\$2,182.94	\$3,274.41	\$4,365.88
Assistant Principal	205	Incr B	\$111,297.00	\$2,250.00	\$2,225.94	\$3,338.01	\$4,451.88
Assistant Principal	205	Incr C	\$113,574.00	\$2,250.00	\$2,271.48	\$3,407.22	\$4,542.96
Assistant Principal – K-8, Elem & Middle – Under 500	205	AX	\$105,573.00	\$2,250.00	\$2,111.46	\$3,167.19	\$4,222.92
Assistant Principal	205	Incr A	\$108,104.00	\$2,250.00	\$2,162.08	\$3,243.12	\$4,324.16
Assistant Principal	205	Incr B	\$110,254.00	\$2,250.00	\$2,205.08	\$3,307.62	\$4,410.16
Assistant Principal	205	Incr C	\$112,531.00	\$2,250.00	\$2,250.62	\$3,375.93	\$4,501.24
Administrative Intern	196	AI	\$89,334.00	\$2,250.00	\$1,786.68	\$2,680.02	\$3,573.36

Increments –

at year 15 - \$2,531.00
 at year 20 - \$4,681.00
 at year 25 - \$6,958.00

PreK-8 Title V Stipend –

1 classroom - \$2,500
 2 classroom - \$5,000

3 classroom - \$7,500

San Francisco Unified School District
2019-2022 Certificated Administrative Salary Schedule (3%)

Title	Work days	Grade	Base Salary	QTEA Add-on	Prop G – 2% 0 to 4 yrs	Prop G – 3% 5-9 yrs	Prop G – 4% 10 or more yrs
Principal – High School – Over 750	215	AM	\$137,801.00	\$2,250.00	\$2,675.74	\$4,013.61	\$5,351.48
Principal	215	Incr A	\$140,408.00	\$2,250.00	\$2,726.36	\$4,089.54	\$5,452.72
Principal	215	Incr B	\$142,622.00	\$2,250.00	\$2,769.36	\$4,154.04	\$5,538.72
Principal	215	Incr C	\$144,968.00	\$2,250.00	\$2,814.90	\$4,222.35	\$5,629.80
Principal – High School – under 750	215	AU	\$133,943.00	\$2,250.00	\$2,600.84	\$3,901.26	\$5,201.68
Principal	215	Incr A	\$136,550.00	\$2,250.00	\$2,651.00	\$3,977.19	\$5,302.92
Principal	215	Incr B	\$138,764.00	\$2,250.00	\$2,694.46	\$4,041.69	\$5,388.92
Principal	215	Incr C	\$141,110.00	\$2,250.00	\$2,740.00	\$4,110.00	\$5,480.00
Principal - Middle & K-8 - over 500	210	AN	\$132,107.00	\$2,250.00	\$2,565.18	\$3,847.77	\$5,130.36
Principal	210	Incr A	\$134,714.00	\$2,250.00	\$2,615.80	\$3,923.70	\$5,231.60
Principal	210	Incr B	\$136,928.00	\$2,250.00	\$2,658.80	\$3,988.20	\$5,317.60
Principal	210	Incr C	\$139,274.00	\$2,250.00	\$2,704.00	\$4,056.51	\$5,408.68
Principal - Middle & K-8 - under 500	210	AW	\$130,869.00	\$2,250.00	\$2,541.00	\$3,811.71	\$5,082.28
Principal	210	Incr A	\$133,476.00	\$2,250.00	\$2,591.76	\$3,887.64	\$5,183.52
Principal	210	Incr B	\$135,690.00	\$2,250.00	\$2,634.76	\$3,952.14	\$5,269.52
Principal	210	Incr C	\$138,036.00	\$2,250.00	\$2,680.30	\$4,020.45	\$5,360.60
Supervisor	224	AG	\$126,632.00	\$2,250.00	\$2,458.88	\$3,688.32	\$4,917.76
Supervisor	224	Incr A	\$129,239.00	\$2,250.00	\$2,509.50	\$3,764.25	\$5,019.00
Supervisor	224	Incr B	\$131,453.00	\$2,250.00	\$2,552.50	\$3,828.75	\$5,105.00
Supervisor	224	Incr C	\$133,799.00	\$2,250.00	\$2,598.04	\$3,897.06	\$5,196.08
Principal - Elementary School - over 400	208	AO	\$126,125.00	\$2,250.00	\$2,449.02	\$3,673.53	\$4,898.04
Principal	208	Incr A	\$128,732.00	\$2,250.00	\$2,499.64	\$3,749.46	\$4,999.28
Principal	208	Incr B	\$130,946.00	\$2,250.00	\$2,542.64	\$3,813.96	\$5,085.28
Principal	208	Incr C	\$133,292.00	\$2,250.00	\$2,588.18	\$3,882.27	\$5,176.36
Principal - Elementary School - under 400	208	AY	\$122,678.00	\$2,250.00	\$2,382.10	\$3,573.15	\$4,764.20
Principal	208	Incr A	\$125,785.00	\$2,250.00	\$2,432.72	\$3,649.08	\$4,865.44
Principal	208	Incr B	\$127,499.00	\$2,250.00	\$2,475.72	\$3,713.58	\$4,951.44
Principal	208	Incr C	\$129,845.00	\$2,250.00	\$2,521.26	\$3,781.89	\$5,042.52
Principal – Early Education – Tier III	225	AS	\$116,349.00	\$2,250.00	\$2,259.00	\$3,388.80	\$4,518.40
Principal	225	Incr A	\$118,956.00	\$2,250.00	\$2,309.82	\$3,464.73	\$4,619.64
Principal	225	Incr B	\$121,170.00	\$2,250.00	\$2,352.82	\$3,529.23	\$4,705.64
Principal	225	Incr C	\$123,516.00	\$2,250.00	\$2,398.36	\$3,597.54	\$4,796.72
Principal – Early Education – Tier II	225	AK	\$113,950.00	\$2,250.00	\$2,212.62	\$3,318.93	\$4,425.24
Principal	225	Incr A	\$116,557.00	\$2,250.00	\$2,263.24	\$3,394.86	\$4,526.48
Principal	225	Incr B	\$118,771.00	\$2,250.00	\$2,306.24	\$3,459.36	\$4,612.48
Principal	225	Incr C	\$121,117.00	\$2,250.00	\$2,351.78	\$3,527.67	\$4,703.56

UASF Collective Bargaining Agreement**July 1, 2020 thru June 30, 2023**

Principal – Early Education – Tier I	225	AH	\$111,551	\$2,250.00	\$2,168.04	\$3,249.08	\$4,332.08
Principal	225	Incr A	\$114,158.00	\$2,250.00	\$2,216.66	\$3,324.99	\$4,433.32
Principal	225	Incr B	\$116,372.00	\$2,250.00	\$2,569.66	\$3,389.49	\$4,519.32
Principal	225	Incr C	\$118,718.00	\$2,250.00	\$2,305.20	\$3,457.80	\$4,610.40
Program Administrator	211	AJ	\$111,533.00	\$2,250.00	\$2,165.68	\$3,248.52	\$4,331.36
Program Administrator	211	Incr A	\$114,140.00	\$2,250.00	\$2,216.30	\$3,324.45	\$4,432.60
Program Administrator	211	Incr B	\$116,354.00	\$2,250.00	\$2,259.30	\$3,388.95	\$4,518.60
Program Administrator	211	Incr C	\$118,700.00	\$2,250.00	\$2,304.84	\$3,457.26	\$4,609.68

San Francisco Unified School District
2019-2022 Certificated Administrative Salary Schedule (3%)

Title	Work days	Grade	Base Salary	QTEA Add-on	Prop G – 2% 0 to 4 yrs	Prop G – 3% 5-9 yrs	Prop G – 4% 10 or more yrs
Assistant Principal – High School – Over 750	210	AP	\$114,624.00	\$2,250.00	\$2,225.70	\$3,338.55	\$4,451.40
Assistant Principal	210	Incr A	\$117,231.00	\$2,250.00	\$2,276.32	\$3,414.48	\$4,552.64
Assistant Principal	210	Incr B	\$119,445.00	\$2,250.00	\$2,319.32	\$3,478.98	\$4,638.64
Assistant Principal	210	Incr C	\$121,791.00	\$2,250.00	\$2,364.86	\$3,547.29	\$4,729.72
Assistant Principal – High School – Under 750	210	AV	\$111,462.00	\$2,250.00	\$2,164.32	\$3,246.48	\$4,328.64
Assistant Principal	210	Incr A	\$114,069.00	\$2,250.00	\$2,214.94	\$3,322.41	\$4,429.88
Assistant Principal	210	Incr B	\$116,283.00	\$2,250.00	\$2,257.94	\$3,386.91	\$4,515.88
Assistant Principal	210	Incr C	\$118,629.00	\$2,250.00	\$2,303.48	\$3,455.22	\$4,606.96
Assistant Principal – K-8, Elem & Middle – Over 500	205	AQ	\$109,814.00	\$2,250.00	\$2,132.32	\$3,198.48	\$4,264.64
Assistant Principal	205	Incr A	\$112,421.00	\$2,250.00	\$2,182.94	\$3,274.41	\$4,365.88
Assistant Principal	205	Incr B	\$114,635.00	\$2,250.00	\$2,225.94	\$3,338.01	\$4,451.88
Assistant Principal	205	Incr C	\$116,981.00	\$2,250.00	\$2,271.48	\$3,407.22	\$4,542.96
Assistant Principal – K-8, Elem & Middle – Under 500	205	AX	\$108,740.00	\$2,250.00	\$2,111.46	\$3,167.19	\$4,222.92
Assistant Principal	205	Incr A	\$111,347.00	\$2,250.00	\$2,162.08	\$3,243.12	\$4,324.16
Assistant Principal	205	Incr B	\$113,561.00	\$2,250.00	\$2,205.08	\$3,307.62	\$4,410.16
Assistant Principal	205	Incr C	\$115,907.00	\$2,250.00	\$2,250.62	\$3,375.93	\$4,501.24
Administrative Intern	196	AI	\$92,014.00	\$2,250.00	\$1,786.68	\$2,680.02	\$3,573.36

Increments –

at year 15 - \$2,607.00
 at year 20 - \$4,821.00
 at year 25 - \$7,167.00

PreK-8 Title V Stipend –

1 classroom - \$2,500
 2 classroom - \$5,000
 3 classroom - \$7,500

**San Francisco Unified School District
2022-23 Certificated Administrative Salary Schedules (6%)
High School Principal**

High School Principal (Less than 750 Students Enrolled)						
School Year: 2022-23	Pay Scale Group: AU			Number of Service Days: 215 Days		
Career Increment Years of District service, inclusive of time worked as a certificated employee	Years of Admin Experience	Base Salary	QTEA Add-on	FWEA Add-on	Total Annual Salary	Per Diem
No Career Increment 01-14 years District service (AU)	0-4 years (2%)	\$141,979.58	\$2,250.00	\$2,600.84	\$146,830.42	\$682.93
	5-9 years (3%)	\$141,979.58	\$2,250.00	\$3,901.26	\$148,130.84	\$688.98
	10+ years (4%)	\$141,979.58	\$2,250.00	\$5,201.68	\$149,431.26	\$695.03
Career Increment A 15-19 years of District Service (AU1)	0-4 years (2%)	\$144,743.00	\$2,250.00	\$2651.00	\$149,644.00	\$696.02
	5-9 years (3%)	\$144,743.00	\$2,250.00	\$3,977.19	\$150,970.19	\$702.19
	10+ years (4%)	\$144,743.00	\$2,250.00	\$5,302.92	\$152,295.92	\$708.35
Career Increment B 20-24 years of District Service (AU2)	0-4 years (2%)	\$147,089.84	\$2,250.00	\$2,695.46	\$152,035.30	\$707.14
	5-9 years (3%)	\$147,089.84	\$2,250.00	\$4,041.69	\$153,381.53	\$713.40
	10+ years (4%)	\$147,089.84	\$2,250.00	\$5,388.92	\$154,728.76	\$719.67
Career Increment C 25+ years of District Service (AU3)	0-4 years (2%)	\$149,576.60	\$2,250.00	\$2,740.00	\$154,566.60	\$718.91
	5-9 years (3%)	\$149,576.60	\$2,250.00	\$4,110.00	\$155,936.60	\$725.29
	10+ years (4%)	\$149,576.60	\$2,250.00	\$5,480.00	\$157,306.60	\$731.66

High School Principal (More than 750 Students Enrolled) School Year: 2022-23 Pay Scale Group: AM Number of Service Days: 215 Days						
Career Increment Years of District service, inclusive of time worked as a certificated employee	Years of Admin Experience	Base Salary	QTEA Add-on	FWEA Add-on	Total Annual Salary	Per Diem
No Career Increment 01-14 years District service (AM)	0-4 years (2%)	\$146,069.06	\$2,250.00	\$2,675.74	\$150,994.80	\$702.30
	5-9 years (3%)	\$146,069.06	\$2,250.00	\$4,013.61	\$152,332.67	\$708.52
	10+ years (4%)	\$146,069.06	\$2,250.00	\$5,351.48	\$153,670.54	\$714.75
Career Increment A 15-19 years of District Service (AM1)	0-4 years (2%)	\$148,832.48	\$2,250.00	\$2,726.36	\$153,808.84	\$715.39
	5-9 years (3%)	\$148,832.48	\$2,250.00	\$4,089.54	\$155,172.02	\$721.73
	10+ years (4%)	\$148,832.48	\$2,250.00	\$5,452.72	\$156,535.20	\$728.07
Career Increment B 20-24 years of District Service (AM2)	0-4 years (2%)	\$151,179.32	\$2,250.00	\$2,769.36	\$156,198.68	\$726.51
	5-9 years (3%)	\$151,179.32	\$2,250.00	\$4,154.04	\$157,583.36	\$732.95
	10+ years (4%)	\$151,179.32	\$2,250.00	\$5,538.72	\$158,968.04	\$739.39
Career Increment C 25+ years of District Service (AM3)	0-4 years (2%)	\$153,666.08	\$2,250.00	\$2,814.90	\$158,730.98	\$738.28
	5-9 years (3%)	\$153,666.08	\$2,250.00	\$4,222.35	\$160,138.43	\$744.83
	10+ years (4%)	\$153,666.08	\$2,250.00	\$5,629.80	\$161,545.88	\$751.38

UASF Collective Bargaining Agreement**July 1, 2020 thru June 30, 2023****Middle and K-8 School Principal**

Middle and K-8 School Principal (Less than 500 Students Enrolled)						
School Year: 2022-23	Pay Scale Group: AW			Number of Service Days: 210 Days		
Career Increment Years of District service, inclusive of time worked as a certificated employee	Years of Admin Experience	Base Salary	QTEA Add-on	FWEA Add-on	Total Annual Salary	Per Diem
No Career Increment 01-14 years District service (AW)	0-4 years (2%)	\$138,721.14	\$2,250.00	\$2,541.14	\$143,512.28	\$683.39
	5-9 years (3%)	\$138,721.14	\$2,250.00	\$3,811.71	\$144,782.85	\$689.44
	10+ years (4%)	\$138,721.14	\$2,250.00	\$5,082.28	\$146,053.42	\$695.49
Career Increment A 15-19 years of District Service (AW1)	0-4 years (2%)	\$141,484.56	\$2,250.00	\$2,591.76	\$146,326.32	\$696.79
	5-9 years (3%)	\$141,484.56	\$2,250.00	\$3,887.64	\$147,622.20	\$702.96
	10+ years (4%)	\$141,484.56	\$2,250.00	\$5,183.52	\$148,918.08	\$709.13
Career Increment B 20-24 years of District Service (AW2)	0-4 years (2%)	\$143,831.40	\$2,250.00	\$2,634.76	\$148,716.16	\$708.17
	5-9 years (3%)	\$143,831.40	\$2,250.00	\$3,952.14	\$150,033.54	\$714.45
	10+ years (4%)	\$143,831.40	\$2,250.00	\$5,269.52	\$151,350.92	\$720.72
Career Increment C 25+ years of District Service (AW3)	0-4 years (2%)	\$146,318.16	\$2,250.00	\$2,680.30	\$151,248.46	\$720.23
	5-9 years (3%)	\$146,318.16	\$2,250.00	\$4,020.45	\$152,588.61	\$726.61
	10+ years (4%)	\$146,318.16	\$2,250.00	\$5,360.60	\$153,928.76	\$732.99

Middle and K-8 School Principal (More than 500 Students Enrolled)						
School Year: 2022-23	Pay Scale Group: AN			Number of Service Days: 210 Days		
Career Increment Years of District service, inclusive of time worked as a certificated employee	Years of Admin Experience	Base Salary	QTEA Add-on	FWEA Add-on	Total Annual Salary	Per Diem
No Career Increment 01-14 years District service (AN)	0-4 years (2%)	\$140,033.42	\$2,250.00	\$2,565.18	\$144,848.60	\$689.76
	5-9 years (3%)	\$140,033.42	\$2,250.00	\$3,847.77	\$146,131.19	\$695.86
	10+ years (4%)	\$140,033.42	\$2,250.00	\$5,130.36	\$147,413.78	\$701.97
Career Increment A 15-19 years of District Service (AN1)	0-4 years (2%)	\$142,796.84	\$2,250.00	\$2,615.80	\$147,662.64	\$703.16
	5-9 years (3%)	\$142,796.84	\$2,250.00	\$3,923.70	\$148,970.54	\$709.38
	10+ years (4%)	\$142,796.84	\$2,250.00	\$5,231.60	\$150,278.44	\$715.61
Career Increment B 20-24 years of District Service (AN2)	0-4 years (2%)	\$145,143.68	\$2,250.00	\$2,658.80	\$150,052.48	\$714.54
	5-9 years (3%)	\$145,143.68	\$2,250.00	\$3,988.20	\$151,381.88	\$720.87
	10+ years (4%)	\$145,143.68	\$2,250.00	\$5,317.60	\$152,711.28	\$727.20
Career Increment C 25+ years of District Service (AN3)	0-4 years (2%)	\$147,630.44	\$2,250.00	\$2,704.00	\$152,584.44	\$726.59
	5-9 years (3%)	\$147,630.44	\$2,250.00	\$4056.51	\$153,936.95	\$733.03
	10+ years (4%)	\$147,630.44	\$2,250.00	\$5,408.68	\$155,289.12	\$739.47

UASF Collective Bargaining Agreement**July 1, 2020 thru June 30, 2023****Elementary Principal**

Elementary Principal (More than 400 Students Enrolled)						
School Year: 2022-23	Pay Scale Group: AO			Number of Service Days: 208 Days		
Career Increment Years of District service, inclusive of time worked as a certificated employee	Years of Admin Experience	Base Salary	QTEA Add-on	FWEA Add-on	Total Annual Salary	Per Diem
No Career Increment 01-14 years District service (AO)	0-4 years (2%)	\$133,692.50	\$2,250.00	\$2,449.02	\$138,391.52	\$665.34
	5-9 years (3%)	\$133,692.50	\$2,250.00	\$3,673.53	\$139,616.03	\$671.23
	10+ years (4%)	\$133,692.50	\$2,250.00	\$4,898.04	\$140,840.54	\$677.12
Career Increment A 15-19 years of District Service (AO1)	0-4 years (2%)	\$136,455.92	\$2,250.00	\$2,499.64	\$141,205.56	\$678.87
	5-9 years (3%)	\$136,455.92	\$2,250.00	\$3,749.46	\$142,455.38	\$684.88
	10+ years (4%)	\$136,455.92	\$2,250.00	\$4,999.28	\$143,705.20	\$690.89
Career Increment B 20-24 years of District Service (AO2)	0-4 years (2%)	\$138,802.76	\$2,250.00	\$2,542.64	\$143,595.40	\$690.36
	5-9 years (3%)	\$138,802.76	\$2,250.00	\$3,813.96	\$144,866.72	\$696.47
	10+ years (4%)	\$138,802.76	\$2,250.00	\$5,085.28	\$146,138.04	\$702.59
Career Increment C 25+ years of District Service (AO3)	0-4 years (2%)	\$141,289.52	\$2,250.00	\$2,588.18	\$146,127.70	\$702.54
	5-9 years (3%)	\$141,289.52	\$2,250.00	\$3,882.27	\$147,421.79	\$708.76
	10+ years (4%)	\$141,289.52	\$2,250.00	\$5,176.36	\$148,715.88	\$714.98

Elementary Principal (Less than 400 Students Enrolled) School Year: 2022-23 Pay Scale Group: AY Number of Service Days: 208 Days						
Career Increment Years of District service, inclusive of time worked as a certificated employee	Years of Admin Experience	Base Salary	QTEA Add-on	FWEA Add-on	Total Annual Salary	Per Diem
No Career Increment 01-14 years District service (AY)	0-4 years (2%)	\$130,038.68	\$2,250.00	\$2,382.10	\$134,670.78	\$647.46
	5-9 years (3%)	\$130,038.68	\$2,250.00	\$3,573.15	\$135,861.83	\$653.18
	10+ years (4%)	\$130,038.68	\$2,250.00	\$4,764.20	\$137,052.88	\$658.91
Career Increment A 15-19 years of District Service (AY1)	0-4 years (2%)	\$132,802.10	\$2,250.00	\$2,432.72	\$137,484.82	\$660.98
	5-9 years (3%)	\$132,802.10	\$2,250.00	\$3,649.08	\$138,071.18	\$666.83
	10+ years (4%)	\$132,802.10	\$2,250.00	\$4,865.44	\$139,917.54	\$672.68
Career Increment B 20-24 years of District Service (AY2)	0-4 years (2%)	\$135,148.94	\$2,250.00	\$2,475.72	\$139,874.66	\$672.47
	5-9 years (3%)	\$135,148.94	\$2,250.00	\$3,713.58	\$141,112.52	\$678.43
	10+ years (4%)	\$135,148.94	\$2,250.00	\$4,951.44	\$142,350.38	\$684.38
Career Increment C 25+ years of District Service (AY3)	0-4 years (2%)	\$137,635.70	\$2,250.00	\$2,521.26	\$142,406.96	\$684.65
	5-9 years (3%)	\$137,635.70	\$2,250.00	\$3,781.89	\$143,667.59	\$690.71
	10+ years (4%)	\$137,635.70	\$2,250.00	\$5,042.52	\$144,928.22	\$696.77

UASF Collective Bargaining Agreement

July 1, 2020 thru June 30, 2023

Early Education Principal

Early Education Principal (Tier I)						
School Year: 2022-23	Pay Scale Group: AH			Number of Service Days: 225 Days		
Career Increment Years of District service, inclusive of time worked as a certificated employee	Years of Admin Experience	Base Salary	QTEA Add-on	FWEA Add-on	Total Annual Salary	Per Diem
No Career Increment 01-14 years District service (AH)	0-4 years (2%)	\$118,244.06	\$2,250.00	\$2,166.04	\$122,660.10	\$545.16
	5-9 years (3%)	\$118,244.06	\$2,250.00	\$3,249.06	\$123,743.12	\$549.97
	10+ years (4%)	\$118,244.06	\$2,250.00	\$4,332.08	\$124,826.14	\$554.78
Career Increment A 15-19 years of District Service (AH1)	0-4 years (2%)	\$121,007.48	\$2,250.00	\$2,216.66	\$125,474.14	\$557.66
	5-9 years (3%)	\$121,007.48	\$2,250.00	\$3,324.99	\$126,582.47	\$562.59
	10+ years (4%)	\$121,007.48	\$2,250.00	\$4,433.32	\$127,690.80	\$567.51
Career Increment B 20-24 years of District Service (AH2)	0-4 years (2%)	\$123,354.32	\$2,250.00	\$2,569.66	\$128,173.98	\$569.66
	5-9 years (3%)	\$123,354.32	\$2,250.00	\$3,389.49	\$128,993.81	\$573.31
	10+ years (4%)	\$123,354.32	\$2,250.00	\$4,519.32	\$130,123.64	\$578.33
Career Increment C 25+ years of District Service (AH3)	0-4 years (2%)	\$125,841.08	\$2,250.00	\$2,305.20	\$130,396.28	\$579.54
	5-9 years (3%)	\$125,841.08	\$2,250.00	\$3,457.80	\$131,548.88	\$584.66
	10+ years (4%)	\$125,841.08	\$2,250.00	\$4,610.40	\$132,701.48	\$589.78

Early Education Principal (Tier II)						
School Year: 2022-23	Pay Scale Group: AK			Number of Service Days: 225 Days		
Career Increment Years of District service, inclusive of time worked as a certificated employee	Years of Admin Experience	Base Salary	QTEA Add-on	FWEA Add-on	Total Annual Salary	Per Diem
No Career Increment 01-14 years District service (AK)	0-4 years (2%)	\$120,787.00	\$2,250.00	\$2,212.62	\$125,249.62	\$556.66
	5-9 years (3%)	\$120,787.00	\$2,250.00	\$3,318.93	\$126,355.93	\$561.58
	10+ years (4%)	\$120,787.00	\$2,250.00	\$4,425.24	\$127,462.24	\$566.50
Career Increment A 15-19 years of District Service (AK1)	0-4 years (2%)	\$123,550.42	\$2,250.00	\$2,263.24	\$128,063.66	\$569.17
	5-9 years (3%)	\$123,550.42	\$2,250.00	\$3,394.86	\$129,195.28	\$574.20
	10+ years (4%)	\$123,550.42	\$2,250.00	\$4,526.48	\$130,326.90	\$579.23
Career Increment B 20-24 years of District Service (AK2)	0-4 years (2%)	\$125,897.26	\$2,250.00	\$2,306.24	\$130,453.50	\$579.79
	5-9 years (3%)	\$125,897.26	\$2,250.00	\$3,459.36	\$131,606.62	\$584.92
	10+ years (4%)	\$125,897.26	\$2,250.00	\$4,612.48	\$132,759.74	\$590.04
Career Increment C 25+ years of District Service (AK3)	0-4 years (2%)	\$128,384.02	\$2,250.00	\$2,351.78	\$132,985.80	\$591.05
	5-9 years (3%)	\$128,384.02	\$2,250.00	\$3,527.67	\$134,161.69	\$596.27
	10+ years (4%)	\$128,384.02	\$2,250.00	\$4,703.56	\$135,337.58	\$601.50

Early Education Principal (Tier III) School Year: 2022-23 Pay Scale Group: AS Number of Service Days: 225 Days						
Career Increment Years of District service, inclusive of time worked as a certificated employee	Years of Admin Experience	Base Salary	QTEA Add-on	FWEA Add-on	Total Annual Salary	Per Diem
No Career Increment 01-14 years District service (AS)	0-4 years (2%)	\$123,329.94	\$2,250.00	\$2,259.20	\$127,839.14	\$568.17
	5-9 years (3%)	\$123,329.94	\$2,250.00	\$3,388.80	\$128,968.74	\$573.19
	10+ years (4%)	\$123,329.94	\$2,250.00	\$4,518.40	\$130,098.34	\$578.21
Career Increment A 15-19 years of District Service (AS1)	0-4 years (2%)	\$126,093.36	\$2,250.00	\$2,309.82	\$130,653.18	\$580.68
	5-9 years (3%)	\$126,093.36	\$2,250.00	\$3,464.73	\$131,808.09	\$585.81
	10+ years (4%)	\$126,093.36	\$2,250.00	\$4,619.64	\$132,963.00	\$590.95
Career Increment B 20-24 years of District Service (AS2)	0-4 years (2%)	\$128,440.20	\$2,250.00	\$2,352.82	\$133,043.02	\$591.30
	5-9 years (3%)	\$128,440.20	\$2,250.00	\$3,529.34	\$134,219.54	\$596.53
	10+ years (4%)	\$128,440.20	\$2,250.00	\$4,705.64	\$135,395.84	\$601.76
Career Increment C 25+ years of District Service (AS3)	0-4 years (2%)	\$130,926.96	\$2,250.00	\$2,398.36	\$135,575.32	\$602.56
	5-9 years (3%)	\$130,926.96	\$2,250.00	\$3,597.54	\$136,774.50	\$607.89
	10+ years (4%)	\$130,926.96	\$2,250.00	\$4,796.72	\$137,973.68	\$613.22

UASF Collective Bargaining Agreement**July 1, 2020 thru June 30, 2023****High School Assistant Principal**

High School Assistant Principal (Less than 750 Students Enrolled)						
School Year: 2022-23	Pay Scale Group: AV			Number of Service Days: 210 Days		
Career Increment Years of District service, inclusive of time worked as a certificated employee	Years of Admin Experience	Base Salary	QTEA Add-on	FWEA Add-on	Total Annual Salary	Per Diem
No Career Increment 01-14 years District service (AV)	0-4 years (2%)	\$118,149.72	\$2,250.00	\$2,164.32	\$122,564.04	\$583.64
	5-9 years (3%)	\$118,149.72	\$2,250.00	\$3,246.48	\$123,646.20	\$588.79
	10+ years (4%)	\$118,149.72	\$2,250.00	\$4,328.64	\$124,728.36	\$593.94
Career Increment A 15-19 years of District Service (AV1)	0-4 years (2%)	\$120,913.14	\$2,250.00	\$2,214.94	\$125,378.08	\$597.04
	5-9 years (3%)	\$120,913.14	\$2,250.00	\$3,322.41	\$126,485.55	\$602.31
	10+ years (4%)	\$120,913.14	\$2,250.00	\$4,429.88	\$127,593.02	\$607.59
Career Increment B 20-24 years of District Service (AV2)	0-4 years (2%)	\$123,259.98	\$2,250.00	\$2,257.94	\$127,767.92	\$608.42
	5-9 years (3%)	\$123,259.98	\$2,250.00	\$3,386.91	\$128,896.89	\$613.79
	10+ years (4%)	\$123,259.98	\$2,250.00	\$4,515.88	\$130,025.86	\$619.17
Career Increment C 25+ years of District Service (AV3)	0-4 years (2%)	\$125,746.74	\$2,250.00	\$2,303.48	\$130,300.22	\$620.48
	5-9 years (3%)	\$125,746.74	\$2,250.00	\$3,455.22	\$131,451.96	\$625.96
	10+ years (4%)	\$125,746.74	\$2,250.00	\$4,606.96	\$132,603.70	\$631.45

High School Assistant Principal (More than 750 Students Enrolled)						
School Year: 2022-23	Pay Scale Group: AP			Number of Service Days: 210 Days		
Career Increment Years of District service, inclusive of time worked as a certificated employee	Years of Admin Experience	Base Salary	QTEA Add-on	FWEA Add-on	Total Annual Salary	Per Diem
No Career Increment 01-14 years District service (AP)	0-4 years (2%)	\$121,501.44	\$2,250.00	\$2,225.70	\$125,977.14	\$599.89
	5-9 years (3%)	\$121,501.44	\$2,250.00	\$3,338.55	\$127,089.99	\$605.19
	10+ years (4%)	\$121,501.44	\$2,250.00	\$4,451.40	\$128,202.84	\$610.49
Career Increment A 15-19 years of District Service (AP1)	0-4 years (2%)	\$124,264.86	\$2,250.00	\$2,276.32	\$128,791.18	\$613.29
	5-9 years (3%)	\$124,264.86	\$2,250.00	\$3,414.48	\$129,929.34	\$618.71
	10+ years (4%)	\$124,264.86	\$2,250.00	\$4,552.64	\$131,067.50	\$624.13
Career Increment B 20-24 years of District Service (AP2)	0-4 years (2%)	\$126,611.70	\$2,250.00	\$2,319.32	\$131,181.02	\$624.67
	5-9 years (3%)	\$126,611.70	\$2,250.00	\$3,478.98	\$132,340.68	\$630.19
	10+ years (4%)	\$126,611.70	\$2,250.00	\$4,638.64	\$133,500.34	\$635.72
Career Increment C 25+ years of District Service (AP3)	0-4 years (2%)	\$129,098.46	\$2,250.00	\$2,364.86	\$133,713.32	\$636.73
	5-9 years (3%)	\$129,098.46	\$2,250.00	\$3,547.29	\$134,895.75	\$642.36
	10+ years (4%)	\$129,098.46	\$2,250.00	\$4,729.72	\$136,078.18	\$647.99

UASF Collective Bargaining Agreement**July 1, 2020 thru June 30, 2023****Elementary, Middle and K-8 Assistant Principal**

Elementary, Middle and K-8 Assistant Principal (Less than 500 Students Enrolled)						
School Year: 2022-23	Pay Scale Group: AX			Number of Service Days: 205 Days		
Career Increment Years of District service, inclusive of time worked as a certificated employee	Years of Admin Experience	Base Salary	QTEA Add-on	FWEA Add-on	Total Annual Salary	Per Diem
No Career Increment 01-14 years District service (AX)	0-4 years (2%)	\$115,264.40	\$2,250.00	\$2,111.46	\$119,625.86	\$583.54
	5-9 years (3%)	\$115,264.40	\$2,250.00	\$3,167.19	\$120,681.59	\$588.69
	10+ years (4%)	\$115,264.40	\$2,250.00	\$4,222.92	\$121,737.32	\$593.84
Career Increment A 15-19 years of District Service (AX1)	0-4 years (2%)	\$118,027.82	\$2,250.00	\$2,162.08	\$122,439.90	\$597.27
	5-9 years (3%)	\$118,027.82	\$2,250.00	\$3,243.12	\$123,520.94	\$602.54
	10+ years (4%)	\$118,027.82	\$2,250.00	\$4,324.16	\$124,601.98	\$607.81
Career Increment B 20-24 years of District Service (AX2)	0-4 years (2%)	\$120,374.66	\$2,250.00	\$2,205.08	\$124,829.74	\$608.93
	5-9 years (3%)	\$120,374.66	\$2,250.00	\$3,307.62	\$125,932.28	\$614.30
	10+ years (4%)	\$120,374.66	\$2,250.00	\$4,410.16	\$127,034.82	\$619.68
Career Increment C 25+ years of District Service (AX3)	0-4 years (2%)	\$122,861.42	\$2,250.00	\$2,250.62	\$127,362.04	\$621.28
	5-9 years (3%)	\$122,861.42	\$2,250.00	\$3,375.93	\$128,487.35	\$626.77
	10+ years (4%)	\$122,861.42	\$2,250.00	\$4,501.24	\$129,612.66	\$632.26

Elementary, Middle and K-8 Assistant Principal (More than 500 Students Enrolled)						
School Year: 2022-23	Pay Scale Group: AQ			Number of Service Days: 205 Days		
Career Increment Years of District service, inclusive of time worked as a certificated employee	Years of Admin Experience	Base Salary	QTEA Add-on	FWEA Add-on	Total Annual Salary	Per Diem
No Career Increment 01-14 years District service (AQ)	0-4 years (2%)	\$116,402.84	\$2,250.00	\$2,132.32	\$120,785.16	\$589.20
	5-9 years (3%)	\$116,402.84	\$2,250.00	\$3,198.48	\$121,851.32	\$594.40
	10+ years (4%)	\$116,402.84	\$2,250.00	\$4,264.64	\$122,917.48	\$599.60
Career Increment A 15-19 years of District Service (AQ1)	0-4 years (2%)	\$119,166.26	\$2,250.00	\$2,182.94	\$123,599.20	\$602.92
	5-9 years (3%)	\$119,166.26	\$2,250.00	\$3,274.41	\$124,690.67	\$608.25
	10+ years (4%)	\$119,166.26	\$2,250.00	\$4,365.88	\$125,782.14	\$613.57
Career Increment B 20-24 years of District Service (AQ2)	0-4 years (2%)	\$121,513.10	\$2,250.00	\$2,225.94	\$125,989.04	\$614.58
	5-9 years (3%)	\$121,513.10	\$2,250.00	\$3,338.91	\$127,102.01	\$620.01
	10+ years (4%)	\$121,513.10	\$2,250.00	\$4,451.88	\$128,214.98	\$625.44
Career Increment C 25+ years of District Service (AQ3)	0-4 years (2%)	\$123,999.86	\$2,250.00	\$2,271.48	\$128,521.34	\$626.93
	5-9 years (3%)	\$123,999.86	\$2,250.00	\$3,407.22	\$129,657.08	\$632.47
	10+ years (4%)	\$123,999.86	\$2,250.00	\$4,542.96	\$130,792.82	\$638.01

UASF Collective Bargaining Agreement**July 1, 2020 thru June 30, 2023****Supervisor**

Supervisor						
School Year: 2022-23	Pay Scale Group: AG			Number of Service Days: 224 Days		
Career Increment Years of District service, inclusive of time worked as a certificated employee	Years of Admin Experience	Base Salary	QTEA Add-on	FWEA Add-on	Total Annual Salary	Per Diem
No Career Increment 01-14 years District service (AG)	0-4 years (2%)	\$134,229.92	\$2,250.00	\$2,458.88	\$138,938.80	\$620.26
	5-9 years (3%)	\$134,229.92	\$2,250.00	\$3,688.32	\$140,168.24	\$625.75
	10+ years (4%)	\$134,229.92	\$2,250.00	\$4,917.76	\$141,397.68	\$631.24
Career Increment A 15-19 years of District Service (AG1)	0-4 years (2%)	\$136,993.34	\$2,250.00	\$2,509.50	\$141,752.84	\$632.83
	5-9 years (3%)	\$136,993.34	\$2,250.00	\$3,764.25	\$143,007.59	\$638.43
	10+ years (4%)	\$136,993.34	\$2,250.00	\$5,019.00	\$144,262.34	\$644.03
Career Increment B 20-24 years of District Service (AG2)	0-4 years (2%)	\$139,340.18	\$2,250.00	\$2,552.50	\$144,142.68	\$643.49
	5-9 years (3%)	\$139,340.18	\$2,250.00	\$3,828.78	\$145,418.96	\$649.19
	10+ years (4%)	\$139,340.18	\$2,250.00	\$5,105.00	\$146,695.18	\$654.89
Career Increment C 25+ years of District Service (AG3)	0-4 years (2%)	\$141,826.94	\$2,250.00	\$2,598.04	\$146,674.98	\$654.80
	5-9 years (3%)	\$141,826.94	\$2,250.00	\$3,897.06	\$147,974.00	\$660.60
	10+ years (4%)	\$141,826.94	\$2,250.00	\$5,196.08	\$149,273.02	\$666.40

Program Administrator

Program Administrator						
School Year: 2022-23	Pay Scale Group: AJ			Number of Service Days: 211 Days		
Career Increment Years of District service, inclusive of time worked as a certificated employee	Years of Admin Experience	Base Salary	QTEA Add-on	FWEA Add-on	Total Annual Salary	Per Diem
No Career Increment 01-14 years District service (AJ)	0-4 years (2%)	\$118,224.98	\$2,250.00	\$2,165.68	\$122,640.66	\$581.24
	5-9 years (3%)	\$118,224.98	\$2,250.00	\$3,248.52	\$123,723.50	\$586.37
	10+ years (4%)	\$118,224.98	\$2,250.00	\$4,331.36	\$124,806.34	\$591.50
Career Increment A 15-19 years of District Service (AJ1)	0-4 years (2%)	\$120,988.40	\$2,250.00	\$2,216.30	\$125,454.70	\$594.57
	5-9 years (3%)	\$120,988.40	\$2,250.00	\$3,324.45	\$126,562.85	\$599.82
	10+ years (4%)	\$120,988.40	\$2,250.00	\$4,432.60	\$127,671.00	\$605.08
Career Increment B 20-24 years of District Service (AJ2)	0-4 years (2%)	\$123,335.24	\$2,250.00	\$2,259.30	\$127,844.54	\$605.90
	5-9 years (3%)	\$123,335.24	\$2,250.00	\$3,388.95	\$128,974.19	\$611.25
	10+ years (4%)	\$123,335.24	\$2,250.00	\$4,518.60	\$130,103.84	\$616.61
Career Increment C 25+ years of District Service (AJ3)	0-4 years (2%)	\$125,822.00	\$2,250.00	\$2,304.84	\$130,376.84	\$617.90
	5-9 years (3%)	\$125,822.00	\$2,250.00	\$3,457.26	\$131,529.26	\$623.36
	10+ years (4%)	\$125,822.00	\$2,250.00	\$4,609.68	\$132,681.68	\$628.82

Administrative Intern

Administrative Intern						
School Year: 2022-23	Pay Scale Group: AI		Number of Service Days: 196 Days			
Career Increment Years of District service, inclusive of time worked as a certificated employee	Years of Admin Experience	Base Salary	QTEA Add-on	FWEA Add-on	Total Annual Salary	Per Diem
No Career Increment 01-14 years District service (AI)	0-4 years (2%)	\$97,534.84	\$2,250.00	\$1,786.68	\$101,571.52	\$518.22
	5-9 years (3%)	\$97,534.84	\$2,250.00	\$2,680.02	\$102,464.86	\$522.78
	10+ years (4%)	\$97,534.84	\$2,250.00	\$3,573.36	\$103,358.20	\$527.34
Career Increment A 15-19 years of District Service (AI1)	0-4 years (2%)	\$100,298.26	\$2,250.00	\$1,837.30	\$104,385.56	\$532.58
	5-9 years (3%)	\$100,298.26	\$2,250.00	\$2,755.95	\$105,304.21	\$537.27
	10+ years (4%)	\$100,298.26	\$2,250.00	\$3,674.60	\$106,222.86	\$541.95
Career Increment B 20-24 years of District Service (AI2)	0-4 years (2%)	\$102,645.10	\$2,250.00	\$1,880.30	\$106,775.40	\$544.77
	5-9 years (3%)	\$102,645.10	\$2,250.00	\$2,820.45	\$107,715.55	\$549.57
	10+ years (4%)	\$102,645.10	\$2,250.00	\$3,760.60	\$108,655.70	\$554.37
Career Increment C 25+ years of District Service (AI3)	0-4 years (2%)	\$105,131.86	\$2,250.00	\$1,925.84	\$109,307.70	\$557.69
	5-9 years (3%)	\$105,131.86	\$2,250.00	\$2,888.76	\$110,270.62	\$562.61
	10+ years (4%)	\$105,131.86	\$2,250.00	\$3,851.68	\$111,233.54	\$567.52

Career Increments –

- Increment A at year 15 - \$2,763.42
- Increment B at year 20 - \$5,110.26
- Increment C at year 25 - \$7,597.02

PreK-8 Title V Stipend –

- 1 classroom - \$2,500
- 2 classroom - \$5,000
- 3 classroom - \$7,500

APPENDIX B - FRINGE BENEFITS

APPENDIX B - FRINGE BENEFITS

- B.1 Health Program: bargaining unit members may select one of the health plans available through the Health Service System of the City and County of San Francisco and shall contribute at the rates applicable to the selected plan. The District shall contribute an amount per month per employee as determined by the City Charter. The Union shall have a representative on any District-wide committee concerning health plans for bargaining unit members.
- B.1.1 Effective July 1, 2010, the District shall make the following monthly (twelve) contributions for eligible unit members who have dependents enrolled for medical insurance coverage: up to \$210/month for employee plus one dependent, up to \$260/month for family coverage.
- B.1.1.1 The parties shall meet and negotiate the application of these fringe benefit modifications to retirees.
- B.1.2 Effective July 1, 2011, the District shall make the following monthly (twelve) contributions for eligible bargaining unit members who have dependents enrolled for medical insurance coverage: up to \$223.72/month for employee plus one dependent; up to \$273.72/month for family coverage.
- B.2 Dental Plan: The District shall pay the full premium to provide coverage for the cost of dental care to bargaining unit members and qualifying dependents. Coverage is 70% of the first year, increasing at the rate of ten (10) per cent annually, up to a maximum coverage of 100%. Current bargaining unit members who have reached 100% will remain at that level. The current annual maximum shall be \$1500.
- B.3 Orthodontia: Coverage for orthodontia work is provided to cover one-half (1/2) for the services up to \$500 for each individual case. The District shall pay the full premium for this coverage, which is included in the dental premium.
- B.4 Group Long-Term Disability: The District shall provide a group long-term disability program, which provides benefits to bargaining unit members after accidents or illnesses. The District shall pay the full premium for this coverage.
- B.5 Group Life and Accidental Death and Dismemberment: The District shall provide a group life and accidental dismemberment policy which includes benefits of \$20,000 level term insurance, with coverage to age 65, retirement or separation from employment, plus a \$15,000 accidental death benefit. The District shall pay the full premium for this coverage.
- B.6 Liability Insurance: The District provides bargaining unit members with liability insurance coverage as provided by law (California Code of Regulations, Title V). The District shall pay the full premium for this coverage, which shall include the following:

- B.6.1 \$10,000,000 per occurrence, in cases of bodily injury and property damage to third parties;
- B6.2 \$5,000,000 for errors or omissions (malpractice):
- B6.3 \$10,000,000 per occurrence in cases of accidents proximately caused by district-owned automobiles or private cars while on school district related business.
- B6.4 The above benefits shall be limited to liability arising from and within the course and scope of employment for activities, duties and responsibilities carried out on behalf of the District.
- B.7 Bargaining unit members who are married to or are domestic partners with another certificated District employee shall each have full individual coverage as specified in the Agreements with insurance carriers.

APPENDIX C - CALENDAR

CALENDAR/WORK YEAR

C.1 Bargaining unit members will work the following number of days each school year. This work calendar includes three days funded by the District which parallels 3 professional development days for teachers funded by the State.

C.1.1	Principal	2020 - 2023
(1)	High School & Small/Necessary	215 days
(2)	Middle School & K8	210 days
(3)	Elementary School	208 days

C.1.2	Assistant Principal	
(1)	High School	210 days
(2)	Middle School & K8	205 days
(3)	Elementary School	205 days

C.1.3	Early Education School Site Administrator	225 days
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C.1.4.	Program Administrator	211 days
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C.1.5	Supervisor	224 days
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C.1.6	Administrative Intern	196 days
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C.2 Required Service Days before Schools Open and After They Close

C.2.1 Bargaining unit members will be notified by approximately mid-April of each school year of the required starting date for all bargaining unit members to report for work prior to the opening of schools for the next school year.

C.2.2 The required starting date, a Monday, shall not be more than twelve (12) days prior to the first teacher report day unless directed by the Superintendent. Total days will remain the same as detailed in Appendix C.1.

C.2.3 The first five (5) days immediately following the close of school at the end of the school year shall be required service days for all bargaining unit members. With the advance approval of their management supervisor, a bargaining unit member may be allowed to utilize a portion of said days for other assignments.

C.2.4 Upon prior written notice, except in an emergency circumstance, the District may designate that a term be reserved for a specific function.

C.3 Bargaining unit members at PreK-12 Sites on a Traditional Calendar

C.3.1 For PreK-12 sites operating on a traditional calendar, site personnel will normally serve on:

- C.3.1.1 The days schools are in session;
- C.3.1.2 Those days designated prior to the opening of school (per Appendix C.2.2) and,
- C.3.1.3 The five (5) days immediately following the close of school (per Appendix C.2.3)
- C.3.1.4 Upon prior written notice, except in emergency circumstances, the District may designate that a day be reserved for a specific function (per Appendix C.2.4).
- C.3.2 Service days required by Appendix C.1 in addition to those specified in Appendix C.3.1 shall be served on days determined by the employee
 - C.3.2.1 The determination of the days to be served by an Assistant Principal during the term of this agreement shall be at the direction of their supervising Principal.
- C.4 Other Bargaining Unit Members
 - C.4.1 All other bargaining unit member shall work on:
 - C.4.1.1 Those days designated prior to the opening of school (per Appendix C.2.2);
 - C.4.1.2 The five (5) terms immediately following the close of school (per Appendix C.2.3);
 - C.4.1.2.1 Additional work days during the school year as are necessary to complete the balance of the service days required by Appendix C.1, said additional term to be scheduled by the bargaining unit member, and approved by the bargaining unit member's supervisor.
 - C.4.1.2.2 Upon prior written notice, except in emergency circumstances, the District may designate that a term be reserved for a specific function. (per Appendix C.2.4)
 - C.5 General Provisions
 - C.5.1 Bargaining unit members who are required by the Superintendent or their designee, per written request, to serve specified days in addition to those designated in Appendix C.1 shall receive their per diem rate of pay for each such additional day served.
 - C.5.2 As an integral part of a typical bargaining unit member's classification some functions necessitate evening, weekend and/or holiday service. Examples of such functions shall include, but in no way are limited to, athletic events, student social and co-curricular activities, parent/PTA programs and meetings, back-to-school nights, school board meetings, etc. Said service, to the extent it normally is associated with the bargaining unit member's classification, shall be rendered by the bargaining unit member in addition to the requirements of Appendix C.1.

- C.5.2.1 In appropriate and/or unusual circumstances, a bargaining unit member may request of the Superintendent, or their designee, that other service rendered on evening, weekends, and/or holidays be credited in fulfillment of the work year required in Appendix C.1.
- C.5.2.2 In appropriate and/or unusual circumstances, service rendered on weekends or holidays may be credited in the fulfillment of the work year required in Appendix C.1, above. The approval of this credit shall be at the discretion of the Superintendent or their designee.
- C.5.3 Each bargaining unit member shall submit their individual service calendar to their immediate supervisor within 30 (thirty) days of the administrator's report date.

APPENDIX D - UASF SICK LEAVE TRANSFER PROGRAM

Appendix D
UASF Sick Leave Transfer Program

PURPOSE: Sick Leave Transfer Program is a resource to provide relief to bargaining unit members who have suffered catastrophic illness or injury and who have exhausted all entitled and extended sick leave. A catastrophic illness or injury is defined as one which is life threatening and which will last for at least 30 (thirty) days. Participation in the Sick Leave Transfer Program is on a voluntary basis.

ELIGIBILITY FOR PARTICIPATION:

1. All certificated members of the bargaining unit members shall be eligible to be donors or recipients governed by the conditions listed below.

2. DONORS:

- a. The donor must have a minimum of twenty (20) days in their sick leave account after the donation is made.
- b. The donor may contribute at least one (1) day but no more than ten (10) days annually.
- c. The donor shall either (1) specify the recipient of the donation; or (2) designate the donation to be deposited in the common account to be used as determined by the Governing Committee.
- d. All donated days shall accrue to the benefit of the recipient.

3. RECIPIENT:

- a. The recipient must have exhausted all paid leave to participate in the Sick Leave Transfer Program.
- b. The recipient must apply for Sick Leave Transfer Program participation. Such application shall include medical reports certifying the nature of the illness/injury.
- c. A recipient may receive no more than eighty five (85) days from this program in any school year.

4. GOVERNING COMMITTEE:

- a. A Governing Committee for the Sick Leave Transfer Program shall be established made up of no more than four (4) members appointed by the Union and one (1) member appointed by the District.
- b. The District representative shall be responsible for processing applications and presenting them to the Governing Committee.
- c. The Committee shall determine by vote the eligibility of the applicant. The District representative shall vote only in the case of ties.

- d. The decision of the Governing Committee may be appealed within 10 (ten) days of notification of denial. The appeal shall be to the Executive Board of the UASF who will render a decision within 10 (ten) days of the receipt of the appeal.

5. ESTABLISHMENT OF THE BANK

- a. The Sick Leave Transfer Program shall be considered operational when all of the conditions listed below have been satisfied.
- b. The Board of Education has adopted the mutually agreed to program.
- c. The Governing Committee has been appointed.
- d. Bargaining unit members have been notified by the Union of the Sick Leave the Transfer Program policies and procedures.
- e. The receipt of two hundred fifty (250) days of donated sick leave to establish the common account in the Bank which must maintain an eighty one (81) day reserve to be considered operational.

The District and Union agree to share in the cost of printing appropriate application and donation forms. Also, the District and Union agree to review and evaluate the operation of the program at the end of each school year to assess the feasibility of its continued operation.

**APPENDIX E - EMERITUS
ADMINISTRATOR SALARY SCHEDULE**

Emeritus Administrators Salary Schedule

The District and the Union mutually agree to the following rate of compensation for As-Needed Administrators. Type 2, 3, & 4 will be calibrated to the salary of current Union members to be effective the first pay period in July 1, 2018.

7% - Effective July 1, 2018

Type 1	After day 5 - Step 3 of the position for a retired administrator that is serving in the absence of a site administrator/EED School Principal.
Type 2 @ \$443.42 per day	Mentoring new administrator Coordinating professional development Serving as pupil service hearing officer
Type 3 @ \$306.00 per day	Skilled assistance at the sites and central office departments Subject matter expertise Administrative decisions – Policy making Workshop presenters <ul style="list-style-type: none"> · Master schedule consulting · EPC · Decision making interviews
Type 4 @ \$202.67 per day	General support <ul style="list-style-type: none"> · Paper screening · Initial interviews · EPC queries and paperwork
Type 5 @ \$465.27 per day	Day 1 to 5 for the retired administrator that is serving in the absence of a site administrator
Type 6 @ \$348.95 per day	Day 1 to 5 for the retired administrator that is serving in the absence of a EED School Principal

3% - Effective July 1, 2019

Type 1 @ \$456.72 per day	After day 5 - Step 3 of the position for a retired administrator that is serving in the absence of a site administrator/EED School Principal. Mentoring new administrator Coordinating professional development Serving as pupil service hearing officer
Type 3 @ \$315.18 per day	Skilled assistance at the sites and central office departments Subject matter expertise Administrative decisions – Policy making Workshop presenters <ul style="list-style-type: none">· Master schedule consulting· EPC· Decision making interviews
Type 4 @ \$208.75 per day	General support <ul style="list-style-type: none">· Paper screening· Initial interviews· EPC queries and paperwork
Type 5 @ \$479.23 per day	Day 1 to 5 for the retired administrator that is serving in the absence of a site administrator
Type 6 @ \$359.42 per day	Day 1 to 5 for the retired administrator that is serving in the absence of a EED School Principal

6% - Effective July 1, 2022

Type 1 After day 5 - Step 3 of the position for a retired administrator that is serving in the absence of a site administrator/EED School Principal.

Type 2 Mentoring new administrator
@ \$484.12 per day Coordinating professional development
Serving as pupil service hearing officer

Type 3 Skilled assistance at the sites and central office departments
@ \$334.09 per day Subject matter expertise
Administrative decisions – Policy making
Workshop presenters
· Master schedule consulting
· EPC
· Decision making interviews

Type 4 General support
@ \$221.28 per day · Paper screening
· Initial interviews
· EPC queries and paperwork

Type 5 Day 1 to 5 for the retired administrator that is serving in the absence of a
@ \$507.98 per day site administrator

Type 6 Day 1 to 5 for the retired administrator that is serving in the absence of a
@ \$380.99 per day EED School Principal

APPENDIX F - CBA EXTENSION MOU

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**Memorandum of Understanding Between San Francisco Unified School District and
United Administrators of San Francisco AFL CIO Local 3 Regarding Impacts and
Effects of COVID-19 Pandemic**

July 8, 2020

In order to promote public health, the safety of employees, and to ensure the continuity of learning for students, the San Francisco Unified School District ("District") and United Administrators of San Francisco ("UASF"), collectively referred to as the "Parties," have reached this Memorandum of Understanding ("MOU") concerning the District's response to the coronavirus (COVID- 19) Pandemic.

Whereas, the Parties agree the COVID-19 Pandemic has created unique challenges during this unprecedented time, including the importance of prudent measures to prevent District employees, students, their families, or other people using District facilities from being exposed to or infected with the coronavirus, care should be taken to identify potential exposure and prevent the spread of the disease;

Whereas, the District has declared all school employees, including UASF supervisory bargaining unit members, are considered disaster service workers and are subject to disaster service activities assigned to them (Government Code section 3100) and provisions should be made for those employees impacted by the pandemic;

Whereas, the parties recognize the importance of continuity of the educational program through distance learning and ensuring families have access to food traditionally provided at school sites;

Whereas, the wellness and safety of students and staff is of utmost importance;

Now, therefore, the Parties agree to the following:

1. Effective March 16, 2020, and due to the COVID-19 school site closures, regular monthly salaried employees will continue to be paid in accordance with the UASF Collective Bargaining Agreement (CBA) July 1, 2018-June 30, 2020, their regular monthly salary or days worked, based on the employee's current work year calendar and base salary.
2. To help prevent the spread of COVID 19 the District, to the best of its ability, will:
 - a. continue to train its employees in appropriate measures (public health measures, hygiene, sanitation, etc.) to prevent the spread of the virus and
 - b. ensure its facilities have the necessary supplies and custodial staff for preventative sanitation measures
 - c. make available to all employees any protective gear necessary to complete assigned tasks; social distancing shall be enforced at all locations.
 - d. UASF will cooperate with the District in any necessary public health actions, such as contact tracing of infected individuals.

3. If a bargaining unit member is unable to come to work, or telework, as a result of their own COVID-19 illness or a required quarantine due to a confirmed exposure to COVID-19, the bargaining unit member shall be granted leave pursuant to the Families First Coronavirus Response Act and Expanded FMLA Act (FFCRA/FMLA). The employee shall receive 100% of paid sick leave up to \$511 daily not to exceed \$5,110 total for a period of 2 weeks. They will not be required to use their own sick leave.
4. If any bargaining unit member is unable to come to work, or telework, because they are caring for a family member's COVID-19 illness, the bargaining unit member shall be granted leave pursuant to FFCRA/FMLA. The employee shall receive two-thirds of their pay, up to \$200 daily not to exceed \$2000 total for a period of two weeks (10 work days). A bargaining unit member may request an extension of this leave for no more than 10 additional weeks before the use of any personal sick days. They are also entitled to use their own sick time for such purposes if they choose to do so.
5. If any bargaining unit member is unable to come to work, or telework, because they are caring for their child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons, the bargaining unit member shall be granted leave pursuant to FFCRA/FMLA. The employee shall receive two-thirds of their pay, up to \$200 daily not to exceed \$12,000, for a period up to twelve weeks before the use of any personal sick days.
6. Employees are reminded of their duty to perform assigned work absent reasonable fears for their health or safety. Any UASF bargaining unit member who has self-quarantined due to potential exposure, or is in a high risk category (including persons over 60), and who cannot carry out their duties via telecommuting, must contact their supervisor and that supervisor will make arrangements for site coverage. There will be no retaliation for not being able to report for this duty.
7. When the District is notified by the local public health department (San Francisco Department of Public Health) that an employee was confirmed positive (or presumed positive) for COVID-19, and the time frame put other employees at risk, the District will, to the extent possible under the law, inform all bargaining units as soon as practicable.
8. Administrative Evaluations
 - a. Employee observation evaluation cycles for central office administrators will continue with the same goals, with revisions as necessary. Performance will be based on feedback and observations prior to March 16th. Performance feedback can be presented in a virtual conference with a rating submitted for the year.
 - b. Site administrators evaluation cycles will continue with the same goals, with revisions as necessary. Performance will be based on feedback and observations prior to March 16th, however, positive performance observed after March 16th shall be included in the rating submitted for the year. Performance feedback can be presented in a virtual conference with a rating submitted for the year.
 - c. Any proposed disciplinary actions and Improvement plans, unless that of a serious nature, shall be suspended for the remainder of the 2019-20 school year if the bargaining unit member is not yet evidencing progress.

9. For all Administrator Substitutes in long term positions that are expected to continue the duties of a School Site Administrator during school site closures, the School Site Administrator will continue to be paid in accordance with the UASF Collective Bargaining Agreement (CBA) July 1, 2018 thru June 30, 2020 Appendix E.
10. Distance Learning (DL): Site Administrators in the UASF supervisory bargaining unit will be invited to authentically collaborate in revising and enhancing opportunities for learning especially for PK-2, SPED and those without internet accessibility.
11. Reimbursements: Bargaining units members are entitled to a stipend for use of their personal devices and internet for business purposes. The stipend will be \$40.00 per month for three months, March 16 through June 16, and no less than any other bargaining unit member. Effective June 17 through August 14, 2020 while DL is required. Stipends will be provided for bargaining unit members who work ESY, OTS, Childcare, and other summer programs. If another bargaining unit receives more than \$40 per month, UASF members' stipend will be adjusted to that higher rate for the period from June 17 through August 14, 2020. This stipend through August 14, 2020 is non-precedent setting; however, it can be re-negotiated for the 2020-2021 school year based on funding availability.
 - a. Both parties understand the need to establish balance between the demands of leadership and the need to maintain well being especially in the context of this pandemic. Expectations regarding both the length of the work day and duty hours will reflect the importance of maintaining this balance and shall be determined between administrators and their supervisors.
 - b. UASF bargaining unit members who were required to work during spring break or any other non-work days when they were to be off calendar, will share with their supervisor the days they worked during spring break or other times and amend their 2019-2020 work calendar accordingly.
 - c. Supervisors of our bargaining unit members in departments and divisions will communicate consistent expectations and messaging to our bargaining unit members.
 - d. The hours required will vary from day-to-day and week-to-week, however, the hours required of bargaining unit members will be reasonable.
13. Communication, Collaboration, Privacy, and Security
 - a. The District will make every effort to streamline communications to bargaining unit members and ensure that messaging is consistent within and across divisions and departments.
 - b. Bargaining unit members agree to authentically collaborate with district leadership on communications sent to parents and staff.
 - c. Bargaining unit members will have flexibility to prioritize responding to their emails and communications.

- d: The District departments and divisions will make every effort to limit the number of scheduled meetings that bargaining unit members' are required to attend during COVID-19.
 - e: UASF Leadership will be given the opportunity to provide input into decisions (CBA Article 15.6) that may impact our bargaining unit members' working conditions.
14. Special Education: The parties agree to meet at the request of either party to address implementing guidance from the CDE and/or Federal Department of Education in order to provide an equitable and appropriate education for students with special needs.
- a. The District will provide secure distance learning tools to hold any necessary IEP meetings and to meet and collaborate on IEPs.
 - b. The District will provide further guidance on completing IEP assessments, writing IEPs and implementing the special education program in the distance learning model.
 - c. School sites will identify an administrative designee who will collaborate as needed with the SPED Department designee in order to insure the completion of IEPs.
- 15: Miscellaneous/Other Provisions:
- a. Upon the State/County/District determining schools are safe to reopen, the District shall provide at least 2 work days' notice to all unit members to prepare for the return to worksites.
 - b. In the event that any bargaining unit member is directed or required to report to a school or worksite during the period of time that a Local, State or Federal agency directs employees to be absent from a school or worksite, SFUSD shall take all appropriate health and safety measures for decontamination and sanitation before any unit members are required to return to the worksite.

The Parties agree the MOU addresses the impacts and effects of the COVID-19 pandemic. The parties recognize that the COVID-19 pandemic is evolving and so is the governmental response. The parties will comply with further state or federal legislation or orders as they affect the terms and conditions of employment of bargaining-unit employees and will bargain as needed over the effects of such further directives.

If any other bargaining unit receives any compensation or benefits over and above what UASF has negotiated in this Agreement, UASF supervisory bargaining unit members shall receive the same.

The District and UASF each reserve the right to negotiate any additional impacts related to COVID-19 and/or additional school closures in the 2019-20, extended school year.

UASF Collective Bargaining Agreement

July 1, 2020 thru June 30, 2023

This Agreement shall expire at the end of the emergency school closure on June 30, 2020, and may be extended by mutual written agreement. This agreement is extended through August 14, 2020.

FOR THE DISTRICT:

A blue ink signature of "R. Greg John".

Greg John, Deputy Director Labor Relations

FOR UASF:

A black ink signature of "Caroline Satoda".

Caroline Satoda, President

Tentative Agreement August 17, 2020

**Memorandum of Understanding Between San Francisco Unified School District and United
Administrators of San Francisco AFL CIO Local 3 Regarding Impacts and Effects of
COVID-19 Crisis Distance Learning**

2020-2021

In order to promote public health, the safety of employees, and to ensure the continuity of learning for students, the San Francisco Unified School District ("District") and United Administrators of San Francisco ("UASF"), collectively referred to as the "Parties," have reached this Memorandum of Understanding ("MOU") concerning the District's response to the coronavirus (COVID- 19) Pandemic.

Whereas, the Parties agree the COVID-19 Pandemic has created unique challenges during this unprecedented time, including the importance of prudent measures to prevent District employees, students, their families, or other people using District facilities from being exposed to or infected with the coronavirus, care should be taken to identify potential exposure and prevent the spread of the disease;

Whereas, UASF and SFUSD shall work together toward an antiracist leadership where we fight alongside one another, brothers, sisters, siblings to fully abolish not just our own personal prejudices and biases but the untenable narratives and unjust educational policies that perpetuate racial inequity and injustice. We also acknowledge, "Racial inequity is a problem of bad policy, not bad people." Ibram X. Kendi, therefore, our work for social justice actions are at hand. We will say their names and we will speak out for those without voice, without breath. UASF and SFUSD agree to work in concert to reflect deeply, ask the hard questions, collect and analyze meaningful data, provide advocacy and design, implement solutions with policies that are antiracist, inclusive and uplifting to the lives, minds, bodies and spirits of each and every child and adult in our community;

Whereas, the District has declared all school employees, including UASF supervisory bargaining unit members, are considered disaster service workers and are subject to disaster service activities assigned to them (Government Code section 3100), and provisions shall be made for those employees impacted by the pandemic;

Whereas, the parties recognize the importance of continuity of the educational program through distance, to hybrid, to all in-person learning with regular wellness checks;

Whereas, the wellness and safety of students and staff is of utmost importance and through the wellness checks, parties also recognize that families have a need to access food traditionally provided at school sites and that Student, Family and Community Support Department, (SFCSD) will support sites so that families can access local social services;

Now, therefore, the Parties agree to the following:

1. COMPENSATION, WORK CALENDARS, WORK HOURS, WORKING CONDITIONS

1.1 Compensation

1.1.1 While working under a distance learning model, or during a period of total emergency school closure, regularly scheduled bargaining unit members shall continue to receive their full compensation and benefits. Compensation will be in accordance with the UASF Collective Bargaining Agreement (CBA), their regular monthly salary or days worked, based on the employee's current work year calendar and base salary.

1.1.2 The District and UASF recognize the importance of maintaining safe learning opportunities for the benefit of the students and communities served by the District and its staff. For the purpose of this MOU, AB77/SB98: DL= (43500) "Distance learning" means instruction in which the pupil and instructor are in different locations and pupils are under the general supervision of a certificated employee of the local educational agency.

1.1.2.1 The District and UASF will agree to meet and confer on appropriate and mutually beneficial re-purposing and re-allocation of funds now indicated in CBA Article 4.9. Meetings will commence by September 30, 2020.

1.1.3 The District shall provide a one time stipend during Crisis Distance Learning for reasonable costs associated with purchasing equipment, improving home internet bandwidth, use of phone, or office materials not provided by the District directly related to providing distance learning. Such a stipend will be set at a level of \$400 per unit member for the 2020-2021 school year.

1.1.4 Bargaining unit members will follow CBA Appendix C Calendar guidelines setting and or amending their 2020-2021 work calendar as required.

1.1.4.1 Upon the State/County/District determining schools are safe to reopen, the District shall provide at least 3 work days to be considered as part of the work calendar to prepare for staff return, 5 work days notice to all bargaining unit members to prepare for the return to worksites whether hybrid or in-person student learning.

1.1.4.2 Bargaining unit members who are required by the Superintendent or their direct Supervisor to serve specified days in addition to those designated in Appendix C.1 in order to reopen sites shall receive their per diem rate of pay for each such additional day served.

1.2 WORK HOURS

1.2.1 Bargaining Unit Members' work hours will be consistent with the collective bargaining agreement between the SFUSD and the UASF. The District will make every reasonable effort to engage administrators regarding work-related matters and schedule all District mandatory virtual meetings within the hours of 8:00 AM and 5:00 PM.

1.3 WORKING CONDITIONS

1.3.1 The Union and District recognize that some unit members may require access to workspaces (e.g., classroom, office, etc.) with internet access and equipment to perform their duties effectively. Pursuant to this goal:

1.3.1.1 The District and Union will collaborate in a good faith effort to explore whether and how to assign UASF unit members to available workspaces provided the parties can do so in compliance with public health guidelines to prevent the spread of COVID-19.

1.3.1.2 Considerations in making assignments compliant with public health guidelines from the San Francisco Department of Public Health (SFDPH) will include safety considerations that may pertain to shared spaces within a facility (such as restrooms), building ventilation, and custodial capacity.

1.3.1.3 In addition, operational considerations such as construction and preparation for in-person instruction (such as moving furniture or making building repairs) will be taken into account as well.

1.3.1.4 The District and Union will meet and confer regarding such assignments during the week of August 24th with the goal of providing unit members with access to workspaces by August 31st and no later than September 8th. All safety precautions in place due to COVID-19, pursuant to guidance from the SFDPH shall be observed.

1.3.1.5 UASF Bargaining Unit Members in consultation with their supervisor, and dependent upon current public health mandates and policies may be allowed on site to conduct essential work duties they must perform.

1.3.2. While the District and UASF acknowledge that bargaining unit members may continue to use existing department, division, or District budgets to procure District smartphones and/or reimbursements of these costs, both UASF and the District agree to meet and

confer no later than September 1, 2020, to propose a policy on the purchase and use of smartphones for all unit members.

- 1.3.3 The District shall provide all bargaining unit members with PPE necessary to complete their work assignment in accordance with guidelines from the San Francisco Department of Public Health (SFDPH) or California Department of Public Health (CDPH) or California Department of Education (CDE) or Centers for Disease Control (CDC) or other appropriate health organization(s) guidance including but not limited to: face masks, face shields, gloves, etc. This also includes physical barriers, when necessary, and cleaning supplies in the workplace. Where there are differences in the guidance of the appropriate level of PPE, the District will provide the level of PPE applicable to each given context.
- 1.3.4 The District shall meet and confer with UASF at least two weeks prior to opening schools in the hybrid model to finalize and ensure the implementation of all safety precautions essential to reopening schools.
- 1.3.5 Bargaining Unit Members who have personal family related issues that prevent or prohibit them to be on site during COVID-19, shall meet initially with their immediate supervisor and Assistant Superintendent or Chief to determine if they can reasonably be assigned other equitable duties and responsibilities.

1.4 HEALTH AND SAFETY

- 1.4.1 To help prevent the spread of COVID 19 the District will adhere to the most current guidelines from the SFDPH or CDPH or CDE or CDC or other appropriate health organization(s) for the health and safety of our members and the school community including:
 - 1.4.1.2 Providing A-Synchronous, self-guided training for Bargaining Unit Members, employees, and volunteers in appropriate measures (public health measures, hygiene, sanitation, etc.) to prevent the spread of the virus. Bargaining Unit Members, employees, and volunteers who complete the training will receive verification of completion.
 - 1.4.1.3 Ensuring facilities have the necessary equipment, supplies and custodial staff for preventative sanitation measures to prevent infection.
 - 1.4.1.4 Providing to all employees protective gear necessary to complete assigned tasks; social distancing shall be enforced at all locations.
 - 1.4.1.5 Ensuring Bargaining Unit Members will receive policies, training, and Personal Protective Equipment (PPE) to allow them to take appropriate precautions to protect personal and collective safety in their respective work contexts. Policies, training, and response protocols will provide Bargaining Unit Members both the authority and support to resolve safety and non-compliance issues that may arise at the work sites.

2. ACCOMMODATIONS, SUBSTITUTE COVERAGE, AND LEAVES

- 2.1** Accommodation - Upon request of a bargaining unit member who receives accommodations based on performing their job in person, the District and the unit member shall conduct an interactive accommodations meeting to re-evaluate and adjust any reasonable accommodations for working in a distance learning setting.

2.2 SUBSTITUTE COVERAGE

All site based bargaining unit members will have the right to utilize administrator substitute coverage for leaves, personal days, sick days and regularly scheduled off contract time for year round administrators.

2.3 LEAVES

- 2.3.1** For Unit Member Self Care: A Full/part-time unit member may use up to 10 days or a two-workweek equivalent of as defined available federal paid sick leave under the Family First Covid Response Act (FFCRA) if the member (1) is unable to work due to government issued quarantine or isolation order related to COVID-19, or (2) has been advised to self-quarantine by a healthcare provider related to COVID-19 and is unable to work, or (3) is experiencing symptoms of COVID-19 and is seeking diagnosis and is unable to work. The District may request verification prior to placing a unit member on paid leave. The District will adhere to the FFCRA limit of \$511/day.
- 2.3.2** For Unit Members' Care for Others: A full/part-time unit member may use up to 10 days or a two-workweek equivalent of available federal paid sick leave under the FFCRA if the member is unable to work due to the need to care for (1) a minor child due to a COVID-19 related school closure, or (2) an individual subject to government issued quarantine or isolation order related to COVID-19, or (3) an individual who has been advised to self-quarantine by a healthcare provider related to COVID-19, or (4) an individual who is experiencing symptoms of COVID-19 and is seeking diagnosis. Verification will be required prior to placing a unit member on paid leave. The District will pay a unit member up to \$200 per day as indicated by FFCRA.

3. COMMUNICATION, COLLABORATION, PRIVACY, AND SECURITY

- 3.1** Bargaining unit members in performance of their administrative duties, shall observe teachers and staff members both formally and informally in virtual and in person settings and have the ability to look at teachers' grade books, curriculum scope, lesson plans and follow the sequence of evaluation and provide feedback.

- 3.2 The District will make every effort to streamline communications to bargaining unit members and ensure that messaging is consistent within and across divisions and departments.
- 3.3 Bargaining unit members agree to collaborate with District leadership on communications sent to parents and staff.
- 3.4 Bargaining unit members will have flexibility to prioritize responding to their emails, text messages and voicemails and communications. They will make every effort to respond to email from supervisors within a reasonable time with particular prioritization given to emergencies and contingencies that may indicate a more rapid response.
- 3.5 On-Going Consultation with the District and Union representatives shall continue to consult on non-bargaining topics of mutual interest, as well as continue consultation discussions on such topics as hiring guidelines, streamlining paperwork, and staff development activities. The District shall include UASF in the planning, design and implementation of Distance Learning and the transition to hybrid and all in-person learning and the overall opening of schools.

4. SPECIAL EDUCATION

- 4.1 The parties agree to meet at the request of either party to address implementing guidance from the CDE and/or Federal Department of Education in order to provide an equitable and appropriate education for students with special needs.
- 4.2 The District will provide secure distance learning tools to hold any necessary IEP meetings and to meet and collaborate on IEPs.
- 4.3 The District will provide further guidance on completing IEP assessments, writing IEPs and implementing the special education program in the distance learning model.
- 4.4 Consistent with SPED Guidelines, school sites will identify an administrative designee who will collaborate as needed with the SPED Department designee in order to ensure the completion of IEPs.
- 4.5 The District and Union will convene a task force, with a minimum five (5) UASF members that will meet and determine solutions and procedures with agreement of all parties to address the backlog of assessments related to Special Education Services. Both parties reserve the right to solicit the support of professional experts outside of SFUSD staff, including the SFDPH.

5. CONTINGENCIES

- 5.1 If any other bargaining unit receives any compensation or benefits over and above what UASF has negotiated in this Agreement, UASF supervisory bargaining unit members shall receive the same.

- 5.2 The District and UASF each reserve the right to negotiate any additional impacts related to COVID-19 and/or additional school closures in the 2020-2021, or for the extended school year.
- 5.3 Upon agreement of the UESF MOU, the District shall meet and confer with UASF regarding implementation, expectations, legal ramifications, compliance, and additional impacts that the UESF MOU may impose on UASF Bargaining Unit Members and follow-through. This may require a revision to the agreed upon UASF MOU.
- 5.4 The District and UASF agree to meet and confer on impacts to UASF members working conditions while the Crisis Distance Learning is in effect to reach a solution(s).

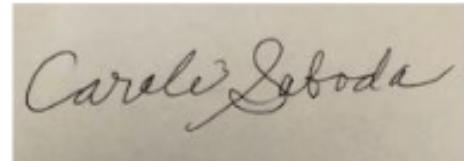
This Agreement shall expire June 30, 2021, and may be amended with mutual written agreement.

FOR THE DISTRICT:

A blue ink signature of "R H Greg John" on a light blue background.

Greg John, Chief, Labor Relations

FOR UASF:

A brown ink signature of "Caroline Satoda" on a light brown background.

Caroline Satoda, President, UASF

**Side Letter
San Francisco Unified School District
And
United Administrators of San Francisco
Article 10**

ADMINISTRATOR EVALUATION AND LEADERSHIP PROFESSIONAL GROWTH

The San Francisco Unified School District (the “District”) and United Administrators of San Francisco (“UASF” or “Union”) enter into this agreement in response to the impacts of the Covid 19 pandemic on conducting evaluations during the 2020-21 school year. The District and Union agree to the following:

- 1) All bargaining unit members who have met standards in all competency elements in their prior Leadership Action Plan (LAP) or prior Leadership Appraisal and Development Plan (LAD), and are not on an improvement plan by December 1, 2020, shall be evaluated using a Leadership Plan “Short Form,” per CBA Article 10.2.3.
- 2) All bargaining unit members who had a short form evaluation in 2019-20 shall be evaluated with a short form again unless they are on an improvement plan.
- 3) All administrators in their first year of a one year contract will be evaluated per Article 10, of the CBA.
- 4) The District and Union agree that the evaluation timelines will be adjusted with mutual agreement from the parties.

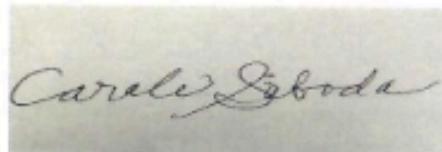
This agreement will expire at the end of the 2020-21 school year.



Nov. 24, 2020

Greg John, Chief, Labor Relations

Date



November 24, 2020

United Administrators of San Francisco

Date

**MEMORANDUM OF UNDERSTANDING BETWEEN
SAN FRANCISCO UNIFIED SCHOOL DISTRICT AND
ALL SFUSD UNIONS
REGARDING HEALTH AND SAFETY STANDARDS
FINAL AGREEMENT FEBRUARY 6, 2021**

This Memorandum of Understanding is entered into between the San Francisco Unified School District (District) and each of the following Unions (numbered to indicate 7 separate documents):

1. United Educators of San Francisco;
2. Service Employees International Union Local 1021;
3. United Administrators of San Francisco, AFL-CIO, American Federation of School Administrators Local 3;
4. International Federation of Professional and Technical Engineers, Local 21 Protech and Non-Protech Units;
5. International Brotherhood of Electrical Workers, Local 6;
6. International Union of Operating Engineers, Stationary Engineers Local 39, AFL-CIO;
7. Common Crafts (Glaziers, Architectural Metal And Glass Workers Union, Local 718; Iron Workers Union, Local 377; Plasterers and Shophands Union, Local 66; United Union Of Roofers, Waterproofers and Allied Workers, Local 40; Carpenters and Locksmith, Local 22; Auto, Marine and Specialty Painters, Local 1176; Sheet Metal Workers International Union, Local 104; United Association of Journeymen and Apprentices of The Plumbing And Pipefitting Industry of The United States And Canada, Local 38; Teamsters, Local 853; Laborers International Union Of America, Local 261, and Machinists, Local 1414).

Section I: General Provisions

With the greatest concern for the health and safety of students, staff, and community, San Francisco Unified School District ("SFUSD") and its exclusive bargaining agents ("Unions") agree that the following safety standards shall be in place for the safe reopening of in-person learning and working at SFUSD school and worksites.

The Unions will support these efforts by encouraging that their members implement and adhere to the provisions of this MOU.

A. General Safety Protections

The District agrees to comply with guidelines and regulations, from the Centers for Disease Control and Prevention (CDC), the California Department of Public Health (CDPH), the

California Department of Education (CDE), Cal/OSHA, and the San Francisco Department of Public Health (SFDPH), including, but not limited to:

1. SFDPH "Public Health Directive No. 2020-33b," dated January 27, 2021;
2. "SFDPH Guidance Re-opening TK-12 Schools for In-Person, On-Site Instruction Interim Guidance for School Year 2020-2021," dated January 27, 2021; and
3. CDPH "COVID-19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California, 2020-2021 School Year," dated January 14, 2021.
4. All revisions and updates to the above health and safety guidelines shall automatically apply. If any provision contained in this MOU conflicts with revised or updated guidelines, best practices, recommendations, and considerations from SFDPH or CDPH, the Parties agree to meet and confer.

This MOU is a non-precedent setting document. Provisions applicable to specific bargaining units shall either be incorporated into the respective union's specific document, or this MOU shall be solely for the purpose of setting baseline safety and health standards. This MOU is intended to consider staff, student, and community safety, and some bargaining units may have specific concerns in addition to those provisions contained within this document.

If any provision contained in this MOU conflicts with a provision in any other MOU(s) between the District and with one or more Unions, the higher standard shall prevail.

This MOU shall expire automatically on July 31, 2022.

The Parties agree to meet and establish a calendar for negotiations on all successor agreements within 30 days of the date of this Agreement.

B. Health and Safety Committee

The District shall continue to meet monthly with a committee of representatives from the Unions of SFUSD to continue conferring on health and safety matters related to COVID-19, including but not limited to ventilation, cleaning and disinfecting, community spread, contact tracing, and staff and student testing. The purpose of this committee is to ensure that each facility meets health and safety standards prior to occupancy, that health and safety standards are maintained thereafter, and to address concerns when raised. In addition, the committee will continue to further explore on an ongoing basis additional safety measures to District employees, students, and the public.

Section II: Criteria to Reopen for In-Person Instruction Tied to COVID Community Spread Thresholds

The Parties agree that as a District in the City with the second highest number of people per square mile in the country, and with staff traveling in from the greater Bay Area, monitoring community spread in our region is crucial to safely reopening schools.

Therefore, the parties agree as follows:

- A. In-person instruction shall commence at early education schools, schools with grades TK through 5, and for moderate/severe special day classes at all grade levels, followed by middle and high schools, when either of the following events occur, whichever comes first:
 1. San Francisco City and County are in the Red Tier as determined by the California Department of Public Health, and according to California's Blueprint for a Safer Economy, and all staff reporting to District school or worksites have had the opportunity (eligibility and access) to be vaccinated at the recommended dosage;
 2. San Francisco City and County is in the Orange or any lower Tier, as determined by the California Department of Public Health, regardless of the availability of vaccines.
- B. The District shall actively support and assist the SF Department of Public Health in coordinating the administration of the COVID-19 vaccine to staff, to the best of the District's ability, including the measures listed below:
 1. The District shall communicate with all staff in writing in their preferred language about the availability of the COVID-19 vaccine to them, including where they may receive the vaccine and how to make an appointment, if necessary, to receive the vaccine.
 2. The District shall provide to all staff written educational materials in their preferred language about the vaccine, including accurate information from the Centers for Disease Control (CDC) on the vaccine's benefits, risks, and efficacy rates and shall encourage them to be vaccinated against COVID-19.
 3. The District will request that DPH implement a school site vaccination program for staff to be vaccinated against COVID-19 at District school sites and work sites.
 4. The District shall allow staff to be vaccinated during their work hours with no loss of pay.

5. Prior to the return of students for in person learning in the Red tier, the District shall make every effort to ensure that every-staff person has been offered the opportunity to be vaccinated, and those electing to be vaccinated, have been administered the vaccine at the recommended full course of the COVID-19 vaccine once it has been made available to them by obtaining verification from the vaccination administrators (HSS, etc.) before being required to report to work at a reopened District site.
6. The District shall prioritize availability of the vaccine to staff already working onsite.
7. The District shall provide paid sick leave up to 5 (five) days as needed to any staff person who is ill from side effects from receiving the COVID-19 vaccine without requiring that staff use leave banks or accrued leave.
8. The parties agree to meet and confer if the risk level in San Francisco increases to the purple (widespread) tier from a lower tier as defined in the Blueprint for a Safer Economy.
9. The District will, prior to implementation, notify bargaining unit representatives in writing, and complete bargaining over the impacts of any decision to reopen middle and or high schools for in-person instruction.

Section III: Testing

As State and County testing guidelines and directives evolve, the District shall comply with current guidelines.

- A. Before students return to school sites for in-person learning, the District shall provide COVID testing to all students and staff assigned to return to any school or worksite. The District shall continue to make free COVID testing available to students and staff during normal work hours, with every effort made to ensure result turnaround time within seventy-two (72) hours of testing.
- B. The District will follow San Francisco Department of Public Health guidelines to determine the level of testing required for students and staff as the County moves across tiers. Through August 31, 2021, the District shall provide testing as follows:
 1. While the county risk level for San Francisco is in the red tier as defined in the Blueprint for a Safer Economy, the District shall continue testing students and staff at least every two (2) weeks.

2. While the county risk level for San Francisco is in the orange tier as defined in the Blueprint for a Safer Economy, the District shall continue to make testing available to staff and 20% of students reporting to a work or school site every two weeks.
3. While the county risk level for San Francisco is in the yellow tier as defined in the Blueprint for a Safer Economy, the District shall provide testing for 20% of students and staff reporting to work or school site every two weeks.

The parties shall meet and confer no later than July 1, 2021, over testing requirements that will apply after August 31, 2021.

The District shall require non-SFUSD staff who are contracted to perform services with students or staff to be tested at the same cadence as District staff for so long as non-District personnel are providing services at the school or District site where District personnel will come into contact with non-District personnel.

- C. The District shall also adhere to Cal-OSHA testing requirements during an “outbreak” (3 or more COVID cases at a Cal-OSHA defined exposed workplace per 14 day period) and a “major outbreak” (20 or more COVID cases at a Cal-OSHA defined exposed workplace per 30 days) that call for immediate testing and weekly tests for employees during an outbreak, and immediate testing and twice weekly testing for employees during a major outbreak, among other measures.
- D. The District shall create and maintain a Public Dashboard that reports all instances of positive cases at all schools and worksites. The Dashboard shall be updated within 24 hours of the District receiving confirmation of a positive test.

Section IV: Health Screenings

All persons will be screened for COVID-19 symptoms and exposure before they are allowed to enter school grounds and District facilities. Screening will include a visual wellness check and a health screening form. Symptoms include:

- a. Fever 100.4 degrees Fahrenheit or higher
- b. Cough
- c. Shortness of breath or difficulty breathing
- d. Fatigue
- e. Muscle or body aches
- f. Headache
- g. New loss of taste or smell
- h. Sore throat

- i. Congestion or runny nose
- j. Nausea or vomiting
- k. Diarrhea
- l. Chills

Section V: Protocol for Monitoring COVID-19 Symptoms and Positive Cases

- A. Students and staff who do not pass screening as provided in section IV of this MOU or who become symptomatic during the day will be sent home immediately. Such students and staff will wait in an isolation area until they can leave. The District shall provide all staff caring for individuals in isolation with required PPE.
- B. The District's contact tracing program and monitoring requires designated staff to take appropriate action to mitigate the spread of COVID-19, to communicate messages tailored to the various stakeholders, and to complete the necessary documentation in accordance with state and local COVID-19 reporting requirements.
- C. The District's Contact tracing program must be in writing, readily available to staff and made viewable to the public while maintaining the necessary confidentiality of personally identifiable information. The plan should contain names and roles for those responsible for each step of the tracing, as well as make available related information to facilitate the tracing (attendance rosters, classroom seating charts, room assignments, campus maps, etc.). The District's Contact tracing program will include:
 - 1. 75% or higher index of SFUSD COVID-19 positive cases give information to SFUSD designated contact tracers at a school site or central office location.
 - 2. Rapid notification to identified SFUSD close contacts in 24hrs or less
 - 3. 90% or more of identified SFUSD close contacts are contacted and referred to SFDPH for contact tracing beyond SFUSD employees.

The District shall partner closely with the SF Department of Public Health for a robust contact-tracing program.

D. SFUSD Monitoring Program

Any student or staff who goes home with or reports COVID-19 like symptoms, has tested positive for COVID-19, or has been identified as a close contact will be documented in the COVID-19 Confidential Illness Log to monitor students and staff who are home on isolation or quarantine.

- 1. For students, site staff will give appropriate guidance on when to return to school

based on the “SFDPH Quick Guide COVID-19 Protocols” and provide a written communication indicating when the student may return based on current guidance from state and local departments of public health.

2. Site staff will inform appropriate staff on a need to know basis about student or staff return to school date while maintaining confidentiality.
3. Site staff in consultation with COVID-19 Central Liaison, will notify staff of positive cases and outbreaks, including written communication for general exposure, and written communication to close contacts to the appropriate students and staff members.
4. The COVID-19 Central Liaison will provide support to sites and departments to implement this protocol.
5. Each school and worksite will have a designated team supported by the COVID-19 Central Liaison.

Union Notification

Notification of positive cases and Cal-OSHA defined outbreaks shall be provided to staff and their union representatives within 24 hours of potential exposures and outbreaks. In compliance with AB 685, this notification to Union representatives and their unit members shall include the following:

1. Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws, including, but not limited to, workers' compensation, and options for exposed employees, including COVID-19-related leave, company sick leave, state-mandated leave, supplemental sick leave, or negotiated leave provisions, as well as anti-retaliation and antidiscrimination protections of the employee; and
2. The disinfection and safety plan that the employer plans to implement and complete per the guidelines of the federal Centers for Disease Control.

Any staff member identified as a close contact who must quarantine as a result of a work-place exposure will not suffer a loss of pay or sick leave.

Return to Work Criteria

The District will adhere to Cal-OSHA, CDPH, and SFDPH guidance for confirmed or suspected cases of COVID-19 in a school.

Section VI: COVID Hygiene

The District shall comply with COVID-19 hygiene, distancing, and masking standards mandated by the State and County Department of Public Health Directives.

A. Physical Distancing Outside the Classroom

1. The District shall limit occupancy of bathrooms, elevators, locker rooms, staff rooms, offices, warehouses, and conference rooms, and any other shared work or school spaces to allow 6 feet of distancing. Adjacent bathroom stalls may be used. The District shall post signs with occupancy limits conspicuously at the entrance to each room.
2. Persons on school grounds, including students and staff, will not be allowed to congregate in staff rooms, break rooms, entrances, exits, hallways, or other common areas. At places where students and staff congregate or wait in line, the District shall mark spots on the floor or the walls 6 feet apart to indicate where to stand.

B. Face Masks and Cloth Face Coverings

1. The District shall make available disposable 3-ply surgical masks to staff to wear while on school grounds if they have forgotten a mask. District shall provide reusable cloth face coverings to staff.
2. All adults and students, including those in TK-2nd grade, must wear face coverings over both their nose and mouth at all times on campus. Students with documented medical or behavioral contraindications to face masks and cloth face coverings are exempt. A cloth face covering or face shield should be removed for meals, snacks, naptime, or when it needs to be replaced. This includes family members and caregivers dropping off or picking-up students. CDPH guidelines call for individuals not able to wear masks to wear alternate PPE if able to do so (face shields with drapes, etc.).

C. Sanitation Stations

The District will ensure that hand washing stations and sanitizing supplies (including paper towels, tissues, hand sanitizer with at least sixty percent (60%) ethyl alcohol, and disinfectant wipes) are easily accessible in all areas frequented by staff.

D. Personal Protective Equipment (PPE)

The Centers for Disease Control and Prevention (CDC) does not recommend personal protective equipment (PPE) beyond a face covering when interacting with asymptomatic individuals who are not known to have COVID-19.

PPE is not a substitute for environmental safety measures and should be used in conjunction with other safety measures such as wearing a face covering, physical distancing, ventilation, partitions, and handwashing.

The District shall provide all necessary PPE to staff, including contractors, who provide specialized support services. This includes surgical masks, face shields, disposable gloves, and for 1:1 health service providers where there's a likelihood of exposure to respiratory secretions, disposable gowns.

Staff may consider wearing PPE when there is likelihood of direct contact with another's respiratory secretions.

This video is available for staff seeking clarification regarding the safe manner to put on PPE, and this video for how to safely take off PPE.

The District shall ensure that there is a three-month supply of Personal Protective Equipment in the warehouse, and each school/worksit will receive monthly deliveries of supplies, and on-demand as requested.

E. Ventilation

The District agrees to follow and implement, to their absolute best ability and to the extent feasible, the American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) guidance on ventilation as indicated by CDPH "COVID-19 and Reopening In Person Instruction Framework & Public Health Guidance for K-12 Schools in California, 2020- 2021 School Year." All revisions and updates that provide additional improvements to these guidelines, best practices, recommendations and considerations shall automatically apply.

Section VII: Cleaning and Disinfecting Plans

In compliance with regulations, guidance, and recommendations from the CDC, Cal/OSHA, and SFDPH, the District shall adopt cleaning and disinfecting plans and training programs to prevent the spread of COVID-19. The cleaning and disinfecting plans shall adhere to CDC guidance in the current "Cleaning and Disinfecting Your Facility," <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>, and to CDPH cleaning and disinfecting guidance in the current "COVID-19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California, 2020-2021 School Year." The District's cleaning and disinfecting plans shall be available for all staff and families to review.

A. Cleaning and Disinfecting to Prevent Transmission

The District is implementing the following cleaning and disinfection measures;

Central Office and Remote Work Locations

Daily: Sweep and spot mop floors, empty trash, clean high touch surfaces such as doorknobs, clean interior garbage cans, clean and disinfect restrooms.

Weekly: Wet mop all stairs, hallways, and classrooms, clean interior windows, vacuum carpets, disinfect classrooms.

- Microfiber rags and mop heads are washed regularly and reused.
- Custodians wear reusable gloves for general cleaning, disposable gloves for restrooms, and goggles and masks as needed.
- Peroxide disinfectants used in restrooms and on high touch surfaces. General cleaner used on floors and windows (bleach and peroxide disinfectants require 5-10 minutes of dwell time to kill bacteria and viruses.)

As Needed: Following a positive case of COVID-19 among staff, the District will clean and disinfect all surfaces in the staff member's assigned room, restroom and corridors. The District will follow procedures as outlined in the CDC COVID-19 protocols on Disinfection and Cleaning.

Remote Work Location Workstations

Each staff granted access to a remote workstation will be supplied with hand sanitizer and disinfectant. They are responsible for daily cleaning of their work stations. Site Captains are also responsible for disinfecting their workspace.

School Sites (upon reopening for in-person instruction)

- Continue routine cleaning including sweeping and mopping, emptying and cleaning waste bins, wiping down surfaces, and disinfecting restrooms.
- Ensure that high touch areas and surfaces are regularly disinfected. High touch surfaces are those surfaces that multiple people come in contact with multiple times a day and can include light switches, door handles, faucets, and railings. Custodians will be provided with electrostatic sprayers to improve efficiency and effectiveness of disinfecting.
- Ensure there is sufficient hand sanitizer, access to sinks with soap and water, and/or disinfecting wipes for staff and students at or near the entrance of the facility, at service counters, and anywhere people will have direct interactions.
- Provide cleaning and disinfecting supplies in every classroom, bathroom, and workroom.

- Clean and disinfect frequently touched surfaces like door handles, desks, countertops, phones, keyboards, light switches, handles, toilets and faucets at least daily.

Ensure that disinfecting products are not used in close proximity to children and maintain adequate ventilation maintained during any cleaning, sanitizing or disinfecting. (See *Caring for Our Children* for procedures regarding cleaning, sanitizing and disinfection of educational facilities for children).

Cleaning and Disinfecting in the Event of a COVID-19 Case

In the event an employee tests positive for COVID-19 ("affected employee") and the affected person was on site during the high risk exposure period (within 48 hours of administration of the test or symptoms onset), the District will implement the following procedures:

1. As soon as possible, close off areas which were accessed by the affected employee within the last 7 days of the high-risk exposure period. Alternative locations for necessary activities should be identified.
2. Wait 24 hours, or as long as practical, before cleaning and disinfection.
3. Clean and disinfect areas accessed by the affected employee within the last 7 days of the high risk exposure period, including but not limited to all surfaces, floors, bathrooms, isolation room(s), table tops, door handles, light switches, electronic equipment, touch screens, keyboards, and remote controls.
4. Open windows and use fans in areas used by the affected employee to maximize outdoor air circulation.
5. Notify and make arrangements for staff, contractors or itinerant staff to use alternative locations until the areas are cleaned and disinfected.
6. Open windows and use fans to increase outdoor air circulation in the areas to be cleaned, being careful not to blow air from these areas into other areas of the building.

Shared Tools, Equipment and Personal Protective Equipment (PPE)

Employees may not share PPE, including but not limited to gloves, goggles and face shields.

When sharing a workspace, staff should clean and disinfect their work area, and any shared supplies and equipment, before and after their use.

The District will minimize the sharing of vehicles to the greatest extent feasible. When vehicles must be shared, high-touch points such as for the steering wheel, door handles, seatbelt buckles, armrests, and shifter will be disinfected between users.

Section VIII: COVID-19 Prevention Program (CPP)

Before a school site is reopened, parents and guardians of children attending school at the site will be notified in writing of the physical distancing, face covering, health screening, and other COVID-19 health and safety requirements for persons at each school site. Signage will be conspicuously posted at all entrances describing such requirements.

The sites with support from Central Office shall implement and monitor the CPP each day, fixing problems when they arise. The CPP shall contain all required elements as mandated by Cal-OSHA.

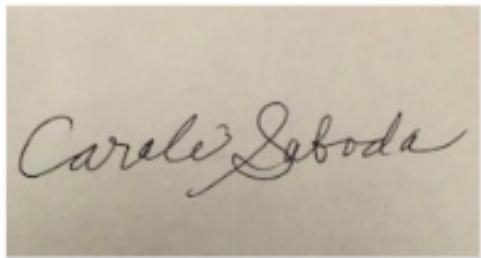
Union Representatives shall be informed and updated of the contact persons for each site for issues and concerns. Health and Safety Committee will discuss the ongoing design, implementation and evolution of the CPP, as needed.

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UASF Collective Bargaining Agreement

July 1, 2020 thru June 30, 2023

For the Union



UASF (sign and print)

Date: Feb. 18, 2021

For the District



Richard Gregory John
Chief of Labor Relations

Date: 2/19/2021

**MEMORANDUM OF UNDERSTANDING BETWEEN SAN FRANCISCO UNIFIED
SCHOOL DISTRICT AND
UNITED ADMINISTRATORS OF SAN FRANCISCO**

**REOPENING SCHOOLS AND WORKSITES FOR THE 2020-2021 SCHOOL YEAR
FOR HYBRID/IN-PERSON/DISTANCE LEARNING INSTRUCTION AND WORK
TENTATIVE AGREEMENT**

The parties affirm the Memorandum of Understanding (MOU) with All Unions Regarding Health and Safety Standards dated February 6, 2021 ("HS MOU"). This memorandum is incorporated herein by reference as it applies to a hybrid return to in-person instruction. This MOU is intended to address specific concerns for UASF bargaining unit members in addition to the provisions found in the February 6, 2021 MOU.

The parties also affirm the MOU previously negotiated and executed by the parties on August 17, 2020 regarding crisis distance learning, a Sideletter for Evaluation, Article 10 on November 24, 2020, and a Sideletter for cell phone reimbursement negotiated and executed by the parties on October 26, 2020. This memorandum is incorporated herein by reference insofar as it applies to a return to in-person work or continuing virtual work or hybrid work defined as a combination of in- person and virtual work. If any provision contained in this MOU conflicts with above mentioned negotiated MOUs and Sideletter or the collective bargaining agreement, the provisions contained in HS MOU and in this MOU shall govern and control.

The San Francisco Unified School District ("District") and United Administrators of San Francisco ("UASF") enter this Memorandum of Understanding ("MOU") regarding the negotiable impacts of transitioning to in-person forms of instruction and work in a COVID-19 environment. "In-person forms of instruction" is defined to include but not be limited to hybrid models, small group instruction, and a return of all students by school, grade level or District wide for the 2020-2021 school year.

FOR HYBRID/IN-PERSON/DISTANCE LEARNING INSTRUCTION AND WORK

The parties affirm the memorandum of understanding previously negotiated and executed by the parties on August 17, 2020. This memorandum is incorporated herein by reference insofar as it applies to a return to in-person instruction. If any provision contained in this MOU conflicts with any provision in the August 17, 2020, the provision contained in this MOU shall govern and control.

Article 1: Implementation of In-Person Instruction

1.1. Implementation of In-Person Instruction

The parties agree to abide by the terms as identified in the HS MOU.

1.2 Impacts of Instructional Day Schedules

School site schedules and flexibility - School site leaders will collaborate with their Union Building Committee (UBC) and Instructional Leadership Team (ILT) to review and adjust instructional student and master schedules to support student learning. All schedules must receive approval from the Assistant Superintendent prior to implementation.

1.3. Small Cohort Specialized and Targeted Support Services

1.3.1. The parties agree that the District will begin providing specialized and targeted support services to designated student groups pursuant to the guidance issued by the CDPH on August 25, 2020 (updated on September 4, 2020).

1.3.2. According to Agency Guidelines, students with disabilities shall be prioritized by the District for receiving specialized and targeted support services. In addition, English learners, students at higher risk of further learning loss or not participating in distance learning (including but not limited to PK-2 students), students at risk of abuse or neglect, foster youth and students experiencing homelessness may also be prioritized. (+ disengaged students).

1.3.3 Specialized academic instruction, related services, and targeted support services are determined by the District and include but are not limited to occupational therapy, physical therapy, speech and language services, nursing services, behavioral services, and educational support services as part of a targeted intervention strategy or assessments, such as those related to English learner status, student's Individualized Education Program (IEP) and other required assessments.

1.4 UASF Central Office Bargaining Unit Members will have site visits on an as needed basis only. To the extent possible and in consultation with their supervisor and the Site Leader, they may conduct these visits virtually.

Article 2: Compensation

Bargaining unit members in active status at the time this MOU is executed shall receive eight (8) personal holidays to be taken during the 2020-2021 through the 2022-2023 school year. • No more than 3 personal holidays to be taken in the 20-21 school year; • Remaining days may be distributed throughout the 21-22 and 22-23 school years.

Personal holidays are subject to the following condition:

No more than 3 consecutive personal holidays may be taken at any one time.

2.1 Advance written approval by the unit member's supervisor (Director or Assistant Superintendent), which shall not be unreasonably denied. The District agrees to respond to requests within 1 school day.

2.2 Unit members may not carry forward personal holidays into subsequent school years or receive a cash payout in lieu of the holiday upon separation.

Article 3: Work Calendars

3.1 Bargaining unit members will follow the Collective Bargaining Agreement (CBA) Appendix C Calendar guidelines when setting and or amending their 2020-2021 work calendar as required. Bargaining unit members required by the Superintendent or Assistant

Superintendent to work specific days and hours beyond their calendar will be compensated according to Appendix C.5.1 of the CBA. This includes required work days between June 9, 2021 and July 25, 2021.

3.2 The District agrees not to schedule mandatory meetings before 8:00 am or after 5:00 pm.

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Except in cases of an emergency, administrators shall not be expected to respond to email communications received after 5:00 pm. The parties agree that administrators will continue to perform their normal routine duties.

Article 4: Working Conditions

4.1 The District agrees to meet and confer with the UASF negotiating team on any MOU negotiated with other bargaining units that impact UASF bargaining unit members.

4.2 The District will make every effort to deploy centrally assigned managers and staff to support school sites as they reopen for in-person learning for the Spring 2021 semester.

4.3 The District will make every effort to provide additional staff to support lunch, bus duties, recess coverage, teacher preparation, etc. through the remainder of the school year.

4.4 The District and UASF each reserve the right to meet and confer about any additional impacts related to COVID-19 and/or additional school closures in the 2020-2021, or for the 2021 extended school year.

4.5 Upon agreement of the UESF MOU, the District shall meet and confer with UASF regarding implementation, expectations, legal ramifications, compliance, and additional impacts that the UESF MOU may impose on UASF Bargaining Unit Members and follow-through.

4.6 The District and UASF agree to meet and confer on impacts to unit members' working conditions with the goal of trying to reach a solution(s).

4.7 The District will make every effort to postpone implementing any and all new initiatives and meetings unrelated to reopening schools through the remainder of the school year, however both parties recognize the authority of the Board of Education to put forth new initiatives.

4.8 Except in cases of an emergency, bargaining unit members will not be required to substitute in classrooms in order to meet the job responsibilities they oversee.

Article 5: Administrator Assignment & Flexibility

5.1 Site Leaders who are in need of additional support after the first week of reopening shall notify their Assistant Superintendent. The District will provide additional support.

5.2 Bargaining Unit Members who have personal family related issues that prevent or prohibit them to be on site during COVID-19, shall meet with their immediate supervisor and Assistant Superintendent or Chief to determine if they can be assigned other comparable

equitable duties and responsibilities.

Article 6: Accommodations

6.1 Remote Work for Unit Members at Sites and Central Offices: Bargaining unit members who belong to a group that is at increased risk for severe illness from COVID-19, or who cannot safely distance from household contacts who belong to a group at increased risk may with approval of their Assistant Superintendent, Chief, Executive Director or Director be allowed to

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work remotely, without loss of compensation if they can effectively and efficiently perform the duties of their job remotely. The parties agree that site leaders are eligible for remote work accommodations provided the above criteria is met and another unit member is available to provide on-site supervision of students and staff.

6.2 Accommodation: Upon request of a bargaining unit member who receives accommodations based on performing their job in person, the District and the unit member shall conduct an interactive accommodations meeting to re-evaluate and adjust any reasonable accommodations for working in a distance learning setting.

6.3 If federal or state laws are enacted that provide for paid sick leave related to COVID-19, bargaining unit members will be offered leave in accordance with those state laws. In the absence of federal or state leaves related to COVID-19, the District agrees to waive the constraints in Articles 7.1.1 and 7.1.1.1 of the CBA to allow any UASF Bargaining Unit member unable to perform the essential functions of their job and who cannot be accommodated, to access their accrued sick leave to cover an extended absence for the remainder of the 2020-21 school year. The member may also elect to take an unpaid leave of absence.

6.4 The Union and District recognize that some unit members may require access to workspaces (e.g., classroom, office, etc.) with internet access and equipment to perform their duties effectively.

6.5 The Assistant Superintendent, Director or Chief will provide support to a site Leader if a staff member needs to be held compliant with the Health and Safety Standards.

6.6 SFUSD/UASF Agreement on Cellular Reimbursement

The monthly cell phone reimbursement does not have an expiration date. All requests for retroactive reimbursement must be submitted by April 30, 2021.

Article 7: Health and Safety (Refer to Health and Safety Baseline MOU March 5, 2021)

Article 8: Designated Covid-19 Point of Contact

8.1 The District will follow Section V, Protocol for Monitoring COVID-19 Symptoms and Positive Cases, ("Protocol) of the HS MOU. The parties agree that unit members may delegate technical and clerical tasks associated with the Protocol. The District will provide Central Office Support as needed to comply with all COVID protocols if a site requests that assistance.

8.2 Site administrators will work with UESF unit members assigned to duties related to COVID-19 health screening and contact tracing to identify current job duties that can be set aside and removed from their workload for the duration of this MOU.

8.3 If the principal has designated a staff member to act as the COVID-19 Point of Contact, they will consult with the site principal throughout the process of following up on a reported COVID-19 case.

8.4 UASF and SFUSD will agree to meet and confer regarding the impact of COVID-19 directives as it relates to working conditions for Bargaining Unit Members.

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Article 9: Leaves

9.1 All current State (SB95) and Federal legislation related to leaves and applicable to certificated staff shall be adhered to and implemented for Bargaining Unit Members.

Article 10: Communication, Collaboration, Privacy & Security

10.1 The District will make every effort to streamline communications to bargaining unit members and ensure that messaging is consistent within and across divisions and departments.

10.2 Bargaining unit members agree to collaborate with District leadership on communications sent to parents and staff.

10.3 Bargaining unit members will have flexibility to prioritize responding to their emails, text messages and voicemails and communications. They will make every effort to respond to email from supervisors within a reasonable time with particular prioritization given to emergencies and contingencies that may indicate a more rapid response.

10.4 On-Going Consultation with the District and Union representatives shall continue to consult on non-bargaining topics of mutual interest, as well as continue consultation discussions on such topics as hiring guidelines, streamlining paperwork, and staff development activities. (CBA 15.6)

10.5 The District and Union agree to hold regular contract administrative committee (CAC) meetings with Labor Relations on an agreed upon schedule.

Article 11: Special Education

11.1 All IEPs will be conducted virtually during In-Person/Hybrid/Distance Learning unless the parent needs an accommodation for in person.

11.2 The parties agree to abide by implementing guidance from the CDE and/or Federal Department of Education.

11.3 The District will provide secure distance learning tools to hold any necessary IEP meetings and to meet and collaborate on IEPs.

11.4 Consistent with SPED Guidelines, Case Managers will collaborate as needed with the SPED Department to address concerns regarding students with IEPs.

11.5 SPED UASF Bargaining Unit Members will continue to work virtually when appropriate.

Article 12: Evaluations (Refer to Side Letter Article 10 dated 11/24/2020)

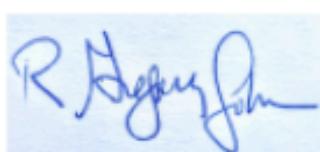
Unless otherwise noted below, the provisions of this MOU shall supersede any provisions of the CBA between the Parties that are in conflict for the duration of this MOU, or until modified by mutual agreement of the District and the Union. The Parties affirm the obligation to comply with all provisions of the Collective Bargaining Agreement ("CBA") not in conflict with this MOU.

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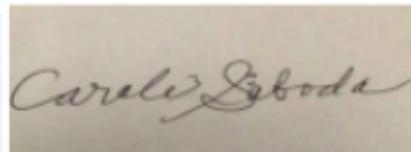
This MOU is a non-precedent setting document. The District and/or UASF reserve the right to negotiate any additional negotiable impacts not already covered by the Collective Bargaining Agreement, this MOU or the August 17, 2020, MOU related to COVID-19.

This MOU shall be effective upon signature by both parties and ratification by the Board of Education. This MOU will carry throughout the end of all summer EED and other summer and year-round school's programs in full, unless otherwise specified, without precedent (unless extended by mutual agreement).

For the Union: For the District:



Greg John, Chief of Labor Relations



Caroline Satoda, President

5.7.2021

Dated: Dated: 5.7.2021

Definitions. For the purposes of this Agreement, the following definitions will apply:

a. "Hybrid learning" means any combination of in-person and distance learning.

b. "Distance learning" means the provision of synchronous and asynchronous instruction as defined in Section 2 of the August 6, 2020 MOU.

- c. "IEP" means an Individualized Education Program providing special education services to a student.
- d. "ELP" means an Emergency Learning Plan.
- e. "CDPH" refers to the California Department of Public Health.
- f. "SFDPH" refers to the California Department of Public Health.
- g. "CDE" refers to the California Department of Education.
- h. "SDC" refers to Special Day Class.

**ADDENDUM TO MEMORANDUM OF UNDERSTANDING
BETWEEN
SAN FRANCISCO UNIFIED SCHOOL DISTRICT AND
SFUSD UNIONS: IFPTE 21, SEIU 1021, UESF and UASF
REGARDING HEALTH AND SAFETY STANDARDS**

This Memorandum of Understanding is entered into between the San Francisco Unified School District (District) and the United Administrators of San Francisco (UASF) subject to final approval of both the District Board of Trustees and the members of the UASF.

San Francisco Unified School District ("District") and its exclusive bargaining agents ("Unions") agree on the following Addendum to the Memorandum of Understanding regarding health and safety standards. If a provision in the MOU is contrary to an express provision of this Addendum, this Addendum shall take precedence.

The parties agree that for the duration of the term ending July 31, 2022, all District schools and facilities are open for regular in-person instruction at all grade levels under this MOU. The parties also recognize that the county "tier" system previously in use under the California Blueprint for a Safer Economy is no longer used by CDPH or SFDPH.

1. Section I (A) (4): If any provision contained in this MOU conflicts with revised or updated guidelines, best practices, recommendations, and considerations from SFDPH or CDPH the Parties agree to meet and confer upon request from either party.
2. **Staff Who Are Not Fully Vaccinated.** Staff who are not fully vaccinated shall maintain physical distance of at least six (6) feet from other people who are not in their household to the maximum extent possible, provided this shall not interfere with the District's ability to provide in-person instruction.
3. The District will make every effort to provide options for safe gatherings (including lunch periods) of staff, students and other community members at school and work sites including outside spaces and virtually provided this shall not interfere with the District's ability to provide in-person instruction.
4. **COVID Testing.** This section replaces the language in Section III (A) and (B):
 - A. Staff Testing: COVID test-kits will be offered at each school and work site to all staff who are not fully vaccinated and to all staff who present symptoms while on site. Test kits may be dropped off at over twenty (20) drop-box locations across the District. COVID testing shall be provided at

no cost to staff and during paid time in the event of a staff member being identified as a close contact while at work. COVID testing will be required of staff who are not fully vaccinated at least once per week.

- B. Student Testing: COVID testing will be provided at no cost at over twenty (20) mobile test locations across the District for students. The District shall communicate on a weekly basis via the Family Announcement Bulletin and the front page of the District Website with the families of students in writing in their preferred language about the availability of the COVID-19 testing to them, including where they may receive the test and how to make an appointment, if necessary, to receive the vaccine. The District will encourage students who are not fully vaccinated to get COVID tested at least once per week.
 - C. Duration: The District shall implement sections 3A and 3B above through December 31, 2021. At that time, the District shall revisit its plans based on public health guidelines and will meet and confer with the Unions if changes to the testing program are recommended.
5. **Vaccinations.** The District shall make every effort to ensure that every student 12 years and older, and every student under 12 once a vaccine for such age is approved or authorized for emergency use, has been offered the opportunity to be vaccinated, and actively support and assist the SF Department of Public Health in coordinating the administration of the COVID-19 vaccine to eligible students, to the best of the District's ability, including the measures listed below:
- A. The District shall communicate on a weekly basis via the Family Announcement Bulletin and the front page of the District Website with the families of students 12 years and older, and the families of students under 12 once a vaccine for such age is approved or authorized for emergency use, in writing in their preferred language about the availability of the COVID-19 vaccine to them, including where they may receive the vaccine and how to make an appointment, if necessary, to receive the vaccine.
 - B. The District shall provide via the Family Announcement and the front page of the District Website Bulletin to the families of students 12 years and older, and the families of students under 12 once a vaccine for such age is approved or authorized for emergency use, written educational materials in their preferred language about the vaccine, including accurate information from the Centers for

Disease Control (CDC) on the vaccine's benefits, risks, and efficacy rates and shall encourage them to be vaccinated against COVID-19.

- C. The District will request that DPH implement a school-site based vaccination program available at all sites for students 12 years and older, and for students under 12 once a vaccine for such age is approved or authorized for emergency use.

6. Ventilation. This section replaces the language in Section VI (E) -- Ventilation:

The District shall take every measure to ensure and promote clean air in all classrooms and multi-occupancy indoor spaces. The District shall install portable air cleaners that use HEPA filters in classrooms and other multi-occupancy indoor spaces wherever possible. The parties to this agreement will meet and confer no later than October 15, 2021 to discuss upgrading the ventilation system of schools and worksites to comply fully with ASHRAE standards for schools, including upgrades to building electrical systems to allow the use of portable air cleaners that use HEPA filters in communal indoor spaces wherever possible.

Within one month of the signing of this Addendum, the District shall share internally on its intranet website, in the Weekly Oasis Bulletin, and with the parties to this agreement the detailed results in electronic form of its comprehensive survey of ventilation and windows across all school sites in preparation for the 2021-2022 school year, with the results broken down by school sites. The District shall ensure that every multi-occupancy room in every school site will have at minimum one of the following: (1) operable windows AND/OR (2) mechanical ventilation AND/OR (3) portable air cleaners. The District will ensure that all school sites have been cleared and approved by the San Francisco Department of Public Health. In addition, the District shall also ensure that all multi-occupancy rooms in District worksites will have at minimum one of the following: (1) operable windows AND/OR (2) mechanical ventilation AND/OR (3) portable air cleaners.

7. Physical Distancing. This section replaces the language in Section VI (A) -- Physical Distancing Outside the Classroom.

Physical distancing on District sites and facilities, both inside and outside the classroom, shall be complied with to the highest standard required or recommended for schools and district worksites respectively by SFDPH, CDPH, Cal-OSHA, and CDC guidelines.

8. Face Masks. The District will follow the highest standard of COVID-19 guidelines/requirements from SFUSD, CDC, Cal-OSHA, SFDPH, and/or CDPH as it relates to students and staff being required to wear face masks at school sites and at District communal worksites. With the exception of enclosed individual offices, masking is required in all SFUSD work spaces, including school sites and District offices.

- A. By August 23, 2021 the District will develop an update to and implement procedures regarding face masks that will be implemented district-wide including:
 - i. what to do when students and staff do not comply with the face mask procedures
 - ii. will ensure that every site and District office will always have enough face masks available
 - iii. Communications to families and staff in multiple languages regarding the procedures
 - iv. A family mailer in multiple languages that welcomes families back to the new school year that includes information about masking. The language in the mailer regarding masking shall be provided to site leaders and administrators to use in communications with families in multiple languages.
 - v. Sample lessons appropriate for grade levels regarding COVID-19 prevention measures including the importance of face masks

9. Health Screenings: To maximize compliance with health screenings, the District shall:

- A. Provide sites with signage, including the 3 screening questions, for the front entrance to schools and District communal sites, that state all persons entering must have completed the health screening prior to entry, and no entry shall occur if they answered yes to any of the questions.
- B. For the first three weeks of the school year, the District shall send one robocall, one text message and one email to all families each week reminding them to comply with the health screening questions
- C. Provide all families with the tools needed for health screening: instructions in multiple languages, videos, etc.

10. Cleaning and Disinfection: In accordance with updated public health guidance the District shall implement the following:

- A. Additional disinfection only after a confirmed COVID-19 case, and only in areas where the person with COVID-19 spent a large proportion of their time (classroom, or an administrator's office) within the last 24 hours.
- B. If more than 24 hours have passed since the person who is sick or diagnosed with COVID-19 has been in the space, the space will be cleaned.
- C. If more than 3 days have passed since the person who is sick or diagnosed with COVID-19 has been in the space, no additional cleaning is needed.

11. In light of the current surge of the Delta variant of the virus and the expiration of the COVID sick leave provisions in California SB 95, and, the parties agree to meet and confer by September 1, 2021 over COVID-19 paid sick leave.
12. Central office staff shall return to worksites only as needed to perform essential operations as determined by their division chief until the District demonstrates that the staff person's building has met the standards set by Cal-OSHA and SFDPH. If an employee or their union disagree that the work is essential, they may appeal the determination to the Superintendent whose decision shall be final. The Parties to this agreement shall meet and confer no later than September 15, 2021 regarding this section and the District's plan to demonstrate compliance with these standards.



Daniel Menezes 8/11/2021
San Francisco Unified School District



Michael Essien, President
**United Administrators of
San Francisco**

**TENTATIVE AGREEMENT
SIDE LETTER
BETWEEN
SAN FRANCISCO UNIFIED SCHOOL DISTRICT
AND
SFUSD UNIONS: IFPTE 21, SEIU 1021, UESF and UASF
REGARDING
COVID-19 CONTACT TRACING, NOTIFICATIONS AND SMARTSHEET ENTRIES
SEPTEMBER 27, 2021**

1. SFUSD shall publish a Request for Qualifications to solicit support for COVID contact tracing and the related data entry at school sites, pursuant to Section V of the February 6, 2021 Health and Safety MOU requiring a robust contact tracing and notification program.
2. In circumstances where SFUSD staff are required to perform duties related to COVID cases at school sites, site administrators shall assign contact tracing duties to staff during regular work hours, wherever possible. Subject to site administrator review and approval, administrators shall approve all hours worked by staff in excess of their assigned schedule for COVID contact tracing, notification, and related data entry. The District shall compensate staff for those hours worked at the appropriate rate (overtime, extended calendar, etc., based on the appropriate contract for the staff member), and school site funds shall not be used to provide this compensation. UASF-represented staff shall be paid for all hours worked related to the above duties at the UASF CBA hourly rate.



Daniel Menevez DATE: 9/27/2021
San Francisco Unified School District

IFPTE 21 DATE:

SEIU 1021 DATE:


UASF DATE: 9/30/2021

UESF DATE:

TENTATIVE AGREEMENT

ADDENDUM No. 2

TO MEMORANDUM OF UNDERSTANDING

BETWEEN

SAN FRANCISCO UNIFIED SCHOOL DISTRICT AND

SFUSD UNIONS: IFPTE 21, SEIU 1021, UESF and UASF

REGARDING HEALTH AND SAFETY STANDARDS

A. High Quality Face Masks

1. The District shall make available sufficient KN95 masks at each school and central office worksite through the end of fire season (December 31, 2021) as soon as practicable. The masks are intended for use by employees. Unions shall meet and confer in January of 2022 if there are concerns about the supply of KN95 masks remaining. In addition, through July 31, 2022 the District shall make every effort to provide each school site with a sufficient supply of disposable surgical masks for every student who requests a mask in the appropriate size (small/youth size, medium size, and large size, as appropriate for the student population at the site).

B. Testing

The District shall conduct weekly COVID-19 testing of all unvaccinated staff, through July 31, 2022. The District shall provide testing to students and staff who are symptomatic and/or identified as close contacts to shorten their quarantine period through July 31, 2022.

Through December 17, 2022, the District shall provide testing to students and staff at the Crocker-Amazon test site from 8 am to 12 pm on Tuesdays and Fridays.

Also through January 31, 2022, and in addition to the provisions in Section 4 of the August 2021 Addendum to the Health and Safety MOU of February 2021, the District shall provide a current hard copy bulletin in multiple languages to families at school sites and other public-facing District locations with a current list of locations, dates, and hours of SFUSD and other public COVID test sites for the upcoming week.

The parties agree to meet and confer no later than January 7, 2022 regarding surveillance (non-symptomatic) testing for students and staff after January 31, 2022.

C. Reopening Worksites

At least five business days before reopening any central office worksite for full occupancy, the District shall notify the Unions of SFUSD who are parties to this agreement of its intent to reopen the site and an electronic copy of the written notice demonstrating that the worksite is safe for full occupancy. The notice shall include the method of ventilation for each room. The Unions may request a walk-through evaluation of a central office worksite within 45 days after the building opens. The District shall grant walk-throughs of up to five central office worksites.

D. Notification of COVID-19 Cases

On a daily basis, the District shall provide in electronic format to the Unions of SFUSD the following information for each positive COVID-19 case identified at a District school site or worksite:

1. Whether the positive case was a student or staff person
2. Name of school or work site
3. COVID test date
4. Last date on site
5. Symptom start date
6. Return (to school/work) date if meet criteria
7. Number of staff close contacts identified
8. Number of student close contacts identified

E. COVID-19 Supplemental Paid Sick Leave

In light of the expiration of California Senate Bill 95, effective September 30, 2021 and through December 20, 2021, all employees shall have access to supplemental paid sick leave if they are unable to work for any of the following reasons:

1. The employee is fully vaccinated against COVID-19 or has an approved exception or deferral of vaccination and is caring for a family member who is subject to a COVID-19 quarantine or isolation period as determined by public health guidelines or as advised by a healthcare provider; or
2. The employee is fully vaccinated against COVID-19 or has an approved exception or deferral of vaccination and is caring for a child whose school or place of care is closed or unavailable due to COVID-19 on the premises; or
3. The employee is fully vaccinated against COVID-19, or has an approved exception or deferral of vaccination, and is subject to a quarantine or isolation period as determined by public health guidelines or as advised by a healthcare provider, for reasons that may include having received a positive COVID-19 test, experiencing COVID-19 symptoms and seeking a medical diagnosis or awaiting the results of a COVID-19 test, or being a close contact of someone who has tested positive for COVID-19.

COVID-19 Supplemental Paid Sick Leave shall be provided in addition to any other paid sick leave to which the employee is already entitled, including the provisions in Section II of the COVID-19 Health and Safety MOU of February 6, 2021 for paid release time for vaccination and up to 5 days of paid sick leave for any employee that cannot work due to side effects from receiving the COVID-19 vaccine. -

In the event that California Senate Bill 95 or the provisions therein are extended by local, state or federal policy, any supplemental sick leave used by employees shall be credited towards any additional allocation of sick leave provided by such policy.

The parties agree to meet and confer upon request of either party in January of 2022 to discuss the continuation of paid sick leave for the reasons above based on (1) the need for such sick leave for staff (2) the District's budget and (3) the spread of COVID-19 in San Francisco.



Daniel Menezes 10/25/2021



Michael Essien
UASF Michael Essien

**MEMORANDUM OF UNDERSTANDING
BETWEEN
SAN FRANCISCO UNIFIED SCHOOL DISTRICT
AND
UNITED ADMINISTRATORS OF SAN FRANCISCO
REGARDING STAFFING STABILIZATION FUNDS**

DECEMBER 20, 2021

The United Administrators of San Francisco ("UASF") and San Francisco Unified School District ("District" or "SFUSD") enter into this Memorandum of Understanding ("MOU") regarding the use of one-time Proposition G funds allocated by the Board of Education for staffing stabilization.

Unless otherwise noted below, the provisions of this MOU shall supersede any provisions of the Collective Bargaining Agreement ("CBA"). The Parties affirm the obligation to comply with all provisions of the CBA not in conflict with this MOU.

1. All unit members in active status on the last instructional day of the 2021-2022 school year, except substitute unit members, shall receive a one-time off the salary schedule payment of \$2,000 ("one-time payment"). The District shall make every effort to pay the one-time payment on or before June 30, 2022.
2. Should the District extend to any other bargaining unit a one-time off the salary schedule payment greater than \$2,000 set forth in this MOU using Proposition G funds during the 2021-2022 school year, such amount shall automatically extend to all employees covered by the collective bargaining agreement.
3. Should the District extend to any other bargaining unit, an increase to the salary schedule using the one-time Proposition G funds allocated by the Board of Education for staffing stabilization which is more favorable to that bargaining unit than the compensation set forth in this MOU, the parties agree to reopen bargaining over compensation within 30 days upon the Union's request.

UASF Collective Bargaining Agreement

July 1, 2020 thru June 30, 2023



Carrie Slaughter Date: 1/25/22
San Francisco Unified School District



Michael Essien Date:
United Administrators of San Francisco

**TENTATIVE AGREEMENT
ADDENDUM No. 3
TO MEMORANDUM OF UNDERSTANDING
BETWEEN
SAN FRANCISCO UNIFIED SCHOOL DISTRICT AND
SFUSD UNIONS: IFPTE 21, SEIU 1021, IBEW 6, COMMON CRAFTS,
IUOE 39, UESF and UASF
REGARDING HEALTH AND SAFETY STANDARDS
JANUARY 13, 2022**

This Addendum #3 to the Health and Safety Agreement is entered into between the San Francisco Unified School District (District) and United Administrators of San Francisco, AFL-CIO, American Federation of School Administrators, Local 3 (Union).

The District and the Union listed above are collectively referred to as the Parties.

1) Extension of COVID-19 Supplemental Paid Sick Leave

In light of the expiration of California Senate Bill 95 and the expiration of COVID-19 Supplemental Paid Sick Leave provided by the October 25, 2021, Agreement Between the Parties (Addendum #2), the parties agree as follows.

Employees who are unable to work for any of the following reasons shall be entitled to up to 10 days of additional COVID-19 Supplemental Paid Sick Leave:

- a) The employee is fully vaccinated against COVID-19 or has an approved exception or deferral of vaccination and is caring for a family member who is subject to a COVID-19 quarantine or isolation period as determined by public health guidelines or as advised by a healthcare provider; or
- b) The employee is fully vaccinated against COVID-19 or has an approved exception or deferral of vaccination and is caring for a child whose school or place of care is closed or unavailable due to COVID-19 on the premises; or
- c) The employee is fully vaccinated against COVID-19, or has an approved exception or deferral of vaccination, and is subject to a quarantine or isolation period as determined by public health guidelines or as advised by a healthcare provider, for reasons that may include having received a positive COVID-19 test, experiencing COVID-19 symptoms and seeking a medical diagnosis or awaiting

the results of a COVID-19 test, or being a close contact of someone who has tested positive for COVID-19.

- d) These 10 days of Supplemental Paid COVID-19 Sick Leave are exclusive of the 5 days provided by the COVID-19 Health and Safety MOU of February 6, 2021 for vaccine reaction.

COVID-19 Supplemental Paid Sick Leave shall be provided in addition to any other paid sick leave to which the employee is already entitled.

This provision shall be applied retroactive to December 21, 2021.

The parties agree to meet and confer as soon as practicable in the event that Supplemental Paid COVID-19 Sick Leave is enacted under local, state, and/or federal policy and that, to the extent possible, any Supplemental Paid COVID Sick Leave used by employees shall be credited towards any additional allocation of sick leave provided by such policy.

2) High Quality Face Masks (N95, KN95, or KF94)

The District shall maintain a sufficient supply to provide a minimum of one high quality face masks (N95, or KN95, and/or KF94 grade masks) per day, with the understanding that replacements shall be provided in the event of contamination, in the appropriate size for every student and staff person at a District site who wishes to use one through July 31, 2022.

The SFUSD Chief Facilities Officer shall immediately make reasonable best efforts to procure additional high quality face masks as required by this Addendum #3. The SFUSD Chief Facilities Officer shall maintain at least half of the mask supply in central inventory at any given time, and shall ensure that all school and work sites have an adequate supply of these masks on site at all times.

The District shall also ensure that sites have an adequate supply of disposable surgical grade masks in the appropriate sizes for staff and students to use as backup for the high quality masks referenced above.

3) COVID-19 Testing

The District shall make available weekly, voluntary COVID-19 testing for all students and staff. Testing shall be available at each school sites and work sites during normal work hours in sufficient weekly supply for all students and staff who choose to be tested once per week. Test

specimens shall be picked up each day at each school site and work site. Positivity rate of weekly testing shall be posted each week on the SFUSD COVID-19 Dashboard. The District agrees to provide monthly reports on testing to the Unions and engage in problem-solving with the Unions in the COVID Health and Safety Committee meeting.

This Addendum #3 Health and Safety MOU shall expire on July 31, 2022.

San Francisco Unified School District



Carrie Slaughter
Director of Labor Relations

Date: 1/25/22

**United Administrators of San Francisco,
American Federation of School
Administrators, Local 3**



Michael Essien
President

Date: 1/25/22

**SIDE LETTER
BETWEEN
SAN FRANCISCO UNIFIED SCHOOL DISTRICT
AND
UNITED ADMINISTRATORS OF SAN FRANCISCO
REGARDING EVALUATIONS FOR SPRING 2022**

The San Francisco Unified School District (the "District") and United Administrators of San Francisco ("UASF" or the "Union") (collectively, the "parties") hereby agree that due to pandemic-related increases in workload, to suspend evaluations on a limited basis from January 2022 through June of 2022.

The parties agree to the following:

1. All bargaining unit members who have met standards in all competency elements in their last Leadership Action Plan (LAP) or prior Leadership Appraisal and Development Plan (LAP) will not be evaluated during the Spring 2022 semester.
2. All administrators in their first year of a one year contract will be evaluated per Article 10 of the SFUSD/UASF collective bargaining agreement.
3. Any bargaining unit member that the supervisor deems in need of a formal evaluation due to being on an improvement plan or due to performance concerns may be evaluated.
4. Any bargaining unit member that will be evaluated during the Spring semester will be notified by January 31, 2022.
5. Evaluations completed in the fall semester will only be used for bargaining unit members who fall into category 2 or 3 above.
6. Suspension of evaluations shall not impact salary or contract renewal status.

The evaluation process as outlined in Article 10 of the collective bargaining agreement will be reinstated for the 2022-23 school year.

The suspension of evaluations during the Spring of 2022, does not preclude supervisors from

providing feedback to bargaining unit members to support their professional growth and continued improvement.

This is a non precedent setting agreement.

San Francisco Unified School District



Carrie Slaughter
Director of Labor Relations

Date: 1/26/22

**United Administrators of San Francisco,
American Federation of School
Administrators, Local 3**



Michael Essien
President

Date: 1/25/2022

ADDENDUM No. 4

**TO MEMORANDUM OF UNDERSTANDING
BETWEEN**

**SAN FRANCISCO UNIFIED SCHOOL DISTRICT AND
UNITED ADMINISTRATORS OF SAN FRANCISCO
REGARDING HEALTH AND SAFETY STANDARDS**

MARCH 3, 2022

This Addendum No. 4 to the Health and Safety Agreement is entered into between the San Francisco Unified School District (District) and United Administrators of San Francisco, AFL-CIO, American Federation of School Administrators, Local 3 (Union).

The District and the Union listed above are collectively referred to as the Parties.

1. Group COVID Tracing

The Parties agree that, effective March 24, 2022, SFUSD will implement the group tracing method of COVID contact tracing, according to the CDPH K-12 Schools Reopening Framework and Guidance and as described in the California Department of Public Health's January 12, 2022 memo titled "Group Tracing Approach to Students Exposed to COVID-19 in a K-12 Setting" and the San Francisco Department of Public Health's Guidance for TK-12 Schools for School Year 2021-2022.

To support group tracing, the District agrees to implement the following:

- a) Clear communication through text message, email and autodialer in the appropriate languages to all staff and student families explaining group tracing (including the changes to quarantining, notification, testing recommendations and availability, and relevant public health guidance) at least one week before implementation.

- b) Clear communication through text message, email and autodialer in the appropriate languages to all staff and student families at any site where a positive case is reported to the District, including the recommendation to test between days 3 and 5 of exposure, and information about testing availability, including the availability of on-site COVID testing.
- c) In the event of a positive COVID case at a school or work site, the District will make every effort to make available upon request from the site administrator in-person on-site assistance for staff and families to access testing, as well as backup assistance (e.g. staffed telephone assistance in the appropriate languages for registering tests).
- d) Adequate supply of COVID tests at school and work sites for all staff and students to be able to test between days 3 and 5 of exposure.

2. Masking

- a) Starting March 12, 2022, masking will be strongly recommended but not required at middle and high schools and at central office worksites.
- b) Starting April 2, 2022, masking will be strongly recommended but not required at all district schools and worksites (including Pre-K, TK, elementary and K-8 schools).
- c) The District shall communicate to all SFUSD students, families, and staff, regardless of whether they are symptomatic or where their work location is, that students and staff are expected to use the rapid tests distributed to them by SFUSD immediately prior to returning from spring break.
- d) The District shall direct school site and central office leaders to post at the entrances of all schools and worksites signage that says “masks are strongly recommended” for all staff, students, and visitors.

In the event of a change to public health guidance regarding masking, contact tracing and/or group tracing, or in the event that the COVID-19 Community Level according to the CDC

reaches the "High" category in San Francisco County, the Parties agree to meet and confer upon request from either party.

San Francisco Unified School District



Daniel Menezes
Acting Chief of Labor Relations

Date: 03/05/2022

**United Administrators of San Francisco,
American Federation of School
Administrators, Local 3**



Michael Essien
President

Date: 03/05/2022

**TENTATIVE AGREEMENT
MEMORANDUM OF UNDERSTANDING
BETWEEN
UNITED ADMINISTRATORS OF SAN FRANCISCO
AND
SAN FRANCISCO UNIFIED SCHOOL DISTRICT
REGARDING PAYROLL ERRORS**

This agreement, entered into this 24 day of March 2022, between the United Administrators of San Francisco ("Union") and the San Francisco Unified School District ("District") is intended to address systemic payroll errors that adversely impacted the timely and accurate payment of administrators.

In an effort to rectify the payroll errors, the Parties hereby agree as follows:

1. Effective upon the date of ratification, the District agrees to make whole any employee who reports a reduction in base pay due to a payroll error within three (3) business days of confirmation that the employee followed District protocols and the error still occurred. This includes remitting payment for income loss and any corresponding contributions owed for contractual or statutory fringe benefits. If an employee is not made whole within three (3) business days, the District agrees to pay the employee the balance owed plus 15% interest per annum after the employee's report.
 - a. If, within three (3) business days of notice being received, the District confirms that the employee did not follow District protocols for submitting work hours, the employee shall correct the error and the District shall make the employee whole within five (5) business days.
 - i. If an employee is not made whole within five (5) business days, the District agrees to pay the employee the balance owed plus 15% interest per annum after the employee corrects the error.

2. Effective upon the date of ratification, the District agrees to make whole any employee who reports a reduction in extended calendar or stipends that are not a part of base pay due to a payroll error within five (5) business days of confirmation that the employee followed District protocols and the error still occurred. This includes remitting payment for income loss and any corresponding contributions owed for contractual or statutory fringe benefits. If an employee is not made whole within five (5) business days of confirmation of an error, the District agrees to pay the employee the balance owed plus 15% interest per annum after the employee's report.
 - a. If, within three (3) business days of notice being received, the District confirms that the employee did not follow District protocols for submitting work hours, the employee shall correct the error and the District shall make the employee whole within five (5) business days.
 - i. If an employee is not made whole within five (5) business days, the District agrees to pay the employee the balance owed plus 15% interest per annum after the employee corrects the error.
3. Up to the date before ratification of this agreement and retroactive to January 3, 2022, employees who followed District protocols and who still received reduced base pay, extended calendar or stipends due to payroll error will be paid 15% interest per annum on the amount owed. This owed interest shall be paid within forty five (45) days of this agreement.
4. For any member who lost insurance coverage and/or medical coverage as a result of payroll errors, the District will reinstate insurance, medical, and Rx coverage retroactive to the first day coverage was suspended for up to 6 months. In addition, the District agrees to pay or reimburse any medical bills incurred or paid by employees during the period of lost coverage that are not resolved by the insurance company once coverage is made retroactive. The District shall only reimburse services that the employee's health plan would normally reimburse.
5. For any member who experienced a reduction in pay due to payroll error and who incurred either penalty or late-fee costs for non-payment on credit cards or mortgages, including any

bank overdraft fees, the District will reimburse the costs retroactive to Feb. 1, 2022.

6. As a condition of receiving a District payment under this Agreement, the affected employee shall sign a "Receipt and Release Agreement" in the form attached to this agreement.
7. In an effort to reconcile amounts paid and owed to employees, the District will provide the Union with a complete accounting of the back pay owed to each employee affected by the payroll errors. The District will actively update the file and share with the Union.
8. In the event of a conflict between the terms of this Agreement and the terms of the applicable collective bargaining agreements, the terms of this Agreement shall control. Except as set forth herein, this Agreement shall not constitute a waiver of any preexisting rights under the parties' collective bargaining agreements.

WAGE SETTLEMENT AND RELEASE AGREEMENT

1. **Payment of Unpaid Wages.** The San Francisco Unified School District ("District") agrees to pay _____ ("Employee") \$_____ in wages owed and unpaid due to a payroll processing error ("Wages"). Employee agrees that this is the full amount of the Wages owed as of the date of this agreement. Payment shall be made within three (3) business days of execution of this agreement. This includes remitting payment for the Wages and any corresponding contributions owed for contractual or statutory fringe benefits due to a payroll processing error.
2. **Interest in the Event of Late Payment.** If Employee is not paid according to the terms of the MOU Regarding Payroll Errors, then the District agrees to pay in accordance with terms of the MOU Regarding Payroll Errors.
3. **Lost Insurance and Medical Coverage.** If the Employee lost insurance coverage and/or medical coverage as a result of payroll errors, the District will reinstate insurance, medical, and prescription coverage retroactive to the first day coverage was suspended for up to six (6) months. In addition, the District agrees to pay or reimburse any medical bills incurred or paid by the Employee during the period of lost coverage that are not resolved by the insurance company once coverage is made retroactive. The District shall only reimburse services that the Employee's health plan would normally reimburse.
4. **Waiver and Release.** Upon execution of this agreement and the later of: (a) timely payment of the Wages, or (2) payment of the Wages and any interest owing Employee due to the District's late payment of the Wages pursuant to this agreement, Employee on Employee's own behalf and on behalf of Employee's heirs, executors, assigns, and any other representative(s) of Employee, waives and releases any and all legal and equitable claims it may have against the District, its employees, and any of its other representatives for the Wages, interest, related penalties, and any other provision of law related to the District's failure to pay the Wages and any corresponding contributions owed for contractual or statutory fringe benefits due to a payroll processing error. This includes waiver and release of any and all legal and equitable claims

related to inaccurate wage statements, withholding of employment taxes, attorney's fees, retaliation for exercise of employment rights under the Labor Code and applicable Wage Order(s), breach of contract, unfair business practices, quantum meruit, and all other legal responsibilities of any form or nature that arose or accrued prior to the effective date of this agreement related to the failure to pay wages due to a payroll processing error.

5. **Covenant Not to Sue.** Payment of the Wages by the District and Employee's execution of this agreement preclude employee from filing a claim with the California Labor Commissioner or any court of competent jurisdiction for the claims waived and released by this agreement.

Date: _____

Employee's Name [print]

Employee's Signature

UASF Collective Bargaining Agreement

July 1, 2020 thru June 30, 2023

San Francisco Unified School District



Carrie Slaughter
Director of Labor Relations

Date: 4/5/22

United Administrators of San Francisco



Michael Essien
President

Date: 4/4/2022

MEMORANDUM OF UNDERSTANDING

BETWEEN

SAN FRANCISCO UNIFIED SCHOOL DISTRICT AND

UNITED ADMINISTRATORS OF SAN FRANCISCO

MOU-Schools & Worksites 2021-22 School Year through Summer 2022

The parties affirm the Memorandum of Understanding (MOU) with All Unions Regarding Health and Safety Standards dated February 6, 2021 ("HS MOU"), the HS side letter dated September 27, 2021 and all additions made in subsequent agreements and/or additions. This MOU is intended to address specific concerns for UASF bargaining unit members in addition to the provisions found in all prior agreements.

The San Francisco Unified School District ("District") and United Administrators of San Francisco ("UASF") enter this Memorandum of Understanding ("MOU") regarding the negotiable impacts of transitioning to in-person forms of instruction and work in a COVID-19 environment in addition to on-line learning.

IN-PERSON AND ON-LINE LEARNING INSTRUCTION AND WORK

The parties affirm the memorandum of understanding previously negotiated and executed by the parties on August 17, 2020 and May 7, 2021. This memorandum is incorporated herein by reference insofar as it applies to a return to in-person instruction and on-line instruction. If any provision contained in this MOU conflicts with any provision in the August 17, 2020 or May 7, 2021 MOU, the provision contained in this MOU shall govern and control.

Article 1: Implementation of In-Person and On-Line Instruction

1.1 Implementation of In-Person and On-Line Instruction

The parties agree to abide by the terms as identified in the Health and Safety MOU's:

Health and Safety MOU

Health and Safety MOU Addendum No. 1

Health and Safety MOU Addendum No. 2

Health and Safety MOU Addendum No. 3

Health and Safety MOU Addendum No. 4

1.2 UASF Central Office Bargaining Unit Members may perform their job duties in person at a school site on an as needed basis in consultation with their supervisor and the Site Leader.

Article 2: Compensation

Staffing Stabilization Funds MOU

Article 3: Work Calendars

3.1 Bargaining unit members will follow the Collective Bargaining Agreement (CBA) Appendix C Calendar guidelines when setting and or amending their 2021-2022 work calendar as required. Bargaining unit members required and approved by the Superintendent or Assistant Superintendent to work specific days and hours beyond their calendar will be compensated according to Appendix C of the CBA. This includes required work days between June 8, 2022 and through the day prior to the first report date for the 2022-23 SY.

3.2 The District agrees not to schedule mandatory meetings before 8:00 am or after 5:00 pm. Except in cases of an emergency, administrators shall not be expected to respond to email, text, phone and/or other communications received after 5:00 pm on workdays and not on non calendar days. The parties agree that administrators will continue to perform their normal routine duties.

Article 4: Working Conditions

4.1 The District and Union agrees to meet and confer on all items that per the Education Employee Relations Act (EERA) are subject to the meet and confer process, with the goal of trying to reach a solution.

4.2 The District will make every effort to ensure that all classrooms are covered to meet the educational needs for each and every student.

4.3 The District will postpone implementing any and all new district initiatives and meetings through the remainder of the school year, however, both parties recognize the authority of the Board of Education, the Department of Public Health and other governmental agencies to put forth new initiatives that may impact the District.

4.4 For the remainder of the school year, LEAD/Deputy Superintendent and/or Chiefs have the discretion to offer meetings in person, virtually or in hybrid format. All will continue to be

responsive to members' individual circumstances to attend meetings in determining the best way for individual unit members to participate in meetings.

4.5 SFUSD will postpone the implementation of the Superintendent's Professional Development Model of Continuous Improvement Cycles until the 2022-23 school year and focus meetings on the critical information to administer day to day operations and guiding policies during current conditions.

Article 5: Administrator Assignment & Flexibility

5.1 Site Leaders who are in need of additional support shall notify their Assistant Superintendent.

Article 6: Designated Covid-19 Point of Contact

6.1 Contact tracing shall be done in accordance with the September 27, 2021 Side Letter between SFUSD and UASF:

1. SFUSD shall publish a Request for Qualifications to solicit support for COVID contact tracing and the related data entry at school sites, pursuant to Section V of the February 6, 2021 Health and Safety MOU requiring a robust contact tracing and notification program.
2. In circumstances where SFUSD staff are required to perform duties related to COVID cases at school sites, site administrators shall assign contact tracing duties to staff during regular work hours, wherever possible. Subject to site administrator review and approval, administrators shall approve all hours worked by staff in excess of their assigned schedule for COVID contact tracing, notification, and related data entry. The District shall compensate staff for those hours worked at the appropriate rate (overtime, extended calendar, etc., based on the appropriate contract for the staff member), and school site funds shall not be used to provide this compensation. UASF-represented staff shall be paid for all hours worked related to the above duties at the UASF CBA hourly rate.
3. Bargaining unit members will continue to be compensated for any of the COVID contact tracing that they perform if it is not completed by the contracted vendor. The District will meet and confer with UASF on the scope and sequence of the proposed contract.

6.2 COVID-19 contact tracing duties shall be implemented in accordance with the September 27, 2021 COVID-19 contact tracing Side Letter.

6.3 UASF and SFUSD will agree to meet and confer regarding the impact of COVID-19 directives as it relates to working conditions for Bargaining Unit Members.

Article 7: Communication, Collaboration, Privacy & Security

7.1 The District will make every effort to streamline communications to bargaining unit members and ensure that messaging is consistent within and across divisions and departments.

7.2 Bargaining unit members agree to collaborate with District leadership upon request on communications sent to parents and staff.

7.3 Bargaining unit members will have flexibility to prioritize responding to their emails, text messages and voicemails and communications. They will make every effort to respond to email from supervisors within a reasonable time with particular prioritization given to emergencies and contingencies that may indicate a more rapid response.

7.4 On-Going Consultation with the District and Union representatives shall continue to consult on non-bargaining topics of mutual interest, as well as continue consultation discussions on such topics as hiring guidelines, streamlining paperwork, and staff development activities. (CBA 15.6)

7.5 The District and Union agree to hold regular contract administrative committee (CAC) meetings with Labor Relations on an agreed upon schedule.

Article 8: Special Education

8.1 All IEP meetings may be conducted virtually unless the parent / educational rights holder requests the IEP be held in person or if Federal or State laws require IEPs to be held in person.

8.2 The parties agree to abide by implementing guidance from the CDE and/or Federal Department of Education.

8.3 The District will provide secure distance learning tools to hold any necessary IEP meetings and to meet and collaborate on IEPs.

8.4 Consistent with SPED Guidelines, Case Managers will collaborate as needed with the SPED Department to address concerns regarding students with IEPs.

Article 9: Evaluations

9.1 All bargaining unit members who have met standards in all competency elements in their prior LAP or LAD and are not on an improvement plan by December 1, 2021, shall be evaluated using a Leadership Plan (short form, per C.B.A. Article 10.2.3).

9.2 All bargaining unit members who had a short form evaluation in 2020-21 shall be evaluated by a short form again, unless they are on an improvement plan. Evaluation Side Letter

Article 10: Recruitment and Staffing

10.1 The District will further develop and implement a proactive and immediate campaign and action plan to recruit and retain staff for unfilled positions and for substitute positions. The district will share the recruitment plan with UASF within thirty days of this agreement being signed.

Unless otherwise noted below, the provisions of this MOU shall supersede any provisions of the CBA between the Parties that are in conflict for the duration of this MOU, or until modified by mutual agreement of the District and the Union. The Parties affirm the obligation to comply with all provisions of the Collective Bargaining Agreement ("CBA") not in conflict with this MOU. This MOU is a non-precedent setting document. The District and/or UASF reserve the right to negotiate any additional negotiable impacts not already covered by the Collective Bargaining Agreement, this MOU, the August 17, 2020, MOU, May 7, 2021 and the February 6, 2021 Health and Safety MOU related to COVID-19.

This MOU shall be effective upon signature by both parties and ratification by the Board of Education. This MOU will expire on July 31, 2022.

San Francisco Unified School District

United Administrators of San Francisco


Carrie Slaughter

Director of Labor Relations


Michael Essien

President

Date: 4/25/22

Date: 4/25/22

MEMORANDUM OF UNDERSTANDING
BETWEEN
SAN FRANCISCO UNIFIED SCHOOL DISTRICT
AND
UNITED ADMINISTRATORS OF SAN FRANCISCO
CBA EXTENSION

APRIL 28, 2022

1. Sabbaticals – For the 2022-2023 school year, the District shall limit the number of sabbaticals offered in Article 7.1.13 to 3.
2. Article 4.9 - Professional Development: The parties agree to suspend the professional development funds for the 2022-2023 school year.
3. The limited number of Sabbaticals and suspension of Article 4.9 - Professional Development Funds in items 1 and 2 of this MOU results in one-time savings which shall be reallocated to bargaining unit members to pay for the following:
 - a. UASF unit members in active service during the 2021-2022 school year shall receive a one-time off the salary schedule payment of \$2000 in the 2022-2023 school year. The District shall make the one-time payment on or before the unit member's December 2022 regular paycheck.

Duration

The SFUSD/UASF collective bargaining agreement shall be effective from July 1, 2020 through June 30, 2023. Nothing contained herein shall preclude the parties from mutually agreeing to negotiate any other subject during the term of the agreement.

Reopeners

The SFUSD/UASF collective bargaining agreement may be reopened on or after July 1, 2022 for the 2022-2023 school year by either or both of the parties on Article 5 – Salary and Fringe Benefits.

UASF Collective Bargaining Agreement

July 1, 2020 thru June 30, 2023

San Francisco Unified School District

United Administrators of San Francisco



Carrie Slaughter

Director of Labor Relations

Date: 5/2/22



Michael Essien

President

Date: 4/30/2022

AGREEMENT
between the
UNITED ADMINISTRATORS OF SAN FRANCISCO
and the
SAN FRANCISCO UNIFIED SCHOOL DISTRICT

The San Francisco Unified School District ("SFUSD" or the "District") and the United Administrators of San Francisco, as exclusive representative of certain administrative and supervisory employees of the District ("UASF" or the "Union"), enter into this Agreement to facilitate implementation of the purposes of Articles 4.9 and 4.10 of the contract (relating to the Professional Development program) with respect to the 2020-21 and 2021-22 school years.

The parties hereby agree as follows:

1. **2020-21 School Year.** UASF will invoice the District for a total of three thousand five hundred forty-four dollars and 90 cents (\$3,544.90) in professional development reimbursements and, upon receipt of that sum, will disburse the reimbursement to the 13 affected UASF members.

2. **2021-22 School Year.** UASF will invoice the District for the documented actual professional development expenses of up to 30 UASF members, not to exceed \$350 per member, during the 2021-22 school year. Upon receipt of the sum invoiced, UASF will disburse the reimbursement to the affected UASF members. Upon request, UASF will provide the District receipts for the amounts claimed by the affected members.

3. **Other Terms:**

A. **Entire Agreement.** This Agreement constitutes the entire understanding and agreement between the parties. In consideration of the promises made herein, the Union on its own behalf and on behalf of its members hereby waives and releases any other right, claim, entitlement or action against the District arising from or relating to professional development expenses or payments for UASF members for the 2020-21 and 2021-22 school years. This Agreement shall supersede any conflicting provisions of the collective bargaining agreement with respect to the matters addressed herein.

B. **Non-Precedential Agreement.** This Agreement shall have no precedential effect in any future action or proceeding between the parties, and shall not be argued, asserted, claimed, considered or construed as an admission of wrongdoing or liability by any party. This Agreement shall not be subject to the grievance and arbitration provisions of the parties' collective bargaining agreement.

C. Documentation and Dispute Resolution. Disputes regarding the interpretation or application of this Agreement shall be presented to the District's Acting Head of Labor Relations for resolution. If dissatisfied with the decision of the Acting Head of Labor Relations, the Union may appeal in writing to the Superintendent or his designee. The decision of the Superintendent or designee shall be final and binding.

D. Governing Board Approval. The parties state and agree that this Agreement is subject to review and approval by the District's governing board and the District shall have no obligation hereunder unless and until such approval is obtained. In the event the District's governing board shall decline to approve this Agreement, the parties shall be returned to the *status quo* existing on the date this Agreement was signed.

UNITED ADMINISTRATORS OF
SAN FRANCISCO



Michael Essien
President

June 30, 2022

SAN FRANCISCO UNIFIED SCHOOL DISTRICT



Daniel Menezes
Acting Chief of Labor Relations

June 30, 2022

SFUSD to UASF Article 5 Compensation Counter**Proposal Date : Dec. 16, 2022****Time: 3:25pm**

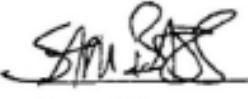
1. 2022-2023 School Year - Effective July 1, 2022, the salary schedule (Appendix A and E) shall be adjusted to reflect a six percent (6) increase.

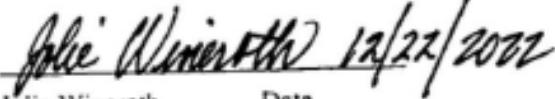
Implementation:

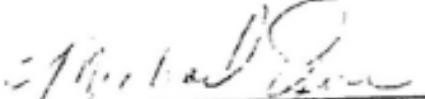
- For all UASF employees:
 - SFUSD will make every effort to implement the 6% base salary increase on the March 31, 2023 paycheck, or sooner however the implementation date depends on the date this agreement is signed. The District will need a minimum of three month advance notice to implement.
 - SFUSD will make every effort to pay the 6% increase on salary earned between July 1, 2022 and February 20, 2022 as a lump sum on the March 31, 2023 paycheck, or sooner on a line called Salary LS Adjustment. Subject to the date signed.
 - Note: Per past practice, only the base salary will be adjusted by 6%. Prop G and QTEA Add Ons, and Stipends are NOT included in the salary increase.
 - For Summer School, the foregoing increases shall take effect beginning with the first certificated workday of the summer session in 2023.
- 2. Bargaining Unit Members who are required to provide emergency class coverage when a substitute teacher/paraeducator is not assigned to a school site or when a position is not filled will be paid \$70 per hour beginning January 3, 2023 until June 2, 2023.
- 3. Due to the unprecedented impacts of a nationwide teacher/staff shortage and the change in working conditions brought about by the EMPowerSF implementation since January 2022, Bargaining Unit Members in active status at the time of implementation will receive two stipend payments in the amount of \$2,500.00 each semester during the 2022-2023 school year.
- 4. Bargaining unit members will receive two personal holidays to be used by June 30, 2024.

UASF Collective Bargaining Agreement

July 1, 2020 thru June 30, 2023

 1/6/23
Samuel Bass Date
Interim Head of Labor Relations
San Francisco Unified School District

 1/22/2022
Jolie Wineroth Date
Lead Negotiator, Co-Executive Director
United Administrators of San Francisco

 1/4/23
Michael Essien Date
President
United Administrators of San Francisco

San Francisco Unified School District

Dr. Rosa E. Coronado
Interim Labor Relations Officer

Jessica Taylor
Labor Relations Director

United Administrators of San Francisco

Jolie Wineroth
Lead Negotiator, Co-Executive Director, UASF

2020-2023 Bargaining Team Members

For SFUSD	For UASF
Greg Johns, Chief of Labor Relations	Jolie Wineroth, Lead Negotiator, Co-Executive Director
Daniel Menezes, Acting Head of Labor Relations	Caroline Satoda, President
Sam Bass, Interim Chief of Labor Relations	Michael Essien, President
Carrie Slaughter, Director Labor Relations	Nancy Lambert-Campbell, President
Rosa Coronado, Labor Officer	Luis Rodriguez, Vice President
Joyanna Balk, Executive Director	Silvia Cordero, Secretary
Ana de Arce, Assistant Superintendent	Tai Schoeman, Director
Davina Goldwasser, Assistant Superintendent of High Schools	John Nepomuceno, Director
Jason Hannon, Assistant Superintendent	Debra Eslava-Burton, Co-Executive Director
Benjamin Farnsworth, Labor Relations	Joan Hepperly, Co-Executive Director
	Claudia Anderson, Co-Executive Director
	Ellen Wong, Co-Executive Director