

COLLECTIVE BARGAINING AGREEMENT

between the

EAST SIDE TEACHERS ASSOCIATION/CTA/NEA
5672 Almaden Expressway, Suite B
San Jose, CA 95118



and the

EAST SIDE UNION HIGH SCHOOL DISTRICT
830 North Capitol Avenue
San Jose, CA 95133



August 1, 2024 – July 31, 2027

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1 **ARTICLE 1**

2 **Agreement**

3 1.1 The Articles and provisions contained herein constitute a bilateral and
4 binding agreement ("Agreement") by and between the Governing Board of
5 the East Side Union High School District ("District") and the East Side
6 Teachers Association/California Teachers Association/National Education
7 Association ("Association"), an employee organization.

8 1.2 This Agreement is entered into pursuant to Chapter 10.7, Sections 3540-
9 3549 of the Government Code ("Act").
10

1 **ARTICLE 2**

2 **Recognition**

3 2.1 The Board recognizes this Association as the exclusive representative of
4 all contractual certificated employees of the Board, excluding manage-
5 ment, evaluative and supervisory personnel, for which an administrative
6 credential is required by Education Code.

7 2.2 The Association shall be notified in writing of proposed administrative or
8 supervisory job descriptions to be submitted to the Board of Trustees prior
9 to formal adoption.

10 2.3 The parties to this Agreement recognize that the duties and work per-
11 formed by the certificated employees in the bargaining unit described in
12 this article shall be performed only by bargaining unit members and shall
13 not be subcontracted, supplanted, or otherwise transferred out of the bar-
14 gaining unit.

15 2.3.1 Programs and services designed to supplement the bargaining
16 unit members in delivery of student services will not be nega-
17 tively affected by this section.

18 2.3.2 All core curriculum classes (mathematics, English, science, so-
19 cial studies) at CCOC will be taught either by ESTA bargaining
20 unit members or by members of the CTA-affiliate bargaining
21 unit representing certificated teachers at CCOC.

22 2.3.2.1 Core curriculum classes amounting to more than
23 one (1) hour per day in any curriculum area will
24 be taught by ESTA bargaining unit members.

25 2.3.2.2 An acceptable method of monitoring this
26 agreement will be established and adhered to.

27 2.3.2.3 Enrollment in core courses at CCOC for satis-
28 faction of graduation course specific require-

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ments will be restricted to students who must make-up or repeat such core classes (math, English, science, social studies).

1 **ARTICLE 3**

2 **Association Rights**

3 3.1 All employee organization business, discussion and activities will be con-
4 ducted by bargaining unit members or Association officials outside estab-
5 lished classroom hours as defined in Article 14, and will be conducted in
6 places other than District property except when:

7 3.1.1 An authorized Association representative obtains advance per-
8 mission from the Superintendent or his designee regarding the
9 specific time, place and type of activity to be conducted.

10 3.1.2 The Superintendent can verify that such requested activities and
11 use of facilities will not interfere with the school programs
12 and/or duties of bargaining unit members, and will not directly
13 or indirectly interfere with the right of employees to refrain
14 from listening or speaking with an Association representative.

15 3.2 The Association may use the District’s e-mail, school mailboxes and bul-
16 letin board spaces designated by the Superintendent or his designee.

17 3.2.1 Any literature to be distributed by the Association or posted on
18 designated Association bulletin board space must meet profes-
19 sional and ethical standards; be dated; and identify the person(s)
20 and/or organization responsible for it.

21 3.2.2 A copy of such postings or distributions must be delivered to the
22 Superintendent or designee at the same time as posting distribu-
23 tion.

24 3.3 The District will furnish the Association the names, addresses and phone
25 numbers of bargaining unit members no later than October 1 of each
26 school year.

27 3.4 Names, addresses, date of hire, and work location of all newly hired
28 teachers shall be provided to the Exclusive Representative no later than
29 five (5) business days following the date of acceptance of employment.

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3.5 The Association President/designee shall furnish in a timely manner to the District names and positions of members elected or appointed to represent the Association.

3.6 The District shall provide the Association with two (2) copies of the complete Board of Education meeting agendas minus closed session material. Agenda and non-confidential material shall be available on the day it is delivered to the Board of Trustees.

3.7 The District will comply with Education Code 44987.

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ARTICLE 4

District Rights

4.1 The exercise of the following powers, rights, authority, duties, and responsibilities by the District, the adoption of policies, rules, regulations, and practices in furtherance thereof, and the use of judgment and discretion in connection therewith, shall be limited by the specific and express terms of this Agreement and to the extent such specific and express terms are in conformance with law.

1 **ARTICLE 5**

2 **Organizational Security and Employee Rights**

3 5.1 Except as provided by this Article, the District and the Association recog-
4 nize the right of employees to form, join and participate in lawful activi-
5 ties of the employee organization and the equal alternative right of em-
6 ployees to refuse to form, join or participate in or support employee organ-
7 ization activities.

8 5.2 The Board shall not illegally discriminate against any bargaining unit
9 member on the basis of any condition defined by law, e.g. race, color,
10 creed, gender, national origin, political affiliation, marital status, age, dis-
11 ability, sexual orientation, membership in an employee organization or
12 participation in the activities of an employee organization.

13 5.3 A bargaining unit member has the right to have another bargaining unit
14 member present at all conferences with a supervisor. (Refer to Appendix E.)

15 5.4 Each bargaining unit member covered by this Agreement who is a mem-
16 ber of the Association at the time this Agreement is executed or becomes a
17 member of the Association shall maintain his/her membership in the As-
18 sociation for the term of this Agreement.

19 5.4.1 Bargaining unit members shall, within thirty (30) days of the ef-
20 fective date of this Agreement or within thirty (30) days of their
21 employment date, whichever is later, either join the Association
22 by executing a payroll deduction authorization form for pay-
23 ment of dues or pay a service fee not to exceed dues, initiation
24 fees and general assessments (hereinafter "service fees"), by ex-
25 ecuting a service fee deduction authorization form for the pay-
26 ment of such fee.

27 5.4.1.1 Nothing contained herein shall prohibit a bar-
28 gaining unit member from paying dues or ser-
29 vice fees directly to the Association.

30 5.4.1.2 If a bargaining unit member withdraws a dues or
31 service fee authorization and/or fails to pay

1 dues/service fees directly to the Association, the
2 District shall, upon notification from the Asso-
3 ciation and notice to the bargaining unit mem-
4 ber, deduct from the wages of said bargaining
5 unit member, and pay to the Association, all
6 dues/service fees owed to the Association.

7 5.4.2 The Association agrees to furnish any information needed by the
8 District to fulfill the provisions of this Article. The District
9 agrees to furnish any information needed by the Association to
10 fulfill the provisions of this Article.

11 5.4.3 Religious Exemption:

12 5.4.3.1 If an employee in the bargaining unit belongs to
13 a recognized religious organization which does
14 not permit its members to pay a representation-
15 al/services fee to any employee organization, an
16 amount equal to the fee which would have been
17 paid will be paid by that bargaining unit mem-
18 ber and deposited into a Student Benefit Fund
19 established and administered jointly by the As-
20 sociation and the District. If no such fund ex-
21 exists, the amount deducted will be deposited by
22 the District with a recognized charitable organi-
23 zation designated by the bargaining unit mem-
24 ber and approved by the Association and the
25 District. Such organization shall be a non-
26 religious, non-labor organization exempt from
27 taxation under Section 503(c) (3) of Title 26 of
28 the Internal Revenue Code.

29 5.4.3.2 Any bargaining unit member who is a member
30 of a religious group whose beliefs prohibit join-
31 ing an employee organization or paying a repre-
32 sentational/service fee to such an organization
33 shall demonstrate such membership and beliefs
34 to a neutral third party to be agreed upon by the

1 Association and the District. A bargaining unit
2 member desiring to be exempt from joining the
3 Association or paying the representation-
4 al/service fee shall file a claim of exemption
5 with the Association with a copy to the District.
6 The District and the Association shall establish
7 procedures for providing the bargaining unit
8 member a hearing on the claim of exemption.

9 5.4.3.2.1 In the event the neutral party
10 denies the claim, the neutral
11 shall notify the Association, the
12 District and the bargaining unit
13 member of such decision. If the
14 bargaining unit member fails or
15 refuses to join the Association
16 or pay the representation/service
17 fee by lump sum or make ade-
18 quate provisions for its payment
19 through payroll deduction with-
20 in thirty (30) days after such de-
21 cisions, the Association may ini-
22 tiate action as required by the
23 provisions of this Article.

24 5.4.4 With respect to monies deducted by the District pursuant to this
25 Article, whether for membership dues or equivalent fee, the Dis-
26 trict agrees promptly to remit such monies to the Association
27 accompanied by an alphabetical list of bargaining unit members
28 for whom such deductions have been made, categorizing them
29 as to membership or non-membership in the Association and in-
30 dicating any changes in personnel from the list previously fur-
31 nished.

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5.4.5 The Association shall indemnify and hold the District harmless from any and all claims, demands or suits, or other action arising from the organizational security provisions contained herein, including reasonable attorney fees and costs. The Association as the indemnitor shall have the exclusive right to decide and determine which matters shall or shall not be compromised, resisted, defended, tried or appealed.

5.4.6 The Association, as the exclusive representative, shall have the sole and exclusive right to have membership dues and representation/service fees deducted for employees in the bargaining unit by the District. The District will, upon appropriate authorization from the bargaining unit member, deduct and make appropriate remittance for such membership dues and fees.

5.4.6.1 Pursuant to such authorization, the District shall deduct one-tenth (1/10) of such dues/fees from the regular monthly salary check of the bargaining unit member each month for ten (10) months. Deductions for bargaining unit members who sign such authorization after the commencement of the school year shall be appropriately prorated to complete payments by the end of the school year. Payroll deductions shall be without cost to the bargaining unit members or the Association.

5.4.7 The District, upon appropriate written authorization from any bargaining unit member, shall deduct such other voluntary deductions jointly approved by the Association and the District.

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ARTICLE 6

Leave Provisions

6.1 General Leave Provisions

6.1.1 Whenever possible, a bargaining unit member must contact the District substitute service or his/her immediate supervisor as soon as the need to be absent is known. Failure to provide adequate notice shall be grounds for denial of leave with pay or other disciplinary action.

6.1.2 A bargaining unit member who is absent for less than a full day shall have deducted an amount as per Appendix J.

6.1.3 The District shall provide each bargaining unit member on request with a written or verbal statement (at bargaining unit member's option) of: (1) accrued personal illness and injury leave total, and (2) personal illness and injury entitlement for the school year. District reply shall be no later than two (2) working days.

6.1.4 Quarantine: A bargaining unit member who is absent from the service of the school due to a legally established quarantine shall be entitled to the same leave as though he/she were personally ill, provided he/she files a certificate from the County Health Department showing such quarantine.

6.1.5 Bargaining unit members assigned to summer school shall be allowed one (1) day of absence due to accident or illness during their period of summer employment, without deduction of salary. This allowance shall not be cumulative and shall not be added to the cumulative sick leave of ten (10) days.

1 6.1.6 When a bargaining unit member retires, accumulated personal
2 illness and injury leave will be credited according to rules and
3 regulations of State Teachers Retirement System (STRS).

4 6.1.7 The Board shall release bargaining unit members who are cho-
5 sen to serve on a commission on Professional Competence in
6 accordance with Education Code Section 44944. The rights and
7 duties of the bargaining unit member rendering such service
8 shall be those contained in Education Code Sections 44945 and
9 45047.

10 6.1.8 Leaves for other employment may be granted at the discretion
11 of the Board, and decisions here under shall not be subject to
12 Article 13, "Grievance Procedure." Nothing in this section shall
13 deny the bargaining unit member the right to reconsideration.

14 6.1.9 A bargaining unit member returning from an approved leave of
15 absence shall have the same rights of assignment at the site from
16 which the leave was granted as do all other bargaining unit
17 members at that site if the member's leave does not exceed the
18 first day of the next school year following the commencement
19 of the leave. (Leaves starting at any time other than the first day
20 of a school year will be considered as a leave for that school
21 year.)

22 6.2 Association Leave

23 The Association, for purposes other than grievance representation and ne-
24 gotiations, shall have a maximum total of twenty-five (25) days of paid
25 leave to utilize for local, State or national conferences. Names of Associa-
26 tion representatives, by office held, shall be submitted in writing to the of-
27 fice of the Superintendent no later than October 1 of each year, and again
28 by February 1. These representatives shall be excused from school duties
29 upon two (2) days of advance notification to the Superintendent and the
30 immediate supervisor by the Association President. The Association shall
31 pay for substitutes needed under this Section when representatives are not
32 able to perform contractual duties.

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6.3 Bereavement Leave

6.3.1 A bargaining unit member shall be entitled to three (3) days leave of absence or five (5) days leave of absence if out-of-state travel or travel in excess of 300 miles is required, without loss of salary or sick leave, on account of the death of any member of his or her immediate family. Extensions of this leave (chargeable to the bargaining unit member's sick leave) may be granted by the Superintendent.

6.3.2 For purposes of this provision, an immediate family member shall be spouse/domestic partner, children, mother, father, mother-in-law, father-in-law, brother, sister, son-in-law, daughter-in-law, grandparents and grandchildren of the bargaining unit member or spouse/domestic partner, or any relative living in the immediate household of the bargaining unit member. For the purpose of this article, domestic partner is defined by the domestic partner affidavit on file with the District's Human Resources Division.

6.3.3 A bargaining unit member shall notify the District as soon as possible and also state the expected duration of the absence to enable the District to secure a substitute.

6.4 Industrial Accident Leave

6.4.1 Bargaining unit members will be entitled to industrial accident leave according to the provisions in Education Code Section 44984 for personal injury which has qualified for worker's compensation under the provision of the State Compensation Insurance Fund.

6.4.2 Such leave shall not exceed sixty (60) days during which the schools of the District are required to be in session or when the employee would otherwise have been performing work for the District in any one (1) fiscal year for the same industrial accident.

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6.4.3 The District has the right to have the bargaining unit member examined by a physician designated by the District to assist in determining the length of time during which the bargaining unit member will be temporarily unable to perform assigned duties and the degree to which a disability is attributable to the injury involved.

6.4.3.1 A bargaining unit member shall be deemed to have recovered from an industrial accident or illness, and thereby able to return to work, at such time as bargaining unit member's physician and District designated physician (if appropriate) agree that there has been such a recovery.

6.4.4 For any days of absence from duty as a result of the same industrial accident, the bargaining unit member shall endorse to the District any wage loss benefit check from the State Compensation Insurance Fund which would make the total compensation from both sources exceed 100 percent of the amount the bargaining unit member would have received as salary had there been no industrial accident or illness. If the bargaining unit member fails to endorse to the District any wage loss disability indemnity check received on account of the industrial accident or illness as provided above, the District shall deduct from the bargaining unit member's salary warrant the amount of such disability indemnity actually paid to and retained by the bargaining unit member.

6.4.5 An industrial accident or illness as used in this section means any injury or illness whose cause can be traced to the performance of services for the Board. Said injury is to be determined by the District's current worker's compensation provider.

6.4.6 The District copy of the report of an industrial accident or illness shall be kept on file in the District's worker's compensation office.

1 6.4.7 The benefits provided in this section are in addition to the sick
2 leave benefits.

3 6.5 Family and Medical Leave Act/California Family Rights Act

4 The Family and Medical Leave Act/California Family Rights Act
5 (FMLA/CFRA) allows eligible members to take unpaid leave, or substi-
6 tute appropriate paid leave if accrued, for up to a total of 12 work weeks in
7 a 12 month period.

8 6.5.1 Reasons for Leave (any of the following)

- 9 •Birth of a child of the member, and to care for
10 such a child
- 11 •Placement of a child with the member for adop-
12 tion or foster care
- 13 •Care for an immediate family member (spouse,
14 domestic partner, child or parent) with a serious
15 health condition
- 16 •Member’s own serious health condition

17 6.5.1.1 A serious health condition is a disabling physi-
18 cal or mental illness, injury, impairment, or
19 condition that requires hospitalization or a doc-
20 tor’s ongoing treatment or supervision.

21 6.5.2 Eligibility

22 The bargaining unit member has one year of service with the
23 District as of the date the leave is scheduled to commence. The
24 bargaining unit member may use accumulated sick leave to sub-
25 stitute for all, or part, of unpaid leave under the Family and
26 Medical Leave Act (FMLA/CFRA).

27 6.5.2.1 The bargaining unit member must provide thirty
28 (30) days advance notice when leave is “foreseea-
29 ble.” If 30 days notice is not feasible, notice must
30 be given as soon as possible. Such request shall be
31 submitted using the FMLA/CFRA form.
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6.5.2.2 The District may require medical certification to support a request for leave because of a serious health condition and a fitness for duty report to return to work.

6.5.3 The District will continue to provide health and welfare benefits coverage during (FMLA/CFRA) leave.

6.5.4 An employee returning to work from an FMLA/CFRA leave is entitled to be restored to the same position of employment (the one held by the employee when notice was given or the leave commenced) or to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

6.5.4.1 An employee may be temporarily transferred to an available alternative position, for which he or she is qualified, that has equivalent pay and benefits, that better accommodates the employee's need to take intermittent leave or reduce his or her time base. The Superintendent/designee shall consult with the Association President/designee with respect to and prior to the implementation of the temporary transfer.

6.5.5 FMLA/CFRA leave includes maternity and paternity leaves. This leave does not include pregnancy-related or childbirth-related disabilities. An employee who is **disabled** on account of pregnancy, childbirth, or related medical conditions is entitled to take Pregnancy Disability Leave (PDL) for the period of the actual disability not to exceed four (4) months. An employee need not meet the eligibility requirements for FMLA/CFRA to be eligible for PDL.

6.5.5.1 Upon the birth of the child, the employee is entitled to an additional twelve (12) weeks of bonding leave under the CFRA.

6.5.5.2 An employee who is disabled on account of pregnancy, childbirth, or related medical conditions is entitled to sub-differential only after exhausting all accumulated sick leave.

1 6.6 Leave Without Pay for Child Bearing Preparation and Child Rearing

2 6.6.1 Leave without pay or other benefits may be granted to a bar-
3 gaining unit member for preparation for child bearing and for
4 child rearing.

5 6.6.2 The bargaining unit member shall request such leave as soon as
6 practicable, but under no circumstances less than thirty (30)
7 workdays prior to the date on which the leave is to begin. Such
8 request shall be in writing and shall include a statement as to the
9 dates the employee wishes to begin and end the leave without
10 pay.

11 6.6.3 The determination as to the date on which the leave shall begin
12 and the duration of such leave shall be made at the discretion of
13 the Superintendent when considering the schedule and replace-
14 ment problems of the District.

15 6.6.4 The duration of such leave shall consist of no more than twelve
16 (12) consecutive months and shall automatically terminate on
17 the last day of the school year in which such leave is granted.
18 An extension may be granted, not to exceed an additional twelve
19 (12) months.

20 6.6.5 There shall not be a diminution of employment status for child
21 bearing or child rearing except that no person shall be entitled to
22 compensation or increment, nor shall the time taken on parental
23 leave count toward credit for probationary teachers in earning
24 permanent status.

25 6.6.6 If a bargaining unit member is on leave for child bearing or
26 child rearing and in the event of a miscarriage or death of a child
27 subsequent to childbirth, the bargaining unit member may re-
28 quest an immediate assignment to a unit position. If there is a
29 vacancy for which a bargaining unit member is qualified, the
30 District will assign the teacher to a position as soon as practica-
31 ble.

1 6.7 Personal Necessity Leave

2 Personal necessity leave shall not be available solely for the purpose of
3 personal convenience or for matters which can be taken care of outside the
4 work hours or for recreational activities. The bargaining unit member will
5 notify his/her supervisor as soon as possible of the need to use such leave.

6 6.7.1 A bargaining unit member, at the unit member's election, may
7 use up to seven (7) days of accumulated sick leave in any school
8 year for reasons of personal necessity as defined below.

9 6.7.2 Types of Personal Necessity

10 6.7.2.1 Death of a member of the bargaining unit mem-
11 ber's immediate family. This is in addition to
12 regular bereavement leave, Article 6.3. This
13 does not require prior approval.

14 6.7.2.2 Accident involving the person or property of the
15 bargaining unit member or a member of his/her
16 immediate family. This does not require prior
17 approval.

18 6.7.2.3 Adoption of a child.

19 6.7.2.4 If a bargaining unit member is on unpaid leave
20 for child bearing preparation and/or child rear-
21 ing, in the event of a miscarriage or death of a
22 child, a bargaining unit member shall be entitled
23 to use personal necessity leave to care for
24 his/her child or the mother/father of the child.

25 6.7.2.5 Up to four (4) days of authorized Personal Ne-
26 cessity Leave may be utilized for reasons of
27 Compelling Personal Importance. This leave is
28 to be used only for reasons which the bargaining
29 unit member cannot reasonably be expected to
30 disregard and which require the attention of the

1 bargaining unit member during assigned work-
2 ing hours of service.

3 6.7.2.5.1 Two (2) of the four (4) days may be
4 used at the discretion of the employ-
5 ee. These days shall not fall before
6 or after a holiday or vacation period
7 nor be used for concerted activities.

8 6.7.2.5.2 Two (2) of the four (4) days requires
9 at least two (2) working days ad-
10 vance approval from the immediate
11 administrator.

12 6.7.2.6 Observance of a Religious Holiday.

13 6.7.2.7 Temporary military leave for training, including
14 travel time.

15 6.7.3 Partial day absences for sick leave or personal necessity will be
16 assessed as per Appendix J.

17 6.8 Legislative Leave

18 A bargaining unit member who holds any other elected position that inter-
19 feres with the regular school day may file an application with the Superin-
20 tendent and, with the approval of the Board, be granted a long-term unpaid
21 leave. The bargaining unit member will receive no salary or other benefits
22 at this time. The bargaining unit member has the option to continue the
23 District health and welfare benefit program by paying premiums on a
24 quarterly basis.

25 6.9 Judicial Leave

26 Any bargaining unit member called to jury duty or to appear as a witness
27 in court as provided in Education Code 44036 may serve without loss of
28 pay or loss of creditable public retirement service. The current jury duty
29 fee shall be made payable to the District for jury duty services.
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1 6.10 Military Leave

2 6.10.1 Education Code 45059, Military and Veterans Code 395,
3 providing for up to 180 days of military leave for active duty,
4 shall be incorporated into this Agreement as follows:

5 6.10.1.1 Any bargaining unit member who has one (1)
6 year or more of service with the District, and
7 who is on military duty, shall receive his/her
8 salary for the first consecutive thirty (30) days
9 of such absence.

10 6.10.1.2 Any bargaining unit member who has one (1) or
11 more years of service with the District, is enti-
12 tled to unpaid temporary military leave up to 15
13 calendar days annually for inactive duty train-
14 ing, including time involved going to and re-
15 turning from that duty. Personal necessity leave
16 may be used in accordance with Article 6.7.2.7.

17 6.10.1.3 A copy of order to active duty is requested to be
18 submitted to Human Resources prior to the start
19 of paid military leave.

20 6.10.1.4 Providing that the period of ordered duty does
21 not exceed 180 calendar days, the bargaining
22 unit member has the right to return to the same
23 position at the same site.

24 6.10.1.5 Bargaining unit members are entitled to only
25 one consecutive 30 calendar day paid leave per
26 fiscal year.

27 6.10.1.6 Because most military training can be taken dur-
28 ing summer periods, personnel are encouraged
29 to take required training during a school
30 vacation period.

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1 6.11 Other Leaves Without Pay

2 6.11.1 Upon recommendation of the Superintendent and approval of
3 the Board of Trustees, leave without compensation, increment,
4 seniority or permanent status credit may be granted for one (1)
5 school year. The Board may extend the leave on an annual
6 basis.

7 6.11.2 Leaves under this condition may be granted for professional
8 study or research. Leaves for purposes other than those listed
9 above may be granted by the Board upon recommendation of
10 the Superintendent.

11 6.11.3 A bargaining unit member may substitute in the District while
12 on unpaid leave.

13 6.11.4 Bargaining unit members on such an approved annual leave of
14 absence will notify the District in writing of their intent to return
15 to work or will submit a request for an additional year of leave
16 by March 1 of the current school year. If such notification is re-
17 ceived by the district after March 1 but prior to July 1, then the
18 extent of the district's obligation is to offer an assignment if a
19 permanent vacancy is available for the following school year.

20 6.11.4.1 If the district denies the requested leave indicat-
21 ed above, the unit member has until April 1 of
22 the current school year to notify the district in
23 writing of their intent to return to work. If such
24 notification is received by the district by
25 April 1, then the employee is entitled to return
26 to work.

27 6.11.4.2 If, after March 1 and before May1, a bargaining
28 unit member finds that he/she must return to
29 work after being granted an unpaid leave of ab-
30 sence because of serious, extenuating
31 circumstances; the district will make every
32 effort to place the member in a vacant perma-
33 nent position.

1 6.11.4.3 A bargaining unit member on an unpaid leave of
2 absence will be deemed to have declined em-
3 ployment and his/her services as an employee of
4 the district will be terminated as of June 30 if
5 he/she fails to notify the district prior to July 1
6 of his/her intention to remain or not remain in
7 the service of the district during the ensuing
8 school year. (EC 44842)

9 6.12 Sick Leave

10 Section 44978 of the Education Code is incorporated into this Agreement,
11 except as supplemented below:

12 6.12.1 Full-time bargaining unit members shall be entitled to ten (10)
13 days leave with full pay for each school year for purposes of
14 personal illness or injury or leave under the provisions of Fami-
15 ly and Medical Leave Act/California Family Rights Act
16 (FMLA/CFRA), except that ten and one-half (10.5), eleven (11)
17 and twelve (12) month bargaining unit members shall be al-
18 lowed ten and one-half (10.5), eleven (11) and twelve (12) days
19 respectively, each year. Bargaining unit members who work
20 less than full time shall be entitled to that portion of the appro-
21 priate leave as the number of hours per week of scheduled duty
22 relates to the number of hours for a full-time bargaining unit
23 member in a comparable position. Unused days will be accu-
24 mulated by bargaining unit members for use, if necessary, dur-
25 ing succeeding years.

26 6.12.2 Consistent with Education Code 44977, if additional absences
27 are necessary, and after all earned sick leave days set forth in
28 6.12.1 above are exhausted, and the bargaining unit member
29 continues to be absent from his or her duties on account of ill-
30 ness or accident for an additional period of five months, he/she
31 shall receive the difference between his/her own salary and the
32 amount paid a substitute, or, if no substitute is employed, the
33 amount which would have been paid to a substitute, at the cur-
34 rent per diem substitute rate up to a total of five (5) calendar

1 months in which schools are in session, exclusive of the earned
2 personal illness and injury leave days at full pay. The sick
3 leave, including accumulated sick leave, and the 5 month period
4 shall run consecutively. The amount of salary deducted shall not
5 exceed fifty percent (50%) of the salary due him/her. This sec-
6 tion is subject to the provisions of 6.12.3 below.

7 6.12.2.1 When adopting a child, a bargaining unit mem-
8 ber who has exhausted his/her accumulated sick
9 leave may use up to six (6) days of differential
10 paid leave.

11 6.12.2.2 Except as provided for in 6.12.2.1 above, differ-
12 ential paid leave is for leave due to illness or in-
13 jury of the bargaining unit member.

14 6.12.2.3 If the school year terminates before the 5 month
15 period is exhausted, the employee may take the
16 balance of the 5 month period in the subsequent
17 school year.

18 6.12.3 Upon request of the Director of Human Resources, a bargaining
19 unit member shall be required to present a medical doctor's cer-
20 tificate verifying the personal injury or illness for the member or
21 serious health condition of an immediate family member if the
22 leave is under the provisions of FMLA/CFRA. The District may
23 require a medical authorization for the member to return to
24 work. If circumstances warrant it, the District, at District ex-
25 pense, may require a bargaining unit member to visit a District-
26 designated specialist. If the report to the Superintendent or de-
27 signee concludes that the absence is not sufficiently severe to
28 warrant continued absence, then the Superintendent or designee,
29 after notice to the bargaining unit member, may refuse to grant
30 such leave.

31 6.12.4 Partial day absences for sick leave or personal necessity will be
32 assessed as per Appendix J.
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1 6.13 Sabbatical Leave

2 6.13.1 When funds are available after completing seven (7) consecu-
3 tive years of full-time service, a bargaining unit member will be
4 eligible to apply for a leave of absence not to exceed a one-year
5 (1) period or a leave of absence in two (2) semester periods.
6 Said seven (7) years of consecutive service shall be preceding
7 the granting of the leave. (Education Code 44967) Not more
8 than one (1) full year's leave shall be granted in each seven (7)
9 year period.

10 6.13.2 The number of bargaining unit members absent on sabbatical
11 leave at any one (1) time shall not exceed one percent (1%) of
12 the total number of bargaining unit members employed at the
13 time the application was made.

14 6.13.3 Sabbatical leave applications must be submitted to the bargain-
15 ing unit member's principal or immediate supervisor no later
16 than four (4) months prior to the end of the semester immedi-
17 ately preceding the leave. The application is then forwarded to the
18 Director of Human Resources. A committee consisting of four
19 (4) representatives chosen by the Exclusive Representative, five
20 (5) management representatives, including the appropriate sub-
21 ject area coordinator, shall screen applications and recommend
22 candidates to the Superintendent for consideration by the Board
23 of Trustees. Whenever possible, the Board will take action on
24 Sabbatical Leaves within thirty (30) days of receiving the Super-
25 intendent's recommendation.

26 6.13.4 Distribution of leaves will be weighed against the following cri-
27 teria, listed in order of significance and importance:

28 6.13.4.1 Specific purpose of the sabbatical leave with the
29 written endorsement of at least one (1) person
30 stating that:

31 6.13.4.1.1 There is a District or school
32 need to be served by the purpos-
33 es of the sabbatical; and

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6.13.4.1.2 To the extent possible opportunity will be provided at the site supervised by said management person for results of the sabbatical to be implemented by the applicant and evaluated by the appropriate management person.

6.13.5 Terms and conditions of the leave shall mutually be agreed upon in writing and shall include, but not be limited to, an indemnification bond for failure to successfully complete the sabbatical program or to render the necessary post-leave service, a stipulation to a post-leave service of not less than two (2) full years of a full year of leave, and one (1) full year for a half year of leave, the description of the sabbatical program, and appropriate reporting procedures as may be designated by the Superintendent.

6.13.6 If death prevents the bargaining unit member from fulfilling the agreement to return to the service in the District, no repayment of salary will be required of the bargaining unit member's estate.

6.13.7 Incremental credit will be given for paid sabbatical leave taken.

6.13.8 The Board shall pay bargaining unit members who are on a full year's leave 50% of their salary if they have seven (7) years of service to the District, or 60% of their salary if they have fourteen (14) years of service to the District, exclusive of extra-duty pay. If the leave is for less than a year, bargaining unit member's pay will be pro-rated. Payroll deductions will continue during the period of leave as will provisions of applicable benefits.

6.13.9 Willful failure to complete the sabbatical leave requirements as agreed upon will be considered insubordination and grounds for instituting dismissal proceedings. The Credentials Commission of the California State Department of Education shall also be alerted for possible credential revocation.

1 **ARTICLE 7**

2 **Transfers**

3 7.1 A transfer is a move from one (1) full-time unit position to another at a
4 different site.

5 7.2 Voluntary Transfers

6 Bargaining unit members may apply for transfer to a different site or any
7 specific tentative opening by filing the transfer request form with the
8 District. Following a fair interview procedure of a reasonable number of
9 candidates, selections shall be made based solely upon the applicant's
10 ability to meet the educational needs of the school and/or of the students
11 with due regard for the applicant's qualifications and record of service
12 with the District. The final selections, which shall not be arbitrary or ca-
13 pricious, shall be made by the Superintendent or designee. The District
14 shall acknowledge receipt of the voluntary transfer request form within a
15 reasonable amount of time. All applicants for a specific tentative opening
16 will be notified electronically after the opening is filled. The District shall
17 maintain a list of open positions on an internet link on the District web
18 page, which will be updated as openings occur.

19 7.2.1 No later than the first workday in April of each year, the District
20 shall publish and post tentative certificated openings for the next
21 school year. Those tentative openings which are not known by
22 the first workday in April will be published and posted five (5)
23 working days before the end of the school year.

24 7.2.2 Bargaining unit members may apply for transfer to a different
25 site or any specific tentative opening by filing the transfer re-
26 quest form with the District prior to March 1. Transfer request
27 forms shall be made available to bargaining unit members,
28 including those on leave, at all District sites. The transfer
29 request form shall include space for information necessary to
30 implement this policy and must be completed by any bargaining
31 unit member who desires to apply for a listed opening. Upon
32 request, those who apply for such a transfer will receive a copy

1 of the "transfer list" prior to the end of the school year. The list
2 of persons requesting transfers shall remain in effect until the
3 20th day of the subsequent school year.

4 7.2.3 As openings occur subsequent to April 1st, the District shall
5 post all job openings electronically.

6 7.2.3.1 Applicants for a specific tentative opening may
7 apply after April 1 and before the start of the
8 school year and will be considered for the
9 specific opening for which they apply.

10 7.2.4 If a transfer offer is made for the upcoming school year on or
11 before July 20, an applicant has up to five (5) weekdays or until
12 July 25, whichever is earlier, to accept the offer in writing or by
13 e-mail. In no case will the applicant have fewer than three (3)
14 weekdays to respond. If a transfer offer is made after July 25,
15 the applicant has three (3) weekdays to accept. Once the offer is
16 accepted, the transfer is mutually binding. Failure to respond is
17 considered a decline of the offer.

18 7.3 As specified in Education Code 35036 (a), the superintendent of a school
19 district may not transfer a teacher who requests to be transferred to a
20 school offering grades 1 to 12, inclusive, that is ranked in deciles 1 to 3,
21 inclusive, on the Academic Performance Index if the principal of the
22 school refuses to accept the transfer.

23 7.4 Involuntary Transfers

24 Involuntary transfers may be made when there is a need to reduce staff at
25 the school from which the transfer is made or the transfer may be initiated
26 by the Superintendent/designee when based exclusively on the legitimate
27 educationally-related needs of the District. The District's selection of
28 transferees will be made with due regard for the bargaining unit member's
29 qualifications, credentials, record of service with the District, the Educa-
30 tion Code and will not be arbitrary or capricious.

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7.4.1 Involuntary Transfers Due to Reduction in Force

7.4.1.1 Efforts shall be made to secure voluntary transfers from the school which must reduce staff before considering involuntary transfers.

7.4.1.2 No bargaining unit member shall be involuntarily transferred outside his/her credential area. If it is educationally unsound to move the least senior member, the next least senior member shall be transferred.

7.4.1.2.1 In the event that two (2) or more individuals have the same seniority date, the tie shall be broken by the following hierarchy of criteria.

- a. Higher seniority in the currently taught subject area or position (counseling, advisor, etc.)
- b. The skills and experiences that best meet the needs of the school and/or District as determined by the principal.
- c. If a tie still exists after application of a and b above, said tie shall be broken by a flip of a coin.

7.4.1.3 Bargaining unit members being transferred involuntarily shall be given the opportunity to express a preference for the school and position to which transfer is made.

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7.4.1.4 Any bargaining unit member with permanent status having been involuntarily transferred under 7.4.1 shall be treated as a priority transfer the following year for one year.

7.4.1.5 The Superintendent/designee shall consult with the Association President/designee with respect to and prior to the implementation of involuntary transfers.

7.4.2 Involuntary Transfers Due to Educational Needs

7.4.2.1 "Educationally-related needs" as used below includes special program needs, the need to maintain staff makeup, conflicts in a department, etc.

7.4.2.2 Involuntary transfers may be made by the Superintendent or designee when the school has need for the particular skills or competencies of the bargaining unit member being transferred and when no individual with equal competencies volunteers to transfer.

7.4.2.3 The District shall provide reasonable forewarning to candidates for involuntary transfer.

7.4.2.4 Bargaining unit members being transferred involuntarily shall be given the opportunity to express a preference for the school and position to which transfer is made.

7.4.2.5 The Superintendent/designee shall consult with the Association President/designee with respect to and prior to the implementation of an involuntary transfer. Such consultation shall specify the educational need(s) and confirm that such transfer is not arbitrary or capricious.

1 7.5 Priority Transfers

2 A full time bargaining unit member who requests a transfer for two (2)
3 consecutive years and does not have the transfer granted shall be
4 guaranteed a transfer upon his/her third consecutive request. This
5 guarantee shall be dependent upon the existence of open positions for
6 which the bargaining unit member is "credentialed and qualified" and
7 shall be subject to the provisions of Education Code 35036.

8 7.5.1 A bargaining unit member may request a particular placement
9 and/or assignment; however, a bargaining unit member is only
10 guaranteed a position, not a specific site or assignment. If a
11 position is offered and rejected by the bargaining unit member,
12 the bargaining unit member loses priority transfer rights. For
13 the purposes of this provision, a bargaining unit member who
14 submits his/her third request and finds that there are no open-
15 ings available shall be entitled to submit subsequent requests on
16 a consecutive year-by-year basis until an appropriate opening
17 becomes available.

18 7.5.2 As specified in Education Code 35036 (b), the governing board
19 of a school district may not adopt a policy or regulation, or enter
20 into a collective bargaining agreement, that assigns, after
21 April 15 of the school year prior to the school year in which the
22 transfer would become effective, priority to a teacher who
23 requests to be transferred to another school over other qualified
24 applicants who have applied for positions requiring certification
25 qualification at the school.

26 7.5.3 A bargaining unit member who has been served with a notice of
27 unprofessional conduct or incompetence as specified in Educa-
28 tion Code Section 44938, or where the most recent evaluation
29 has been unsatisfactory, or where the member is currently in a
30 remediation program shall not be eligible for transfer under this
31 section. Should a bargaining unit member who is otherwise
32 qualified for transfer under this provision be exonerated of
33 charges pursuant to the dismissal provisions (specified in the
34 Education Code) for permanent employees, or be exonerated of

1 the unsatisfactory evaluation rating through the grievance pro-
2 cedure, he/she will be eligible to apply for this priority transfer
3 upon determination of his/her case.

4 7.5.4 For the purpose of this section, the term "credentialed and quali-
5 fied" means possession of an appropriate California Credential
6 authorizing service in the subject area in which the bargaining
7 unit member has requested a transfer. In the case of a General
8 Secondary Credential or a multiple subject credential, experi-
9 ence teaching in the given subject area for at least one (1) se-
10 mester in the last ten (10) years shall be required.

11 7.5.5 Before a bargaining unit member who qualifies for a priority
12 transfer is offered an assignment at another site, the Association
13 and the District will meet and confer. The same timelines for
14 acceptance apply as in Section 7.2.4.

15 7.6 Open Position(s)

16 7.6.1 Full-time, non-teaching, bargaining unit positions which be-
17 come available during the course of the school year will be
18 opened and the positions and qualifications posted to the entire
19 bargaining unit.

20 7.6.2 Part-time non-teaching bargaining unit positions which become
21 open during the course of the school year may be filled "in-
22 house" for the duration of the school year. Should such posi-
23 tion(s) exist the pursuant year, the position(s) of 0.6 FTE or
24 greater will be opened and posted to the entire bargaining unit at
25 the end of the school year in which the position(s) originally oc-
26 curred. Positions of less than 0.6 FTE will be advertised at the
27 site at which they occur.

28 7.7 Split Assignments

29 Bargaining unit members normally assigned to one (1) school who, on a
30 daily basis, are subject to a split assignment between sites, shall teach no
31 more than four (4) periods in a school day unless otherwise requested by
32 administration and agreed upon by the bargaining unit member. The bar-

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gaining unit member shall have a travel period as part of his/her working day. If a bargaining unit member is assigned to three (3) or more sites per day, one (1) travel period will be assigned. If the total travel time is more than one (1) hour per day, a timecard will be provided for the travel time over one (1) hour.

7.7.1 Bargaining unit members on a split assignment between sites may agree to teach a fifth period class for which they will be paid at the per diem rate for the assigned instructor during the period of time that the extra period is deemed necessary by administration.

1 **ARTICLE 8**

2 **Assignment/Reassignment**

3 8.1 Assignment is the initial placement of a newly-hired bargaining unit
4 member or the yearly placement within the department to which the bar-
5 gaining unit member is assigned.

6 8.2 Reassignment is the placement of a bargaining unit member in an assign-
7 ment within a different department at the same school site.

8 8.3 Reassignments will not be arbitrary or capricious. Such placements must
9 conform to Education Code and credential requirements.

10 8.4 When a bargaining unit member is reassigned for disciplinary reasons, the
11 district will follow the provisions set forth in Article 27.

12 8.5 The District will make every effort to balance teacher schedules so that
13 equal opportunity is afforded all bargaining unit members who request to
14 teach all levels of courses, regardless of seniority.

15 8.5.1 The process by which bargaining unit members are considered
16 for such assignments will include consultation with the appro-
17 priate parties involved in the particular instructional area. These
18 parties may include department chairpersons, other subject area
19 leaders, other administrators, SACs, evaluators, and any of the
20 individuals who have made specific requests for certain course
21 assignments. This process will also include examination of the
22 qualifications, credentials, training and experience of the indi-
23 viduals who are candidates for the position.

24 8.6 The District will make every effort to accommodate request/s by bargain-
25 ing unit members to be reassigned from one department to another within
26 a school site. The process by which bargaining unit members are consid-
27 ered for such reassignment shall parallel the procedures used in imple-
28 menting Article 8.5.
29

1 **ARTICLE 9**

2 **Layoffs**

3 9.1 Consistent with the Education Code provisions concerning layoffs, the
4 District will honor seniority as required by Education Code 44955. As
5 provided in the Education Code, the District will adopt a method of break-
6 ing ties in a layoff. On a "particular kind of service" layoff after credential
7 authorization or ELL or bilingual authorization, seniority shall be the sole
8 determinant when there is no conflict with applicable Education Code
9 Provisions or Affirmative Action as prescribed by a court of competent ju-
10 risdiction.

11 9.2 The District will concurrently notify the Association of its intention to im-
12 plement layoffs (March 15 notice) for bargaining unit members and invite
13 the Association to discuss this decision with the District including its na-
14 ture and impact.

15 9.3 The District will provide the Association copies of relevant non-
16 confidential documents concerning the layoffs.

17 9.4 If and when the procedure for layoffs is finally determined to be in the
18 scope of representation, the District agrees to meet and negotiate a proce-
19 dure with the Association.

20 9.5 Bargaining unit members who are reassigned or transferred as a result of a
21 reduction in force for a particular job position or department shall have the
22 right of first refusal to such positions as they are restored.

23 9.5.1 The first criterion for ranking rights of members to a restored posi-
24 tion shall be years of District service in that position (or depart-
25 ment).

26 9.5.2 In the event that a tie exists, the first tiebreaker shall be past ser-
27 vice (in the last three years) in that position (or department) at the
28 site of the restored position.

29 9.5.3 The second tiebreaker shall be District seniority, based on date of
30 hire.

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9.5.4 If a tie still exists, it will be decided by flip of a coin.

9.6 If a mid-year reassignment due to a reduction in force of particular kinds of service leads to a more senior member being moved (due to the less senior member's credential status), the District shall not offer the less senior member that position for the following year without first offering the position to the more senior member.

9.7 Part-time positions, or the partial restoration of positions, shall also follow the above right of first refusal.

9.8 A person, having served as a temporary teacher, shall be considered for subsequent employment prior to consideration of new applicants.

1 **ARTICLE 10**

2 **Summer School**

3 10.1 If and when summer school is authorized by the Board of Trustees, the
4 following rules will apply:

5 10.1.1 In consultation with the Association, the District will draft a
6 summer school calendar prior to February 1.

7 10.1.2 Bargaining unit members will be notified of the existence of
8 summer school employment no later than five (5) working days
9 after the Board of Trustees has authorized summer school.
10 Qualified bargaining unit members will be given preference in
11 hiring over other applicants.

12 10.2 Bargaining unit members selected for summer school positions will be of-
13 fered summer school employment when student registration justifies such
14 employment. The bargaining unit members' services will be used only if
15 class enrollments continue to meet District standards.

16 10.3 The summer rate of pay is set forth in Appendix B.

17 10.4 Summer school teaching/counseling assignments shall be filled for a par-
18 ticular site by applicants from that site first. Bargaining Unit Members
19 from other sites will be prioritized over non-district applicants.

20 10.5 A bargaining unit member who designs a particular course to be taught
21 during summer school will be offered the first priority appointment pro-
22 vided that the teacher's credential(s) authorizes services in the subject area
23 of the course.

24 10.6 A bargaining unit member who recruits students or who works with staff
25 to recruit students to the extent necessary to meet District requirements for
26 a particular course will be offered the first appointment, provided that the
27 teacher's credential(s) authorizes services in the subject area of the course.
28 Nothing in Articles 10.5 and 10.6 will compel the District to authorize
29 summer school.

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10.7 When qualifications in sections 10.4, 10.5 and 10.6 are equal, as determined by the District management person in charge of summer school, then selection shall be made by the Principal or designee.

10.7.1 By April 1, the District will send out applications for summer school. Interested teachers will return the completed applications to the District office no later than May 1.

10.7.2 The application shall be maintained by the District management person in charge of summer school.

ARTICLE 11

Evaluation Procedure

11.1 Temporary Teachers

11.1.1 Every temporary teacher hired before the second semester shall be evaluated once during the school year.

11.1.2 Written comments given to temporary teachers by the administration may be completed upon the District provided Evaluation—Temporary form.

11.2 Probationary Teachers

11.2.1 Every probationary teacher shall be evaluated by the administration at least once each school year, not later than the end of the first semester.

11.2.2 A conference and written summary evaluation letter shall be completed not later than ten (10) working days after the evaluation of probationary teachers unless an extension is mutually agreed upon.

11.3 Permanent Teachers

11.3.1 Every permanent teacher shall be evaluated not less than every other year.

11.3.1.1 A unit member with permanent status who has been employed at least ten (10) years with the District, and is highly qualified (if appropriate) as defined in 20 U.S.C. 7801 (ESEA) and whose previous evaluation rated the employee as meeting or exceeding standards, evaluator of record placed the unit member off-track, shall be evaluated every five (5) years if the unit member and the evaluator consent to this schedule. Either party may withdraw consent after the first off-track year with written notice no later than the fifth working day of the school year, in which the bargaining unit member will be evaluated. The Superintendent/designee will consult with the Association President/designee with respect to and prior

1 to the withdrawal of the consent. Withdrawal of consent by either
2 party shall not be subject to the grievance procedure.

3 11.3.2 Every permanent teacher who is not on remediation or on the unsatisfactory
4 evaluation track shall be notified in writing of his/her status as on-track or
5 off-track. This notification shall take place by September 15 of any given
6 year. Such notice shall identify the teacher's administrator of record. Ac-
7 companying this notification will be the self-evaluation profile for comple-
8 tion by the on-track bargaining unit member. A list by site of perma-
9 nent/non-permanent teachers to be evaluated shall be provided to the ESTA
10 President.

11 11.3.3 On-track self-evaluation profiles shall be completed by all on-track perma-
12 nent teachers and returned to the administrator of record no later than Sep-
13 tember 30 of any given year.

14 11.3.4 On-Track Procedure

15 11.3.4.1 At any time before November 1, any permanent teacher who is on-
16 track may request of the principal/director that the administrator of
17 record be changed. Should the principal/director agree that a
18 change of evaluator is warranted, such change will be made before
19 any formal work on the evaluation begins. If the administrator of
20 record has not been changed then the permanent teacher can appeal
21 the decision to the Director of Human Resources.

22
23 11.3.4.2 Administrators shall schedule intake interviews with on-track per-
24 manent teachers. The Evaluation Option Plan shall be completed
25 at this meeting. All intake interviews shall be completed by No-
26 vember 1 of any given year.

27
28 11.3.4.3 The administrator of record and the teacher may agree to a non-
29 traditional evaluation. Otherwise, the default is a traditional evalu-

1 ation. A plan for completion of the evaluation must be identified
2 in the intake interview on the Evaluation Option form.

3
4 11.3.4.3.1 **Non-Traditional Evaluation** – A teacher may work
5 as an individual or as a member of a team to complete
6 a non-traditional evaluation project reasonably related
7 to his or her subject area and expertise. This may be
8 project-based, portfolio-based, experiment-based or
9 performance-based.

10
11 11.3.4.3.1.1 Should a permanent teacher be unable to
12 complete the non-traditional evaluation,
13 the default process will be a traditional
14 evaluation.

15
16 11.3.4.3.2 **Traditional Evaluation** – A permanent teacher select-
17 ing this method of evaluation will participate in a pre-
18 observation conference, a full-period observation and a
19 post-observation conference. The result of this process
20 will be a summary letter of evaluation written by the
21 administrator of record. The administrator of record
22 and the teacher shall meet in the pre-evaluation con-
23 ference and mutually agree to the elements upon which
24 the evaluation is to be based. These elements shall be
25 based upon the California Standards for the Teaching
26 Profession (see “Forms”) and include: 1) objectives
27 set for the specific lesson(s) to be observed, 2) means
28 for assessing whether these objectives were met, and
29 3) a review of how this lesson fits into the overall cur-
30 riculum.

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11.3.4.3.2.1 The bargaining unit member and the evaluator shall make a good faith attempt to reach mutual agreement on the member's goals and objectives. To the extent the evaluator and the bargaining unit member disagree, the evaluator shall state reasonable goals and objectives by which the member is to be evaluated. The bargaining unit member may specify his/her positions, in writing, to be attached to the Evaluation documents, including any constraints which the member believes inhibit his/her ability to meet the stated goals and objectives. Any dispute concerning the reasonableness of the goals and objectives stated by the evaluator may be grieved as provided in Article 13 of this Agreement.

11.3.4.3.2.2 The evaluator will notify the on-track bargaining unit member of the date and period when the formal observation will take place.

11.3.4.3.2.3 The summary letter shall be submitted to the bargaining unit member no more than 10 working days after the formal observation, unless an extension is mutually agreed to on the Evaluation Option Plan.

1 11.3.4.3.2.4 Upon receiving the formal observation
2 letter, the unit member will sign and date
3 it, acknowledging receipt of the docu-
4 ment. The unit member will be provided
5 the opportunity to attach a written re-
6 sponse that shall become part of the
7 permanent record.
8

9 11.3.4.4 All aspects of non-traditional or traditional evaluations, except for
10 the exit interview, must be completed by April 15 of any given
11 year unless mutually agreed to by the bargaining unit member and
12 the administrator of record. Any extension of these dates must be
13 made in writing on the Evaluation Option Plan not later than
14 April 15.
15

16 11.3.4.5 An exit interview will occur for each on-track permanent employee
17 not later than April 30 of the evaluation year, unless mutually
18 agreed to in writing on the Evaluation Option Plan.
19

20 11.3.4.6 The Evaluation Option Plan must be completed for all on-track
21 bargaining unit members, signed and dated by both the member
22 and the administrator of record, before the original is sent to the
23 Human Resources Office for placement in the personnel file.
24

25 11.3.4.7 At the exit interview, bargaining unit members must be told of
26 their status for the following year: off-track, on-track or on reme-
27 diation, or unsatisfactory track. If the unit member meets all of the
28 criteria in 11.3.1.1, his or her status for the following four (4) years
29 will be off-track, with the fifth year designated as on-track.
30
31
32

1 11.3.5 Placement on the Remediation Track

2 11.3.5.1 A permanent employee must have been on-track immediately prior
3 to being placed on remediation.

4
5 11.3.5.2 Prior to placing a permanent employee on remediation, the admin-
6 istrator of record must meet the following requirements:

7
8 11.3.5.2.1 The administrator of record must observe the perma-
9 nent teacher at least two (2) times in the first semester,
10 with no observation occurring within five (5) working
11 days of another observation.

12
13 11.3.5.2.2 The administrator of record must observe the perma-
14 nent teacher at least three (3) times in the second se-
15 mester, with no observation occurring within five (5)
16 working days of another observation.

17
18 11.3.5.2.3 All second semester observations must be completed
19 by April 15.

20
21 11.3.5.2.4 At the conclusion of each observation, and within five
22 (5) working days, a written communication identifying
23 both weaknesses and recommendations for correction
24 of these weaknesses shall be sent to the permanent
25 teacher.

26
27 11.3.5.2.5 A formal evaluation must be completed in each semes-
28 ter prior to the permanent teacher being placed on re-
29 mediation.

30
31 11.3.5.2.6 The second formal evaluation must be completed by
32 April 15 but not before March 1. This formal evalua-

1 shall be postmarked no later than the fifth working day
2 of the school year in which the bargaining unit mem-
3 ber will be on remediation.
4

5 11.3.6.2 Permanent teachers on remediation shall participate in an assis-
6 tance program, which the District will provide. Exemplary teach-
7 ers will assist the teacher on remediation in the areas of subject
8 matter knowledge, teaching strategies, classroom management and
9 teaching methodologies, as appropriate. This assistance is support-
10 ive in nature and in no way evaluative.
11

12 11.3.6.3 During the course of the year in which the bargaining unit member
13 is on remediation, the administrator of record shall complete at
14 least five (5) observations and one (1) formal evaluation each se-
15 mester. No observation shall occur within five (5) working days of
16 another observation.
17

18 11.3.6.3.1 Observations in the second semester shall precede the
19 formal evaluation.
20

21 11.3.6.3.2 Observation feedback shall be provided within five (5)
22 working days of the observation and shall refer to the
23 progress made towards the goals identified in the Re-
24 mediation Plan.
25

26 11.3.6.3.3 The second semester formal evaluation shall be com-
27 pleted by April 15.
28

29 11.3.6.4 By April 30 of the remediation year, the bargaining unit member
30 shall be placed on-track, on remediation or on the unsatisfactory
31 evaluation track for the following year. Such determination is
32 made by the administrator of record noted on the Remediation

1 Plan, filed with the Human Resources Office and placed in the
2 bargaining unit member's personnel file.

3
4 11.3.6.4.1 A permanent teacher who has successfully completed
5 a year of remediation, as identified by the administra-
6 tor of record on the Remediation Plan, shall be placed
7 on-track for the subsequent school year.

8
9 11.3.6.4.2 A permanent teacher who has been partially successful
10 during the remediation year, as identified by the ad-
11 ministrator of record on the Remediation Plan, shall be
12 placed on remediation for the subsequent year.

13
14 11.3.6.4.3 A permanent teacher, who has been unsuccessful dur-
15 ing the remediation year, as identified by the adminis-
16 trator of record on the Remediation Plan, shall be
17 placed on the "Unsatisfactory Evaluation Track."

18
19 11.3.6.5 If the permanent teacher who is on remediation is going to be
20 placed on the unsatisfactory evaluation track, the second semester
21 summary evaluation letter shall identify the bargaining unit mem-
22 ber's performance as "unsatisfactory."

23
24 11.3.7 Unsatisfactory Evaluation Track

25
26 11.3.7.1 The Board of Trustees shall receive the name and evaluation rec-
27 ord of any bargaining unit member placed on the unsatisfactory
28 evaluation track no later than the first Board of Trustees' meeting
29 of the new school year. The Board will approve the concerted ef-
30 forts of the site and district administration to either remediate or
31 dismiss the permanent teacher placed on the unsatisfactory evalua-
32 tion track.

1
2 11.3.7.2 Consistent with the Education Code, a permanent teacher on the
3 unsatisfactory evaluation track may find himself/herself facing
4 dismissal proceedings. At any point, the bargaining unit member
5 who shows a good faith effort at correcting the deficiencies may be
6 removed from the unsatisfactory evaluation track and placed on
7 remediation. Such determination shall be made at the discretion of
8 the District.
9

10 11.4 Non-Classroom Bargaining Unit Member Evaluations
11

12 11.4.1 The procedures for evaluation identified in sections 11.1 through 11.3 shall
13 apply to non-classroom bargaining unit members. However, it is acknowl-
14 edged that non-classroom bargaining unit members' evaluations shall be
15 based on their job descriptions and/or the job parameters established for
16 their assignments.
17

18 11.5 Grievance and Evaluation
19

20 11.5.1 Prior to an evaluation becoming part of the permanent record, the bargaining
21 unit member shall have the right to file a grievance on the procedure of the
22 evaluation. The summary letter, once the grievance is filed within the speci-
23 fied time limit, shall be maintained in the grievance file until the grievance
24 is resolved.
25

26 11.5.2 Filing a grievance on the procedure of the evaluation does not preclude the
27 administrator of record and district from continuing the evaluation process,
28 including placing a bargaining unit member on remediation or unsatisfactory
29 track.
30

31 11.5.3 If the grievance is found in favor of the grievant at level 2 and by agreement
32 of the District, or at level 3, all documents involved in the evaluation pro-

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cess shall be returned to the grievant. Should this ruling or decision occur within the first semester, the bargaining unit member shall be placed on-track for the remainder of the school year unless otherwise stipulated by an arbitrator.

11.5.4 The bargaining unit member will have the right to use District Policy 4161 to seek redress on any concerns regarding the evaluations that are outside the scope of the grievance procedure.

1 **Evaluation Article Terms and Definitions**

2 **Evaluation** – The process by which a bargaining unit member is evaluated by the ad-
3 ministrator of record.

4 **Formal Evaluation** – Any formal observation of at least one (1) full period by the ad-
5 ministrator of record, inclusive of all processes identified in section 11.3.4.2 of this Ar-
6 ticle.
7

8 **Observation** – Any observation of at least five (5) minutes, by the administrator of
9 record, of the bargaining unit member, in his/her teaching or equivalent assignment.
10

11 **Summary Letter of Evaluation** – A formal, written document that summarizes both
12 the formal evaluation and any other observations completed by the administrator of
13 record during an evaluation cycle.
14

15 **On-Track** – Placement of a permanent employee into the system of evaluation for a
16 given year.
17

18 **Off-Track** – Exemption of a permanent employee from the system of evaluation for a
19 given year.
20

21 **Administrator of Record** – The administrator responsible for evaluating a bargaining
22 unit member during a given year.
23

24 **Intake Interview** – A meeting between the administrator of record and on-track per-
25 manent employee(s), individually or in groups, at which the Evaluation Option Plan is
26 completed.
27

28 **Exit Interview** – A meeting between the administrator of record and on-track perma-
29 nent employee(s), individually or in groups, at which the bargaining unit member is in-
30 formed of his/her status for the following year and the Evaluation Option Plan form is
31 completed, signed and dated.
32

33 **Project-Based Evaluation** – Project-based evaluation may be based upon the partici-
34 pation of an individual teacher or a team of teachers in a project reasonably related to
35 the individual's or team's subject area or expertise. The completed project may be as-
36

1 sessed through observation and a review of all documents generated throughout the
2 evaluation period.

3
4 **Experiment-Based Evaluation** – Experiment-based evaluation may involve using new
5 methodologies, perhaps teaming with other teachers with a focus upon inter-
6 disciplinary instruction and the development of new lessons.

7
8 **Portfolio-Based Evaluation** – Portfolio-based evaluation may be based on the collec-
9 tion of “best lessons” or projects and activities utilized with the students for inclusion in
10 a portfolio. The completed project may be assessed through observations of some of
11 the “best practices” and a review of the final portfolio. The portfolio should be a com-
12 plete teacher’s guide to each of the lessons or projects included.

13
14 **Performance-Based Evaluation** – Performance-based evaluation may focus upon an
15 instructional unit consisting of at least five (5) lessons. The teacher will evaluate stu-
16 dent mastery of the unit objectives through performance or authentic assessment tech-
17 niques. The administrator of record will be invited to observe such demonstrations of
18 competence. Documentation created during this project may be made available to in-
19 terested staff.

20
21 **Evaluation Option Plan** – Form used to establish the on-track employee’s evaluation
22 plan for the year.

23
24 **Observation Feedback** – A written communication including comments by the admin-
25 istrator of record during a short period of observation. For a bargaining unit member
26 who is or may be placed on remediation, the comments must include both weaknesses
27 observed and recommendations for correction of these weaknesses.

28
29 **Remediation Plan** – A formal written plan identifying specific goals and objectives, as
30 well as timelines and activities that need to be met and completed in order for the bar-
31 gaining unit member on remediation to improve his/her performance as an educator.

32
33 **Instructional Rounds** – See Article 32 – Professional Development

34
35 **Day of School (Workday)** – Any bargaining unit member’s mandatory working day
36 (presently 182 workdays in a contractual year).

1 **ARTICLE 12**

2 **Personnel Files**

3 12.1 No materials other than standard record keeping material shall be placed
4 in a bargaining unit member's personnel files without first making a copy
5 available to the bargaining unit member (Education Code 44031). The
6 District shall provide a copy to the Association of any non-evaluative let-
7 ter placed in a member's file at the same time such letter is placed in the
8 file. The member shall have the right to opt out of this provision in writ-
9 ing.

10 12.2 Upon written authorization by the teacher, a representative of the Associa-
11 tion shall be permitted to examine and/or obtain copies, at the bargaining
12 unit member's expense, of materials in such teacher's personnel file. Said
13 bargaining unit member shall have the right to inspect any personnel files
14 pertaining to him/her at any time during business hours.

15 12.3 The person/persons who draft and/or place material in a teacher's person-
16 nel file shall sign the material and signify the date on which the material
17 was drafted.

18 12.4 Access to personnel files shall be limited to the members of the District
19 administration on a need-to-know basis. Board members may request the
20 review of a teacher's file at a duly constituted personnel session of the en-
21 tire Board. The contents of all personnel files shall be kept in the strictest
22 confidence.

23 12.5 The East Side Union High School District, in its employment relationship
24 with certificated bargaining unit members, shall in all respects continue to
25 abide by the collective bargaining agreement language as specified in this
26 Article. Further, it is noted by the District that each bargaining unit mem-
27 ber has specific statutory rights provided for and guaranteed by the Fifth
28 and Fourteenth Amendments to the Constitution, and by case law includ-
29 ing, but not limited to, Skelly v. State Personnel Board (1975), Weingarten
30 v. NLRB (1975), Miller v. Chico (1979), and Education Code 44031,
31 44663, 44664. It is further understood that these rights apply to all files,

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including electronic files. The District further agrees to inservice administrators annually on the above issues and to make clear that all personnel files are to be kept at the District Office only.

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ARTICLE 13

Grievance Procedure

3 13.1 A "grievance" is a formal written allegation by a bargaining unit member
4 or the Association acting on behalf of a named bargaining unit member(s)
5 that there has been a violation, misinterpretation or misapplication of the
6 specific provisions of this Agreement. Actions to change the policies of
7 the District or administrative regulations and procedures must be under-
8 taken under separate legal processes. Other matters for which a specific
9 method of review is provided by law, with exception noted below, are not
10 within the scope of this procedure.

11 13.1.1 Bargaining unit members with concerns or complaints outside
12 the terms of this Agreement have available District Policy 4161
13 which provides an opportunity for redress.

14 13.2 A grievance cannot be filed on, and this grievance procedure does not ap-
15 ply to, the content of evaluation of members of the unit, except for alleged
16 violation of procedural matters.

17 13.3 A "grievant" may be any bargaining unit member of the District covered
18 by the terms of this Agreement.

19 13.3.1 A group grievance is a grievance which involves the same or
20 similar factual situation and the same District management em-
21 ployee, provided the claim is signed or initialed by those in-
22 volved in the group grievance.

23 13.4 A "day" is any day in which the District Office is open for business. A
24 "school day" is any bargaining unit member's mandatory working day.

25 13.5 The "immediate supervisor" is the management person having jurisdiction
26 over the grievant as designated by the District.
27

1 13.6 Level 1

2 Within ten (10) school days after the occurrence of the act or omission
3 giving rise to the grievance, the grievant shall notify his/her immediate su-
4 pervisor, in writing, of his/her intent to file a grievance. After this written
5 notification, the parties have ten (10) days to resolve the issue. The parties
6 are encouraged to solve the issue informally, and if this is not successful,
7 to have a formal Level 1 meeting which will, at the grievant's request, in-
8 clude an Association site representative and to which the Director of Hu-
9 man Resources may be invited. Both parties shall make a good faith effort
10 to resolve the issue at this level. A grievance resolved at Level 1 may be
11 recorded on the Problem Resolution Form. If the issue is not resolved, the
12 Grievance Form will be completed in order to proceed to Level 2.

13 13.7 If a grievance arises from act or omission on the part of a member of man-
14 agement at a level above the principal or immediate supervisor, the
15 grievant shall submit such grievance in writing to the person(s) designated
16 at the next highest level and the processing of such grievance will be
17 commenced at Level 2.

18 13.8 Level 2

19 If the grievant is not satisfied with the disposition of his/her grievance at
20 Level 1, he/she must, within five (5) school days (as documented by post-
21 mark or by e-mail date) of the conclusion of Level 1 present such griev-
22 ance to the Director of Human Resources. The grievance shall be
23 agendized for the Level 2 Grievance Panel review.

24 13.8.1 The Level 2 Grievance Panel, which shall be comprised of two
25 (2) Association members and two (2) certificated administra-
26 tors, shall meet the first Tuesday of each month, (October
27 through May). All Level 2 grievances shall be handled during
28 the month they are agendized.

29 13.8.2 No person who will be involved in the Level 3 process shall
30 participate on the Level 2 Panel.

1 13.8.3 Level 2 Committee: By the second week of school the Association
2 and District shall each compile a list of ten (10) people who
3 are qualified and willing to participate on the Level 2 Panels.
4 From this list and prior to the October panel hearing, the Association
5 President and Director of Human Resources shall assign
6 Panel members and alternates to particular hearing dates.

7 13.8.3.1 Training for Level 2 Committee Members: The
8 twenty (20) members of the Level 2 Committee
9 shall participate in a joint training process.

10 13.8.4 Level 2 Panel Reporting: At such time as the Panel makes a decision,
11 the Director of Human Resources and Association President shall be informed by the full panel of said decision. Within
12 five (5) days, the District shall deliver to the Association a written
13 response to the Level 2 findings.
14

15 13.9 Level 3

16 If the Association chooses to move the grievance to Level 3, the Association
17 shall notify the District of this determination, in writing, within ten
18 (10) days from receipt of the District's response to Level 2 findings. Following
19 such notification, the Association shall contact the appropriate arbitrating
20 body within five (5) days. The Association may request that the District
21 participate in State funded, non-binding mediation. If the Mediation is not
22 successful, the timelines for arbitration remain intact. The Association may
23 also request that the District participate in a Mediated Arbitration, which
24 would be binding on the parties. Should Mediated Arbitration not be acceptable
25 to the parties, the grievance will go to Arbitration that would be binding
26 on the parties.

27 13.9.1 Should the grievance be submitted to Level 3, none of the paperwork
28 submitted at Level 2 shall be used in the positions forwarded either by the
29 District or the Association.

30 13.9.2 The Association and the District shall attempt to agree upon an
31 arbitrator. If no agreement can be reached, they shall request the State
32 Conciliation Service or American Arbitration Association.

1 tion to supply a list of five (5) names of persons experienced in
2 hearing grievances in public schools. Each party shall alternate-
3 ly strike a name until only one (1) name remains. The remain-
4 ing name on the list shall be the arbitrator. The Association
5 shall strike the first name. The hearing shall be conducted un-
6 der the rules of the American Arbitration Association in effect
7 at the time of the Arbitration. The fees and expenses of the ar-
8 bitrator and the hearing shall be borne equally by the District
9 and the Association. All other expenses shall be borne by the
10 party incurring them. The arbitrator shall, as soon as possible,
11 hear evidence and render a decision on the issue or issues sub-
12 mitted to him/her. If the parties cannot agree upon a submission
13 statement, the arbitrator shall determine the issues by referring
14 to the written grievance and the answers thereto at each step.
15 The arbitrator will have no power to add to, subtract from or
16 modify the terms of this Agreement or the written policies,
17 rules, regulations and procedures of the District. After a hearing
18 and after both parties have had an opportunity to make written
19 arguments, the arbitrator shall submit in writing to all parties
20 his/her findings and recommendations which shall be final and
21 binding.

22 13.10 Reporting to the Board of Trustees: A bi-monthly report, jointly compiled
23 by the District and the Association, shall be made to the Board of Trustees
24 reviewing the status of grievances. This report shall be accepted at the
25 open session of the Board and may include discussion as an agenda-
26 zed report.

27 13.11 The Association will notify the District annually of its designated griev-
28 ance representatives who will receive time off from duties for the pro-
29 cessing of grievances past Level 1.

30 13.11.1 Whenever possible, the designated representative shall inform
31 his/her immediate supervisor at least twenty-four (24) hours pri-
32 or to his/her release from duties for grievance processing. Such
33 time off shall be limited solely to representing a grievant in a
34 conference with a management person, beyond Level 1, and

1 does not include use of time for matters such as gathering in-
2 formation, interviewing witnesses, or preparing a presentation.

3 13.12 If a grievance is not resolved by the end of the school year, and the
4 grievant is unable to carry it through the vacation period, it shall be con-
5 tinued to the next contractual year. Upon resumption of the procedure, the
6 time limits as agreed to in the grievance procedure shall be adhered to.

7 13.13 Should a grievance not be resolved by the end of the terminating dates of
8 the contract, the grievance procedure as set forth in this Agreement shall
9 remain in effect until resolution of said grievance.

10 13.14 The District's records dealing exclusively with the filing and processing of
11 a grievance shall be maintained separately from the grievant's personnel
12 file.

13 13.15 All records used in this grievance procedure which may come from per-
14 sonnel file(s) maintained by the District will be returned to those files
15 without indication that they had been used in this grievance procedure.

16 13.16 The Association as the Exclusive Representative reserves its Rodda Act
17 rights to represent named bargaining unit member(s), at the request of the
18 grievant(s), at any or all levels of the grievance process.
19

1 **ARTICLE 14**

2 **Hours**

3 14.1 The bargaining unit member’s regular workday is seven (7) hours, exclu-
4 sive of a duty-free lunch. A bargaining unit member’s workday begins 15
5 minutes before the unit member’s first assigned period and ends 7.5 hours
6 later, which includes at least 15 minutes after the unit member’s last as-
7 signed period. For the purpose of this article an assigned period is
8 inclusive of a preparation period and an open period which is any unas-
9 signed time within the unit member’s 7.5 hour workday. The assigned
10 workday includes assigned periods, and may include case manage-
11 ment/resource period(s), collaboration/professional development sessions,
12 testing sessions, and other special schedules. In no event shall a bargain-
13 ing unit member’s workday exceed seven (7) hours exclusive of a duty-
14 free lunch. When a school is operating on a finals schedule, a bargaining
15 unit member’s workday will consist of assigned periods, including prep
16 period, and fifteen (15) minutes before their first period and fifteen (15)
17 minutes after their last period. On days when bargaining unit members are
18 scheduled to work but the pupils are not scheduled to be present, the
19 workday shall be the same length as indicated above for all bargaining unit
20 members, with exceptions noted in 14.1.1. Exceptions to shorten work-
21 day(s) may be made only by the Superintendent or designee.

22 14.1.1 Those bargaining unit members, such as psychologists, nurses,
23 speech language pathologists, social workers, etc., who are not
24 held to supervision as designated in 14.2, will be at their as-
25 signed work stations for 7.5 hours, exclusive of a duty-free
26 lunch. Coaches as listed in Appendix C will also be exempted
27 from supervision designated in 14.2 in the following manner:

28 Category I, II, and III Coaches will be exempted from 10 hours
29 of supervision for each season that they coach.

30 14.1.2 Effort shall be made between the parties to create consecutive
31 periods of teaching assignments for full time bargaining unit
32 members who request part time status. Should the schedule be

1 unable to accommodate such consecutive scheduling, the
2 administrator will offer the bargaining unit member a full time
3 assignment.

4 14.2 In addition to the workday indicated in 14.1 above, full-time bargaining
5 unit members shall participate in other duties for a maximum total of thirty
6 (30) hours, which shall include, but not be limited to: activities supervi-
7 sion, mandatory back-to-school night, site and District meetings, depart-
8 ment meetings, IEP meetings which cannot be scheduled during the work-
9 day and other assignments consistent with the Education Code and the
10 policies and regulations of the District.

11 14.2.1 Part time bargaining unit members may be assigned supervision
12 for a percentage maximum consistent with their employment
13 status. Back-to-school night shall be a mandatory part of the as-
14 signed supervision hours.

15 14.2.2 Bargaining unit members and their immediate supervisors may
16 develop a modified supervision plan, which defines their super-
17 vision responsibilities for a given school year. Such responsi-
18 bilities may include use of the bargaining unit member's duty
19 free lunch, preparation time, and time immediately before or af-
20 ter school. Participation by the bargaining unit member in such
21 a modified supervision schedule shall be voluntary.

22 14.3 All bargaining unit members shall be entitled to a duty-free lunch period
23 of at least thirty (30) minutes duration and at the same time as the lunch
24 period established for students. At the beginning of the school year, the
25 site administrator may assign some non-classroom bargaining unit mem-
26 bers, such as librarians, counselors or advisors, a lunch period at a time be-
27 fore or after the students' lunch period.

28 14.4 The number of scheduled workdays for bargaining unit members shall be
29 one hundred eighty-two (182), with the exception of positions listed in
30 Appendix C, Stipend Addendum for whom the work year is 187 days or
31 192 days, and Children's Center Instructors.

1 14.5 Flexible Schedule

2 This provision does not apply to advisors or librarians.

3 14.5.1 The intent of this provision is to provide flexibility for non-
4 classroom bargaining unit members whose primary work as-
5 signments involve supporting academic success.

6 14.5.1.2 To accommodate responsibilities that must be per-
7 formed outside of the defined work year non-
8 classroom bargaining unit members will submit a
9 work calendar by July 1 of each year. All contrac-
10 tual days must be completed during the fiscal year
11 (July 1 through June 30). The work calendar is sub-
12 ject to approval by the immediate supervisor. The
13 employee may exchange regular work school days
14 for days outside the regular school year. The calen-
15 dar is subject to change based on mutual agreement.

16 14.5.1.3 Non-classroom bargaining unit members may adjust
17 their work day, with the prior approval of the im-
18 mediate supervisor, to accommodate responsibilities
19 that must be performed outside of the work week,
20 such as evening or Saturday professional develop-
21 ment. This adjustment shall occur within 20 work
22 days prior to or after the duties performed outside of
23 the work day. Unit members cannot combine
24 earned flex time.

25 14.5.2 Subject to approval of the immediate supervisor, bargaining unit
26 members who are released at least 40% may adjust their work
27 day in order to accommodate responsibilities that must be per-
28 formed outside the standard work day. Adjustments in the work
29 day must not impact instructional assignments.

30 14.5.3 Adjustments in the work schedule are in lieu of any additional
31 compensation.

1 14.5.4 If a member utilizes this provision to adjust their work calendar,
2 and cannot report on the alternative day due to unforeseen cir-
3 cumstance, appropriate leave will be deducted from the bargain-
4 ing unit member.

5 14.6 All full time bargaining unit members for whom the high school principal
6 is the immediate supervisor shall have a preparation period. The bargain-
7 ing unit member's preparation period is intended to be used for profes-
8 sional purposes which may include but not be limited to the preparation of
9 lessons, meetings with students, or carrying out other duties as assigned by
10 the principal or designee when the need arises. Payment at the resident
11 substitute rate will be paid to bargaining unit members who are assigned to
12 supervise students during their preparation period.

13 14.6.1 All part time bargaining unit members shall be available for
14 such duties and responsibilities as are identified in 14.6 propor-
15 tionate to the percentage of their employment. Specific prepara-
16 tion hours and availability shall be agreed upon by the part time
17 employee and his/her supervisor at the start of the semester in
18 which the part time status begins. Should no agreement occur,
19 the part time person will be available for a percentage of his/her
20 preparation time during one (1) established period.

21 14.7 Bargaining unit members who are assigned to more than two (2) prepara-
22 tions for the ensuing year shall be notified by the Principal or designee(s)
23 as to the reason for said assignment prior to making the assignment. For
24 the purposes of this section, bilingual and sheltered courses constitute sep-
25 arate preparations. Combined courses taught during one (1) period are
26 considered a single preparation. A preparation is a block of time with stu-
27 dents for which one or more of the following holds:

- 28 • The bargaining unit member is responsible for reporting attendance.
- 29 • The bargaining unit member is required to give grades.
- 30 • The bargaining unit member cannot exclude a student without fol-
31 low-up paperwork.

- 1 14.7.1 The District shall make every effort to assign bargaining unit
2 members no more than three (3) preparations unless agreed to
3 by the member and in consultation with the ESTA Site Presi-
4 dent.

- 5 14.8 The District and the Association agree to find a means by which they can
6 provide certificated librarian services for each site excluding on-site con-
7 tinuation schools.

- 8 14.9 All teachers shall be notified of their tentative assignment for the ensuing
9 school year on or before July 1. In departments with declining enroll-
10 ment/staff, such notice may be "unassigned-pending staff determination."
11 If any known changes should occur after July 1, the affected teachers shall
12 be re-notified as to such changes as soon as possible.

- 13 14.10 Recognizing that teacher attendance is important to the continuity of in-
14 struction, the district will make every effort to conduct required work-
15 shops during special schedules or inservice days.

- 16 14.11 The District will make every effort to hire a new teacher whenever the
17 need in a subject area at one (1) site reaches a .60 FTE. Should a suitable
18 candidate not be available, sixth (6th) period assignments will first be
19 offered to properly credentialed teachers. If the district offers the position
20 to a temporary or probationary teacher, an ESTA representative will be in-
21 volved in the process.

- 22 14.12 Department chairpersons shall be confirmed by a simple majority vote of
23 all members within a department at each site. The principal will submit
24 one (1) name (or more in the event of co-chairs) for a yes or no vote by the
25 members of the department. Should a majority of the department mem-
26 bers vote no, the principal shall submit one (1) new name (or more in the
27 event of co-chairs) and proceed with the same voting process. If the vote
28 results in a tie, the principal may cast the tie-breaking vote. The voting
29 shall be by secret ballot. Voting shall be monitored by the site principal
30 and an ESTA representative. Submission of names and voting shall con-
31 tinue until the selection is successful.

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- 14.12.1 The selection will be held every two (2) years on even-numbered years. The selection will follow the process outlined in 14.11. This selection process shall occur between April 15 and April 30 of those even-numbered years, and the transition shall become effective July 1 of those years.
- 14.12.2 Any department chair position that becomes open will be filled using the process outlined in 14.12 above.
- 14.12.3 Members have the right to vote in each department to which they are assigned.

1 **ARTICLE 15**

2 **Class Size**

3 15.1 The maximum department class sizes by school will be as follows:

<u>Department</u>	<u>Class Size</u>
Art.....	29
Business Education.....	29
English.....	30
World Language.....	29
Home Economics Careers & Technology.....	29
Career Technical Education.....	29
Mathematics.....	32
Performing Arts.....	30
• Band, Choir, Orchestra, excepted	
• Drama.....	42
• Technical Theater.....	42
Physical Education.....	42
Reading	
• Improvement & Development.....	20
• Other, Non-Remedial.....	30
Safety Education, HCD, Health Education, Freshman Orientation, State Requirements/ Driver’s Education.....	32
Science.....	32

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Social Science.....32

Special Education

- Mild/Moderate.....18
- Moderate/Severe12

In addition, the maximum size of the following classes shall be:

ELL

LA 1, LA 2.....20

LA 3, Reading 3.....25

Bilingual/Sheltered.....25

Magnet and special programs not listed above should use the class size of the subject area that sponsored the class.

15.1.1 The intent of the District is to reduce the class size in Science from 32 to 30. The District and the Association agree to study options for funding and facility use to further this goal.

15.2 Every effort should be made at and between schools to bring all individual class enrollments as close as possible to the department maximums listed above. The parties agree that failure to meet the “every effort” standard by the 17th workday leads to unnecessary disruptions in the educational process, and an increased workload on teachers, counselors, and classified staff and administrators. The parties agree that the “every effort” standard outlined and refined in the succession of previous Arbitrators’ Awards, and the requirement of the Collective Bargaining Agreement to bring all individual class enrollments as close as possible to the department maximums listed in section 15.1, are met by a series of actions. Among the series of actions, mutually agreed to by the District and the Association, are what follows below and further detailed in Appendix K.

1 15.2.1 A Class Size Committee shall be constituted immediately prior to
2 the beginning of each semester. The Committee shall have four
3 members chosen by the Association President and three members
4 chosen by the Superintendent/designee, plus record keepers as ap-
5 propriate. This Committee shall meet on workdays five (5), ten
6 (10), fifteen (15), and eighteen (18), or as close as possible to these
7 four dates. The meeting dates and times shall be set prior to the
8 first meeting and shall as nearly as possible accommodate the
9 scheduling needs of the parties.

10 15.2.2 School sites shall create a new course section of any course in each
11 case in which the total number of students enrolled in that course at
12 that site exceeds one half (1/2) of the departmental maximums
13 listed in Section 15.1 of the Collective Bargaining Agreement.

14 (a) Any exception to this requirement shall require written mutu-
15 al agreement of the District and the Association President.

16 (b) Site curricular initiatives such as “academies,” “interest
17 pathways,” “small learning communities,” and “magnets,”
18 which may have minimally different computer course codes
19 to be differentiated from one another on a site’s master
20 schedule, but which do not have different class size maxi-
21 mums, shall not be disaggregated to eliminate the require-
22 ment to adhere to the “every effort” standard.

23 (c) Creation of new sections shall occur no later than three busi-
24 ness days following the meeting of the Class Size Committee
25 which documents their need.

26 15.2.3 The completion of all class size balancing according to the “every
27 effort” standard shall occur by the end of the seventeenth (17th) day
28 of school each semester and continue thereafter for the remainder
29 of the semester. The District agrees to continue to open new class
30 sections as needed during each semester of the current school year,
31 pursuant to paragraph 15.2.2 above, unless rationale can be pre-
32 sented which is acceptable to the Association President that the

1 opening of such new sections would either not ameliorate the prob-
2 lem or cause significant harmful disruptions in the schedules of
3 students.

4 15.3 As soon as possible in July of each year, the District and the Association
5 shall agree upon the choice of an arbitrator to be used should an expedited
6 arbitration as described in section 15.4 become necessary. A date will be
7 agreed to which falls as close as possible to the twenty-fifth (25th) day of
8 the beginning of the first semester for the appearance of the arbitrator.

9 15.4 Before the seventeenth (17th) day of each semester, the District and the
10 Association shall meet at the District Office or other mutually acceptable
11 location to review current class size loads at every site. Agreement shall
12 be reached about possible solutions for solving overages. These solutions
13 shall be formally transmitted to every site within one (1) day, with a copy
14 provided to the Association. The Associate Principal (APED) at each site
15 shall respond to each proposed solution, with a copy provided to the Asso-
16 ciation. By the end of the twenty-first (21st) day of each semester, a re-
17 view of the current master schedule by these same parties shall either yield
18 agreement that compliance has been met, or, in the case of a disagreement,
19 the grievance(s) relative to class size will be consolidated and heard ac-
20 cording to the following “expedited” arbitration.

21 Procedure:

22 15.4.1 The Association shall contact the arbitrator to confirm the hear-
23 ing date.

24 15.4.2 The hearing will be transcribed and the parties will be permitted
25 to submit pre-hearing or post-hearing briefs to the arbitrator,
26 provided a copy is simultaneously served on the representative
27 of the other party.

28 15.4.3 The award, if any, of the arbitrator shall be binding on both par-
29 ties.

30 15.4.4 If a hearing is called to resolve first semester issues, the arbitra-
31 tor shall retain jurisdiction in Article 15 matters through the

1 remainder of the school year. A date shall be set for the arbitra-
2 tor's reappearance as close as possible to the twenty-second
3 (22nd) day of the second semester. Costs of subsequent hearings
4 with the arbitrator will be allocated according to the agreement
5 in section 15.5.

6 15.4.5 Any of the above timelines may be extended by mutual written
7 agreement.

8 15.5 The cost of the arbitration, except for representation fees, will be shared
9 equally by the parties. Any of the above timelines may be extended by
10 mutual written agreement.

11 15.6 If the Association cancels the arbitration, it will bear the Arbitrator's can-
12 cellation cost.

13 15.7 The Board of Trustees, following prior notification and concurrence of the
14 Association President, reserves the right to exceed maximums in section
15 15.1 under exceptional circumstances (qualified certification of financial
16 reports indicating fiscal distress of the District or a catastrophic event that
17 significantly reduces physical capacity and/or certificated staff). The
18 Association President agrees not to withhold or place conditions on
19 concurrence unreasonably.

20 15.7.1 If this right is invoked, the remaining parts of the Article remain
21 intact.

22 15.7.2 The District will take into consideration students with special
23 needs, English Language Learners and other specialized pro-
24 grams.

25 15.8 If two (2) or more teachers from different departments voluntarily choose
26 to pair or tandem teach, the maximum class size will be the average of the
27 class size limits for those departments and will not affect class limits for
28 other classes in those departments.

29 15.9 If a teacher voluntarily accepts an instructional aide, the class size limit
30 will be increased by five (5). The administration reserves the right to as-

1 sign an instructional aide to a teacher; should this occur, the class size lim-
2 it will not be affected.

3 15.10 On a voluntary basis, bargaining unit members may agree to teach six (6)
4 periods during one (1) semester and four (4) periods in the other semester.
5 A part-time bargaining unit member may teach more sections during one
6 (1) semester than the other. A full-time assignment is ten (10) periods per
7 school year.

8 15.11 Compensation Payments

9 The District shall begin calculating class size overage payments on the
10 eighteenth (18th) workday of either semester when class size maximums
11 are exceeded. The amounts shall include all students in excess of the max-
12 imums listed in Article section 15.1 at the rate of \$2 for each student per
13 each day. Compensation will be computed daily, and paid at the end of
14 each semester.

15 15.11.1 If team teaching or other forms of large group instruction are uti-
16 lized, those classes will not generate compensation pursuant to this
17 Article.

18 15.12 The department maximums cited in 15.1 may be exceeded if all the mem-
19 bers of a department agree in writing to waive the maximums or if a
20 teacher and the Association agree in writing to waive the maximum. Such
21 waivers shall be made on a timely basis. The Association agrees not to
22 withhold such waivers unreasonably. These exceptions shall not be in-
23 cluded in the computation of department maximums or compensation.

24 15.12.1 The voluntary signing of class size waivers by teachers at a par-
25 ticular school and the accompanying signature of the Association
26 President may negate the requirement to create new sections pur-
27 suant to paragraph 15.2.2.

28 15.12.2 Notwithstanding Article 15.12 of the Collective Bargaining
29 Agreement, any unit member who waives a class size maximum
30 set forth in Article 15.1 shall continue to receive all class size
31 overage payments for all overages. The District's requirement is

1 to make class size overage payments and continue to make every
2 effort at or between schools to bring all individual class enroll-
3 ments as close as possible to the department maximums listed
4 above.

5 15.12.3 An “unwaived” class section shall be defined in this agreement
6 as a class section for which no valid class size waiver has been
7 signed by the teacher of record and the Association President.

8 15.12.4 When the total number of students in a particular course does not
9 require opening a new section, and yet there exist some
10 unwaived class sections of that course with enrollments over the
11 departmental maximums as given in section 15.1 of the CBA, the
12 site shall continue to adhere to the “every effort” standard
13 whether directed by the Class Size Committee or not.

14 15.12.5 All instances, in which the making of every effort does not result
15 in balanced classes, shall be reported on a case by case basis in a
16 written document by the site administration to the Superinten-
17 dent/designee and the Association President.

18 15.13 The maximum number of students assigned to each counselor will be 435.
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ARTICLE 16

Permit Teachers

16.1 Notwithstanding any provision of this Agreement to the contrary, permit teachers in the bargaining unit will receive the rights, benefits, and restrictions consistent with the Education Code sections that apply to such teachers.

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ARTICLE 17

Safety Conditions of Employment

3 17.1 Pursuant to section 49079 of the Education Code, the District shall inform,
4 in writing, bargaining unit members of a pupil who has engaged in, or is
5 reasonably suspected of engaging in a suspendable or expellable act listed
6 in section 48900 of the Education Code. Such notification shall be prior to
7 the student's return to class in the case of suspension or enrollment in a
8 new site in the case of expulsion. A written description of the rights and
9 duties of all administrators and teachers with respect to student discipline,
10 including the use of corporal punishment and the rights of the suspended
11 students, shall be included in the District's insert in the bargaining unit
12 member's faculty handbook.

13 17.2 When, in the judgment of the bargaining unit member, a student requires
14 the attention of the principal, assistant principal, counselor, psychologist,
15 physician, or other specialist, or the safety conditions of the classroom or
16 facilities require such attention, the bargaining unit member shall so in-
17 form the principal or immediate supervisor who shall immediately arrange
18 reasonable steps for resolution as soon as possible.

19 17.2.1 If resolution is not reached at the site regarding safety condi-
20 tions, bargaining unit members may refer such concerns to the
21 District/ESTA Problem Solving Committee, which may include
22 the Superintendent and/or designee, Cabinet, ESTA President,
23 ESTA Grievance Chairperson and ESTA Bargaining Chairper-
24 son. The ESTA President or designee will report the results of
25 the problem solving discussion to the bargaining unit member.

26 17.3 Teachers shall immediately report cases of battery, which they have suf-
27 fered in connection with their employment to their principal or other im-
28 mediate supervisor who shall immediately report the incident to the police.

29 17.4 Examinations for tuberculosis will be required of bargaining unit members
30 every four (4) years.

1 17.4.1 The District shall notify bargaining unit members in writing at
2 least three (3) months prior to the expiration of their TB certifi-
3 cation. Bargaining unit members who have not met this certifi-
4 cation requirement by their expiration date shall be warned in
5 writing and given ten (10) working days to meet this require-
6 ment. Upon expiration of ten (10) days, if this requirement is
7 still not met, the Director of Human Resources shall enter a let-
8 ter of reprimand in the bargaining unit member's file.

9 17.5 In an environment where students are expected to display an identification
10 badge, the District and the Association recognize the need to be able to
11 readily identify any person on any campus or the District Office who is a
12 District employee or legitimate visitor. To this end, bargaining unit mem-
13 bers agree to wear or carry an appropriate identification badge and pro-
14 duce it when requested.

15 17.5.1 The badge will contain a picture of the employee, the employee's
16 name, title and work site. The District agrees to provide the badg-
17 ing service at no cost to the employee and the employee agrees to
18 wear or carry the badge while in the performance of district-related
19 duties. The Association understands that the wearing or carrying
20 of the identification badge is mandatory, and repeated failure to
21 wear or carry the badge may result in disciplinary action up to and
22 including placing a letter in the bargaining unit member's person-
23 nel file. Repeated failure to wear or carry the badge will not be
24 construed as insubordinate or unprofessional conduct.

25 17.6 Only qualified and trained personnel shall provide and conduct necessary
26 specialized health care procedures to high school students, including, but
27 not limited to: dispensing medication, catheterizations, crede, diapering,
28 injections, ileostomies, colostomies, gastrostomies, tracheostomy, suction,
29 oxygen administration, gaving feeding and draining. It shall not be ex-
30 pected that classroom teachers will perform these duties.

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ARTICLE 18

Teaching Conditions

3 18.1 When District/school finances (as determined by appropriate administra-
4 tion) allow, the bargaining unit member will be provided with the neces-
5 sary materials he/she will need to meet the educational goals of the Dis-
6 trict. Such materials should include, but not be limited to, a filing cabinet
7 and desk located either in an office or classroom to which the bargaining
8 unit member has reasonable access during the day and reasonable access
9 to reprographics, clean restrooms, mailbox areas, electronic mail and
10 voicemail. Bargaining unit members shall activate and access their Dis-
11 trict electronic mail account daily during a work day. Each bargaining
12 unit member will be expected to communicate with parents using a meth-
13 od such as online tools, Teleparent, email, phone, or written communica-
14 tion. Bargaining unit members will provide parents and students access to
15 an online gradebook determined by the district, and grades will be updated
16 regularly throughout each grading period.

17 18.2 Whenever possible, a bargaining unit member will not have more than two
18 (2) rooms and not more than two (2) moves in a day. If this is not possi-
19 ble, the bargaining unit member may examine the room assignments and
20 make recommendations to the immediate supervisor.

21 18.3 Grades are due no earlier than the end of the second school day after the
22 close of each grading period except for the first semester when final
23 grades are due no earlier than the end of the third school day after the clos-
24 ing of the grading period. The second semester final grades are due at the
25 end of the last teacher workday, except for senior failing grades which
26 may be required earlier.

27 18.4 By October 1 of each school year, each principal shall establish a site-
28 based decision making team. The purview of this team shall include, but
29 not be limited to, substantive modifications, changes, alterations, or termi-
30 nation of local school policies, practices and procedures which may im-
31 pact bargaining members' teaching conditions. Their duties may also in-
32 clude researching and studying options for school improvement and de-

1 veloping restructuring processes. Examples include development of
2 smaller learning communities, sustained silent reading programs or the
3 development of academic programs that have an effect beyond the de-
4 partment. The Association's building president or designee shall hold a
5 seat on this committee. The committee shall be solely responsible for its
6 internal organization and procedures.

7 18.4.1 In order to meet the requirements of this section, site-based
8 decision making teams shall be selected by one (1) of the two
9 (2) following procedures:

10 18.4.1.1 The committee shall consist of the librarian,
11 head counselor and department chairpersons se-
12 lected according to the provisions of section
13 14.11 of this Agreement.

14 18.4.1.2 Committee members must be elected based on a
15 democratic vote by all bargaining unit members
16 at the site. Term shall be two (2) years.

17 18.4.2 The committee shall be comprised of at least five (5) bargaining
18 unit members and shall be at a ratio of at least five (5) bargain-
19 ing unit members to two (2) administrators.

20 18.4.3 The site principal shall be designated as the chairperson of the
21 committee unless the principal agrees to relinquish the chair.
22 Reports of the meetings of this group shall be made available to
23 all site bargaining unit members.

24 18.4.4 Any issue that would alter the contractual agreement must fol-
25 low the process established in Appendix H.

26 18.5 Whenever a volunteer is assigned to a bargaining unit member, it shall be
27 done after consultation with the bargaining unit member. Prior to the bar-
28 gaining unit member's acceptance of a volunteer, the District's Human Re-
29 sources Office shall verify that the volunteer is authorized.
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18.6 Academic Freedom

It is recognized and agreed that the welfare of students is served through the introduction, study and open exchange of controversial issues of local, regional, State, national or international nature which have political, economic or social significance.

18.7 Personal Freedom

The bargaining unit member is entitled to full constitutional rights of citizenship, and the bargaining unit member's religious or political activities are not grounds for discipline or discrimination with respect to the bargaining unit member's professional employment, as long as he/she does not violate any local, State or Federal Law.

1 **ARTICLE 19**

2 **Part-Time Employment and Full-Time**

3 **Retirement Benefits**

4 19.1 In accordance with Education Code Section 44922, certificated employees
5 may reduce their workload from full-time to part-time duties with retire-
6 ment benefits based on full-time employment, subject to the following
7 regulations and procedures.

8 19.1.1 The option of part-time employment must be exercised at the
9 request of the bargaining unit member only and with the agree-
10 ment of the District.

11 19.1.1.1 It can be revoked only with the mutual consent
12 of the bargaining unit member and the District.

13 19.1.2 The bargaining unit member must have been employed in the
14 District full-time in positions requiring certification for at least
15 ten (10) years of which the immediately preceding five (5) years
16 were full-time employment.

17 19.1.3 The bargaining unit member must be at least 55 years of age and
18 be no older than the maximum age allowed by law.

19 19.1.4 The minimum part-time employment shall be the equivalent of
20 one-half (1/2) of the number of days of service required by the
21 bargaining unit member's contract of employment during the
22 bargaining unit member's final year of service in a full-time po-
23 sition.

24 19.1.5 The bargaining unit member shall be paid a salary which is the
25 pro-rata share of the salary the bargaining unit member would
26 be earning had the bargaining unit member not elected to exer-
27 cise the option of part-time employment. Pay for additional in-
28 structional responsibilities as listed in Appendix C of this

1 Agreement shall be given only if the duties are actually per-
2 formed.

3 19.1.5.1 The bargaining unit member shall retain all oth-
4 er rights and benefits for which the bargaining
5 unit member makes the payments that would be
6 required if the bargaining unit member remained
7 in full-time employment.

8 19.1.5.2 The bargaining unit member shall receive health
9 benefits as provided to other full-time employ-
10 ees by the District and by law.

11 19.1.6 The District and the bargaining unit member will make the con-
12 tribution to the State Teachers Retirement System required by
13 full-time employees.

14 19.1.7 STRS regulations shall be followed.

15 19.1.8 Personal illness and injury leave shall vary directly to the pro-
16 portion of full-time employment.

17 19.1.9 Bargaining unit members wishing to participate in the program
18 shall apply by letter to the Director of Human Resources, with a
19 copy to their principal or immediate supervisor, no later than
20 February 28 of the preceding year.

21 19.1.9.1 Mutual acceptance of the program, by the
22 District and the bargaining unit member, shall
23 be accomplished by March 31 of the same year.

24 19.1.10 After the bargaining unit member has accepted the assignment,
25 either the bargaining unit member or the District may revoke the
26 Agreement if such revocation is done within ten (10) working
27 days of acceptance. Working days are days which the District
28 office is open for business.

29 19.1.10.1 If a bargaining unit member wishes to terminate
30 the agreement after that period, return to full

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employment shall be at the option of the District.

19.1.11 Bargaining unit members who elect to retire under provision of this section shall be considered for consultant work by the District.

19.2 This District agrees to implement Education Code Section 22726 and Section 44929, and appropriate regulations (AB 960--Hughes) for bargaining unit members who wish to retire and meet the eligibility requirements of those provisions.

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ARTICLE 20

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Savings Provisions

3 20.1 If any provisions of this Agreement are held to be contrary to law by a
4 court of competent jurisdiction, such provisions will not be deemed valid
5 and subsisting except to the extent permitted by law, but all other provi-
6 sions will continue in full force and effect.

7 20.2 Should a provision or application be deemed invalid, as described in 20.1
8 above, the parties shall meet not later than ten (10) days after such court
9 decision to re-negotiate the provision or provisions affected.
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ARTICLE 21

No Strike, No Lockout

3 21.1 The Association and the District agree that differences between the parties
4 hereto shall be settled by peaceful means as provided in this Agreement.
5 During the terms of this Agreement, the Association, in consideration of
6 the terms and conditions of this Agreement, will not engage in, instigate,
7 or condone any strike, work stoppage or any concerted refusal to perform
8 work duties, as required in this Agreement, and will undertake to exert its
9 best efforts to discourage any such acts by any employees in the bargain-
10 ing unit. During the term of this Agreement, the District, in consideration
11 of the terms and conditions of this Agreement, will not authorize any
12 lockout of Association members or other persons covered by this Agree-
13 ment.
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ARTICLE 22

Support of Agreement

3 22.1 The District and the Association agree that it is to their mutual benefit to
4 encourage the resolution of differences through meet and negotiation and
5 grievance processes. Therefore, it is agreed that the District and the Asso-
6 ciation will support this Agreement for its term and only by mutual
7 agreement and through designated representatives shall either party seek
8 change or improvement in any matter subject to the meet and negotiation
9 process.
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ARTICLE 23

Effect of Agreement

23.1 It is understood and agreed that the specific provisions contained in this Agreement shall prevail over District practices and procedures and over State Law to the extent permitted by State Law, and that in the absence of specific provisions in this Agreement, such practices and procedures are discretionary with the District. The District shall not preclude consultation on matters that have traditionally been the subject of professional involvement by bargaining unit members.

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ARTICLE 24

Completion of Negotiations

3 24.1 The terms and conditions set forth in this Agreement represent the full and
4 complete understanding between the parties hereto. The terms and condi-
5 tions may be altered, changed, added to, deleted from, or modified only
6 through the voluntary, mutual consent of the parties in a written amend-
7 ment executed according to the provisions of this Agreement. This
8 Agreement terminates and supersedes those past practices, agreements,
9 procedures, traditions, and rules or regulations inconsistent with any mat-
10 ters covered herein. The parties agree that during the negotiations which
11 culminated in this Agreement, each party enjoyed and exercised without
12 restraint, coercion, intimidation, or other limitation, the right and oppor-
13 tunity to make demands and proposals or counterproposals with respect to
14 any matter not reserved by policy or law from compromise through nego-
15 tiations and that the understandings and agreements arrived at after the ex-
16 ercise of that right and opportunity are set forth herein. No further negoti-
17 ations shall take place on any item within the scope of bargaining during
18 the term of this Agreement except as specifically authorized herein.
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ARTICLE 25

Term

25.1 This Agreement shall remain in full force and effect up to and including July 31, 2027, and thereafter shall continue in effect year by year unless one (1) of the parties notifies the other, in writing, no later than March 15, 2027, of its request to modify, amend or terminate the Agreement.

25.2 On or before April 1, 2027, both parties shall meet and negotiate in good faith. Any agreement reached between the parties shall be reduced to writing and signed by them.

1 **ARTICLE 26**

2 **Compensation and Benefits**

3 26.1 Any future negotiated and agreed on schedule increase in salary shall ap-
4 ply to all Appendix "A" unit member salary schedules and appendices
5 "B", "C" and "D" unless otherwise noted in contract language.

6 It is agreed that Article 26.1 applies to the salary schedule named
7 "CERTIFICATED JROTC SALARY SCHEDULE (182 DAYS), which is
8 added to Appendix A.

9 26.2 The salary schedule for all bargaining unit members, except Children's
10 Center Instructors, is set forth in Appendix A.

11 26.2.1 The salary schedule for Children's Center Instructors is set forth
12 in Appendix D.

13 26.3 Teachers who serve for one (1) full school semester shall not receive less
14 than one-half (1/2) the annual salary for their position on the salary sched-
15 ular (Education Code 45041).

16 26.4 The payroll period shall be defined as monthly beginning with August,
17 with the exception of Children's Center Instructors. Bargaining unit mem-
18 bers shall have the option of receiving their salary on either a ten (10) or
19 twelve (12) month plan.

20 26.5 The pay of any part-time teaching position will be the product of the num-
21 ber of teaching periods per day of the bargaining unit member times one-
22 fifth (1/5) of the bargaining unit member's pay as placed on the teacher's
23 salary schedule.

24 26.6 Bargaining unit members who qualify and are authorized by the District to
25 perform service will be compensated pursuant to extra-duty categories and
26 amounts listed in Appendix B.

27 26.7 In the event a bargaining unit member volunteers and takes on a sixth pe-
28 riod assignment, compensation will be at the per diem rate for the assigned

1 instructor during the period of time that the extra period is deemed neces-
2 sary by administration.

3 26.8 Resident substitutes shall be compensated at the rate indicated in Appen-
4 dix B.

5 26.9 Bargaining unit members who qualify and perform service will be com-
6 pensated by hourly pay in the categories and amounts indicated in Appen-
7 dix B.

8 26.10 Funds, when available as determined by the Board, shall be allocated for
9 summer school counseling to serve incoming ninth grade students, other
10 students new to the District and to perform activities needed to meet the
11 various needs of senior students.

12 26.11 Bargaining unit members who are required by the District to use their per-
13 sonal automobiles in the performance of regular duties and who have re-
14 ceived prior approval from their immediate supervisor shall be paid at the
15 Board approved rate.

16 26.12 A teacher's notification to the District of intention to resign shall remain
17 revocable for no more than seven (7) calendar days and no less than five
18 (5) days, inclusive of a weekend, following notification to the Association
19 by the District. For purposes of this section, "notification" is defined as a
20 telephone conversation or conference with the ESTA President or his/her
21 designee or certified mail (receipt requested).

22
23 26.13 The District will pay medical and dental premiums for full-time bargain-
24 ing unit members. Bargaining unit members employed on a half-time or
25 more basis shall have their health and dental benefits paid consistent with
26 this Agreement by the District. Bargaining unit members employed less
27 than half-time may elect the health and dental benefits at a prorated cost.

28
29 26.13.1 For purposes of Article 26.13.1 and 26.13.2, "double coverage"
30 and "double covered" shall mean when two District employees
31 who are married or domestic partners are separately enrolled in
32 the same or different District-offered medical plan. Any current

1 or future unit members whose spouse or domestic partner is a
2 District employee who is also separately enrolled in the same
3 District offered HMO medical plan (Kaiser or Anthem) shall not
4 be double covered under any such District-offered plan. Such
5 spouses/domestic partners will, upon ratification, be covered
6 under the same District-offered HMO plan and may not elect
7 separate enrollment under separate plans. Except as provided in
8 Article 26.13.2, no current or future unit member may be double
9 covered under any District medical plan.

10
11 26.13.1.1 The unit member/employee with the earliest district
12 hire date shall be designated as the primary sub-
13 scriber under the same HMO plan.

14
15 26.13.1.2 If both parents are District employees, the eligible
16 dependent children will be covered by the same
17 plan designated by Article 26.13.1.1 above (the plan
18 of the parent with the earliest District hire date).

19
20 26.13.1.3 If two employees (spouses or domestic partners) are
21 covered under a plan and the employee who is cov-
22 ering the spouse and dependent child/children ter-
23 minates coverage, the dependent coverage may be
24 continued by the other covered spouse employee
25 with no Waiting Period as long as the coverage has
26 been continuous.

27 26.13.1.4 For those unit members in double coverage under
28 26.13.1 above as of the date of ratification, the Dis-
29 trict will establish an IRS-approved and District-
30 funded health reimbursement arrangement (HRA)
31 funded at an annual level of \$3,000/family to reim-
32 burse medical and prescription copays.

- 1 26.13.2 Married or domestic partner District employees currently cov-
2 ered by District-offered plans under two separate carriers may
3 remain with the separate carriers as long as the District contin-
4 ues to offer such plans. For the 2018-2019 school year the Dis-
5 trict will offer these members the option to change to the same
6 HMO plan (Kaiser or Anthem) and qualify for the HRA during
7 a special open enrollment period. Members must choose this
8 enrollment option no later than 30 days following ratification.
9 Once made, the election to change to the same HMO plan can-
10 not be reversed back to two separate plans. Except as provided
11 in this Article 26.13.2, no current or future unit member may be
12 double covered under two separate District plans.
- 13
- 14 26.13.3 ESTA will not be charged for medical benefits for members
15 who have double coverage pursuant to 26.13.1.
- 16 26.13.4 Employees on Board-approved unpaid leaves of absence shall
17 have the option to continue to receive District health and dental
18 insurance coverage for the period of the leaves upon advance
19 quarterly reimbursement to the District.
- 20 26.14 The District shall continue to provide an Employee Assistance Program
21 hereafter known as EAP to all bargaining unit members.
- 22 26.15 The District shall provide the bargaining unit member all district benefits
23 through July 31, provided the bargaining unit member has completed the
24 terms of the contract.
- 25 26.16 The District shall provide a vision benefit plan for bargaining unit mem-
26 bers. The cost of the plan shall not exceed \$250,000 per year.
- 27 26.17 Bargaining unit members shall receive annual dental benefits up to a
28 \$2,000 ceiling.

- 1 26.18 All benefits shall be extended to domestic partners as defined by the bene-
2 fits carriers.
- 3 26.19 The District shall provide a fully-paid term life insurance to all bargaining
4 unit members in the amount not less than \$25,000 each.
- 5 26.20 Any retired bargaining unit member with a retirement date prior to August
6 22, 2005, shall have retiree benefits as defined by contract language at the
7 time of retirement.
- 8 26.21 Bargaining unit members at least 55 years of age who retire from active
9 service after August 31, 2002, and who have served the District a mini-
10 mum of twenty (20) years shall receive a District-paid HMO until the re-
11 tiree reaches age 65.
- 12 26.22 Consistent with the medical plan provisions, at any time the retiree may
13 pay through the District the cost of a District-offered medical plan to bar-
14 gaining unit members for the retiree's spouse or domestic partner at the
15 time of retirement.
- 16 26.23 All bargaining unit members retiring with retiree benefits after May 1,
17 1989, shall respond to a District created questionnaire that will be sent out
18 yearly. Failure to respond to a registered letter within 60 days may cause
19 the benefits to be suspended.
- 20 26.24 The District shall provide six months of extended health coverage to the
21 surviving dependents of a deceased employee. For the purposes of this ar-
22 ticle, "surviving dependents" refers to all those persons who were covered
23 by the benefits prior to the bargaining unit member's death including chil-
24 dren who will be born within the six month time frame. The benefits cov-
25 erage shall be the same as what was provided prior to the employee's
26 death.
- 27 26.25 For 2006-2007, the District agrees to fund up to a 15% increase in
28 Average Per Member Health and Welfare Benefits Cost (see Appendix L).
29 If the increase is greater than 15%, the District and the Association agree
30 to reopen negotiations on compensation and benefits only. If the increase
31 is less than 15%, the percent difference will be carried forward.

1 For 2007-2008, the District agrees to fund up to a 15% increase, plus any
2 percent carried forward from 2006-2007, to Average Per Member Health
3 and Welfare Benefits Cost. If the increase is greater than the above per-
4 cent, the District and the Association agree to reopen negotiations on
5 compensation and benefits only.

6 For 2008-2009, the District agrees to fund up to a 15% increase, plus any
7 percent carried forward from 2007-2008, to Average Per Member Health
8 and Welfare Benefits Cost. If the increase is greater than the above per-
9 cent, the District and the Association agree to reopen negotiations on
10 compensation and benefits only.

11 For 2015-2016, the District agrees to fund Health benefit premiums with
12 no cost to employees, with plan design modifications as approved by TA
13 dated April 14, 2015.

14 For 2016-2017, the District agrees to continue to fund Health benefit pre-
15 miums for District-offered plans with no cost to employees provided that
16 average rate increases do not exceed 15%. Should average rate increase
17 exceed 15%, the District and the Association agree to reopen negotiations
18 on benefits.
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ARTICLE 27

Discipline

3 27.1 Notwithstanding any other provision(s) of this Agreement, no bargaining
4 unit member shall be suspended, dismissed, reprimanded or disciplined
5 without just cause and according to the principles of progressive discipline
6 and due process. Furthermore, any bargaining unit member receiving an
7 unsatisfactory performance evaluation shall be guaranteed these same
8 rights.

9 27.2 Disciplinary penalties may be assessed only for just cause; however, any
10 transfer, reassignment, reduction in rank or privilege used as penalties
11 must be reasonably related to an appropriate remedy. Except as provided
12 in article 14.11 of this Agreement, bargaining unit members will not be
13 removed from their added instructional responsibilities outlined in Appen-
14 dix C of this Agreement, for disciplinary reasons, without reasonable no-
15 tice, fair investigation, and legitimate reason(s).

16 27.3 Any disputes arising out of this Article may be submitted to final and
17 binding arbitration as provided in Article 13 of this Agreement.

18 27.4 Any proposed suspension or dismissal of a bargaining unit member shall
19 be preceded by written notice of the right to appeal said action by filing a
20 grievance as provided in Article 13 of this Agreement.

21 27.5 Any proposed suspension or dismissal of a bargaining unit member, ex-
22 cept suspension under impelling circumstances, shall be stayed until com-
23 pletion of the grievance process if such action is challenged.

24 27.6 Permanent bargaining unit members may be discharged pursuant to the
25 Education Code. Probationary bargaining unit members may be dis-
26 charged consistent with the provisions of this Article.
27

1 **ARTICLE 28**

2 **Public Complaint**

3 28.1 No disciplinary action, negative and/or unsatisfactory evaluation, shall be
4 taken based upon information received from a complaint from a member
5 of the public or an employee of the District unless the following procedure
6 has been followed.

7 28.1.1 The bargaining unit member will be advised of the existence
8 and substance of the complaint within five (5) workdays of the
9 receipt of the complaint.

10 28.1.2 Should either party or the administrator believe the allegations
11 in the complaint warrant a meeting, the immediate supervisor
12 shall schedule a meeting between the bargaining unit member
13 and the complainant. If such a meeting is scheduled during the
14 bargaining unit member's normal work time, the bargaining unit
15 member will be released without loss of pay to attend the meet-
16 ing. The complainant may be accompanied at such meeting by
17 an advocate.

18 28.1.3 The bargaining unit member may respond to the substance of
19 the complaint orally or in writing within ten (10) workdays after
20 notification of the complaint or a meeting with the administrator
21 or designee to discuss the complaint. At any meeting called to
22 discuss the complaint, the bargaining unit member may be rep-
23 resented by an Association representative.

24 28.1.4 Complaints which are withdrawn or shown to be false shall nei-
25 ther be placed in the bargaining unit member's personnel file
26 nor utilized in any evaluation or disciplinary action against the
27 bargaining unit member. Should the administrator determine
28 that the substance of a complaint is true, following this proce-
29 dure, the complaint may be placed in the bargaining unit mem-
30 ber's personnel file. Any complaint, which is neither deter-
31 mined to be true or false, will be put in a "complaint file" for up

1 to three (3) years. Such a complaint will be discarded after
2 three (3) years from the date of the complaint, unless a similar
3 complaint regarding the same bargaining unit member is filed;
4 in that case, the first complaint will become part of the new
5 complaint file and will be dealt with consistent with this proce-
6 dure as a part of the second complaint.

7 Should the bargaining unit member's immediate supervisor de-
8 termine that the complaint is either "true" or "neither true nor
9 false," he/she will issue a written report which will summarize
10 all information considered and state the basis for determining
11 whether the public/employee complaint is true, or determined
12 neither to be true nor false. The bargaining unit member will be
13 given a copy of the administrator's report in a timely manner.
14 Any written response made by the bargaining unit member will
15 be attached to the written report of the administrator.

16 Should the immediate supervisor determine that the complaint is
17 false, he/she may issue a written report at his/her discretion.

18 28.1.5 If the bargaining unit member believes the decision made by the
19 supervisor is in error, he/she may appeal directly to the Board of
20 Trustees in closed session seeking a review of the determina-
21 tion. The Board's investigation shall follow all procedures set
22 forth in this contract agreement. A joint report shall be for-
23 forwarded to the Board containing both the administrative perspec-
24 tive and the bargaining unit member/Association perspective. If
25 the Board sustains the public complaint and the District has not
26 issued a reprimand, suspension or dismissal of the bargaining
27 unit member pursuant to Article 27 of this Agreement, the dis-
28 trict shall place the complaint, the Board response and attach-
29 ments, the Superintendent's report, and/or the notation of the
30 Board's action into a sealed envelope which shall have the
31 memorandum contained in Appendix I placed on its cover. If a
32 reprimand, suspension, dismissal or other disciplinary action re-
33 sults at any point from such a complaint, such action is subject
34 to the provisions of Article 27.

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28.1.6 As provided in Education Code, Section 44031, a bargaining unit member will be given released time to respond to any information of a derogatory nature before it is put in his/her personnel file.

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ARTICLE 29

Special Education

29.1 Unless otherwise noted in this article, all other articles of the CBA apply to Special Education bargaining unit members.

29.2 Bargaining unit members whose assignment is as an Education Specialist, (supporting students with mild/moderate disabilities) shall case manage no more than 26 students unless otherwise altered by affected members and approved by principal or designee.

29.3 Speech-Language Pathologists shall have a caseload of no more than 55 students. Within this caseload. Speech-Language Pathologists will case manage those students who have Speech-Language Services as their only IEP service (e.g. unduplicated), which means that the Speech-Language Services are considered the Special Education for the student. When students have both specialized academic instruction (SAI) services and speech-language services on their IEP, case management will be assumed by the Education Specialist.

29.4 Education Specialists teaching in Specialized Programs for students with Extensive Support Needs (ESN) or Emotional Disabilities (ED)

Bargaining unit members whose assignment is as an Education Specialist teaching in Specialized Programs for students with Extensive Support Needs (ESN) or Emotional Disabilities (ED), shall case manage only the students in these programs. The District agrees to attempt, whenever possible, to maintain case management and class size for students with Extensive Support Needs (ESN) (e.g. students with Autism and students with Intellectual Disabilities) determined to have Extensive Support Needs (ESN) or students with Emotional Disabilities (ED) at 12.

1 Bargaining unit members whose assignment is as an Education Specialist
2 who possesses an Extensive Support Needs (ESN) credential teaching in
3 Specialized Programs for students with Intensive Support Needs (ISN),
4 shall case manage only the students in this program. The District agrees to
5 attempt, whenever possible, to maintain case management and class size
6 for students with Intensive Support Needs (ISN) at 10.

7 The ISN and ED programs may not exceed the maximum of four (4) prep
8 periods excluding Basic Study Skills established in other provisions of this
9 Agreement as reasonably determined by the District. The ISN and ED
10 programs will not exceed more than two (2) preps within the same subject
11 area per period, excluding Basic Study Skills.

12
13 29.5 Whenever possible, in classes with five (5) or more students with IEP's,
14 the site administration in consultation with the special education depart-
15 ment chair, will provide students with special needs in general education
16 classrooms with additional adult support in order to help them access the
17 curriculum and instruction.

18
19 29.6 Education Specialists have as a component of their assignment the follow-
20 ing responsibilities, to include but not be limited to, direct student instruc-
21 tion, screening and diagnostic testing, developing prescriptive programs,
22 conferring with parents and teachers, maintaining records, planning train-
23 ing for school staff and parents, assisting regular classroom teachers in
24 program planning for mainstreamed students, and completing Individual
25 Education Plans (including convening and participating in the IEP meet-
26 ings) in a timely manner.

27
28 29.7 Full-time Special Education staff shall be assigned no more than four pe-
29 riods of instruction, one period for case management, and one prep period.
30 Any full time staff assigned to teach less than four periods will be selected
31 based on credential or expertise or experience. Part-time staff will be .25,
32 .50 or .75 FTE; teach no more than one, two or three periods respectively,

1 and have proportionate case management and prep period. Department
2 chairs shall teach three periods and have one release period for assess-
3 ment, articulation with feeder schools, assisting with scheduling and moni-
4 toring caseload distribution.

5
6 29.8 The district will provide professional development to special education
7 bargaining unit members to address changes in procedures, programs, and
8 curriculum. Unit members are required to attend professional develop-
9 ment designated as mandatory during the regular workday. Any profes-
10 sional development for Special Education staff outside of the workday will
11 be voluntary in nature and require additional compensation.

12
13 Glossary

14 Students with Extensive Support Needs (ESN) include, but are not limited
15 to, students with developmental disabilities, intellectual disabilities, emo-
16 tional disabilities, Autism, and multiple disabilities.

17
18 Mild/Moderate disabilities include, but are not limited to, learning disa-
19 bilities, emotional disabilities, ADHD, mild intellectual disabilities, and
20 autism.

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ARTICLE 30

Alternative Education

30.1 Alternative Education is defined as any program delivering an alternative approach to traditional high school. This includes, but is not limited to, Small But Necessary Schools, Continuation Schools, Independent Study (ISP) and college-based programs.

30.2 Unless specifically identified within this Article, all other sections of the Agreement apply to Alternative Education staff and programs.

30.3 Transfer

30.3.1 Any bargaining unit member with permanent status working at an alternative site who wishes to transfer out of alternative education to a comprehensive site shall be treated as a priority transfer.

30.4 Assignment/Reassignment

30.4.1 Bargaining unit members shall have the opportunity to apply for any full-time positions open in an alternative education program; however, selection of staff for a program shall be based upon educational needs as determined by the coordinator or principal of the program.

30.4.2 A process identified by the coordinator/principal shall be followed for selecting applicants for full-time positions that become available within the Alternative Education site.

30.4.3 The District will attempt to staff Alternative Education programs with experienced teachers.

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30.5 Hours

30.5.1 Full-time bargaining unit members assigned to alternative education programs/sites shall have a workday no shorter than that of the District's comprehensive high school with the shortest regular schedule.

30.5.2 No bargaining unit member who is teaching a morning schedule shall be required to report for duty more than fifteen (15) minutes before the beginning of the morning students' day, nor shall any bargaining unit member teaching an afternoon schedule be required to remain more than fifteen (15) minutes after the close of the afternoon students' day.

30.5.3 Bargaining unit members shall be entitled to a 30-minute duty-free lunch period that shall be designated as between the hours of 11:00 a.m. and 1:30 p.m.

30.5.4 A preparation period will be assigned to bargaining unit members at the alternative education sites. This assignment will be made during non-instructional time by the coordinator/principal, and it is intended for professional purposes which may include, but not be limited to, collaboration with team members, preparation of lessons, meetings with students, and carrying out of other duties as assigned.

committee if a plurality of those affected at each site agree.

30.7 Calero High School

30.7.1 Each bargaining unit member assigned as a full time teacher will have five classes, at least one of which could be an online/blended learning course. In addition, bargaining unit members will be assigned an advisory session.

30.7.2 Each bargaining unit member will be expected to collaborate to support the needs of students with a focus on interdisciplinary project-based learning.

30.7.3 Each bargaining unit member will be expected to communicate with students and parents using a variety of tools, such as School Loop, Teleparent, email, phone, or written communication. Parents and students will have access to an online grade book, and grades will be updated weekly as appropriate.

30.8 Class Size

30.8.1 The maximum class size enrollments at alternative sites will be as follows:

Foothill Continuation classes	23
Foothill Off-Site Continuation classes	23
Family Learning Center classes	23
On-Site Continuation classes (SBN)	22
GED Preparation classes	26
Middle College classes	30
Independent Study	25
Calero High School	30

30.8.2 Summer school classes taught at continuation school sites will reflect department class sizes set forth in Article Section 15.1.

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ARTICLE 31

School-Wide Change

It is agreed that the District and ESTA hold these common beliefs and expectations regarding the process for creating successful school-wide change.

31.1 For the purposes of this section, issues defined as "school wide change" are defined as issues that substantively impact or change (e.g., block scheduling) practices and procedures that do not fall under the provision of Appendix H.

31.2 Topics for consideration by a site may be generated by the school leadership or the faculty. There must be mutual interest, as defined by the 18.4 Committee or Site-Based Decision Making Team at Alternative Education sites, by the parties in working toward a school-wide change goal in order for it to have momentum.

31.3 Any process established for considering a proposed school-wide change, including the timeline for implementation, will be decided by the 18.4 Committee.

31.3.1 Notification of the vote must be made at least 5 days in advance.

31.4 The 18.4 committee shall determine a process which results in a "yes/no" balloting, and a threshold of no less than 2/3 of the ballots cast shall be used to approve the initiative. The threshold may be greater than 2/3 as determined by the certificated staff and administration.

31.4.1 The voting shall be by secret ballot and monitored by the site administration, and an ESTA representative. All ballots shall be

1 counted with a representative of the site administration and
2 ESTA representative.

3
4 31.4.2 The 18.4 committee, prior to the vote, shall determine all other
5 aspects of the voting process.

6
7 31.5 The vote must be taken on or before April 1, after considerable time for
8 careful discussion and reflection by the bargaining unit members.

9
10 31.6 The administration at the site, based upon best information, determines
11 whether an approved initiative shall be implemented.

12
13 31.7 Any bargaining unit member wishing to leave a site as a result of the
14 implementation of a school-wide initiative shall be treated as a priority
15 transfer up until April 15. (See Education Code 35036)

16

1 **ARTICLE 32**

2 **Professional Development**

3 32.1 The Professional Development Program will generate involvement and in-
4 terest in professional growth at all levels--participation, planning and
5 training.

6 32.2 The School Site Professional Development Plan Committee's elections
7 shall be held no later than April 30 of even-numbered years. Bargaining
8 unit members shall serve for a term of two (2) years.

9 Nominations of teachers to the Committee shall be opened for a period of
10 ten (10) school days. The election shall then be held between the eleventh
11 (11th) and fourteenth (14th) school day.

12 A teacher representative from the English, Mathematics, Social Science,
13 Science, and Foreign Language departments receiving the most votes shall
14 be appointed to the Committee. The teacher receiving the highest number
15 of votes, excluding the aforementioned five (5) teachers, shall be named as
16 the sixth (6th) member of the committee, as an at-large member. If the
17 specified departments do not have an elected representative, then the
18 opening shall be filled by an at-large member identified through the elec-
19 tion process. If fewer than six (6) bargaining unit members are nominated
20 and elected for the six (6) positions, volunteers from the necessary area
21 (department or at-large) shall be utilized to create the full complement.

22 32.3 Instructional rounds are intended to help educational leaders and practi-
23 tioners develop a shared understanding of what high-quality instruction
24 looks like and what schools and districts need to do to support it. Through
25 this process voluntary teams of teachers or administrators and teachers de-
26 velop a shared practice of discussing and analyzing learning and teaching
27 by observing classrooms. Teachers are given advance notice of these non-
28 evaluative visits.

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ARTICLE 33

Children's Center Instructors

33.1 Children's Centers will be open on the same days as the District office is open for business. Infant/Toddler centers shall be open on the same days as high school students attend.

33.2 The number of workdays per year for Children's Center Instructors shall be 215.

33.2.1 Instructors will submit a proposed work calendar to the Child Development Program Coordinator no later than May 15th of each year. The Child Development coordinator will notify the instructor of their work year calendar not later than June 15th of each year. Effort will be made to accommodate Instructor's requests. In the event proposed dates cannot be accommodated, the employee with the most seniority will be given preference. In subsequent years, the request of the next senior instructor would be honored.

33.2.2 Changes to the approved work year calendar may be granted with prior approval of the Child Development Program Coordinator. Requests are to be made no less than five working days in advance of the requested change.

33.2.3 Work assignments are subject to program needs.

33.3 Effective April 1, 2006, the regular workday for full-time Instructors is 7.5 hours, exclusive of a half-hour duty-free lunch.

33.4 Instructors are not held to supervision as designated in 14.2.

33.5 Each site shall have a Site Program Supervisor, paid a stipend as per Appendix D, who shall meet the requirements for holding a current Site Supervisor

1 Permit or Program Director Permit. ESTA and the District continue to sup-
2 port the goal that current site supervisors complete a Bachelor's Degree in
3 Child Development or a related field and obtain a Program Director Permit.

4
5 33.5.1 Site Supervisors have as a component of their assignment the
6 following responsibilities, to include but not limited to: ac-
7 tive classroom supervision of infants, toddlers or pre-
8 schoolers as assigned, supervision of laboratory high school
9 students, completion of the monthly CDE register, collection
10 and reporting of monthly parent fees, completion of the
11 DRDP-210 and action profile, completion and submittal of
12 the environmental rating scale and action plan, completion of
13 recertification eligibility.
14

1 **ARTICLE 34**

2 **Signature Page**

3 **FOR THE BOARD**

4 

5 Pattie Cortese, Board President

6
7 08/11/2024

8 Date

3 **FOR THE ASSOCIATION**

4 

5 [Brandon Rosato \(Aug 12, 2024 12:29 PDT\)](#)

6 Brandon Rosato, Team Chairperson

7 08/12/2024

8 Date

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10 Jack Hamner, Team Member

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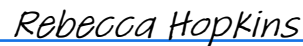
12 [Hernan Diaz \(Aug 9, 2024 19:20 PDT\)](#)

13 Hernan Diaz, Team Member

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15 [gwendolyn dixon \(Aug 12, 2024 14:12 PDT\)](#)

16 Gwen Dixon, Team Member

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18 [Rebecca Hopkins \(Aug 9, 2024 15:31 PDT\)](#)

19 Becky Hopkins, Team Member

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APPENDIX A

- A.1 Effective August 1, 1998, advancement beyond Column C will be commensurate with Education Code/Title V requirements in addition to the indicated number of semester hours.

- A.2 Career increments will be on an annual basis at the beginning of the school year. To meet the requirements of this section, any decimal .5 or higher will be rounded up to the nearest whole year. Any decimal .49 or less will be rounded down to the nearest whole year. For the 2013-2014 year only any decimal .49 or less would be paid the partial year amount.

- A.3 All salary schedule changes, Appendix B pay rate changes and Appendix C stipend amount changes shall be effective the first workday of the school year. Compensation for attendance at District-held new teacher orientation workshops and AB 1193 staff development days that are held prior to the first day of school shall be at new pay rates.

Schedule of Qualifications

- A.4 All bargaining unit members start in the proper column and range as defined below.

- A.5 All units (semester hours) from an accredited institution, graduate or undergraduate, earned after date of completion of the bachelor's degree shall count full credit toward initial placement on the salary schedule. Additionally, temporary employees shall have the right to submit to the District units earned toward a credential while pursuing a bachelor's degree for consideration on a case-by-case basis. After initial placement, all units earned in other than a four-year (4) college or university must have written approval of the Director of Human Resources, recommended prior to registration for the course.

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A.5.1 The definition of a semester unit is successful completion of fifteen (15) hours of classroom instruction from an accredited college and university. Therefore, all other academic credits earned from a college or university, as reflected in a transcript, will be prorated on the following basis.

1 unit	=	15 hours of instruction
2 units	=	30 hours of instruction
3 units	=	45 hours of instruction

A.5.2 The definition of a Continuing Education Unit (CEU) is ten hours participation in a recognized continuing education program with qualified instruction and sponsorship.

A.6 All column changes must be registered with the Human Resources Office on or before October 31 by official documents and/or appropriate credential affidavit. No credits, degrees, or credentials (including credits marked "incomplete") for which work is not fully completed by August 31 shall be accepted. No salary adjustment will be made until official transcripts and/or credentials are received by the Human Resources Office.

A.7 Units for advancement on the salary schedule will be granted per Appendix A whether or not such units are also used for purposes of professional growth.

A.8 Amounts to be added to basic salary:

A.8.1 Beginning with the 2021-2022 school year, newly hired unit members will receive full credit for relevant prior verified contractual experience.

A.8.2 Extra pay as defined in Appendix C is also added.

1 A.8.3 In order to qualify for the master's stipend, the degree
2 must be earned from an accredited institution. All work
3 required for the M.A. must be completed by August 31
4 and verified by the Human Resources Office by October
5 31 of the year for which payment is granted. The confer-
6 ring of the degree may come after August 31.

7 A.8.4 In order to qualify for the doctoral stipend, the degree
8 must be earned from an accredited institution (same dead-
9 lines as in A.8.3 above apply).

10 A.8.5 Annual increments as indicated in this schedule are for
11 full-time employment. Increments will be pro-rated for
12 part-time employment or for employment for less than a
13 full school year.

14 A.9 Placement of Nurses

15 A.9.1 Nurses will be placed on the 192 day salary schedule.

16 A.9.2 Holders of the Health and Development Credential are
17 placed in Column A.

18 A.9.3 For placement in Column C, nurses must hold a bachelor's
19 degree and have professional training equivalent to five
20 (5) years of college or university work. Subsequent pro-
21 gression shall be in conformance with the Certificated Sal-
22 ary Schedule.

23 A.10 Placement of JROTC Instructors (Hired before July 1, 2017)

24 A.10.1 JROTC instructors hired before July 1, 2017 will continue
25 to be placed on the 182 day salary schedule. They will be
26 entitled to the 2016-17 negotiated salary amount, until
27 such time as there is no longer a difference between their
28 placement on the certificated salary schedule and their
29 MIP (Minimum Instructor's Pay, as defined by the De-
30 partment of Defense.) These employees will be placed on

1 the salary schedule based on education and years of ser-
2 vice. The stipend amount will equal the difference be-
3 tween their 2016-17 salary and their MIP.

4 A.10.2 JROTC instructors who do not possess a Bachelors'
5 degree are placed in Column A.

6 A.10.3 JROTC instructors who have earned an advanced degree
7 will receive the appropriate stipend(s).

8 A.11 Placement of JROTC Instructors (Hired on or after July 1, 2017)

9 A11.1 JROTC instructors will be placed on the 182 day-
10 salary schedule based on education and years of
11 service. JROTC instructors will be paid a stipend
12 equivalent to the difference between their step and
13 column placement on the certificated salary sched-
14 ule and their MIP (Minimum Instructor's Pay, as
15 defined by the Department of Defense.) The sti-
16 pend amount will be adjusted annually, on January
17 1, to equal the difference. When a JROTC instruc-
18 tor's position on the salary schedule exceeds the
19 MIP, the JROTC instructor will no longer receive a
20 stipend.

21 A11.2 JROTC instructors who do not possess a Bache-
22 lers' degree are placed in Column A.

23 A11.3 JROTC instructors who have earned an advanced
24 degree will receive the appropriate stipend(s).

**EAST SIDE UNION HIGH SCHOOL DISTRICT
CERTIFICATED SALARY SCHEDULE (182 DAYS)
2024-2025**

STEP	BA A	BA + 30 SEMESTER UNITS B	BA + 45 SEMESTER UNITS C	60 SEMESTER UNITS W/MA 65 SEMESTER UNITS W/O MA D
1	\$ 71,473	\$ 72,487	\$ 73,513	\$ 75,553
2	\$ 71,474	\$ 73,513	\$ 74,533	\$ 76,575
3	\$ 71,474	\$ 74,533	\$ 75,553	\$ 85,404
4	\$ 72,487	\$ 81,166	\$ 85,569	\$ 89,968
5	\$ 81,333	\$ 85,733	\$ 90,134	\$ 94,534
6	\$ 85,895	\$ 90,297	\$ 94,698	\$ 99,101
7	\$ 90,462	\$ 94,860	\$ 99,264	\$ 103,664
8	\$ 95,028	\$ 99,425	\$ 103,828	\$ 108,228
9	\$ 99,592	\$ 103,990	\$ 108,394	\$ 112,792
10	\$ 104,156	\$ 108,557	\$ 112,960	\$ 117,355
11	\$ 108,722	\$ 113,123	\$ 117,521	\$ 121,921
12	\$ 113,284	\$ 117,685	\$ 122,087	\$ 126,484
16			\$ 125,755	\$ 130,154
20			\$ 129,423	\$ 133,820
24			\$ 133,087	\$ 137,485
28			\$ 136,751	\$ 141,151
32			\$ 140,424	\$ 144,825

ADDITIONAL STIPENDS:

Masters Stipend: \$2,452 / Year

Doctorate Stipend: \$3,268 / Year

2.25%

7/1/2024

**EAST SIDE UNION HIGH SCHOOL DISTRICT
CERTIFICATED JROTC SALARY SCHEDULE (182 DAYS)
2024-2025**

STEP	BA A	BA + 30 SEMESTER UNITS B	BA + 45 SEMESTER UNITS C	60 SEMESTER UNITS W/MA 65 SEMESTER UNITS W/O MA D
1	\$ 65,090	\$ 66,016	\$ 66,950	\$ 68,806
2	\$ 65,091	\$ 66,950	\$ 67,878	\$ 69,737
3	\$ 65,091	\$ 67,878	\$ 68,806	\$ 77,777
4	\$ 66,016	\$ 73,920	\$ 77,929	\$ 81,935
5	\$ 74,070	\$ 78,079	\$ 82,087	\$ 86,093
6	\$ 78,226	\$ 82,236	\$ 86,244	\$ 90,251
7	\$ 82,386	\$ 86,391	\$ 90,400	\$ 94,407
8	\$ 86,541	\$ 90,550	\$ 94,559	\$ 98,565
9	\$ 90,700	\$ 94,706	\$ 98,716	\$ 102,721
10	\$ 94,856	\$ 98,866	\$ 102,874	\$ 106,876
11	\$ 99,015	\$ 103,023	\$ 107,028	\$ 111,034
12	\$ 103,169	\$ 107,177	\$ 111,186	\$ 115,191
16			\$ 114,527	\$ 118,533
20			\$ 117,866	\$ 121,872
24			\$ 121,203	\$ 125,209
28			\$ 124,543	\$ 128,548
32			\$ 127,886	\$ 131,893

ADDITIONAL STIPENDS:

Masters Stipend: \$2,233 / Year
Doctorate Stipend: \$2,975 / Year
Category III Stipend: \$4,021 / Year
Department Chair (1-4 FTE): \$2,011 / Year

2.25%

7/1/2024

**EAST SIDE UNION HIGH SCHOOL DISTRICT
CERTIFICATED SALARY SCHEDULE (187 DAYS)
2024-2025**

STEP	BA A	BA + 30 SEMESTER UNITS B	BA + 45 SEMESTER UNITS C	60 SEMESTER UNITS W/MA 65 SEMESTER UNITS W/O MA D
1	\$ 73,436	\$ 74,478	\$ 75,534	\$ 77,628
2	\$ 73,437	\$ 75,534	\$ 76,580	\$ 78,679
3	\$ 73,437	\$ 76,580	\$ 77,628	\$ 87,750
4	\$ 74,478	\$ 83,395	\$ 87,919	\$ 92,440
5	\$ 83,566	\$ 88,088	\$ 92,611	\$ 97,132
6	\$ 88,255	\$ 92,779	\$ 97,299	\$ 101,824
7	\$ 92,948	\$ 97,466	\$ 101,989	\$ 106,512
8	\$ 97,638	\$ 102,157	\$ 106,679	\$ 111,201
9	\$ 102,328	\$ 106,847	\$ 111,371	\$ 115,892
10	\$ 107,017	\$ 111,540	\$ 116,063	\$ 120,579
11	\$ 111,710	\$ 116,232	\$ 120,479	\$ 125,271
12	\$ 116,396	\$ 120,918	\$ 125,439	\$ 129,960
16			\$ 129,211	\$ 133,730
20			\$ 132,979	\$ 137,497
24			\$ 136,743	\$ 141,261
28			\$ 140,510	\$ 145,028
32			\$ 144,282	\$ 148,803

ADDITIONAL STIPENDS

Masters Stipend: \$2,452 / Year
Doctorate Stipend: \$3,268 / Year

2.25%

07/01/2024

**EAST SIDE UNION HIGH SCHOOL DISTRICT
CERTIFICATED SALARY SCHEDULE (192 DAYS)
2024-2025**

STEP	BA A	BA + 30 SEMESTER UNITS B	BA + 45 SEMESTER UNITS C	60 SEMESTER UNITS W/MA 65 SEMESTER UNITS W/O MA D
1	\$ 75,401	\$ 76,471	\$ 77,555	\$ 79,706
2	\$ 75,402	\$ 77,555	\$ 78,630	\$ 80,785
3	\$ 75,402	\$ 78,630	\$ 79,706	\$ 90,096
4	\$ 76,471	\$ 85,628	\$ 90,268	\$ 94,913
5	\$ 85,801	\$ 90,443	\$ 95,086	\$ 99,727
6	\$ 90,613	\$ 95,256	\$ 99,902	\$ 104,543
7	\$ 95,434	\$ 100,073	\$ 104,715	\$ 109,361
8	\$ 100,248	\$ 104,890	\$ 109,534	\$ 114,173
9	\$ 105,063	\$ 109,702	\$ 114,349	\$ 118,989
10	\$ 109,878	\$ 114,522	\$ 119,164	\$ 123,804
11	\$ 114,693	\$ 119,338	\$ 123,977	\$ 128,620
12	\$ 119,509	\$ 124,153	\$ 128,795	\$ 133,435
16			\$ 132,670	\$ 137,308
20			\$ 136,535	\$ 141,176
24			\$ 140,399	\$ 145,039
28			\$ 144,267	\$ 148,909
32			\$ 148,139	\$ 152,777

Follows 192 day work year calendar

ADDITIONAL STIPENDS:

Masters Stipend: \$2,452 / Year

Doctorate Stipend: \$3,268 / Year

2.25%

7/1/2024

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APPENDIX B
Hourly Pay
2024 - 2025

Job	Hourly Rate
Regular Hourly Rate	\$51.24
Summer School Teacher*	\$66.51
Resident Substitute	\$58.11

*Includes compensation for preparation time and orientation.

Extra Period – Per Diem Rate:

The per diem rate shall be based upon a 1.0 FTE annual salary at the unit member’s step and column, including applicable masters and/or doctorate stipend. To calculate the per diem rate, divide the annual salary by the number of workdays in a year and then divide by five.

APPENDIX C

Part I

CATEGORY I

- Band (two concerts, District festival and school related activities)
- Choir (two concerts, District festival and school related activities)
- Dance (two concerts, District festival and school related activities or their equivalents)
- Drama (one full-length production)
- Journalism Librarian
- Yearbook Speech
- Guitar (two concerts, District Festival and school related activities)
- Orchestra (two concerts, District Festival and school related activities)
- Piano (two concerts, District Festival and school related activities)

CATEGORY II

- Drama (two full-length productions)
- Performance/Marching Band (Category I requirements plus additional concerts, performance events and/or competitions)
- Choir (Category I requirements plus additional concerts, performance events and/or competitions)
- Dance (Category I requirements plus additional concerts, performance events and/or competitions equivalent to an additional 20 hours of after school work or choreographing the Musical)
- Orchestra (Category I requirements plus additional concerts, performance events and/or competitions)
- Guitar (Category I requirements plus additional concerts, performance events and/or competitions)
- Piano (Category I requirements plus additional concerts, performance events and/or competitions)

CATEGORY III

- Drama (three full-length productions)
- Performance/Marching Band (Category II requirements and at least one of the following: Jazz Band, Orchestra, Orchestra Direction for the Musical)
- Choir (Category II requirements and at least one of the following: Jazz Choral or Musical Choral)
- Dance (Category II requirements and at least one of the following: Jazz Dance or Musical Choreography)
- Cheerleading

- 1 JROTC (Summer Camp plus school related activities)
- 2 Orchestra (Category II requirements and at least one of the following: Musical
- 3 Choral or Musical Orchestra)
- 4 Guitar (Category II requirements plus at least one of the following: Choral or
- 5 Orchestra Direction for the Musical, Jazz Band)
- 6 Piano (Category II requirements plus at least one of the following: Choral or
- 7 Orchestra Direction for the Musical, Jazz Band)

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9 Notes:

10 A Full-Length Production is one that requires 30+ hours of after school rehearsal/preparation.

11

12 Dance Recital is one that requires 20+ hours of after school rehearsal/preparation.

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14 No bargaining unit member is eligible for more than one stipend within the

15 categories, except those stipends pertaining to JROTC.

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17 Stipend eligibility and category placement is determined by the site administration at

18 the time of the Extra Duty Roster.

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APPENDIX C
(Continued)
2024 – 2025

Class

Category I	\$2,210
Category II	\$3,313
Category III	\$4,415
Head Counselor	\$4,415
Technology Mentor	\$5,524
Student Advisor	\$7,991
Psychologist	\$8,560
Nurse	\$8,560
Activities Director	\$6,259
Coordinator	\$7,991
Subject Area Coordinator (SAC)	\$7,991
Program Specialist	\$6,259
Speech Therapist	\$8,560
Athletic Director	\$6,259
Social Worker	\$8,560

Department Chairperson Schedule

Department Chairperson (1-4 FTE)	\$2,210
Department Chairperson (5-8 FTE)	\$2,944
Department Chairperson (9-14 FTE)	\$3,683
Department Chairperson (15-24 FTE)	\$4,415
Department Chairperson (25+ FTE)	\$5,153

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APPENDIX C
PART II
COACHING/ATHLETIC PAY

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CATEGORY I

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Assistant Frosh-Soph Football

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CATEGORY II

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Assistant Track	JV Wrestling
Assistant Varsity Football	JV Basketball
JV Football	JV Softball
JV Baseball	JV Volleyball
JV Soccer	Second Assistant Varsity Football
JV Swimming	JV Water Polo
JV Field Hockey	JV Cross Country
JV Lacrosse	JV Flag Football/Asst. Varsity

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CATEGORY III

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Athletic Director (non classroom)	Varsity Swimming
Cross Country	Varsity Soccer
Varsity Badminton	Varsity Tennis
Varsity Baseball	Varsity Track
Varsity Basketball	Varsity Volleyball
Varsity Football	Varsity Water Polo
Varsity Softball	Varsity Wrestling
Varsity Golf	Competitive Sports Cheer
Traditional Cheer (non certificated)	Varsity Field Hockey
Varsity Flag Football	Varsity Lacrosse

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Appendix C

Part II

COACHES SALARY SCHEDULE

2024 - 2025

Category	Years Coaching in ESUHSD			
	1-2	3-5	6-8	9+
I	\$3,294	\$3,801	\$4,041	\$4,269
II	\$3,612	\$3,852	\$4,205	\$4,558
III	\$4,087	\$4,323	\$4,681	\$5,468

- C.1 Persons serving as chairpersons of combined departments shall be compensated at a rate 1.5 times the pay for the department in the highest category.
- C.2 Extra pay shall be awarded a bargaining unit member who is assigned a regular, continuing extra duty in addition to his or her normal assignment.
- C.3 Extra duty is interpreted as being the responsibility for instruction, scheduling and/or supervision of a group of students in an authorized activity or assigned leadership of an instructional department, or equivalent.
- C.4 Director of Human Resources must approve all extra-duty assignments in excess of two (2) per year.
- C.5 Each comprehensive high school shall have 0.4 release for Athletic Director(s). Each comprehensive high school shall have one stipend for Athletic Director(s). These Athletic Director(s) shall be responsible to the Athletic Director job description to include supervision and supporting the administration in the annual evaluation of Head Varsity coaches. The Principal may choose to split the Athletic Director position into two (2) 0.2 FTE released positions. In the case of a split position, the Athletic Directors would evenly split the stipend.

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C.6 Bargaining unit members who apply for open Appendix C, Part II positions will be given priority over non-bargaining unit applicants. The final selection is within the discretion of the site/district management.

C.7 Full time, tenured bargaining unit members may be removed from their added instructional responsibilities at the discretion of the Board of Trustees. Prior to making a recommendation to the Board of Trustees, there must be a minimum of 3 meetings between administration and unit member, with a written summary to be returned to the unit member within 10 work days of each meeting. The termination of added instructional responsibilities will not impact the member's status as a full time employee.

APPENDIX C STIPEND ADDENDUM

District Nurses, Head Counselors, Activities Directors, Subject Area Coordinators, Athletic Directors and Program Specialists are placed on the 192 day salary schedule. The ten (10) extra days will be scheduled by the site principal or supervisor after consulting with the bargaining unit member. Both the Social Worker SAC and the Athletic Director may split the ten (10) extra days equally if there are co-acting Social Worker SACs and two Athletic Directors at a school site. Split assignments for Social Worker SACs and Athletic Directors will be paid on the 187 day salary schedule located in Appendix A.

When school psychologists work extra days during the summer, each will be compensated at his/her per diem rate. The placement of said days shall be at the discretion of the Director of Special Services. The assignment of extra days in subsequent years (summer) will be dependent upon workload and FTE augmentations to the current allocation as determined by the Director.

Two (2) supplementary Category I stipends will be allocated to each comprehensive school site to be utilized and assigned at the discretion of the site principal.

STRS contributions generated from the following stipend positions will be credited to the bargaining unit member's STRS Defined Benefits Account.

- Activities Director
- Advisor
- Coordinator
- Head Counselor
- Librarian
- Nurse
- Program Specialist
- Psychologist
- Speech Therapist
- Subject Area Coordinator (SAC)
- Athletic Directors
- Social Workers

All other STRS contributions generated from stipends will be credited to the bargaining unit member's STRS Defined Benefits Supplemental Account.

**APPENDIX D
CHILDREN'S CENTER INSTRUCTOR
CERTIFICATED SALARY SCHEDULE (215 DAYS)
2018-2019**

STEP	60 SEMESTER HOURS A	90 SEMESTER HOURS B	BA DEGREE C	BA+15 D	BA+30 E	BA+45 F
1	\$ 43,137	\$ 46,949	\$ 50,757	\$ 54,565	\$ 58,374	\$ 62,182
2	\$ 47,106	\$ 50,917	\$ 54,723	\$ 58,531	\$ 62,293	\$ 66,101
3	\$ 51,059	\$ 54,865	\$ 58,643	\$ 62,466	\$ 66,263	\$ 70,070
4	\$ 54,946	\$ 58,771	\$ 62,596	\$ 66,389	\$ 70,214	\$ 74,053
5	\$ 58,930	\$ 62,739	\$ 66,580	\$ 70,371	\$ 74,167	\$ 77,973
6	\$ 62,914	\$ 66,692	\$ 70,499	\$ 74,310	\$ 78,116	\$ 81,926
8	\$ 63,776	\$ 67,556	\$ 71,362	\$ 75,172	\$ 78,980	\$ 82,788
10	\$ 64,216	\$ 67,993	\$ 71,800	\$ 75,609	\$ 79,418	\$ 83,227
12	\$ 64,656	\$ 68,434	\$ 72,240	\$ 76,050	\$ 79,858	\$ 83,666
14	\$ 65,095	\$ 68,872	\$ 72,681	\$ 76,490	\$ 80,298	\$ 84,105
16	\$ 65,533	\$ 69,310	\$ 73,119	\$ 76,925	\$ 80,733	\$ 84,544
18	\$ 65,973	\$ 69,750	\$ 73,558	\$ 77,367	\$ 81,174	\$ 84,984
20	\$ 66,411	\$ 70,188	\$ 73,995	\$ 77,806	\$ 81,613	\$ 85,422
22	\$ 66,851	\$ 70,628	\$ 74,436	\$ 78,245	\$ 82,052	\$ 85,863
24	\$ 67,288	\$ 71,065	\$ 74,873	\$ 78,683	\$ 82,492	\$ 86,298
26	\$ 67,727	\$ 71,506	\$ 75,313	\$ 79,123	\$ 82,930	\$ 86,737
28	\$ 68,167	\$ 71,944	\$ 75,752	\$ 79,560	\$ 83,368	\$ 87,179
30	\$ 68,607	\$ 72,384	\$ 76,190	\$ 80,000	\$ 83,808	\$ 87,618
32	\$ 69,045	\$ 72,822	\$ 76,629	\$ 80,438	\$ 84,246	\$ 88,056

ADDITIONAL STIPENDS:

Masters Stipend	\$2,000 / Year
Doctoral Stipend	\$2,665 / Year
Site Program Supervisor	\$1,801 / Year

3.25%

7/1/2018

1 **APPENDIX D**

2 **(Continued)**

3 **Column Placement**

- 4 1. All college semester units from an accredited institution will
5 count toward advancement on the schedule.
- 6 2. All initial placements will be at Column A until official tran-
7 scripts are received in the Human Resources Office. If tran-
8 scripts are received within sixty (60) days of date of hire,
9 placement will be according to units indicated retroactive to
10 date of hire.
- 11 3. All column changes will be effective July 1. Units for ad-
12 vancement on this schedule must be completed by August 31
13 of the year for which advancement is requested. No credits,
14 degrees, or credentials (including credits marked "incomplete")
15 for which work is not fully completed by August 31 shall be
16 accepted. Official transcripts and/or degrees must be submitted
17 by October 31 of the year for which advancement is requested.
- 18 4. All salary schedule changes and step and column changes shall
19 take effect July 1. Service for less than a full year will be pro-
20 rated.
- 21 5. Career increments beyond year 6 will be on an annual basis at
22 the beginning of the school year. To meet the requirements of
23 this section, any decimal .5 or higher will be rounded up to the
24 nearest whole year. Any decimal .49 or less will be rounded
25 down to the nearest whole year.
- 26 6. STRS contributions generated from the following stipend posi-
27 tions will be credited to the bargaining unit member's STRS
28 Defined Benefits Account.

29 •Site Program Supervisor

APPENDIX E

Representation

Representation at conferences, as provided in this Agreement (for example, section 5.3, 13.9, 18.4 and 28.1.3), is expected to occur immediately before or after school or during the bargaining unit member's preparation period unless another time is mutually agreed to between the parties. If the agreed-upon time is during the bargaining unit member's or the on-site ESTA representative's instructional time, either or both, as appropriate, will be released from duties during the time of the conference.

If the nature of the conference is such that the bargaining unit member believes it necessary to have an off-site representative present, the conference time will be mutually agreed upon and scheduled within three (3) workdays; provided, however, that if the nature of the conference is such that the administration reasonably believes that the conference needs to occur immediately or before an off-site representative is available, then the bargaining unit member will attempt to obtain an on-site representative or witness before the conference is held.

The three (3) workday timeline may be waived if:

- 1) a mutually agreed upon meeting is to occur later than the three (3) day limitation, or
- 2) a meeting time cannot be mutually agreed upon. The Association shall make every reasonable effort to accommodate the individual bargaining unit member's and administrator's schedule. In any case, a meeting shall occur within three (3) working days and the administrator involved will schedule the meeting at a reasonable time and a reasonable place.

If the off-site representative is released from duties, he/she shall inform his/her site administration of his/her departure and return.

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APPENDIX F

Negotiation Procedure

1. Each year, by mutual agreement, working procedures for meeting and negotiating will be established.
2. Either party may utilize the services of outside consultants.
3. The District and the Exclusive Representative may discharge their respective duties required by this Agreement by means of authorized officers, individual representatives, or committees.
4. Negotiations shall take place at mutually agreeable times and places.
5. The Exclusive Representative, no later than March 15, shall designate up to six (6) representatives who shall comprise the Exclusive Representative's Negotiations Unit. These six (6) representatives shall be given released time, without loss of pay, from those non-teaching duties defined in Sections 14.2 and 14.6 of this Agreement.
 - 5.1 In addition, these six (6) representatives shall be designated by the Exclusive Representative to be eligible for released time from classroom duties, without loss of pay for purposes of meeting with District or Association representatives.
6. The District shall furnish the Association upon request two (2) copies of all budgetary and other information it produces for public release that are necessary for the Association to fulfill its role as the Exclusive Bargaining Representative.

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7. As soon as practicable after the ratification of the Agreement by both parties herein, the Association will deliver to the District Office a photo-ready copy of the Agreement. The district, within fifteen (15) working days, shall reproduce and deliver 1500 copies to the Association.

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2

APPENDIX H

Site-Based Decision-Making

3 In any instance in which decisions made by Site-Based Decision-
4 Making bodies impact the provisions of the Collective Bargaining
5 Agreement, the following procedure shall be used:

- 6 1. The change to the Agreement being proposed must be re-
7 viewed and agreed to by the site faculty by consensus. In the
8 case that a group smaller than the entire faculty is affected, the
9 affected body must, by consensus, agree to the change.

- 10 1.1 Consensus is a process which is understood to mean the
11 agreement of 100% of those bargaining unit members
12 whose job duties are affected, at least on a pilot basis.

- 13 2. If current Agreement language is to be changed or a waiver of
14 that language is proposed, then the substitute language must be
15 identified and submitted to the District and the Association
16 along with the waiver proposal. Proof that a consensus oc-
17 curred must be submitted to the Association and the District
18 with the waiver.

- 19 3. Language changes and waivers that are agreed to by the Asso-
20 ciation and the District are in existence for a pilot period of one
21 (1) year. If the faculty chooses to resubmit the waiver lan-
22 guage to the Association and the District, the first three (3)
23 steps of this procedure are to be followed.

- 24 4. Decisions made under this appendix shall not be used as prece-
25 dent for other sites.
26

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APPENDIX I

2

3

MEMORANDUM

4

5 DATE:

6 TO: Personnel File

7 FROM: Director of Human Resources

8 SUBJECT: PUBLIC COMPLAINT

9

10 In this envelope is a public complaint, which was filed in accordance
11 with Article 28 and sustained by the Board.

12 This public complaint will not be used in evaluation of the bargaining
13 unit member's performance and/or as a basis for disciplinary action,
14 now or at any time in the future.
15

1 **APPENDIX J**
2 **Partial Day Absences**
3

4 Partial day absences for bargaining unit members will be charged ac-
5 cording to the following schedule:

6 <u><i>Absence Time</i></u>	7 <u><i>Time Charged</i></u>
8 1/2 hour or less	.07 day
9 Greater than 1/2 hour but less than or equal to 1 1/2 hours	.14 day
10 Greater than 1 1/2 hours but less than or equal to 2 1/2 hours	.28 day
11 Greater than 2 1/2 hours but less than or equal to 3 1/2 hours	.42 day
12 Greater than 3 1/2 hours but less than or equal to 4 1/2 hours	.58 day
13 Greater than 4 1/2 hours but less than or equal to 5 1/2 hours	.72 day
14 Greater than 5 1/2 hours but less than or equal to 6 1/2 hours	.86 day

15
16 By implementing the above, it is hereby recognized by the Association and the
17 District that the terms and conditions of this agreement will neither change any
18 practice regarding the member's use of preparation period nor any discipline
19 practice regarding the member's absence.
20

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APPENDIX K

Class Size Balancing

3 Should the Association President conclude that every effort, as referenced herein
4 and in previous Awards¹, is not being made to bring all individual class enroll-
5 ments as close as possible to the department maximums listed in section 15.1 of
6 the Collective Bargaining Agreement, or that specific actions agreed to in this
7 award are not being honored, the Association President may, after giving the
8 District reasonable notice to correct the problem, seek the authority of the Arbi-
9 trator to direct that such appropriate action(s) occur and to assess penalties to the
10 District. Such reasonable notice shall be the Association President's notification
11 to the District of the Association's intent to seek the Arbitrator's authority no
12 sooner than day 15 of the school year. The hearing will be scheduled not earlier
13 than 5 days after the Association President's notice. The Arbitrator shall be au-
14 thorized to direct that appropriate remedies take place.

15 The District agrees to pay all costs incurred by either the District or the Associa-
16 tion relative to the enforcement of Article 15 Class Size matters, including Arbi-
17 trator's costs and fees, through the end of the 2005/06 school year.

- 18 1. The District's "balancing" of class sizes is a process that contains multiple
19 stages including:
- 20 (a) The establishing of tentative needs, surpluses, sections,
21 assignments and/or course tallies by the end of the
22 school year;
 - 23 (b) Preparation work preceding the opening of the subse-
24 quent school year during which time site administra-
25 tion, counselors and other designees engage in activi-
26 ties that include: the dropping of withdrawals, the ad-
27 justment of student schedules due to events such as
28 changes in teacher recommendations or summer school
29 attendance, the purging of schedules, the opening and

1 closing of sections, and contact with parents and stu-
2 dents to verify residence where possible and review the
3 students' enrollment selections;

4 (c) The dropping of no shows on day two of the school
5 year;

6 (d) An observation period during the first five to seven
7 days of school during which the APEDs monitor the
8 master schedule to determine actual class sizes based
9 on actual student arrivals, and;

10 (e) The completion of all class size balancing according to
11 the "every effort standard" will occur by approximately
12 the fifteenth (15) day of school.

13 2. Preceding each school year the District will provide direction and specific
14 training to site managers relative to the District's "best practices" in the area
15 of class size compliance. The Association President will be provided copies
16 of the training guide and timeline template. If the District offers group train-
17 ing, the Association President may designate representatives who will be en-
18 titled to attend these trainings. If the training occurs during the contractual
19 workday, the District shall provide release time for the Association repre-
20 sentatives.

21 3. The District will revise the current student-to-teacher allocation ratio to
22 more effectively meet the requirements of the Collective Bargaining
23 Agreement and the "every effort standard". An aspect of this revision may
24 include additional staff allocations, where appropriate, to schools in recogni-
25 tion of specific site needs including "families," "career paths," "small learn-
26 ing communities," "clusters" and/or "academies" so that these sites will
27 bring all individual class enrollments in non-specialized programs as close
28 as possible to the department maximums listed in section 15.1 of the Collec-
29 tive Bargaining Agreement. The District will update the Association Presi-
30 dent, as appropriate, regarding projected enrollments and allocations.

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4. Preceding every school year the District will provide additional training to site managers relative to current District-wide computer programs used in the creation of master schedules. The Head Counselor at each school site and others as designated by site administration shall be included in such training. If the training occurs during a work day, the District shall provide release time for these bargaining unit members. If the training occurs during non-workdays, these bargaining unit members shall be compensated at the hourly rate of pay.

5. The District and Association President will meet at the discretion of the Association President from June 1 to September 1 to review progress in master schedule development and compliance with Article 15. During the Fall of each school year the District and the Association President/designee will review the efforts made at the school site and District Office levels to bring all individual class enrollments as close as possible to the department maximums listed in section 15.1 of the Collective Bargaining Agreement. This process shall include review of the weekly overage reports on a site by site basis and/or other district-generated reports that outline class size overages. The process will also include a review by the Association President/designee and the District of those “special and/or unavoidable” circumstances that may have caused isolated overages or imbalances.

6. Each site Associate Principal (APED) or equivalent administrator shall meet with the site Association Representative in the two (2) summer weeks prior to the opening of school for the purpose of sharing information relative to the status of the site master schedule.

7. Site staff will contact each feeder school no later than the first week of June to verify the number of incoming 9th graders by category. (ELL, Sp. Ed., Reg. Ed., etc.). The District will share demographic projections for each school site with ESTA in writing before the last workday in June.

8. No later than July 15th APEDs will review their site first scheduling run percentage and report that result to the site principal. A copy of the results will be sent to the Superintendent/designee on the day of the run and made available to the Association President.

- 1 9. By the last week of July, all site scheduling runs will be 75% or greater with
2 departmental class size maximums in core subject areas set to no more than
3 two students over as defined in Article 15. Any site that does not meet the
4 75% standard will immediately notify the Superintendent/designee in writ-
5 ing.

- 6 10. The District will provide these sites additional intervention assistance until
7 scheduling runs are 90% or above. This intervention assistance will include
8 personnel from the Information Systems Department and other District em-
9 ployees traveling to sites as a mobile resource team to assist the site until
10 they reach the 90% threshold.

- 11 11. Site administrators will immediately follow all directives of District inter-
12 vention experts.

- 13 12. By the end of first week of August, sites will finalize all “mechanical” ad-
14 justments to their master schedules, except for extenuating circumstances
15 which will be reported to the Superintendent/designee and explained to the
16 ESTA Building President at an August meeting with the APED.

- 17 13. By the end of the first week of August, all sites will provide the Superinten-
18 dent/designee copies of scheduling runs which show a minimum of 90% of
19 the total (aggregate) student body placed in six classes. These classes shall
20 not include non-instructional titles such as “Open period”, “See Counselor”,
21 “See Administrator”, and so forth. Any site needing to make changes in
22 teacher allocations will notify the Superintendent/designee at this time.

- 23 14. Sites which have not met the 90% standard will take steps (designated by
24 the Superintendent/designee) to remedy this condition within a stipulated
25 time frame. Such steps may include the assignment of additional workdays
26 for site staff, the District-level management of the scheduling process and/or
27 other actions deemed appropriate and necessary by the Superinten-
28 dent/designee in order to achieve the standard. Such steps will be communi-
29 cated to the Association President on a site by site basis.

- 30 15. Prior to the opening of school, class size maximums shall be reset to limits
31 as outlined in Article 15. The target date for completion of all class size
32 balancing according to the “every effort standard” shall remain the fifteenth
33 (15) day of school, plus or minus two days.

1 16. On the morning of the 18th workday of each semester, the District shall pro-
2 duce a complete set of printed master schedules for each school, formatted
3 as requested by the Association President. Copies of these documents shall
4 be provided to the Association President. These documents shall become
5 the official record for all matters relating to compliance of the District's
6 having met the "every effort" standard for the current semester, unless a dif-
7 ferent set of official records is mutually agreed to by both parties.

8 17. The Superintendent/designee will cause a report to be made to the School
9 Board at its first October meeting, which will include the degree to which
10 each comprehensive school site has met its responsibilities under Article 15
11 of the CBA. This report shall be agendized as a report item and provided to
12 the Association President at least one week prior to the meeting. This report
13 shall be based upon data on day seventeen (17) of school, and include, for
14 each school:

- 15 • The percentage of successful student placement on
16 the last student information system master schedule
17 run.
- 18 • The total number of classes over Article 15 limits.
- 19 • The number of students with incomplete schedules.
- 20 • The number of students upon which staffing projec-
21 tions were made and the actual number of students
22 enrolled.
- 23 • All changes to sites' certificated FTE allocation since
24 the first day of school.
- 25 • The number of students that have had class changes
26 since the first day of school.

27 18. The District will continue to provide training pursuant to appropriate class
28 size balancing techniques to all APEDs, counselors, counseling technicians,
29 and other staff. Attendance at these training sessions will be mandatory un-
30 less prior approval is secured from the Superintendent/designee.

31

- 1 19. When the District modifies the document entitled “Master Schedule Build-
2 ing: Template and Checklist for APEDs” or by whatever title it may come to
3 be known, a complete copy will be provided to the Association President.
- 4 20. Dates in paragraphs 1-19 of this document are predicated on an opening of
5 school in the second week of August. Any earlier school opening will ad-
6 just these dates accordingly.
- 7 21. The District will provide the Association read-only access at the Mt. Hamil-
8 ton Offices to its scheduling and class size databases and report generating
9 capabilities for all sites, classes and teachers through the use of Infinite
10 Campus or equivalent software. Costs for hardware and installation and
11 maintenance of software shall be borne by the Association.

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16
17 ¹ The stipulated Arbitrator’s Award authorized and rendered by Arbitrator Barbara Bridgewater and dated
18 October 8, 2004.

19 The stipulated Arbitrator’s Award authorized and rendered by Arbitrator Norman Brand and dated Novem-
20 ber 14, 2001.

21 The stipulated Arbitrator’s Award authorized and rendered by Arbitrator Bonnie Bogue and dated December
22 3, 1999.

23 The Arbitrator’s Opinion and Award, Case number 88-124-LA, rendered by Arbitrator Barry Winograd and
24 dated July 14, 1988.

25 The stipulated Arbitrator’s Award authorized and rendered by Arbitrator Emily Maloney and dated Novem-
26 ber 22, 1982.

27

APPENDIX L

Computation of “Average Per-Member Health & Welfare Benefits Cost

Step 1: Determine the number of active bargaining unit members on appropriate date.

- a) 2005-2006 fiscal year: January 1, 2006
- b) Subsequent years: September 15 (shortly after opening of school)

Step 2: Determine the number of active bargaining unit members who have chosen to participate in each of the three (3) medical plan offerings as of dates used in Step 1.

- a) Kaiser HMO (or successor)
- b) Blue Cross HMO (or successor)
- c) District self-funded indemnity PPO (UAS or successor)

Note: The sum of the values in Steps 2a, 2b and 2c should equal the value in Step 1.

Step 3: Determine vendor cost of composite rate for active bargaining unit member participation in specific plans, following execution of contract with vendors (approximately July 1) for succeeding school year.

- a) Kaiser HMO (or successor)
- b) Blue Cross HMO (or successor)
- c) District self-funded indemnity PPO (UAS or successor)
- d) Delta Dental (or successor)
- e) VSP Vision (or successor)
- f) Life Insurance (pursuant to 26.19)
- g) Employee Assistance Program (MHN or successor)

Step 4: Determine per-plan aggregate cost for active bargaining unit members.

- a) Kaiser: Value in Step 2a multiplied by value in Step 3a
- b) Blue Cross: Value in Step 2b multiplied by value in Step 3b
- c) UAS: Value in Step 2c multiplied by value in Step 3c
- d) Delta Dental: Value in Step 3d multiplied by value in Step 1
- e) Vision: Value in Step 3e multiplied by value in Step 1
- f) Life: Value in Step 3f multiplied by value in Step 1
- g) EAP: Value in Step 3g multiplied by value in Step 1

Step 5: Add all results 4a, 4b, 4c, 4d, 4e, 4f and 4g. This yields the total cost of health and welfare benefits for all active bargaining unit members.

Step 6: Divide result of Step 5 by result from Step 1 to determine average per-member health and welfare benefits cost.

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SIDE LETTER OF AGREEMENT
PRESIDENT’S RELEASED TIME

For the duration of the contract, the District agrees to place the Association (ESTA) President on the 192 day salary schedule. The Association agrees to reimburse the District for 40% of the cost of the East Side Teachers Association (ESTA) President's release. The ESTA President will be designated as a teacher on special assignment for the remaining 60% of his/her time for purposes of problem solving contractual issues and acting as a resource for conflict resolution.

Board approved: 06/23/2022

1 **SIDE LETTER OF AGREEMENT**

2 **SICK LEAVE BANK**

3
4
5 Upon the effective date of this Agreement, a voluntary Sick Leave Bank shall be
6 established for unit members covered by this Agreement who:

- 7
8 a. Have a serious illness or disability; or
9 b. Have a calamity in their immediate family requiring their presence;
10 and who
11 c. Have exhausted their own accumulated sick leave.

12
13 Upon the effective date of this Agreement and at the beginning of each school
14 year thereafter, each eligible member of the professional staff covered by this
15 Agreement may contribute one day of his/her annual allotment of sick leave in
16 order to fund the Bank.

17
18 Unit members who decide to participate in the Bank for the current year shall no-
19 tify the Human Resources Office no later than December 20, 2002. Such notifi-
20 cation shall be in writing. For subsequent years, the enrollment period ends on
21 the last workday of September. Participation continues annually unless the mem-
22 ber notifies the Human Resources Office in writing by the last workday of Sep-
23 tember.

24
25 Eligible members who begin after the regular school year has started have one
26 month from their starting date to notify the Human Resources Office if they wish
27 to join the Bank.

28
29 Members who have contributed for at least two years may defer contributions and
30 maintain membership in the Sick Leave Bank. If the Sick Leave Bank falls below
31 fifty days, it shall be replenished by an automatic contribution of one additional
32 day from each member of the bank. Such replenishment may occur no more than
33 once per year.
34

1 A Sick Leave Bank Committee will be established consisting of five (5) members
2 designated by the Association. The Committee is responsible for its own internal
3 organization and for establishing application procedures. The decisions of the
4 Committee are final and binding. Such decisions are not subject to the grievance
5 procedure.

6
7 The District shall administer the Sick Leave Bank. The Human Resources Office
8 will set-up and maintain the Bank's records.

9
10 The Sick Leave Bank will become operative when the number of days reaches
11 100.

12
13 Eligibility for an amount of additional sick leave to be granted shall be governed
14 by the following criteria:

- 15
16 a. Applicant is a current contributing member of the Bank or has
17 contributed at least two days to the Bank.
18 b. Adequate evidence of serious illness or disability.
19 c. Evidence of calamity in the immediate family.
20 d. Prior utilization of all eligible sick leave.

21
22 The initial grant of sick leave by the Committee shall not exceed twenty (20)
23 days. The Committee may grant extensions upon demonstration of need by the
24 applicant.

25
26 Unused days in the Sick Leave Bank shall be carried over into the Bank that is es-
27 tablished for the next academic year.
28

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5. All students at Oak Grove High School will be supervised by the OGHS staff and administrators, and they will be held to the same behavior standards as all other ESUHSD students.

6. The agreements in this Side Letter shall be honored by the Association and the District. Alleged violations of the terms in this Side Letter shall be subject to the grievance process as specified in the CBA.

SIDE LETTER OF AGREEMENT

WestEd QTEL PROGRAM

1. The East Side Teachers Association and the East Side Union High School District agree to the following regarding the WestEd QTEL Program as it relates to the Collective Bargaining Agreement:
2. Currently there are five sites considering entering into the WestEd QTEL project, namely: JL, MP, WO, SC, and YB.
3. Each site will follow the provisions in Article 18, specifically 18.4 – Site Based Decision Making Team, Articles 31 and 32, and Appendix H. School wide change votes will require no less than a 2/3 vote as stated in Article 31.
4. There will be no changes in working conditions, as any bargaining unit member may opt out of the program. It is a voluntary program including the staff development, coaching, and follow-up in-classroom components.
5. The 6 days of staff development, both pre- and post-service, will conform to all provisions in Article 32 – Professional Development Team – including Section 32.5 (per diem payment).
6. Funding options for participating sites include categorical funds, such as Title I, II, and III, SIP, State Professional Development and EIA funds. No General Fund expenditures will be used, and funding currently being used for programs at non-participating schools will not be used for, or diverted to, this program.
7. Bargaining Unit Members who choose not to participate will not be discriminated against or denied the ability to participate in other site/district programs, or otherwise treated differently than participating Bargaining Unit Members.
8. The agreements in this Side Letter shall be honored by the Association and the District. Alleged violations of the terms in this Side Letter shall be subject to the grievance process as specified in the CBA.

SIDE LETTER AGREEMENT
BETWEEN
EAST SIDE UNION HIGH SCHOOL DISTRICT AND
EAST SIDE TEACHERS ASSOCIATION/CTA/NEA ("ESTA")

On September 18, 2018, the District and ESTA entered into a Tentative Agreement providing for a "two percent (2.0%) increase to the salary schedule governing the salaries of ESTA unit members, retroactive to July 1, 2017."

The Tentative Agreement was ratified by the ESTA membership on October 10, 2018.

The Tentative Agreement was ratified by the District's Governing Board on October 11, 2018.

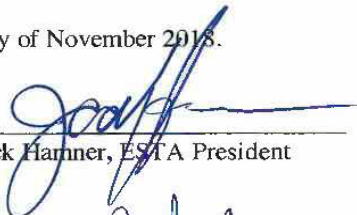
An issue has now arisen between the District and ESTA as to the implementation of the 2% increase. ESTA contends that the 2% increase must apply across the board to all salary schedules, stipends, longevity increases and pay rates included in Appendices A, B, C and D of the Collective Bargaining Agreement between the parties. The District contends that the specific negotiated language of the ratified Tentative Agreement applies only to the salary schedule of unit members in the Collective Bargaining Agreement and that, unlike past negotiated agreements, the negotiations and Tentative Agreement did not include or address any increases to stipends, longevity increases or pay rates.

After discussion, the District and ESTA share a common interest in addressing the matter and on that basis agree as follows:

1. The District shall apply the two percent (2%) retroactive increase specified in the Tentative Agreement to all salary schedules, stipends, longevity increases and pay rates included in Appendices A, B, C and D of the Collective Bargaining Agreement. The District shall make its best efforts to include and pay such increases no later than the February 2019 payroll.
2. ESTA agrees that in all contract negotiations all ESTA proposals and counter-proposals shall be presented to the District in writing at the time of bargaining.
3. This Side Letter Agreement shall be attached to and become a part of the Collective Bargaining Agreement. Except as provided in this Side Letter Agreement, the Tentative Agreement shall be fully enforceable in accordance with its express terms.
4. This Side Letter Agreement shall not be precedent for future contract changes.

Agreed to this 2 day of November 2018.

On Behalf of ESTA:



Jack Hamner, ESTA President

On Behalf of the District:



Dr. John Rubio, Associate Superintendent of Human Resources

Teacher Name: _____

Date: _____

Administrator of Record: _____

Due: September 30

ON-TRACK CERTIFICATED EVALUATION PROFILE

Directions This document is to be completed by each “on-track” bargaining unit member and returned to the administrator of record or his/her designee by September 30.

Please examine each of the California Standards for the Teaching Profession and assess your strength in that area. Circle a plus, o.k. or minus to identify your sense that this area is an area of strength for you, that you are competent in the area or that you feel you may have weaknesses in the area. Consider using an area of weakness as a focus to work on for this school year. This profile will be reviewed with your administrator of record at your intake interview.

This document will not be placed in the member’s personnel file.

Standard 1: Engaging and Supporting all Students in Learning

1.	Connecting students’ prior knowledge, life experience and interests with learning goals.	-	OK	+
2.	Using a variety of instructional strategies and resources to respond to students’ diverse needs.	-	OK	+
3.	Facilitating learning experiences that promote autonomy, interaction and choice.	-	OK	+
4.	Engaging students in problem solving, critical thinking and other activities that make subject matter meaningful.	-	OK	+
5.	Promoting self-directed, reflective learning for all students.	-	OK	+

Standard 2: Creating and Maintaining Effective Environments for Student Learning

1.	Creating a physical environment that engages all students.	-	OK	+
2.	Establishing a climate that promotes fairness and respect.	-	OK	+
3.	Promoting social development and group responsibility.	-	OK	+
4.	Establishing and maintaining standards for student behavior.	-	OK	+
5.	Planning and implementing classroom procedures and routines that support student learning.	-	OK	+
6.	Using instructional time effectively.	-	OK	+

Standard 3: Understanding and Organizing Subject Matter for Student Learning

1.	Demonstrating knowledge of subject matter content and student development.	-	OK	+
2.	Organizing curriculum to support student understanding of subject matter.	-	OK	+
3.	Interrelating ideas and information within and across subject matter areas.	-	OK	+

4.	Developing student understanding through instructional strategies that are appropriate to the subject matter.	-	OK	+
5.	Using materials, resources and technologies to make subject matter accessible to students.	-	OK	+

Standard 4: Planning Instruction and Designing Learning Experiences for all Students

1.	Drawing on and valuing student's backgrounds, interests and developmental learning needs.	-	OK	+
2.	Establishing and articulating goals for student learning.	-	OK	+
3.	Developing and sequencing instructional activities and materials for student learning.	-	OK	+
4.	Designing short-term and long-term plans to foster student learning.	-	OK	+
5.	Modifying instructional plans to adjust for student needs.	-	OK	+

Standard 5: Assessing Student Learning

1.	Establishing and communicating learning goals for all students.	-	OK	+
2.	Collecting and using multiple sources of information to assess student learning.	-	OK	+
3.	Involving and guiding all students in assessing their own learning.	-	OK	+
4.	Using the results of assessments to guide instruction.	-	OK	+
5.	Communicating with students, families and other audiences about student progress.	-	OK	+

Standard 6: Developing as a Professional Educator

1.	Reflecting on teaching practice and planning professional development.	-	OK	+
2.	Establishing professional goals and pursuing opportunities to grow professionally.	-	OK	+
3.	Working with communities to improve professional practice.	-	OK	+
4.	Working with families to improve professional practice.	-	OK	+
5.	Working with colleagues to improve professional practice.	-	OK	+
6.	Balancing professional responsibilities and maintaining motivation.	-	OK	+

EAST SIDE UNION HIGH SCHOOL DISTRICT

20__ - 20__ Evaluation Option Form

Name of Teacher: _____

Date of intake interview: _____
(must be completed by November 1)

Administrator of Record: _____

School: _____

Evaluation option chosen by teacher (circle one):

- | | | |
|--------------------|----------------------|---|
| a. Project-based | c. Experiment-based | e. Traditional [agree to extend summary |
| b. Portfolio-based | d. Performance-based | letter deadline _____ (initials)] |

If a, b, c, or d is selected, will this be a team effort? yes no

If yes, who else will be working in this effort? _____

If a, b, c or d is selected, what are the target dates for identifying benchmarks and completion of the effort?

DATE	ACTIVITY TO BE CHECKED OR OBSERVED
_____	_____
_____	_____
_____	_____
_____	_____

Teacher's Signature

Date
(must be completed by Nov. 1)

Administrator's Signature

All aspects of non-traditional or traditional evaluations, except for the exit interview, must be completed by April 15 of any given year unless mutually agreed to by the member and the administrator of record. Any extension of these dates must be made in writing on the Evaluation Option Plan not later than April 15.

An exit interview will occur for each on-track permanent employee not later than April 30 of the evaluation year, unless mutually agreed to in writing on the Evaluation Option Plan. CBA 11.3.4.4/11.3.4.5.

The teacher and the administrator of record agree to extend the contractual deadlines until _____, 20__.

_____	_____	_____
<i>Teacher's Signature</i>	<i>Date</i>	<i>Administrator's Signature</i>

Date of exit interview (must be completed by April 30 unless signed above): _____

Teacher will be: **off-track** **on-track** **on remediation** **unsatisfactory track** for the 20__-20__ school year.
(circle one)

Teacher's Signature

Date

Administrator's Signature

Date

Teacher please note:

In accordance with Education Code Section 44031, you are hereby notified that this document will be placed in your personnel file at the end of ten (10) working days. You have the right to have your written comments attached and placed in your personnel file.

Return this form to Human Resources for placement in the teacher's personnel file. Make a copy for the teacher.

East Side Union High School District Evaluation – Temporary

Name of teacher: _____ Date of pre-conference: _____

Administrator of Record: _____ Date of observation: _____

School: _____ Date of post-conference: _____

Brief description of the lesson, including objective:

Commendations for the lesson:

Recommendations for improving the lesson:

Areas of strength:

Areas of recommended growth:

Teacher's Signature

Administrator of Record Signature

Teachers please note:

In accordance with Education Code Section 44031, you are hereby notified that this document will be placed in your personnel file at the end of ten (10) working days. You have the right to have your written comments attached and placed in your personnel file.

**EAST SIDE UNION HIGH SCHOOL DISTRICT
&
EAST SIDE TEACHERS ASSOCIATION/CTA/NEA
Problem Resolution Form**

RESOLUTION REACHED

Action Plan:

<i>Action</i>	<i>Person Responsible</i>	<i>Due Date</i>

RESOLUTION NOT REACHED

Give details as to why a resolution was not reached.

Signature of Member (if appropriate)

Date

Signature of Association

Date

Signature of Management

Date

EAST SIDE UNION HIGH SCHOOL DISTRICT
&
EAST SIDE TEACHERS ASSOCIATION/CTA/NEA

Grievance Form

Level I _____ (within 10 school days of occurrence)
Filing Date

Level II _____ (within 5 school days of conclusion of Level I)
Filing Date

Name _____
Member/Association *Management*

List parties involved in this problem: _____

Issue/Concern/Problem: _____

Date of Occurrence: _____

Specific Contract Violation(s): _____

Remedy Sought: _____

CALIFORNIA STANDARDS FOR THE TEACHING PROFESSION

Engaging and Supporting All Students in Learning

- 1.1 Using knowledge of students to engage them in learning
- 1.2 Connecting learning to students' prior knowledge, backgrounds, life experiences, and interests
- 1.3 Connecting subject matter to meaningful, real-life contexts
- 1.4 Using a variety of instructional strategies, resources, and technologies to meet students' diverse learning needs
- 1.5 Promoting critical thinking through inquiry, problem solving, and reflection
- 1.6 Monitoring student learning and adjusting instruction while teaching

Creating and Maintaining Effective Environments for Student Learning

- 2.1 Promoting social development and responsibility within a caring community where each student is treated fairly and respectfully
- 2.2 Creating physical or virtual learning environments that promote student learning, reflect diversity, and encourage constructive and productive interactions among students
- 2.3 Establishing and maintaining learning environments that are physically, intellectually, and emotionally safe
- 2.4 Creating a rigorous learning environment with high expectations and appropriate support for all students
- 2.5 Developing, communicating, and maintaining high standards for individual and group behavior
- 2.6 Employing classroom routines, procedures, norms, and supports for positive behavior to ensure a climate in which all students can learn
- 2.7 Using instructional time to optimize learning

Understanding and Organizing Subject Matter for Student Learning

- 3.1 Demonstrating knowledge of subject matter, academic content standards, and curriculum frameworks
- 3.2 Applying knowledge of student development and proficiencies to ensure student understanding of content
- 3.3 Organizing curriculum to facilitate student understanding of the subject matter
- 3.4 Utilizing instructional strategies that are appropriate to the subject matter
- 3.5 Using and adapting resources, technologies and standards-aligned instructional materials, including adopted materials, to make subject matter accessible to all students
- 3.6 Addressing the needs of English learners and students with special needs to provide equitable access to the content

Planning Instruction and Designing Learning Experiences for All Students

- 4.1 Using knowledge of students' academic readiness, language proficiency, cultural background, and individual development to plan
- 4.2 Establishing and articulating goals for student learning
- 4.3 Developing and sequencing long-term and short-term instructional plans to support student learning
- 4.4 Planning instruction and incorporates appropriate strategies to meet the learning needs of all students
- 4.5 Adapting instructional plans and curricular materials to meet the assessed learning needs of all students

Assessing Students for Learning

- 5.1 Applying knowledge of the purposes, characteristics, and uses of different types of assessments
- 5.2 Collecting and analyzing assessment data from a variety of sources to inform instruction
- 5.3 Reviewing data, both individually and with colleagues, to monitor student learning
- 5.4 Using assessment data to establish learning goals and to plan, differentiate, and modify instruction
- 5.5 Involving all students in self-assessment, goal setting, and monitoring progress
- 5.6 Using available technologies to assist in assessment, analysis, and communication of student learning
- 5.7 Using assessment information to share timely and comprehensible feedback with students and their families

Developing as a Professional Educator

- 6.1 Reflecting on teaching practice is support of student learning
- 6.2 Establishing professional goals and engaging in continuous and purposeful professional growth and development
- 6.3 Collaborating with colleagues and the broader professional community to support teacher and student learning
- 6.4 Working with families to support student learning
- 6.5 Engaging local communities in support of the instructional program
- 6.6 Managing professional responsibilities to maintain motivation and commitment to all students
- 6.7 Demonstrating professional responsibility, integrity, and ethical conduct

SPECIAL EDUCATION WAIVER

AH CA EV FH IH JL MP OG PH ST SC WCO YB

Semester: Fall Spring Date: _____
(circle one)

INDIVIDUAL

I wish to waive my rights under Article 29.5.1 in its entirety.
 I understand that by signing this form, I will neither grieve my class size under Article 29.5 nor receive any compensation specified in Article 29.5.1.

For reference purposes only, the current enrollment in my classes is:

Period 1 Period 4 Period 7
Period 2 Period 5
Period 3 Period 6

TOTAL ENROLLMENT

Please print teacher's name: _____

Teacher's signature: _____

Association's signature: _____

Copies to: Director of Human Resources, APED, Dept./Individual, ESTA

29.5 The District agrees to attempt, whenever possible, to maintain Special Day Class (SDC) class size and case-load for Moderate/Severe students (Autistic and Intellectually Disabled) at 10-12.

29.5.1 Compensation and Payments
The District shall begin calculating class size overage payments on the eighteenth (18th) work-day of either semester when the total students assigned to the teacher's 4 classroom instructional periods exceeds 48 students at the rate of \$1 for each student per day. Compensation will be computed daily, reported weekly and paid at the end of each semester.

29.5.2 Only class size waivers voluntarily executed and recorded by the end of the 17th workday of each semester shall void the District's requirement to make class size overage payments.