

Contract Between San Francisco Unified School District



And



UNITED EDUCATORS
OF SAN FRANCISCO

AFT/CFT #61, AFL-CIO, NEA/CTA

United Educators of San Francisco

Covering Classified Personnel

July 1, 2023 - June 30, 2025

Preamble

The San Francisco Board of Education and the United Educators of San Francisco recognize their mutual responsibility to work toward the achievement of quality education for all students in the San Francisco Unified School District.

The United Educators of San Francisco and the San Francisco Board of Education have jointly entered into this contract under the Educational Employment Relations Act. This contract enumerates the rights, benefits and working conditions for all teacher bargaining unit members of the San Francisco Unified School District and provides an orderly method for the resolution of problems.

Under this contract, the parties shall continue to pursue their individual interests in a spirit of mutual respect while working cooperatively toward their common goal of quality education for all San Francisco public school students.

UESF/SFUSD Vision Statement

Quality of teaching is the most influential factor in student learning. Nothing matters more to raising student achievement than the knowledge and effectiveness of teachers and those who support them. The District and UESF are committed to building a lasting labor-management relationship at the central administration and all work sites. This relationship must be based on respect, collaboration and open communication. We must focus on attracting and retaining the highest quality certificated staff and paraprofessionals/paraeducators to achieve sustainable improvement in student learning while constructing a District culture that supports the needs of the classroom, honors our rich diversity, and adapts to leadership transitions.

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1 **1.**

Agreement and Union Recognition

2 **1.1**

This is an Agreement made between the San Francisco Unified School District Board of Education, hereinafter referred to as "District," and the United Educators of San Francisco, hereinafter referred to as the "Union."

5 **1.2**

The District recognizes the Union as the exclusive representative for the unit of United Support Personnel described in Appendix A and those with Permanent Civil Service Status classifications 3593, 3594, 3596, 8203, and 9976 and prior to July 1, 2000), excluding support employees, temporary, limited term or casual employees performing bargaining unit work or noon supervision.

10 **1.2.1**

Substitute support employees performing bargaining unit work shall be included as part of the United Support Personnel bargaining unit. The Union and the District shall meet and negotiate in order to agree which portions of the Contract shall be applicable to substitute United Support Employees.

14 **1.3**

In order to assure a smooth transition from the current Civil Service System to an administration under the classified provisions of the California Education Code:

16 **1.3.1.**

The District and Union agree to continue the rights, benefits, and privileges of those employees who have Permanent Civil Service Status, therefore, no provision of this Agreement shall apply to said employees, unless the parties specifically and expressly agree to the contrary regarding a particular provision.

20 **1.4**

For purposes of determining the District's right to contract out unit work, Education Code section 45103.1 shall take precedence so long as it remains in effect and unmodified.

23 **1.4.1**

Education Code section 45103.1 notwithstanding, the District agrees to negotiate the effects, if any, on any bargaining unit member of any decisions to contract out bargaining unit work. It is the District's intent to complete impact negotiations prior to implementing any decision to contract out work; however, the District reserves the right to implement its decision to contract out prior to the completion of negotiations.

29 **2.**

Definitions

30 **2.1**

"Bargaining unit member," "Unit member," or "United Support Personnel (USP)," "aide," or "paraprofessional/paraeducator" shall mean an employee who is included in the appropriate unit as defined in Article 1 and therefore, is covered by the terms and provisions of this Agreement.

- 67 the event that a unit member has worked in more than one class, the unit member
68 shall have seniority dates in each class.
- 69 2.11.1 For the purpose of determining the seniority dates of current employees as of June
70 30, 2002, experience in a class and a class suffix with a special language
71 designation shall be considered separately. For example, seniority in an A03C
72 (Cantonese) class shall be considered separate and distinct from seniority in an
73 A03 class and will not entitle the unit member to claim seniority in the A03 class.
- 74 2.11.2 For employees hired on or after July 1, 2002, seniority in all class suffixes with
75 special language designations shall be considered the same as having seniority in
76 the class. For example, seniority in A03C shall count as seniority in the A03 class.
- 77 2.12 “Date of hire” shall mean the date of initial District employment in probationary
78 status.
- 79 2.13 “Union” means the United Educators of San Francisco.
- 80 2.14 “Immediate administrator,” “immediate supervisor,” “principal,” or “program
81 director” shall mean the administrative or management employee who is the
82 immediate supervisor of the unit member and who is a non-unit member.
- 83 2.15 “Evaluator,” in the case of a unit member who works at a school site, shall mean
84 the on-site administrator. In the case of a unit member who works at other than a
85 school site, the supervising administrator shall be designated as the evaluator.
- 86 2.16 “Board” shall mean the San Francisco Unified School District Board of Education
87 or its designated representative(s).
- 88 2.17 “District” shall mean the San Francisco Unified School District.
- 89 2.18 “Superintendent” shall mean the chief administrator of the District, or his/her
90 designee.
- 91 2.19 “Sick Leave Unit” shall mean the standard number of hours per day worked by
92 the unit member.
- 93 2.20 Wherever the singular is used, it is to include the plural.

94 **3. Union Rights**

- 95 3.1 All official District circulars which deal with the work conditions or the welfare
96 of members of the bargaining unit as covered by this contract shall be posted
97 promptly in each school or work location in the District and forwarded to the
98 Union.

- 99 3.2 The Union shall have the right to post notices of activities and matters of Union concern on Union bulletin board space. Such bulletin board space shall be of adequate size and shall be provided in each school building or center in areas frequented by United Support Personnel. The Union may use the District mail service and unit member mailboxes (or other appropriate accommodation provided by the District to assure receipt of mail) for communications to United Support Personnel, subject to reasonable regulations.

100 3.3 Authorized Union staff representatives shall have the right to visit the schools. Representatives shall make their presence known to the appropriate authority in the school. Conferences and/or meetings shall be scheduled so as not to interfere with or disrupt normal school functions or the normal delivery of District services.

101 3.4 Board of Education Meetings

102 3.4.1 The District shall make the agenda and minutes of each meeting, including public and non-confidential support material, of the Board of Education available to the Union at approximately the same time that they are made available to the members of the Board of Education.

103 3.4.2 Through its representative, the Union shall have the right to speak to any item on the Board meeting agenda, and at any meeting of Board committees and/or District task forces.

104 3.4.3 The Union shall be guaranteed the right to speak on off-agenda items at all meetings of the Board of Education if it (the Union) so desires.

105 3.5 All proposed District policies that affect bargaining unit members shall be submitted to the Union prior to the proposed policy's first reading at the Board of Education.

106 3.5.1 (This Section shall be suspended and inoperative.) The Union may request the Living Contract Committee to consider the proposed policy. The Living Contract Committee shall be provided with an opportunity to make comments to the Superintendent and/or the Board regarding the proposed policy.

107 3.5.2 The Union may submit written responses, including suggestions for modification of the proposed policy, which shall be forwarded to the Board for their consideration prior to the second reading.

108 3.6 The District shall make every effort to have all administrative offices send copies of all notices affecting the working conditions of United Support Personnel at a site or district-wide to the Union.

- 134 3.7 The District shall honor reasonable written requests from the Union for
135 information, statistics, records, etc., necessary for the Union to fulfill its role as
136 the exclusive representative of United Support Personnel.
- 137 3.8 The District agrees that the Union shall have the exclusive right to payroll
138 deduction of dues. An appropriate electronic list showing the unit member's name
139 and the amount of dues deduction shall be sent to the Union. The District agrees
140 to make efforts to expedite this procedure.
- 141 3.9 The Union and its members shall have the right to make use of school buildings
142 and facilities pursuant to the provisions of the Civic Center Act.
- 143 3.10 Names, addresses, and telephone numbers of all bargaining unit members shall be
144 provided to the Union on or about September 21st or the beginning of the third
145 pay period of each school year. Individual unit member requests for
146 confidentiality regarding addresses and telephone numbers shall be honored. Use
147 of such information shall be for Union business only.
- 148 3.11 Upon appropriate written authorization from the unit member, the District shall
149 deduct from the salary of any unit member and or make appropriate remittance for
150 annuities, credit union, savings bonds, charitable donations, or any other plans or
151 programs jointly approved by the Union and the District.
- 152 3.12 One (1) representative designated by the Union or more, if mutually agreed to,
153 shall be included on any Superintendent created task force, committee, or group,
154 that deals with curriculum, instruction, recruitment of new United Support
155 Personnel particularly with respect to shortage areas and affirmative action
156 concerns, school facilities, student discipline, industrial health and safety, or any
157 other matters that may affect members of the bargaining unit.
- 158 3.13 Six (6) Union member United Support Personnel shall be granted leaves of
159 absence to conduct Union business. Up to two (2) additional Union United
160 Support Personnel shall be granted leaves subject to the District's securing
161 qualified and competent replacements. Such leaves shall normally begin at the
162 beginning of a semester only. The Union shall notify the Chief of Human
163 Resources normally no later than June 30 and November 30 respectively for
164 leaves beginning at the start of the first or second semester. The Union shall
165 reimburse the District no later than the end of the academic year the cost of such
166 released time. The cost of said released time shall be computed on the basis of the
167 average entry-level United Support Personnel step and column placement, plus
168 benefits and fixed costs. Members granted such leave shall be credited with
169 service time for salary increment and benefit purposes. A unit member returning
170 from a leave of one year or less shall return to the school to which he/she was

- 171 assigned, or would have been assigned had the unit member not been on leave. In
172 the case of a unit member who is away there must be a good faith effort by the
173 principal at consultation prior to any personnel decision affecting the unit
174 member's position to which he/she would normally return.
- 175 3.13.1 The District shall grant reasonable requests for short-term leaves for Union
176 business, other than bargaining, providing a written request is submitted by the
177 Union at least five (5) days in advance stating the nature of the Union business
178 and also providing that adequate substitutes are available. The Union shall
179 reimburse the District for its cost of providing a substitute when this short term
180 provision is granted. The aggregate days shall be limited to the unused number of
181 days granted in Section 3.13.
- 182 3.14 Union representatives from the Early Education Department shall be provided
183 released time to attend Union meetings, if substitutes are available. The Union
184 shall reimburse the District for its cost of providing a substitute.
- 185 3.15 The District may use volunteer aides to enhance its educational program but not
186 to permit displacement of United Support Personnel or to use volunteers in lieu of
187 normal paraprofessional/paraeducator requirements.
- 188 3.16 Site administrators shall meet as necessary with union representatives at a site on
189 matters related to contract administration. Any such meetings shall be held at
190 times that do not interfere with or disrupt normal school functions. The Union and
191 the District agree to encourage United Support Personnel, teachers, and the
192 administration to resolve contract-related matters through the Union Building
193 Committee (UBC) as established by the Teachers' Contract where mutually
194 agreeable by the parties. (See Appendix D)
- 195 3.17 **Organizational Security, Terms and Conditions** — Unit members may, for the
196 duration of this contract become a member of United Educators of San Francisco
197 (UESF).
- 198 3.17.1 UESF agrees to furnish to the District's Chief of Human Resources or his/her
199 designee a "Certification Form" to the District certifying the amount of UESF
200 dues as applied to unit members. Such certification shall be furnished annually
201 and upon any change in such amounts applied.
- 202 3.17.2 With respect to all sums deducted by the District pursuant to this article, whether
203 for membership dues, the District agrees to promptly remit biweekly such monies
204 to the Union accompanied by an alphabetical list of unit members for whom such
205 deductions have been made, categorizing them as to membership or non-

- 206 membership in the Union, and to indicate any changes in personnel from the list
207 previously furnished.
- 208 3.17.3 The Union agrees to furnish in a timely manner any information needed by the
209 District to fulfill the provisions of this article.
- 210 3.17.4 UESF agrees it shall indemnify and hold the District harmless from any costs of
211 defense or liability arising from any and all claims, demands, lawsuits, or any
212 other actions arising from any implementation or compliance with this article, or,
213 District reliance on any list, notice, document, certification, or authorization
214 furnished under this article by UESF. The Union shall have the exclusive right to
215 decide and determine whether any such action referred to above shall or shall not
216 be compromised, resisted, defended, tried or appealed.
- 217 3.17.5 Any unit member who is paying dues and who wishes to stop making those
218 payments shall do so by giving written notice to the Union, which shall promptly
219 inform the District of such request so that it may be processed in a timely manner.
- 220 3.18 The District shall notify the Union in writing ten (10) days before any initial
221 group on-boarding of classified employees held before the start of the
222 instructional calendar. For new hires and on-boarding that will occur throughout
223 the school year, the District and Union will establish a calendar of Union
224 orientations. These Union orientations will occur every thirty (30) days at a place
225 and time to be determined by both parties. The District shall include a
226 membership authorization form, approved by UESF, in all new hire packets.
- 227 3.18.1 Union representatives shall be permitted to make a presentation at such
228 orientations of up to thirty (30) minutes, and present written materials to any
229 employee participating in such orientation, without the presence of management.
230 A reasonable number of representatives shall have the right to receive reasonable
231 periods of release time without loss of compensation for this purpose.

232 **4. Professional Rights**

- 233 4.1 With respect to professional employment, the religious, political, and private life
234 of any member of the bargaining unit shall not be grounds for disciplinary action
235 except as it may directly prevent them from effectively performing assigned
236 functions during the work day or as it may expose the District to liability for the
237 unit member to work with students.
- 238 4.2 Listening, recording, television, or other monitoring devices shall not be used by
239 either the District or the unit member to violate each other's rights.

- 240 4.3 A member of the bargaining unit who is an officer of a state, regional, or national
241 educational organization, or who has been regularly elected by her/his local
242 organization to represent the organization at a state, regional, or national
243 convention, or who is on a program of such a convention or conference, may be
244 excused without loss of salary to attend such convention.
- 245 4.4 Nothing contained herein shall be construed to deny any unit member his/her
246 rights under the California Education Code or under other applicable state and
247 federal law or constitution.
- 248 4.5 A unit member shall be entitled to representation by the Union on matters of
249 employee/employer relations that may adversely affect them.
- 250 4.6 Each unit member shall, upon initial employment, receive a job description for
251 his/her assignment.
- 252 4.7 No unit member shall be prohibited from accepting employment in two (2) or
253 more of the District's bargaining units. No combination of regular assignments
254 may total more than forty (40) hours per week or have conflicting regular job
255 schedules.
- 256 4.8 Upon request, a substitute may be provided for each absent unit member.
- 257 4.9 The District and Union shall form a joint committee, with equal representation, to
258 examine and recommend appropriate in-service activities for unit members.
- 259 4.10 Whenever possible, United Support Personnel shall participate in the process of
260 interviewing, selecting, training, and scheduling of United Support Personnel
261 (USP).
- 262 4.11 Suspected child abuse reporting requirements**
- 263
- 264 4.11.1 Within the first six (6) weeks of each school year, or within the first six (6) weeks
265 of initial hire, all paraeducators shall complete training on their mandated reporter
266 duties. All paraeducators shall have access to a District computer at the work site
267 for the purpose of completing the training. Trainings shall be scheduled within the
268 regular work day in consultation with the Union Building Committee for the site.
- 269 4.11.2 If a paraeducator notifies their immediate supervisor of an actual or potential case
270 of child abuse, the supervisor shall provide assistance to that paraeducator in their
271 fulfillment of legal responsibilities. Nothing in this section relieves a paraeducator
272 of their individual duty to make a report to the appropriate child protective service
273 agency if they have a reasonable suspicion of child abuse or neglect.

274 4.11.3 The District shall, to the maximum extent permitted by law, respect and maintain
275 the confidentiality of all information on child abuse which a paraeducator reports
276 to the appropriate child protective service agency.

277 4.11.4 The District shall provide legal defense assistance to a paraeducator who is sued
278 as a result of their reporting of a child abuse instance.

279 **5. District and Union Responsibilities**

280 5.1 The Board of Education hereby retains all rights, authorities and duties conferred
281 upon and vested in it by the laws and constitutions of the United States and the
282 State of California. Such rights, authorities, and duties, include the right to
283 determine and administer policy and are limited only by the terms of this contract.
284 Any changes in Board policy shall not reduce rights and benefits currently
285 accorded to United Support Personnel by such policies.

286 5.2 The Union and the District agree that the differences between the parties shall be
287 settled by peaceful means as provided in this contract. For the duration of this
288 contract, the Union, in consideration of the terms and conditions provided herein,
289 will not engage in, instigate or condone any strike or work stoppage of members
290 of the bargaining unit. For the duration of this contract, the District, in
291 consideration of the terms and conditions of this contract, will not authorize or
292 permit any lockout of members of the bargaining unit covered by this contract.

293 5.3 **Site budget priorities to minimize layoffs** - To the extent possible, reductions
294 shall begin with equipment and supplies, rather than people, if there is a need to
295 reduce expenditures.

296 5.4 The parties to this Agreement shall not interpret or apply this Agreement, any of
297 its terms, or the work rules, which implement this Agreement in a manner that is
298 arbitrary, capricious, or discriminatory.

299 5.5 The parties shall administer this Agreement, all its terms and the work rules which
300 implement this Agreement with uniform application and effect. The parties shall
301 treat all bargaining unit members equitably in the interpretation of this
302 Agreement, its terms and the work rules which implement this Agreement.

303 **6. Non Discrimination**

304 6.1 Neither the District nor the Union shall discriminate against any officer or unit member
305 of the District in violation of the law, on the basis of race, color, creed, age, sex, gender,
306 gender identity, gender expression, national origin, religion, political affiliation, domicile,
307 marital status, sexual orientation, handicapping condition, physical appearance, or
308 membership or participation in the activities of a recognized classified employee

309 organization. The District and the Union agree that all staff have a right to a positive
310 climate and culture at the work site in regards to name changes and transition status.
311

312 **6.2 Transgender Rights and Name Changes**

314 6.2.1 Unit members shall have the right to change their names to reflect their true selves except
315 where legally mandated, including, but not limited to changing names with payroll,
316 benefits, the department of technology; supporting school and worksite
317 climate. Transgender and otherwise non-binary unit members shall be protected from
318 harassment in their workplace.

319 **7. Evaluation**

320 7.1 The purpose of the program of evaluation is to assess and to improve the
321 performance of an individual unit member and thereby improve the quality of
322 education and services for students.

323 7.1.1 The program of evaluation shall apply to all United Support Personnel.

324 7.1.2 The evaluation of all United Support Personnel under this program shall include
325 those performance factors listed in Appendix B.

326 7.1.3 In the case of a unit member who works at a school site, the on-site administrator
327 shall be assigned as the evaluator of the unit member. The on-site administrator
328 may seek input from the certificated person who serves as the immediate
329 supervisor and may include such input in the evaluation. In the case of a unit
330 member who works at other than a school site the supervising administrator shall
331 be designated as the evaluator.

332 7.1.4 A formal, written evaluation for every permanent unit member shall take place
333 once each year no later than ten (10) days before the end of the school year.

334 7.1.5 A formal, written evaluation for every probationary employee shall take place
335 during the last thirty (30) days of paid service during the probationary period. The
336 employee's next formal, written evaluation under section 7.1.4 above shall not
337 take place until the following school year.

338 All other provisions of Article 7 – Evaluations remain status quo.

339 **Evaluation Procedure**

340 7.1.6.1 At the beginning of each school year, or when a unit member is newly assigned to
341 a site, the unit member shall be furnished a copy of the evaluation procedures,
342 including referral to this evaluation article, and shall be advised of the criteria

- 343 upon which the evaluation is to be based. All unit job descriptions shall be
344 available for unit member review on the SFUSD Human Resources web page.
- 345 7.1.6.2 The on-site administrator shall observe the unit member in the discharge of
346 his/her daily responsibilities for performance factors, as listed on the Evaluation
347 Form. When the on-site administrator observes performance that is less than the
348 required expectations, or is informed of such observed performance by the
349 certificated person who serves as the immediate supervisor, the shortfall should be
350 called to the attention of the unit member. The contents of any written
351 documentation shall be communicated to the unit member.
- 352 7.1.6.3 When it appears to the on-site administrator that a rating of "needs improvement"
353 or "unsatisfactory" is likely in two or more of the performance factors, a
354 conference shall be held by the on-site administrator with the unit member. The
355 on-site administrator may require the participation of the certificated person who
356 serves as the immediate supervisor in the conference. The areas where
357 expectations are not being met shall be reviewed with the unit member and
358 suggestions given for improvement. A record of such conference shall be
359 prepared by the evaluator for the personnel file of the unit member and a copy
360 submitted to him/her.
- 361 7.1.6.4 In conducting a formal evaluation the evaluator shall arrange a conference with
362 the unit member no later than the specified evaluation deadline to discuss the
363 evaluation. At the time of this formal conference, the unit member shall receive a
364 copy of said evaluation and shall have the right to submit a written response to
365 his/her evaluation within ten (10) days of receiving said evaluation.
- 366 7.1.6.5 The signature of a unit member on the evaluation reflects only that he/she has
367 received the evaluation.
- 368 7.1.6.6 Each unit member being evaluated shall receive a formal evaluation reflecting the
369 observation(s) he/she has received during the year. While the primary basis for
370 this rating shall be the written assessments of the unit member's performance as
371 demonstrated during assessment sequences, other written feedback previously
372 given to the unit member and related to job performance can be used to determine
373 the formal evaluation. Copies of all written backup materials shall be attached to
374 the form that is given to the unit member and sent to the Human Resources
375 Department.
- 376 7.1.6.7 The unit member may be accompanied by a representative of his/her choice at any
377 conference. The evaluator shall be notified prior to the conference if the unit
378 member chooses to bring a representative.

379 7.1.7 Only the procedural aspects of this evaluation article shall be grievable and not
380 the evaluator's judgment or recommendations.

381 **8. District Personnel File**

382 8.1 Each unit member shall have the right, upon request, to review the material in
383 his/her own personnel file during non-duty hours. In the case of eight (8) hour
384 employees the employee shall be released for a reasonable time mutually
385 agreeable with the supervisor for this purpose. Such release during the workday
386 shall be without salary reduction. Material available for review shall not include
387 ratings, reports, or records which:

388 8.1.1 were obtained prior to the employment of the person involved,

389 8.1.2 were prepared by identifiable examination committee members, or

390 8.1.3 were obtained in connection with a promotional examination.

391 8.2 A representative chosen by the unit member may accompany the unit member in
392 this review.

393 8.3 Upon written authorization by the unit member, a representative of the Union
394 shall be permitted to examine and/or obtain copies of materials in such unit
395 member's personnel file except for the materials excluded in Section 8.1 above.

396 8.4 Only one (1) personnel file on any unit member may be maintained by the District
397 except that child abuse reports and sexual harassment charges may be maintained
398 in a separate confidential District Office file unless disciplinary action is taken on
399 the charges. The documents may then be included in the personnel file.

400 8.4.1 Copies of materials from the personnel file shall be released only for the purpose
401 of processing grievances, official District business, District legal documentation,
402 court order, and request from official Federal and State agencies, unless written
403 consent is given by the unit member.

404 8.4.2 Any supporting data maintained at a school site but not used for inclusion in an
405 evaluation or for disciplinary purposes shall be destroyed at the end of the
406 evaluation cycle, (see Article 7, Evaluation), or within one year from date of
407 occurrence if not used for disciplinary purposes.

408 8.5 All materials in the file must be signed by the source of the material and dated.
409 No anonymous letters or materials shall be placed in this file.

410 8.6 No derogatory information or statements not related to the unit member's
411 assigned duties or professionals responsibilities shall be placed in this file.

- 412 8.6.1 Before any derogatory material is placed in this file, a copy of such material shall
413 be provided to the unit member and the unit member shall have an opportunity to
414 respond within five (5) days of receiving said material. The unit member's
415 rebuttal, if any, shall be placed in the file along with the derogatory information or
416 statements.
- 417 8.6.2 The unit member shall be provided the opportunity during non-work hours to
418 review the information of a derogatory nature and prepare his/her rebuttal. In the
419 case of an eight (8) hour employee, the employee shall be released for a
420 reasonable time mutually agreeable with the supervisor for this purpose. Such
421 release from duty during the work day shall be without salary reduction.
- 422 8.7 The unit member shall have the right to include in the file any material or
423 information considered germane to that unit member's professional career except
424 that multiple letters from students, staff and parents on the same topic may be
425 excluded.
- 426 8.8 Any negative written statement originating from within the District and related to
427 the unit member's assigned duties or professional responsibilities must be part of
428 a formal evaluation signed by the evaluator and reviewed by the unit member, or
429 the result of a disciplinary action.
- 430 8.9 Derogatory materials in a personnel file that are at least four (4) years old shall,
431 upon a unit member's written request, be removed from the personnel file and
432 placed in a separate sealed file. Such material shall not be removed from the
433 separate file except by court order, a repeated similar incident, or with the unit
434 member's consent.

435 **9. Hours of Work and Work Year**

- 436 9.1 The regular work week of a full-time unit member shall consist of not more than
437 five (5) work days within a seven (7) day period (Sunday through Saturday).
- 438 9.2 The length of the regular work day shall not exceed eight (8) hours of service.
- 439 9.2.1 Each unit member shall be assigned a fixed regular number of work hours which
440 can only be changed as provided for in Article 21, Effects of Layoffs. Every effort
441 shall be made to maintain paraprofessional/paraeducator work schedules after the
442 first 15 student instructional days of the school year. Thereafter, required changes
443 in a paraprofessional's/paraeducator's work schedule shall be by mutual consent
444 wherever possible. If the change in the paraprofessional's/paraeducator's work
445 schedule cannot be made by mutual consent an explanation on the need for the

- 446 change shall be provided by the administrator to the paraprofessional/
447 paraeducator.
- 448 9.2.1
- 449 9.2.1.1 Unit members assignments and work schedules shall be made by and managed by
450 Principals or their designated administrators. Such work schedules shall include
451 designated rest and meal period times.
- 452 9.2.2 United Support Personnel who work with classroom teachers may be granted one
453 (1) hour planning time per week for necessary preparations.
- 454 9.2.3 Commencing with the 2018-2019 school year and continuing thereafter, the work
455 year for all United Support Personnel shall be increased by one (1) District
456 Professional Development Day. The funding for this additional day will come
457 from ten (10) hours of QTEA paraeducator/paraprofessional PD, leaving eight (8)
458 hours remaining in the QTEA PD allocation. Commencing with the 2024-2025
459 school year, the work year for all United Support Personnel shall be increased by
460 one (1) additional District Professional Development Day.
- 461 9.2.3.1 The day shall be scheduled by mutual agreement between the District and the
462 Union for Early Education paraeducators/paraprofessionals, and prior to the start
463 of the student instructional year for all other United Support Personnel.
- 464 9.2.3.2 The distribution of these hours will be determined through mutual agreement
465 between the District and the Union.
- 466 9.2.3.3 For this additional day, no paraprofessional/paraeducator will receive less than
467 \$190/day if seven (7) hours are worked.
- 468 9.3 **Payment for Hours In Excess Of Assigned Time**
- 469 9.3.1 United Support Personnel shall be paid for all assigned hours worked beyond their
470 regularly assigned hours.
- 471 9.3.2 United Support personnel who work more than forty (40) hours in a work week
472 shall be paid at the rate of one and one-half (1.5) times their hourly rate per hours
473 worked.
- 474 9.3.2.1 Unit members may elect with prior approval of his/her supervisor to receive
475 compensatory time at the rate of one and one-half (1.5) times the employee's
476 extra hours worked in lieu of payment. Such compensatory time earned shall be
477 used within the fiscal year in which it was earned.

- 478 9.3.3 When a unit member is required to work on any of the holidays referenced in
479 Section 10.2 he/she shall be paid compensation, or given compensating time off
480 for such work in addition to the regular pay received for the holiday, at the rate of
481 time and one-half (1-1/2) the employee's regular rate of pay.
- 482 9.3.4 Employees who are required to attend school site meetings, consultations, field
483 trips, or other activities which extend beyond their normal work day shall be
484 compensated at their appropriate hourly rate of pay for such work.
- 485 9.4 It is the intent of the District that all probationary and permanent bargaining unit
486 members have regular work assignments of a minimum of four (4) hours. All
487 newly created regular work assignments shall be at least four (4) hours per day or
488 forty (40) hours per pay period. Whenever an existing regular work assignment of
489 less than four (4) hours per day or forty (40) hours per pay period becomes vacant
490 it shall either be increased to four (4) or more or these hours shall be reassigned to
491 other unit members at the site in accordance with Sections 9.5.5 and 9.5.6. The
492 provisions of this section shall not apply to the Early Education Department, non-
493 Public School assignments or where they are contrary to Special Education needs.
- 494 9.4.1 All newly created United Support Personnel positions shall be in whole hour
495 increments of four (4) through eight (8) hours per day subject to the exceptions
496 cited in Section 9.4 above.
- 497 9.5 **Temporarily Assigned Additional Hours**
- 498 9.5.1 Unit members desiring additional hours shall submit such a request in writing to
499 the site administrator. Such request shall remain in effect until additional hours
500 are granted for the current school year.
- 501 9.5.2 After a unit member's base hours of assigned time for a school year have been
502 established, said hours may be temporarily increased subject to the following
503 conditions:
- 504 9.5.2.1 The available revenue source of the temporary increase in hours shall not exceed
505 the end of the fiscal year in which it occurs;
- 506 9.5.2.2 Any additional temporary hours of assigned time, as described herein, shall be
507 used for computing eligibility for sick leave and vacation accrual for the period of
508 temporary increase;
- 509 9.5.2.3 The addition of temporarily assigned hours shall not be used to make a unit
510 member eligible for City Health Service System benefits;

- 511 9.5.2.4 In no event shall the temporarily assigned hours exceed seventy-five percent (75%) of the school year, as defined in Education Code Section 45103.
- 512
- 513 9.5.3 The source of temporarily assigned hours shall be defined as: revenue from a grant of specified duration not to exceed two years; revenues available by virtue of an unpaid leave of absence for a unit member in the same class; revenues that accrue because of the District's inability to fill a vacancy; excess revenue available during the last quarter of a school year; or lack of sufficient continuing revenue after final allocation of categorical funds.
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- 519 9.5.4 At the end of the period of temporarily assigned additional hours (as described herein), or June 30th, if earlier, the unit member shall retain the base hours in effect for that year prior to the temporary addition.
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- 522 9.5.5 In the event additional hours are available in a center or a program, those unit members working fewer than four (4) hours who have submitted their request in writing will receive priority consideration for increasing their number of assigned hours.
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- 526 9.5.6 In the event a site has no unit members working fewer than four (4) hours, those unit members who have submitted their request in writing will receive priority consideration on the basis of seniority for increasing their number of assigned hours.
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- 530 9.5.7 Notwithstanding the provisions of Sections 9.4, 9.5.5, and 9.5.6, above, a substitute pool of unit members created in lieu of layoff shall have the first opportunity to fill temporarily assigned additional hours. Said hours shall be administered in compliance with Sections 9.5.2.1 through 9.5.2.4 and 9.5.4.
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- 534 9.6 **Planning Time** — Any time spent for assigned planning and/or preparation of materials shall be from within the unit member's assigned hours.
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- 536 9.7 **Rest Periods** — All bargaining unit members shall be granted a fifteen (15) minute rest period during any work assignments that are four (4) or five (5) hours in duration. Two such fifteen (15) minute rest periods shall be granted during work assignments that are five and one-half (5.5), six (6), seven (7) or eight (8) hours in duration.
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- 541 9.7.1 Authorized rest periods are counted as hours worked for which there is no deduction from wages.
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- 543 9.7.2 Wherever possible, rest periods shall be taken close to the middle of the work assignment.
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- 545 9.7.3 Rest period scheduling is subject to the approval of the employee's supervisor.
- 546 9.7.4 Rest periods not taken cannot be accumulated or used to shorten the work schedule at either the beginning or end of the assignment.
- 547
- 548 9.7.5 Passing periods shall not be used as a substitute for rest periods.
- 549 9.8 **Lunch Periods** — Where program needs require the unit member to remain with students for instructional purposes during lunch, this time shall be part of the work assignment and paid. Otherwise, lunch periods shall be non-paid and taken in accordance with the following schedule, unless changed by mutual agreement of the unit member and supervisor.
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Hours Worked	Lunch Period
1, 2, 3, 4	None
5, 6, 7	Minimum 30 minutes
8	Minimum 20 minutes, Maximum 60 minutes

- 554 9.9 Unit members shall be eligible to participate in in-service activities or other conferences offered. If the unit member is approved to attend, he/she shall be paid according to her/his regular hourly rate of pay for such attendance.
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- 556
- 557 9.10 Unit members shall have the option of attending up to two (2) hours of faculty meetings and/or site-based professional development per month, inclusive of regularly scheduled UBC meetings held during meetings, provided that their attendance does not interfere with their regular duties each month. Unit members shall be paid at their regular rate of pay for time spent at such activities. Such time shall not be deducted from unit member's QTEA professional development allocation.
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564 10. Vacations and Holidays

565 10.1 Vacations

- 566 10.1.1 Vacation is accrued and awarded each pay period in accordance with the following tables:
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568 10.1.1.1 Full Year Employees

Years of Service	Award*
1 up to 5	0.0385
5 up to 15	0.0557
15 and above	0.0777

* Multiply times number of hours worked

569 10.1.1.2 **School Term Employees**

Years of Service	Award*
1 up to 5	0.0485
5 up to 15	0.0728
15 and above	0.0970

* Multiply times number of hours worked

570 10.1.2 The additional award of vacation after five (5) years and fifteen (15) years will not be made and cannot be taken until the unit member has reached his/her anniversary date in the fifth (5) and fifteenth (15) years of service. The maximum vacation awarded in any twelve (12) month period and the maximum accumulation permitted are as follows:

Years of Service	Equivalent number of days	Maximum accumulation
1 up to 5	10	300 hours (40 days)
5 up to 15	15	360 hours (45 days)
15 and above	20	400 hours (50 days)

575 10.1.3 Employees covered by this agreement shall be eligible to use accrued vacation after six (6) months of continuous bargaining unit service.

577 All other provisions of Article 10 – Vacations and Holidays remain status quo.

578 10.1.4 Earned vacation shall not become a vested right until completion of the initial six (6) months of employment.

580 10.1.5 A unit member who is separated from the District (i.e. resigning, retiring, being laid off, or terminated), and who has earned vacation time to his/her credit, shall be paid a lump sum for such vacation.

583 10.1.6 **Vacation Approval** — An employee must have his/her request for use of vacation approved by the supervisor at least seven (7) days prior to the employee's being away. This notice provision may be waived in an emergency or in other situations beyond the reasonable control of the employee.

587 10.2 **Holidays**

588 10.2.1 All probationary or permanent unit members shall be entitled to the same number
589 of paid holidays consistent with those designated by the Education Code and as
590 adopted by the Board of Education.

591 10.2.2 Regular employees of the District who are not normally assigned to duty during
592 the school holidays of December 25th and January 1st shall be paid for those two
593 holidays provided that they were in a paid status during any portion of the
594 workday of their normal assignment immediately preceding or succeeding the
595 holiday period.

596 10.2.3 Legal Holidays that fall on a Saturday shall be observed the preceding Friday.
597 Legal Holidays that fall on a Sunday shall be observed the following Monday.

598 10.2.4 **Floating Holidays**

599 10.2.4.1 After six (6) months of active service, all Bargaining Unit personnel are entitled
600 to take six (6) Floating Holidays, the scheduling of which shall be according to
601 section 10.2.4.2.

602 10.2.4.2 For School Term Employees, and unlike vacation scheduling, Floating Holidays
603 are to be taken during the regularly scheduled school year. Prior approval shall be
604 required if the Floating Holiday is being requested on a student attendance day.

605 **11. Leaves**

606 11.1 **Sick Leave**

607 11.1.1 Members of the bargaining unit absent due to illness or injury must follow
608 procedures established by their immediate supervisor to notify their department of
609 intent to be absent, the nature of the illness or injury, and the anticipated duration
610 of the illness. Except in the case of emergency, said notification shall normally be
611 made no later than thirty (30) minutes prior to the start of the work shift.

612 11.1.2 Sick leave benefits will be granted to all United Support Personnel without pay
613 deduction accruing each pay period at the current rate of 0.05 times the number of
614 hours worked. Pay for any day of such absence shall be the same as the pay which
615 would have been received had the employee served during the day. Credit for
616 leave of absence need not be accrued prior to taking such leave by the employee
617 and such leave of absence may be taken at any time during the year. However, a
618 new employee of the District shall not be eligible to take more than six (6) sick
619 leave units, or the proportionate amount to which he may be entitled under this
620 section, until the first day of the calendar month after completion of six (6)
621 months of active service with the District.

- 622 11.1.3 Sick leave may be granted for absences due to medical or dental appointment, eye examinations or any unit member medical services. A unit member is to make an effort to schedule the appointment during off hours.
- 625 11.1.4 If a member of the bargaining unit does not use the full amount of sick leave allowed in any year, the amount not taken shall be accumulated from year to year.
- 627 11.1.5 A unit member who is absent because of illness for more than five (5) consecutive school days may be required to submit a medical statement containing a diagnosis, except that in the event of a strike of City and County or School District employees, the District may require a medical statement for each day's absence due to illness. For an extended illness a medical statement shall be submitted monthly.
- 633 11.1.6 A unit member anticipating a future sick leave absence due to surgery or other predictable cause shall notify the District in writing as far in advance as possible of said absence, including appropriate medical verification.
- 636 11.1.7 **Catastrophic Sick Leave Bank** — The Union and the District agree to establish a Catastrophic Sick Leave Bank which incorporates the following points:
- 638 11.1.7.1 Participation shall be voluntary for all United Support Personnel covered by this collective bargaining agreement.
- 640 11.1.7.2 Each unit member who donates five (5) sick leave hours to the Catastrophic Sick Leave Bank during the open enrollment period shall remain a member of the Catastrophic Sick Leave Bank for that year and all future years of District employment.
- 644 11.1.7.2.1 The two open enrollment period will be from the first day of school through October 10th, and from February 14th through March 15th. An exception will be made for donations that are made to a specific individual (See 11.1.7.3.3). Donations that are made for a specific individual may be made at any time during the school year.
- 649 11.1.7.3 Eligibility for membership in the Catastrophic Sick Leave Bank is limited to United Support Personnel having accumulated thirty (30) or more leave hours at the time they join. For members who work four (4) hours or fewer per day, eligibility is limited to United Support Personnel having accumulated ten (10) or more leave hours at the time they join.
- 654 11.1.7.3.1 In order to join the Catastrophic Sick Leave Bank, a unit member must donate at least five (5) sick leave hours to the bank. The unit member must have twenty-five (25) sick leave hours remaining following the donation of five (5) sick leave

- 657 hours. In order to join the Catastrophic Sick Leave Bank, members who work four
658 (4) hours or fewer per day must have at least five (5) sick leave hours remaining
659 following the donation of five (5) sick leave hours.
- 660 11.1.7.3.2 A unit member who has donated five (5) sick leave hours to the Catastrophic Sick
661 Leave Bank is immediately eligible to be a recipient of hours from the
662 Catastrophic Sick Leave Bank.
- 663 11.1.7.3.3 Only unit members who are already members of the Catastrophic Sick Leave
664 Bank can make a donation to a specific individual.
- 665 11.1.7.3.3.1 Any unused donations made to a specific individual or individuals shall revert to
666 the Catastrophic Sick Leave Bank and shall then become available for use by any
667 approved Catastrophic Sick Leave Bank member.
- 668 11.1.7.4 The Union and the District shall establish a Governing Committee which shall
669 oversee the operation of the Sick Leave Bank. Administrative procedures shall be
670 the responsibility of the Sick Leave Bank's Governing Committee (hereafter
671 referred to as "the Committee").
- 672 11.1.7.4.1 The Committee shall be comprised of no more than four (4) members (certificated
673 and classified representatives) appointed by UESF, and one (1) member appointed
674 by the District.
- 675 11.1.7.5 If the District and the Union deem the Bank inoperable, the Governing Committee
676 shall return to United Support Personnel those hours contributed or the remaining
677 fraction thereof.
- 678 11.1.7.5.1 A catastrophic illness or injury is defined as one which is life threatening and will
679 last for at least thirty (30) days and which prevents the unit member from
680 performing his/her duties.
- 681 11.1.7.5.2 Donations to the Catastrophic Sick Leave Bank shall be accepted during the
682 established open enrollment period (Art. 11.1.7.2.1).
- 683 11.1.7.5.3 A unit member must complete an application for the use of the Catastrophic Sick
684 Leave Bank hours which shall include medical reports certifying that the nature of
685 the illness/injury meets the definition of catastrophic illness or injury in section
686 11.1.7.5.1.
- 687 11.1.7.5.4 Upon receipt of the completed application, processing of the application shall
688 occur within ten (10) work days.

- 689 11.1.7.5.5 The District representative to the Committee shall be responsible for processing
690 the completed applications, presenting them to the Committee, and tracking each
691 donation made and each hour distributed from the Catastrophic Sick Leave Bank.
- 692 11.1.7.5.5.1 Upon donation, a receipt (such as an email) shall be issued to donors
693 acknowledging the number of hours donated.
- 694 11.1.7.5.6 The Committee shall determine which Catastrophic Sick Leave Bank members
695 shall receive hours from the Catastrophic Sick Leave Bank.
- 696 11.1.7.5.6.1 The District representative to the committee may vote only in the case of a tie.
- 697 11.1.7.5.7 A unit member may receive no more than the number of regularly scheduled
698 hours worked daily times 100 from the Catastrophic Sick Leave Bank in any
699 school year.
- 700 11.1.7.5.8 Unit members receiving workers' compensation benefits for an industrial injury
701 or illness shall not be entitled to Catastrophic Sick Leave Bank benefits.
- 702 11.1.7.5.9 The Committee may request that an applicant for Catastrophic Sick Leave Bank
703 hours apply for permanent disability retirement in lieu of the leave provisions
704 described herein.
- 705 11.1.7.5.10 If an application for use of Catastrophic Sick Leave Bank hours is denied, the
706 member may appeal the decision to the Executive Board of UESF within ten (10)
707 work days of notification of denial. The appeal shall be considered at the next
708 regularly scheduled meeting of the UESF Executive Board. The UESF Executive
709 Board shall notify the District Representative to the committee in writing as to the
710 outcome of the appeal.
- 711 11.1.7.5.11 The Union and the District shall instruct their appointee(s) to make a good faith
712 effort to maintain confidentiality of both donations to and withdrawals from the
713 Catastrophic Sick Leave Bank. However, there shall be no liability or recourse if
714 said confidentiality is not maintained.
- 715 11.1.7.5.12 All application and donation forms will be available on-line at the Human
716 Resources benefits intranet website.
- 717 11.1.7.5.13 The Union and the District shall review and evaluate the program's efficacy at the
718 end of each school year, and shall make recommendations, if any, to the Union
719 President and the District Superintendent or designee.
- 720 11.1.7.6 The Catastrophic Sick Leave Bank shall be considered fully operational when the
721 conditions listed below have been satisfied:

- 722 11.1.7.6.1 The Committee has been appointed.
- 723 11.1.7.6.2 Members of the bargaining unit have been notified by UESF of the Catastrophic Sick Leave Bank policies and procedures.
- 725 11.1.7.7 The District shall notify the Committee when the level of donated hours in the Catastrophic Sick Leave Bank drops below 486 hours. If the number of donated hours in the Catastrophic Sick Leave Bank drops below 486 hours. UESF shall initiate a donation drive.
- 729 11.1.7.8 Unit members must expend their accrued sick leave and extended sick leave and any paid time prior to receiving donations from the Catastrophic Sick Leave Bank.
- 732 11.2 **Personal Necessity Leave**
- 733 11.2.1 A maximum of eight (8) days of paid leave, deducted from sick leave, may be used in any school year for Personal Necessity Leave for any of the following:
- 735 11.2.1.1 Death of a member of his/her immediate family as defined in section 11.7.1 or any other person as defined in section 11.7.2 (extension of bereavement leave).
- 737 11.2.1.2 Accident involving her/his person or property, or property of a member of his/her immediate family or household member.
- 739 11.2.1.3 Appearance in court as a litigant (Leaves of absence for court appearance as a witness, pursuant to subpoena, will be granted with pay pursuant to Section 11.4 and shall not be deducted from Personal Necessity Leave.)
- 742 11.2.1.4 Serious illness or accident to an immediate family member that requires the unit member's absence from service.
- 744 11.2.2 Personal Necessity Leave may also be utilized for compelling personal circumstances or business which cannot be expected to be disregarded, which cannot be dealt with during off-duty hours, or which represent an imminent danger to the unit member's immediate family/personal property.
- 748 11.2.3 Approval shall be obtained prior to the absence if at all possible. Upon return from an absence for personal necessity, as outlined above, the unit member shall upon request file a written statement verifying the use of these leave provisions.
- 751 11.3 **Extended Sick Leave**
- 752 11.3.1 A unit member who is absent because of illness or accident for a period of five (5) months or less and after having exhausted all regular sick leave shall be paid at

754 the rate of fifty percent (50%) of his/her daily rate of pay for those days beyond
755 his/her accumulated sick leave. This additional paid sick leave, when added to
756 his/her accumulated sick leave shall not exceed one hundred (100) days in the
757 fiscal year. Said leave shall not be cumulative. Absences because of accident or
758 illness beyond the one hundred (100) days shall be without pay and after
759 exhaustion of all other accumulated compensatory time, vacation or other
760 available paid leave.

761 11.3.2 The extended sick leave described above shall be granted to all United Support
762 Personnel on July 1st of each year.

763 11.3.3 Upon the approval of the District, a unit member may return to his/her work
764 assignment with work duty limitations following an extended sick leave for a
765 period of up to one (1) year, provided that said unit member produces written
766 verification from her/his attending physician which states that the unit member
767 can perform the essential functions of the position without impairment and
768 without any increased susceptibility to industrial accident injury or illness, and
769 that such a position is available.

770 11.3.4 A unit member who is unable to return to work with a medical release at the
771 termination of sick leave shall be afforded all benefits and rights contained in the
772 Americans with Disabilities Act.

773 11.4 **Jury Duty**

774 11.4.1 The District agrees to grant to members of the bargaining unit regularly called for
775 Jury Duty in the manner provided by law, leave of absence without loss of pay for
776 time the unit member is required to perform jury duty during the unit member's
777 regularly assigned work hours.

778 11.4.2 Unit members, called to Jury Duty, must notify the immediate supervisor of the
779 service dates upon receiving said notice from officers of the court.

780 11.4.3 The District shall grant full compensation. Fees received by the unit member,
781 excluding travel and subsistence expenses, shall be remitted to the District.

782 11.4.4 United Support Personnel are required to return to work during the day, or portion
783 thereof in which Jury Duty services are not required.

784 11.4.5 The District may require verification of Jury Duty time prior to, or subsequent to,
785 providing Jury Duty compensation.

786 11.5 **Extended Leaves for Non Industrial Accident or Illness**

- 787 11.5.1 A permanent bargaining unit member who has exhausted all entitlement to sick
788 leave, vacation, compensatory overtime, or other available paid leave and who is
789 absent because of non-industrial accident or illness may be granted additional
790 leave, paid or unpaid, not to exceed six (6) months. The unit member shall be
791 notified, in writing, that available paid leave has been exhausted, and shall be
792 offered an opportunity to request additional leave. The Board may renew the
793 leave of absence, paid or unpaid, for two (2) additional six-month periods or
794 lesser leave periods that it may provide but not to exceed a total of eighteen (18)
795 months.
- 796 Said unit member, upon ability to resume the duties of a position within the class
797 to which he/she was assigned, may do so at any time during the leaves of absence
798 granted under this section and time lost shall not be considered a break in service.
799 The unit member shall be restored to a position within the class to which the unit
800 member was assigned and, if at all possible, to his or her position with all the
801 rights, benefits and burdens of a permanent unit member.
- 802 If at the conclusion of all leaves of absence, paid or unpaid, the unit member is
803 still unable to assume the duties of his or her position, the unit member shall be
804 placed on a reemployment list for a period of thirty-nine (39) months. At any time
805 (during the prescribed thirty-nine (39) months) the unit member is able to assume
806 the duties of his or her position, the unit member shall be reemployed in the first
807 vacancy in the class of his or her previous assignment. The unit member's
808 reemployment will take preference over all other applicants except for those laid
809 off for lack of work or funds under California Education Code Section 45298 in
810 which case the unit member shall be ranked according to his or her proper
811 seniority. Upon resumption of his or her duties, the break in service will be
812 disregarded and the unit member shall be fully restored as a permanent unit
813 member.
- 814 11.5.2 A unit member who has been placed on a reemployment list who has been
815 medically released for return to duty and who fails to accept an assignment, after
816 two (2) waivers, in the class held immediately prior to the start of extended leave
817 shall be dismissed.
- 818 11.5.3 A unit member on an approved unpaid medical leave of absence may continue
819 coverage under District insurance programs by making the necessary premium
820 payments.
- 821 11.6 **Military Leave**
- 822 11.6.1 Members of the bargaining unit shall be granted any military leave to which they
823 are entitled under law. Employees shall be required to request the District for

824 military leave in writing, including appropriate military orders, as far in advance
825 as possible.

826 11.6.2 Employees expecting to receive such orders shall attempt to request service dates
827 that will cause a minimum disruption to District operations.

828 11.6.3 Upon return to his/her position in the District the unit member shall have all the
829 rights and privileges which he/ she would have enjoyed had he/she not been
830 absent from the District. The unit member will advance on the salary schedule as
831 if he/she had been working full time.

832 11.7 **Bereavement Leave**

833 11.7.1 **Immediate Family** – Unit members shall have bereavement leave for three (3)
834 days, upon application for a death in the immediate family. Unit members are not
835 required to take such days consecutively. Immediate family shall include parents,
836 parents of the domestic partner, grandparents, step-parents, spouse, domestic
837 partner, children, adopted children, step-children, siblings, parents-in-law, sons-
838 and daughters-in-law, grandchildren, children for whom the employee has
839 parenting responsibilities, aunts, uncles, parent of the unit member's sons and
840 daughters, and any relative of the bargaining unit member living in the immediate
841 household of the bargaining unit member. Such leave shall not exceed three (3)
842 working days and shall be taken within thirty (30) calendar days after the death,
843 however, two (2) additional working days shall be granted if extended travel is
844 required as a result of the death.

845 11.7.2 For absence because of the death of any other person to whom the unit member
846 may be reasonably deemed to owe respect: leave shall be for not more than one
847 (1) working day; however two (2) additional working days shall be granted if
848 extended travel is required as a result of the person's death.

849 11.7.3 A unit member exercising this leave of absence provision shall notify his/her
850 immediate supervisor as soon as possible as to expected duration of the absence.

851 11.7.4 Upon return to active service, the unit member shall promptly complete the
852 appropriate absence form and submit to her/his immediate supervisor.

853 11.7.4.1 A unit member shall provide, upon District request, additional verification of the
854 use of this leave provision.

855 11.8 **Industrial Accident and Illness Leave**

856 11.8.1 Each unit member shall be eligible for Industrial Accident or Illness Leave as
857 provided for herein.

- 858 11.8.2 If the physical condition permits, a unit member who has sustained a job-related
859 injury or illness shall report the injury on the appropriate District form to the
860 immediate administrator within twenty-four (24) hours of knowledge that the
861 illness is an alleged industrial illness.
- 862 11.8.3 Allowable leave shall be for not more than sixty (60) work days in any one fiscal
863 year for the same illness or accident.
- 864 11.8.4 Allowable leave shall not be accumulated from year to year.
- 865 11.8.5 Industrial Accident or Illness Leave shall commence on the first day of absence.
- 866 11.8.6 Industrial Accident or Illness Leave shall be reduced by one (1) day for each day
867 of authorized absence regardless of a temporary disability indemnity award.
- 868 11.8.7 When an Industrial Accident or Illness Leave overlaps into the next fiscal year,
869 the unit member shall be entitled to only the amount of unused leave due for the
870 same illness or injury.
- 871 11.8.8 Any unit member receiving benefits as a result of this section shall during periods
872 of injury or illness remain within the State of California unless the Board
873 authorizes travel outside the state.
- 874 11.8.9 During any industrial paid leave of absence, the unit member shall endorse to the
875 District the disability indemnity checks received on account of his/her industrial
876 accident or illness. The District, in turn, shall issue the unit member appropriate
877 salary warrants for payment of the unit member's salary and shall deduct normal
878 retirement, other authorized contributions, and the temporary disability indemnity,
879 if any, actually paid to and retained by the unit member for periods covered by
880 such salary warrants. Upon conclusion of this industrial paid leave, a unit member
881 may utilize any available Sick Leave benefits providing that any Sick Leave
882 utilization, when combined with any temporary disability indemnity shall not
883 exceed one hundred percent (100%) of the unit member's normal compensation.
- 884 11.8.10 A unit member shall be permitted to return to service after an industrial accident
885 or illness only upon the presentation of a release from the authorized Workers'
886 Compensation physician certifying the unit member's ability to return to her/his
887 position classification with work duty limitations, if appropriate.
- 888 11.9 **Leave of Absence without Pay**
- 889 11.9.1 After completion of three (3) years of continued employment, a leave of absence
890 without pay may be granted to a unit member for up to six months.

- 891 11.9.2 A unit member requesting such an extended leave of absence shall submit the
892 request in sufficient time for the Superintendent's consideration and presentation
893 to the Board of Education.
- 894 11.9.3 The granting of a leave of absence without pay gives to the unit member the right
895 to return to his/her position at the expiration of her/his leave of absence, if the
896 position still exists and provided that he/she is physically and legally capable of
897 performing the duties.
- 898 11.9.4 When a unit member returns to duty following a leave of absence without pay,
899 he/she is entitled to all previously accumulated sick leave benefits. The unit
900 member shall return to the appropriate salary schedule placement based on the
901 number of years of service.
- 902 11.9.5 Notwithstanding any other provision of Sections 11.1, 11.2, 11.4, and 11.10 of
903 this Article, a unit member who has experienced an extended illness or injury
904 absence, paid or unpaid, shall be permitted to return to service after said absence
905 only upon the presentation of a release from the attending physician certifying the
906 unit member's ability to return to his/her position classification with restrictions,
907 if appropriate.
- 908 11.9.6 Unit members who work on regular schedule of four (4) or fewer hours per day
909 and do not have another position within the District have the right to an unpaid
910 leave of absence for up to 12 workweeks within a rolling 12 month period for the
911 purpose of the unit members' own serious health condition, caring for or bonding
912 with a new baby, a newly adopted child, or a newly placed foster child or for a
913 child, spouse, or parent with a serious health condition.
- 914 11.10 **Maternity/Paternity-Related Leaves**
- 915 11.10.1 **Pregnancy Disability Leave**
- 916 11.10.1.1 The District shall provide for leave of absence from duty for any unit member
917 who is required to be absent from duties because of pregnancy, miscarriage,
918 childbirth, and recovery therefrom. The length of the leave of absence, including
919 the date on which the unit member shall resume duties, shall be determined by the
920 unit member and the unit member's physician. Disabilities caused or contributed
921 to by pregnancy, miscarriage, childbirth, and recovery therefrom are, for all job-
922 related purposes, temporary disabilities and shall be treated as such under any
923 health or temporary disability insurance or sick leave plan available in connection
924 with employment by the District.

- 925 11.10.1.2 If the need for the leave is foreseeable, notice of the anticipated absence shall be
926 given to the supervisor in writing not later than thirty (30) days before the start of
927 the leave. If it is not possible to provide thirty (30) days' notice, the unit member
928 shall provide notice as soon as possible; such notice to be accompanied by a
929 written statement from the physician establishing the date of anticipated delivery
930 and the probable duration of the disability.
- 931 11.10.1.3 Written request for leave of absence without pay to begin at a period prior to the
932 onset of disability related to birth, or following the end of the disability period
933 after delivery, is to be made to the Human Resources Department as far in
934 advance as possible, and in no event less than sixty (60) days in advance.
- 935 11.10.1.4 During the period of pregnancy disability leave, the District shall use/deduct the
936 unit member's earned and accumulated sick leave (section 11.1.2) and, if
937 necessary, the 100 days of extended sick leave (section 11.3.1).
- 938 11.10.1.5 When earned and accumulated or extended sick leave is used for the purpose of
939 pregnancy disability, it is a separate entitlement from the twelve (12) weeks of
940 Child Bonding Leave (section 11.10.2) or leave under the California Family
941 Rights Act (section 11.10.3).
- 942 11.10.2 **Child Bonding Leave**
- 943 11.10.2.1 Child Bonding Leave: Unit members may elect to utilize up to twelve (12) weeks
944 of child bonding leave occasioned by the birth of the employee's child, or the
945 placement of a child with the employee in connection with the employee's
946 adoption or foster care of the child as provided by Education Code section
947 45196.1.
- 948 11.10.2.2 For birth mothers, the twelve (12) weeks child bonding leave shall commence
949 following the conclusion of any pregnancy disability leave on a date designated
950 by the unit member and must be completed within one year of the birth, adoption
951 or foster care placement of a child.
- 952 11.10.2.3 For non-birthing parents, the twelve (12) weeks child bonding leave shall
953 commence on the first day of such leave.
- 954 11.10.2.4 Pursuant to Education Code section 45196.1, if a unit member exhausts his/her
955 earned and accumulated sick leave (section 11.1.2) prior to expiration of the
956 twelve (12) week child bonding leave, s/he shall be entitled to utilize extended
957 sick leave as defined in section 11.3.1 for the balance of the twelve (12) week
958 period.

- 959 11.10.2.5 Pursuant to the CFRA, leave in this section may be taken non-consecutively. The
960 minimum duration of the leave shall be two weeks, except that employers must
961 grant a request for a leave of less than two weeks' duration on any two occasions
962 and may grant requests for additional occasions of leave lasting less than two
963 weeks. Child bonding leave must be completed within one year of the birth,
964 adoption, or foster care placement of a child.
- 965 11.10.2.6 The District must be provided with at least thirty (30) days prior notice of intent
966 to take child bonding leave, if the need for the leave is foreseeable based on an
967 expected birth, placement for adoption or foster care. In all other cases, notice
968 shall be given as soon as practicable.
- 969 11.10.2.7 Pursuant to Education Code section 45196.1, in order to qualify for child bonding
970 leave, unit members must have completed one year (twelve months of service) for
971 the District, but are not required to have at least 1,250 hours of service during the
972 previous one year (twelve months) period.
- 973 11.10.3 **Family Leave: Family Medical Leave Act (FMLA) and California Family
974 Rights Act (CFRA)**
- 975 11.10.3.1 Unit members who have completed one year (twelve months) of service for the
976 District and at least 1,250 hours of service during the previous one year (twelve
977 months) period, have the right to an unpaid leave of absence for up to twelve (12)
978 workweeks within a rolling 12-month period for the purpose of the unit member's
979 own serious health condition, caring for a new baby, a newly adopted child, or a
980 newly placed foster child or for a child, spouse, or parent with a serious health
981 condition.
- 982 11.10.3.2 Family leave under this section shall be unpaid unless it is taken pursuant to
983 section 11.10.1 (pregnancy disability), 11.10.2 (child bonding [if the employee
984 elects to exhaust his/her earned and accumulated sick leave]) or is taken due to the
985 unit member's own serious health condition.
- 986 11.10.3.3 The employee's earned and accumulated sick leave (section 11.1.2) and the 100
987 days of extended sick leave (section 11.3.1) shall run concurrently with FMLA or
988 CFRA leave when it is used for purpose of the employee's own serious health
989 condition, other than pregnancy disability.
- 990 11.10.3.4 When extended sick leave (section 11.3.1) is used for the purpose of pregnancy
991 disability, it is a separate entitlement from CFRA leave.

- 992 11.10.3.5 There is no carry-over of unused FMLA, CFRA or bonding leave under
993 Education Code section 45196.5 from one 12-month period to the next 12-month
994 period.
- 995 11.10.3.6 “Parent” means a biological, foster or adoptive parent, a step-parent, a legal
996 guardian, or other person who stood in loco parentis to the employee when the
997 employee was a child. “Child” means a biological, adopted or foster child, step-
998 child, a legal ward, or a child of person standing in loco parentis who is either
999 under 18 years of age or an adult dependent child who is incapable of self-care
1000 because of mental or physical disability.
- 1001 11.10.3.7 If both parents of a child who are entitled to family care leave under section
1002 11.10.3.1 are employees of the District, the District shall grant leave in connection
1003 with the birth, adoption, or foster care of a child to each parent.
- 1004 11.10.3.8 The unit member shall provide reasonable advance notice to the District of the
1005 need of family care leave, the date the leave will commence, and the estimated
1006 duration of the leave. If the need for a leave becomes known more than thirty (30)
1007 days prior to the date of leave is to begin, the employee must provide at least
1008 thirty (30) days written advance notice.
- 1009 11.10.3.9 If verification is required by the District to verify the serious illness of the child,
1010 spouse or parent, the District will accept medical verification by the treating
1011 health professional.
- 1012 11.10.4 **Child Rearing Leave**
- 1013 11.10.4.1 In addition to Child Bonding Leave (section 11.10.2), an unpaid leave of absence
1014 shall be granted to a unit member following the birth or adoption of a child.
- 1015 11.10.4.2 A unit member giving birth to, or adopting a child, may submit a request for an
1016 unpaid leave of absence for the purpose of child rearing. Said request shall be
1017 submitted in writing to the Superintendent or designee as far in advance of the
1018 requested commencement of the leave as possible.
- 1019 11.10.4.3 Unpaid child rearing leave shall be for not more than six (6) months.
- 1020 11.11 **Isolation or Quarantine Leave**
- 1021 11.11.1 Unit members shall be granted a paid leave of absence at their regular rate of pay
1022 when they are unable to work or telework because they are required to isolate or
1023 quarantine pursuant to a federal, state, or local government public health order
1024 issued by a Public Health Officer or entity, due to a contagious disease. Where a

- 1025 conflict exists with any local, state, or federal health order, the more restrictive
1026 guidance controls.
- 1027 11.11.2 Such leave shall not be deducted from their sick leave or other paid leave.
- 1028 **12. Transfer**
- 1029 12.1 **Definition** — A transfer is defined as a change of job site or assignment but
1030 within the same position classification.
- 1031 12.2 **Criteria for Transfer** — Following criteria shall be used in consideration of
1032 transfer requests:
- 1033 12.2.1 the length of the service rendered to the District by the unit member;
- 1034 12.2.2 the qualifications including the experience and recent training of the staff
1035 member, compared to those of other candidates, for both the position to be filled
1036 and the position to be vacated;
- 1037 12.2.3 the preference of the unit member, in cases of employee initiated transfer;
- 1038 12.2.4 the preference of the District
- 1039 12.3 **Employee Initiated Transfer Requests** — Each unit member covered by this
1040 Agreement shall have the right to request a transfer to any job location within the
1041 same position classification, subject to the following conditions:
- 1042 12.3.1 The unit member may review the current list of vacancies in his/her classification,
1043 and be given the opportunity to apply for a transfer to said vacant position(s). The
1044 unit member shall submit a request for transfer on the appropriate District form.
- 1045 12.3.2 For purposes of notification the unit member's request for transfer shall bear the
1046 signature of that unit member's present immediate supervisor.
- 1047 12.3.3 The filing of a request for transfer is without prejudice to the unit member and
1048 shall not jeopardize the present assignment. A request for transfer may be
1049 withdrawn by the unit member in writing at any time prior to official notification
1050 of transfer approval.
- 1051 12.3.4 Senior unit members with the last two (2) consecutive satisfactory performance
1052 evaluations shall be given priority consideration regarding filling vacant positions,
1053 within their classification.
- 1054 12.3.5 Voluntary transfer requests shall not be processed in situations that might impede
1055 the recall of laid-off United Support Personnel.

- 1056 12.3.6 Voluntary transfer requests shall not be unreasonably denied.
- 1057 12.4 **Employer Initiated Transfers**
- 1058 12.4.1 In cases where a unit member must be transferred involuntarily, due to an insufficient allocation and/or reduction of hours in the class or class suffix, when all transfer criteria are judged equal by the District, and when there is no suitable volunteer, the least senior unit member within a given class or class suffix at a particular job site shall be involuntarily transferred. When more than one unit member is transferred pursuant to this section, the most senior unit member within a class or class suffix shall be given priority placement in open positions within the District.
- 1066 12.4.2 Upon written request a unit member will be given in writing the reason for his/her involuntary transfer.
- 1068 12.4.3 If administratively feasible, the District will attempt to give a unit member no less than a five (5) day advance notice of involuntary transfer.
- 1070 12.4.4 The Union recognizes the authority of the Superintendent to transfer employees under his/her direction. Efforts will be made not to transfer unit members involuntarily more than once in any two (2) year period.
- 1073 12.4.5 No unit member shall be transferred involuntarily for performance or disciplinary reasons.
- 1075 12.4.6 In cases where there is an insufficient allocation and/or reduction of hours in the class or class suffix, each site shall follow this consolidation procedure:
- 1077 12.4.6.1 Identify the total number of hours in the class or class suffix affected;
- 1078 12.4.6.2 Identify the number of hours to be reduced in the class or class suffix;
- 1079 12.4.6.3 Rank the paraprofessionals/paraeducators by seniority order in the class or class suffix;
- 1081 12.4.6.4 Involuntarily transfer paraprofessionals/paraeducators in the class or class suffix by inverse seniority order and by whole position until the number of hours of the transferred paraprofessionals/paraeducators meets or exceeds the number of hours to be reduced;
- 1085 12.4.6.5 If the total number of hours reduced as a result of paraprofessionals/paraeducators transferred under Section 12.4.6.4 exceeds the necessary reduction (Section 12.4.6.2) by four (4) or more hours, a new open position shall be created in the class or class suffix.

- 1089 12.4.7 Paraprofessionals/paraeducators transferred pursuant to the provisions of Section
1090 12.4.6.
- 1091 12.4.7.1 The total number of paraprofessionals/paraeducators identified pursuant to the
1092 provisions of Section 12.4.6 shall be placed on a consolidation list in seniority
1093 order by class or class suffix and by current daily hours of employment.
- 1094 12.4.7.2 Paraprofessionals/paraeducators on the consolidation list shall be given a choice
1095 of open positions in the same class or class suffix at the same daily hours in
1096 seniority order.
- 1097 12.4.7.2.1 Paraprofessionals/paraeducators shall have an informational meeting with a site
1098 administrator and/or direct supervisor responsible for an open position prior to
1099 placement. The purpose of this meeting is to allow the
1100 paraprofessional/paraeducator an opportunity to learn about the school's program
1101 and the position's responsibilities. It is an opportunity for the
1102 paraprofessional/paraeducator to ask questions about the program and position. A
1103 paraprofessional/paraeducator may have an informational meeting at more than
1104 one school site prior to selecting a position.
- 1105 12.4.7.2.2 After the informational meeting(s) and within timelines set by Human Resources,
1106 the paraprofessional/paraeducator shall select a position.
- 1107 12.4.7.3 Following the process described in Section 12.4.7.2,
1108 paraprofessionals/paraeducators who remain to be placed will be given, in
1109 seniority order, the choice to select an open position in the same class or class
1110 suffix with daily hours that are greater than or less than the hours currently held.
- 1111 12.4.7.3.1 Paraprofessionals/paraeducators who exercise the choice to take a position with
1112 fewer hours shall be placed on a Voluntary Reduction of Hours list for the
1113 following school year.
- 1114 12.4.7.3.2 During the school year following the paraprofessional's/paraeducator's choice to
1115 fill a position with reduced hours, Human Resources shall notify the most senior
1116 paraprofessional/paraeducator on the Voluntary Reduction of Hours list of each
1117 open position in the same class or class suffix with the same number of hours
1118 previously held.
- 1119 12.4.7.3.3 The paraprofessional/paraeducator shall have the right to refuse one (1) offer of a
1120 position during the school year. If the paraprofessional/paraeducator refuses the
1121 second_offer, he/she shall be removed from the Voluntary Reduction of Hours list.

- 1122 12.4.7.4 Following this process, the district shall calculate the total number of hours of paraprofessionals/paraeducators remaining on the consolidation list in each class and class suffix.
- 1125 12.4.7.5 The total number of hours by class or class suffix generated by the process set forth in Section 12.4.7.4 shall be the minimum number of hours in class or class suffix submitted to the Board of Education to trigger the layoff provisions of the Contract.

1129 **13. Pay and Allowances and Fringe Benefits**

1130 **13.1 Salary Increases**

1131 **13.1.1 2023-2024 School Year**

1132 13.1.1.1 Effective July 1, 2023, the salary schedules and hourly rates in Appendix C shall
1133 be adjusted to reflect a thirty dollar (\$30) per hour minimum hourly rate, or an
1134 eight percent (8%) increase, whichever is greater. The salary schedules shall be
1135 adjusted to reflect a 4% increase at each step for steps 1 through 5 and a three
1136 percent (3%) increase at career increment A and B.

1137 13.1.1.2 For Summer School, the foregoing increases shall take effect beginning with the
1138 first paraprofessional/paraeducator workday of the summer session in 2024.

1139 13.1.1.3 Except as provided above, the foregoing increase shall be implemented as soon as
1140 practicable following ratification of the 2023-2025 Collective Bargaining
1141 Agreement.

1142 **13.1.2 2024-2025 School Year**

1143 13.1.2.1 Effective July 1, 2024, the salary schedules and hourly rates in Appendix C shall
1144 be adjusted to reflect a five 5% percent increase, 3 percent in August 2024 and 2
1145 percent in January 2025.

1146 **13.1.3 Repurposing of QTEA Professional Development Hours & QTEA Impact & Innovation Awards – See Appendix F, Addendum F.**

1148 13.1.3.1 Effective July 1, 2018, and continuing thereafter, QTEA will contribute \$150,000
1149 of the QTEA Impact & Innovation Awards to the Unrestricted General Fund to
1150 support salary increases for the 2019-2020 school year and onward for certificated
1151 and classified unit members. QTEA will continue to fund \$450,000 of the Impact
1152 & Innovation Awards.

1153 13.1.3.2 Effective July 1, 2019, QTEA will contribute an additional \$4,208,743 (the cost
1154 of 1% salary increase for the UESF bargaining unit calculated as of Fall 2017) to

- 1155 the Unrestricted General Fund to support salary increases for certificated and
1156 classified unit members. This contribution is derived from the items in Appendix
1157 F, Addendum F, which includes UESF Certificated Articles 11.2.2.4, Article
1158 11.1.2.3.1.1, and the following (see Appendix F, Addendum F):
- 1159 13.1.3.2.1 Effective July 1, 2019, and continuing thereafter, QTEA will contribute funding
1160 previously dedicated to the remaining eight (8) hours of professional development
1161 for paraprofessionals/paraeducators to the Unrestricted General Fund to support
1162 salary increases for the 2019-2020 school year and onward for certificated and
1163 classified unit members.
- 1164 13.1.4 **Funding Measure Contingency**
- 1165 13.1.4.1 If a measure is successfully passed and implemented that will provide the District
1166 with additional revenue that may be used to fund unit compensation, the
1167 following shall occur:
- 1168 13.1.4.1.1 Effective July 1, 2018, a Living Wage for Educators Act add-on will be
1169 established for paraprofessionals/paraeducators for each step of the salary
1170 schedule equal to seven percent (7%) of base hourly rates, defined as hourly rates
1171 after the four percent (4%) July 1, 2018 salary increase.
- 1172 13.1.4.1.2 The 8 hours of QTEA PD hours for paraprofessionals/paraeducators will be
1173 restored through the Living Wage for Educators Act at the pay rate that is
1174 established in the Living Wage for Educators Act MOU.
- 1175 13.1.4.1.3 The District shall make the following monthly one-twelfth [1/12] annual
1176 contributions for eligible unit members who have dependents enrolled for eligible
1177 unit members who have dependents enrolled for medical insurance coverage: up
1178 to \$323.72/month for employee plus one dependent; up to \$498.72/month for
1179 family coverage. “Eligible” shall mean a unit member who has worked 50% or
1180 more of a full-time assignment for his/her classification or (combination thereof)
1181 and who has been receiving an employee-only premium contribution by the
1182 District.
- 1183 13.1.4.1.3.1 Implementation of 13.1.4.1.3 will be effective January 1, 2019 if the measure is
1184 placed on the June 2018 ballot and successfully passed and implemented.
- 1185 13.1.4.1.3.2 Implementation of 13.1.4.1.4 will be effective January 1, 2020 if the measure is
1186 placed on the November 2018 ballot and successfully passed and implemented.
- 1187 13.1.4.1.5 Living Wage for Educators Act Add-On for Eleventh-Year
1188 Paraprofessionals/Paraeducators:

- 1189 13.1.4.1.5.1 Effective July 1, 2019 and continuing thereafter, for the duration of the Living
1190 Wage for Educators Act, each paraprofessional/paraeducator who reaches their
1191 eleventh (11th) year anniversary of employment with SFUSD as well as any
1192 paraprofessional/paraeducator who has been employed by SFUSD for eleven (11)
1193 years or more shall receive an increase to their hourly rate of three percent (3%)
1194 of Career Increment A from the 2019-2020 salary schedule.
- 1195 13.1.4.1.5.2 This increase is prospective only.
- 1196 13.1.4.1.5.3 This is contingent upon passage and implementation of the Living Wage for
1197 Educators Act.
- 1198 13.1.4.1.6 The parties shall reopen negotiations over how the Living Wage for Educators
1199 Act revenues designated for UESF shall be disbursed.
- 1200 13.1.4.1.7 Any increase in compensation, including the aforementioned, shall be contingent
1201 upon successful passage and implementation of the measure.
- 1202 13.1.5 Compensation Calculation Example
- 1203 13.1.5.1 Below is an example of how compensation increases will be applied from 2017-
1204 2018 through 2019-2020. This example uses a base of \$10,000 for illustrative
1205 purposes:
- 1206 13.2 **Longevity Pay** —All United Support Personnel shall receive additional longevity
1207 pay according to the following:
- 1208 13.2.1 Unit members with at least five (5), but less than ten (10), years District service
1209 shall receive longevity pay in the amount of one percent (1%) of their hourly rate.
- 1210 13.2.2 Unit members with at least ten (10), but less than fifteen (15), years of service
1211 shall receive longevity pay in the amount of two percent (2%) of their hourly rate.
- 1212 13.2.3 Unit members with at least fifteen (15), but less than twenty (20), years of service
1213 shall receive longevity pay in the amount of three percent (3%) of their hourly
1214 rate.
- 1215 13.2.4 Unit members with at least twenty (20) years of service shall receive longevity
1216 pay in the amount of four percent (4%) of their hourly rate.
- 1217 13.3 **Language-Suffixed Position** – Unit members in language-suffixed positions shall
1218 receive an additional \$35 per pay period.
- 1219 13.4 **Initial Salary Placement**

- 1220 13.4.1 Unit members initially hired by the District shall be placed on step one (1) of the appropriate salary schedule for his/ her class. However, the District and the Union may mutually agree, after consultation, to designate shortage areas. Thereafter, the District may place new employees as high as Step 5 in those areas. Said advanced step placement shall be based upon the applicant's prior experience, additional training or expertise, and must be approved, in advance, by the Chief of Human Resources or designee. If the District and the Union cannot mutually agree on the designation of a shortage area, the issue shall be referred to the Superintendent for final determination. The District will provide the Union with a quarterly report of the applicants hired above Step 1.
- 1230 13.4.2 Unit members shall receive year-for-year credit for prior service with the District as a paraeducator for purposes of initial salary placement.
- 1232 13.4.2.1 Whenever it is determined that an error has been made by the District in the payment of any unit member's salary, benefits or deductions, the District shall within 30 workdays following such determination, provide the unit member with a statement of correction and a payment to correct the error, notwithstanding the existing requirements in California Ed Code 45167. In any instance of nonpayment, the District commits to pay 70 percent of the payment as soon as possible but no later than within 30 days.
- 1240 13.4.2.1.1 The Union and District shall establish a payroll working team and process to regularly review any payroll related issues and escalate any unit member's matters where a unit member was adversely impacted due to a District payroll error. The review team shall address any requests for release time and or any penalties owed to the unit member.
- 1245 13.5 A unit member must serve a minimum of seventy-five percent (75%) of the work calendar of his/her assignment to receive an increment for time in service.
- 1247 13.6 **Payment policies**
- 1248 13.6.1 Each unit member shall receive his/her payroll warrant or pay card according to the schedule established for other non-certificated employees of the District.
- 1250 13.6.1.1 Electronic Payroll System – All bargaining unit members shall be paid exclusively by electronic means according to the following terms:
- 1252 13.6.1.2 Bargaining unit members shall be paid through direct deposit to their existing accounts.

- 1254 13.6.1.3 Bargaining unit members not already receiving pay in this manner may provide
1255 the requisite information to the Payroll Department to enable implementation of
1256 payment by direct deposit.
- 1257 13.6.1.4 Bargaining unit members who elect not to receive salary payments through direct
1258 deposit shall be paid through alternative electronic means (such as a “pay card”).
1259 Unit members shall be entitled to make at least one free withdrawal from the
1260 designated financial institution each time a deposit is made by the District to the
1261 pay card. A list of pay card recipients shall be provided to the Union within thirty
1262 (30) days of the implementation of this program.
- 1263 13.6.1.5 All electronic pay warrants shall be accessible via the unit member’s District user
1264 name and password to a secure website provided by the District.
- 1265 13.6.1.5.1 All bargaining unit members shall have access to a District computer and printer
1266 during non-duty time within normal business hours at the work site or alternate
1267 District locations for the purpose of verifying salary deposits, viewing itemized
1268 wage statements (“pay stub”) and printing hard copies thereof.
- 1269 13.6.1.6 Electronic postings of salary deposits and itemized wage statements shall remain
1270 accessible to employees for two (2) full years from the date of pay.
- 1271 13.6.1.7 The District will provide training regarding implementation of the electronic
1272 payroll system to any bargaining unit member on request. The parties will meet
1273 and consult over the implementation of this program through the Contract
1274 Administration Committee (CAC).
- 1275 13.6.1.8 The electronic payroll system is intended to be implemented no later than January
1276 1, 2013. The District will notify and consult with the Union through the CAC if
1277 there is a change in this timeline.
- 1278 13.6.1.9 Any cost savings expected to result from the implementation of Section 13.6.1.1
1279 and subsequent subsections shall count toward any total reduction in bargaining
1280 unit members’ expenses sought by the District.
- 1281 13.7 **Advancement on the Salary Schedule**
- 1282 13.7.1 A unit member in permanent status will continue to get a step increment on
1283 his/her anniversary date, but in no event advance more than one (1) step
1284 increment per year.
- 1285 13.7.1.1 A unit member hired on or before July 1, 1991, as a “temporary exempt
1286 employee” shall become a permanent employee on July 1, 1992, with a seniority
1287 date of the original date of hire in the District and shall advance one step on the

- 1288 salary schedule on his/he 1992-93 anniversary date and each year thereafter until
1289 reaching the maximum step on the schedule.
- 1290 13.7.1.2 A unit member hired after July 1, 1991, as a “temporary exempt employee” shall
1291 be considered to be in probationary status as of July 1, 1992, and shall become a
1292 permanent employee and advance one (1) step on the salary schedule on his/her
1293 1992/93 anniversary date after one (1) year of service (seventy-five percent [75%]
1294 of the work calendar to which assigned) and each year thereafter until reaching
1295 the maximum step on the schedule.
- 1296 13.7.1.3 A unit member hired after July 1, 1992, shall be classified as a probationary
1297 employee as of the date of his/her hire and shall advance one (1) step after each
1298 year of service (seventy-five percent [75%] of the work calendar to which
1299 assigned).
- 1300 13.8 United Support Personnel promoted to a class with a higher salary schedule will
1301 be placed on the step of the new schedule which has a higher dollar value than the
1302 present salary.
- 1303 13.9 No unit member shall be required to take a reduction in his/her base hourly rate of
1304 pay as a result of an involuntary transfer. (See Section 12.4)
- 1305 13.10 If, for a period of more than five (5) consecutive days within a fifteen (15) day
1306 calendar period, a unit member is assigned to perform duties inconsistent with
1307 those which he/she is normally assigned, her/his salary shall be adjusted upward
1308 for the entire period he/she is assigned to work out of class and at the pay rate of
1309 the higher class.
- 1310 13.11 United Support Personnel who are assigned and authorized for reimbursement by
1311 their supervisors to use their automobiles in the performance of their duties shall
1312 be reimbursed at the IRS nontaxable mileage rate in effect on July 1st, of each
1313 year, except for the unit member’s normal commute between his/her home and
1314 her/his first/last school. United Support Personnel required to pick up, deliver or
1315 return school related equipment or supplies shall be reimbursed upon
1316 authorization by the immediate supervisor.
- 1317 **13.12** **The fringe benefit program shall include:**
- 1318 13.12.1 The District shall make the following monthly contributions for eligible unit
1319 members who have dependents enrolled for medical insurance coverage: up to
1320 \$273.72/month for employee plus one dependent; up to \$373.72/month for family
1321 coverage. “Eligible” shall mean a unit member who has worked 50% or more of a

- 1322 full-time assignment for his/her class (or combination thereof) and who has been
1323 receiving an employee-only premium contribution by the District.
- 1324 13.12.1.1 The District contribution amounts set forth in section 13.12.1 shall be effective
1325 January 1, 2019.
- 1326 13.12.2 **Medical** - Every probationary or permanent unit member who is regularly
1327 assigned for forty (40) or more hours per pay period of bargaining unit work,
1328 including combinations of said work which equal forty (40) or more hours per pay
1329 period, shall be eligible for a comprehensive medical plan.
- 1330 13.12.2.1 In order to receive medical coverage under the Health Service System, each
1331 eligible unit member must enroll for that coverage, and complete the necessary
1332 forms for dependent coverage, if any, within thirty (30) days after becoming
1333 eligible for enrollment.
- 1334 13.12.3 **Dental** - Every probationary or permanent unit member who is regularly assigned
1335 for forty (40) or more hours per pay period of bargaining unit work, including
1336 combinations of said work which equal said threshold hours, shall be eligible for a
1337 comprehensive dental plan during employment. The annual maximum benefit
1338 shall be \$1,500.
- 1339 13.12.4 **Other Provisions**
- 1340 13.12.4.1 Once a unit member has qualified for medical and dental insurance coverage by
1341 the District, he/she shall maintain said eligibility and District contribution, if the
1342 regularly assigned hours of service fall below the forty (40) or more threshold
1343 hours per pay period.
- 1344 13.12.4.2 The District shall make its biweekly medical and dental insurance premium
1345 contribution over the summer months for an eligible school term unit member
1346 provided he/she served the full term of the work calendar to which assigned.
- 1347 13.12.4.3 Married unit members who are both employed by the District and eligible for
1348 participation in the health and dental plans shall have full individual unit member
1349 coverage for themselves.
- 1350 13.13 **Fringe benefits of part-time United Support Personnel**
- 1351 13.13.1 A probationary or permanent unit member working a minimum of thirty (30)
1352 regularly assigned minutes per day in excess of his/her regular assignment(s) for a
1353 period of twenty (20) consecutive work days or more, shall have his/ her basic
1354 assignment changed to reflect the longer hours in order to acquire fringe benefits
1355 as specified in Section 13.12.

- 1356 13.13.2 If a part-time unit member's average paid time, excluding overtime for which the
1357 employee receives compensation at a rate at least equal to time and one-half,
1358 exceeds his/her average assigned time by fifty (50) minutes or more per work day
1359 in any quarter, the hours paid per day for compensable leaves of absence and
1360 holidays in the succeeding quarter shall b/e equivalent to the average hours paid
1361 per work day in the preceding quarter, excluding overtime.
- 1362 13.13.3 **Medical benefits** Effective on or about the start of the second semester of the
1363 2000-01 school year, every probationary or permanent unit member who is
1364 regularly assigned to at least fifteen (15) but less than twenty (20) hours per week
1365 shall be entitled to one of the following medical insurance options as determined
1366 by the district:
- 1367 13.13.3.1 A District premium contribution equivalent to 75% of the employee-only Kaiser
1368 premium for those who enroll in an HSS medical insurance plan and who agree to
1369 pay the remaining 25% of the premium, or
- 1370 13.13.3.2 Coverage under an option offered by the City as a result of an Ordinance it may
1371 enact requiring agencies receiving City funds to either provide employees with
1372 some type of medical coverage or participate in one of the coverage options
1373 contained in said Ordinance.
- 1374 13.14 **Retirement** — Effective October 12, 2011, the District shall participate in and
1375 make required employer contributions to Social Security System (hereafter
1376 "System") or a 403(b) account for United Support Personnel as provided for
1377 herein.
- 1378 13.14.1 The District, in consultation with the Union, will establish 403(b) accounts into
1379 which it will make post-employment employer contributions in lieu of any
1380 remuneration for unused accumulated sick leave. Such in-lieu-of employer
1381 contribution shall be made in accordance with all applicable rules and regulations.
1382 The District will establish such accounts at the request of any retired unit member
1383 who did not have such an account prior to October 12, 2011.
- 1384 13.14.2 Any classified bargaining unit member who notifies the District's Human
1385 Resources Department no later than 5:00 pm March 1 of his or her plan to retire
1386 or resign on or before June 30 shall receive a \$250 stipend.
- 1387 13.15 **State Disability Insurance** — Unit members are required to participate in and
1388 contribute to the State Disability Insurance Plan in accordance with elective
1389 coverage of the California Unemployment Insurance Code.

- 1390 13.15.1 Unit members eligible for State Disability benefits and sick leave benefits for any portion of the period of disability shall be required to make application for both benefits. The State Disability benefits shall be returned to the District to be credited to the worker's sick leave balance on the following basis:
- 1394 ● Integration with State Disability is automatic and cannot be waived.
- 1395 ● The amount credited to the worker's sick leave balance shall be converted to sick leave hours by dividing the amount received from State Disability Insurance by the worker's straight time hourly rate, at the time of payment, as determined by the appropriate salary schedule for the worker's class of employment.
- 1401 13.16 The District and Union shall establish a joint study committee to review possible cost containment provisions for fringe benefit coverage and carriers. If the District and the Union mutually agree on cost containment revisions, said agreement shall be reduced to a Side Letter of Agreement. The joint study committee referred to herein shall be ongoing in its review of the fringe benefit program.
- 1406 13.17 Pending written certification by the City Health Service System, bargaining unit members who retire under the PARS program eligibility shall be provided with employee only medical insurance coverage through said System.
- 1409 13.18 **Retiree Health Benefits: Inclusion of Social Security Members**
- 1410 13.18.1 All United Support Personnel employed by the District on July 1, 2005, and who exercised the irrevocable option to continue individual participation as a Social Security member pursuant to Article 13.16.6 of this agreement shall be deemed fully eligible and vested in the San Francisco City and County Health Services System for the purpose of receiving life-time medical benefits as a retiree from San Francisco Unified School District as set forth in Section 13.19.
- 1416 13.18.2 The District shall take all necessary and prudent steps to implement the provision above. UESF shall receive copies of all communication between the District and Health Service System related to this provision.
- 1419 13.18.3 All United Support Personnel who transition to Social Security pursuant to 13.13.1 of this agreement shall be deemed fully eligible and vested in the San Francisco City and County Health Services System for the purpose of receiving life-time medical benefits as a retiree from San Francisco Unified School District as set forth in Section 13.19.

1424 13.18.4 All United Support Personnel who elected to remain outside of Social Security by
1425 October 12, 2011 shall be deemed fully eligible and vested in the San Francisco
1426 City and County Health Services System for the purpose of receiving life-time
1427 medical benefits as a retiree from San Francisco Unified School District as set
1428 forth in Section 13.19.

1429 13.19 **Retiree Health Benefits: Vesting Period**

1430 13.19.1 Unit members working in the Early Education and/or Special Education Program
1431 shall be eligible for retiree health and welfare benefits if they work at least three
1432 (3) hours per day, in addition to the years of service requirement described below.
1433 All other unit members shall be eligible for retiree health and welfare benefits if
1434 they work at least four (4) hours per day, in addition to the three (3) years of
1435 service requirement described below.

1436 13.19.2 Employees hired on or after July 1, 2006 shall be required to be employed for the
1437 final ten (10) consecutive years.

1438 13.19.3 Final consecutive years of service shall include approved paid leaves of absence.
1439 Unpaid leaves and separation from employment due to reduction in force shall not
1440 constitute a break in service but shall not be counted in the 10 year requirement.

1441 13.20 **Early Education Department (EED)**

1442 13.20.1 The job description for paraprofessionals/paraeducators assigned to the Early
1443 Education Department may be modified by the District to include those work
1444 activities currently related to sleeping cots used by students. If said modification
1445 takes place, the salary schedule for the class of C10 shall be increased by \$.15 per
1446 hour.

1447 13.20.2 All paraprofessionals/paraeducators assigned to the Early Education Department
1448 shall have completed the six (6) semester units of college training in Early
1449 Childhood Education, as prescribed by the California Department of Social
1450 Services, Community Care Licensing.

1451 13.20.2.1 For current bargaining unit members who will be required to take said college
1452 training, the District will provide tuition reimbursement upon satisfactory
1453 completion of classes taken at the institution(s) identified by the District. If the
1454 unit member opts for qualifying classes offered elsewhere, the reimbursement
1455 shall not exceed that paid at (a) District-identified institution(s). The
1456 reimbursement provisions contained herein shall be retroactive to July 1, 1995,
1457 for courses completed after said date.

- 1458 13.20.2.2 The District and the Union will work together in planning the arrangements under which said course work will be offered. Included in said arrangements shall be: The college(s)/institutions through which the courses will be offered, the scheduling and location of the offerings, the content emphasis of the classes, the relativity to SFUSD curriculum, language consideration, etc.
- 1463 13.20.3 All newly employed unit members shall be required to have the college training described above as a condition of employment.
- 1465 13.20.4 Current bargaining unit members who have not completed the college training described above shall receive District assistance, including in-service training, in placement in paraprofessional/paraeducator classification vacancies outside the Early Education Department and for which they are qualified. Such qualifications may include successful completion of the applicable proficiency test.
- 1470 13.21 **Paraprofessional/Paraeducator Substitutes**
- 1471 13.21.1 **Paraprofessionals Substitute Corps**
- 1472 13.21.1.1 As soon as administratively feasible after the start of the Fall semester, the District shall identify and establish a corp of at least ten (10) and up to thirty (30) classified substitute educators to serve in substitute assignments as designated by the District.
- 1476 13.21.1.2 Corps Substitute Paraprofessionals shall be assigned to High Potential Schools and to the ten (10) schools with the highest number of paraeducators vacancies in the prior semester. The district shall maintain a list of schools with the highest number of paraeducator vacancies, to be updated in January and June of each year.
- 1481 13.21.1.3 Corps Substitute Paraeducators shall be expected to work a minimum of four (4) assignments a week.
- 1483 13.21.1.4 Appointment to these positions shall be based upon application and prior experience in SFUSD, particularly but not limited to experience in the S10 and/or N10 classifications resulting in an overall evaluation rating of "satisfactory" or above for the most recent school year, and then shall be open to other USP employees of the District. Following these recruitment attempts, positions may be opened to new employees.
- 1489 13.21.1.5 Corps Substitute Paraprofessionals shall begin at Step 1 of Schedule 911 of Salary Schedule C.3, including any QTEA and FWEA add-ons that probationary or permanent paraprofessionals are paid, plus a \$1 per hour differential and will be entitled to move one step each year on the 911 schedule. Corps Substitute

- 1493 Paraprofessionals shall receive benefits in accordance with Article 13 of the USP
1494 contract.
- 1495 13.21.1.6 Corps Substitute Paraprofessionals/paraeducators shall have priority
1496 considerations (i.e., the right to an interview before applicants from outside the
1497 district) for non-substitute paraprofessional/paraeducator vacancies that occur
1498 during the course of the academic school year.
- 1499 13.21.2 Paraprofessional substitutes shall be paid according to salary schedule C.2
- 1500 13.22 **Special Education Paraprofessional/Paraeducator Substitutes**
- 1501 The District shall make every reasonable effort to recruit and provide substitutes
1502 for absent teachers and paraprofessionals/paraeducators assigned to special day
1503 classes, paraprofessionals/paraeducators assigned one-to-one service providers,
1504 and to general education classes with students who are receiving special education
1505 services in the general education setting. Upon request to the District Human
1506 Resources Department, efforts will be made to obtain substitutes for long-term
1507 absences of paraprofessionals/paraeducators in other special education classes.
1508 Long-term absences shall be those projected to be in excess of seven (7) work
1509 days.
- 1510 13.22.1 Professional Development opportunities shall relate directly to the professional
1511 responsibilities of the respective classifications.
- 1512
- 1513 13.23 **High Potential Stipend**
- 1514 13.23.1 For the duration of the Quality Teacher & Education Act (Prop A) parcel tax, unit
1515 members who serve at high potential schools shall receive a stipend of seven
1516 hundred and fifty dollars (\$750) per year.
- 1517 13.24 **Professional Development**
- 1518 13.24.1 Professional Development opportunities shall relate directly to the professional
1519 responsibilities of the respective classifications.
- 1520 **14. Employee Salary Data**
- 1521 14.1 Upon initial employment or upon a change in class and thereafter annually, no
1522 later than December 1, United Support Personnel shall receive a regular work
1523 assignment notice. The notice shall include class, work location, assigned hours,
1524 salary per pay period, and hourly rate. As soon as practical thereafter benefit
1525 entitlement information will be provided.

1526 14.2 All new United Support Personnel will receive a copy of the collective bargaining agreement upon initial employment or as soon thereafter as copies are available.

1527
1528 14.3 Each unit member shall be provided information regarding fringe benefits at the time of initial employment, and thereafter as substantive benefit changes occur.

15. Health and Safety

Bodily Harm

1532 15.1.1 The Union and the District agree that the right to personal safety and healthful conditions on school premises and a learning environment free from unnecessary disruption are priority considerations.

1535 15.1.1.1 Each work site to which bargaining unit members are regularly assigned shall have a comprehensive safety and disaster plan, which shall be updated annually by October 1st of each school year.

1538 15.1.1.2 Safety notices required by law shall be conspicuously posted at all District work sites in places frequented by unit members.

1540 15.1.1.3 The District and the Union shall jointly develop a safety checklist and procedures to provide safe and non-hazardous working conditions for the unit members and learning conditions for the students in order to conform to appropriate governmental standards so as to promote the health, safety and well-being of the members of the bargaining unit and their students.

1545 15.1.1.4 Whenever the Public Health Department advises the District to notify United Support Personnel regarding contagious diseases the District shall promptly provide such information.

1548 15.1.1.5 Bargaining unit members shall not be required to participate in work activities under conditions which may physically endanger their personal safety or well-being.

1551 15.1.1.6 Hazardous conditions in the work place which are made known to the District and which pose an immediate danger to the health or safety of unit members or students shall be reported by the District to the Union and UBC at the site with plans to rectify them. A complaint by a unit member or Building Representative that there has been a violation of the safety of unit members and/or students shall be made to the site administrator as promptly as possible. The complaint shall be reduced to written form. The site administrator/designee shall provide a written response as to the disposition of the complaint to complainant, the UBC and the Labor/Management Health and Safety Committee (LMHSC) unless the matter has

- 1560 been turned over to the LMHSC in which case the LMHSC shall provide the
1561 response. (See Section 15.3.)
- 1562 15.2. **Bodily harm, reimbursement**
- 1563 15.2.1. Unit members shall promptly report cases of attack assault or physical threat by
1564 any pupil or any individual to the principal or immediate supervisor and to the
1565 appropriate law enforcement authorities. The principal or immediate supervisor
1566 who has knowledge of such incident shall promptly report the same to the
1567 appropriate law enforcement authorities; the written report of the incident
1568 described in 15.2.3 shall also be filed with the Superintendent/designee. While
1569 said report is not grievable, a copy shall be provided to the unit member who may
1570 attach his/her own statement thereto.
- 1571 15.2.1.1. Absent extraordinary circumstances, such report shall be delivered to the Union
1572 within thirty (30) calendar days of the unit member's report of the incident to
1573 his/her principal or immediate supervisor.
- 1574 15.2.1.2. The District shall notify the Union immediately upon determining that the
1575 foregoing thirty (30) day timeline will not be met and, in such case shall inform
1576 the Union of the specific date for delivery of the report.
- 1577 15.2.1.3. Alleged violations of the foregoing thirty (30) day timeline shall not be subject to
1578 Article 18 (Grievance Procedure) except to the extent that the grievant(s) assert(s)
1579 that s/he has been materially and adversely affected by the alleged violation.
- 1580 15.2.2. The District shall inform the unit member of his/her rights under the law and shall
1581 provide such information in writing.
- 1582 15.2.3. The District shall provide a copy of each report of attack, assault or physical
1583 threat against a unit member to the Union on a District-approved form developed
1584 in consultation with the Union.
- 1585 15.2.4. The District shall give direct legal and other related assistance in accordance with
1586 applicable law for any assault upon the unit member while acting in the discharge
1587 of his/her duties.
- 1588 15.2.5. When absence arises out of or from such assault or injury, the unit member shall
1589 not forfeit any sick leave.
- 1590 15.2.5.1. An assaulted employee who presses charges against his/her assailant shall have
1591 those days of required court appearance, resulting from subpoena, designated as
1592 days with full pay. Such absences shall not be charged against accumulated sick
1593 leave or personal leave.

- 1594 15.2.6 The District shall reimburse a unit member for damage or theft of personal property when said damage or theft results from attack, assault or physical threat, robbery or vandalism when said damage or theft occurs in the line of duty, including pupil supervision, without fault of the unit member. Damage or theft of property in the line of duty does not include damage to or theft of automobiles used solely for commute purposes.
- 1600 15.3 **Safe Working Conditions**
- 1601 15.3.1 Bargaining unit members shall not be required to work in unsafe conditions or to perform tasks that endanger their health, safety, or physical well-being.
- 1603 15.3.2 At each bargaining unit member's work site, there shall be designated restrooms for the sole use of school staff and other adults. All unit members shall have unrestricted access to keys for staff restrooms.
- 1606 15.3.3 The District shall provide each classroom with a first aid kit.
- 1607 15.3.4 Under ordinary circumstances no bargaining unit member shall be required to transport pupils in private vehicles.
- 1609 15.3.4.1 In the event the District requests or requires that a unit member transport a pupil or pupils, the District shall provide primary liability coverage for any incident that occurs during such assignment.
- 1612 15.3.5 School sites are non-smoking environments.
- 1613 15.3.6 At each school site, there shall be at least one (1) lunchroom and/or faculty room.
- 1614 15.3.7 The District shall make reasonable efforts to keep facilities free of unwanted rodents, pests, and insects such as ants, roaches and fleas.
- 1616 15.3.8 Upon notification by the unit member to the site administrator, the District shall provide each classroom and major work area that contains an existing, functional telephone jack, with a working telephone.
- 1619 15.3.9 **School Modernization and Renovation**
- 1620 15.3.9.1 As the District renovates, builds or otherwise makes improvements to school buildings, the District shall make all reasonable efforts to provide a functioning, monitored central office intercom service at the site and a telephone jack to all major areas that do not already have telephone service.

- 1624 15.3.9.2 The District and the Union shall consult over general procedures related to health, safety and the maintenance of quality teaching conditions to be applied during school capitalization and modernization projects.
- 1625
- 1626
- 1627 15.3.9.3 The District and the Union shall continue to utilize Contract Administration Committee (CAC) and division meetings for addressing site specific issues in the areas referred to in section 15.3.9.
- 1628
- 1629
- 1630 15.3.10 Unit members shall be provided with a secure space in which to store personal belongings.
- 1631
- 1632 15.3.11 SFUSD identification badges will be made available to all unit members by the end of the term of the 2017-2020 contract.
- 1633
- 1634 15.4 **Harmful Chemicals** – Removal and cleanup of hazardous materials shall be handled in accordance with all applicable federal and state laws and regulations that apply to California K-12 public schools by persons specially trained in such procedures.
- 1635
- 1636
- 1637
- 1638 15.4.1 The District acknowledges that the presence of asbestos, when in a friable condition, poses a serious health hazard for employees and pupils.
- 1639
- 1640 15.4.2 The District will comply with federal and state laws and regulations applicable to California K-12 public schools with regard to asbestos removal.
- 1641
- 1642 15.4.3 Any sick leave taken in connection with documented cases of work related asbestos illness (mesothelioma) shall be unlimited and not deducted from the bargaining unit member's accumulated sick leave.
- 1643
- 1644
- 1645 15.5 **Labor/Management Health and Safety Committee (LMHSC)**
- 1646 15.5.1 The District and UESF shall establish a labor/management health and safety committee of equal representation which shall meet on a regular basis to discuss and consider appropriate means of resolving safety and student discipline issues. The various other unions representing District employees shall be invited to participate. Upon mutual agreement by both the District and the Union, other city agencies, parents, students, and community members may be invited to participate when appropriate. Any recommendations having a contractual impact shall be referred to the Negotiating Teams of the impacted parties.
- 1647
- 1648
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- 1654 15.5.1.1 The Labor/Management Health and Safety Committee shall develop recommendations addressing the following issues:
- 1655
- 1656
- 1657
- The development of programs that will teach pupils and staff techniques for identifying and resolving conflicts without violence.

- 1658 ● The development of training programs for school staff and administrators to support and promote conflict resolution and mediation techniques for resolving conflicts between and among pupils.
 - 1659
 - 1660
 - 1661
 - 1662 ● The development of a safety checklist and procedures to provide safe and non-hazardous working conditions for the staff and learning conditions for the students in order to conform to appropriate governmental standards so as to promote the health, safety and well-being of staff and their students.
 - 1663
 - 1664
 - 1665
 - 1666
 - 1667 ● The development of plans in the continuing effort to implement the Board approved Safe and Supportive Schools Policy and to present recommended revisions to District policies regarding timing of implementation and implications for staffing and support of schools.
 - 1668
 - 1669
 - 1670
 - 1671
- 1672 15.5.2 The recommendations developed by the Committee shall be submitted to the Superintendent and President of UESF and to the extent needed be provided to the respective negotiating teams.
- 1673
- 1674
- 1675 15.5.3 The Committee may request from the District, to the extent allowed by the law, data and information that would contribute to the implementation of this article, and to meet the goal of providing for safe schools and the prevention of violence among pupils.
- 1676
- 1677
- 1678
- 1679 15.5.4 The Health and Safety Committee and any experts the parties may designate shall have access to all schools and other District work sites to which unit members are assigned for the purposes of investigating and assessing allegedly unsafe working conditions. If possible, such visits shall be made in a manner that minimizes disruption to the facility.
- 1680
- 1681
- 1682
- 1683
- 1684 15.5.5 The Health and Safety Committee may establish sub-committees to deal with special safety, environmental, and health issues.
- 1685
- 1686 15.5.5.1 The LMHSC or an appropriate subcommittee will consider any complaint brought to attention in writing and will issue a written response as to whether a hazardous and/or unhealthful condition exists and how it will be addressed.
- 1687
- 1688
- 1689 15.6 **Specialized Health Care Procedures and Indemnification**
- 1690 15.6.1 No unit member shall be required to administer medication or provide other medical services unless they have been provided requisite training.
- 1691

- 1692 15.6.2 The District shall indemnify and hold harmless, in accordance with applicable
1693 Government Code sections, any unit member who performs health care services.
- 1694 15.6.3 A joint Union/District committee shall be convened, comprised of four (4)
1695 members appointed by the Union and four (4) members appointed by the District,
1696 in order to:
- 1697 15.6.3.1 Assess the viability of United Support Personnel engaging in medical procedures
1698 and/or administering medication; and
- 1699 15.6.3.2 Make recommendations for qualifications, preparation, curriculum, training,
1700 stipends, classification changes, certification and a process to provide for the
1701 ongoing review of all of these items.
- 1702 15.7 **Access to Work Sites**
- 1703 15.7.1 Unit members classified as Security-Campus (T10) shall have reasonable access
1704 to all areas of the campus/work site over which they have responsibility.
- 1705 15.8 **Non-discrimination**
- 1706 15.8.1 The provisions of Article 6 shall apply to the exercise of bargaining unit
1707 members' right to a safe and healthy workplace.
- 1708 16. Job Posting**
- 1709 16.1 **Posting of Notice**
- 1710 16.1.1 Notice of all job vacancies at an individual site shall first be posted at that site so
1711 that unit members assigned to that site may have the opportunity to transfer.
- 1712 16.1.2 Notice of all job vacancies, not filled as a result of site transfer, available to
1713 candidates from within the District shall /be posted on the District's web site on
1714 its Human Resources web page and on bulletin boards in or around the Classified
1715 Personnel Office.
- 1716 16.1.3 The job vacancy notice shall remain posted for a minimum period of five (5) work
1717 days, during which time United Support Personnel may file for the vacancy.
- 1718 16.1.4 Each site where United Support Personnel are employed shall post copies of the
1719 Weekly Administrative Directive (WAD).
- 1720 16.1.6 Classified Personnel shall send a copy of all published job vacancies for
1721 bargaining unit positions to the Union.

- 1722 16.2 **Filing** — Any member in the bargaining unit may file for a vacancy by submitting a District application form to the Classified Personnel Office within the filing period.
- 1725 16.3 **Notice to Supervisors:** The District shall notify in writing every management employee who has a unit member of this bargaining unit under his/her supervision no later than September 1 annually of his/her obligation to follow the terms and conditions of this Article. The District shall send a copy of such notice to the Union.

1730 17. **United Support Personnel Professionalization**

1731 17.1 **San Francisco Paraprofessional/Paraeducator Teacher Training Program—** The Union and the District will continue to work jointly to enable unit members employed by the District to qualify for teaching positions.

1734 17.2 **Career Ladder / Certification / Credentialing** — The District and the Union shall form a joint labor-management committee consisting of an equal number of representatives not to exceed five (5) from each side. The charge of the committee shall be to formulate recommendations related, but not limited to:

1738 17.2.1 United Support Personnel certification/credentialing,

1739 17.2.2 Career ladders for represented classes from entry level to top level,

1740 17.2.3 Length of compensated service,

1741 17.2.4 Compensation for educational units earned,

1742 17.2.5 The recommendations and any related compensation issues shall be subject to negotiations.

1744 17.3 **Certification** — The District and Union shall form a joint committee of equal representation to explore the possibility of creating an alternative level of paraprofessional/paraeducator certification and credentialing pathways, based upon different duties and training.

1748 17.4 **Apprenticeship Program**

1749 17.4.1 Upon the request of either party, the District and Union shall investigate the establishment of an Apprenticeship Program under the guidelines developed by the California Department of Industrial Relations.

1752 18. **Grievance Procedure**

- 1753 18.1 The Union and District agree that everyone concerned will benefit when prompt
1754 and confidential resolution of grievances is encouraged. The purpose of this
1755 procedure is to secure, at the lowest possible administrative level, equitable
1756 solutions to the problems that may from time to time arise. Both parties agree that
1757 these proceedings will be kept as informal and confidential as may be appropriate
1758 at any level of the procedure.
- 1759 18.2 A “grievance” is a written claim by a grievant, as defined in Section 18.8.1.1, that
1760 there has been a violation, misinterpretation or misapplication of a provision or
1761 provisions of this Agreement.
- 1762 18.3 The unit member with a grievance may first discuss the matter with the principal
1763 or supervising administrator directly or accompanied by a representative of the
1764 Union with the object of resolving the matter informally.
- 1765 18.3.1 As used in this Article 18, “supervising administrator” is the lowest level
1766 administrator having immediate jurisdiction over the grievant.
- 1767 18.4 Notwithstanding Section 18.3 a grievance shall be presented not later than the
1768 fifteenth (15th) day after the act, occurrence, event or circumstance alleged to
1769 constitute a violation of the contract or not later than the fifteenth (15) day after
1770 which the unit member could reasonably have known of the said act, occurrence,
1771 event or circumstance; except that if the act, occurrence, event or circumstance
1772 giving rise to the grievance occurs during a unit member’s non-service days the
1773 time limits shall begin when the unit member returns to service.
- 1774 18.5 As used in this Article 18, a “day” shall mean a day in which the District offices
1775 are open for business.
- 1776 18.6 All grievances shall be submitted in writing and shall include a concise statement
1777 of the facts constituting the grievance, including the name of any employee
1778 involved and the date(s) and location(s) involved in the grievance. The grievance
1779 shall also specify the section or sections of the contract which are alleged to have
1780 been violated, misinterpreted or misapplied and the specific remedy sought by the
1781 grievant or the Union.
- 1782 18.7 All grievances shall commence at Step 1 and shall be submitted to the principal or
1783 supervising administrator, except if a grievance arises from the action of an
1784 authority higher than the principal or supervising administrator, the grievance
1785 may be filed at Step 2 of the grievance procedure.
- 1786 18.7.1 Upon mutual agreement of the Union and the District, a grievance may be taken
1787 directly to arbitration.

- 1788 18.8 **Grievance procedure steps**
- 1789 18.8.1 **Step 1 - School/Supervising Administrator Level**
- 1790 18.8.1.1 The grievance shall be submitted in writing. The grievance shall be submitted on a designated form mutually developed by the Union and the District, unless the form is unavailable. The grievance shall be filed with the grievant's principal or supervising administrator. When the Union becomes aware of the grievance it shall send a courtesy copy to the Labor Relations Department in timely manner. A grievance may be filed:
- 1796 18.8.1.1.1 by a unit member accompanied by a representative of the Union;
- 1797 18.8.1.1.2 by a unit member representing himself or herself; or
- 1798 18.8.1.1.3 by the Union, on behalf of at least one named member of the bargaining unit when an alleged violation of the contract affects more than one (1) member and has a recognizable impact upon members at more than one (1) school, or when the alleged violation presents a question of common or general interest to many aggrieved members of the unit.
- 1803 18.8.1.2 If the unit member is not represented by the Union, UESF shall be given a copy of the grievance. The Union shall have the opportunity to file a statement.
- 1805 18.8.1.3 Within ten (10) days after receiving the grievance, the principal or supervising administrator shall investigate the grievance, including granting the grievant and/or the Union an opportunity to be heard, and shall render a decision in writing, together with the supporting reasons, and shall forward the decision to the grievant, Human Resources Department, and the Union. The failure of the principal or supervising administrator to render a decision within ten (10) days shall be deemed a denial by the District.
- 1812 18.8.1.4 No unit member at any stage of the grievance procedure shall be requested or required to meet with any administrator concerning any aspect of a grievance other than as outlined in this procedure.
- 1815 18.8.2 **Step 2 - District Level**
- 1816 18.8.2.1 Within fifteen (15) days after receiving the decision from Step 1, or at the expiration of the timeline within which that decision was due, the grievant may, on his/her own or through the Union, or the Union may on its own behalf, appeal the decision of Step 1 to the Superintendent or the Superintendent's designee. If no decision was issued by the principal or supervising administrator at Step 1, then the Superintendent or Superintendent's designee shall send a copy of the

- 1822 grievance and a notice of the Step 2 hearing to the principal's or supervising
1823 administrator's supervisor.
- 1824 18.8.2.2 An appeal to Step 2 shall be in writing and may be accompanied by a copy of the
1825 decision at Step 1, if any.
- 1826 18.8.2.3 Within fifteen (15) days after delivery of the appeal, the superintendent or
1827 designee shall investigate the grievance, including granting the grievant and/or the
1828 Union an opportunity to be heard, and shall render a decision in writing, together
1829 with the supporting reasons, to the grievant, the Labor Relations Department, the
1830 Union, and the principal or supervising administrator involved.
- 1831 18.8.2.4 The failure of the Superintendent's designee to render a decision at Step 2 shall be
1832 deemed a denial of the grievance.
- 1833 18.8.3 **Step 3 - Arbitration**
- 1834 18.8.3.1 The Union has the exclusive right to appeal the decision to arbitration within
1835 twenty (20) days of the Step 2 decision being rendered or at the expiration of the
1836 timeline within which a decision was due. Notification of the appeal to arbitration
1837 shall be in writing and delivered by facsimile, and by either hand-delivery or
1838 regular U.S. mail to the Senior Executive Director of Labor Relations, or
1839 successor. The arbitrator shall issue a decision not later than thirty (30) calendar
1840 days after the closing of the hearing. The decision shall be in writing and shall set
1841 forth the arbitrator's opinion and conclusion on the issue(s) submitted. The
1842 decision of the arbitrator shall be final and binding on the parties.
- 1843 18.8.3.2 Based on mutual agreement, a court reporter shall be present at the arbitration
1844 hearing, in which case the court reporter's fee shall be equally shared by the
1845 Union and the District. In the absence of mutual agreement, either party may have
1846 a court reporter present and shall be solely responsible for the court reporter's
1847 fees. The arbitrator's fee shall be equally shared by the Union and the District. If
1848 an arbitrator is selected and the arbitration is postponed, the party requesting the
1849 postponement shall pay 100% of all fees.
- 1850 18.8.3.3 **Limitations of the Arbitrator**
- 1851 18.8.3.3.1 The arbitrator may not decide any issue not submitted, and shall have no power to
1852 add to, subtract from, or modify the terms of this Agreement.
- 1853 18.8.3.3.2 The grievance procedure may not be utilized to challenge or change policies of
1854 the District, as set forth in the Board of Education policies, administrative
1855 regulations and procedures, and the arbitrator shall have no jurisdiction to

- 1856 consider or act upon such challenges except as may be necessary to resolve a
1857 controversy regarding Article 4.1.
- 1858 **18.8.4 Mediation Option**
- 1859 18.8.4.1 Upon mutual agreement, the District and the Union may jointly request that a
1860 grievance be submitted to mediation following the decision issued at Step 2.
- 1861 18.8.4.2 The District shall arrange for a mediator from the California State Mediation and
1862 Conciliation Service (CSMCS), or from any other mutually agreeable recognized
1863 dispute resolution center, to be assigned to assist the parties in the resolution of
1864 the grievance. No individual serving as a mediator may serve as an arbitrator or
1865 an expedited arbitrator in the same matter.
- 1866 18.8.4.3 If the mediation option is exercised, then all steps to conduct the arbitration as
1867 established in Section 18.8.3 shall move forward regardless of the mediation
1868 process.
- 1869 18.8.4.4 If a mutually agreeable resolution to the grievance is reached, then the resolution
1870 shall be reduced to writing and signed by the grievant(s), the Union and District.
1871 Any agreement shall be non-precedential and shall constitute a settlement of the
1872 grievance.
- 1873 18.8.4.5 At any time and upon the request of either the Union or the District, the mediation
1874 shall terminate. Termination of the mediation process shall constitute notice that
1875 the arbitration shall be conducted.
- 1876 **18.8.5 Expedited Arbitration Option**
- 1877 18.8.5.1 Within the time permitted for requesting arbitration pursuant to Section 18.8.3.1,
1878 the parties may mutually agree to submit the matter for expedited arbitration.
- 1879 18.8.5.2 Expedited arbitration shall be conducted before an arbitrator, to be mutually
1880 selected by the parties, who shall serve until the parties mutually agree to remove
1881 her or him or for twelve (12) months, whichever comes first. Not later than
1882 August 31 of each year, the Senior Executive Director of Labor Relations, or
1883 successor, shall propose a twelve (12) month schedule with monthly expedited
1884 arbitration hearing dates and including all other relevant timelines and deadlines.
- 1885 18.8.5.3 At least ten (10) business days prior to the expedited arbitration hearing, the
1886 parties shall exchange a list of witnesses each intends to call as well as any
1887 documents or other material the party expects to be introduced and which has not
1888 previously been provided to the other party. Additional witnesses and additional
1889 documents and/or material may be added to the list so long as names of witnesses,

- 1890 copies of documents and/or other materials are provided to the other party no less than two (2) business days prior to the hearing. Other witnesses may be called and documents and/or materials presented solely at the discretion of the arbitrator.
- 1893 18.8.5.4 The arbitrator shall hear a maximum of four (4) grievances for each scheduled day of hearings. Each grievance shall have a two hour and forty minute time limit, with each party having ten (10) minutes to present an opening statement and ten (10) minutes to provide a closing statement. Further, each party shall have one (1) hour to present its case for the grievance or in defense of the decision at Step 2. The time limits may be modified by mutual agreement of the parties or at the discretion of the arbitrator.
- 1900 18.8.5.5 During the hearing, the following shall be prohibited: attorneys, written briefs, court reporters and electronic transcription.
- 1902 18.8.5.6 Absent exceptional circumstances as determined by the arbitrator, he or she will issue oral decisions at the close of the hearing. Written summary awards shall be provided by the arbitrator to the parties within twenty (20) days following the hearing.
- 1906 18.8.5.7 Decisions of the arbitrator shall be binding and final and shall not constitute precedent in other cases.
- 1908 18.8.5.8 Each party shall bear its own expenses in connection with the expedited hearing process. Except as noted below, the parties shall share all fees and expenses of the arbitrator equally.
- 1911 18.8.5.9 Only arbitrators who agree to the following provisions shall be used for expedited arbitration: For days with one or two arbitrations, the arbitrator shall be paid 50% of her or his fee. For days with three or four arbitrations, the arbitrator shall be paid 100% of her or his fee. Arbitration hearing days canceled fourteen (14) or more days before the hearing date shall incur no fees whatsoever. Cancellation of thirteen (13) days or less and that incur a fee imposed by the arbitrator shall be fully paid by the party requesting or causing the cancellation.
- 1918 18.8.5.10 If one party fails to appear for a scheduled arbitration hearing that has not been canceled, the hearing will be held and the party present shall present its case. The arbitrator shall issue an oral decision at the close of the hearing based solely on the information presented at the hearing. Written summary awards shall be provided by the arbitrator to the parties within twenty (20) days following the hearing.

- 1924 18.9 **General provisions** — The Union shall request a list of seven arbitrators from the California State Mediation and Conciliation Service (CSMCS). The parties shall alternately strike names from the list until an arbitrator has been selected. In the alternative, the District and the Union may mutually agree to select an arbitrator.
- 1928 18.9.1 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, however, be extended by mutual agreement of the parties. Time limits for appeal provided in each level will begin the day following the receipt of the written decision by the Union or the grievant, if filed without the Union (at Step 1 or Step 2) or the Union (at each level), or the day following the expiration of the time within which such decision was due.
- 1936 18.9.2 The initial grievance may be amended by the grievant at any time prior to the hearing at Step 1 to set forth new matters arising from the alleged violation. The grievance may not be amended thereafter.
- 1939 18.9.3 Failure at any step of this procedure to communicate the decision of the grievance within the specified time limits shall permit filing an appeal at the next step of this procedure.
- 1942 18.9.4 If the grievance hearing, at any step, is held during the work day, the grievant(s) and the Union representatives shall be released with no loss of pay.
- 1944 18.9.5 No grievance material shall be placed in the personnel file of unit members exercising their rights under the grievance procedure. Neither shall such material be utilized in the evaluation reports, the promotional process, or in any recommendation for job placement. Materials as used herein shall mean materials developed to process a grievance, such as forms for initial filing and appeals, level responses, subpoenas and awards, etc.
- 1950 18.9.6 If two (2) or more grievances involving the same alleged violation, or which present common questions of fact and law, have been submitted, the Union and District may agree that the grievances shall be consolidated and that they shall be heard at Level 2.
- 1954 18.9.7 A grievance may not be submitted to arbitration unless the procedures in this article have been complied with and all steps followed.
- 1956 18.9.8 Forms for filing grievances, serving notices, taking appeals, making reports and recommendations, and other necessary documents shall be prepared jointly by the Superintendent's designee and the Union and shall be given appropriate

- 1959 distribution by the Union so as to facilitate operation of the grievance procedure.
1960 The cost of preparing such forms shall be paid by the District.
- 1961 18.9.9 Nothing contained herein shall be construed as limiting the right of any unit member having an alleged grievance to discuss the matter informally with an appropriate member of the administration, to process his/her own grievance, and to have the grievance resolved without intervention by the Union, provided the resolution is reached prior to arbitration and that the resolution is not inconsistent with the terms and conditions of the Agreement. The District shall not agree to a resolution of the grievance until the Union has received a copy of the grievance and the proposed resolution and has been given the opportunity to file a response.
- 1969 18.9.10 If a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year, and, if left unresolved until the beginning of the following school year could result in harm to the aggrieved person, the time limits set forth herein shall be reduced so that the procedure may be exhausted prior to the end of the school year or as soon thereafter as is practicable.

19. Discipline and Dismissal

- Discipline and Dismissal of Permanent Unit Members**
- 1977 19.1.1 Discipline and dismissal of permanent unit members shall take place in accordance with the appropriate provisions of the Education Code and notwithstanding any other provision of this agreement, shall only be for just cause.
- 1981 19.1.1.1 Dismissal – Dismissal is removal from employment.
- 1982 19.1.1.2 Suspension – Suspension is a temporary removal from service for a specified period without pay.
- 1984 19.1.2 Unit members may be disciplined for the following causes:
- 1985 19.1.2.1 Willful or negligent violation of District policies, rules and regulations or the rules and regulations of a federal, state or local government agency which are applicable to public schools.
- 1988 19.1.2.2 Failure to perform adequately the duties of the position held and/or failure to maintain licenses or certificates required by law, District requirements, or job description.
- 1991 19.1.2.3 Immoral or unprofessional conduct

1992	19.1.2.4	Dishonesty.
1993	19.1.2.5	Drinking alcoholic beverages or illegally using controlled substances on the job or reporting to work while under the influence of alcoholic beverages or illegally-used controlled substances. Nothing in this section shall waive a unit member's right to privacy.
1997	19.1.2.6	Conviction of sex offense as defined in Education Code section 44010 or conviction as a sexual psychopath in Article 1, Chapter 1, Part 1.5, Division 6 of the Health and Welfare Code.
2000	19.1.2.7	Conviction of a felony or of any crime involving moral turpitude. A plea of guilty or a conviction following a plea of nolo contendere is deemed to be a conviction within the meaning of this section.
2003	19.1.2.8	Evident unfitness for service.
2004	19.1.2.9	Physical or mental incapacity to perform adequately on the job.
2005	19.2	Guidelines for Disciplinary Action
2006	19.2.1	The following guidelines shall be recognized in the discipline and/or dismissal of unit members:
2008	19.2.1.1	The unit member shall be adequately informed of the consequences of his/her conduct.
2010	19.2.1.2	The District's rules, regulations and policies shall be reasonable and related to the efficient operation of the District.
2012	19.2.1.3	A fair and objective investigation should reveal the necessity for disciplinary action.
2014	19.2.1.4	Rules, orders and penalties should be applied fairly and equitably.
2015	19.2.1.5	Disciplinary action should be appropriate and reasonably related to the nature of the offense.
2017	19.3	Progressive Discipline
2018	19.3.1	Progressive discipline shall be utilized except for conduct which is of such a nature that progressive discipline normally would not result in corrective conduct or the conduct is so egregious that immediate action is warranted.
2021	19.3.1.1	Initially the principal or immediate supervisor shall discuss the unit member's acts or omissions prior to issuing a verbal reprimand.

- 2023 19.3.1.2 If a verbal reprimand does not result in corrective conduct, a written reprimand may be issued.
- 2024
- 2025 19.3.1.3 The elements of progressive discipline shall be administered in a timely manner.
- 2026 19.3.2 If suspension without pay is recommended as a disciplinary action, it shall be preceded by at least two (2) related written reprimands issued within a reasonable period of time of each other and recommended within a reasonable period of time after the second written reprimand was issued. Exceptions may occur where conduct is of such a nature that written reprimands normally would not result in corrective conduct or where there has been no improvement after the first written reprimand was issued.
- 2027
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- 2033 19.3.3 Normally, any initial suspension of a unit member pending a disciplinary hearing shall be with pay.
- 2034
- 2035 19.3.3.1 **Emergency Suspension** — The Union and the District recognize that emergency situations can occur involving the health and welfare of students, employees, or the public.
- 2036
- 2037
- 2038 19.3.3.1.1 If the unit member's presence would lead to a clear and present danger to the lives, safety, or health of students, employees, or the public, the District may suspend the unit member without pay immediately after informing the unit member of the reason for the suspension.
- 2039
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- 2042 19.3.3.1.2 Within three (3) work days, the District shall hold an informal hearing as described in Section 19.4.1 and serve on the employee a written notice of discipline and notice of right to a formal hearing in accordance with this Article.
- 2043
- 2044
- 2045 19.3.3.1.3 If, as a result of either the informal or formal hearing, the suspension is found unwarranted or of undue length, the unit member shall be reimbursed the appropriate back pay.
- 2046
- 2047
- 2048 19.3.4 A unit member may be represented, upon request, at any disciplinary meeting or hearing.
- 2049
- 2050 19.4 **Disciplinary Procedure**
- 2051 19.4.1 **Informal Hearing** — By mutual agreement, an employee against whom disciplinary action is being recommended may meet with the Superintendent or his/her designee prior to written notification of official charges. The employee shall be informed orally of the reasons for disciplinary action and the action to be taken and be given an opportunity to respond. The employee may be represented at the hearing by a representative of his/her choice.
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- 2057 19.4.1.1 If no agreement is reached at the informal hearing, the District will give written
2058 notification of official charges and notice of a right to a formal hearing.
- 2059 19.4.2 **Written Notice** — When the District seeks the imposition of any disciplinary
2060 punishment, notice of such discipline shall be made in writing and served in
2061 person or by registered or certified mail to the employee at the last known
2062 address. A copy of the notice shall be mailed to the Union at the same time unless
2063 the employee requests otherwise.
- 2064 19.4.3 **Statement of Charges** — A statement of the specific charges against the
2065 employee shall be written in ordinary and concise language, shall include the
2066 cause and the specific acts and omissions, including times, dates, and location, on
2067 which the disciplinary action is based and shall state the penalty proposed.
- 2068 19.4.3.1 No disciplinary action shall be taken for any cause which arose prior to the
2069 employee's becoming permanent, nor for any cause which arose more than two
2070 (2) years preceding the date of the filing of the notice of cause, unless such cause
2071 was concealed or not disclosed by such employee when it could be reasonably
2072 assumed that the employee should have disclosed the facts to the District.
- 2073 19.4.3.2 The employee may, upon request, have copies of materials upon which the
2074 charges are based.
- 2075 19.4.4 **Right to a Hearing** — The unit member may request a hearing in writing either
2076 by mail or personal delivery within five (5) work days after service of the
2077 statement of charges. A card or letter shall be provided to the employee, the
2078 signing of which shall constitute a demand for a hearing and a denial of all
2079 charges. In the absence of a request for a hearing within the five (5) work days,
2080 the disciplinary action shall be effective without a hearing on the date set forth in
2081 the written notice.
- 2082 19.4.4.1 If, after requesting a hearing, the employee fails to appear for the hearing, the
2083 disciplinary action shall be effective without a hearing on the date set forth in the
2084 written notice.
- 2085 19.4.5 **Hearing** — A hearing shall be held before the Superintendent or his/her designee
2086 in compliance with state and federal due process requirements.
- 2087 19.4.5.1 The hearing shall be held within a reasonable period of time after the filing of a
2088 request for a hearing.
- 2089 19.4.5.2 The employee may be represented at the hearing by a representative of his/her
2090 choice.

- 2091 19.4.5.3 The Superintendent or designee shall render a written decision within ten (10) work days.
- 2092
- 2093 19.4.5.4 The decision of the Superintendent or designee shall be submitted to the governing board for action unless the matter is moved to arbitration. The request for arbitration shall be made within fifteen (15) days after receiving the decision of the Superintendent or designee.
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- 2095
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- 2097 19.4.6 **Arbitration**
- 2098 19.4.6.1 The Union has the exclusive right to appeal the Superintendent/designee's decision to arbitration.
- 2099
- 2100 19.4.6.2 The Union shall request a list of arbitrators from the California State Mediation and Conciliation Service (SMCS). The parties shall alternately strike names and use a mutually agreeable method to determine which party shall strike the first name.
- 2101
- 2102
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- 2104 19.4.6.3 Technical rules of evidence shall not apply at the arbitration.
- 2105 19.4.6.4 The cost of the arbitration and the reporter, if any, shall be borne equally by the District and the Union.
- 2106
- 2107 19.4.6.5 The arbitrator shall submit a written decision, including the findings of fact and determination of the issues, within thirty (30) calendar days after the closing of the hearing. A copy shall be sent to the employee, the Union and to the Superintendent.
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- 2109
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- 2111 19.4.6.6 The decision of the arbitrator shall be advisory for terminations, binding for suspension. The Superintendent shall submit the arbitrator's decision to the Board of Education. The decision of the Board of Education shall be final. If an advisory arbitration decision on a dismissal is rejected upon review by the District's Board, the District will pay the arbitrator's fee and cost incurred by the Union.
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- 2116 19.5 **Release of Probationary Classified Employees** — Probationary employees are excluded from the provisions of the disciplinary article. At any time prior to the expiration of the probationary period, the District may, at its discretion, release a probationary employee.
- 2117
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- 2120 **20. Due Process for Handling Complaints**
- 2121 20.1 The District and the Union agree that the following procedures shall be used for processing complaints against members of the bargaining unit by a citizen.
- 2122
- 2123 20.2 This article is not to be considered as a substitute for the evaluation procedure.

- 2124 20.3 A charge is a complaint by a citizen against a member of the bargaining unit that:
- 2125 20.3.1 could result in disciplinary action, or in any other way affect the status of the unit member; and,
- 2127 20.3.2 has not been resolved at the school level, if the complaint had initially been made at that level.
- 2129 20.4 Charges against a unit member will not be heard publicly by the Board of Education or the Superintendent and his/her staff unless the unit member requests that the charges be heard publicly.
- 2132 20.5 All charges against a unit member shall be filed in writing with the Employer.
- 2133 20.6 The unit member so charged shall immediately be furnished a copy of the charges, to the extent permitted by law.
- 2135 20.6.1 Nothing in this Article shall require the District to provide information to a unit member when a non-school district agency has given the district notice that such information may compromise that agency's criminal investigation.
- 2138 20.7 If, after investigation, the Superintendent decides further action is necessary, a conference committee shall be established consisting of the Superintendent or designee, the unit member and/or designee, and the citizen and/or designee. The conference committee may terminate the charges by unanimous agreement.
- 2142 20.8 The meetings of the conference committee are to be privately conducted. Any public announcement of the results of the conference committee meetings will be made only upon the request of the unit member.
- 2145 20.8.1 If the conference committee is unable to resolve the issue, a report of its activities shall be submitted to the Board of Education for consideration in closed session.
- 2147 20.9 The Board of Education may decide, upon consideration of the report of the conference committee, to either terminate the charges against the unit member or hold a closed session personnel hearing with the Board of Education acting as a committee of the whole. The unit member and/or representative has a right to be at this hearing.
- 2152 20.10 Any public announcement of the results of the closed session hearing will be made only upon the request of the unit member.

2154 **21.** **Effects of Layoffs**

2155 **21.1** **Procedures for Layoff**

2156 21.1.1 **Civil Service Employees** — The layoff of Civil Service unit members shall be in accordance with Civil Service rules and regulations.

2158 21.1.2 **All Other Bargaining Unit Employees** — The layoff, including a reduction in assigned hours, of unit members who are not members of the Civil Service shall be in accordance with the California Education Code.

2161 21.1.2.1 Layoff or reduction in hours shall be by class group, in inverse order of seniority for the following classes (including suffixed positions), except for suffixed positions which may be skipped based on the District's determination of program need:

Class Group	Class
I	A03, A04, A05, A06, A08, A12
II	R10, R40, R50, R60, and R70

2165 For all other classes, layoff or reduction in hours shall be by class in inverse order of seniority.

2167 21.1.2.2 This procedure may result in displacement of a unit member to a position in a different class in that unit member's class group with the same or no class suffix due to positions in that unit member's class or class suffix being eliminated. A displaced unit member shall be placed according to the placement procedure specified in Sections 12.4.7.1 through 12.4.7.5, provided that all references to "class" in those sections shall include "class group" as defined in this article.

2173 21.1.2.3 With regard to unit members displaced from classes with a suffix, the following shall apply:

2175 21.1.2.3.1 Unit members in a suffix position may displace to a position with the same suffix in the same or different class within a class group.

2177 21.1.2.3.2 Unit members hired into a suffix position after July 1, 2002 may displace to a position with the same suffix or no suffix in the same or different class within a class group.

2180 21.1.2.4 If a unit member with more than one seniority date is bumped from his/her most recent class or class group due to layoff, the unit member shall bump into a vacant position in his/her next most recent class or class group. If no vacancies in the second class or class group exist the unit member with the least seniority in that second class or class group shall be subject to layoff. Bumping due to layoff occurs without regard to the number of hours a unit member works.

- 2186 21.1.2.5 For the purposes of this article, notwithstanding any other provision of this
2187 Agreement, seniority is determined by hire date as a probationary employee
2188 within a class or class group, plus higher classes.
- 2189 21.1.2.6 No unit member shall be subject to layoff or reduction in hours for performance
2190 or disciplinary reasons.
- 2191 21.1.2.7 Reemployment following a layoff shall be pursuant to Education Code §45114.
- 2192 21.2 **Meetings with the Union** — Prior to notifying unit members the District shall
2193 supply the Union with a list of unit members being laid-off, including information
2194 on program, fund, site, salary, hours, date of hire, and location. If requested by the
2195 Union, the District will consult with the Union regarding possible alternatives to
2196 layoffs.
- 2197 21.3 **Early Education Department Substitute Pool** — To minimize the adverse
2198 impact of budget reductions and to provide an available source of substitute
2199 employees in lieu of layoffs, the District shall continue the substitute pool. A
2200 substitute pool of up to seventeen (17) shall be established as a separate
2201 employment component of the District, administered by the central office.
2202 Recruitment will be on a voluntary basis, with affirmative action and seniority
2203 used if there are more candidates than sub pool vacancies. An existing employee
2204 placed in the pool shall continue to work the same number of hours he/she did
2205 prior to pool placement; all other benefits held prior to pool placement shall
2206 continue. Unit members displaced into the pool because of layoffs shall remain in
2207 said pool until a vacant Early Education position having the same number of
2208 assigned hours becomes available. Upon said availability, the pool employee shall
2209 be required to accept said vacant position, or face termination.
- 2210 21.4 The District shall make every reasonable effort to recruit and provide substitutes
2211 for absent teachers and paraprofessionals/paraeducators assigned to special day
2212 classes, paraprofessionals/paraeducators assigned one-to-one service providers,
2213 and to general education classes with students who are receiving special education
2214 services in the general education setting. Upon request to the District Human
2215 Resources Department, efforts will be made to obtain substitutes for long-term
2216 absences of paraprofessionals/paraeducators in other special education classes.
2217 Long-term absences shall be those projected to be in excess of seven (7) work
2218 days.
- 2219 21.5 **Reduction in Assigned Time** — Once an employee has been issued an annual
2220 assignment notice by the Classified Personnel Office, his/her assigned hours as
2221 contained in said notice shall not be reduced for the remainder of that school year.

- 2222 21.6 **Waiver** — In consideration of the provisions contained herein, the District and the Union shall not be required to bargain further about the effects of layoff, nor the annual decision to reduce assigned time and the effects related thereto.
- 2225 21.7 **Contract Language Review Committee** — The parties shall form a committee composed of two (2) District and two (2) Union representatives to identify obsolete language in the certificated and classified contracts for removal. Any removal of language from the contracts shall be by mutual agreement between the parties. Union representatives on the committee shall be granted release time, if required, without loss of compensation to attend committee meetings.

22. Summer/Saturday School, *et al.*

- 2232 22.1 Any unit member positions available for Summer School/Saturday School, *et al.*, shall be posted in or around the District's Classified Personnel Office and included in the Weekly Administrative Directive (W.A.D.). Available information regarding hours, job classification, and site, as well as application deadline date, shall be included in the notice.
- 2237 22.2 A more senior unit member who is in service shall be given priority preference in hiring for a United Support Personnel position if he/she meets the posted classification requirements of such a job and providing that the additional assignment will not create a regular work week in excess of forty (40) hours.
- 2241 22.2.1 EED Pre-K unit members shall be given priority based on seniority for summer program work.
- 2243 22.2.1.1 Any EED Pre-K unit member who applies for summer work and is not selected shall have priority status for summer EED substitute work.
- 2245 22.3 The Union and the District mutually agree to discuss any proposed changes in existing practices regarding timelines for notification, application, and selection of Pre-K paraprofessionals/paraeducators.

23. Early Education Department

- 2249 23.1 **Home Visits**
- 2250 23.1.1 Home visits shall only be performed under the following circumstances:
- 2251 23.1.1.1 Unit members shall receive a stipend of \$40 for each home visit performed outside the unit member's regularly scheduled work hours.

- 2253 23.1.1.2 Mileage reimbursement at the current Internal Revenue Code rate shall be paid to unit members.
- 2254
- 2255 23.1.1.3 A unit member may request accompaniment by another authorized individual for a home visit. The central office shall make every effort to fulfill this request. In the event that another authorized individual is not available, the home visit shall be rescheduled to a time when the second authorized individual is available. If the second authorized individual is a unit member, that individual shall also receive the \$40 home visit stipend.
- 2256
- 2257
- 2258
- 2259
- 2260
- 2261 23.1.2 EED staff shall be notified of state or federal requirements for home visits prior to any regulatory requirement to perform them.
- 2262
- 2263 23.1.3 The District shall assume all liability related to home visits by all unit members to the extent required by law.
- 2264
- 2265 23.2 Personnel records that are required by Community Care Licensing for licensing purposes, shall be maintained securely and locked at an EED site and only be made available for compliance review purposes. These files shall only contain records required by Community Care Licensing. They shall exclude job ratings and evaluations, and shall not constitute a waiver of any rights related to a unit member's personnel file established in the Education Code. See Side Letter in Appendix G.
- 2266
- 2267
- 2268
- 2269
- 2270
- 2271

2272 **24. General Conditions**

- 2273 24.1 The District shall conduct in-service training for all newly hired United Support Personnel within twenty (20) days after their first week of work. If necessary funds and personnel are available and designated, additional in-service training shall be provided to all new unit members.
- 2274
- 2275
- 2276
- 2277 24.1.1 The District will make every effort, within one (1) month of a new job assignment, to train newly hired United Support Personnel on professional responsibilities of their respective job description and assignment, including how to read IEPs as it relates to their role and supporting the student.
- 2278
- 2279
- 2280
- 2281 In addition, the District shall make available training regarding the needs of the Individualized Education Plan (IEP) where applicable (e.g. Safety Care, how to use equipment, de-escalation, redirection, bathroom needs, tube feedings, etc...).
- 2282
- 2283
- 2284 The District proposes collaboratively developing a training plan for Special Education paraprofessionals for the 2024-25 and 2025-26 school years
- 2285

- 2286 considering the newly negotiated professional development day and the faculty
2287 meeting time, etc.
- 2288 24.2 No member of the bargaining unit shall be requested to serve in the place of an
2289 absent teacher. This includes Emergency Class Coverage.
- 2290 24.3 Employees shall not be released from work but shall be assigned to related duties
2291 and compensated at their regular rate of pay whenever the District shortens or
2292 cancels a regular school day and there are no students in attendance on any school
2293 day during which pupils would otherwise have been in attendance and for which
2294 certificated personnel shall also receive regular pay whether or not they are
2295 required to report for duty that day.
- 2296 24.4 No unit member shall be required to perform personal errands or tasks for other
2297 members of the staff.

2298 **25. Classification of Employees**

2299 A District-wide committee consisting of six (6) members shall be established to
2300 periodically review positions in the bargaining unit in regard to the kind and level
2301 of service administratively assigned. The committee will recommend the
2302 establishment of and/or make recommendations regarding appropriate
2303 classifications, to recommend the reclassification of existing classifications, and
2304 to make recommendations regarding the assignment of a classification to a
2305 position within the District's bargaining unit classification structure. Further, the
2306 committee will make recommendations regarding titles, job specifications and
2307 ranges for newly created positions, as well as review any requests for added
2308 responsibilities or removal of responsibilities to existing job specifications. A
2309 representative of the Classified Personnel Office shall serve as clerical support to
2310 the committee.

2311 25.1 **Reclassification**— A request for reclassification of a current position may be
2312 submitted by the employee to the District's Human Resources Department during
2313 the window period specified below, not more than once every eighteen (18)
2314 months. The Human Resources Department shall provide the forms to the
2315 employee upon request. An employee requesting reclassification shall be notified
2316 of the meeting at which his/her reclassification is to be reviewed. The employee
2317 may attend the meeting to make a personal presentation and released time will be
2318 granted.

2319 **Reclassification Schedule**

Period #1	
7/1 through 8/15	Application window period.
8/16 through 10/31	District committee reviews and submits recommendations representing a majority of the committee to the Chief of Human Resources.
11/1 through 11/20	The Chief of Human Resources review recommendations and notifies applicants of the decision.
11/21 through 11/28	Appeal period.
1/1	Implementation of decision.

2320

Period #2	
1/1 through 2/15	Application window period.
2/16 through 4/30	District committee reviews and submits recommendations representing a majority of the committee to the Chief of Human Resources.
5/1 through 5/20	The Chief of Human Resources review recommendations and notifies applicants of the decision.
5/21 through 5/28	Appeal period.
7/1	Implementation of decision.

2321 25.3

Reclassification Process

2322 25.3.1

Reclassification Committee

2323 25.3.1.1

A District-wide Reclassification Committee shall be established to act on employee requests for reclassification, as per Section 25.1, and recommend modification, approval or disapproval of all reclassification requests. Findings and recommendations of this committee shall be forwarded to the Chief Administrative Officer of Human Resources for consideration and recommendation. The Reclassification Committee shall be constituted of three (3) members appointed by the Chief Administrative Officer of Human Resources and three (3) members will be appointed by UESF. The terms of the committee members shall be established by lot for one to three (3) years.

2322 25.3.1.2

If the Chief Administrative Officer of Human Resources disagrees with the District-wide Reclassification Committee, a response, in writing, to the committee will be submitted stating the reasons.

2335 25.3.1.3 If modifications are made to a job specification, all members in that classification
2336 shall receive a revised job class specification, which will be provided by the
2337 Human Resources Department.

2338 25.3.2 **Appeal Process**

2339 25.3.2.1 In the event that an employee requesting reclassification disagrees with the
2340 recommendation of the District-wide Committee or the Chief Administrative
2341 Officer of Human Resources, the following procedure will be followed:

2342 25.3.2.1.1 The employee will have five (5) work days following the receipt of the
2343 recommendation to appeal to the Chief Administrative Officer of Human
2344 Resources. A representative of the Union shall be in attendance at the time the
2345 Chief Administrative Officer of Human Resources meets with the employee. All
2346 written and verbal information will be available to review and discussion by a
2347 Union representative and the Chief Administrative Officer of Human Resources.
2348 Observations and information provided by the Union representative will be
2349 considered in the decision making process. The appellant may have the assistance
2350 of a Union representative. The employee may attend the meeting to make a
2351 personal presentation and released time will be granted, if necessary.

2352 25.3.2.1.2 Within fifteen (15) work days of receiving the appeal, the Chief Administrative
2353 Officer of Human Resources will make a final determination and send a written
2354 response to the appellant. The decision of the Chief Administrative Office of
2355 Human Resources shall be final.

2356 25.4 **District Reclassification Decisions** — The reclassification decisions of the
2357 District shall not be subject to the grievance procedure of this Agreement.

2358 **26. Living Contract Committee**

2359 26.1 **Living Contract Committee:** The parties agree to establish a joint committee,
2360 involving both bargaining units represented by UESF, to provide for regular, on-
2361 going discussions and decision-making on matters germane to improved union-
2362 management relations and more effective overall system operations.

2363 26.1.1 This committee shall be authorized to discuss any issue of mutual interest or
2364 concern and to reach agreement on issues in a timely manner without delaying
2365 action until the expiration and renegotiation of the collective bargaining
2366 agreement. The Living Contract Committee shall also have the power to amend
2367 this Agreement, provided that any substantive amendments shall be subject to
2368 internal ratification and approval procedures of the District and Union.

- 2369 26.1.2 The Union and District shall each identify at least two (2) representatives and no
2370 more than four (4) representatives as permanent committee members. The
2371 Superintendent and/or the UESF President shall participate in meetings of this
2372 committee at their discretion.
- 2373 26.1.3 The overall charge to the Living Contract Committee shall include but not be
2374 limited to the following:
- 2375 26.1.3.1 Administer and implement the contractual agreements, and resolve disputes or
2376 problems in the interpretation and application of the agreements as they arise;
- 2377 26.1.3.2 Meet monthly on a regularly scheduled date, at times and locations mutually
2378 agreed upon, unless the parties agree to a different arrangement. Either the
2379 Superintendent or the President may call a special meeting of the Committee to
2380 deal with a specific issue on the basis of urgent need.
- 2381 26.1.4 The Living Contract Committee shall have the following powers and duties:
- 2382 26.1.4.1 Establish temporary joint subcommittees to address particular issues which shall
2383 report with recommendations in writing to the Committee by specific deadlines
2384 and establish the membership and operating procedures of such subcommittees.
2385 At its first meeting the Committee shall consider the establishment of
2386 subcommittees to review issues of concern and make recommendations regarding
2387 implementation committee's currently in operation;
- 2388 26.1.4.2 Educate both staff of the District and members of the Union regarding the
2389 provisions of this Agreement, their responsibilities, and best practices with respect
2390 thereto;
- 2391 26.1.4.3 Consider and recommend to the Superintendent and Union President transfers of
2392 individual paraprofessionals/paraeducators between schools if reason is shown
2393 without regard to Article 12, Transfer. This process is not meant to substitute for
2394 the rights and responsibilities of the parties set forth in Article 7, Evaluation,
2395 and/or Article 19, Discipline. The decision to approve each recommendation for
2396 transfer shall be made by consensus of the Superintendent and Union President.
2397 Transfers under this subdivision may be voluntary or involuntary, and shall not be
2398 grievable. Such transfers shall not impair the transfer rights of other unit
2399 members, or any transfer rights of the District.
- 2400 26.2 All existing joint subcommittees and task forces and other work groups under this
2401 Agreement shall continue under the aegis of the Living Contract Committee. The
2402 Living Contract Committee shall have the power to consolidate, reconfigure the
2403 membership, modify the charge, tasks, and term of joint subcommittees.

2404 26.3 Budget and Fiscal Consultation Effective July 1, 2002, the District shall meet with
2405 the Union to provide the Union with updates and information of the status of the
2406 District's budget throughout the fiscal year. The checkpoints for these information
2407 exchanges shall be tied to the First Interim Report, the Audit Report, and the
2408 Second Interim Report. The parties shall annually establish mutually agreeable
2409 dates to review this financial information.

2410 **27. Health Professionals**

2411 27.1 The District and UESF hereby establish the following Health Professional
2412 positions:

2413 R30 – Community Outreach Worker
2414 R31 – ExCEL Manager
2415 R32 – ExCEL Coordinator
2416 R33 – Learning Support Consultant
2417 R34 – Site Nutrition Coordinator
2418 R35 – School Climate Coordinator
2419 R36 – Wellness Coordinator
2420 R37 – Family Support Specialist

2421 27.2 The salary schedule for these positions is listed in Appendix C.

2422 27.3 The provisions of this Agreement shall apply to Health Professionals, except
2423 Articles 9 and 17. Articles 9 and 17 shall not apply because these positions are not
2424 “paraprofessionals/paraeducators,” rather they are professional positions based
2425 upon licensure requirements of each position.

2426 27.4 The work year for these positions shall be either the 181 days (school term), 207
2427 days, or 260 days (full-term), as directed by the District to the Health Professional
2428 in writing, with a copy to the Union, by June 1 of the proceeding school year, or
2429 within twenty days after the creation of the position.

2430 27.5 For purposes of retirement health benefits and placement on the salary scale, the
2431 District shall recognize years of service as a Health Worker IV in the District.

2432 **Hours of Work**

2433 The length of the regular workday shall not exceed eight (8) hours of service.
2434 Central and site administrators are responsible for establishing procedures and
2435 constructing schedules for Health Professionals in a manner which shall reflect
2436 the need for preparation appropriate to the tasks of each position.

2437 Meal and Rest Periods: All Health Professionals shall be granted two (2) fifteen
2438 (15) minute rest periods and one (1) thirty (30) minute lunch period each
2439 workday. Authorized rest periods are counted as hours worked for which there is
2440 no deduction from wages.

2441 If a Health Professional is directed to work more days than the work year
2442 described in Article 27.4, he/she shall be granted either per diem pay or
2443 compensatory time off for said additional service.

2444 Health Professionals shall be eligible to participate in in-service activities or other
2445 conferences offered. If the Health Professional is approved to attend, he/she shall
2446 be paid according to his/her regularly rate of pay for such attendance.

2447 **28. Savings Clause**

2448 Should any part hereof or provisions herein be rendered or declared invalid by
2449 any reason of any existing or subsequently enacted legislation or by any decree of
2450 a court of competent jurisdiction, or the Public Employee Relations Board, or
2451 other entity having legal jurisdiction, such invalidation of such part or portion of
2452 this contract shall not invalidate the remaining portions hereof, and they shall
2453 remain in full force and effect.

2454 **29. Support of Agreement**

2455 The District and the Union agree that it is to their mutual benefit to encourage the
2456 resolution of differences through the negotiation process. Therefore, it is agreed
2457 that the District and the Union will support this Agreement.

2458 **30. Duration**

2459 This contract shall be effective from July 1, 2023, through June 30, 2025.
2460 Nothing contained herein shall preclude the parties from mutually agreeing to
2461 negotiate any other subject during the term of the agreement.

2462 **31. Reopeners**

2463 This contract may be reopened on or after July 1, 2025 by either or both of the
2464 parties.

SIGNATURE PAGE

San Francisco Unified School District

Conrad Tanasychuk Assistant Superintendent
of Labor Relations

Amy Baer
Associate Superintendent of Human Resources

United Educators of San Francisco

Cassondra Curiel
President, UESF

Teanna Tillery
Vice President of Paraeducators, UESF



**Appendix A -
Employment Classes**

Description of United Support Personnel Bargaining Unit

A.1. **Series A — Instructional Aide**

Class	Service Criteria
A01	Title 1 Pre-Kindergarten (Schedule 935)
A03	Elementary Basic Skills (Schedule 935)
A04	Secondary Basic Skills (Schedule 935)
A05	Mathematics/Secondary (Schedule 935)
A06	Science (Schedule 935)
A07	Sensory Motor (Schedule 935)
A08	Mathematics/Computer (Schedule 935)
A09	Computer (Schedule 935)
A11	Naturalist (Schedule 935)
A12	Evening School (Schedule 935)

A.3. **Series C — Early Education Instructional Aide**

Class	Service Criteria
C10	Early Education Department (Schedule 934)

A.4. **Series N — Special Education Instructional Aide (Non-Severe Impairments)**

Class	Service Criteria
N10	All Non-Severe Impairments (Schedule 935)

A.5. **Series P — Support Services**

Class	Service Criteria
P10	General Support (Schedule 935)
P20	Computer (Schedule 935)
P60	Special Education (Schedule 935)

**Appendix A -
Employment Classes**

P80	Paraprofessional / Paraeducator on Special Assignment (Schedule 984)
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A.6. Series R — Community Relations Specialist

Class	Service Criteria
R10	Attendance (Schedule 937)
R11	Child Welfare and Attendance Liaison (Schedule 987)
R20	Parent Liaison (Schedule 937)
R30	Community Outreach Worker (Schedule 980)
R31	ExCEL Manager (Schedule 981)
R32	ExCEL Coordinator (Schedule 982)
R33	Learning Support Consultant (Schedule 983)
R34	Site Nutrition Coordinator (Schedule 984)
R35	School Climate Coordinator (Schedule 985)
R36	Wellness Coordinator (Schedule 986)
R37	Family Support Specialist (Schedule 989)
R40	Elementary Advisor (Schedule 937)
R50	Student Advisor (Schedule 937)
R60	Peer Resources (Schedule 937)
R70	Multiple Services (Schedule 937)
R80	Computer (Schedule 937)
R90	Computer/Sensory Motor (Schedule 937)

A.7. Series S — Special Education Instructional Aide (Severe Impairments)

Class	Service Criteria
S10	All Impairments

**Appendix A -
Employment Classes**

	(Schedule 911)
S10A	Assistive Technology and Augmentative Communication (Schedule 915)
S10B	Non Public School Bus Paraprofessional/Paraeducator (Schedule 915)
S10E	Specialized Physical Health Care Procedures – Diastat (Voluntary) (Schedule 915)
S10F	Specialized Physical Health Care Procedures (Schedule 915)
S10I	504 Itinerant Paraprofessional/Paraeducator (Schedule 915)
S10Q	SOAR Paraprofessional/Paraeducator (Schedule 915)
S10Z	Reader
S20D	Paraprofessional/Paraeducator for Deaf/Hard of Hearing (Schedule 913)
S20V	Paraprofessional/Paraeducator for Visually Impairment (Schedule 913)

A.8. Series T — Security Aide

Class	Service Criteria
T10	School Patrol (Schedule 935)

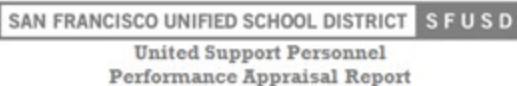
A.9. Class Suffixes (Bilingual and other)

Class	Service Criteria
-C	Cantonese
-D	Cambodian
-J	Japanese
-K	Korean
-L	Laotian
-M	Mandarin
-P	Filipino
-R	Russian
-S	Spanish
-T	Samoan
-V	Vietnamese

**Appendix A -
Employment Classes**

-X	More than one (1) language required
-Z	Driving/proof of insurability required

Appendix B — Evaluation Form



Paraprofessional/Paraeducator Evaluation Form

Name:	ID#:	Period of Report:
Employee Status:		Record #:
Classification:		School or Dept.:

Duties and Responsibilities/Performance Criteria:

DEFINITION OF RATINGS

Use the following definitions to identify the employee's level of performance when rating factors

EXCEEDS EXPECTATIONS	(E)	Performs assigned duties in a manner indicating exceptional understanding of essential functions. Results achieved are often better than expected of performance rated "Meets Expectations".
MEETS EXPECTATIONS	(M)	Performs assigned duties at an acceptable level through demonstrated application of skills.
NEEDS IMPROVEMENTS	(N)	Performance in one or more areas does not meet the requirement for a "Meet Expectations" rating. Improvement is required if acceptable results are to be achieved.
UNSATISFACTORY	(U)	Even under close directions, performance does not demonstrate the ability and/or willingness to produce required results.

Appendix B — Evaluation Form

Ratings for Performance Factors

E – Exceeds Expectations **M** – Meets Expectations
N – Needs Improvements **U** – Unsatisfactory

Performance	Comments
1. Quality of work – Consider the extent to which the work is accurate, neat, well-organized and thorough.	<input type="checkbox"/>
2. Work habits – Consider the employee's effectiveness in organizing use of time.	<input type="checkbox"/>
3. Work relations – Consider the ability to work with and through others. Ability to work effectively as part of a group.	<input type="checkbox"/>
4. Meeting with commitments – Extent to which the employee completes work assignments and follows established procedures.	<input type="checkbox"/>
5. Demonstration of initiative – Extent to which the employee shows ingenuity in initiating job duties. Readiness to take action.	<input type="checkbox"/>
6. Dependability and reliability – Can be relied upon to carry out responsibilities of the position with minimal supervision.	<input type="checkbox"/>
7. Punctuality – Consider the employee's attendance and tardiness.	<input type="checkbox"/>
8. Safety – Complies with District safety policies and practices.	<input type="checkbox"/>
9. Communication Skills – Ability to get verbal or written messages across in a clear, organized and appropriate manner. Ability to understand.	<input type="checkbox"/>
Overall Performance:	
O – Outstanding S- Satisfactory U- Unsatisfactory H-Highly Satisfactory N- Needs Improvement	

Appendix B — Evaluation Form

EMPLOYEE STRENGTHS/CHALLENGES:

1. Employee Strengths – Discuss area in which the employee demonstrates significant strengths or abilities.

2. Improvement Needs – Based on overall performance, discuss areas in which the employee demonstrates need for improvement.

WORK PLAN FOR IMPROVEMENT:

Development Plan/Approach

Results Timeline

EVALUATOR'S COMMENTS:

Evaluator Signature

Date Site Administrator Signature Date

EMPLOYEE'S COMMENTS:

Employee Signature

Date

Appendix B — Evaluation Form

Instructions For The Evaluator/Observer

Techniques of Appraisal

The observation and provision of oral and written feedback to the supervising administrator of a unit member's work performance is one of the primary responsibilities of any person who supervises or directs United Support Personnel. The final evaluation shall be signed by the supervising administrator. The effective communication of this evaluation to the unit member is essential. When used thoughtfully and carefully, this form is intended to aid the unit member and evaluator in arriving at an understanding of the unit member's performance in a given position. This evaluation will become part of the unit member's personnel file.

1. Purpose of a performance appraisal:
 - a. To act as a tool to define work skills and to provide a measurement of the degree to which each unit member performs these skills.
 - b. To act as a report to the unit member concerning performance on his/her job.
 - c. To assure the unit member of a regular and systematic review.
 - d. To provide a record of unit member's performance and growth history.
 - e. To provide a basis for coaching and guiding the unit member.
 - f. To provide an opportunity for closer and better communication between the unit member and her/his supervisor.
2. How to Appraise:
 - a. Define the standard — rate each person against the requirements of his/her position.
 - b. Be objective — avoid reference to personal likes and dislikes.
 - c. Consider one factor of ability at a time. Each factor is distinct and does not necessarily relate to similar factors.
 - d. Base appraisals on observed and proven performance — avoid impressions based on hearsay.
 - e. Base appraisals on average daily performance — avoid rating occasional incidents which highlight a particularly good or bad performance.
 - f. Written narrative explanation must accompany any areas designated as unsatisfactory, with specific recommendations for means of improvement.
3. After making the report, the evaluator shall:
 - a. Discuss the report with the unit member.

Appendix B — Evaluation Form

- (1) Give the unit member an opportunity to make suggestions for the improvement of her/his work.
 - (2) Explain areas where work performance may be improved.
 - (3) Explain the comments on the performance reports.
- b. Sign the evaluation report and obtain the signature of the unit member
(The signature of a unit member on the evaluation reflects only that he/she has received the evaluation.).
- c. Retain a copy of the evaluation, give the unit member a copy, and send a copy to the Human Resources Office.

**Appendix C -
Salary Schedules
Schedule Key**

Job Code	Job Title	Schedule
3598	Paraprofessional/Paraeducator Substitute Corps	192
S10_	Special Education Instructional Aide - Severe Impairments - All Impairments	911
S30_	Special Education Instructional Aide - Severe Impairments - Computer	911
S10W_	Paraprofessional/Paraeducator: Community Access/Transitions (CAT)	913
S20D_	Paraprofessional/Paraeducator for Deaf/Hard of Hearing	913
S20V_	Paraprofessional/Paraeducator for Visually Impairment	913
S10A_	Assistive Technology and Augmentative Communication	915
S10B_	Non Public School Bus Paraprofessional/Paraeducator	915
S10E_	Specialized Physical Health Care Procedures – Diastat (Voluntary)	915
S10F_	Specialized Physical Health Care Procedures	915
S10I_	504 Itinerant Paraprofessional/Paraeducator	915
S10Q_	SOAR Paraprofessional/Paraeducator	915
S10 Z_	Reader	915
S22_	Licensed Vocational Nurse (LVN) (non-instructional)	915
C10_	Instructional Aide: Early Education Department	934
A01_	Instructional Aide: Pre-K Program	935
A03_	Instructional Aide: Elementary Basic Skills	935
A04_	Instructional Aide: Secondary Basic Skills	935
A05_	Instructional Aide Math/Secondary	935
A06_	Instructional Aide: Science	935
A07_	Instructional Aide: Sensory Motor	935
A08_	Instructional Aide: Mathematics/Science	935
A09_	Instructional Aide: Computer	935
A10_	Instructional Aide: Computer/Sensory Motor Skills	935
A11_	Instructional Aide: Naturalist	935
A12_	Instructional Aide: Evening School	935
N10_	Special Education Instructional Aide: Non-Severe All Impairments	935

**Appendix C -
Salary Schedules
Schedule Key**

P10_	Supplemental Services: General Support	935
P20_	Supplemental Services: Computer	935
P60_	Supplemental Services: Special Education	935
T10_	Security – Campus	935
R10_	Community Relations Specialist: Attendance	937
R20_	Parent Liaison	937
R40_	Community Relations Specialist: Elementary Advisor	937
R50_	Community Relations Specialist: Student Advisor	937
R60_	Community Relations Specialist: Peer Resources	937
R70_	Community Relations Specialist: Multiple Services	937
R80_	Community Relations Specialist: Computer	937
R90_	Community Relations Specialist: Computer/Sensory Motor	937
R30_	Community Health Outreach Worker	980
R31_	ExCEL Manager	981
R32_	ExCEL Coordinator	982
R33_	Learning Support Consultant	983
R34_	Site Nutrition Coordinator	984
P80_	Paraprofessional/Paraeducator on Special Assignment	984
R35_	School Climate Coordinator	985
R36_	Wellness Coordinator	986
R11_	Child Welfare and Attendance Liaison	987
R37_	EED Family Support Specialist	989
R39_	Registered Behavioral Technician (RBT)	989
3594S_	Instructional Aide II: Temporary Special Education As Needed	938
3594	Instructional Aide II: Temporary As Needed	460
3595	Security Aides: Temporary As Needed	461

**Appendix C -
Salary Schedules
Schedule 192**

EFFECTIVE JULY 1, 2023									
SCHEDULE 192	Effective 07/01/2022	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6 - Career Increment A	Step 7 - Career Increment B	
Hourly Rate	\$ 24.51	\$ 31.00	\$ 32.20	\$ 33.45	\$ 34.75	\$ 36.10	\$ 37.15	\$ 38.23	
LONGEVITY HOURLY RATES									
At least 5 years, less than 10 years	\$	31.31	\$ 32.52	\$ 33.78	\$ 35.10	\$ 36.46	\$ 37.52	\$ 38.61	
At least 10 years, less than 15 years		31.62	\$ 32.84	\$ 34.12	\$ 35.45	\$ 36.82	\$ 37.89	\$ 38.99	
At least 15 years, less than 20 years		31.93	\$ 33.17	\$ 34.45	\$ 35.79	\$ 37.18	\$ 38.26	\$ 39.38	
At least 20 years		32.24	\$ 33.49	\$ 34.79	\$ 36.14	\$ 37.54	\$ 38.64	\$ 39.76	
EFFECTIVE AUGUST 1, 2024 - 3%									
SCHEDULE 192	\$	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6 - Career Increment A	Step 7 - Career Increment B	
Hourly Rate		\$ 31.90	\$ 33.14	\$ 34.42	\$ 35.76	\$ 37.15	\$ 38.23	\$ 39.35	
LONGEVITY HOURLY RATES									
At least 5 years, less than 10 years	\$	32.22	\$ 33.47	\$ 34.76	\$ 36.12	\$ 37.52	\$ 38.61	\$ 39.74	
At least 10 years, less than 15 years		32.54	\$ 33.80	\$ 35.11	\$ 36.48	\$ 37.89	\$ 38.99	\$ 40.14	
At least 15 years, less than 20 years		32.86	\$ 34.13	\$ 35.45	\$ 36.83	\$ 38.26	\$ 39.38	\$ 40.53	
At least 20 years		33.18	\$ 34.47	\$ 35.80	\$ 37.19	\$ 38.64	\$ 39.76	\$ 40.92	
EFFECTIVE JANUARY 1, 2025 - 2%									
SCHEDULE 192	\$	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6 - Career Increment A	Step 7 - Career Increment B	
Hourly Rate		\$ 32.52	\$ 33.78	\$ 35.09	\$ 36.45	\$ 37.87	\$ 38.98	\$ 40.12	
LONGEVITY HOURLY RATES									
At least 5 years, less than 10 years	\$	32.85	\$ 34.12	\$ 35.44	\$ 36.81	\$ 38.25	\$ 39.37	\$ 40.52	
At least 10 years, less than 15 years		33.17	\$ 34.46	\$ 35.79	\$ 37.18	\$ 38.63	\$ 39.76	\$ 40.92	
At least 15 years, less than 20 years		33.50	\$ 34.79	\$ 36.14	\$ 37.54	\$ 39.01	\$ 40.15	\$ 41.32	
At least 20 years		33.82	\$ 35.13	\$ 36.49	\$ 37.91	\$ 39.38	\$ 40.54	\$ 41.72	

EFFECTIVE JULY 1, 2019									
SCHEDULE 192	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6 - Career Increment A	Step 7 - Career Increment B		
Hourly Rate	\$ 23.1754	\$ 24.2229	\$ 25.3454	\$ 26.5179	\$ 27.7403	\$ 28.5425	\$ 29.3688		
EFFECTIVE JULY 1, 2022 - 6%									
SCHEDULE 192	\$	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6 - Career Increment A	Step 7 - Career Increment B	
Hourly Rate		\$ 24.5059	\$ 25.6163	\$ 26.8061	\$ 28.0490	\$ 29.3447	\$ 30.1951	\$ 31.0709	

**Appendix C -
Salary Schedules
Schedule 911**

EFFECTIVE JULY 1, 2023									
SCHEDULE 911	Effective 07/01/2022	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6 - Career Increment A	Step 7 - Career Increment B	
Hourly Rate	\$ 23.51	\$ 30.00	\$ 31.20	\$ 32.45	\$ 33.75	\$ 35.10	\$ 36.15	\$ 37.23	
LONGEVITY HOURLY RATES									
At least 5 years, less than 10 years		\$ 30.30	\$ 31.51	\$ 32.77	\$ 34.08	\$ 35.45	\$ 36.51	\$ 37.61	
At least 10 years, less than 15 years		\$ 30.60	\$ 31.82	\$ 33.10	\$ 34.42	\$ 35.80	\$ 36.87	\$ 37.98	
At least 15 years, less than 20 years		\$ 30.90	\$ 32.14	\$ 33.42	\$ 34.76	\$ 36.15	\$ 37.23	\$ 38.35	
At least 20 years		\$ 31.20	\$ 32.45	\$ 33.75	\$ 35.10	\$ 36.50	\$ 37.59	\$ 38.72	
EFFECTIVE AUGUST 1, 2023 - 3%									
SCHEDULE 911		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6 - Career Increment A	Step 7 - Career Increment B	
Hourly Rate		\$ 30.90	\$ 32.14	\$ 33.42	\$ 34.76	\$ 36.15	\$ 37.23	\$ 38.35	
LONGEVITY HOURLY RATES									
At least 5 years, less than 10 years		\$ 31.21	\$ 32.46	\$ 33.76	\$ 35.11	\$ 36.51	\$ 37.61	\$ 38.73	
At least 10 years, less than 15 years		\$ 31.52	\$ 32.78	\$ 34.09	\$ 35.45	\$ 36.87	\$ 37.98	\$ 39.12	
At least 15 years, less than 20 years		\$ 31.83	\$ 33.10	\$ 34.42	\$ 35.80	\$ 37.23	\$ 38.35	\$ 39.50	
At least 20 years		\$ 32.14	\$ 33.42	\$ 34.76	\$ 36.15	\$ 37.59	\$ 38.72	\$ 39.88	
EFFECTIVE JANUARY 1, 2024 - 2%									
SCHEDULE 911		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6 - Career Increment A	Step 7 - Career Increment B	
Hourly Rate		\$ 31.52	\$ 32.78	\$ 34.09	\$ 35.45	\$ 36.87	\$ 37.98	\$ 39.12	
LONGEVITY HOURLY RATES									
At least 5 years, less than 10 years		\$ 31.83	\$ 33.11	\$ 34.43	\$ 35.81	\$ 37.24	\$ 38.36	\$ 39.51	
At least 10 years, less than 15 years		\$ 32.15	\$ 33.43	\$ 34.77	\$ 36.16	\$ 37.61	\$ 38.74	\$ 39.90	
At least 15 years, less than 20 years		\$ 32.46	\$ 33.76	\$ 35.11	\$ 36.52	\$ 37.98	\$ 39.12	\$ 40.29	
At least 20 years		\$ 32.78	\$ 34.09	\$ 35.45	\$ 36.87	\$ 38.35	\$ 39.50	\$ 40.68	

EFFECTIVE JULY 1, 2019								
SCHEDULE 911	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6 - Career Increment A	Step 7 - Career Increment B	
Hourly Rate	\$ 22.1754	\$ 23.2229	\$ 24.3454	\$ 25.5179	\$ 26.7403	\$ 27.5425	\$ 28.3688	
Hourly rate w/ LWE	\$ 23.6680	\$ 24.7860	\$ 25.9840	\$ 27.2354	\$ 28.5401	\$ 29.3963	\$ 30.2968	
Hourly rate w/ LWE & Longevity (+30¢)	\$ 23.9680	\$ 25.0860	\$ 26.2840	\$ 27.5354	\$ 28.8401	\$ 29.6963	\$ 30.5968	
EFFECTIVE JULY 1, 2022 - 6%								
SCHEDULE 911	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6 - Career Increment A	Step 7 - Career Increment B	
Hourly Rate	\$ 23.5059	\$ 24.6163	\$ 25.8061	\$ 27.0490	\$ 28.3447	\$ 29.1951	\$ 30.0709	
Hourly rate w/ LWE	\$ 24.9985	\$ 26.1794	\$ 27.4447	\$ 28.7665	\$ 30.1445	\$ 31.0489	\$ 31.9989	
Hourly rate w/ LWE & Longevity (+30¢)	\$ 25.2985	\$ 26.4794	\$ 27.7447	\$ 29.0665	\$ 30.4445	\$ 31.3489	\$ 32.2989	

**Appendix C -
Salary Schedules
Schedule 913**

EFFECTIVE JULY 1, 2023									
SCHEDULE 913	Effective 07/01/2022	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6 - Career Increment A	Step 7 - Career Increment B	
Hourly Rate	\$ 24.18	\$ 30.00	\$ 31.20	\$ 32.45	\$ 33.75	\$ 35.10	\$ 36.15	\$ 37.23	
LONGEVITY HOURLY RATES									
At least 5 years, less than 10 years	\$ 30.30	\$ 31.51	\$ 32.77	\$ 34.08	\$ 35.45	\$ 36.51	\$ 37.61		
At least 10 years, less than 15 years		\$ 31.82	\$ 33.10	\$ 34.42	\$ 35.80	\$ 36.87	\$ 37.98		
At least 15 years, less than 20 years		\$ 32.14	\$ 33.42	\$ 34.76	\$ 36.15	\$ 37.23	\$ 38.35		
At least 20 years		\$ 32.45	\$ 33.75	\$ 35.10	\$ 36.50	\$ 37.59	\$ 38.72		
EFFECTIVE AUGUST 1, 2023 - 3%									
SCHEDULE 913	\$ 30.90	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6 - Career Increment A	Step 7 - Career Increment B	
Hourly Rate		\$ 32.14	\$ 33.42	\$ 34.76	\$ 36.15	\$ 37.23	\$ 38.35		
LONGEVITY HOURLY RATES									
At least 5 years, less than 10 years	\$ 31.21	\$ 32.46	\$ 33.76	\$ 35.11	\$ 36.51	\$ 37.61	\$ 38.73		
At least 10 years, less than 15 years		\$ 32.78	\$ 34.09	\$ 35.45	\$ 36.87	\$ 37.98	\$ 39.12		
At least 15 years, less than 20 years		\$ 33.10	\$ 34.42	\$ 35.80	\$ 37.23	\$ 38.35	\$ 39.50		
At least 20 years		\$ 33.42	\$ 34.76	\$ 36.15	\$ 37.59	\$ 38.72	\$ 39.88		
EFFECTIVE JANUARY 1, 2024 - 2%									
SCHEDULE 913	\$ 31.52	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6 - Career Increment A	Step 7 - Career Increment B	
Hourly Rate		\$ 32.78	\$ 34.09	\$ 35.45	\$ 36.87	\$ 37.98	\$ 39.12		
LONGEVITY HOURLY RATES									
At least 5 years, less than 10 years	\$ 31.83	\$ 33.11	\$ 34.43	\$ 35.81	\$ 37.24	\$ 38.36	\$ 39.51		
At least 10 years, less than 15 years		\$ 33.43	\$ 34.77	\$ 36.16	\$ 37.61	\$ 38.74	\$ 39.90		
At least 15 years, less than 20 years		\$ 33.76	\$ 35.11	\$ 36.52	\$ 37.98	\$ 39.12	\$ 40.29		
At least 20 years		\$ 34.09	\$ 35.45	\$ 36.87	\$ 38.35	\$ 39.50	\$ 40.68		

**Appendix C -
Salary Schedules
Schedule 915**

EFFECTIVE JULY 1, 2023									
SCHEDULE 915	Effective 07/01/2022	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6 - Career Increment A	Step 7 - Career Increment B	
Hourly Rate	\$ 24.86	\$ 30.00	\$ 31.20	\$ 32.45	\$ 33.75	\$ 35.10	\$ 36.15	\$ 37.23	
LONGEVITY HOURLY RATES									
At least 5 years, less than 10 years	\$ 30.30	\$ 31.51	\$ 32.77	\$ 34.08	\$ 35.45	\$ 36.51	\$ 37.61		
At least 10 years, less than 15 years		\$ 31.82	\$ 33.10	\$ 34.42	\$ 35.80	\$ 36.87	\$ 37.98		
At least 15 years, less than 20 years		\$ 32.14	\$ 33.42	\$ 34.76	\$ 36.15	\$ 37.23	\$ 38.35		
At least 20 years		\$ 32.45	\$ 33.75	\$ 35.10	\$ 36.50	\$ 37.59	\$ 38.72		
EFFECTIVE AUGUST 1, 2023 - 3%									
SCHEDULE 915	\$ 30.90	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6 - Career Increment A	Step 7 - Career Increment B	
Hourly Rate		\$ 32.14	\$ 33.42	\$ 34.76	\$ 36.15	\$ 37.23	\$ 38.35		
LONGEVITY HOURLY RATES									
At least 5 years, less than 10 years	\$ 31.21	\$ 32.46	\$ 33.76	\$ 35.11	\$ 36.51	\$ 37.61	\$ 38.73		
At least 10 years, less than 15 years		\$ 32.78	\$ 34.09	\$ 35.45	\$ 36.87	\$ 37.98	\$ 39.12		
At least 15 years, less than 20 years		\$ 33.10	\$ 34.42	\$ 35.80	\$ 37.23	\$ 38.35	\$ 39.50		
At least 20 years		\$ 33.42	\$ 34.76	\$ 36.15	\$ 37.59	\$ 38.72	\$ 39.88		
EFFECTIVE JANUARY 1, 2024 - 2%									
SCHEDULE 915	\$ 31.52	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6 - Career Increment A	Step 7 - Career Increment B	
Hourly Rate		\$ 32.78	\$ 34.09	\$ 35.45	\$ 36.87	\$ 37.98	\$ 39.12		
LONGEVITY HOURLY RATES									
At least 5 years, less than 10 years	\$ 31.83	\$ 33.11	\$ 34.43	\$ 35.81	\$ 37.24	\$ 38.36	\$ 39.51		
At least 10 years, less than 15 years		\$ 33.43	\$ 34.77	\$ 36.16	\$ 37.61	\$ 38.74	\$ 39.90		
At least 15 years, less than 20 years		\$ 33.76	\$ 35.11	\$ 36.52	\$ 37.98	\$ 39.12	\$ 40.29		
At least 20 years		\$ 34.09	\$ 35.45	\$ 36.87	\$ 38.35	\$ 39.50	\$ 40.68		

EFFECTIVE JULY 1, 2019									
SCHEDULE 915	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6 - Career Increment A	Step 7 - Career Increment B		
Hourly Rate	\$ 23.4542	\$ 24.5018	\$ 25.6242	\$ 26.7965	\$ 28.0192	\$ 28.8600	\$ 29.7258		
Hourly rate w/ LWE	\$ 25.0328	\$ 26.1510	\$ 27.3489	\$ 28.6001	\$ 29.9051	\$ 30.8025	\$ 31.7460		
Hourly rate w/ LWE & Longevity (+30¢)	\$ 25.3328	\$ 26.4510	\$ 27.6489	\$ 28.9001	\$ 30.2051	\$ 31.1025	\$ 32.0460		
EFFECTIVE JULY 1, 2022 - 6%									
SCHEDULE 915	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6 - Career Increment A	Step 7 - Career Increment B		
Hourly Rate	\$ 24.8615	\$ 25.9719	\$ 27.1617	\$ 28.4043	\$ 29.7004	\$ 30.5916	\$ 31.5093		
Hourly rate w/ LWE	\$ 26.4401	\$ 27.6211	\$ 28.8864	\$ 30.2079	\$ 31.5863	\$ 32.5341	\$ 33.5295		
Hourly rate w/ LWE & Longevity (+30¢)	\$ 26.7401	\$ 27.9211	\$ 29.1864	\$ 30.5079	\$ 31.8863	\$ 32.8341	\$ 33.8295		

**Appendix C -
Salary Schedules
Schedule 934**

EFFECTIVE JULY 1, 2023										
SCHEDULE 934	Effective 07/01/2022	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7 - Career Increment A	Step 8 - Career Increment B	
Hourly Rate	\$ 18.70	\$ 30.00	\$ 31.20	\$ 32.45	\$ 33.75	\$ 35.10	\$ 36.15	\$ 37.23	\$ 38.35	
LONGEVITY HOURLY RATES										
At least 5 years, less than 10 years		\$ 30.30	\$ 31.51	\$ 32.77	\$ 34.08	\$ 35.45	\$ 36.51	\$ 37.61	\$ 38.73	
At least 10 years, less than 15 years		\$ 30.60	\$ 31.82	\$ 33.10	\$ 34.42	\$ 35.80	\$ 36.87	\$ 37.98	\$ 39.12	
At least 15 years, less than 20 years		\$ 30.90	\$ 32.14	\$ 33.42	\$ 34.76	\$ 36.15	\$ 37.23	\$ 38.35	\$ 39.50	
At least 20 years		\$ 31.20	\$ 32.45	\$ 33.75	\$ 35.10	\$ 36.50	\$ 37.59	\$ 38.72	\$ 39.88	
EFFECTIVE AUGUST 1, 2023 - 3%										
SCHEDULE 934		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6 - Career Increment	Step 7 - Career Increment A	Step 8 - Career Increment B	
Hourly Rate		\$ 30.90	\$ 32.14	\$ 33.42	\$ 34.76	\$ 36.15	\$ 37.23	\$ 38.35	\$ 39.50	
LONGEVITY HOURLY RATES										
At least 5 years, less than 10 years		\$ 31.21	\$ 32.46	\$ 33.76	\$ 35.11	\$ 36.51	\$ 37.61	\$ 38.73	\$ 39.90	
At least 10 years, less than 15 years		\$ 31.52	\$ 32.78	\$ 34.09	\$ 35.45	\$ 36.87	\$ 37.98	\$ 39.12	\$ 40.29	
At least 15 years, less than 20 years		\$ 31.83	\$ 33.10	\$ 34.42	\$ 35.80	\$ 37.23	\$ 38.35	\$ 39.50	\$ 40.69	
At least 20 years		\$ 32.14	\$ 33.42	\$ 34.76	\$ 36.15	\$ 37.59	\$ 38.72	\$ 39.88	\$ 41.08	
EFFECTIVE JANUARY 1, 2024 - 2%										
SCHEDULE 934		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6 - Career Increment	Step 7 - Career Increment A	Step 8 - Career Increment B	
Hourly Rate		\$ 31.52	\$ 32.78	\$ 34.09	\$ 35.45	\$ 36.87	\$ 37.98	\$ 39.12	\$ 40.29	
LONGEVITY HOURLY RATES										
At least 5 years, less than 10 years		\$ 31.83	\$ 33.11	\$ 34.43	\$ 35.81	\$ 37.24	\$ 38.36	\$ 39.51	\$ 40.69	
At least 10 years, less than 15 years		\$ 32.15	\$ 33.43	\$ 34.77	\$ 36.16	\$ 37.61	\$ 38.74	\$ 39.90	\$ 41.10	
At least 15 years, less than 20 years		\$ 32.46	\$ 33.76	\$ 35.11	\$ 36.52	\$ 37.98	\$ 39.12	\$ 40.29	\$ 41.50	
At least 20 years		\$ 32.78	\$ 34.09	\$ 35.45	\$ 36.87	\$ 38.35	\$ 39.50	\$ 40.68	\$ 41.90	

EFFECTIVE JULY 1, 2019										
SCHEDULE 934		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6 - Career Increment A	Step 7 - Career Increment B	Step 8 - Career Increment B	
Hourly Rate		\$ 17.6372	\$ 18.5099	\$ 19.3830	\$ 20.3062	\$ 21.3041	\$ 22.3694	\$ 23.2660	\$ 23.9640	
Hourly rate w/ LWE		\$ 18.8243	\$ 19.7558	\$ 20.6876	\$ 21.6730	\$ 22.7380	\$ 23.8750	\$ 24.8320	\$ 25.5926	
Hourly rate w/ LWE & Longevity (+30¢)		\$ 19.1243	\$ 20.0558	\$ 20.9876	\$ 21.9730	\$ 23.0380	\$ 24.1750	\$ 25.1320	\$ 25.8926	
EFFECTIVE JULY 1, 2022 - 6%										
SCHEDULE 934		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6 - Career Increment A	Step 7 - Career Increment B	Step 8 - Career Increment B	
Hourly Rate		\$ 18.6954	\$ 19.6205	\$ 20.5460	\$ 21.5246	\$ 22.5823	\$ 23.7116	\$ 24.6620	\$ 25.4018	
Hourly rate w/ LWE		\$ 19.8825	\$ 20.8664	\$ 21.8506	\$ 22.8914	\$ 24.0162	\$ 25.2172	\$ 26.2280	\$ 27.0304	
Hourly rate w/ LWE & Longevity (+30¢)		\$ 20.1825	\$ 21.1664	\$ 22.1506	\$ 23.1914	\$ 24.3162	\$ 25.5172	\$ 26.5280	\$ 27.3304	

**Appendix C -
Salary Schedules
Schedule 935**

EFFECTIVE JULY 1, 2023									
SCHEDULE 935	Effective 07/01/2022	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6 - Career Increment A	Step 7 - Career Increment B	
Hourly Rate	\$ 23.11	\$ 30.00	\$ 31.20	\$ 32.45	\$ 33.75	\$ 35.10	\$ 36.15	\$ 37.23	
LONGEVITY HOURLY RATES									
At least 5 years, less than 10 years	\$ 30.30	\$ 30.30	\$ 31.51	\$ 32.77	\$ 34.08	\$ 35.45	\$ 36.51	\$ 37.61	
At least 10 years, less than 15 years		\$ 30.60	\$ 31.82	\$ 33.42	\$ 34.42	\$ 35.80	\$ 36.87	\$ 37.98	
At least 15 years, less than 20 years		\$ 30.90	\$ 32.14		\$ 34.76	\$ 36.15	\$ 37.23	\$ 38.35	
At least 20 years		\$ 31.20	\$ 32.45	\$ 33.75	\$ 35.10	\$ 36.50	\$ 37.59	\$ 38.72	
EFFECTIVE AUGUST 1, 2023 - 3%									
SCHEDULE 935	\$ 30.90	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6 - Career Increment A	Step 7 - Career Increment B	
Hourly Rate		\$ 30.90	\$ 32.14	\$ 33.42	\$ 34.76	\$ 36.15	\$ 37.23	\$ 38.35	
LONGEVITY HOURLY RATES									
At least 5 years, less than 10 years	\$ 31.21	\$ 31.21	\$ 32.46	\$ 33.76	\$ 35.11	\$ 36.51	\$ 37.61	\$ 38.73	
At least 10 years, less than 15 years		\$ 31.52	\$ 32.78	\$ 34.09	\$ 35.45	\$ 36.87	\$ 37.98	\$ 39.12	
At least 15 years, less than 20 years		\$ 31.83	\$ 33.10	\$ 34.42	\$ 35.80	\$ 37.23	\$ 38.35	\$ 39.50	
At least 20 years		\$ 32.14	\$ 33.42	\$ 34.76	\$ 36.15	\$ 37.59	\$ 38.72	\$ 39.88	
EFFECTIVE JANUARY 1, 2024 - 2%									
SCHEDULE 935	\$ 31.52	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6 - Career Increment A	Step 7 - Career Increment B	
Hourly Rate		\$ 31.52	\$ 32.78	\$ 34.09	\$ 35.45	\$ 36.87	\$ 37.98	\$ 39.12	
LONGEVITY HOURLY RATES									
At least 5 years, less than 10 years	\$ 31.83	\$ 31.83	\$ 33.11	\$ 34.43	\$ 35.81	\$ 37.24	\$ 38.36	\$ 39.51	
At least 10 years, less than 15 years		\$ 32.15	\$ 33.43	\$ 34.77	\$ 36.16	\$ 37.61	\$ 38.74	\$ 39.90	
At least 15 years, less than 20 years		\$ 32.46	\$ 33.76	\$ 35.11	\$ 36.52	\$ 37.98	\$ 39.12	\$ 40.29	
At least 20 years		\$ 32.78	\$ 34.09	\$ 35.45	\$ 36.87	\$ 38.35	\$ 39.50	\$ 40.68	

EFFECTIVE JULY 1, 2019									
SCHEDULE 935	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6 - Career Increment A	Step 7 - Career Increment B		
Hourly Rate	\$ 21.8029	\$ 22.8506	\$ 23.9729	\$ 25.1453	\$ 26.3677	\$ 27.1586	\$ 27.9734		
Hourly rate w/ LWE	\$ 23.2704	\$ 24.3886	\$ 25.5865	\$ 26.8378	\$ 28.1425	\$ 28.9866	\$ 29.8745		
Hourly rate w/ LWE & Longevity (+30¢)	\$ 23.5704	\$ 24.6886	\$ 25.8865	\$ 27.1378	\$ 28.4425	\$ 29.2866	\$ 30.1745		
EFFECTIVE JULY 1, 2022 - 6%									
SCHEDULE 935	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6 - Career Increment A	Step 7 - Career Increment B		
Hourly Rate	\$ 23.1111	\$ 24.2216	\$ 25.4113	\$ 26.6540	\$ 27.9498	\$ 28.7881	\$ 29.6518		
Hourly rate w/ LWE	\$ 24.5786	\$ 25.7596	\$ 27.0249	\$ 28.3465	\$ 29.7246	\$ 30.6161	\$ 31.5529		
Hourly rate w/ LWE & Longevity (+30¢)	\$ 24.8786	\$ 26.0596	\$ 27.3249	\$ 28.6465	\$ 30.0246	\$ 30.9161	\$ 31.8529		

**Appendix C -
Salary Schedules
Schedule 937**

EFFECTIVE JULY 1, 2023									
SCHEDULE 937	Effective 07/01/2022	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6 - Career Increment A	Step 7 - Career Increment B	
Hourly Rate	\$ 27.82	\$ 30.05	\$ 31.98	\$ 33.53	\$ 35.18	\$ 36.87	\$ 37.97	\$ 39.11	
LONGEVITY HOURLY RATES									
At least 5 years, less than 10 years	\$	30.35	\$ 32.30	\$ 33.86	\$ 35.54	\$ 37.24	\$ 38.35	\$ 39.51	
At least 10 years, less than 15 years		30.65	\$ 32.62	\$ 34.20	\$ 35.89	\$ 37.61	\$ 38.73	\$ 39.90	
At least 15 years, less than 20 years		30.95	\$ 32.94	\$ 34.53	\$ 36.24	\$ 37.97	\$ 39.11	\$ 40.29	
At least 20 years		31.25	\$ 33.26	\$ 34.87	\$ 36.59	\$ 38.34	\$ 39.49	\$ 40.68	
EFFECTIVE AUGUST 1, 2023 - 3%									
SCHEDULE 937	\$	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6 - Career Increment A	Step 7 - Career Increment B	
Hourly Rate		\$ 30.95	\$ 32.94	\$ 34.53	\$ 36.24	\$ 37.97	\$ 39.11	\$ 40.29	
LONGEVITY HOURLY RATES									
At least 5 years, less than 10 years	\$	31.26	\$ 33.27	\$ 34.88	\$ 36.60	\$ 38.35	\$ 39.51	\$ 40.69	
At least 10 years, less than 15 years		31.57	\$ 33.60	\$ 35.22	\$ 36.96	\$ 38.73	\$ 39.90	\$ 41.09	
At least 15 years, less than 20 years		31.88	\$ 33.93	\$ 35.57	\$ 37.33	\$ 39.11	\$ 40.29	\$ 41.50	
At least 20 years		32.18	\$ 34.26	\$ 35.91	\$ 37.69	\$ 39.49	\$ 40.68	\$ 41.90	
EFFECTIVE JANUARY 1, 2024 - 2%									
SCHEDULE 937	\$	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6 - Career Increment A	Step 7 - Career Increment B	
Hourly Rate		\$ 31.57	\$ 33.60	\$ 35.22	\$ 36.96	\$ 38.73	\$ 39.90	\$ 41.09	
LONGEVITY HOURLY RATES									
At least 5 years, less than 10 years	\$	31.88	\$ 33.94	\$ 35.58	\$ 37.33	\$ 39.12	\$ 40.30	\$ 41.50	
At least 10 years, less than 15 years		32.20	\$ 34.28	\$ 35.93	\$ 37.70	\$ 39.51	\$ 40.69	\$ 41.91	
At least 15 years, less than 20 years		32.51	\$ 34.61	\$ 36.28	\$ 38.07	\$ 39.90	\$ 41.09	\$ 42.33	
At least 20 years		32.83	\$ 34.95	\$ 36.63	\$ 38.44	\$ 40.28	\$ 41.49	\$ 42.74	

EFFECTIVE JULY 1, 2019									
SCHEDULE 937	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6 - Career Increment A	Step 7 - Career Increment B		
Hourly Rate	\$ 26.2423	\$ 27.9393	\$ 29.2867	\$ 30.7335	\$ 32.2054	\$ 33.1715	\$ 34.1666		
Hourly rate w/ LWE	\$ 28.0086	\$ 29.8198	\$ 31.2579	\$ 32.8021	\$ 34.3731	\$ 35.4042	\$ 36.4886		
Hourly rate w/ LWE & Longevity (+30¢)	\$ 28.3086	\$ 30.1198	\$ 31.5579	\$ 33.1021	\$ 34.6731	\$ 35.7042	\$ 36.7886		
EFFECTIVE JULY 1, 2022 - 6%									
SCHEDULE 937	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6 - Career Increment A	Step 7 - Career Increment B		
Hourly Rate	\$ 27.8168	\$ 29.6157	\$ 31.0439	\$ 32.5775	\$ 34.1377	\$ 35.1618	\$ 36.2166		
Hourly rate w/ LWE	\$ 29.5831	\$ 31.4962	\$ 33.0151	\$ 34.6461	\$ 36.3054	\$ 37.3945	\$ 38.5386		
Hourly rate w/ LWE & Longevity (+30¢)	\$ 29.8831	\$ 31.7962	\$ 33.3151	\$ 34.9461	\$ 36.6054	\$ 37.6945	\$ 38.8386		

**Appendix C -
Salary Schedules
Schedule 980**

EFFECTIVE JULY 1, 2023									
SCHEDULE 980	Effective 07/01/2022	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6 - Career Increment A	Step 7 - Career Increment B	
Hourly Rate	\$ 29.62	\$ 31.98	\$ 33.53	\$ 35.18	\$ 36.87	\$ 38.71	\$ 39.87	\$ 41.07	
LONGEVITY HOURLY RATES									
At least 5 years, less than 10 years	\$	32.30	\$ 33.86	\$ 35.54	\$ 37.24	\$ 39.10	\$ 40.27	\$ 41.48	
At least 10 years, less than 15 years		32.62	\$ 34.20	\$ 35.89	\$ 37.61	\$ 39.49	\$ 40.67	\$ 41.89	
At least 15 years, less than 20 years		32.94	\$ 34.53	\$ 36.24	\$ 37.97	\$ 39.87	\$ 41.07	\$ 42.30	
At least 20 years		33.26	\$ 34.87	\$ 36.59	\$ 38.34	\$ 40.26	\$ 41.47	\$ 42.71	
EFFECTIVE AUGUST 1, 2023 - 3%									
SCHEDULE 980	\$	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6 - Career Increment A	Step 7 - Career Increment B	
Hourly Rate		32.94	\$ 34.53	\$ 36.24	\$ 37.97	\$ 39.87	\$ 41.07	\$ 42.30	
LONGEVITY HOURLY RATES									
At least 5 years, less than 10 years	\$	33.27	\$ 34.88	\$ 36.60	\$ 38.35	\$ 40.27	\$ 41.48	\$ 42.72	
At least 10 years, less than 15 years		33.60	\$ 35.22	\$ 36.96	\$ 38.73	\$ 40.67	\$ 41.89	\$ 43.15	
At least 15 years, less than 20 years		33.93	\$ 35.57	\$ 37.33	\$ 39.11	\$ 41.07	\$ 42.30	\$ 43.57	
At least 20 years		34.26	\$ 35.91	\$ 37.69	\$ 39.49	\$ 41.47	\$ 42.71	\$ 43.99	
EFFECTIVE JANUARY 1, 2024 - 2%									
SCHEDULE 980	\$	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6 - Career Increment A	Step 7 - Career Increment B	
Hourly Rate		33.60	\$ 35.22	\$ 36.96	\$ 38.73	\$ 40.67	\$ 41.89	\$ 43.15	
LONGEVITY HOURLY RATES									
At least 5 years, less than 10 years	\$	33.94	\$ 35.58	\$ 37.33	\$ 39.12	\$ 41.08	\$ 42.31	\$ 43.58	
At least 10 years, less than 15 years		34.28	\$ 35.93	\$ 37.70	\$ 39.51	\$ 41.48	\$ 42.73	\$ 44.01	
At least 15 years, less than 20 years		34.61	\$ 36.28	\$ 38.07	\$ 39.90	\$ 41.89	\$ 43.15	\$ 44.44	
At least 20 years		34.95	\$ 36.63	\$ 38.44	\$ 40.28	\$ 42.30	\$ 43.57	\$ 44.87	

**Appendix C -
Salary Schedules
Schedule 981**

EFFECTIVE JULY 1, 2023									
SCHEDULE 981	Effective 07/01/2022	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6 - Career Increment A	Step 7 - Career Increment B	
Hourly Rate	\$ 40.20	\$ 43.42	\$ 45.59	\$ 47.87	\$ 50.27	\$ 52.63	\$ 54.21	\$ 55.83	
EFFECTIVE JULY 1, 2023									
At least 5 years, less than 10 years		\$ 43.86	\$ 46.05	\$ 48.35	\$ 50.77	\$ 53.16	\$ 54.75	\$ 56.39	
At least 10 years, less than 15 years		\$ 44.29	\$ 46.51	\$ 48.83	\$ 51.28	\$ 53.68	\$ 55.29	\$ 56.95	
At least 15 years, less than 20 years		\$ 44.72	\$ 46.96	\$ 49.31	\$ 51.78	\$ 54.21	\$ 55.83	\$ 57.51	
At least 20 years		\$ 45.16	\$ 47.42	\$ 49.79	\$ 52.28	\$ 54.73	\$ 56.38	\$ 58.07	
EFFECTIVE AUGUST 1, 2023 - 3%									
SCHEDULE 981		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6 - Career Increment A	Step 7 - Career Increment B	
Hourly Rate		\$ 44.72	\$ 46.96	\$ 49.31	\$ 51.78	\$ 54.21	\$ 55.83	\$ 57.51	
LONGEVITY HOURLY RATES									
At least 5 years, less than 10 years		\$ 45.17	\$ 47.43	\$ 49.80	\$ 52.30	\$ 54.75	\$ 56.39	\$ 58.08	
At least 10 years, less than 15 years		\$ 45.62	\$ 47.90	\$ 50.30	\$ 52.82	\$ 55.29	\$ 56.95	\$ 58.66	
At least 15 years, less than 20 years		\$ 46.07	\$ 48.37	\$ 50.79	\$ 53.33	\$ 55.83	\$ 57.51	\$ 59.23	
At least 20 years		\$ 46.51	\$ 48.84	\$ 51.28	\$ 53.85	\$ 56.38	\$ 58.07	\$ 59.81	
EFFECTIVE JANUARY 1, 2024 - 2%									
SCHEDULE 981		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6 - Career Increment A	Step 7 - Career Increment B	
Hourly Rate		\$ 45.62	\$ 47.90	\$ 50.30	\$ 52.82	\$ 55.29	\$ 56.95	\$ 58.66	
LONGEVITY HOURLY RATES									
At least 5 years, less than 10 years		\$ 46.07	\$ 48.38	\$ 50.80	\$ 53.34	\$ 55.85	\$ 57.52	\$ 59.25	
At least 10 years, less than 15 years		\$ 46.53	\$ 48.86	\$ 51.30	\$ 53.87	\$ 56.40	\$ 58.09	\$ 59.83	
At least 15 years, less than 20 years		\$ 46.99	\$ 49.34	\$ 51.80	\$ 54.40	\$ 56.95	\$ 58.66	\$ 60.42	
At least 20 years		\$ 47.44	\$ 49.82	\$ 52.31	\$ 54.93	\$ 57.50	\$ 59.23	\$ 61.01	
EFFECTIVE JULY 1, 2019									
SCHEDULE 981	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6 - Career Increment A	Step 7 - Career Increment B		
Hourly Rate	\$ 37.9291	\$ 39.8269	\$ 41.8182	\$ 43.9132	\$ 45.9726	\$ 47.3517	\$ 48.7723		
Hourly rate w/ LWE	\$ 40.4820	\$ 42.5076	\$ 44.6329	\$ 46.8689	\$ 49.0669	\$ 50.5388	\$ 52.0869		
Hourly rate w/ LWE & Longevity (+30¢)	\$ 40.7820	\$ 42.8076	\$ 44.9329	\$ 47.1689	\$ 49.3669	\$ 50.8388	\$ 52.3869		
EFFECTIVE JULY 1, 2022 - 6%									
SCHEDULE 981	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6 - Career Increment A	Step 7 - Career Increment B		
Hourly Rate	\$ 40.2048	\$ 42.2165	\$ 44.3273	\$ 46.5480	\$ 48.7310	\$ 50.1928	\$ 51.6986		
Hourly rate w/ LWE	\$ 42.7577	\$ 44.8972	\$ 47.1420	\$ 49.5037	\$ 51.8253	\$ 53.3799	\$ 55.0132		
Hourly rate w/ LWE & Longevity (+30¢)	\$ 43.0577	\$ 45.1972	\$ 47.4420	\$ 49.8037	\$ 52.1253	\$ 53.6799	\$ 55.3132		

**Appendix C -
Salary Schedules
Schedule 982**

EFFECTIVE JULY 1, 2023									
SCHEDULE 982	Effective 07/01/2022	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6 - Career Increment A	Step 7 - Career Increment B	
Hourly Rate	\$ 32.58	\$ 35.18	\$ 36.97	\$ 38.71	\$ 40.65	\$ 42.68	\$ 43.96	\$ 45.28	
LONGEVITY HOURLY RATES									
At least 5 years, less than 10 years	\$	35.54	37.34	39.10	41.05	43.11	44.40	45.73	
At least 10 years, less than 15 years		35.89	37.71	39.49	41.46	43.53	44.84	46.18	
At least 15 years, less than 20 years		36.24	38.08	39.87	41.87	43.96	45.28	46.64	
At least 20 years		36.59	38.45	40.26	42.27	44.39	45.72	47.09	
EFFECTIVE AUGUST 1, 2023 - 3%									
SCHEDULE 982	\$	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6 - Career Increment A	Step 7 - Career Increment B	
Hourly Rate		\$ 36.24	\$ 38.08	\$ 39.87	\$ 41.87	\$ 43.96	\$ 45.28	\$ 46.64	
LONGEVITY HOURLY RATES									
At least 5 years, less than 10 years	\$	36.60	38.46	40.27	42.29	44.40	45.73	47.10	
At least 10 years, less than 15 years		36.96	38.84	40.67	42.70	44.84	46.18	47.57	
At least 15 years, less than 20 years		37.33	39.22	41.07	43.12	45.28	46.64	48.04	
At least 20 years		37.69	39.60	41.47	43.54	45.72	47.09	48.50	
EFFECTIVE JANUARY 1, 2024 - 2%									
SCHEDULE 982	\$	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6 - Career Increment A	Step 7 - Career Increment B	
Hourly Rate		\$ 36.96	\$ 38.84	\$ 40.67	\$ 42.70	\$ 44.84	\$ 46.18	\$ 47.57	
LONGEVITY HOURLY RATES									
At least 5 years, less than 10 years	\$	37.33	39.23	41.08	43.13	45.29	46.65	48.05	
At least 10 years, less than 15 years		37.70	39.62	41.48	43.56	45.74	47.11	48.52	
At least 15 years, less than 20 years		38.07	40.01	41.89	43.99	46.18	47.57	49.00	
At least 20 years		38.44	40.39	42.30	44.41	46.63	48.03	49.47	

EFFECTIVE JULY 1, 2019									
SCHEDULE 982	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7 - Career Increment A	Step 7 - Career Increment B	
Hourly Rate	\$ 30.7335	\$ 32.2942	\$ 33.8154	\$ 35.5063	\$ 37.2817	\$ 38.4001	\$ 39.5521		
Hourly rate w/ LWE	\$ 32.8021	\$ 34.4678	\$ 36.0914	\$ 37.8961	\$ 39.7910	\$ 40.9847	\$ 42.2401		
Hourly rate w/ LWE & Longevity (+30g)	\$ 33.1021	\$ 34.7678	\$ 36.3914	\$ 38.1961	\$ 40.0910	\$ 41.2847	\$ 42.5401		
EFFECTIVE JULY 1, 2022 - 6%									
SCHEDULE 982	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7 - Career Increment A	Step 7 - Career Increment B	
Hourly Rate	\$ 32.5775	\$ 34.2319	\$ 35.8443	\$ 37.6367	\$ 39.5186	\$ 40.7041	\$ 41.9252		
Hourly rate w/ LWE	\$ 34.6461	\$ 36.4055	\$ 38.1203	\$ 40.0265	\$ 42.0279	\$ 43.2887	\$ 44.6132		
Hourly rate w/ LWE & Longevity (+30g)	\$ 34.9461	\$ 36.7055	\$ 38.4203	\$ 40.3265	\$ 42.3279	\$ 43.5887	\$ 44.9132		

**Appendix C -
Salary Schedules
Schedule 983**

EFFECTIVE JULY 1, 2023									
SCHEDULE 983	Effective 07/01/2022	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6 - Career Increment A	Step 7 - Career Increment B	
Hourly Rate	\$ 44.33	\$ 47.87	\$ 50.27	\$ 52.78	\$ 55.42	\$ 58.19	\$ 59.94	\$ 61.73	
LONGEVITY HOURLY RATES									
At least 5 years, less than 10 years	\$	48.35	\$ 50.77	\$ 53.31	\$ 55.97	\$ 58.77	\$ 60.54	\$ 62.35	
At least 10 years, less than 15 years		48.83	\$ 51.27	\$ 53.84	\$ 56.53	\$ 59.35	\$ 61.14	\$ 62.97	
At least 15 years, less than 20 years		49.31	\$ 51.77	\$ 54.36	\$ 57.08	\$ 59.94	\$ 61.73	\$ 63.59	
At least 20 years		49.79	\$ 52.28	\$ 54.89	\$ 57.64	\$ 60.52	\$ 62.33	\$ 64.20	
EFFECTIVE AUGUST 1, 2023 - 3%									
SCHEDULE 983	\$	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6 - Career Increment A	Step 7 - Career Increment B	
Hourly Rate		\$ 49.31	\$ 51.77	\$ 54.36	\$ 57.08	\$ 59.94	\$ 61.73	\$ 63.59	
LONGEVITY HOURLY RATES									
At least 5 years, less than 10 years	\$	49.80	\$ 52.29	\$ 54.91	\$ 57.65	\$ 60.54	\$ 62.35	\$ 64.22	
At least 10 years, less than 15 years		50.30	\$ 52.81	\$ 55.45	\$ 58.22	\$ 61.13	\$ 62.97	\$ 64.86	
At least 15 years, less than 20 years		50.79	\$ 53.33	\$ 55.99	\$ 58.79	\$ 61.73	\$ 63.59	\$ 65.49	
At least 20 years		51.28	\$ 53.85	\$ 56.54	\$ 59.37	\$ 62.33	\$ 64.20	\$ 66.13	
EFFECTIVE JANUARY 1, 2024 - 2%									
SCHEDULE 983	\$	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6 - Career Increment A	Step 7 - Career Increment B	
Hourly Rate		\$ 50.30	\$ 52.81	\$ 55.45	\$ 58.22	\$ 61.13	\$ 62.97	\$ 64.86	
LONGEVITY HOURLY RATES									
At least 5 years, less than 10 years	\$	50.80	\$ 53.34	\$ 56.01	\$ 58.81	\$ 61.75	\$ 63.60	\$ 65.51	
At least 10 years, less than 15 years		51.30	\$ 53.87	\$ 56.56	\$ 59.39	\$ 62.36	\$ 64.23	\$ 66.16	
At least 15 years, less than 20 years		51.80	\$ 54.39	\$ 57.11	\$ 59.97	\$ 62.97	\$ 64.86	\$ 66.80	
At least 20 years		52.31	\$ 54.92	\$ 57.67	\$ 60.55	\$ 63.58	\$ 65.49	\$ 67.45	

EFFECTIVE JULY 1, 2019									
SCHEDULE 983	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6 - Career Increment A	Step 7 - Career Increment B		
Hourly Rate	\$ 41.8182	\$ 43.9090	\$ 46.1044	\$ 48.4095	\$ 50.8303	\$ 52.3554	\$ 53.9261		
Hourly rate w/ LWE	\$ 44.6329	\$ 46.8644	\$ 49.2076	\$ 51.6678	\$ 54.2516	\$ 55.8793	\$ 57.5910		
Hourly rate w/ LWE & Longevity (+30¢)	\$ 44.9329	\$ 47.1644	\$ 49.5076	\$ 51.9678	\$ 54.5516	\$ 56.1793	\$ 57.8910		
EFFECTIVE JULY 1, 2022 - 6%									
SCHEDULE 983	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6 - Career Increment A	Step 7 - Career Increment B		
Hourly Rate	\$ 44.3273	\$ 46.5435	\$ 48.8707	\$ 51.3141	\$ 53.8801	\$ 55.4967	\$ 57.1617		
Hourly rate w/ LWE	\$ 47.1420	\$ 49.4989	\$ 51.9739	\$ 54.5724	\$ 57.3014	\$ 59.0206	\$ 60.8266		
Hourly rate w/ LWE & Longevity (+30¢)	\$ 47.4420	\$ 49.7989	\$ 52.2739	\$ 54.8724	\$ 57.6014	\$ 59.3206	\$ 61.1266		

**Appendix C -
Salary Schedules
Schedule 984**

EFFECTIVE JULY 1, 2023									
SCHEDULE 984	Effective 07/01/2022	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6 - Career Increment A	Step 7 - Career Increment B	
Hourly Rate	\$ 35.59	\$ 38.43	\$ 39.99	\$ 41.98	\$ 44.03	\$ 46.23	\$ 47.62	\$ 49.05	
LONGEVITY HOURLY RATES									
At least 5 years, less than 10 years	\$	38.82	40.38	42.40	44.47	46.69	48.09	49.54	
At least 10 years, less than 15 years		39.20	40.78	42.82	44.91	47.16	48.57	50.03	
At least 15 years, less than 20 years		39.59	41.18	43.24	45.35	47.62	49.05	50.52	
At least 20 years		39.97	41.58	43.66	45.79	48.08	49.52	51.01	
EFFECTIVE AUGUST 1, 2023 - 3%									
SCHEDULE 984	\$	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6 - Career Increment A	Step 7 - Career Increment B	
Hourly Rate		\$ 39.59	\$ 41.18	\$ 43.24	\$ 45.35	\$ 47.62	\$ 49.05	\$ 50.52	
LONGEVITY HOURLY RATES									
At least 5 years, less than 10 years	\$	39.98	41.60	43.68	45.80	48.09	49.54	51.02	
At least 10 years, less than 15 years		40.38	42.01	44.11	46.26	48.57	50.03	51.53	
At least 15 years, less than 20 years		40.77	42.42	44.54	46.71	49.05	50.52	52.03	
At least 20 years		41.17	42.83	44.97	47.16	49.52	51.01	52.54	
EFFECTIVE JANUARY 1, 2024 - 2%									
SCHEDULE 984	\$	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6 - Career Increment A	Step 7 - Career Increment B	
Hourly Rate		\$ 40.38	\$ 42.01	\$ 44.11	\$ 46.26	\$ 48.57	\$ 50.03	\$ 51.53	
LONGEVITY HOURLY RATES									
At least 5 years, less than 10 years	\$	40.78	42.43	44.55	46.72	49.06	50.53	52.04	
At least 10 years, less than 15 years		41.19	42.85	44.99	47.18	49.54	51.03	52.56	
At least 15 years, less than 20 years		41.59	43.27	45.43	47.65	50.03	51.53	53.07	
At least 20 years		41.99	43.69	45.87	48.11	50.51	52.03	53.59	
EFFECTIVE JULY 1, 2019									
SCHEDULE 984	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6 - Career Increment A	Step 7 - Career Increment B		
Hourly Rate	\$ 33.5728	\$ 34.9275	\$ 36.6736	\$ 38.4606	\$ 40.3835	\$ 41.5950	\$ 42.8429		
Hourly rate w/ LWE	\$ 35.8123	\$ 37.2784	\$ 39.1420	\$ 41.0493	\$ 43.1016	\$ 44.3947	\$ 45.7546		
Hourly rate w/ LWE & Longevity (+30¢)	\$ 36.1123	\$ 37.5784	\$ 39.4420	\$ 41.3493	\$ 43.4016	\$ 44.6947	\$ 46.0546		
EFFECTIVE JULY 1, 2022 - 6%									
SCHEDULE 984	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6 - Career Increment A	Step 7 - Career Increment B		
Hourly Rate	\$ 35.5872	\$ 37.0232	\$ 38.8740	\$ 40.7682	\$ 42.8065	\$ 44.0907	\$ 45.4135		
Hourly rate w/ LWE	\$ 37.8267	\$ 39.3741	\$ 41.3424	\$ 43.3569	\$ 45.5246	\$ 46.8904	\$ 48.3252		
Hourly rate w/ LWE & Longevity (+30¢)	\$ 38.1267	\$ 39.6741	\$ 41.6424	\$ 43.6569	\$ 45.8246	\$ 47.1904	\$ 48.6252		

**Appendix C -
Salary Schedules
Schedule 985**

EFFECTIVE JULY 1, 2023									
SCHEDULE 985	Effective 07/01/2022	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6 - Career Increment	Step 7 - Career Increment	
Hourly Rate	\$ 35.59	\$ 38.43	\$ 39.99	\$ 41.98	\$ 44.03	\$ 46.23	\$ 47.62	\$ 49.05	
LONGEVITY HOURLY RATES									
At least 5 years, less than 10 years	\$	38.82	40.38	42.40	44.47	46.69	48.09	49.54	
At least 10 years, less than 15 years		39.20	40.78	42.82	44.91	47.16	48.57	50.03	
At least 15 years, less than 20 years		39.59	41.18	43.24	45.35	47.62	49.05	50.52	
At least 20 years		39.97	41.58	43.66	45.79	48.08	49.52	51.01	
EFFECTIVE AUGUST 1, 2023 - 3%									
SCHEDULE 985	\$	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6 - Career Increment	Step 7 - Career Increment	
Hourly Rate		\$ 39.59	\$ 41.18	\$ 43.24	\$ 45.35	\$ 47.62	\$ 49.05	\$ 50.52	
LONGEVITY HOURLY RATES									
At least 5 years, less than 10 years	\$	39.98	41.60	43.68	45.80	48.09	49.54	51.02	
At least 10 years, less than 15 years		40.38	42.01	44.11	46.26	48.57	50.03	51.53	
At least 15 years, less than 20 years		40.77	42.42	44.54	46.71	49.05	50.52	52.03	
At least 20 years		41.17	42.83	44.97	47.16	49.52	51.01	52.54	
EFFECTIVE JANUARY 1, 2024 - 2%									
SCHEDULE 985	\$	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6 - Career Increment	Step 7 - Career Increment	
Hourly Rate		\$ 40.38	\$ 42.01	\$ 44.11	\$ 46.26	\$ 48.57	\$ 50.03	\$ 51.53	
LONGEVITY HOURLY RATES									
At least 5 years, less than 10 years	\$	40.78	42.43	44.55	46.72	49.06	50.53	52.04	
At least 10 years, less than 15 years		41.19	42.85	44.99	47.18	49.54	51.03	52.56	
At least 15 years, less than 20 years		41.59	43.27	45.43	47.65	50.03	51.53	53.07	
At least 20 years		41.99	43.69	45.87	48.11	50.51	52.03	53.59	

EFFECTIVE JULY 1, 2019									
SCHEDULE 985	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6 - Career Increment A	Step 7 - Career Increment B		
Hourly Rate	\$ 33.5728	\$ 34.9275	\$ 36.6736	\$ 38.4606	\$ 40.3835	\$ 41.5950	\$ 42.8429		
Hourly rate w/ LWE	\$ 35.8123	\$ 37.2784	\$ 39.1420	\$ 41.0493	\$ 43.1016	\$ 44.3947	\$ 45.7546		
Hourly rate w/ LWE & Longevity (+30¢)	\$ 36.1123	\$ 37.5784	\$ 39.4420	\$ 41.3493	\$ 43.4016	\$ 44.6947	\$ 46.0546		
EFFECTIVE JULY 1, 2022 - 6%									
SCHEDULE 985	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6 - Career Increment A	Step 7 - Career Increment B		
Hourly Rate	\$ 35.5872	\$ 37.0232	\$ 38.8740	\$ 40.7682	\$ 42.8065	\$ 44.0907	\$ 45.4135		
Hourly rate w/ LWE	\$ 37.8267	\$ 39.3741	\$ 41.3424	\$ 43.3569	\$ 45.5246	\$ 46.8904	\$ 48.3252		
Hourly rate w/ LWE & Longevity (+30¢)	\$ 38.1267	\$ 39.6741	\$ 41.6424	\$ 43.6569	\$ 45.8246	\$ 47.1904	\$ 48.6252		

**Appendix C -
Salary Schedules
Schedule 986**

EFFECTIVE JULY 1, 2023									
SCHEDULE 986	Effective 07/01/2022	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6 - Career Increment	Step 7 - Career Increment	
Hourly Rate	\$ 40.48	\$ 43.72	\$ 45.91	\$ 48.20	\$ 50.61	\$ 53.14	\$ 54.74	\$ 56.38	
LONGEVITY HOURLY RATES									
At least 5 years, less than 10 years	\$	44.16	\$ 46.37	\$ 48.68	\$ 51.12	\$ 53.67	\$ 55.28	\$ 56.94	
At least 10 years, less than 15 years		44.59	\$ 46.82	\$ 49.17	\$ 51.62	\$ 54.21	\$ 55.83	\$ 57.51	
At least 15 years, less than 20 years		45.03	\$ 47.28	\$ 49.65	\$ 52.13	\$ 54.74	\$ 56.38	\$ 58.07	
At least 20 years		45.47	\$ 47.74	\$ 50.13	\$ 52.64	\$ 55.27	\$ 56.93	\$ 58.63	
EFFECTIVE AUGUST 1, 2023 - 3%									
SCHEDULE 986	\$	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6 - Career Increment	Step 7 - Career Increment	
Hourly Rate		\$ 45.03	\$ 47.28	\$ 49.65	\$ 52.13	\$ 54.74	\$ 56.38	\$ 58.07	
LONGEVITY HOURLY RATES									
At least 5 years, less than 10 years	\$	45.48	\$ 47.76	\$ 50.14	\$ 52.65	\$ 55.28	\$ 56.94	\$ 58.65	
At least 10 years, less than 15 years		45.93	\$ 48.23	\$ 50.64	\$ 53.17	\$ 55.83	\$ 57.51	\$ 59.23	
At least 15 years, less than 20 years		46.38	\$ 48.70	\$ 51.14	\$ 53.69	\$ 56.38	\$ 58.07	\$ 59.81	
At least 20 years		46.83	\$ 49.18	\$ 51.63	\$ 54.22	\$ 56.93	\$ 58.63	\$ 60.39	
EFFECTIVE JANUARY 1, 2024 - 2%									
SCHEDULE 986	\$	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6 - Career Increment	Step 7 - Career Increment	
Hourly Rate		\$ 45.93	\$ 48.23	\$ 50.64	\$ 53.17	\$ 55.83	\$ 57.51	\$ 59.23	
LONGEVITY HOURLY RATES									
At least 5 years, less than 10 years	\$	46.39	\$ 48.71	\$ 51.15	\$ 53.70	\$ 56.39	\$ 58.08	\$ 59.82	
At least 10 years, less than 15 years		46.85	\$ 49.19	\$ 51.65	\$ 54.24	\$ 56.95	\$ 58.66	\$ 60.42	
At least 15 years, less than 20 years		47.31	\$ 49.68	\$ 52.16	\$ 54.77	\$ 57.51	\$ 59.23	\$ 61.01	
At least 20 years		47.77	\$ 50.16	\$ 52.67	\$ 55.30	\$ 58.06	\$ 59.81	\$ 61.60	

EFFECTIVE JULY 1, 2019									
SCHEDULE 986	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6 - Career Increment A	Step 7 - Career Increment B		
Hourly Rate	\$ 38.1905	\$ 40.1000	\$ 42.1050	\$ 44.2102	\$ 46.4208	\$ 47.8134	\$ 49.2478		
Hourly rate w/ LWE	\$ 40.7610	\$ 42.7990	\$ 44.9390	\$ 47.1859	\$ 49.5453	\$ 51.0316	\$ 52.5947		
Hourly rate w/ LWE & Longevity (+30¢)	\$ 41.0610	\$ 43.0990	\$ 45.2390	\$ 47.4859	\$ 49.8453	\$ 51.3316	\$ 52.8947		
EFFECTIVE JULY 1, 2022 - 6%									
SCHEDULE 986	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6 - Career Increment A	Step 7 - Career Increment B		
Hourly Rate	\$ 40.4819	\$ 42.5060	\$ 44.6313	\$ 46.8628	\$ 49.2060	\$ 50.6822	\$ 52.2027		
Hourly rate w/ LWE	\$ 43.0524	\$ 45.2050	\$ 47.4653	\$ 49.8385	\$ 52.3305	\$ 53.9004	\$ 55.5496		
Hourly rate w/ LWE & Longevity (+30¢)	\$ 43.3524	\$ 45.5050	\$ 47.7653	\$ 50.1385	\$ 52.6305	\$ 54.2004	\$ 55.8496		

**Appendix C -
Salary Schedules
Schedule 987**

EFFECTIVE JULY 1, 2023									
SCHEDULE 987	Effective 07/01/2022	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6 - Career Increment A	Step 7 - Career Increment B	
Hourly Rate	\$ 30.08	\$ 32.48	\$ 34.08	\$ 35.75	\$ 37.51	\$ 39.35	\$ 40.53	\$ 41.75	
LONGEVITY HOURLY RATES									
At least 5 years, less than 10 years	\$	32.81	\$ 34.42	\$ 36.11	\$ 37.89	\$ 39.74	\$ 40.94	\$ 42.16	
At least 10 years, less than 15 years		33.13	\$ 34.76	\$ 36.46	\$ 38.26	\$ 40.14	\$ 41.34	\$ 42.58	
At least 15 years, less than 20 years		33.46	\$ 35.10	\$ 36.82	\$ 38.64	\$ 40.53	\$ 41.75	\$ 43.00	
At least 20 years		33.78	\$ 35.44	\$ 37.18	\$ 39.02	\$ 40.92	\$ 42.15	\$ 43.42	
EFFECTIVE AUGUST 1, 2023 - 3%									
SCHEDULE 987	\$	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6 - Career Increment A	Step 7 - Career Increment B	
Hourly Rate		\$ 33.46	\$ 35.10	\$ 36.82	\$ 38.64	\$ 40.53	\$ 41.75	\$ 43.00	
LONGEVITY HOURLY RATES									
At least 5 years, less than 10 years	\$	33.79	\$ 35.45	\$ 37.19	\$ 39.03	\$ 40.94	\$ 42.16	\$ 43.43	
At least 10 years, less than 15 years		34.13	\$ 35.80	\$ 37.56	\$ 39.41	\$ 41.34	\$ 42.58	\$ 43.86	
At least 15 years, less than 20 years		34.46	\$ 36.16	\$ 37.93	\$ 39.80	\$ 41.75	\$ 43.00	\$ 44.29	
At least 20 years		34.79	\$ 36.51	\$ 38.29	\$ 40.19	\$ 42.15	\$ 43.42	\$ 44.72	
EFFECTIVE JANUARY 1, 2024 - 2%									
SCHEDULE 987	\$	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6 - Career Increment A	Step 7 - Career Increment B	
Hourly Rate		\$ 34.13	\$ 35.80	\$ 37.56	\$ 39.41	\$ 41.34	\$ 42.58	\$ 43.86	
LONGEVITY HOURLY RATES									
At least 5 years, less than 10 years	\$	34.47	\$ 36.16	\$ 37.93	\$ 39.81	\$ 41.76	\$ 43.01	\$ 44.30	
At least 10 years, less than 15 years		34.81	\$ 36.52	\$ 38.31	\$ 40.20	\$ 42.17	\$ 43.43	\$ 44.74	
At least 15 years, less than 20 years		35.15	\$ 36.88	\$ 38.69	\$ 40.60	\$ 42.58	\$ 43.86	\$ 45.18	
At least 20 years		35.49	\$ 37.24	\$ 39.06	\$ 40.99	\$ 43.00	\$ 44.29	\$ 45.61	

EFFECTIVE JULY 1, 2019									
SCHEDULE 987	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6 - Career Increment A	Step 7 - Career Increment B		
Hourly Rate	\$ 28.3736	\$ 29.7695	\$ 31.2276	\$ 32.7694	\$ 34.3736	\$ 35.4045	\$ 36.4666		
Hourly rate w/ LWE	\$ 30.2834	\$ 31.7732	\$ 33.3295	\$ 34.9750	\$ 36.6872	\$ 37.7875	\$ 38.9449		
Hourly rate w/ LWE & Longevity (+30¢)	\$ 30.5834	\$ 32.0732	\$ 33.6295	\$ 35.2750	\$ 36.9872	\$ 38.0875	\$ 39.2449		
EFFECTIVE JULY 1, 2022 - 6%									
SCHEDULE 987	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6 - Career Increment A	Step 7 - Career Increment B		
Hourly Rate	\$ 30.0760	\$ 31.5557	\$ 33.1013	\$ 34.7356	\$ 36.4360	\$ 37.5288	\$ 38.6546		
Hourly rate w/ LWE	\$ 31.9858	\$ 33.5594	\$ 35.2032	\$ 36.9412	\$ 38.7496	\$ 39.9118	\$ 41.1329		
Hourly rate w/ LWE & Longevity (+30¢)	\$ 32.2858	\$ 33.8594	\$ 35.5032	\$ 37.2412	\$ 39.0496	\$ 40.2118	\$ 41.4329		

**Appendix C -
Salary Schedules
Schedule 989**

EFFECTIVE JULY 1, 2023									
SCHEDULE 989	Effective 07/01/2022	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6 - Career Increment A	Step 7 - Career Increment B	
Hourly Rate	\$ 44.33	\$ 47.87	\$ 50.27	\$ 52.78	\$ 55.42	\$ 58.19	\$ 59.94	\$ 61.73	
LONGEVITY HOURLY RATES									
At least 5 years, less than 10 years	\$	48.35	\$ 50.77	\$ 53.31	\$ 55.97	\$ 58.77	\$ 60.54	\$ 62.35	
At least 10 years, less than 15 years		48.83	\$ 51.27	\$ 53.84	\$ 56.53	\$ 59.35	\$ 61.14	\$ 62.97	
At least 15 years, less than 20 years		49.31	\$ 51.77	\$ 54.36	\$ 57.08	\$ 59.94	\$ 61.73	\$ 63.59	
At least 20 years		49.79	\$ 52.28	\$ 54.89	\$ 57.64	\$ 60.52	\$ 62.33	\$ 64.20	
EFFECTIVE AUGUST 1, 2023 - 3%									
SCHEDULE 989	\$	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6 - Career Increment A	Step 7 - Career Increment B	
Hourly Rate		\$ 49.31	\$ 51.775	\$ 54.36	\$ 57.08	\$ 59.94	\$ 61.73	\$ 63.59	
LONGEVITY HOURLY RATES									
At least 5 years, less than 10 years	\$	49.80	\$ 52.29	\$ 54.91	\$ 57.65	\$ 60.54	\$ 62.35	\$ 64.22	
At least 10 years, less than 15 years		50.30	\$ 52.81	\$ 55.45	\$ 58.22	\$ 61.13	\$ 62.97	\$ 64.86	
At least 15 years, less than 20 years		50.79	\$ 53.33	\$ 55.99	\$ 58.79	\$ 61.73	\$ 63.59	\$ 65.49	
At least 20 years		51.28	\$ 53.85	\$ 56.54	\$ 59.37	\$ 62.33	\$ 64.20	\$ 66.13	
EFFECTIVE JANUARY 1, 2024 - 2%									
SCHEDULE 989	\$	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6 - Career Increment A	Step 7 - Career Increment B	
Hourly Rate		\$ 50.30	\$ 52.81	\$ 55.45	\$ 58.22	\$ 61.13	\$ 62.97	\$ 64.86	
LONGEVITY HOURLY RATES									
At least 5 years, less than 10 years	\$	50.80	\$ 53.34	\$ 56.01	\$ 58.81	\$ 61.75	\$ 63.60	\$ 65.51	
At least 10 years, less than 15 years		51.30	\$ 53.87	\$ 56.56	\$ 59.39	\$ 62.36	\$ 64.23	\$ 66.16	
At least 15 years, less than 20 years		51.80	\$ 54.39	\$ 57.11	\$ 59.97	\$ 62.97	\$ 64.86	\$ 66.80	
At least 20 years		52.31	\$ 54.92	\$ 57.67	\$ 60.55	\$ 63.58	\$ 65.49	\$ 67.45	

EFFECTIVE JULY 1, 2019								
SCHEDULE 989	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6 - Career Increment A	Step 7 - Career Increment B	
Hourly Rate	\$ 41.8182	\$ 43.9090	\$ 46.1044	\$ 48.4095	\$ 50.8303	\$ 52.3554	\$ 53.9261	
Hourly rate w/ LWE	\$ 44.6329	\$ 46.8644	\$ 49.2076	\$ 51.6678	\$ 54.2516	\$ 55.8793	\$ 57.5910	
Hourly rate w/ LWE & Longevity (+30¢)	\$ 44.9329	\$ 47.1644	\$ 49.5076	\$ 51.9678	\$ 54.5516	\$ 56.1793	\$ 57.8910	
EFFECTIVE JULY 1, 2022 - 6%								
SCHEDULE 989	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6 - Career Increment A	Step 7 - Career Increment B	
Hourly Rate	\$ 44.3273	\$ 46.5435	\$ 48.8707	\$ 51.3141	\$ 53.8801	\$ 55.4967	\$ 57.1617	
Hourly rate w/ LWE	\$ 47.1420	\$ 49.4989	\$ 51.9739	\$ 54.5724	\$ 57.3014	\$ 59.0206	\$ 60.8266	
Hourly rate w/ LWE & Longevity (+30¢)	\$ 47.4420	\$ 49.7989	\$ 52.2739	\$ 54.8724	\$ 57.6014	\$ 59.3206	\$ 61.1266	

**Appendix C -
Salary Schedules
Schedule 938**

EFFECTIVE JULY 1, 2023			
SCHEDULE 938	Effective 07/01/2022	Step 1	Step 2
Hourly Rate	\$ 20.21	\$ 30.00	\$ 31.20
LONGEVITY HOURLY RATES			
At least 5 years, less than 10 years		\$ 30.30	\$ 31.51
At least 10 years, less than 15 years		\$ 30.60	\$ 31.82
At least 15 years, less than 20 years		\$ 30.90	\$ 32.14
At least 20 years		\$ 31.20	\$ 32.45
EFFECTIVE AUGUST 1, 2023 - 3%			
SCHEDULE 938		Step 1	Step 2
Hourly Rate		\$ 30.90	\$ 32.14
LONGEVITY HOURLY RATES			
At least 5 years, less than 10 years		\$ 31.21	\$ 32.46
At least 10 years, less than 15 years		\$ 31.52	\$ 32.78
At least 15 years, less than 20 years		\$ 31.83	\$ 33.10
At least 20 years		\$ 32.14	\$ 33.42
EFFECTIVE JANUARY 1, 2024 - 2%			
SCHEDULE 938		Step 1	Step 2
Hourly Rate		\$ 31.52	\$ 32.78
LONGEVITY HOURLY RATES			
At least 5 years, less than 10 years		\$ 31.83	\$ 33.11
At least 10 years, less than 15 years		\$ 32.15	\$ 33.43
At least 15 years, less than 20 years		\$ 32.46	\$ 33.76
At least 20 years		\$ 32.78	\$ 34.09
EFFECTIVE JULY 1, 2019			
SCHEDULE 938	Step 1	Step 2	
Hourly Rate	\$ 17.0648	\$ 18.7416	
EFFECTIVE JULY 1, 2022 - 6%			
SCHEDULE 938	Step 1	Step 2	
Hourly Rate	\$ 18.0887	\$ 19.8661	

**Appendix C -
Salary Schedules
Schedule 460**

EFFECTIVE JULY 1, 2023			
SCHEDULE 460	Effective 07/01/2022	Step 1	Step 2
Hourly Rate	\$19.91	\$30.00	\$31.20
LONGEVITY HOURLY RATES			
At least 5 years, less than 10 years		\$30.30	\$31.51
At least 10 years, less than 15 years		\$30.60	\$31.82
At least 15 years, less than 20 years		\$30.90	\$32.14
At least 20 years		\$31.20	\$32.45
EFFECTIVE AUGUST 1, 2023 - 3%			
SCHEDULE 460		Step 1	Step 2
Hourly Rate		\$ 30.90	\$ 32.14
LONGEVITY HOURLY RATES			
At least 5 years, less than 10 years		\$ 31.21	\$ 32.46
At least 10 years, less than 15 years		\$ 31.52	\$ 32.78
At least 15 years, less than 20 years		\$ 31.83	\$ 33.10
At least 20 years		\$ 32.14	\$ 33.42
EFFECTIVE JANUARY 1, 2024 - 2%			
SCHEDULE 460		Step 1	Step 2
Hourly Rate		\$ 31.52	\$ 32.78
LONGEVITY HOURLY RATES			
At least 5 years, less than 10 years		\$ 31.83	\$ 33.11
At least 10 years, less than 15 years		\$ 32.15	\$ 33.43
At least 15 years, less than 20 years		\$ 32.46	\$ 33.76
At least 20 years		\$ 32.78	\$ 34.09

EFFECTIVE JULY 1, 2019		
SCHEDULE 460	Step 1	Step 2
Hourly Rate	\$ 16.7854	\$ 18.4622
EFFECTIVE JULY 1, 2022 - 6%		
SCHEDULE 460	Step 1	Step 2
Hourly Rate	\$ 17.7925	\$ 19.5699

**Appendix C -
Salary Schedules
Schedule 461**

EFFECTIVE JULY 1, 2023			
SCHEDULE 461	Effective 07/01/2022	Step 1	Step 2
Hourly Rate	\$ 20.37	\$ 30.00	\$ 31.20
LONGEVITY HOURLY RATES			
At least 5 years, less than 10 years		\$ 30.30	\$ 31.51
At least 10 years, less than 15 years		\$ 30.60	\$ 31.82
At least 15 years, less than 20 years		\$ 30.90	\$ 32.14
At least 20 years		\$ 31.20	\$ 32.45
EFFECTIVE AUGUST 1, 2023 - 3%			
SCHEDULE 461		Step 1	Step 2
Hourly Rate		\$ 30.90	\$ 32.14
LONGEVITY HOURLY RATES			
At least 5 years, less than 10 years		\$ 31.21	\$ 32.46
At least 10 years, less than 15 years		\$ 31.52	\$ 32.78
At least 15 years, less than 20 years		\$ 31.83	\$ 33.10
At least 20 years		\$ 32.14	\$ 33.42
EFFECTIVE JANUARY 1, 2024 - 2%			
SCHEDULE 461		Step 1	Step 2
Hourly Rate		\$ 31.52	\$ 32.78
LONGEVITY HOURLY RATES			
At least 5 years, less than 10 years		\$ 31.83	\$ 33.11
At least 10 years, less than 15 years		\$ 32.15	\$ 33.43
At least 15 years, less than 20 years		\$ 32.46	\$ 33.76
At least 20 years		\$ 32.78	\$ 34.09
EFFECTIVE JULY 1, 2019			
SCHEDULE 461	Step 1	Step 2	
Hourly Rate	\$ 17.2155	\$ 18.4452	
EFFECTIVE JULY 1, 2022 - 6%			
SCHEDULE 461	Step 1	Step 2	
Hourly Rate	\$ 18.2484	\$ 19.5519	

Appendix D - Union Building Committee

Article 23 language from the 2001-2004 Teachers' Contract

23. Union Building Committee

- 23.1 At the site the duly elected Union Building Committee (UBC), designed to represent both UESF bargaining units, is responsible for implementing and enforcing provisions of this Agreement. The duly elected Union Building Representative shall serve as the chair of this committee.
- 23.2 The Union Building Representative at each site represents UESF at that site, represents the site district-wide and serves as liaison between the faculty and the site administration.
- 23.3 Roles and Responsibilities of the Union Building Committee (UBC)
- 23.3.1 The site administrator shall meet at least once a month with up to seven (7) members of the Union Building Committee on matters of contract administration. This committee shall also coordinate site elections to identify representatives for various other functions within the contract. The UBC shall have a place on the agenda at each faculty meeting, and shall have the opportunity to make a brief statement/report on matters of Union concern or business.
- 23.3.2 The UBC functions to maintain clear lines of communication between administration and faculty.
- 23.3.3 Teacher and United Support Personnel representatives of the School Site Council shall be elected by teachers and United Support Personnel, respectively at the school site in an election designed and conducted by the Union Building Committee (UBC).
- 23.3.4 UBC members shall be permitted use for Union business of school reproduction and audio-visual equipment (excluding materials and supplies) at times which do not interfere with or disrupt normal school functions.
- 23.3.5 The UBC may schedule meetings before or after the instructional day or at such times that are not in conflict with normal school functions.
- 23.3.6 The UBC at each site shall have timely access to all pertinent, non-confidential information available to site administration regarding staffing, assignment, programming, facilities management and planning, staff development, and budgeting, and including timelines and deadlines as set by district administration.
- 23.3.7 The UBC shall meet with site administration to share information and ideas with the goal of achieving consensus agreement on matters of mutual concern regarding the operation of the site including staffing, assignment, programming, facilities management and planning, staff development, and budgeting, and including timelines and deadlines as set by district administration, and all other matters pertaining to school policy and operations.
- 23.3.8 The UBC serves as a liaison to the Restructuring Council (Article 21).

Appendix D - Union Building Committee

- 23.3.8.1 The UBC shall conduct the election for teacher and paraprofessional/paraeducator positions on the School Site Council or other similar governing body.
- 23.3.8.2 The Union Building Representative shall be a member, either elected or *ex-officio*, any shared decision-making body. The Union Building Committee at a school site is encouraged to work in conjunction with the shared decision-making body as a unified representative body.
- 23.3.8.3 In the case of any school identified as a low-performing school by the process described in Article 21, the UBC shall work with the Accountability Support Team to schedule meetings regarding disseminating information and planning, coordinate site activities with the School Site Council, and to conduct any elections by the instructional staff that may be required to approve the proposed site plan.
- 23.3.9 In order to promote cooperation and a collegial relationship at the school site, the UBC and the administration are encouraged to work collaboratively.

Appendix E - Article 23: Compliance – Side Letter

Within thirty days of the ratification of the Tentative Agreement, the District will provide the Union with a list of documents to be maintained under lock and key at the employee's work site pursuant to the requirements of Community Care Licensing.

No document shall be kept in a site file that is not contained in the employee's official personnel file maintained at the District's Human Resources office.

A protocol shall be recommended to the parties by the Child Development Program Task Force to insure confidentiality and privacy with respect to access to the site file. That protocol will be reviewed by the parties and entered into as a Side Letter Agreement. Points to be considered in the protocol include, but not necessarily limited to:

- who shall have access to these files
- where and how the files shall be secured
- who shall maintain the files
- what procedures shall be used to log access to these files
- how changes in the required documents to be maintained in the “on-site file” will be communicated to the Union

No “Community Care Licensing Files” shall be established until a protocol is mutually agreed upon.

Signed
Tom Ruiz – 8/24/2007

Signed
Dennis Kelly – 24 August 2007

Signed
Betty Robinson-Harris – 24 August 2007

Appendix F - Memorandum of Understanding on Distribution of Potential Parcel Tax Revenues**TENTATIVE AGREEMENT FOR
SFUSD-UESF
MEMORANDUM OF UNDERSTANDING****Regarding the Distribution of Potential Parcel Tax Revenues
for Teacher Compensation and Other Selected Areas.**

The San Francisco Unified School District (the “District”) and the United Educators of San Francisco (“UESF” or “Union”) agree that in the event a parcel tax measure is passed on the June 3, 2008 ballot the following provisions shall be implemented through appropriate action by the Board of Education.

Additional Teacher Compensation:

The salary schedules shall be adjusted in accordance with Attachment A to take effect on a date subsequent to July 1, 2008 and as soon as administratively feasible following receipt of the parcel tax revenues from the City Controller. In no event shall the parcel tax adjusted salary schedules set forth in Attachment A take effect later than ninety (90) days after the District’s receipt of funds from the parcel tax. Effective August 1, 2008, teachers receiving additional salary credit placement for academic units shall have those units reviewed by the Human Resources Department, or District designee, for the purpose of seeing that they advance the subject area or credential of the individual. In cases of dispute the Chief Administrative Officer or designee shall make the final determination. Future negotiated salary percentage increases from reopeners or full contract bargaining shall be calculated based on the schedules in effect on July 1, 2008, which shall be referred to in the collective bargaining agreement as the base salary schedules.

Continuing Education:

An additional 18 hours of continuing education supported by parcel tax revenues shall be added for each K-12 certificated bargaining unit member. These continuing education hours shall be compensated at the rate of \$40 per hour.

An additional 6 hours of continuing education supported by parcel tax revenues shall be added for each Child Development teacher at a rate of \$30 per hour.

Additional site-based or centralized continuing education supported by parcel tax revenues shall be compensated at the same above rate which shall also be listed in the salary schedule of the certificated contract.

The District and the Union shall consult in establishing the content and schedule for the Continuing Education process that is supported by parcel tax revenues with the goal of having continuing education decisions made at the school site and embedded into the site programs.

Paraprofessional/Paraeducator Continuing Education:

An additional 12 hours of continuing education supported by parcel tax revenues shall be added for each paraprofessional/paraeducator at a rate of \$19 per hour.

Appendix F - Memorandum of Understanding on Distribution of Potential Parcel Tax Revenues

Additional site-based or centralized continuing education supported by parcel tax revenues shall be compensated at the same above rate which shall also be listed in the salary schedule of the classified contract.

The District and the Union shall consult in establishing the content and schedule for the Continuing Education process that is supported by parcel tax revenues with the goal of having continuing education decisions made at the school site and embedded into the site programs.

Paraprofessional/Paraeducator Retirement System:

The District shall contribute an additional amount to paraprofessional/paraeducator retirement accounts so that the total District contribution to such accounts is equivalent to the 2007-2008 employer contribution the District would otherwise pay for Social Security.

Child Development Program Staffing Pilot Program:

The Union and the District shall support the Child Development Program Staffing Pilot Program to regularize the staffing and increase the compensation paid to Union members working in Child Development Program. Upon the mutual agreement of the District and the Union, this staffing pilot Program shall be continued with the goal of making it a standard for the entire program.

Substitutes:

A total of forty (40) substitutes shall be granted the benefits offered to 160-day substitutes. Parcel tax revenues shall be used, in addition to the amount currently stated in the collective bargaining agreement, for this purpose. Effective beginning in the 2008-2009 school year, all 160-day substitutes shall be assigned to hard-to-staff schools. On any day that no hard-to-staff school assignment is available for a 160-day substitute, that 160-day substitute may select a substitute assignment at a non-hard-to-staff school for that day. A new classification shall be created for these forty (40) bargaining unit members.

Master Teachers:

In the interest of providing a pathway for teacher leadership as well as support for selected school sites, the District and the Union agree to establish a Master Teacher program of up to fifty (50) teachers. Teachers designated as Master Teachers shall receive additional compensation in the amount of Two Thousand Five Hundred Dollars (\$2,500.00) annually and shall be provided with 0.2 FTE release time to assist other teachers at their schools or other District-designated sites. The District shall consult with the Union in establishing the criteria and selection process for the Master Teacher Program. The District and Union shall consult on the criteria and selection process as well as the evaluation of the Program.

Hard to Staff Schools:

In recognition of the additional work teachers do beyond the school day, and in the interest of providing additional pay for additional work at hard-to-staff schools, the District shall compensate each full-time certificated staff member at a hard-to-staff school an additional Two Thousand Dollars (\$2,000.00) per school year (pro-rated for

Appendix F - Memorandum of Understanding on Distribution of Potential Parcel Tax Revenues

part-time service). This additional work shall be self-directed time spent beyond the regular work day/work week. The District will determine an appropriate method of reporting the time spent. The District, in consultation with the Union, may select up to twenty-five (25) schools to receive the hard-to-staff designation.

Provided the District allocates funds for tuition credit, teachers who serve at hard-to-staff schools while still working on their credentials may receive a tuition credit stipend of up to One Thousand Dollars (\$1,000.00) per school year for each of their first three years of service. Teachers at non-hard-to-staff school sites who are still working on their credentials may also be eligible to receive this support if sufficient funding is available.

Hard to Fill Subject Areas:

In the interest of providing a skilled and qualified certificated teacher in every classroom, beginning with the 2008-2009 school year the District shall offer teachers in each of the three District-identified hard-to-fill subject areas (and up to two other areas of special need or significance that may be identified by the Superintendent) a stipend. Such stipends shall be paid on the following basis: One Thousand Dollars (\$1,000.00) at the end of the 2008-2009 school year and each school year thereafter that the subject area is identified as hard-to-fill. If the hard-to-fill designation no longer applies to a particular subject area, there shall be a two-year period before such payments are stopped.

Support for School Site Increases in Achievement:

Beginning with the 2008-2009 school year, the twenty (20) schools that show the most improvement in their API scores, or other mutually agreed upon growth measures, shall be recognized for their efforts in increasing student achievement with a school site block grant of Thirty Thousand Dollars (\$30,000.00). Distribution of the money in the block grant shall be subject to a recommendation vote by the entire school site staff, but shall be determined by the school site council. The District and the Union shall consult on the designation of the twenty (20) schools.

Teacher Support and Accountability:

- A. The District will use parcel tax revenues to increase the number of Peer Assistance and Review (PAR) coaches by no more than five. If five additional coaches are not needed, then the additional money will be redirected to certificated salaries covered by this parcel tax MOU.
- B. Recommendations to the Labor/Management Evaluation Committee that is charged with developing a new evaluation procedure for certificated personnel shall also include recommendations for changes in the PAR program. The District and the Union shall direct their appointees to the Labor/Management Evaluation Committee charged with these responsibilities to report to the Superintendent and to the President of the Union no later than One Hundred Twenty (120) working days following the passage of the parcel tax.
- C. The following changes will be made to the PAR program:
 - 1. Teachers who receive a “needs improvement” rating for two consecutive semesters shall be eligible to be referred to the PAR program, and shall be

Appendix F - Memorandum of Understanding on Distribution of Potential Parcel Tax Revenues

admitted by the mutual agreement of the Co-Chairs. If the PAR Panel Co-Chairs fail to agree, the individual's participation in PAR shall be appealed by the Co-Chairs to the Superintendent for final determination.

2. A teacher who has exited the PAR program and subsequently receives an unsatisfactory notice may subsequently be moved to dismissal by the district in accordance with due process as provided in the Education Code. The PAR panel findings shall also be admissible in any dismissal proceedings.
3. The following essential standards are linked to the California Standards for the Teaching Profession and shall be required for teachers to demonstrate proficiency:

CSTP Essential Standards

- i. 3.2 Organize curriculum to support student understanding of subject matter based on *Content and Performance Standards and Core Curriculum*.
- ii. 1.4 Engage students in problem solving, critical thinking and other activities that make subject matter meaningful.
- III. 2.4 Establish and maintain standards for student behavior.
- IV. 2.5 Implement classroom procedures and routines that support student learning.
- V. 5.4 Use results of assessment to guide instruction.
- VI. 4.1 Design long-term and individual lesson plans to foster and support student learning.
- VII. 5.5 Communicate with students and families about progress.
4. The PAR program shall be expanded to encourage additional voluntary participation based on self-reflection by teachers with Satisfactory or equivalent ratings who seek to improve their already satisfactory performance. Such self-referral shall not be subject to the PAR evaluation process.
5. No other changes to Article 41 of the certificated contract are implied or intended.

Savings Clause:

If revenues exceed or fall below this expenditure model, the District and the Union shall meet to negotiate the use of that proportion of the revenue that has been assigned to the UESF certificated and classified units in this spending plan.

In the event that the parcel tax expires without being renewed by the voters, the salary schedules shall revert to those in effect on July 1, 2008, plus subsequent negotiated salary increases. All

Appendix F - Memorandum of Understanding on Distribution of Potential Parcel Tax Revenues

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.

In the event that the parcel tax fails to pass by the necessary majority and go into effect, the provisions of this MOU shall be null and void.

For the District

Tom Ruiz 1/25/08
Debra D. Hu 1/25/08
Dante Alvarai 1/25/08

For the Union

Donna Ball 25 Jan 2008
Linda Black 1/25/08
Carolyn Semore 1/25/08
Ann Lester 1/25/08
Karen Zy 1/25/08

**Addendum B - MOU regarding Expenditure of Prop A Unallocated Revenues
(January 27, 2010)
TENTATIVE AGREEMENT BETWEEN
SAN FRANCISCO UNIFIED SCHOOL DISTRICT AND
UNITED EDUCATORS OF SAN FRANCISCO**

**MEMORANDUM OF UNDERSTANDING REGARDING EXPENDITURE
OF PROPOSITION A UNALLOCATED REVENUES
PURSUANT TO THE MOU ATTACHED AS
APPENDICES M (CERTIFICATED) AND I (CLASSIFIED)
OF THE 2007-2010 CONTRACTS BETWEEN THE PARTIES**

Language Reflecting Spreadsheet Tentative Agreement and

Memorandum of Understanding Signed by the Parties on January 27, 2010

January 27, 2010

The following Memorandum of Understanding (“MOU”) is the result of negotiations between the District and the Union pursuant to the Savings Clause of Appendices F (certificated) and I (classified) of the 2007-2010 negotiated Contracts between the parties.

This MOU contains agreed upon language to reflect and conform to the “spreadsheet” TA/MOU on Proposition A signed by the parties on January 27, 2010. That document is attached hereto and incorporated herein; therefore these two TAs/MOUS comprise the complete agreement between the parties regarding expenditure of Proposition A funds attributable to the 2010-2011 school year.

2009-2010 One-Time Only Early Retirement Incentive

1. For the 2009-2010 school year only, unit members in the following classifications shall be eligible for a one-time only early retirement incentive stipend in the amounts and subject to the requirements set forth below.
 2. The first two hundred (200) certificated unit members serving in K-12 or Child Development Program positions shall receive an incentive stipend of \$4300. This amount includes the incentive contained in section 24.4 of the Contract (certificated).
 3. The first one hundred (100) paraprofessional/paraeducator unit members serving in the K-12 or Child Development Program shall receive an incentive stipend of \$1000.
 4. In order to receive the incentive stipend, otherwise eligible unit members must notify the District’s Human Resources Department in writing no later than 5:00 p.m. March 1, 2010 of his or her plan to retire effective June 30, 2010.
 5. The incentive stipend shall be paid on July 1, 2010.

Health Insurance – Dependent Medical Coverage: The following language modifies sections 12.1.1 (certificated) and 13.12.1 (classified) of the Contracts to reflect a \$10 per month increase in dependent medical coverage for the 2010-2011 school year and an additional increase of \$13.72 per month for the 2011-2012 school year (for a total \$23.72 increase over two years):

**Addendum B - MOU regarding Expenditure of Prop A Unallocated
Revenues
(January 27, 2010)**

Effective July 1, 2010, the District shall make the following monthly one-twelfth

[1/12] annual 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.

“Eligible” shall mean a unit member who has worked 50% or more of a full time assignment for his/her classification or (combination thereof) and who has been receiving an employee-only premium contribution by the District.

Effective July 1, 2011, the District shall make the following monthly one-twelfth

[1/12] annual contributions for eligible 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.

“Eligible” shall mean a unit member who has worked 50% or more of a full time assignment for his/her classification or (combination thereof) and who has been receiving an employee-only premium contribution by the District.

**Addendum B - MOU regarding Expenditure of Prop A Unallocated Revenues
(January 27, 2010)**

**TENTATIVE AGREEMENT BETWEEN
SAN FRANCISCO UNIFIED SCHOOL DISTRICT
AND UNITED EDUCATORS OF SAN FRANCISCO**

**MEMORANDUM of UNDERSTANDING REGARDING EXPENDITURE OF PROPOSITION
A UNALLOCATED REVENUES PURSUANT TO THE MOU**

January 27, 2010

The following Memorandum of Understanding ("MOU") is the result of negotiations between the Union and the District pursuant to the Savings Clause of Appendix L of the 2007-2010 contract between the parties

Gross Revenue	\$	33,121,080.00
Admin Fee (Treasurer's Office)	\$	(209,000.00)
Expected Delinquent Payments	\$	(500,000.00)
Actual Gross Revenue	\$	32,412,080.00
Indirect Cost (3.71% SFUSD)	\$	(1,190,583.50)
		(250,
Election Costs	\$	000.
		00)
Net Revenue	\$	30,971,496.50
		29,7
08-09 Net	\$	44,9
		38.0
		0
		1,22
Increase	\$	6,55
		8.50
Negotiable Portion (71.3%)	\$	874,536.21
PD Day	\$	(362,601.00)
		511,
Remaining Negotiable Portion (i.e. ongoing funds)	\$	935.
		21
Whole School Incentive*	\$	600,000.00
FY 2009-2010 funds available*	\$	1,111,935.21
FY 2009-2010 Proposed Expenditures	\$	1,115,860.00
<i>Early Retirement Incentive</i>		<i>Total Cost</i>
First 200 K-12/CDP**	\$	800,000
First 100 Para (K-12 & CDP)	\$	100,000
Cost of \$10 per member health dependent in 2010-2011	\$	215,860
Surplus (Deficit) for 2009-2010	\$	(\$3,925)

**Addendum B - MOU regarding Expenditure of Prop A Unallocated
Revenues
(January 27, 2010)**

FY 2010-2011 funds available (ongoing)	\$	511,935
FY 2010-2011 Proposed Expenditures	\$	511,935
Cost of \$23.72 per member health dependent in 2011-2012 (cumulative with amount added in 2010-2011)	\$	511,935
Surplus (Deficit) for 2010-2011		0

*Note that the \$600,000 from the Whole School Incentive is one-time and will not occur in 2010-2011.

**This amount includes the \$600 contractual retirement incentive.

Addendum C – Tentative Agreement for the 2010-2011 and 2011-2012 School Years

**TENTATIVE AGREEMENT BETWEEN
SAN FRANCISCO UNIFIED SCHOOL DISTRICT
AND UNITED EDUCATORS OF SAN FRANCISCO**

For the 2010-2011 and 2011-2012 School Years

The provisions of the parties' 2007-2010 Contracts Covering Certificated and Classified Personnel and any Memoranda of Understanding regarding the distribution of parcel tax revenues generated by Proposition A shall remain in full force and effect except as modified or amended as specifically set forth below in this Tentative Agreement.

- I. Amendments to Contract Language: The following tentative agreements are attached hereto and incorporated into this Tentative Agreement:

A. Certificated Contract

1. Article 3.12 – Extended Hours
2. Article 7.2.5.1.2 through 7.2.5.1.2.2.7 – Elementary Preparation Time
3. Article 10.2.2.2.2 through 10.2.2.2.3 – Child Bonding
4. Article 10.2.11.2 through 10.2.11.2.1 – Bereavement Leave
5. Article 14.2.10 through 14.2.10.2 – School Modernization and Renovation
6. Article 15.5.8, 15.6 through 15.6.1, 15.12 through 15.12.5 – Consolidation Rights
7. Articles 16.7.2, 16.8.2, & 16.13.1, 16.10.2, 16.10.4, 16.10.5, 16.30.1.1-16.30.2 – Evaluations
8. Articles 5.4.1 & 7.2.9 through 7.2.9.5, & 26 through 26.1.5.4 – Living Contract Committee
9. Article 18.11 through 18.11.1.2 – Special Education Added Authorizations

B. Classified Contract

1. Article 11.13 through 11.13.1 – Paid Family Leave
2. Article 13.25 through 13.25.1 – Professional Development
3. Article 3.5.1, 5.4, 17.2 through 17.2.5, & 27.1 through 27.2 – Living Contract Committee
4. Article 15.9 through 15.9.3 – School Modernization and Renovation

Addendum C – Tentative Agreement for the 2010-2011 and 2011-2012 School Years

5. Article 2.15, 7.1.3, & 7.1.6.1 through 7.1.6.4 – Evaluations
6. Article 9.2.1 – Schedules

II. Economic Agreements:

In order to address the District's structural deficit for the 2010-2011 and 2011-2012 school years as well as mitigate the number of unit members who might otherwise be adversely impacted because of the need to close this deficit, the parties have agreed to the following changes, the sum of which totals approximately \$30 million in expenditure reductions or reallocations of revenue.

In addition, the parties have agreed to allocate approximately \$9,072,616 in Proposition A teacher compensation funds generated from the fall semester of the 2008-2009 school year for the purposes described in the foregoing paragraph.

The changes comprising the \$30 million figure are set forth below and represent two year suspensions or reallocation of funds under existing agreements (i.e., for the 2010-2011 and 2011-2012 school years only) except where noted otherwise. Effective with the 2012-2013 school year all Proposition A reductions and the work year calendar shall be restored to the pre-2010-2011 levels. The revenue associated with each change is set forth in the chart which is attached to this Tentative Agreement and incorporated herein. The parties agree these amounts are their best estimates as of the time of executing this Tentative Agreement and that minor variances from these figures will not constitute a violation of this Tentative Agreement.

A. Proposition A Funds (Ongoing Revenue): Proposition A funds designated for the following purposes shall be suspended or reallocated as follows:

1. Tuition Credit Reimbursement: Some funds may be expended for Special Education credentialing as noted in this Tentative Agreement (See Article 18).
2. Master Teacher Program: One-half (50%) of these funds.
3. School Wide Awards: One-half (50%) of these funds.
4. Hard to Fill Subject Areas: One-half (50%) of these funds.
5. Retention Bonuses: Reduce stipends for teachers after their 4th and 8th years by one-half (50%).
6. Certificated Professional Development: Reallocate Proposition A funds currently supporting 18 hours of professional development to maintain three (3) staff development days.
7. Paraprofessional/Paraeducator Staff Development: Reallocate Proposition A funds currently supporting 9 hours of professional development.

Addendum C – Tentative Agreement for the 2010-2011 and 2011-2012 School Years

- B. **Proposition A Funds (One-Time Revenue):** Proposition A funds designated for the following purposes shall be reallocated as follows:
1. Retirement Incentive: Unspent funds set aside for the 2009-2010 incentive.
 2. Teacher Compensation: All unspent funds designated for any component of teacher compensation from the 2009-2010 school year through and including the 2011-2012 school year, including funds generated as a result of the measure's cost of living adjustment (COLA) and any increase in the number of "taxed parcels," shall be allocated toward reducing the District's deficit. However, in no event shall allocation of revenues described in this section B(2) cause the total expenditure reductions/reallocations of revenue contained in this Tentative Agreement to exceed the \$30 million figure referred to in section II above.
- C. **Other Suspensions/Reallocations**
1. Temporary Reduction in Unit Member Work Years: Pursuant to the Tentative Agreement on this matter attached hereto, the 2010-2011 and 2011-2012 school years, unit member work years shall each be reduced by four (4) days with a concomitant reduction in salaries.
 2. CO Leaves shall be suspended and inoperable for the 2010-2011 school year, restored to a maximum of twenty (20) for the 2011-2012 school year, and fully restored to the pre-2010-2011 level effective with the 2012-2013 school year.
 - a. Seven hundred thousand dollars (\$700,000) of the expenditure reduction (savings) generated by this action shall be allocated to restore planned reductions to centrally funded paraprofessional/paraeducator positions (Classifications R10, R20, R40, R50, R60, and R70) for the 2010-2011 school year.
- D. If total unrestricted general fund revenues for the 2011-2012 school year exceed the amount stated for the 2011-2012 school year in the multiyear projection for the 2010-2011 adopted budget, the parties shall meet and confer over early restoration of areas reduced by this agreement, in accordance with the following priority order:
1. Reduced work year (4 days).
 2. Future Hard to Fill Subject bonuses and 4th and 8th year retention bonuses shall be restored to their full amounts.
 3. Sabbatical Leaves.

Addendum C – Tentative Agreement for the 2010-2011 and 2011-2012 School Years

4. Proposition A Professional Development hours.
5. The Support for School Site Increases for Achievement shall be restored to full funding.
6. The Master Teacher Program shall be restored to full funding.
7. The Proposition A tuition credit stipend for teachers at hard-to-staff schools shall be restored to full funding.

III. Medical Benefits

Under current contracts, the District assumes the increased employer costs of medical benefits according to the rates established by the City Charter for health plans available through the Health Service System, City and County of San Francisco. (See Certificated and Classified Contracts, Articles 12 and 13 respectively.)

The District shall continue to assume these increased employer costs for the 2010-2011 and 2011-2012 school years according to eligibility requirements contained in the current contracts.

Savings Item	Description	Description
Ongoing Funds (all totals are two year totals except where noted below)		
Tuition Credit reimbursement	Temporary suspension of tuition reimbursement funds from Prop A; some funds may be expended for special education credentialing as noted in this agreement	231,540
Master Teacher Program	Temporary reduction of the Master Teacher Program by half	1,042,188
School wide awards	Temporary reduction of the School-wide awards by half	600,000
Hard to fill subject areas	Temporary reduction of the stipends for teachers working in hard to fill subjects by half	1,547,000
Retention Bonuses	Temporary reduction of the stipends for teachers after their 4th and 8th years of teaching by half	479,000
18 hours teacher Prop A PD	Temporary shift of 18 hours of professional development for certificated unit members to maintain 3 staff development days	5,286,384
9 hours para Prop A PD	Temporary shift of 9 hours of professional development for classified unit members	653,430

Addendum C – Tentative Agreement for the 2010-2011 and 2011-2012 School Years

Certificated & Paraprofessional/Paraeducator Furloughs	4 days of furloughs in the 2010-11 school year and 4 days of furloughs in the 2011-12 school year	14,000,000
Sabbatical Leaves	Suspension of sabbatical leaves for the 2010-11 school year and reduction of sabbatical leaves to no more than 20 participants in the 2011-12 school year	3,000,000
Paraprofessional/Paraeducator staffing	\$700,000 of sabbatical leave funding will be used to restore reductions to centrally funded paraprofessional/paraeducator positions	(700,000)
One Time Funds		
Unspent retirement incentives	Unspent Prop A funds set aside in 2009-10 for retirement incentives	411,200
Unspent Prop A	Unspent Prop A allocation for all teacher compensation areas from the 2009-2010, 2010-2011, and 2011-2012 school years to reduce district deficit -- not yet identified	2,000,000
Future Prop A Growth	Prop A growth through COLA for 2010-2011 and 2011-2012 and increased parcels (up to but not exceeding a total of \$30,000,000 in accumulated savings -- not yet identified	1,449,258
Subtotal		30,000,000
Semester One of Prop A (available funds)	Prop A teacher compensation funds from fall semester 2008-09	9,072,616
Total		39,072,616

Addendum D –
Tentative Agreement for the 2012-2013 and 2013-2014 School Years

**TENTATIVE AGREEMENT BETWEEN
SAN FRANCISCO UNIFIED SCHOOL DISTRICT AND
UNITED EDUCATORS OF SAN FRANCISCO
ON ECONOMIC ITEMS**

For the 2012-2013 and 2013-2014 School Years

July 23, 2012

The provisions of the parties' 2010-2012 Contracts Covering Certificated and Classified Personnel and any Memoranda of Understanding regarding the distribution of parcel tax revenues generated by Proposition A shall remain in full force and effect except as modified or amended as specifically set forth below in this Tentative Agreement.

I. Economic Agreements:

In order to address the District's structural deficit for the 2012-2013 and 2013-2014 school years as well as mitigate the number of unit members who might otherwise be adversely impacted because of the need to close this deficit, the parties have agreed to the following changes, the sum of which totals approximately \$23.7 million in expenditure reductions or reallocations of revenue for the term of this Contract.

The changes comprising the \$23.7 million figure are set forth below and represent two year suspensions, reductions or reallocation of funds under existing agreements (i.e., for the 2012-2013 and 2013-2014 school years only) except where noted otherwise. Effective with the 2014-2015 school year all Proposition A suspensions/reallocations and the work year calendar shall be restored to the pre-2010-2011 levels (i.e., prior to temporary reductions in the work year calendar beginning in the 2010-2011 school year). The revenue associated with each change is set forth in the chart which is attached to this Tentative Agreement and incorporated herein. The parties agree these amounts are their best estimates as of the time of executing this Tentative Agreement and that minor variances from these figures will not constitute a violation of this Tentative Agreement.

A. Proposition A Funds (Ongoing Revenue): Proposition A funds designated for the following purposes shall be suspended or reallocated as follows:

1. Tuition Credit Reimbursement: Some funds may be expended for Special Education credentialing as noted in this Tentative Agreement (See Article 18).
2. Master Teacher Program: One-half (50%) of these funds.
3. School Wide Recognition: \$750,000.
4. Hard to Fill Subject Areas: One-half (50%) of these funds.
5. Hard to Staff Schools: One quarter (25%) of these funds.
6. Retention Bonuses: Reduce stipends for teachers after their 4th and 8th years by one-half (50%).

Addendum D –
Tentative Agreement for the 2012-2013 and 2013-2014 School Years

7. Certificated Professional Development: Reallocate Proposition A funds currently supporting 18 hours of professional development to maintain three (3) staff development days.
 8. Paraprofessional/paraeducator Staff Development: Reallocate Proposition A funds currently supporting 12 hours of professional development.
- B. Proposition A Funds (Carryover and Growth Revenue): Proposition A funds designated for the following purposes shall be reallocated as follows:
1. Teacher Compensation: All unspent funds designated for any component of teacher compensation from the 2010-2011 school year (\$302,905 carryover) through and including the 2012-2013 school year, including funds generated as a result of the measure's cost of living adjustment (COLA) and any increase in the number of "taxed parcels," for 2012-2013 (projected to be \$1,675,782 Proposition A growth) shall be allocated toward reducing the District's deficit.
 2. The parties shall meet and confer over funds designated for any component of teacher compensation from the 2013-2014 school year including funds generated as a result of the measure's cost of living adjustment (COLA) and any increase in the number of "taxed parcels," for 2013-2014.
 3. In no event shall allocation of revenues described in sections B(1) and B(2) above cause the total expenditure reductions/reallocations of revenue contained in this Tentative Agreement to exceed the \$23.7 million figure referred to in section I above.
- C. Other Suspensions/Reductions
1. Temporary Reduction in Unit Member Work Years: Pursuant to the Tentative Agreement on this matter attached hereto, the 2012-2013 and 2013-2014 school years, unit member work years shall be reduced as follows, with a concomitant reduction in salaries (each day represents an expenditure reduction of \$1.79 million):
 - a. 2012-2013: 1.5 days. If Proposition 30 (Governor's tax initiative) is not approved or enacted, there shall be one (1) additional furlough day and concomitant reduction in salaries for every \$1.79M reduction in unrestricted general fund revenue up to a maximum of five (5) additional furlough days (for a total maximum of 6.5 furlough days).
 - b. 2013-2014: 1.5 days. If both Propositions 30 (Governor's tax initiative) and 38 (Molly Munger initiative) are not approved or enacted, there shall be one (1) additional furlough day and concomitant reduction in salaries for every \$1.79M reduction in unrestricted general fund revenue up to a maximum of eight and

**Addendum D –
Tentative Agreement for the 2012-2013 and 2013-2014 School Years**

one-half (8.5) additional furlough days (for a total maximum of 10 furlough days).

2. Sabbatical Leaves shall be suspended and inoperable for the 2012-2013 school year, restored to a maximum of twenty (20) for the 2013-2014 school year, and fully restored to the pre-2010-2011 level effective with the 2014-2015 school year.
 3. Electronic Payroll: Pursuant to the Tentative Agreement on this matter attached hereto, the conversion to electronic payroll is projected to ultimately achieve an ongoing reduction in operational expense.
 4. AP Prep/exam: Pursuant to the Tentative Agreement on this matter attached hereto, the change to exam-generated funding is projected to achieve an ongoing expenditure reduction in this area.
- D. The parties have relied on projections existing at the time of this Tentative Agreement as the basis for the foregoing suspensions, reductions and reallocations. These projections include the Multiyear Projection (“MYP”) for the 2012-2013 and 2013-2014 school years which incorporate the foregoing suspensions, reductions and reallocations. This MYP is attached hereto and incorporated into this Tentative Agreement. If either party asserts that any of the figures/assumptions in the MYP have changed materially based on the 2012-2013 Unaudited Actual Report, the parties shall meet and confer over early restoration of the foregoing suspensions, reductions and reallocations in accordance with the following priority order:
1. Furlough days.
 2. Proposition A Professional Development hours.
 3. Proposition A growth reallocation.
 4. Future Proposition A bonuses for Hard to Fill Subject Areas, Hard to Staff Schools and 4th and 8th year Retention bonuses shall be restored to their full amounts.
 5. The Proposition A Master Teacher Program shall be restored to full funding.
 6. The Proposition A Tuition Credit Stipend for teachers at hard-to-staff schools shall be restored to full funding.2 hours

II. Medical Benefits

Under current contracts, the District assumes the increased employer costs of medical benefits according to the rates established by the City Charter for health plans available through the Health Service System, City and County of San Francisco. (See Certificated and Classified Contracts, Articles 12 and 13 respectively.)

**Addendum D –
Tentative Agreement for the 2012-2013 and 2013-2014 School Years**

The District shall continue to assume these increased employer costs for the 2012-2013 and 2013-2014 school years according to eligibility requirements contained in the current contracts.

Savings Item	Description	Description
Ongoing Funds (all totals are two year totals except where noted below)		
Retention bonus	Temporary reduction of the stipends for teachers after their 4th and 8th years of teaching by half	\$650,000
Prop A Teacher PD	Temporary reduction of 18 hours of PD	\$5,286,384
Prop A Para PD	Temporary reduction of 12 hours of PD	\$702,286
Master Teacher Program	Temporary reduction of Master Teacher Program by half	\$1,042,188
Tuition Reimbursement	Temporary suspension of tuition reimbursement funds from Prop A; some funds may be expended for special education credentialing as noted in this agreement	\$30,000
Hard to Staff	Temporary reduction of Hard to staff stipend by quarter	\$568,750
Hard to Fill	Temporary reduction of Hard to Fill stipend by half	\$1,547,000
School-wide awards	Temporary reduction of the School-wide awards by 62.5%	\$1,500,000
Sabbatical leave	Suspension of sabbatical leaves for the 2012-13 school year and reduction of sabbatical leaves to no more than 20 participants in the 2013-14 school year	\$3,000,000
Certificated & Paraprofessional/Paraeducator Furlough	1.5 days of furloughs in 2012-2013 and 1.5 days of furloughs in 2013-2014	\$5,370,000
AP Prep		\$1,869,862
One Time Funds		
Electronic payroll		\$133,500
Future Prop A Growth	Prop. A growth through COLA for 2012-2013 and	Est. \$1,675,782

Addendum D –
Tentative Agreement for the 2012-2013 and 2013-2014 School Years

	2013-2014 and increased parcels (up to but not exceeding a total of \$23.7M in accumulated savings – not yet identified)	
Unspent Prop A (Carryover)	Unspent Prop A allocation for all teacher compensation areas from the 2011-2012 school year to reduce district deficit -- not yet identified	Est. \$302,905
Total		Approx. \$23,678,657

Multi-Year Projections

(If Governor's tax initiative passes in November)

	FY 12-13	FY 13-14
Beginning Balance	\$46.191	\$15.681
Revenues	\$331.138	\$338.447
Expenditures	\$361.648	\$376.916
Revs. Less Expenses	(\$30.510)	(\$38.469)
Ending Balance	\$15.681	(\$22.788)
Designated Balance	\$15.451	\$15.566
Undesignated Balance	\$0.230	(\$38.354)

Notes: (1) Assumes contributions from UGF to Special Education, Cafeteria Fund & Early Education Department remain unchanged from 12-13 levels. (2) SFUSD would need to identify additional revenues or expenditure reductions beyond FY 2012-13 in order to remain solvent.

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Addendum E -
Allocation of QTEA Revenue to Support Salary Increases (July 1, 2014)

1. Effective July 1, 2014, QTEA will contribute \$3,438,143 (the cost of a 1%, salary increase for the UESF bargaining unit calculated as of Fall 2014) to the Unrestricted General Fund to support salary increases for the 2014-2015 school year for certificated and classified unit members. From 2014-2015 onward, QTEA will make an annual contribution of \$3,438,143 to the Unrestricted General Fund for this purpose.
2. Effective July 1, 2016, QTEA will contribute an additional \$1,719,071 (the cost of a 0.5% salary increase for the UESF bargaining unit, calculated as of Fall 2014) to the Unrestricted General Fund to support salary increases for the 2016-2017 school year for certificated and classified unit members. From 2016-17 onward, QTEA will make an annual contribution of \$5,157,214 to the Unrestricted General Fund for the purpose set forth in this and the preceding paragraph.

Date: November 24, 2014

For the District:
Carmelo Sgarlato /signed/

For the Union:
Dennis Kelly /signed/

Addendum F -
Apportionment of QTEA Revenues to Support Salary Increases and Paraeducator Professional Development

1. Effective July 1, 2019, QTEA will contribute an additional \$4,208,743 (the cost of 1% salary increase for the UESF bargaining unit calculated as of Fall 2017) to the Unrestricted General Fund to support salary increases for the 2019-2020 school year for certificated and classified unit members. From 2019-2020 onward, QTEA will make an annual contribution of \$4,208,743 to the Unrestricted General Fund for this purpose. These funds are in addition to the \$5,157,214 from Appendix F – Addendum F – Allocation of QTEA Revenue to Support Salary Increases (July 1, 2014).
2. Effective July 1, 2018, and continuing thereafter, QTEA will contribute funding previously dedicated to providing ten (10) hours of professional development for paraprofessionals/paraeducators to the Unrestricted General Fund for the purpose of providing one (1) District Professional Development Day for all paraprofessionals/paraeducators. QTEA will continue to fund eight (8) hours of QTEA Professional Development at the rate of \$22 per hour for all paraprofessionals/paraeducators. For this additional day, no paraprofessional/paraeducator will receive less than \$190 for that day.
3. Effective July 1, 2018, and continuing thereafter, QTEA will contribute funding previously dedicated to providing six (6) hours of professional development for Early Education Department teachers to the Unrestricted General Fund to support salary increases from the 2018-2019 school year and onward for certificated and classified unit members. QTEA will continue to fund twelve (12) hours of QTEA Professional Development at the rate of \$30 per hour for all Early Education Department teachers.
4. Effective July 1, 2018, and continuing thereafter, QTEA will contribute funding previously dedicated to providing nine (9) hours of professional development for TK-12th grade teachers to the Unrestricted General Fund to support salary increases from the 2018-2019 school year and onward for certificated and classified unit members. QTEA will continue to fund nine (9) hours of QTEA Professional Development at the rate of \$40 per hour for all TK-12 teachers.
5. Effective July 1, 2019, and continuing thereafter, QTEA will contribute funding previously dedicated to the remaining twelve (12) hours of professional development for Early Education department teacher to the Unrestricted General Fund to support salary increases from the 2019-2020 school year and onward for certificated and classified unit members.
6. Effective July 1, 2019, and continuing thereafter, QTEA will contribute funding previously dedicated to the remaining nine (9) hours of professional development for TK-12th grade teachers to the Unrestricted General Fund to support salary increases from the 2019-2020 school year and onward for certificated and classified unit members.
7. Effective July 1, 2019, and continuing thereafter QTEA will contribute funding previously dedicated to the remaining eight (8) hours of professional development for paraprofessionals/paraeducators to the Unrestricted General Fund to support

Addendum F -
Apportionment of QTEA Revenues to Support Salary Increases and Paraeducator Professional Development

salary increases from the 2019-2020 school year and onward for certificated and classified unit members.

8. Effective July 1, 2018, QTEA will contribute \$150,000 in funding from QTEA Impact & Innovation Awards, formerly referred to as School Site Block Grants to the Unrestricted General Fund, to support salary increases from the 2018-2019 school year and onward for certificated and classified unit members.
9. Effective July 1, 2019 QTEA will contribute an additional \$150,000 in funding from QTEA Impact & Innovation Awards, formerly referred to as School Site Block Grants to the Unrestricted General Fund, to support salary increases from the 2019-2020 school year and onward for certificated and classified unit members.
10. Substitutes: A total of thirty (30) substitutes shall be granted the benefits offered to 160-day substitutes. QTEA tax revenues shall be used, in addition to the amount currently stated in the collective bargaining agreement, for this purpose. Effective beginning in the 2017-2018 school year, all 160-day substitutes shall be assigned to High Potential Schools. On any day that no High Potential School assignment is available for a 160-day substitute, that 160-day substitute may select a substitute assignment at a non-High Potential School for that day. A new classification shall be recreated for these thirty (30) bargaining unit members.
11. High Potential Schools – Recognition to the additional work teachers do beyond the school day, and in the interest of providing additional pay for additional work at High Potential Schools, the District shall compensate each full-time certificated staff member at a High Potential School an additional two thousand dollars (\$2,000.00) per school year (pro-rated for part-time service). This additional work shall be self-directed time spent beyond the regular work day/work week. The District will determine an appropriate method of reporting the time spent. The District, in consultation with the Union, may select up to twenty-five (25) schools to receive the High Potential School designation.

Date: 12-21-2017

For the District:

Carmelo Sgarlato /signed/

For the Union:

Lita Blanc /signed/

Susan Solomon /signed/

Appendix G - Special Education

All school sites will strive to establish inclusive practices in support of students with IEPs and IFSPs in the least restrictive environment. Coordinated support efforts shall be overseen by the site administrator, the content specialist, the general and special education teacher(s), the paraprofessionals/paraeducators assigned to support the classroom or individual student(s) and other pertinent team members as specified in the student's IEP or IFSP. There shall be an Inclusion Support Team consisting of but not limited to the Resource Specialist, general education teacher, the paraprofessionals/paraeducators assigned to the teachers, and paraprofessionals/paraeducators assigned to additional classroom support as specified in the student's IEP and IFSP.

Article 21 language from the 2001-2004 Teachers' Contract

21 Restructuring

- 21.1 Restructuring is not accomplished quickly or easily. Continued success is dependent on the support and participation of those involved in the process at the school site and on the District level. Resources and staff released time, including that provided by law, are necessary components of restructuring and shall be mutually determined by the Union and the District.
- 21.1.1 The District and Union agree that by working together they can continue to have a powerful and positive effect on the improvement of the educational program for all San Francisco Unified School District students. Restructuring is a process for moving toward this end through shared decision-making among those directly responsible for student performance.
- 21.1.2 Shared decision-making is a process whereby teachers, united support personnel, administrators, classified staff, parents, students, and others, as determined by the site, can collaborate in identifying areas in need of improvement and in developing solutions that will enhance the learning opportunities for all students.
- 21.1.3 The parties recognize that the most important interactions that affect student performance are those between instructional staff and students. Instructional staff must be able to share in decisions at the school site if they are to share the responsibility and accountability for the success of the school.
- 21.2 In order to provide the maximum opportunity for success in District-wide restructuring, the Union and the District have developed the following guidelines:
- 21.2.1 Dissemination of information designed to develop an understanding of restructuring is essential.
- 21.2.2 Restructuring will not be imposed but allowed to evolve on a voluntary basis. Since site specific plans may be developed for restructuring, no single model can be specified.
- 21.2.3 Participation in the process will be open to all with responsibility for student outcomes, such as teachers, united support personnel, administrators, classified staff, parents, students, and others, as determined by the site.
- 21.2.4 The process of consensus decision-making or other democratic decision-making process as determined by each site will be utilized at all levels of restructuring.
- 21.2.5 Restructuring plans as provided for in this article will operate within legal mandates, economic opportunities, Board of Education policy provisions, and requirements of the Union contract, unless appropriate site specific amendments, including waivers of legal mandates, economic opportunities and Board of Education Policy, are obtained upon mutual agreement.

Archive #1 - Restructuring

- 21.2.6 Contract language on restructuring will enable the process to evolve. Other forms of agreements outside of the contract may facilitate the process of restructuring. One form may be a trust agreement between the District and the Union. Another may be a multilateral agreement whereby the District and the Union jointly enter into a contract with other interested parties.
- 21.2.7 The UBC will serve as the initial conduit to the process of restructuring. A shared decision-making structure must be established to include teachers, united support personnel, the Union Building Representative, administrators, parents, and others, as determined by the site in fulfillment of District, State and Federal guidelines. The construction of this structure shall clearly describe the scope of authority as well as a delineation of roles and responsibilities of the constituent parties.
- 21.2.8 Site governance structures. See Article 23, Union Building Committee.
- 21.3 Restructuring Council — The Union and District recognize that the enabling structure for shared decision-making, as originally defined in the 1989-92 teachers' contract, has evolved into the single body known as the SFUSD Restructuring Council.
- The Union and the District recognize that those most directly involved in improving student performance are a necessary and integral component of all restructuring efforts and should be represented on the Restructuring Council.
- 21.3.1 The Restructuring Council shall be comprised of the following members:
- 21.3.1.1 The Union President and the Superintendent of Schools.
- 21.3.1.2 Nine (9) representatives of the Union, selected from teachers and united support personnel, appointed by the Union President.
- 21.3.1.3 Nine (9) representatives of the District appointed by the Superintendent of Schools.
- 21.3.1.4 Additional membership as determined by the Restructuring Council.
- 21.3.2 The responsibilities of the Restructuring Council shall be to:
- 21.3.2.1 develop mission, goals, and operating procedures for the Restructuring Council;
- 21.3.2.2 promote the concepts of site-based shared decision-making at all sites as an integral component of restructuring;
- 21.3.2.3 provide guidelines to sites for restructuring, including shared decision-making and teacher professionalization;
- 21.3.2.4 provide direction and assistance to sites participating in restructuring;
- 21.3.2.5 approve and monitor site restructuring plans;
- 21.3.2.6 conduct on-going evaluations of restructuring efforts;

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Restructuring**

- 21.3.2.7 develop, implement, and monitor the plan for District-wide restructuring;
 - 21.3.2.8 develop recommendations for Board of Education consideration;
 - 21.3.2.9 other responsibilities as may be determined.
- 21.4 The parties agree that restructuring is an evolving process. By mutual agreement, changes in the provisions contained in this article

**Archive #2 -
Early Education Department**

1. The District and Union share the goal of building a program that offers a full range of educational experiences to the children in the Early Education Department. The current structure of the program makes it difficult to provide the best services for children and the best professional responsibilities for teachers and paraprofessionals/paraeducators. The District and Union shall work to develop possible modifications to the structure of the Early Education within the historic fiscal limitations of the Early Education Department's funding mechanisms.
 - 1.1. The parties shall also work together to change the funding mechanisms to provide additional revenue.

UESF & SFUSD Side Letter of Agreement - United Support Personnel Retirement Pension

The United Educators of San Francisco and the San Francisco Unified School District agree to form a committee to investigate retirement pension options for members of the United Support Personnel bargaining unit. The committee shall be composed of four (4) appointees from UESF and four (4) appointees from SFUSD. The committee shall meet for the first time no later than 60 days following the ratification of the 2004-2007 agreement.

The committee shall be charged with exploration of retirement pension programs other than the P.A.R.S. defined contribution plan, including the California Public Employees Retirement Program. The committee shall compare the pension benefits for the retired employee and the costs to both the employee and the district. The committee may invite consultants and other individuals to provide information.

The committee shall present a report to the Union President and the Superintendent, or designee, no later than 180 days following the ratification of the 2004-2007 agreement. United Support Personnel retirement pension shall be automatically re-opened for the next round of negotiations.

7 March 2006

Date

3/7/06

Date

Bradley Reeves – signed

For the Union

Tom Ruiz – signed

For the District

Dennis Kelly – signed

For the Union

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