



# **PROVISIONS of AGREEMENT**

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## **UNIT B – Clerical and Support Services**



**Long Beach  
CHAPTER 2  
California  
School  
Employees  
Association**

**Effective through  
June 30, 2024**



LONG BEACH UNIFIED SCHOOL DISTRICT  
1515 Hughes Way  
Long Beach, California 90810

**CLASSIFIED EMPLOYEES CONTRACT**

**UNIT B**

Effective through

June 30, 2024

As Negotiated By

LONG BEACH UNIFIED SCHOOL DISTRICT

and

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION  
Long Beach Chapter 2  
Unit B – Construction/Repair and Transportation



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**PREAMBLE**

This Agreement is entered into this seventh day of November 2022 between the Board of Education of the Long Beach Unified School District of Los Angeles County, hereinafter called the "District," and the California School Employees Association and its Long Beach Chapter 2 or its CSEA successor chapter, hereinafter called the "CSEA".

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ARTICLE I

Recognition

A. The District recognizes the CSEA as the sole and exclusive bargaining agent for classified employees as certified by the EERB (LA-R-567) on June 23, 1977 and occupying classes listed in Appendix A.

1. Excluded from the bargaining unit shall be the following existing classifications:

- a. Management
b. Confidential
c. Supervisory

2. Exempt from the classified service are the following:

- a. Positions which require certification qualifications;
b. Full-time students employed part time;
c. Part-time students employed part time in any college work-study program, or in a work experience education program conducted by a university or college district pursuant to Education Code Article 7 (commencing with Section 51760) of Chapter 5 of Part 28 and is financed by state or federal funds.
d. Apprentice positions
e. Positions established for the employment of professional experts on a temporary basis for a specific project by the governing board or by the commission when so designated by the commission; and
f. Substitutes.

B. CSEA agrees to negotiate exclusively with the District's designated representatives under the provisions of Chapter 10.7 of the Government Code, commencing with Section 3540.

C. Newly created management, supervisory, and confidential classifications and positions shall not be in the bargaining unit. Other new classifications created or positions added shall be in the bargaining unit. Any disputed new classifications (including management, supervisory, and confidential classifications) may be submitted to the PERB and shall not be subject to the grievance procedure.

D. Employee Relations Services shall provide the CSEA with notice of proposed newly created or revised classifications and/or positions seven (7) calendar days prior to said Personnel Commission meeting. It is understood, however, that on occasion the needs of the District may limit the time available for review by the CSEA.

ARTICLE II

Reserved Rights of the District

- A. It is understood and agreed that all matters not specifically enumerated within the scope of representation as provided in Government Code, Section 3543.2, are reserved to the public school employer and further that the rules of the Classified Service shall continue to be under the jurisdiction of the Personnel Commission. The governing board through the rules of the Personnel Commission shall retain its prerogatives in all areas relating to applications, examinations, eligibility, appointments, promotions, demotions, transfers, dismissals, resignations, layoffs, reemployment, vacations, leaves of absence, compensation within classification, job analysis and specifications, service rating, public advertisement of examinations, rejection of unfit applicants without competition, and any other matters necessary to carry out the provisions and purposes of this Article; and further, the District retains all of its powers and authority to direct, manage, and control to the full extent of the law. Included in, but not limited to, those duties and powers in the exclusive right to:
  - 1. Determine its organization; determine the kinds and levels of services to be provided and the methods and means of providing them;
  - 2. Maintain the efficiency of District operations; build, move, or modify facilities; establish budget procedures and determine budgetary allocations; determine methods of raising revenue; contract out work as specifically permitted by law;
  - 3. Determine the times and hours of operations; determine staffing patterns and the numbers and kinds of personnel required; direct the work of employees; hire, classify, assign, evaluate, promote, discipline, and terminate employees; and
  - 4. Establish educational policies, goals and objectives; determine the curriculum; ensure the rights and educational opportunities of students.
  
- B. The exercise of the foregoing 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 only by the specific and express terms of this Agreement, by statutory rights of unit members and/or CSEA, and then only to the extent such specific and express terms are in conformance with law. Further, in setting forth the above mentioned rights of the District, it is not the intention of the parties to detract from or diminish in any way the statutory rights of CSEA to represent unit members under the Act.
  
- C. The District retains its right to amend, modify, or rescind policies and practices referred to in this Agreement for the duration of an emergency. An emergency shall be defined as those unforeseen circumstances which substantially interrupt or threaten to interrupt the normal District operation and may include but are not limited to: natural disasters; national emergencies; epidemics; riots; police actions; legislative or judicial decisions; initiative or

1 referendum; local exigencies (with the exception of Article XIV, Section D, relevant to no  
2 lockout of bargaining unit employees).

3  
4 D. If the district believes that a violation of the collective bargaining agreement has occurred  
5 by CSEA Chapter 2 leadership, Employee Relations Services shall attempt to resolve the  
6 allegation in a meeting with the CSEA Chapter 2 President or designee. The Chapter 2  
7 President or designee shall investigate the alleged violation and communicate a written  
8 response to the District within 20 days after the meeting.  
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ARTICLE III

Association Rights

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A. The CSEA shall not communicate with employees in person or by phone during the employees’ working hours. Any exceptions must be authorized in advance by the Director of Employee Relations Services. During normal hours of operation, upon twenty-four (24) hour advance request and approval of the department head/site administrator, the District agrees to grant to the CSEA access to designated locations for the transaction of Association business with employees on non-duty time. Upon arriving at a work site the CSEA representative will first report to the department head/site administrator to arrange details of the visit. It is agreed that for purposes of this Section, “non-duty times” are before and after the scheduled workday, during the scheduled lunch and break periods of each employee.

If the District advises the CSEA Executive Board of an alleged violation of the provisions of this Section, the Executive Board agree to investigate and take action they deem to be appropriate.

B. The District agrees to provide the CSEA the use without charge of not more than one-fourth (1/4) of the total area of at least one (1) designated employee Association bulletin board at each facility. Such bulletin board will be identified by the immediate supervisor of the facility and labeled “CSEA Business”.

C. The District authorizes the CSEA to use District facilities and buildings only with the approval of the principal/site administrator or designee and, when applicable, submission and approval of the proper Civic Center Act form. The CSEA agrees to leave facilities and buildings in a clean and orderly condition.

D. The District agrees that upon advance request the immediate manager/supervisor of the building or facility may grant CSEA the occasional use of District office equipment, dependent upon the following conditions:

- 1. Use of equipment occurs outside the duty hours of the employee who must also be qualified to use the equipment;
- 2. Use does not interrupt or interfere with the normal student educational program or work production of the District;
- 3. CSEA shall pay within thirty (30) days after receipt all bills for the costs of materials and supplies incident to the use of the equipment.
- 4. CSEA request shall be made through job representatives or officers;

1 5. The District reserves the right to withdraw this provision after five (5) days written  
 2 notice to CSEA for violations of the above or misuse by CSEA authorized  
 3 personnel.  
 4

5 E. The District shall provide CSEA Long Beach Chapter 2 with a complete list of bargaining  
 6 unit members' names and other information in accordance with the March 20, 2018 AB119  
 7 Memorandum of Understanding entered into by the District and CSEA.  
 8

9 F. All requests by CSEA for necessary and relevant information shall be made to Employee  
 10 Relations Services. CSEA may inspect at a reasonable time any specific non-confidential  
 11 lawful document in the possession of the District. CSEA agrees to reimburse the District  
 12 for the reasonable costs of reproducing any such document the Association wishes to  
 13 purchase. CSEA agrees to provide the District at cost with copies of Association reports  
 14 necessary for the District to discharge its responsibilities under this Agreement. The parties  
 15 also agree to place grievances that are dependent on said information in abeyance until the  
 16 information is provided to the requesting party.  
 17

18 G. **RELEASE TIME FOR ASSOCIATION REPRESENTATIVES**  
 19

20 1. **Meet-and-Negotiate.** The District agrees to authorize release time for no more  
 21 than eight (8) CSEA representatives per unit to participate in meet-and-negotiate  
 22 sessions with the District, but not more than one (1) representative from any given  
 23 site, shop, or office, excluding the Chapter President and Vice President from each  
 24 Unit. Release time for these meetings will not be charged to Association leave. In  
 25 addition, the District agrees to authorize release time for a reasonable number of  
 26 designated CSEA representatives to present grievances in the steps outlined in this  
 27 Agreement.  
 28

29 2. **Job Stewards.** CSEA agrees to provide the District with an up-to-date list of  
 30 authorized representatives by job classification and work location and to advise  
 31 Employee Relations Services in writing of any changes.  
 32

33 The CSEA representatives shall notify Employee Relations Services at least  
 34 twenty-four (24) hours prior to the use of authorized released time. Notification  
 35 must be made to an actual person in Employee Relations Services rather than voice  
 36 mail to assure that proper lead time may be given to the affected school or office.  
 37

38 To the extent required by law, job stewards shall be provided release time to attend  
 39 unit member grievances and/or investigatory meetings, including meetings  
 40 concerning reasonable accommodations for disabilities under the American with  
 41 Disabilities Act. As a prerequisite, the unit member must reasonably believe that  
 42 the meeting will lead to an adverse employment action.  
 43

44 3. **Personnel Commission.** The District agrees to release a maximum of three (3)  
 45 CSEA Chapter representatives to meet with the Executive Officer, Personnel  
 46 Commission and Classified Employment prior to each Personnel Commission  
 47 meeting as needed. The District agrees to release one (1) CSEA representative per  
 48 Unit to attend Personnel Commission meetings. A Personnel Commission meeting



1 agenda will be provided to CSEA prior to each meeting. All released time for  
 2 activities enumerated in this paragraph will be charged to Association Leave.  
 3

- 4 4. **Board Meetings / District Management.** The District agrees to release one (1)  
 5 CSEA Chapter representative per Unit, as needed, to attend Board meetings and  
 6 three (3) to five (5) representatives to attend meetings with District management as  
 7 needed but not more than two (2) representatives from any given site, shop, or  
 8 office. As an exception, more than 2 representatives may attend when the called  
 9 meeting regards a specific site, shop or office concern. All release time for  
 10 activities enumerated in this paragraph will be charged to Association leave.  
 11

- 12 5. **Association Leave.** Upon proper application and approval, the District will grant  
 13 to the combined bargaining units (A and B) a total of one hundred thirty (130) days  
 14 Association Leave per fiscal year for unit members to conduct or to participate in  
 15 CSEA business. The CSEA president or designee shall submit in writing the names  
 16 of unit members who are authorized to use the days to Employee Relations  
 17 Services. Approval for such Association Leave must be secured at least two (2)  
 18 working days prior to the anticipated absence. Following the District's payment of  
 19 the employee for the Association Leave, the District shall be reimbursed by the  
 20 CSEA Long Beach Chapter 2 for the cost of the substitute (if the services of a  
 21 substitute were utilized) as well as the District's contribution to the employee's  
 22 retirement fund. CSEA Long Beach Chapter 2 shall be invoiced quarterly. Such  
 23 reimbursement shall be made within ten (10) days following CSEA's receipt of the  
 24 District's certification of payment of compensation to the employee.  
 25

- 26 6. **CSEA Chapter President Leave.** The District agrees to provide the CSEA Chapter  
 27 President (or his/her designee) up to a total of one thousand forty (1,040) hours of  
 28 release time per fiscal year to perform the collective business of the District and the  
 29 Association. CSEA shall reimburse the District for the cost of any substitute used to  
 30 cover the CSEA Chapter President position during his/her absence.  
 31

- 32 7. The District agrees to authorize release time to the officers and unelected classified  
 33 bargaining unit members of the CSEA as provided for in Education Code, Section  
 34 45210. The District shall be reimbursed by the Association for such leave.  
 35

36 The CSEA shall notify Employee Relations Services at least twenty-four (24) hours  
 37 prior to the use of release time. If less than twenty-four (24) hours, the Association  
 38 shall notify Employee Relations Services via email, FAX or telephone of the  
 39 anticipated need. The parties may mutually agree to waive the twenty-four (24)  
 40 hour timeline.  
 41

- 42 8. In January, April, July, and October of each year, Employee Relations Services  
 43 (ERS) will provide a quarterly summary of usage of Association Leave, Job  
 44 Stewards, and CSEA State Leave as provided for in Education Code, Section  
 45 45210, to the Chapter President. The summary will include name, date, hours, and  
 46 the type of leave.  
 47

- 1 H. As soon as practical after completion of the final ratified Agreement, the District shall  
 2 arrange for the printing of copies of this Agreement for distribution to current and future  
 3 bargaining unit employees upon written request within ten (10) working days. The  
 4 agreements will be available on the Employee Relations web page and the link shall be  
 5 emailed to bargaining unit employees following negotiations.  
 6
- 7 I. The District agrees to provide CSEA with a copy of bulletins or memoranda specifically  
 8 designed to interpret implementation of the collective bargaining Agreement prior to  
 9 general distribution.  
 10
- 11 J. **CHAPTER SCHOOL APPLICATIONS.** The District and CSEA agree that, upon  
 12 receipt of a charter proposal from a group of charter petitioners, the District will forward a  
 13 copy of the proposal to CSEA.  
 14
- 15 K. **STAFF DEVELOPMENT.** The District and the CSEA agree that continuing training and  
 16 staff development for classified employees are very important. They further agree that  
 17 continuing study and discussion need to occur relative to continued expansion of staff  
 18 development activities for classified employees. The District is committed to providing  
 19 classified staff with continuing training opportunities to assist them in performing their  
 20 current jobs and to prepare them for promotional opportunities. The CSEA is encouraged  
 21 to submit to the District in-service topics/ideas which would be of value to classified  
 22 employees for staff development training. This provision applies to staff development  
 23 and training provided by the Personnel Commission. A committee shall be created to make  
 24 recommendations for professional development opportunities in accordance with AB 1808.  
 25 The committee shall be composed of up to a total of five (5) CSEA representatives of  
 26 different classification and up to a total of five (5) district personnel.  
 27
- 28 1. Employees will be encouraged to participate in the programs that are offered by the  
 29 Personnel Commission.  
 30
  - 31 2. All work locations/sites shall post make available to all classified employees  
 32 publications and/or communications from Personnel Commission regarding staff  
 33 development opportunities.  
 34
  - 35 3. Employees are encouraged to create a plan with their supervisor to meet the  
 36 employees' professional development needs.  
 37
  - 38 4. Bargaining unit employees will be provided with the opportunity to attend staff  
 39 development training and will be released during work hours to attend training.  
 40
  - 41 5. Employees recognize that schools and offices must be able to maintain coverage  
 42 and services.  
 43
  - 44 6. Employees may opt to attend training off work hours, on their own time without  
 45 compensation.  
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  - 47 7. A record of equitable distribution of training and staff development will be  
 48 maintained at each work location.

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8. Updates regarding program participation will be provided to CSEA upon request.

9. The District will contribute a minimum of \$15,000 per year to the Personnel Commission, to be shared by both CSEA Unit A and Unit B, to maximize staff development opportunities for classified Personnel as funding permits. The District may increase funding through grants and other revenue sources.

L. The CSEA will have the right to appoint a bargaining unit member to any district level advisory committee that is relevant to classified employees. The District shall provide the names of those district level committees to the CSEA Chapter President and appointments to these committees will be determined by the president with the advice and approval of the Executive Board.

M. District/Employee Relations Services (ERS) has requested CSEA representation on the following District-level committees:

- Health Benefits Committee
- Strategic Planning Committee
- Budget Committee

The CSEA will have the right to appoint no more than five (5) CSEA members to the above named committees, representing both Unit A and Unit B. Appointments to these committees shall be made by the Chapter President with the advice and approval of the Executive Board. Release time for these meetings will not be charged to Association leave.

N. In January, April, July, and October of each year the District shall provide CSEA with:

1. A list of all current limited term employees, their hire dates, classifications, reasons for their assignments, and their scheduled release dates.
2. A list of all current substitutes.
3. The most recent work sites to which employees have been assigned.

Limited Term Employees (LTEs) may be used only in those circumstances prescribed in Education Code, Sections 35021, 45286, and 45349.

ARTICLE IV

Organizational Security

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A. **MEMBERSHIP DUES/DEDUCTIONS.** The District agrees to continue the payroll deduction procedures in effect at the time of ratification of this Agreement.

B. **MEMBERSHIP RIGHTS.** A unit member may elect to become or not become a member of CSEA Long Beach Chapter 2. A unit member who elects not to become a member may forfeit some representational right from CSEA not required by law, and should consult with CSEA Long Beach Chapter 2 for clarification.

C. **REMITTANCE OF DUES.** With respect to all sums deducted by the District, for membership dues, the District agrees promptly within fifteen (15) days to remit such monies to the CSEA accompanied by an alphabetical list of unit members for whom deductions have been made, as to membership in the CSEA, and indicating any changes in personnel from the list previously furnished.

D. **PROVISIONS OF INFORMATION.** The CSEA agrees to furnish in a timely manner any information needed by the District to fulfill the provisions of this Section.

E. **INDEMNIFICATION.** The CSEA shall indemnify, defend and hold harmless the District against any administrative action before the Public Employment Relations Board and/or any court action challenging the legality or constitutionality of Article IV of this Agreement or its implementation.

The CSEA shall have the exclusive right to decide and determine whether any such action or proceedings referenced in the above paragraph shall or shall not be compromised, resisted, defended, tried, or appealed.

ARTICLE V

Compensation

A. PAY AND ALLOWANCES.

1. **Regular Rate of Pay.** The regular rate of pay for each position in the bargaining unit shall be in accordance with the rates established for each classification as provided for in the Salary Schedule and Appendix B, which is by reference incorporated as a part of this Agreement. All compensation due for work accomplished within a given classification shall be at the rate established for that classification. The regular rate of pay shall include any shift differential.

2. **Frequency - Monthly.** All permanent and probationary employees in the bargaining unit performing regular monthly service shall be eligible to be paid twice a month by requesting a salary advance through the Payroll Branch. In the event the District finds it necessary to modify payroll procedures in order to pay employees twice a month or to change the number of pay periods over which employees are compensated, the District shall provide the employee at least ten (10) day notice before implementation of the new payment schedule. If the normal pay date falls on a holiday, the paycheck shall be issued on the preceding workday. In the absence of a request for a salary advance, the employee shall be paid according to the District’s existing payroll system.

The CSEA agrees to work with the District to encourage employees to opt for electronic deposit of pay warrants.

3. **Payroll Errors.** Proper salary classification and step placement is a joint responsibility of the employee and the District. All employees are to review their salary placement at least annually and should they believe that they are improperly placed on the salary schedule, they are to bring this information to the attention of the District immediately. Any payroll error resulting in insufficient payment for an employee in the bargaining unit shall be corrected, and a special payroll revolving fund check issued after the Payroll Branch has received a written notification from the employee and has verified the error and the amount of the underpayment in a reasonable amount of time. Employees shall request in writing a special revolving fund check. For each day in excess of five (5) working days that the payroll error is not corrected, the employer shall pay a penalty of twenty percent (20%) per annum.

If the revolving fund check is not requested, the supplemental amount will be included in the next regular paycheck following verification of the error and shall not include any penalty.

Should the incorrect salary placement result in an overpayment, the employee shall, upon realizing the fact or upon notification from the District, repay the full amount

of such overpayment based upon a repayment schedule developed by the Executive Director, Fiscal Services or designee and the employee. The repayment period should not be longer than the period during which the employee was overpaid except that such repayment schedule shall not result in more than twenty percent (20%) in the take-home pay being withheld from any single pay warrant. In the event of any payroll error, such error shall be corrected retroactively for a period of up to three (3) years from the date the error was discovered.

- 4. **Mileage.** Any employee in the bargaining unit using his/her vehicle on District business shall be reimbursed at the current Internal Revenue business mileage rate for all miles actually driven on behalf of the District. The mileage computation shall include mileage necessary to return to the employee’s normal job site after the completion of District business except that no mileage computation shall include travel to or from the employee’s home on a normal workday. All mileage costs for emergency calls outside of normal working hours shall be reimbursed. This amount shall be payable in a separate warrant drawn against District funds upon timely submission of the claim by the employee in the bargaining unit.

No employee in the bargaining unit shall be required or allowed to use a personal vehicle in the conduct of District business during working hours except through mutual consent of the employee and the District.

- 5. **Vehicle Allowance.** Any employee in the Unit authorized to use a personal vehicle on District business shall receive a vehicle allowance of one hundred dollars (\$100) per month in addition to mileage. Insurance must be maintained by the employee as required by law on said vehicle. District liability insurance is in excess of the personal insurance of the employee.

- 6. **Vandalism.** While on District business, in the event an employee’s vehicle is damaged as a result of vandalism, the District will reimburse the employee for the insurance deductible payment in an amount not to exceed five hundred dollars (\$500) per incident.

The above is contingent upon all of the following:

- a. The employee secures a police report regarding the vehicular vandalism within twenty-four (24) hours of the incident.
- b. The damaged vehicle was parked at an appropriate location while the employee was required to be engaged in District business.
- c. The employee provides the Risk Management Branch with evidence of the amount of insurance deductible payment actually made by the employee.

- 7. **Tool Provisions.** All Unit B employees will provide their own hand tools as required for each job classification/position.

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- a. A Tool Committee shall be established, consisting of one (1) employee from each classification affected and up to an equal number of District personnel. The committee shall meet at least once every year.
- b. It shall be the responsibility of the Tool Committee to:
  - (1) Determine by job classification, necessary tools, and quality standards.
  - (2) Determine which tools will be provided by the employee and which tools and equipment will be made available by the District for checkout.
- c. The security and good repair of the employee’s hand tools are the responsibility of the employee. An annual tool inventory will be conducted by the District and the employee shall replace any hand tools required for his/her classification/position. In the event of theft and upon filing of the required reports and completion of any necessary investigation, appropriately secured hand tools will be replaced by the District.

8. **Meal Reimbursement.**

- a. Any employee in the bargaining unit who, as a result of a work assignment or conference attendance, is authorized to have a meal(s) away from the District, or at Catalina Island, shall be reimbursed according to currently established District policy upon timely submission of the expense claim. Catalina Island is part of the District; therefore, no reimbursement will be made for meals unless overnight lodging is required.
- b. **Bus Drivers’ and Truck Drivers’ Extended Trips.** Upon prior approval, any driver on an overnight trip assignment shall be reimbursed for all meals in accordance with rates set forth in Paragraph 8a. above. Reimbursement will be provided for a second regular meal that must be taken on the same extended trip of eight (8) hours or more.

9. **Required Travel and Lodging for Occasional Work on Catalina Island.** Any employee in the bargaining unit who, as a result of his/her work assignment, must travel to and be lodged on Catalina Island shall:

- a. Travel on a District approved carrier which will be billed to the District;
- b. Stay in private accommodations at a District-approved commercial facility at District expense.

- 1           10.    **Compensation for an Employee Working in a Higher Classification.** An  
2 employee may be required to perform duties not a part of his/her classification as  
3 provided in this Section.  
4

5           If a unit member is assigned duties in a higher classification, not a part of his/her  
6 classification, the first five (5) days (forty [40] hours or prorated portion thereof for  
7 less than full-time personnel) of such assignment are considered  
8 training/experience and not subject to additional compensation. If assigned to such  
9 duties in excess of a total of five (5) days, the employee shall have his/her salary  
10 adjusted upward for each day he/she is required to work in a higher classification  
11 beyond the first five (5) days.  
12

13           When an employee has his/her salary adjusted as a result of being assigned to work  
14 in a higher classification in excess of five (5) days, the employee shall receive the  
15 regular rate of pay for that higher classification at the step within the range that will  
16 guarantee a minimum equivalent of a two (2) range (five and one-half percent  
17 [5.5%]) increase above the employee's regular rate. In no event, however, shall the  
18 higher rate be greater than (the maximum step) of the higher classification.  
19

20           Exception: Employees on reemployment lists as a result of layoff, who are  
21 temporarily assigned (upgraded) to their former classification, will have their salary  
22 adjusted upward from the first day of work in that former classification.  
23

- 24           11.    **Compensation During Required Training.** An employee who in order to  
25 continue his/her employment is required to attend training sessions authorized in  
26 advance by his/her department head/site administrator shall be compensated at the  
27 appropriate rate for the day and time of the training. Also, all required costs for  
28 transportation, registration, and supplies arising from a mandated program shall be  
29 paid by the District.  
30

- 31           12.    **Uniforms.** If uniforms or protective clothing are required for any unit employee,  
32 the cost of purchase, lease, rental, or replacement of such clothing, equipment,  
33 identification badges, emblems, and cards shall be borne by the District. A  
34 Uniform/Protective Clothing Committee consisting of equal numbers of CSEA and  
35 management shall make advisory recommendations to the appropriate budget  
36 administrator.  
37

- 38           13.    **Replacing or Repairing Employees' Property.** The District shall compensate all  
39 bargaining unit employees for loss or damage to personal clothing and property  
40 arising from an on-the-job accident which is formally reported to Business Services  
41 on the appropriate form. (Bodily injury is not necessary to qualify for this benefit.)  
42 Upon proper submission of the claim and approval by the Chief Business and  
43 Financial Officer, the claim shall be paid according to the commercial warrant cycle  
44 for such claims. As per Labor Code, Section 3208, personal property is defined as:  
45 artificial members; dentures; hearing aids; eyeglasses; watches; and medical braces  
46 of all types.



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14. **Sick Leave and Vacation Balance Reports.** The District agrees to report sick leave and vacation balances to employees on the salary warrant stubs issued to employees.

15. **Certificate of Absence.** Upon request, an employee will be provided a copy of the Certificate of Absence on file with the payroll clerk.

16. **Catalina Island Employees.** In each year, Catalina Island employees shall receive a travel expense allowance. For 2021-2022, the allowance is \$1153.78, plus any negotiated percentage increase. Each year thereafter, the allowance will be adjusted by the same percentage as the salaries of Unit members. Employees who work and reside on Catalina Island shall receive a Branch Assignment Premium as provided in the salary schedule (CCR 571 (a)).

Employees working less than full time and/or those working only a portion of the year shall receive a share of the travel expense allowance proportionate to the time worked.

Upon employee request, the District shall provide costs not to exceed two hundred fifty dollars (\$250) for moving possessions and an automobile to Catalina Island.

The District shall pay employee costs of routine transportation to and from in-service training meetings required by the District.

17. **Promotion.** Any employee receiving a promotion shall be moved to the appropriate range and step of the new classification to ensure not less than a minimum equivalent of a two (2) range (five and one-half percent [5.5%]) increase above the employee’s regular rate, but in no case greater than the maximum in that new classification.

18. **Initial Step Placement.** New employees normally shall be hired at the first step in the salary range for the classification. New employees with exceptional or unusual qualifications may be employed at higher steps in the salary range by recommendation of the District and action of the Board of Education.

19. **Steps In Salary Range.** Except as permitted by Section A.16. above, each employee shall advance to the next higher step in the applicable salary range as follows:

Step A: First day of assignment through completion of probation (typically, six [6] months or one hundred thirty [130] days of actual paid service in a regular assignment, whichever is longer).

1 Step B: The day following completion of probation (which is known as the  
2 employee's increment date) through completion of one (1)  
3 additional year of service.

4  
5 Step C: The employee's increment date through completion of one (1)  
6 additional year of service.

7  
8 Step D: The employee's increment date through completion of one (1)  
9 additional year of service.

10  
11 Step E: The employee's increment date through completion of one (1)  
12 additional year of service.

13  
14 For purposes of step advancement, a year of service is one in which the employee  
15 has been compensated for at least fifty percent (50% of his/her regular work year.  
16

17 **B. HEALTH AND WELFARE BENEFITS.**

18  
19 1. **Employee Eligibility.** All probationary and permanent employees working fifty  
20 percent (50%) or more of a full time assignment are eligible for health, dental,  
21 vision, and life insurance benefits. All other employees shall be eligible to purchase  
22 benefits by individually paying premium expenses through the Risk Management  
23 Branch at rates established by the District carrier. Effective beginning the 2021-  
24 2022 insurance year and each insurance year thereafter, the District's health benefit  
25 contribution shall be pro-rated for less than full-time unit members, except that the  
26 District shall contribute up to 50% of the pro-rated premium for the lowest cost  
27 District HMO medical plan available if such plan is selected by the employee.  
28 Effective beginning the 2022-2023 insurance year and each insurance year  
29 thereafter, part time employees employed on Catalina and living on Catalina, will  
30 be eligible to enroll in the District provided PPO plan to the same proration rate as  
31 all other part time employees pay for the lowest District HMO medical plan.  
32

33 a. All coverage is effective the first day of paid service or the first paid day  
34 upon return from an unpaid leave of absence.

35  
36 b. Any employee in unpaid leave status for a period in excess of thirty (30)  
37 calendar days may continue health and welfare benefit coverage as provided  
38 in this Article by personally paying the premiums. The percentage of the  
39 annual premiums to be paid shall be the same as the percentage of the  
40 contract year during which the employee is in unpaid leave status. (For  
41 example, a two hundred four [204] day employee on unpaid leave for one  
42 [1] semester, i.e., one hundred two [102] days, is responsible for fifty  
43 percent [50%] of the annual benefit premiums).

44  
45 c. Employees may choose coverage for themselves and their eligible  
46 dependents or domestic partners for whom a Declaration of Domestic

Partnership is currently on file in the office of the Secretary of State for the State of California. A choice shall be made from any one of the approved plans described below during the enrollment period announced by the Risk Management Branch.

2. **Health Insurance.** The 2013 District annual maximum contribution toward individual unit member insurance premiums for District medical plans for eligible employees to include employee only, employee plus one and family coverage shall be based on the 2013 District PPO rates. The District dental and vision insurance shall not be subject to the District's annual maximum contribution.

Beginning the 2014 insurance year (January 1, 2014) and each year thereafter, the District shall increase the prior year's District annual maximum contribution toward individual unit member insurance premiums for District medical plans for eligible employees to include employee, employee plus one and family coverage by 3.5%. In the event the elected coverage in a District insurance program exceeds the above stated District maximum annual contribution, the cost difference shall be paid by the unit member through payroll deduction. The Health Benefits committee shall actively work to limit increases greater than 3.5%, through plan design modifications, vendor selection, wellness programs, and member education. In the event that the combination of the annual PPO rate increase and/or cost containment results in premiums below the District maximum annual contribution described above, that difference will mitigate future rate increases.

Effective January 1, 2016, change the health and welfare plan year from the current calendar year (January 1 to December 31) to match the District's fiscal year (July 1 to June 30). The change shall be managed in the following manner:

- a. January 1, 2016 through June 30, 2016 will be a "short" plan year (6 months).
- b. Effective July 1, 2016 the new plan year shall be based on the fiscal year (12 months).
  - i. Open enrollment shall take place in May of each year with all plan changes being effective on July 1.
- c. Flexible Spending Accounts will remain on the calendar year and will continue to have their open enrollment in November.
- d. In the initial transition year, the deductibles and out-of-pocket maximums that have accrued during the "short" plan year shall carry over for the first plan year based on the fiscal calendar. The accrued deductible and out-of-pocket maximum then shall reset back to zero on July 1, 2017.
- e. The District Annual Maximum (DAM) shall be converted to the fiscal year by taking the arithmetic average of the DAM for 2016 and 2017 calendar years.

Example:

$$2016-2017 \text{ DAM} = [(2016 \text{ DAM}) + (2017 \text{ DAM})]/2$$

1 Effective July 1, 2017 the DAM will increase each July 1 by 3.5%.

2  
3 The lowest cost District HMO medical plan offered unit members in any given  
4 insurance year shall not be subject to the District annual maximum contribution  
5 described in Section A, 1 above. In the event that the District anticipates that the  
6 premiums for the lowest cost District medical HMO plan may exceed the District  
7 annual maximum contribution as described in Section A, 1 above in the succeeding  
8 year, negotiations will automatically be initiated to address the excess cost during  
9 the next round of negotiations.

10  
11 All eligible unit members retiring from the District after August 31, 2013 shall  
12 receive the same District annual maximum contribution for District medical plans  
13 provided to active unit members. Eligible unit members who retire on or before  
14 August 31, 2013 shall not be subject to the District's annual maximum contribution  
15 as described above.

16  
17 The District shall apply any health benefit cost containment changes, including plan  
18 design changes, implemented for active employees to retirees

19  
20 a. **Kaiser Foundation Health Plan.** Unlimited lifetime maximum.  
21 Continuation of existing plan without modification of benefits, accept as  
22 noted.

- 23  
24 (1) Physician Visit: \$10 co-pay, effective 7/1/2017  
25 (2) Emergency Room: \$100 co-pay, effective 3/1/2013. The fee is  
26 waived if the person is admitted to the hospital.  
27 (3) Chiropractic Care (up to thirty [30] visits per year): \$5 co-pay  
28 (4) Out-patient Mental Health: (twenty [20] visits per year): \$5 co - pay.

29  
30 Prescription Plan: (100 Day supply): Retail Generic and Non-Formulary co-  
31 pays are \$5; Retail brand co-pay is \$10 effective 7/1/2017.

32  
33 b. **HMO Health Plan.** Unlimited lifetime maximum.  
34 \$250/Individual, \$500/Family per year out-of-pocket limit.

- 35  
36 (1) Physician Visit: \$10 co-pay effective 7/1/2017  
37 (2) Emergency Room: \$100 co-pay  
38 (3) Chiropractic Care (up to thirty [30] days per year): \$5 co-pay  
39 (4) Out-patient Mental Health (fifty [50] visits per year): \$5 co-pay

40  
41 Prescription Plan. Retail co-pay per thirty (30) day prescription: \$5  
42 generic; \$10 formulary name brand; \$35 non-formulary. Mail order co-  
43 pay for a ninety (90) day prescription; \$5 generic; \$10 name brand  
44 formulary; \$35 non-formulary. Effective 1/1/2018, the Blue Shield HMO  
45 prescription plan is being transitioned to a four (4) tier system by the  
46 provider

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- 2
- 3 1. Tier 1: \$5 Low Cost Medications: Includes some generics
- 4 and inexpensive name brands.
- 5 2. Tier 2: \$10 Medium Cost Medications: Includes generics
- 6 and name brand drugs.
- 7 3. Tier 3: \$35 High Cost Medications: Includes high cost name
- 8 brand drugs
- 9 4. Tier 4: \$35 Highest Cost Medications: Includes primarily
- 10 Specialty drugs

11 c. **PPO Health Plan**

12 Brief description of coverage: Comprehensive Major Medical.

- 13 (1) Preferred Provider – Effective January 1, 2016, \$300/\$600
- 14 deductible; 20% co-insurance; \$1,000 individual/\$2,000 family per
- 15 year out-of-pocket limit (in addition to deductible).
- 16
- 17 (2) Out-of-Network Provider - Effective January 1, 2016, \$500/\$1,000
- 18 deductible; 40% co-insurance; \$5,000 individual/\$10,000 family
- 19 per year out-of-pocket limit (in addition to deductible).
- 20
- 21 (3) Chiropractic Care PPO: Up to 25 visits per injury. Extra visits
- 22 must be deemed medically necessary as of 1/1/22.
- 23

24 Emergency Room Visit: (In-Network/Out of Network) \$100 co-pay,

25 effective 7/1/2017. The fee is waived if the person is admitted to the

26 hospital; subject to plans specifications.)

27

28 Prescription Plan. The PPO plan will include a comprehensive prescription

29 program:

30

- 31 a) National Formulary: The District shall participate in the
- 32 National Formulary to the extent offered by the district PPO
- 33 Plan's Pharmacy Benefit Manager effective July 1, 2016.
- 34
- 35 b) Retail Pharmacy (30 Day Supply): \$5 co-pay for generic
- 36 effective 7/1/2017; \$20 co-pay for formulary; and \$50 co-
- 37 pay for non-formulary.
- 38
- 39 c) Mail Order Pharmacy (90 Day Supply): \$0 co-pay for
- 40 generic; \$20 co-pay for formulary; and \$50 co-pay for non-
- 41 formulary.
- 42

- 43 d. **Hearing Aids.** Any active employee who is insured under any one of the
- 44 District sponsored medical plans may request reimbursement for the costs
- 45 of hearing aids. The maximum amount of reimbursement shall not exceed
- 46 one thousand dollars (\$1,000) within any three (3) year period. The cost of

1 hardware, fitting tests, and other tests related to the hearing aids purchased  
2 shall be included for reimbursement purposes.  
3

- 4 3. **Dental Insurance.** The District agrees to provide eligible employees with District  
5 payment of premium costs. Employees may choose between approved plans  
6 described below:  
7
- 8 a. **Delta Dental Plan of California, Premier + PPO Plan.** This is a  
9 continuation of the present plan and the District shall continue to pay  
10 premium costs under this plan for the employee only. The employee may  
11 choose to pay premium costs for eligible dependents. Maximum amount  
12 paid by plan per person per calendar year is two thousand dollars (\$2,000)  
13 for premier & out of network dentists and Two Thousand Two Hundred  
14 dollars (\$2,200) for PPO dentists.  
15
- 16 b. **Delta Care of California (PMI) Dental Health Plan.** This is a  
17 continuation of the present plan. Premiums for both the employee and  
18 his/her eligible dependents are provided by the District for this plan.  
19
- 20 4. **Life Insurance.** Employees whose regular annual salary exceeds fifteen thousand  
21 dollars (\$15,000) shall be insured for the amount of the annual salary but not to  
22 exceed fifty thousand dollars (\$50,000); employees whose regular annual salary is  
23 fifteen thousand dollars (\$15,000) or less shall be insured for fifteen thousand  
24 dollars (\$15,000). The amount of coverage shall be based upon the salary rate on  
25 the last day of actual service to the District by the employee.  
26
- 27 5. **Vision Care Insurance.** The District agrees to provide vision care insurance for  
28 eligible employees. The Medical Eye Service plan provides one (1) comprehensive  
29 exam every twelve (12) consecutive months; two (2) pairs of lenses in any twenty-  
30 four (24) consecutive months. Employee is responsible for paying a ten dollar  
31 (\$10) deductible per calendar year. Prior enrollment in the plan is required.  
32
- 33 The District pays all premium costs.  
34
- 35 6. **125 Plan.** Upon securing the appropriate government approval, the District will  
36 provide employees the opportunity to participate in a 125 Plan at no administrative  
37 cost to the employee.  
38
- 39 7. **Tax-Sheltered Annuities.** Employees may participate in the Board approved tax-  
40 sheltered annuity plan of their choice through voluntary payroll deduction. The  
41 District will consider any plan brought forward by CSEA for approval. The District  
42 shall not be required to be the holder for any group annuity plan.  
43
- 44 8. **Cost Containment.** The Association agrees to participation in a District cost  
45 reduction committee to meet on an as needed basis to address the extensive current

and projected increases in health care costs. Recommendations shall be submitted for consideration by the respective collective bargaining teams.

9. **Duration of Benefits.** Health insurance coverage shall be extended to the end of the calendar month for the employee who terminates employment. If an employee has served five (5) consecutive years prior to retirement, the District shall pay for coverage for one (1) additional month. Employees who terminate employment with the District may extend specified health benefits at employee expense as provided in the Consolidated Omnibus Budget Reconciliation Act (COBRA). Information should be requested from the Risk Management Branch.

10. **Benefits of Retiring Employees.** Effective upon ratification of this Agreement, employees (including reinstated employees and employees returning from a valid reemployment list) with seventeen (17) or more years of benefitted service in the Long Beach Unified School District when they retire at age fifty-five (55) or older shall be eligible to have District payment of insurance premiums for health and hospital insurance for themselves and their dependents. This premium payment will end when the retiree reaches age sixty-seven (67). Medicare coverage will be primary for those employees who are eligible; the District’s plan will provide secondary or umbrella coverage over Medicare payments.

All retirees and their dependents eligible for Medicare Part A must be registered in the Medicare system in order to qualify for District-paid benefits. All retirees and their dependents must enroll in Medicare Part B. All retirees and their dependents must assign those Medicare Part A (if eligible) and Medicare Part B benefits to the District medical plan carrier they are using in order to qualify for District-paid benefits. This language does not change the years of service and age requirements for Unit members receiving District-paid health benefits upon retirement. Additional information is available from the Risk Management Branch.

Apply the health benefit cost containment changes, including plan design changes, implemented for active employees to the retirees.

Employees who retire from the District may remain in a District health and/or dental plan by paying personally the insurance premiums. There is no limit on age.

ARTICLE VI

Days and Hours of Employment

A. WORKWEEK. The workweek shall consist of not more than five (5) consecutive working days.

1. An employee’s standard workweek may be inclusive of Saturday or Sunday, but not both. When it has been determined that a position’s workweek must include a Saturday or Sunday, the positions will be filled as follows:

- a. On a voluntary basis, by seniority; or
b. If there are no volunteers, by the least senior person in the classification.

2. As an alternative to the standard workweek, offices and/or departments may establish workweeks comprised of either four (4) ten (10) hour workdays or eighty (80) hours over a period of nine (9) workdays provided such alternative workweeks meet the following criteria:

- a. Consistent with the provisions of the Education Code and the Fair Labor Standards Act.
b. Address the issue of holidays in a manner which maintains equity with standard workweek employees.
c. May be inclusive of Saturday or Sunday, but not both.
d. Endorsed by at least two-thirds (2/3) of the affected employees and the office/department manager.
e. Established as pilot projects for twelve (12) calendar months with continuation contingent upon endorsement by at lease two-thirds (2/3) of the affected employees and the manager.

3. An hourly differential will be paid for hours regularly assigned on Saturday and/or Sunday. This differential shall be the same as the shift differential established for persons assigned to work 12:00 midnight to 7:00 a.m. and will be adjusted by the same percentage as salary for the duration of this Agreement. For employees who are assigned a nontraditional workweek, differential pay will be paid only for work assigned during the period 5:00 p.m. to 7:00 a.m. and/or any hours assigned on Saturday and Sunday.

B. WORKDAY. Each employee shall be assigned a fixed and regularly scheduled minimum number of hours. The daily distribution of the hours and the starting and ending times may be adjusted by the District to reflect the needs at each work location. It is understood that



1 no adjustment shall be made for the purpose of alleviating overtime or for punitive reasons.  
 2 Except in an emergency, at least ten (10) days prior to any adjustment that results in a  
 3 schedule change, the appropriate department head/site administrator or designee will meet  
 4 with the employee(s) for the purpose of providing notice (Appendix I) and discussing  
 5 reasons for the schedule change. Such notice shall be in writing on the appropriate Human  
 6 Resource Services form. Completed forms will be kept at the employee's work location.  
 7 The ten (10) day period may be reduced and/or waived with the employee's consent.  
 8

9 **C. HOURS WORKED.** For the purpose of computing the number of hours worked, all time  
 10 during which an employee is in a paid status shall be construed as hours worked.  
 11

12 **D. REDUCTION IN ASSIGNED TIME/LAYOFF.** Reductions in assigned time shall be  
 13 accomplished in accordance with the established layoff provisions in the Rules and  
 14 Regulations of the Classified Service and the California Education Code, Article 6, Merit  
 15 System, and other applicable education code provisions related to the Merit System.  
 16 Layoff decisions shall not be negotiable.  
 17

18 1. Employees who are laid off shall be entitled to all rights related to reinstatement in  
 19 accordance with statute, Agreement, and the Rules and Regulations of the  
 20 Classified Service.  
 21

22 2. Employees being laid off with no offer of continued regular employment, or who  
 23 decline to accept such offer, in another classification shall be entitled to use a  
 24 maximum of twelve (12) hours of release time to seek new employment.  
 25

26 3. Employees being laid off with no offer of continued regular benefited employment  
 27 in another classification will have all health benefits for which they have been  
 28 eligible extended for a period of ninety (90) calendar days following layoff.  
 29 Eligibility for benefits is defined in Article V, Section B.1 of the CSEA Agreement.  
 30

31 4. The District shall not exceed its authority granted or required by the Education  
 32 Code in contracting out for services.  
 33

34 5. The District shall not exceed its authority provided by statute, Agreement, and the  
 35 Rules and Regulations of the Classified Service regarding the assignment of work,  
 36 overtime, and the use of volunteers.  
 37

38 **E. ADJUSTMENT OF ASSIGNED TIME.** Any employee in the bargaining unit who  
 39 works at the direction of a supervisor a minimum of thirty (30) minutes or more per day in  
 40 excess of his or her regular part-time assignment for a period of twenty (20) consecutive  
 41 working days shall have his/her regular assignment adjusted upward to reflect the longer  
 42 hours.  
 43

44 **F. LUNCH PERIODS.** Except as described below, all employees covered by the terms of  
 45 this Agreement who have a workday of five (5) hours or more shall be entitled to a duty-

1 free lunch period of not less than one-half (1/2) hour which shall occur approximately at  
2 midpoint of the shift.

3  
4 For bus drivers required to work six (6) hours continuously, no lunch period shall be  
5 scheduled. Drivers working six and one-half (6-1/2) hour trips normally must have a half-  
6 hour lunch period scheduled as part of the workday; any exception must be approved by  
7 management.

8  
9 **G. REST PERIODS.** Bargaining unit employees shall be granted rest periods which, insofar  
10 as practicable, shall be in the middle of each work period at the rate of fifteen (15) minutes  
11 per four (4) hours worked or major fraction thereof. The fifteen (15) minute rest period  
12 requirement does not apply to an employee scheduled to work three (3) continuous hours  
13 or less. Employees scheduled to work more than three hours and up to six (6) hours shall  
14 be entitled to one (1) fifteen (15) minute rest period; employees who work more than six  
15 (6) hours shall be entitled to two (2) rest periods of fifteen (15) minutes each. Rest periods  
16 of a total of up to thirty (30) minutes on evening or special work shifts shall be scheduled  
17 by the manager/supervisor in consultation with the affected employees.

18  
19 Management and supervisory personnel may designate specified rest periods when the  
20 operations of the District require someone to be on duty at the employee’s work site.  
21 Whenever possible, rest periods will be scheduled to divide work periods into  
22 approximately equal parts. Rest periods are a part of the regular workday and shall be  
23 compensated at the regular rate of pay for the employee.

24  
25 **H. COMPENSATION – SHIFT DIFFERENTIAL.** All persons in the classified service  
26 whose regularly assigned time requires them to work between the hours of 5:00 p.m. and  
27 12:00 midnight shall be paid shift differential pay at the current rate established in the  
28 Classified Salary Schedule, for each hour or portion of an hour worked; and those whose  
29 regularly assigned time requires them to work between 12:00 midnight and 7:00 a.m. shall  
30 be paid shift differential pay at the current rate established in the Classified Salary Schedule  
31 for all hours worked. No shift differential pay shall be paid to an employee whose regular  
32 shift ends at or before 6:00 p.m. nor to an employee whose regular shift starts at or after  
33 6:00 a.m.

34  
35 Employees assigned to such work who are nevertheless ordered to temporary daytime work  
36 for periods not to exceed twenty (20) working days each shall suffer no reduction in  
37 compensation by reason of the temporary change. Shift differential pay shall terminate  
38 effective the first day that the employee is reassigned to daytime hours.

39  
40 Shift differentials will be increased by the same percentage as the salary increase each year  
41 for the duration of this Agreement. The District agrees to notify the CSEA president each  
42 year regarding the amounts of the shift differentials.

43  
44 **I. OVERTIME.** Except as otherwise provided herein, all overtime hours as defined in this  
45 Section shall be compensated at the rate of pay equal to one and one-half (1 ½) times the  
46 regular rate of pay or at one and one-half (1 ½) times the rate for the classification in which

1 the work was done, whichever is higher. If there is a misuse of leave, the employee may  
 2 be susceptible to progressive discipline and face the loss of their overtime assignment.  
 3 Overtime is defined as follows:  
 4

5 **Rotation.** On the day of the employee's overtime assignment, they may be removed if the  
 6 employee leaves, without prior approval, for a portion of the workday utilizing personal  
 7 necessity, vacation, and/or for medical appointments that do not comply with the prior  
 8 notice requirement provided in Article VIII.  
 9

- 10 1. **Standard Workweek.** Any time worked in excess of eight (8) hours in any one  
 11 (1) day or on any one (1) shift, or in excess of forty (40) hours in a calendar week  
 12 (except as provided for in Education Code, Section 45127). An employee with an  
 13 average workday of four (4) hours or more during the standard workweek shall be  
 14 compensated for any work required to be performed on the sixth (6<sup>th</sup>) or seventh  
 15 (7<sup>th</sup>) day following the commencement of the standard workweek at a rate equal to  
 16 one and one-half (1½) times the regular rate of pay of the employee designated and  
 17 authorized to perform the work. An employee having a standard workweek of  
 18 fewer than four (4) hours shall, for any work required to be performed on the  
 19 seventh (7<sup>th</sup>) day following the commencement of the workweek, be compensated  
 20 at a rate equal to one and one-half (1½) times the regular rate of pay of the employee  
 21 designated and authorized to perform the work.  
 22
- 23 2. **Four/Ten (4/10) Workweek.** Any time worked in excess of the ten (10) hours in  
 24 any one (1) day or work performed on the fifth (5<sup>th</sup>), sixth (6<sup>th</sup>), or seventh (7<sup>th</sup>)  
 25 days. An employee working an average workday of five (5) hours or less shall be  
 26 compensated at the rate of one and one-half (1½) times the regular rate for work  
 27 required on the sixth (6<sup>th</sup>) or seventh (7<sup>th</sup>) day.  
 28
- 29 3. **Nine (9) Hours Per Day, Eighty (80) Hours Per Two (2) Weeks.** Any time  
 30 worked in excess of nine (9) hours in any one (1) day or in excess of eighty (80)  
 31 hours in a two (2) week period shall be compensated at the rate of one and one-half  
 32 (1½) times the regular rate of pay of the employee designated and authorized to  
 33 perform the work.  
 34
- 35 4. **Holiday Work.** Employees who perform authorized work on days declared to be  
 36 holidays shall receive compensation at the rate of time and one-half (1½) in addition  
 37 to the pay to which the employee is otherwise entitled for the holiday.  
 38
- 39 5. **Approval.** Employees must receive advanced approval for any overtime to be  
 40 worked. All approved overtime assignments will be placed in writing by the  
 41 appropriate department head/site administrator or designee no later than the  
 42 workday following the day the overtime was worked. Upon request, employees  
 43 will receive a copy of the authorization for overtime.  
 44

- 45 J. **COMPENSATORY TIME OFF.** An employee who works assigned overtime shall have  
 46 the option to accumulate compensatory time credit in lieu of cash payment. Compensatory

1 time credit will be calculated by multiplying the number of actual hours worked by one  
 2 and one-half (1½). If the service needs of the District will not be impaired, absence for  
 3 credited time may be granted by the appropriate shop/office manager. Compensatory time  
 4 off requests shall be submitted in writing at least seven (7) working days in advance prior  
 5 to the commencement of the compensatory leave period. The department head or designee  
 6 shall respond within three (3) full working days of receipt with the approval or denial of  
 7 the request. If the written request is made for 8 hours or less, the approval will be at the  
 8 discretion of the immediate supervisor/manager. When compensatory time off is  
 9 authorized in lieu of cash compensation, such compensatory time off shall be granted  
 10 within the twelve (12) calendar months following the month in which the overtime was  
 11 worked and without impairing the service rendered by the District. Such compensatory  
 12 time off shall be at the rate of time and one and one-half (1½). In the event the  
 13 compensatory time off is not utilized within the twelve (12) calendar months following the  
 14 month in which the overtime was worked, the unit member shall be notified in advance  
 15 and receive compensation for the unused compensatory time. In accordance with the Fair  
 16 Labor Standards Amendments of 1985, the employee may accrue no more than two  
 17 hundred forty (240) hours compensatory time.

18  
 19 **K. ASSIGNMENT AND DISTRIBUTION OF OVERTIME.** Assignment of overtime  
 20 shall be made in order to distribute and rotate overtime as equally as is practical among  
 21 eligible, qualified members in the bargaining unit within each work location and  
 22 classification. Additionally, when practical, overtime shall be distributed utilizing an  
 23 overtime rotation list created by the supervisor based on classification seniority. In this  
 24 context “qualified” is defined as having the training and experience for the respective  
 25 classification(s) specific to the overtime assignment and belong to the respective job  
 26 family. Overtime shall be posted at each site or work location for those classifications with  
 27 more than two (2) unit members. Overtime for all employees (including provisionals and  
 28 substitutes) will be posted in each of the shops in the Maintenance Yard, Transportation  
 29 Yard, and Nutrition Services. An up-to-date account of overtime worked and charged to  
 30 the unit member will be posted on the first workday of each pay period. The overtime  
 31 rotation list will be made available upon employee request. Overtime shall be offered to  
 32 provisional and substitute employees only when no qualified regular (permanent or  
 33 probationary) employee is available and willing to work. Any employee working out of  
 34 classification will not be eligible to work overtime in his/her regular position unless it is  
 35 determined by the manager/supervisor that there are no other employees available in the  
 36 classification at the respective work location. District managers/supervisors shall have the  
 37 right to determine whether a need exists or whether a job must be completed and to assign  
 38 employees required to meet the need. Bargaining unit members may refuse overtime work,  
 39 except when the District determines that an emergency exists, the manager/supervisor shall  
 40 be empowered to direct the bargaining unit member to work the overtime.

41  
 42 **L. CANCELLATION OF SCHEDULED, NON-CONTIGUOUS WORK.** If, after the  
 43 employee has reported for previously scheduled work which is not contiguous with his/her  
 44 regular workday, such work is canceled, the employee shall be compensated for two (2)  
 45 hours of work at the appropriate rate. The District reserves the right to assign alternate  
 46 tasks during this two (2) hour period.

1  
 2 M. **CALL-INS, CALL-BACKS.** The needs of the District and the personal wishes of the  
 3 employee shall be considered when an employee is requested to work outside of his/her  
 4 regular job schedule. District managers/supervisors shall have the right to determine  
 5 whether an emergency exists or whether a job must be completed and to assign employees  
 6 required to meet the need. An employee may refuse call-in/call-back work, except that  
 7 when the District determines that a need exists, the manager/supervisor shall be empowered  
 8 to direct the employee to work the call-in or call-back. The manager/supervisor shall  
 9 attempt, where practical, to identify a qualified employee who wishes to work the call-in  
 10 or call-back before directing someone to work the call-in or call-back against his/her  
 11 wishes. Assignment of call-in or call-back work will be distributed equally as is practical  
 12 among eligible, qualified employees in the bargaining unit. An up-to-date account of call-  
 13 ins and call-backs worked and charged to the employee will be posted on the first workday  
 14 of each pay period.

15  
 16 N. **MINIMUM CALL-IN TIME.** Any employee called in by a manager/supervisor to  
 17 perform unscheduled, emergency-type work as part of his/her regular classification on a  
 18 day when the employee is not scheduled to work shall receive a minimum of three (3) hours  
 19 pay at the appropriate rate of pay under this Agreement.

20  
 21 O. **CALL-BACK TIME.** Any employee called back by a manager/supervisor to perform  
 22 unscheduled, emergency-type work as part of his/her regular classification after completion  
 23 of his/her regular assignment shall be compensated for at least three (3) hours of work at  
 24 the overtime rate; irrespective of the actual time worked. Call-back work is work  
 25 performed at a time outside of and not contiguous with the employee’s regular work  
 26 schedule.

27  
 28 P. **SUMMER AND INTERSESSION ASSIGNMENT.** Vacancies due to summer vacation,  
 29 intersession, or recess and other short-term summer or intersession positions shall be filled  
 30 by appointments made from appropriate special lists of all eligible bargaining unit employees  
 31 who make specific application each year by the third Friday in March, unless this date falls  
 32 during spring recess in which case the deadline will be the second Friday in March. The  
 33 District will notify the affected employees of their proposed summer assignment at the  
 34 earliest possible date as assignments are finalized. When possible, all employees who  
 35 receive an assignment will be notified no later than the last week of May.

- 36  
 37 1. To be considered an eligible applicant, the employee must (a) be regularly employed  
 38 by the LBUSD on a less than twelve (12) month basis; (b) be available for  
 39 assignment during the summer recess and/or intersession recess(es), as specified on  
 40 the application; and (c) meet the qualifications established for the classification to  
 41 which the appointment is to be made.  
 42  
 43 2. In the case of appointment to a classification in which the employee is regularly  
 44 assigned, the order of appointment shall be on the basis of seniority in that  
 45 classification. In the case of appointment to a classification in which the employee  
 46 is not regularly assigned, appointment shall be on the basis of seniority in the District.

1  
2 Permanent employees trained in a specific type of summer employment in the past  
3 years may be re-employed for identical service, regardless of their place on the  
4 summer employment list.  
5

6 3. Seniority credit accrues to all hours in paid status as a probationary or permanent  
7 employee whether during the school year, a holiday, recess, or during any period that  
8 school is in session or closed, but does not include any hours compensated solely on  
9 an overtime basis.

10  
11 4. **Summer/Intersession Employment Eligibility List.**  
12

13 a. No person whose last fully resolved service rating is less-than-satisfactory  
14 shall be placed on the summer/intersession employment eligibility lists,  
15 unless the employee meets the criteria as outlined in Article VI.P.4.b.  
16

17 b. If additional summer assignments are available, employees who have  
18 satisfactorily completed their Improvement Plan and Strategy for  
19 Assistance shall be eligible for summer/intersession employment following  
20 the assignments of employees whose last fully resolved service rating is  
21 satisfactory. The order of appointment shall be in accordance with Article  
22 VI.P.2.  
23

24 Q. **CIVIC CENTER ACT PERMITS.** Any employee who works under provisions of a  
25 Civic Center Act Permit shall receive a minimum of three (3) hours pay at the appropriate  
26 rate, except in cases where the work is an extension of the employee’s normal workday.  
27

28 R. **BUS DRIVER WORKDAY.** The regularly assigned, full-time bus drivers employed by  
29 the District on April 28, 2015 shall work an eight (8) hour work day, five (5) days per  
30 week. This provision shall not apply to any other current or future employees. The eight  
31 (8) hour workday will be assigned within a period of eleven (11) consecutive hours with a  
32 maximum three (3) hour split in the assignment effect July 1, 2011.  
33

34 S. **TRANSPORTATION YARD PROCEDURES.** The Transportation Yard Procedures  
35 shall be included as an appendix to the Collective Bargaining Agreement. The  
36 Transportation Yard Procedures are negotiable, and are grievable under Article XIII.  
37 District and CSEA agree to assemble a subcommittee of not more than seven (7) people  
38 per side, to discuss, by mutual agreement, any changes that might be required. Such  
39 recommended changes will be submitted to the District and CSEA for inclusion in the  
40 Agreement or MOU and presented to CSEA for ratification and then to the Board for  
41 approval. Language pertaining to the annual review such as currently identified in Section  
42 VII of the Yard Procedures will be removed.  
43

44 T. **WORKYEAR.** Effective July 1, 1993, employees assigned to a twelve (12) month  
45 calendar will have a standard work year of two hundred sixty (260) days per fiscal year.  
46 This standardized work year will be achieved by implementing, as necessary, no more than

1 two (2) equalization days which will be scheduled by the District during the winter recess  
2 period. Such equalization days will have no impact on the employees' annual salaries. If  
3 an employee is required to work on an identified equalization day(s), he/she has the option  
4 to accrue compensatory time off at the "straight time" rate. Utilization of accrued  
5 compensatory time is subject to provisions specified in Article VI, Section J., of this  
6 Agreement.  
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ARTICLE VII

Holidays

A. SCHEDULED LEGAL HOLIDAYS. The District agrees to supply all employees in the bargaining unit with the paid holidays included below. The District shall set the date of each holiday annually and shall make available to each employee a school district calendar on which the dates shall be listed.

Table with 2 columns: \*Independence Day, Labor Day, Admission Day, Veterans Day, Thanksgiving Day, \*\*Friday following Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Day, Dr. Martin Luther King, Jr. Day, Lincoln Day, Washington Day, Memorial Day, Juneteenth

\*Independence Day does not apply to ten (10) month employees (traditional or flex) including 206, 209 and 220 day employees whose assignments do not include this date.

B. ADDITIONAL DESIGNATED HOLIDAYS. The District reserves the right to designate additional paid holidays and agrees that the total number of paid legal and designated holidays for eligible employees shall not be less than thirteen (13) days.

C. DESIGNATED HOLIDAYS FOR EMPLOYEES ASSIGNED TO A FLEX CALENDAR. The paid legal and designated holidays for ten (10) month employees assigned to a flex calendar shall be the same paid legal and designated holidays afforded employees assigned to a traditional school calendar.

Example:

Table with 2 columns: Holidays Flex Calendar, Holidays Traditional Calendar. Lists various holidays like Admission Day, Labor Day, Veterans Day, Thanksgiving Day, etc.



1           \*\*In an effort to equalize holidays among employees who work non-traditional school year  
2 calendars, the Friday following Thanksgiving Day does not apply to flex ten (10) month  
3 employees including 206, 209, and 220 day employees whose regular assignment includes  
4 Independence Day.  
5

6           Except as described in the above paragraph, when a holiday to which an employee is entitled  
7 as described occurs while the employee is on a flex-recess, the holiday shall be paid as a  
8 holiday.  
9

10   D.    **DESIGNATED HOLIDAYS FOR EMPLOYEES PARTICIPATING IN FOUR/TEN  
11 (4/10) OR NINE/EIGHTY (9/80) PILOT PROJECTS.** The number of hours of a holiday  
12 for employees participating in four/ten (4/10) or nine/eighty (9/80) pilot project workweeks  
13 shall be the same number of hours afforded employees assigned to a standard workweek.  
14 The pilot project will specify the manner in which equity will be maintained.  
15

16   E.    **HOLIDAY PAY.**

17  
18   1.    **Eligibility.** All probationary or permanent employees that are part of the classified  
19 service shall be entitled to holiday pay as provided herein, provided they are in a paid  
20 status during any portion of the working day immediately preceding or succeeding  
21 the holiday.  
22

23   2.    **Rate of Pay.** Holiday pay shall be at the rate the employee would have received had  
24 the day not been a holiday.  
25

26   a.    Employees who fill a less than full-time assignment will be entitled to holiday  
27 pay based on the percentage of time they are assigned regardless of the  
28 manner in which they are assigned.  
29

30       (1)   **Example 1:** A fifty percent (50%) assignment = twenty (20) hours  
31 per week at four (4) hours per day for each of five (5) days.  
32 Employees who are assigned at four (4) hours per day for each of five  
33 (5) days per fifty percent (50%) assignment = twenty (20) hours per  
34 week at eight (8) hours per day for two (2) days and four (4) hours for  
35 one (1) day. Employees who are assigned two and one-half (2½) days  
36 per week also earn and receive holiday pay for four (4) hours per  
37 holiday.  
38

39       (2)   **Example 2:** A fifty percent (50%) assignment = twenty (20) hours  
40 per week at eight (8) hours per day for two (2) days and four (4) hours  
41 for one (1) day. Employees who are assigned two and one-half (2½)  
42 days per week also earn and receive holiday pay for four (4) hours per  
43 holiday and the work site is entitled to the difference between the  
44 twenty (20) assigned hours and the four (4) holiday hours, or a total  
45 of sixteen (16) hours for the week.) It is the joint responsibility of the  
46 department head/site administrator and the employee to rearrange the  
47 assigned work hours in the week in which a holiday falls to implement  
48 this concept.  
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b. When a holiday immediately follows the completion of a specific assignment by a regular employee in a position other than the one to which he/she is regularly assigned, the employee shall be paid for the holiday at the rate for the regular assignment.

c. When a holiday immediately precedes the first day of service by a regular employee in a new assignment either on a probationary or permanent basis, the employee shall be compensated for the holiday at the rate of his/her assignment immediately preceding the holiday.

3. **Holidays During Winter Recess.** Employees whose regular assignments do not require their attendance at work during the winter recess period, but who have been compensated for any portion of the working day next preceding or immediately following the recess period, shall be entitled to pay for legal holidays. Assigned time shall be the basis for all holiday pay. (See Section E.2.a. of this Article.)

4. **Holidays on Weekend.** When a holiday falls on the first day of an employee's weekend, the employee shall observe the immediately preceding day as though it were a holiday. When a holiday falls on the second day of an employee's weekend, the employee shall observe the following day as though it were a holiday. The two (2) days that employees are not regularly required to work when they are assigned on a typical workweek will be considered their "weekend."

5. **Holiday on Vacation or Paid Leave.** When a holiday occurs while an employee is on vacation or a paid leave of absence, the holiday shall be paid as a holiday and not charged against any leave benefits.

6. **Paid Military Leave.** Paid military leave shall not be deemed to be paid leave of absence for purpose of this rule.

ARTICLE VIII

Leaves of Absence

A. SICK LEAVE. Every full-time probationary and permanent employee in a paid status shall be allowed full pay for absence caused by personal illness or personal incapacity as follows:

12-Month Employees	106.08 hours per year
235-Day Employees	95.88 hours per year
225-Day Employees	91.80 hours per year
220-Day Employees	89.76 hours per year
209-Day Employees	85.27 hours per year
207-Day Employees	84.46 hours per year

Other eligible employees shall be entitled to a proportionate allowance according to the assignment.

1. Each employee who receives an initial appointment after July 1 shall be credited as of the date of his/her appointment with a number of days proportional to the remainder of his/her assigned work year.
2. An employee serving an initial provisional or probationary period shall not be eligible to be paid for more than half the days of full pay for illness provided until the first day of the pay period after completion of one hundred thirty (130) days of paid service in a regular assignment.
3. Thereafter, as long as he/she remains a regular employee, he/she will be credited annually with the number of full-pay illness days provided for his/her assignment year.
4. The employee who does not complete the year of service after the July 1 yearly grant of sick leave according to his/her assignment shall have the sick leave balance reduced proportionally to the number of days to the date of his/her departure from the District. This adjustment may result in an overpayment which would be handled as described in Article V, Section A.3.

B. UNLIMITED ACCUMULATION OF LEAVE ALLOWANCE. There shall be no limit to the year-to-year accumulation of unused days of full-pay illness leave.

- 1 C. **CUMULATIVE SICK LEAVE USE SUBJECT TO PROOF.** All employees are to  
2 report absences to their work site in accordance with Section Y of this article. The District  
3 may require evidence of facts relevant to any illness leave for which there exists the suspicion  
4 of possible abuse of such leave. Where suspicion exists, the employee shall be notified of  
5 said requirement prior to utilization of leave.  
6
- 7 D. **ABSENCES – DISTRICT-DESIGNATED PHYSICIAN.** When an employee required  
8 to report to the District-designated physician as specified in this Agreement is unable to  
9 secure an appointment within a reasonable period of time (e.g., the physician is on vacation  
10 or catastrophic leave), Section G.4. of this Article shall apply.  
11
- 12 E. **SICK LEAVE RECORDS AND INSPECTION.** Complete records for each classified  
13 employee shall be maintained showing the number of days of sick leave accumulated by each  
14 employee and the number of days of sick leave annually used by each employee. Each  
15 employee's record will be open to his/her inspection.  
16
- 17 F. **NO SICK LEAVE WHILE ON LEAVE OR LAYOFF.** Layoff or leave of absence  
18 without pay shall not be considered an interruption of continuous service, but illness leave  
19 shall not be allowed while an employee is in a non-paid status.  
20
- 21 G. **REPORTS REQUIRED UPON RETURN AFTER ILLNESS OR ACCIDENT.** Each  
22 employee absent from duty on account of illness or accident shall submit to the District-  
23 designated physician a health report as follows:  
24
- 25 1. **Absence Less Than Five (5) Months.**  
26
    - 27 a. The employee on sick leave must report his/her intention to return from  
28 absence directly to the work site prior to the end of the workday before return  
29 to service. The deadline for reporting such intent to return from absence will  
30 be included in a written procedure that will be communicated to the employee  
31 based upon the policy of the specific work location/department. In incidents  
32 in which the employee has not notified the work site in a timely manner and  
33 reports to work when a replacement substitute has been assigned to work, the  
34 employee shall be charged with appropriate (sick, vacation, personal, etc.)  
35 leave for the day and the substitute shall be paid.  
36
    - 37 b. Employees returning to work after illnesses of more than four weeks and  
38 those out at any time following hospitalization and accidents shall be  
39 cleared by their own physician and shall submit the required form to the  
40 District-designated physician for review and clearance.  
41
  - 42 2. **Absence Exceeding Five (5) Months.** Employees who have been absent from duty  
43 because of illness or injury for a period of more than five (5) school months shall  
44 be cleared by their own physician and shall submit the required form to the District-  
45 designated physician for review and clearance.  
46

- 1           3.     **Return From Military Service.** Employees returning from a leave of absence for  
2 military service exceeding two (2) calendar months shall be cleared by their own  
3 physician and shall submit the required form to the District-designated physician for  
4 review and clearance.  
5
- 6           4.     **Health Report Required At Any Time.** The Deputy Superintendent, Human  
7 Resource Services, or his/her designee may require and direct an employee to submit  
8 to a physical examination should it appear to be necessary for the best interests of the  
9 District. These examinations may be made by the District-designated physician at  
10 District expense, or by the employee's physician at the employee's expense.  
11
- 12          5.     **Health Reports Made To The District-Designated Physician.** The report of the  
13 examining physician shall be made to the District-designated physician on the  
14 District required form and shall include a response to all items listed therein.  
15
- 16          6.     **Special Health Examination Required.** The Deputy Superintendent, Human  
17 Resource Services, or his/her designee may require any employee who has been  
18 permitted to return to duty under the terms of this Agreement and who is again absent  
19 by reason of illness or accident during the same calendar year for a period of one (1)  
20 month or more to report to the District-designated physician for a health examination.  
21

22 H.     **REQUIRED HEALTH EXAMINATIONS.** The Deputy Superintendent, Human  
23 Resource Services, or his/her designee may require an employee to report for a health  
24 examination when in his/her judgment it is apparent that the employee or the District may be  
25 harmed if the condition/situation is allowed to continue. It is the District's right to require a  
26 medical examination of any employee by a physician of its choice at its discretion and  
27 expense. If the report of the physician shows the employee is in an unfit condition to perform  
28 regular duties, with or without reasonable accommodation, the employee may be required to  
29 absent himself/herself by being placed on administrative leave not to exceed five (5) days  
30 until a determination of leave status is made by Human Resource Services. If the health  
31 examination is given other than during the employee's regular working hours, the employee  
32 shall be granted time off equal to that required for the examination. Overtime provisions  
33 shall apply. The maximum time creditable for an examination shall be two (2) hours.  
34

35 I.     **STATUTORY LEAVE.** All permanent and probationary classified employees absent from  
36 duty because of personal illness who have exhausted their full-pay illness allowance leave  
37 shall be eligible for one hundred (100) days (eight hundred [800] hours) of one-half (1/2)  
38 salary sick leave per fiscal year. Employees assigned less than full time shall be entitled  
39 to a proportionate allowance according to their percent of assignment. A permanent  
40 classified employee shall be eligible to request statutory leave when all other available  
41 leaves have been exhausted. These allowable leaves are full-pay; illness, vacation balance,  
42 vacation accrual balance, and personal leave at one-half (1/2) pay. A probationary  
43 classified employee shall be eligible to request statutory leave when his/her allowable  
44 illness leave (Article VIII, Section A.2.) and personal leave at one-half (1/2) pay have been  
45 exhausted. The employee shall submit a form to his/her site administrator requesting  
46 statutory leave, which includes a statement from a physician stating that the employee is

1 unable to work. It is the responsibility of the employee to submit the form to the District-  
 2 designated physician for verification of the illness or injury, and the duration of the absence  
 3 after which the employee shall be eligible for statutory leave as prescribed in the Education  
 4 Code. No written request or physician's statement is necessary for statutory leave for four  
 5 (4) consecutive working days or less. Before an employee's statutory leave ends, the  
 6 employee shall indicate his/her intentions about returning to work. If unable to return to  
 7 his/her regular assignment, the District will notify the employee that he/she will be placed  
 8 on the Thirty-Nine (39) Month Reemployment List and the District will also notify him/her  
 9 of the following options:

- 10 1. Apply for a leave of absence without pay to start no later than the end of the
- 11 statutory leave;
- 12 2. Terminate service by resignation; or
- 13 3. Request retirement, if eligible.
- 14
- 15
- 16
- 17

18 **J. PREGNANCY DISABILITY LEAVE.** A leave of absence for pregnancy disability shall  
 19 be granted for the period of time that the employee is physically unable to perform the duties  
 20 required of her position as certified by mutual agreement of her personal physician and the  
 21 District-designated physician. Pregnancy disability leave is charged to sick leave balances;  
 22 if all paid leaves are exhausted within the period of physical disability, the remaining time  
 23 that the employee continues on pregnancy disability leave shall be in a leave without pay  
 24 status.

25  
 26 The employee shall notify the division or office head of her pregnancy and furnish a doctor's  
 27 statement which indicates the estimated date of confinement and certifies that the employee's  
 28 condition permits continued performance of all duties related to her regular assignment. In  
 29 the event that the employee appears to be unable to continue to perform all duties related to  
 30 her regular assignment at any time prior to the defined period of disability, the immediate  
 31 manager may request a review by the District-designated physician of the period of disability.

32  
 33 The usual period of confinement following the birth of a child is considered to be six (6)  
 34 weeks. If the employee's condition varies from the usual in that she is able to resume  
 35 performance of all duties related to her regular assignment at an earlier date or, if it is  
 36 necessary to extend the leave beyond six (6) weeks, the employee shall present the District-  
 37 designated physician or principal/division or office manager with a statement from her  
 38 attending physician which describes the estimated length of absence. The employee must  
 39 obtain and furnish appropriate forms completed by her physician, and deliver them to the  
 40 District-designated physician or principal/division or office manager.

41  
 42 At least four (4) weeks prior to the estimated date of return to active employment, the  
 43 employee shall notify the appropriate office manager. When the employee is cleared by her  
 44 personal physician to return to work, she shall submit the required health form to the District-  
 45 designated physician for review.

1 K. **PARENTAL LEAVE.**

2  
3 Effective January 1, 2017 as provided by Education Code section 45196.1, unit members  
4 shall be entitled to parental leave as set forth in this section.

- 5  
6 1. **Definitions:** For purposes of this section “parental leave” means leave for the  
7 purpose of bonding with the unit member’s newborn child, or with a newly placed  
8 child in the unit member’s household for adoption or foster care. Parental leave  
9 does not include leave taken for the employee’s disability due to pregnancy,  
10 childbirth, or recovery therefrom (see Section J).  
11
- 12 2. **Eligibility:** All full-time and part time-time unit members who have been  
13 employed with the District for twelve (12) months are entitled to utilize parental  
14 leave. There is no threshold number of hours that part-time unit members, as well  
15 as full-time unit members, must work in order to be eligible for parental leave.  
16
- 17 3. **Paid Leave:** Unit members are entitled to use available current and accumulated  
18 sick leave for parental leave, for up to 12 work weeks, if the employee chooses to  
19 do so. When the unit member elects to use paid parental leave, he or she must first  
20 use his or her regular accrued paid sick leave, and then, with this accrued leave is  
21 exhausted, the unit member is entitled to one-half (½ ) pay for the remainder of  
22 the 12-week leave.  
23
- 24 4. **Notice:** The unit member must give the District at least 30 days’ advance written  
25 notice of his or her intention to use parental leave and the anticipated dates of the  
26 leave.  
27
- 28 5. **Use of Leave:** Parental leave must be used within 12 months following the birth  
29 or placement of the child. Parental leave must be taken in increments of at least 2  
30 weeks’ duration; however, the unit member may take parental leave of less than 2  
31 weeks on up to two occasions.  
32

33 Parental leave under this section runs concurrently with parental (child bonding)  
34 leave under the Family Medical Leave Act (FMLA) and the California Family  
35 Rights Act (CFRA).  
36

37 The total amount of parental leave may not exceed 12 workweeks in any 12-month  
38 period.  
39

40 When all paid leaves have been exhausted, the unit member may request unpaid  
41 leave as outlined in Section P of this article.  
42

- 43 L. **PERSONAL NECESSITY LEAVE.** Except as provided in Section B above,  
44 probationary and permanent employees may use up to, but not in excess of, seven (7) days  
45 of illness leave in any fiscal year in cases of personal necessity, as follows:  
46

- 1           1.    **Death of a member of the immediate family** when additional leave is required
- 2                    beyond that provided in this Agreement. (See Section R for definition of immediate
- 3                    family.)
- 4
- 5           2.    **Accident, involving his/her person or property** or the person or property of a
- 6                    member of his/her immediate family. (See Section R for definition of immediate
- 7                    family.)
- 8
- 9           3.    **Appearance in court** or before any administrative tribunal as a litigant, party, or
- 10                   witness under subpoena or any order made with jurisdiction.
- 11
- 12           4.    **Illness in the immediate family of the employee.** (See Section R for definition of
- 13                    immediate family.)
- 14
- 15           5.    **Protection of the employee’s home** in the event of a catastrophe such as flood,
- 16                    fire, civil unrest, or earthquake.
- 17
- 18           6.    **Compelling Personal Reasons.** Maximum of four (4) days per fiscal year; prior
- 19                    approval of the absence by the appropriate manager/supervisor normally required
- 20                    at least two (2) days prior to such leave, for business or other legal activity of
- 21                    serious and compelling personal importance, that cannot be conducted before or
- 22                    after the workday. The reason for this leave need not be disclosed by the employee.
- 23                    Leave for compelling personal reasons shall not be approved on days immediately
- 24                    before or immediately after a District calendared holiday unless the
- 25                    manager/supervisor determines that exceptional circumstances exist.

Leave shall be approved except when said leave would seriously interrupt the operation of the District.

M.    **INDUSTRIAL INJURY OR ILLNESS LEAVE.**

- 30
- 31
- 32           1.    **Probationary and Permanent Employees Eligible.** The provisions of this Section
- 33                    shall apply to employees who have either probationary or permanent status in the
- 34                    classified service.
- 35
- 36           2.    **Industrial Leave Allowance.** An employee in the classified service absent from
- 37                    duty because of industrial injury or illness resulting from a regular assignment,
- 38                    including authorized overtime, and qualifying under the provisions of the workers'
- 39                    compensation insurance law, shall be allowed for each injury or illness full salary
- 40                    from the first day of absence not to exceed four hundred eighty (480) working hours.
- 41                    Employees assigned less than full time shall be entitled to a proportionate allowance
- 42                    according to their percent of assignment. Allowable leave under this Section shall
- 43                    not be cumulative from year to year.
- 44
- 45           3.    **Rate of Payment For Leave.** Payment for industrial injury or illness leave on any
- 46                    day shall not, when added to award granted an employee under the workers'



1 compensation laws of this state, exceed the normal wages for the day. The normal  
 2 wages for the day shall, in the case of employees paid on an hourly basis, be based  
 3 on the assigned time of the employee.  
 4

- 5 4. **Workers' Compensation Award.** Industrial injury or illness leave will be reduced  
 6 by one (1) day for each day of authorized absence regardless of a compensation award  
 7 made under workers' compensation.  
 8

- 9 5. **Use of Other Leaves.** If an employee is still receiving workers' compensation  
 10 insurance benefits after entitlement to industrial injury or illness leave is exhausted,  
 11 he/she shall then be placed on regular sick leave, vacation leave, accumulated  
 12 compensating time off, and personal leave prior to being granted statutory leave. If,  
 13 when an employee goes on regular sick leave or other type of leave or compensating  
 14 time off, he/she is receiving workers' compensation insurance benefits, he/she shall  
 15 be entitled to use only so much of such other leave benefits which, when added to  
 16 workers' compensation insurance benefits, provide for a normal full day's wage or  
 17 salary.  
 18

19 If the employee is no longer receiving workers' compensation insurance benefits but  
 20 is still unable to return to work as determined by the district-designated physician,  
 21 he/she shall then be placed on regular sick leave or other available leave as provided  
 22 in this section.  
 23

- 24 6. **Required Reports.** Before salary payments will be made to an employee absent  
 25 because of industrial injury or illness, the required report of such an accident or illness  
 26 must be on file in the Risk Management Branch.  
 27

- 28 7. **Leave Without Pay.** After the expiration of paid leave as provided in this Section,  
 29 an employee who is unable to return to work as determined by his/her own physician  
 30 and the District-designated physician may be granted a leave without pay for one (1)  
 31 year. Such leave may be extended for one (1) additional year for good and sufficient  
 32 cause. If there is a difference of opinion between the employee's physician and the  
 33 District-designated physician, the employee may submit an additional medical  
 34 opinion for consideration.  
 35

- 36 8. **Seniority Credits.** Periods of leave under this Section, either paid or unpaid, shall  
 37 not be considered to be a break in service of the employee. An employee while on  
 38 such leave shall continue to receive seniority credit.  
 39

- 40 9. **Return to Work.**  
 41

- 42 a. It is the intent of the District to return employees to work from a worker's  
 43 compensation injury or illness whenever possible.  
 44  
 45 b. Employees must submit medical clearance for return to work to their work  
 46 location/site.

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- c. All return to work requests related to a worker’s compensation injury or illness will be reviewed by the immediate supervisor in conjunction with Risk Management.
- d. Employees must be cleared by Risk Management before being allowed to return to work.
- e. In cases where the employee is permanent and stationary, an interactive meeting will be convened between the District, (including but not limited to Risk Management, the immediate supervisor, and Human Resource Services), and the employee, and his/her legal representatives or any other representative including but not limited to a CSEA representative to discuss returning to work.
- f. All return to work requests which specify modified duty shall be reviewed by the immediate supervisor and Risk Management to determine if work can be provided in the employee’s classification or related classifications. If modified duty is approved, the District will make the final determination of the appropriate duty.

10. **Payments While On Leave.** During all paid leaves of absence as provided in this Section, the employee shall endorse to the District benefit checks received under state workers' compensation laws. The District shall issue to the employee appropriate warrants and payments of wages and shall deduct normal retirement and all authorized contributions. If combined payments under this Section total less than the normal full salary, as in the case of statutory leave, the employee shall not be required to endorse to the District benefit checks received under workers' compensation laws.

11. **Placement on Reemployment List.** When all available leaves of absence, paid or unpaid, have been exhausted and if the employee is not medically able to assume the duties of his/her position, he/she shall, if not placed in another position, be placed on a reemployment list for a period of thirty-nine (39) months. When cleared to return to work, during the thirty-nine (39) month period, he/she shall be employed in a vacant position in the classification of his/her previous assignment over all available candidates, except for a reemployment list established because of lack of work or lack of funds, in which case he/she shall be listed in accordance with appropriate seniority requirements. If an employee's former classification has ceased to exist during his/her absence, the employee shall be assigned to a vacant position in a comparable classification for which qualified. An employee who has been placed on such a reemployment list and who has been released for return to duty and who fails to accept a position in his/her classification shall be subject to dismissal.

N. **ABSENCE FOR JUDICIAL AND OFFICIAL APPEARANCES.**

- 1           1.     **Absence Because of Appearance In Court.** A permanent or probationary classified  
2           employee, other than a litigant in a case, who is necessarily absent because of  
3           appearance before a grand jury, in court as a witness, except as a result of  
4           employment outside the Long Beach Unified School District, or before a state  
5           commission or hearing officer in response to a subpoena duly served, or having  
6           received a letter directing service as a juror, shall be paid full salary during the period  
7           of such absence. In any case in which a witness fee or fee for jury duty is payable,  
8           such fee shall be collected by the employee and remitted to the District. The  
9           employee will furnish a copy of the official summary of jury duty/witness fees to the  
10          payroll clerk. No employee shall be required to remit more than his/her regular rate  
11          of pay for his/her absence.  
12
- 13          2.     **Notification of Subpoena.** The employee shall immediately advise his/her  
14          supervisor of receiving such subpoena or letter directing him/her to appear for  
15          qualification for jury service and/or for jury service.  
16
- 17          3.     **Employee's Return To Work.** Employees who are released from appearance in  
18          court as a witness or juror during any workday shall report for work for the balance  
19          of the workday as directed, allowing for reasonable travel time. If the employees'  
20          regular shift is other than a day shift, the excused employee shall be assigned to the  
21          day shift for the duration of the period of court service. The District will pay the  
22          employee's regular salary, including shift differential pay, on those days verified by  
23          certification.  
24
- 25          4.     **Certification of Service Required.** Each date of necessary attendance in court or  
26          before a grand jury as a witness or a juror shall be verified. The employee shall have  
27          the court clerk or other appropriate official certify as to the dates and time of  
28          attendance as a witness or to the dates paid for jury service, and the dates called for  
29          service but excused without pay. This certification shall be filed by the employee  
30          with the person responsible for his/her time reporting, who will forward it to the  
31          Payroll Branch. In cases in which a time report is due prior to conclusion of  
32          appearance in court, the employee shall certify as to the days served in lieu of official  
33          certification. All such employee certifications must be covered by the official  
34          certification for the entire period of such service, which must be submitted to the  
35          payroll clerk at the conclusion of such service.  
36
- 37          5.     **Involuntary Absence For Public Purpose.** If an employee in the regular  
38          classified service is necessarily absent in response to an official order of another  
39          governmental jurisdiction which has not been brought about through misconduct or  
40          connivance on the part of the employee, payment of salary for such necessary  
41          absence shall be made upon the submission of such notification and approval by  
42          the Board of Education.  
43
- 44          6.     **Attendance At Workers' Compensation Hearings.** When an injured employee of  
45          the District appeals from the decision of the State Compensation Insurance Fund in  
46          rejecting liability in his/her case and when, in the interest of justice and of protecting

all legal rights of the injured employee, it is necessary or desirable for other District employees to attend the hearing of the appeal, they shall attend without loss of salary, provided that arrangements for their attendance shall be made by the person having charge of the District's insurance and with the approval of the Board of Education.

O. **ABSENCE FOR EXAMINATION.**

1. Every employee occupying a permanent position in the classified service shall be permitted to be absent from his/her duties during working hours in order to take any examination given by the District for which the employee is qualified, without deduction of pay or other penalty upon giving two (2) day notice to his/her immediate supervisor.

Every employee taking a District promotional examination for which he/she is qualified will be granted compensating time off equal to the time required to take the examination, if the examination is scheduled at a time other than during the employee's regular working hours.

2. Every employee required by the District to take a physical examination or an examination for special certification and/or commercial licenses as a condition of continued employment shall be given paid release time for such examination. The District shall pay for any such required examination. If the examination is scheduled at any time other than during the employee's regular working hours, he/she shall be granted compensating time off equal to the time it took for the examination.

P. **LEAVES OF ABSENCE WITHOUT PAY.**

1. **Purposes for Leaves of Absence Without Pay.** Leaves of absence without pay for the following purposes may be granted by the Board of Education upon the recommendation of the Superintendent and in accordance with procedures established by the Superintendent:

- a. Child Care (beyond parental leave as describe in Section K)
- b. Military Service (except to the extent paid leave is provided by law)
- c. Rest and Recreation
- d. Rest and Recuperation
- e. Study
- f. Government Service (including, but not limited to, Peace Corps, Vista, elective office, etc.)

- 1 g. Work in another school district one hundred fifty (150) miles or more from  
2 Long Beach  
3  
4 h. Family Medical Leave Act (FMLA) and/or California Family Rights Act  
5 (CFRA)  
6  
7 i. Other reasons which are deemed sufficient by the Board of Education.  
8

9 2. **Conditions for Granting Leave.** Leave of absence without pay may be granted  
10 upon filing an application showing reasons, which are deemed sufficient, subject to  
11 the following conditions:  
12

- 13 a. An employee who has been granted a leave for thirty (30) days or more shall  
14 complete one (1) year of service before a second leave will be granted, except  
15 as otherwise provided.  
16  
17 b. Leave of absence shall not be granted for more than twelve (12) consecutive  
18 calendar months, with the following exceptions:  
19  
20 (1) Leave of absence for military service shall be granted as provided in  
21 the Education Code and the Military and Veterans Code.  
22  
23 (2) Leave of absence for government service, as defined above, shall not  
24 exceed twenty-four (24) consecutive calendar months.  
25  
26 c. Leave of absence for child care may be granted immediately following  
27 parental leave (Section K) for not to exceed one (1) year. The employee must  
28 notify the immediate supervisor and Human Resource Services at least thirty  
29 (30) days prior to the beginning date of the leave. In the event of adoption,  
30 a leave of absence for child care may be granted upon request as provided in  
31 this Section.  
32  
33 d. Leave of absence to work in another school district is limited to:  
34  
35 (1) A school district outside a radius of one hundred fifty (150) miles  
36 from the LBUSD (as measured from central district offices);  
37  
38 (2) Not more than one (1) year of leave for this purpose during a seven  
39 (7) year period.  
40  
41 e. Family Medical Leave. Employees shall be granted leave under the Family  
42 Medical Leave Act (FMLA) and/or California Family Rights Act (CFRA)  
43 pursuant to Federal and State Statutes. When eligibility is due to the  
44 employee's health condition, such leaves will run concurrent with statutory  
45 leave at half pay status. When the leave is granted for other than the

employee’s own health condition, such leaves will be unpaid. This section does not supersede other provisions granted by this Agreement.

3. **Additional Leave.** An employee who has been granted a one (1) year leave of absence without pay may request one (1) additional consecutive year leave of absence for good and sufficient cause, provided that further absence does not harm or hinder the operation of the District. Return from leave under this provision shall be in accordance with Article VIII, Section P.4.

4. **Return From Leave.** Return from leave shall be subject to the following conditions:

a. An employee on leave must give notification in writing to Human Resource Services not less than thirty (30) days prior to the expiration of the leave that it is the intention of the employee to return to active service. If the leave is less than thirty (30) days, the employee must give notification in writing to Human Resource Services no later than one day prior to his/her intention to return to service.

b. Unless the permanent employee substituting for the absent employee gains more seniority, an employee will be assigned to the same position or a position in the same classification upon return to service following a leave of absence only if:

- (1) Absent six (6) calendar months or less.
- (2) Absent one (1) year or less on child care leave, granted in accordance with this Agreement.
- (3) Absent for military or other government service.
- (4) Absent on leave for rest and recuperation.

c. An employee returning from leave of absence who does not come within the above provisions will be assigned to a vacant position in the classification in which the employee holds status. If no such vacant position is available, the employee’s name shall be placed on the reemployment list for the classification for a period of thirty-nine (39) months. He/she may return to a vacant position in a classification at the same or a lower salary level for which he/she is qualified.

5. **Benefits While On Leave.** Time elapsed while on leave of absence without pay shall not be counted toward seniority for promotion, compensation, sick leave, or vacation privileges, except an employee absent on leave for study or government service shall include such time toward qualifying for advancement to the next higher step in the salary range in accordance with this Agreement, and an employee absent

1 on military leave shall be accorded all the rights and privileges granted by the  
2 Education Code and the Military and Veterans Code.

- 3
- 4 6. **Liability of District.** The District shall be free of any liability for the payment of  
5 any compensation or damages now or hereafter provided by law for the death or  
6 injury of any employee of the District when the death or injury occurs while the  
7 employee is on leave of absence without pay.  
8
- 9 7. **Cancellation of Leave.** An employee may, for cause, request cancellation of any  
10 leave of absence. The Board of Education may, for cause, cancel any leave of  
11 absence and the employee shall then report for duty not later than the third working  
12 day following receipt of notification of such cancellation, provided that available  
13 transportation facilities will permit him/her to report within that period.  
14
- 15 8. **Employment While On Leave.** An employee, while on leave of absence, may not  
16 accept other gainful employment with another employer, except ordered military,  
17 other government service, or per Section P.2.d above without express prior approval  
18 of the Board of Education.  
19

20 Q. **MILITARY LEAVE OF ABSENCE.**

- 21
- 22 1. **Applicability of Provision For Certificated Employees.** In addition to the rights,  
23 privileges, and obligations regarding military leaves of absence which by law apply  
24 to classified employees, all such rights, privileges, and obligations by law made  
25 applicable to certificated employees shall likewise apply to classified employees as  
26 though the words "in positions not requiring certification qualifications" appeared in  
27 the law in place of the words "in positions requiring certification qualifications."  
28
- 29 2. **Definition of Military.** The term "military" as used in this Agreement is defined as  
30 including army, navy, marine, air force, coast guard, or other armed service of the  
31 United States, or as may otherwise be defined by law.  
32
- 33 3. **Return From Military Service.** An employee returning from military service who  
34 presents his/her discharge as evidence of such service shall be returned to his/her  
35 former classification if such classification exists and shall have the privilege of  
36 accepting assignment to other vacant positions in comparable or lower classifications  
37 for which he/she is qualified.  
38

39 R. **BEREAVEMENT LEAVE OF ABSENCE.** Employees of the District shall be granted  
40 necessary leave of absence because of the death of any member of his/her immediate  
41 family. Not more than three (3) days shall be granted if travel of less than two hundred  
42 fifty (250) miles one way is required, and not more than five (5) days shall be granted if  
43 travel of more than two hundred fifty (250) miles one way is required.  
44

45 Bereavement leave is non-cumulative and should generally be taken sequentially and  
46 immediately following the death of a member of the immediate family. If special

1 circumstances exist where the employee cannot take the leave sequentially and  
 2 immediately, the employee must notify his/her supervisor immediately following the  
 3 death of a member of his/her immediate family. The leave must be taken within a  
 4 reasonable period not to exceed six months.

5  
 6 No deduction shall be made from the salary of such employee nor shall such leave be  
 7 deducted from leave granted by other Sections of this Agreement or provided by the  
 8 governing board. Member of the immediate family, as used in this Section, means the  
 9 mother, father, grandmother, grandfather, child or grandchild of the employee or of the  
 10 spouse of the employee, and the spouse, son-in-law, daughter-in-law, brother, sister, brother-  
 11 in-law, or sister-in-law of the employee, or any person having a principal place of residence  
 12 in the immediate household of the employee, including registered domestic partners and  
 13 their immediate family.

14  
 15 S. **IMMINENT DEATH LEAVE.** Every probationary and permanent employee shall be  
 16 entitled to two (2) days imminent death leave per fiscal year at full pay. Such leave shall not  
 17 be cumulative and shall be authorized when death of a member of the immediate family is  
 18 imminent. (See Section R. for definition of immediate family.)

19  
 20 T. **QUARANTINE.** Classified employees under personal quarantine by order of the health  
 21 officer of the city or county, whether because of their own illness or on account of the illness  
 22 of others, shall be paid for such period of quarantine as is required in the exigencies of the  
 23 case, provided that pay for such period of absence shall not be for more than two (2) weeks  
 24 in any period and that no more than two (2) separate periods of personal quarantine shall be  
 25 paid for in any school year to any one (1) employee. General periods of quarantine shall not  
 26 be counted as times of personal quarantine.

27  
 28 U. **PERSONAL LEAVE.** All probationary and permanent classified employees may be  
 29 granted a discretionary leave up to two (2) days per fiscal year (non-cumulative) at half pay  
 30 for any purpose provided that a qualified substitute, if needed, is available. In each instance,  
 31 the employee is required to make the request in advance, and the granting of the leave is  
 32 subject to the approval of the employee's department head.

33  
 34 V. **TRANSFER OF ACCUMULATED SICK LEAVE.** Education Code, Section 45202, as  
 35 currently adopted is incorporated by reference into this Agreement.

36  
 37 W. **SICK LEAVE DONATION PROGRAM.** The Sick Leave Donation Program is created  
 38 pursuant to Education Code, Section 44043.5. The purpose of the Sick Leave Donation  
 39 Program is to provide assistance to bargaining unit members suffering from a catastrophic  
 40 physical illness or injury. This Sick Leave Donation Program provides employees with an  
 41 opportunity to be restored to health so they may return to work. Additional information,  
 42 including the forms, may be found in Appendix C of this Agreement.

43  
 44 1. **Definitions:** As used herein the following definitions are agreed to in reference to  
 45 the Sick Leave Donation Program.

46



- 1 a. Workday: A work day, for the purposes of this Article, is a day when  
2 designated parties to the approval process are at work for all or part of the  
3 day.  
4
- 5 b. Donation Day: A donation day is defined as eight (8) hours for all  
6 employees.  
7
- 8 c. Pay: Pay is defined as the employee's regular daily rate excluding  
9 additional hours, overtime, and temporary upgrades.  
10
- 11 d. Catastrophic Leave: These are additional days of sick leave which have  
12 been donated by other District employees, both bargaining unit members  
13 and employees who are not members of the bargaining unit, from their own  
14 accrued monthly sick leave balances. These days of additional leave may  
15 be used to extend the recipient's sick leave and this leave may be taken on  
16 either consecutive or non-consecutive dates. The extended absence of the  
17 recipient must be due to the same illness or injury, conforming to the  
18 requirements for use of statutory sick leave. Illness or injury which qualifies  
19 as Workers' Compensation Leave is excluded from this program.  
20
- 21 f. Catastrophic Illness or Injury: Catastrophic illness or injury is defined as a  
22 serious illness or injury identified by the unit member's treating physician;  
23 requiring hospitalization or recovery therefrom for an extended period of  
24 time which would result in a financial hardship.  
25

26 **2. Eligibility Requirements for Leave Recipients.**  
27

- 28 a. A bargaining unit member is eligible for catastrophic leave if;  
29
- 30 (1) He/she has exhausted all of his/her accrued paid leave, which  
31 includes, but is not limited to, sick leave and vacations.  
32
- 33 (2) He/she is suffering from a catastrophic illness or injury that is  
34 expected to incapacitate him/her for an extended period of time.  
35
- 36 (3) The incapacity suffered by the employee requires him/her to take  
37 time off from work beyond the number of days covered by the  
38 employee's accrued paid leave and financial hardship would result  
39 for the bargaining unit member.  
40
- 41 b. The maximum number of days which a recipient may receive for the same  
42 illness shall be no more than the total number of duty days in the employee's  
43 work year.  
44
- 45 c. Sick leave and vacation days accrued by the recipient during the time he/she  
46 is on catastrophic leave shall be credited against the employee's days of

1 absence. These days are in addition to the maximum number of days of  
2 catastrophic leave which the recipient is entitled to receive.

- 3  
4 d. Unit members receiving remuneration under worker's compensation  
5 provisions shall not be eligible to draw catastrophic leave.  
6  
7 e. Employees who may be eligible for disability payments under the Public  
8 Employees Retirement System (PERS) shall apply for benefits at the  
9 earliest opportunity. Upon approval for receipt of PERS or STRS disability  
10 payments, the unit member's eligibility to continue to draw catastrophic  
11 leave shall cease.  
12

13 3. **Guidelines for Donor Participants.**

- 14  
15 a. Any member of the bargaining unit who has available monthly sick leave  
16 balances may donate to an employee who is in need of catastrophic leave.  
17 The required minimum donation shall be one (1) day (eight [8] hours).  
18  
19 b. Employees who are not members of the bargaining unit may also donate to  
20 the employee who is in need of catastrophic leave, but under the provisions  
21 of this program, these employees will not be eligible to draw such leave.  
22  
23 c. If an employee wishes to contribute more than one (1) day, he/she may  
24 donate up to a total of five (5) days per year to a specific employee who has  
25 been authorized for catastrophic leave. Employees donating more than one  
26 (1) day must have a balance of twenty (20) days of accrued monthly sick  
27 leave at the time of donation.  
28  
29 d. Donating employees must acknowledge in writing the donation is  
30 voluntary, irrevocable, and confidential and this written acknowledgement  
31 must be submitted to the Payroll Department. Leave donated within the  
32 provisions of this program shall be deducted from the employee's accrued  
33 monthly sick leave days only.  
34

35 4. **Application and Approval Process for Catastrophic Leave.**

- 36  
37 a. In the event a bargaining unit employee suffers a catastrophic illness or  
38 injury, he/she shall notify his/her immediate supervisor or the payroll clerk  
39 at his/her work site as to the reason for his/her absence and identify said  
40 reason as a catastrophic illness or injury. A Request to Participate in Sick  
41 Leave Donation Program form shall be submitted by the affected employee  
42 to his/her principal/site administrator or his/her designee before paid sick  
43 leave is exhausted. Medical verification of the catastrophic illness or injury  
44 shall be provided by the requesting employee at the time the Request to  
45 Participate in Sick Leave Donation Program form is submitted.  
46

1 In the event the unit member is personally unable to request this extension  
2 of sick leave, the unit member's designee may make the request on behalf  
3 of the applicant.  
4

5 b. The principal/site administrator, or his/her designee, shall within three (3)  
6 working days of receipt of the Request to Participate in Sick Leave  
7 Donation Program form and medical verification, review and fax and/or  
8 electronic mail both, to Physician Services in the Human Resources  
9 Services Department who shall be responsible for the final decision to  
10 approve or deny the employee's request. Final approval or denial will be  
11 made and faxed to the principal/site administrator or his/her designee within  
12 three (3) working days following receipt in the office of Physician Services  
13 in the Human Resources Services Department.  
14

15 c. The principal/site administrator or his/her designee shall, within three (3)  
16 working days following notification of final approval, circulate by means  
17 of fax and/or electronic mail the Donation of Sick Leave Hours form to all  
18 schools and offices with a request to employees to donate sick leave days to  
19 the employee in need. The name of the employee shall be included in that  
20 request, but the request shall not include the employee's Social Security  
21 number or medical information beyond confirmation of the needed  
22 catastrophic sick leave.  
23

24 d. In the event the principal/site administrator or his/her designee receives  
25 notification the Request to Participate in Sick Leave Donation Program  
26 form has been denied by the Human Resources Services Department, the  
27 principal/site administrator or his/her designee shall within three (3)  
28 working days notify the requesting employee or his/her designee of this  
29 decision. The employee may revise the request to add pertinent medical  
30 information and resubmit the application to Physician Services in the  
31 Human Resources Services Department which will have it reviewed by a  
32 licensed physician.  
33

34 e. Upon being informed of a need for a sick leave donation and having decided  
35 to make a donation, donor employees shall submit the Donation of Sick  
36 Leave Hours form directly to the Payroll Department.  
37

38 f. Upon receipt of the Donation of Sick Leave Hours forms from the donor  
39 employee, the Payroll Department shall be responsible for processing these  
40 forms. This task shall include:  
41

42 (1) Verifying that prospective donors have sufficient sick leave  
43 balances to allow for the donation indicated by the employee.  
44

- 1 (2) Crediting the receiving employee with donated sick leave. Donated  
2 sick leave will be provided in increments of no more than forty (40)  
3 total work days at any one time.  
4  
5 (3) Maintaining a record of the names of donors, the number of days  
6 each employee has donated, and the dates the Donation of Sick  
7 Leave Hours have been received.  
8  
9 (4) Monitoring receiving employees' catastrophic leave balances to  
10 ensure that donated leave transferred does not exceed the total  
11 number of days in the receiving employees' regular work years.  
12  
13 (5) Notifying payroll clerks and employees at those work sites/schools  
14 to which donors are assigned that donations have occurred and that  
15 donor employee sick leave balances need to be adjusted accordingly  
16 on records at the work site/school.  
17  
18 (6) Notifying the payroll clerk at the work site/school to which the  
19 receiving employee is assigned that the employee has received an  
20 initial catastrophic leave increment of up to forty (40) days. In the  
21 event that additional increments are provided, a similar notification  
22 shall be communicated to the payroll clerk.  
23

- 24 g. Donated sick leave days will be distributed to the recipient by the Payroll  
25 Department based on donations for the employee up to one year. If less, the  
26 final increment shall reflect the balance of those days donated.  
27  
28 h. If the requesting recipient exhausts all paid sick leave before final approval  
29 is secured and is placed on statutory leave before the sick leave donation is  
30 approved, statutory leave charged to the employee shall be restored upon  
31 determination of approval and days previously charged to statutory leave  
32 shall be charged to the catastrophic leave donation program.  
33  
34 i. If the total number of days which are donated to a specific employee is not  
35 used by that employee the balance of unused days shall be transferred to a  
36 designated sick leave depository. Depository records will be maintained by  
37 the Payroll Department, and these records shall be available for review by  
38 CSEA upon request. Days carried over will be available to recipients whose  
39 requests are approved at a later date.  
40  
41 j. Receipt of catastrophic leave benefits under this program shall delay the  
42 beginning of the period of eligibility for statutory leave. The employee will  
43 become eligible for statutory leave after all catastrophic leave has been  
44 exhausted.  
45

k. The maximum number of days which may be designated for an employee’s use at one time shall be forty (40). If the recipient needs additional days or if the number of days initially donated is less than forty (40) the principal/site administrator shall renew the appeal for additional days immediately prior to the depletion of the original donation.

5. **Evaluation of the Program.** This program will be reviewed and re-evaluated by the Office of Employee Relations Services and California School Employees Association (CSEA), Chapter 2 once a year. The parties may agree to modifications in the program. Any modifications in the program shall be by mutual agreement.

X. **VACATION ALLOWANCE.**

1. Vacation allowance shall be earned based on the following schedule:

Years of Service	Rate of Earning*	Total Days Per Year:					
		12-Month	235-Day	225-Day	220-Day	209-Day	207-Day
0-5	.055	14.30	12.93	12.38	12.10	11.50	11.39
6-10	.062	16.12	14.57	13.95	13.64	12.96	12.83
11-15	.070	18.20	16.45	15.75	15.40	14.63	14.49
16 and over	.081	21.06	19.04	18.23	17.82	16.93	16.77

\*Vacation allowance is computed at this rate for each hour for which pay is received, exclusive of overtime.

A service year for purposes of earning vacation credit is one in which the employee has been compensated for at least fifty percent (50%) of his/her regular work year.

2. **Eligibility For Vacation.** Eligibility for vacation shall be determined as follows:

a. Regularly assigned employees with either probationary or permanent status are eligible to earn paid vacation.

b. Eligibility to take vacation will commence on the first day of the pay period following completion of the number of hours that correspond to one hundred thirty (130) days of paid service in regular assignments. The vacation, which is then due the employee, shall be the number of hours of vacation accumulated in accordance with the Vacation Allowance Schedule. No payment for accumulated vacation shall be made to an employee who terminates prior to attaining eligibility to take vacation. No vacation shall be taken until earned.

c. One hundred thirty (130) days shall be defined as one hundred thirty (130) times the average number of regularly assigned hours per day for the employee.

- 1           3.     **When Vacation Is Taken.** The District and the CSEA agree that timely utilization  
2 of all earned vacation benefits both the employee and the school district. Earned  
3 vacation is to be taken at a time when the efficiency of the District will be least  
4 affected. Vacation shall be taken only at times approved by the department head or  
5 his/her designee; however, District managers and supervisors will consider the  
6 wishes of the employee when scheduling vacation. Vacation requests shall be  
7 submitted in writing at least seven (7) working days prior to the commencement of  
8 the vacation period. The department head or designee shall respond within three (3)  
9 full working days of receipt with the approval or denial of the vacation request. If  
10 the written request is made for 8 hours or less, the approval will be at the discretion  
11 of the immediate supervisor/manager. If there is a conflict in vacation dates requested  
12 by employees, the conflict will be resolved on the basis of the greatest seniority in  
13 the District; except that a more senior employee may not "bump" a less senior  
14 employee once the annual vacation schedule has been established.  
15  
16           a.     Vacation earned by 217-day work year employees shall be due them in the  
17 same manner as all other employees. They shall take vacation due them  
18 during winter and/or spring student vacation periods or, with the approval of  
19 the department head or his/her authorized representative, they shall be paid  
20 for vacation due them as of June 30; or they may take vacation at other times  
21 when it will least affect the efficiency of the District as mutually agreed upon  
22 by the employee and the immediate supervisor. During winter and/or spring  
23 student vacation periods, 217-Day employees are entitled to utilize the leave  
24 provisions detailed in this Article.  
25  
26           b.     All employees whose regular assignments begin and terminate with the  
27 opening and closing of the traditional school session shall be paid during  
28 winter, spring, summer, or intersession recess periods for vacation due them;  
29 or with the approval of the department head, requested vacation may be taken  
30 on student-free days or at other times.  
31  
32           c.     Effective the first day of any fiscal year (July 1) employees may have  
33 accumulated vacation credit not to exceed the amount of vacation credit  
34 earned in one and one-half (1½) years of paid service. Upon notification,  
35 employees shall be given the opportunity to schedule and take vacation days  
36 in excess of this amount prior to July 1 subject to the needs of the District.  
37 Any excess vacation days not scheduled and taken by the employee shall be  
38 taken at the direction of the site administrator.  
39  
40           d.     If an employee has accumulated the maximum allowable vacation credit and  
41 a serious personal or work-related situation prevents using earned vacation,  
42 or the vacation is denied by the immediate supervisor, or vacation is canceled  
43 by the supervisor, the employee shall be permitted to request:  
44

1 (1) To receive in-lieu payment for any vacation balance in excess of the  
 2 vacation credit earned in one and one-half (1 ½) years of paid service;  
 3 or

4  
 5 (2) To accumulate excess vacation.  
 6

7 Such request will include the nature and duration of the situation and will be  
 8 made in writing to the Chief Business and Financial Officer by May 15.  
 9

10 If request for in-lieu payment is not received by May 15 or if in-lieu payment  
 11 is not approved, upon written application, accumulation of excess vacation  
 12 credit will be authorized by the Chief Business and Financial Officer.  
 13

14 If the approved vacation of a bargaining unit member is canceled by a  
 15 supervisor and the employee can provide documentation of a non-  
 16 refundable expenditure associated with the vacation (i.e., airline tickets,  
 17 hotel reservations), the employee shall be fully reimbursed for said loss.  
 18

19 CAUTION: PERS retirement credit is not earned on the above-described  
 20 vacation payoff.  
 21

22 e. A vacation once having commenced shall be terminated only by the  
 23 employee's returning to work, being laid off, being terminated from  
 24 employment, having verified hospitalization or reportable disease, or  
 25 having a death of a member of the immediate family as defined in Article  
 26 VIII, Section R.  
 27

28 f. If an employee's scheduled vacation period comes due and the employee'  
 29 is on leave because of verified illness, injury, or bereavement, he/she may  
 30 contact the appropriate manager/supervisor to arrange a rescheduling of the  
 31 vacation. Such a request must be made before the original vacation is  
 32 scheduled to begin. The manager/supervisor will reschedule the vacation  
 33 after considering requested dates submitted by the employee and the  
 34 operational needs of the work site.  
 35

36 4. **Pay for Vacation**  
 37

38 a. Rate. The rate at which vacation is paid shall be at the employee's current  
 39 rate. Employees whose vacations are earned and begun under a given status  
 40 shall suffer no loss of earned vacation salary by reason of subsequent  
 41 changes in conditions of employment. No vacation or part thereof shall be  
 42 taken in an amount less than one-half (½) hour at a time.  
 43

44 b. Pay Upon Termination. On separation from service, the employee shall be  
 45 entitled to lump sum compensation for all earned and unused vacation, except  
 46 that employees who have not completed the number of hours of employment

which corresponds to six (6) months or one hundred thirty (130) days of paid service, whichever is longer, shall not be entitled to such compensation.

5. **Vacation Credit While in Non-paid Status.** An Employee absent on leave without pay or an employee laid off for lack of work or lack of funds shall not accumulate vacation credit during the period of absence from active service.

6. **Vacation Credit While on Military Leave.** Every employee who is a member of the National Guard or Naval Militia, or a member of the Reserve Corps or force in the federal military, naval or marine service, and who is granted a military leave of absence with pay, shall be granted all vacation privileges provided by the Military and Veterans Code.

7. **Holidays During Vacation.** No deduction shall be made from the vacation credit of any employee for holidays occurring during the assigned vacation period of the employee.

Y. **REPORTING OF ABSENCES / REPORTS REQUIRED.** For the use of sick (including statutory), personal necessity and bereavement leaves, all employees shall notify their immediate manager or the manager's designee of their intended absence prior to the beginning of the employee's workday. Any classified employee absent for any of the reasons provided in this Agreement shall file with their immediate manager or the manager's designee a completed and signed "Certificate of Absence" form. Upon request, the employee shall receive a copy of the completed and signed "Certificate of Absence" form.

Z. **CASUAL ABSENCE:** Department heads shall have discretionary power, when the necessity demands, to grant to employees permission to be absent without loss of salary, parts of a day not exceeding one-half (1/2) day when good reason for such absence exists, provided that this power shall not be construed to confer the right to reduce the established number of working hours per month of the employee, and provided further that in no case shall the work of the department or division be materially retarded by the granting of such absence; and provided further that frequent requests from an employee for such absences, even for short periods, are to be avoided.



ARTICLE IX

Transfers and Promotions

A. TRANSFERS.

1. An employee may be transferred to meet the needs of the District as determined by the District from one position to another position in the same classification at the discretion of the division head(s) where the positions are located. Transfers shall not be made for punitive reasons; it is agreed, however, that any grievance which alleges that a transfer was made for punitive reasons shall be excluded from binding arbitration.

2. Reasons for any transfer which is not voluntary shall be discussed with the employee by the appropriate division head at least ten (10) working days prior to the transfer, except in the case of extenuating circumstances. The employee will receive a written notice of involuntary transfer which shall specify the needs of the District which require the transfer. Such notice shall be in writing on the appropriate form (Appendix I).

3. When a transfer is necessitated by the elimination of a position at a work site, the transfer will be accomplished as follows:

a. If there is only one person assigned to the classification in which the position is eliminated, that person will be transferred.

b. If there are two or more people assigned to the classification in which the position is eliminated, the manager will ask for volunteers for transfer.

(1) If two or more people volunteer for transfer, the employee with the most District seniority in the classification will be transferred.

(2) If there are no volunteers for transfer, the employee with the least District seniority in the classification at the site will be transferred.

4. An employee with permanent status may request a transfer from one position to another within the same classification. Such request shall be in writing and submitted to the Executive Officer, Personnel Commission and Classified Employment. A transfer request shall remain active through November 30 at which time the request must be renewed. No obligation shall exist to fill a position by transfer rather than by any other method of appointment; however, each employee will be notified that his/her transfer request has been received. Each transfer request will be so identified on the appropriate eligibility list(s). When there are no more than three (3) transfer requests on the eligibility list, each employee requesting a transfer will be interviewed for the available position. When there are more than three (3) transfer requests on the eligibility list, the person responsible for filling the position

1 will select at least three (3) employees with the most seniority requesting a transfer  
 2 to be interviewed.

3  
 4 When an employee who has been interviewed, but not selected for the position,  
 5 requests information on why she/he was not the successful candidate, this  
 6 information will be shared with the employee.  
 7

- 8 5. A permanent employee, upon transfer to another position in the same classification,  
 9 shall assume permanent status in the new position and per Education Code, Section  
 10 45308, an employee transferred to a position in the same classification shall retain  
 11 seniority credits already earned in that classification plus higher classifications.  
 12
- 13 6. An employee transferred shall:  
 14  
 15 a. Receive the same step in the salary range for the new position.  
 16  
 17 b. Retain his/her anniversary date for receiving salary increments.  
 18  
 19 c. Retain his/her accumulated sick leave and vacation credits.  
 20
- 21 7. Probationary bargaining unit employees are not eligible to request voluntary transfers  
 22 except under unusual circumstances and with the concurrence of the immediate  
 23 supervisor.  
 24
- 25 8. Assignment to duties for which differential compensation is designated, other than a  
 26 temporary assignment of less than twenty (20) working days, shall be made on the  
 27 basis of seniority among those employees within the classifications who shall be  
 28 notified and request such an assignment.  
 29
- 30 9. When an employee becomes physically incapacitated for the performance of any of  
 31 his/her duties as determined by the district-designated physician, the department head  
 32 may with the approval of the Commission, transfer him/her to a position in a  
 33 classifications of the same or lower salary level which he/she has the ability to fill or  
 34 for which he/she may be expected to acquire the necessary ability with a reasonable  
 35 program of in-service training. In case of transfer to a lower level, the employee shall  
 36 receive the same salary he/she is receiving in his/her former classifications, but not  
 37 to exceed the maximum of the salary of the classification to which he/she is  
 38 transferred. The employee shall retain his/her anniversary date.  
 39

40 **B. PROMOTION.**

- 41  
 42 1. When there are no more than three (3) District promotional candidates in the first  
 43 three (3) ranks on an eligibility list, each District promotional candidate will be  
 44 interviewed.  
 45

46 All candidates in the first three (3) ranks will be offered the opportunity to interview.  
 47

2. District promotional candidates will be identified as such on dual certification lists.

C. GENERAL PROVISIONS.

1. When a manager is interviewing concurrently to fill more than one (1) vacant position in the same classification, a single interview of a candidate shall fulfill the requirements of interviewing for all such positions.

2. A manager shall not be required to interview a candidate again, if that manager has interviewed that candidate for another vacant position in the same classification within the previous one hundred twenty (120) calendar days.

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ARTICLE X

Safety Conditions

DISTRICT COMPLIANCE. The District shall conform to and comply with all health, safety, and sanitation requirements imposed by state or federal law, or regulations required under state or federal law.

A. SAFETY COMMITTEE. During the term of this Agreement, the District agrees to maintain the present Safety Committee with members and alternates elected by their peers each December. Absent an election or when a position on the committee is left vacant, management may temporarily appoint a Unit member until a member is elected. Released time will continue to be provided for Safety Committee meetings, as necessary. The committee shall meet monthly.

C. REPORTING SAFETY CONCERNS. Unit members shall notify their supervisor concerning any unsafe condition in the District that may have an immediate, direct affect on the health and safety of students, the public, and other employees. The immediate supervisor/designee shall investigate the reported unsafe condition and initiate corrective action if needed. Should the issue remain unresolved each concern/suggestion shall be presented in writing by the work location Safety Committee representative to the Safety Committee chairperson to be discussed at the next meeting of the committee. If the committee determines that a particular concern cannot be resolved by the committee, the work location Safety Committee representative will forward the unresolved concern to the Risk Management Branch for review.

D. NON-DISCRIMINATION. No employees shall be in any way discriminated and/or retaliated against as a result of reporting any condition believed to be a violation of Section A.

E. EDUCATION ENVIRONMENT/SAFETY. Non-teaching employees are part of the district-wide team of adults who strive to provide a safe, secure, and hazard-free educational environment. While primary responsibility for site supervision rests with administrative and teaching staff, all other District employees are also expected to take reasonable action when necessary to provide for the safety, security, and well-being of students, the public, other employees, and school district property. Reasonable action includes but is not limited to those actions necessary and appropriate under the circumstances which are necessary to prevent harm to students, the public, other employees, and school district property, and which can be taken without unreasonable risk of harm to the intervening employee. Such action is within the employee’s school district duties, and the school district fully supports such necessary and appropriate intervention.

ARTICLE XI

Department of Transportation Regulations

A. SCOPE. This Article applies to every employee of the Long Beach Unified School District who is required to hold a commercial driver license or who is required to operate a commercial motor vehicle as defined in the California Motor Vehicle Code.

B. DEFINITIONS.

1. Driver. Any person who operates a commercial motor vehicle. For the purposes of pre-employment testing, the term driver includes a person applying to drive a commercial vehicle. "Driver" includes but is not limited to full-time, regularly employed drivers, any casual, intermittent, or occasional drivers such as, parent substitutes, other volunteers (non-parent), and employees whose primary work duties are other than school bus driver.

2. Commercial Motor Vehicle. A motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle is one of the following:

- a. Has a gross combination weight of 26,001 or more pounds, inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds.
b. Has a gross vehicle weight rating of 26,001 or more pounds.
c. Is designed to transport sixteen (16) or more passengers, including the driver.
d. Is of any size and is used in the transportation of hazardous materials requiring placards under the Hazardous Materials Regulations (Title 49, Code of Federal Regulations, part 172, subparagraph F).
e. Any vehicle used as a school bus.

3. Safety Sensitive Functions. For the purposes of this Article, the term "safety-sensitive" function shall mean "on-duty time" as defined in Title 49 of the Code of Federal Regulations, Section 395.2. "On-duty time" means "all of the time from the time a driver begins to work, or is required to be in readiness to work, until the time he/she is relieved from work and all responsibility for performing work". Therefore, all functions performed by drivers are safety-sensitive functions for the purpose of this Article.

C. PROHIBITED CONDUCT.

1. No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.02 or greater.
2. No driver shall remain on duty or operate a commercial motor vehicle while he/she possesses alcohol, as possession is defined by law.
3. No driver shall use alcohol while performing safety-sensitive functions.
4. No driver shall perform safety-sensitive functions within four (4) hours after using alcohol.
5. No driver required to take a post-accident alcohol test shall use alcohol for eight (8) hours following the accident, or until he/she undergoes a post-accident alcohol test, whichever occurs first.
6. No driver shall refuse to submit to any test required by law or this Article.
7. No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when he/she uses any controlled substances, except when the use is pursuant to the instruction of a physician who has advised the driver that the substance does not adversely affect his/her ability to safely operate a commercial vehicle.
8. No driver shall report for duty, remain on duty, or perform a safety-sensitive function if he/she tests positive for controlled substances.

**D. CONSEQUENCES OF PROHIBITED CONDUCT.**

1. No driver shall perform safety-sensitive functions, including driving a commercial motor vehicle if he/she has engaged in conduct prohibited by this Article, unless the driver successfully completes a return-to-duty test, subject to the exception in Paragraph D.2. below. More specifically, before a driver returns to duty requiring the performance of safety-sensitive functions after engaging in conduct prohibited by this Article, he/she shall undergo a return-to-duty test with a result indicating an alcohol concentration of less than 0.02 if the conduct involved alcohol, or a controlled substances test with a verified negative result if the conduct involved controlled substances.
2. No driver tested under this Article who is found to have an alcohol concentration of greater than 0.02 - but less than 0.04 - shall perform or continue to perform safety-sensitive functions for the employer, including driving a commercial motor vehicle. In this situation, the driver shall not continue to perform safety-sensitive functions until the start of his/her next regularly scheduled work period, but not less than twenty-four (24) hours following administration of the test and until cleared by the District-designated physician or another physician provided by the District.

1  
2 **E. TESTING PROCEDURES.**  
3

- 4 1. All tests conducted pursuant to this Article shall comply with the requirements as  
5 specified in Title 49 of the Code of Federal Regulations (49 CFR Part 40).  
6  
7 2. Any tests that do not comply with the requirements as specified shall be rated as  
8 negative tests.  
9  
10 3. Affected employees may review reference copies of the Federal Regulations in the  
11 Transportation Branch or the Long Beach Chapter 2 CSEA Office.  
12

13 **F. PRE-EMPLOYMENT TESTING.**  
14

- 15 1. Prior to the first time a driver performs safety-sensitive functions for the employer,  
16 he/she shall undergo testing for controlled substances and shall receive a controlled  
17 substances test result from a medical review officer.  
18  
19 2. The employer reserves the right not to employ an applicant who has received a  
20 controlled substances test indicating a verified positive test result.  
21  
22 3. Any dispute arising from pre-employment testing of persons not employed by the  
23 District is not subject to the grievance procedure.  
24

25 **G. POST-ACCIDENT TESTING.**  
26

- 27 1. As soon as practicable following an accident involving a motor vehicle, the employer  
28 shall test for alcohol and controlled substances each surviving driver:  
29  
30 a. Who was performing safety-sensitive functions with respect to the vehicle, if  
31 the accident involved the loss of human life, or  
32  
33 b. Who receives a citation under state or local law for a moving violation arising  
34 from the accident.  
35  
36 2. If an alcohol test is not administered within two (2) hours following the accident, the  
37 employer shall prepare and maintain on file a record stating the reasons the test was  
38 not promptly administered. If the test is not administered within eight (8) hours  
39 following the accident, the test shall not be given.  
40  
41 3. If a controlled substances test is not administered within thirty-two (32) hours  
42 following the accident, the test shall not be given.  
43

44 **H. RANDOM TESTING.**  
45

- 1 1. The employer shall randomly select from all drivers for alcohol and controlled  
2 substances testing during each calendar year in accordance with applicable federal  
3 law. The minimum annual percentage rate for random alcohol testing shall be twenty  
4 five percent (25%) of the average number of driver positions. The minimum annual  
5 percentage rate for controlled substances testing shall be fifty percent (50%) of the  
6 average number of driver positions.  
7
- 8 2. The selection of drivers for random alcohol and controlled substances testing shall  
9 be made by a scientifically valid method which ensures that each driver shall have an  
10 equal chance of being tested each time selections are made.  
11
- 12 3. The employer shall ensure that the random tests are unannounced and that the dates  
13 for administering the random tests are spread reasonably throughout the calendar  
14 year. Every driver who is notified of selection for random testing shall proceed to  
15 the test site immediately.  
16
- 17 4. A driver shall be subject to random alcohol and/or controlled substances testing at  
18 the following times: while the driver is performing safety-sensitive functions; just  
19 before the driver is performing safety-sensitive functions; or just after the driver has  
20 ceased performing such functions.  
21
- 22 5. Drivers will not be recalled from an approved leave of absence for purpose of random  
23 alcohol/controlled substances testing.  
24

25 **I. REASONABLE SUSPICION TESTING.**  
26

- 27 1. The employer shall require a driver to submit to an alcohol and/or controlled  
28 substances test when the employer has reasonable suspicion to believe that the driver  
29 has engaged in prohibited conduct, as set forth in this Agreement. The employer's  
30 determination that reasonable suspicion exists must be based on specific,  
31 contemporaneous, articulable observations concerning the appearance, behavior,  
32 speech, or body odors of the driver.  
33
- 34 2. The person (Supervisor, Job Code S1, or Manager, Job Code M1 or M2) who makes  
35 the determination that reasonable suspicion exists to conduct an alcohol and/or  
36 controlled substances test shall not conduct the test of the driver or participate in the  
37 chain of custody of any specimen for testing.  
38
- 39 3. A driver shall have the right to request to have a union representative accompany  
40 him/her to a test site.  
41

42 **J. RETURN-TO-DUTY TESTING.** The employer shall ensure that before a driver returns-  
43 to-duty requiring the performing of a safety-sensitive function after engaging in prohibited  
44 conduct, the driver shall undergo, as applicable, a return-to-duty alcohol test with a result  
45 indicating an alcohol concentration of less than 0.02; or a return-to-duty controlled



1 substances test from a medical review officer indicating a verified negative result, except in  
2 the situation described in Section D.2.

3  
4 **K. TRANSPORTATION.**

- 5  
6 1. If a driver produces a test result indicating an alcohol concentration equal to or greater  
7 than 0.04, or if the driver produces a verified positive result of a controlled substances  
8 test, that driver shall be transported to his/her residence as arranged by the employer.  
9  
10 2. If a driver is required to take an alcohol and/or controlled substances test because of  
11 reasonable suspicion as defined in Section I above, the driver shall be transported to  
12 his/her residence as arranged by the employer.  
13

14 **L. REFERRAL, EVALUATION, AND TREATMENT.**

- 15  
16 1. Each driver who has engaged in prohibited conduct, as defined in this Article, shall  
17 be advised of the resources available to the driver in evaluating and resolving  
18 problems associated with the misuse of alcohol and controlled substances.  
19  
20 2. Each driver who engages in conduct prohibited by this Article shall be evaluated by a  
21 substance abuse professional who shall determine what assistance, if any, the driver  
22 needs in resolving problems associated with alcohol misuse and/or controlled  
23 substances use. The substance abuse professional shall be a person who has qualified  
24 for that position in accordance with applicable federal requirements.  
25  
26 3. In addition, each driver identified as requiring assistance in resolving problems  
27 associated with alcohol misuse or controlled substances use shall be evaluated by a  
28 substance abuse professional to determine that the driver has properly followed any  
29 rehabilitation program prescribed by that professional. In addition, the driver shall be  
30 subject to unannounced follow-up alcohol and/or controlled substances tests  
31 administered by the employer following the driver's return to duty. The number and  
32 frequency of such follow-up testing shall be as directed by the substance abuse  
33 professional, and consist of at least six (6) tests in the first twelve (12) months  
34 following the driver's return to duty.  
35  
36 4. The requirements relating to referral, evaluation, and treatment do not apply to  
37 applicants who have a pre-employment controlled substances test with a verified  
38 positive result.  
39  
40 5. The employer recognizes that applicable federal law provides for assistance, in some  
41 instances, when a driver engages in conduct prohibited by law and this Article. The  
42 employer also reserves the right to impose disciplinary action, in accordance with  
43 applicable law, when a driver engages in conduct prohibited by law and this Article.  
44

- 1           6.     The choice of a substance abuse professional (an impartial, non-District employee),  
2                     and the assignment for costs when the substance abuse professional determines that  
3                     assistance is appropriate, is reserved to the employer.  
4

5    **M.     POSITIVE TESTS.**  
6

- 7           1.     A positive test for alcohol must be a confirmation test by an evidential breath  
8                     testing device capable of printout and sequential numbering and must show  
9                     an alcohol concentration of 0.01 grams of alcohol per two hundred ten (210)  
10                    liters of breath or greater. Such a test is positive even if the concentration is  
11                    caused by prescribed medication.  
12

- 13          2.     A positive test for controlled substances must be a confirmation test by gas  
14                     chromatography/mass spectrometry techniques and must show one of the  
15                     following:  
16

- 17                   a.     15 NG/ML (Nanograms per Milliliter) of marijuana metabolite;  
18                   b.     150 NG/ML of cocaine metabolite;  
19                   c.     300 NG/ML of either morphine or codeine;  
20                   d.     25 NG/ML of phencyclidine; or  
21                   e.     500 NG/ML of amphetamine or methamphetamine;  
22

23                   and, the medical review officer must conclude that there is no legitimate  
24                   explanation, such as prescribed medication, for the result.  
25

- 26          3.     No positive test for controlled substances shall be reported to the employer  
27                     until after:  
28

- 29                   a.     The medical review officer has contacted the driver directly, on a  
30                     confidential basis, and given the driver an opportunity to discuss the  
31                     test results and the driver's medical history, including medication, in  
32                     confidence;  
33

- 34                   b.     The medical review officer has given the driver, within seventy-two  
35                     (72) hours of the driver's notification that the test was positive, an  
36                     opportunity to request that the remainder of the split sample be  
37                     tested by a different forensic laboratory, certified by the Department  
38                     of Health and Human Services; and  
39

- 40                   c.     The remainder of the split sample has been tested and found to be  
41                     positive, or no timely request for such a test is made by the driver.  
42

- 43          4.     If the medical review officer concludes that there is a legitimate explanation  
44                     for the positive test, such as prescription or over-the-counter medication or a  
45                     negative result in the test of the remainder of the split sample, the medical  
46                     review officer must report the test to the employer as a negative test.

1  
2 5. The medical review officer (an impartial, non-District employee) shall be a  
3 licensed physician with special training in substance abuse disorders, the  
4 medical use of prescription drugs and the pharmacology and toxicology of  
5 alcohol and controlled substances. The medical review officer shall not be  
6 an employee of the driver's employer.  
7

8 6. The cut-off levels in this Section are those required for FHWA regulations.  
9 They will be automatically adjusted to be consistent with changes, if any in  
10 the levels specified by those regulations (Title 49, Code of Federal  
11 Regulations, Section 40.29, subdivision F).  
12

13 **N. EMPLOYEE INFORMATION.**  
14

15 1. The employer shall distribute this Article to each driver prior to the start of alcohol  
16 and controlled substances testing. The employer shall also distribute this Article to  
17 each driver hired after the adoption of this Article, and to each driver transferred into  
18 a position requiring a commercial vehicle license.  
19

20 2. The person responsible for answering employee questions concerning this Article  
21 shall be the Director of the Transportation Branch.  
22

23 **O. REQUIRED TRAINING.**  
24

25 1. All employees designated to determine whether reasonable suspicion exists to require  
26 a driver to undergo testing shall receive at least sixty (60) minutes of training on  
27 alcohol misuse and at least an additional sixty (60) minutes of training on controlled  
28 substances use.  
29

30 2. All drivers subject to this Article shall receive training on alcohol misuse and  
31 controlled substances misuse. In addition, two (2) CSEA stewards shall receive the  
32 same training provided to supervisors for reasonable suspicion determination.  
33

34 **P. RECORD RETENTION.**  
35

36 1. The employer shall retain all records in accordance with applicable federal law.  
37

38 2. The employer shall release driver information only as required by law or as expressly  
39 authorized or required by Department of Transportation Controlled Substances and  
40 Alcohol Use and Testing Rules and Regulations.  
41

42 3. Under no circumstances shall any test results be released by the District to any  
43 subsequent employer or to any other person not covered in Section P.2. above without  
44 the express written consent of the employee.  
45  
46

ARTICLE XII

Evaluation Procedure

A. REPORTS REQUIRED. There shall be filed with Human Resource Services a periodic performance report of each probationary employee and each employee in the permanent classified service, evaluating his/her performance on the job for the period covered in the report.

B. RATING OFFICERS. Each employee is to be rated by the immediate supervisor, who is defined as the person who assigns, checks, and supervises the work of the employee and who is immediately responsible for the employee, or is most closely acquainted with the employee's performance. If the employee has more than one (1) immediate supervisor, each such supervisor may rate the employees work performance.

The rating of each employee shall be reviewed by the next higher level supervisor, usually the immediate supervisor of the rater. Rating officers shall not be members of the bargaining unit.

C. RATING PROCEDURES. Performance reports shall be made on forms prescribed by Human Resource Services and following procedures established by Human Resource Services. The rating intervals shall be as indicated below:

- 1. Probationary employees shall be rated at the end of the second, fourth, and sixth month from the date of appointment in that position.
2. Permanent employees shall be rated annually. The period of the annual rating shall be twelve (12) months following the date the employee gains permanence in his/her present position or twelve (12) months following subsequent regular or revised rating reports, except when the end of the rating period falls during a non-work period for a ten (10) or eleven (11) month employee. Such employee shall be rated within sixty (60) days prior to the last working day of the assigned work year.
3. Employees will receive a warning and counsel from the rater within ten (10) days of the occurrence of less-than-satisfactory performance. If the less-than-satisfactory performance occurs less than ten (10) days prior to an employee's formal rating, the rater shall warn and counsel the employee prior to the formal rating. The employee may request that a warning be put in writing. The employee may also request the name of the complainant(s) for any report of less-than-satisfactory performance which results in warning and counsel.
4. Raters shall include a statement of the facts and suggestions for improvement by completing an "Improvement Plan and Strategy for Assistance" form for any rating that includes a "Needs To Improve" (N) or "Unsatisfactory" (U). Content of the comments including those from the "Improvement Plan and Strategy for Assistance" shall not be grievable.

1 5. A revised rating may be submitted any time upon evidence of changed work habits  
2 or performance on the part of the employee.

3  
4 6. Upon satisfactory completion of the "Improvement Plan and Strategy for Assistance"  
5 the employee shall be eligible for summer/intersession employment following the  
6 assignments of employees whose last fully resolved service rating is satisfactory if  
7 additional summer assignments are available.

8  
9 D. **EMPLOYEE'S COPY.** Whenever a rating is made, a conference shall be held to review  
10 the rating and a signed original of the full report shall be given by the rater to the employee  
11 being rated at said meeting. In the event of a prolonged absence by the employee, the rating  
12 may be mailed to the employee provided the rating is fully satisfactory. For permanent  
13 employees whose rating is less than satisfactory, the annual evaluation due date shall be  
14 extended by ten days from the date the evaluatee returns to work. A conference shall be held  
15 with the evaluatee within those then (10) days.

16  
17 E. **RATING OF RECORD.** When an employee terminates employment, his/her most recent  
18 rating on file shall be the rating of record, and no additional rating need be made unless  
19 his/her performance has changed to unsatisfactory.

20  
21 F. **APPEAL OF RATING CONTENT AND PROCEDURE.** It is agreed that a rating  
22 consists of both the letter rating (S, N, U) and the evaluator's comments, if any. An employee  
23 may, within fifteen (15) days of receipt of the rating, request a conference with the reviewer  
24 of the rating to discuss the content of the rating. The reviewer of the rating will have ten (10)  
25 days to determine if the rating content is accurate or inaccurate after the conference. If the  
26 reviewer does not respond in the prescribed time period, the grievant may appeal to the next  
27 level.

28  
29 Upon receipt of a written appeal, it will be the responsibility of the recipient to  
30 forward a copy to Employee Relations Services.

31  
32 If still dissatisfied with the rating content, the employee may, within fifteen (15) days from  
33 receiving the reviewer's response, file with the next higher supervisor a written appeal of the  
34 rating. The employee may request a conference. The next higher supervisor will have ten  
35 (10) days from receipt of a written appeal to determine if the rating content is accurate or  
36 inaccurate. If the next higher supervisor determines that the rating content is inaccurate,  
37 he/she shall order that within ten (10) days a new rating be written. If the reviewer does not  
38 respond in the prescribed time period, the grievant may appeal to the next level. The  
39 employee shall be given a copy of a new rating which shall be placed in the employee's  
40 personnel file. If the appeal is denied and the employee fails to proceed to the next level  
41 within the timelines outlined herein, the original rating, together with the written appeal, shall  
42 be placed in the employee's personnel file.

43  
44 If the above appeal is denied and the employee is still dissatisfied with the rating content, the  
45 employee within fifteen (15) days from the conference with the reviewer may file with the  
46 appropriate Assistant/Deputy Superintendent or Chief Business and Financial Officer a  
47 written appeal of the rating. The employee may request a conference. The Assistant/Deputy

1 Superintendent or Chief Business and Financial Officer will have ten (10) days from the  
2 receipt of a written appeal to determine if the rating content is accurate or inaccurate. If the  
3 Assistant/Deputy Superintendent or Chief Business and Financial Officer determines the  
4 rating content is inaccurate, he/she shall direct the immediate supervisor/manager to rewrite  
5 the rating. The immediate supervisor/manager shall give a copy of the revised rating to the  
6 employee and the revised rating shall be placed in the employee’s personnel file. If the  
7 appeal is denied the employee shall be notified in writing, and the original rating, together  
8 with the written appeal, shall be placed in the employee’s personnel file as the final rating.  
9

10 No rating that is being appealed shall be placed in an employee's personnel file until the  
11 appeal process has been completed.  
12

13 H. **DAYS.** “Days” as defined in this Article are workdays when both parties are on duty.  
14

15 I. **PERSONNEL FILE.** Each employee shall have the right, by appointment, to review the  
16 contents of his/her personnel file. At the employee's request a representative may accompany  
17 the employee in this review. Normally, such review shall be permitted twice per fiscal year  
18 by appointment.  
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ARTICLE XIII

Grievance Procedure

A. DEFINITIONS.

- 1. **Grievance.** A grievance is a claim by a grievant, group of grievants, or CSEA, Chapter 2, that he/she/they have been adversely affected by an interpretation, application, or violation of the specific provisions of this Agreement. Informally, a grievance may be presented verbally; formally, it shall be presented in writing. If the grievance is presented via fax, the grievant or CSEA shall immediately notify the recipient during via telephone, that the document is being transmitted. Issues which do not conform to this definition may be raised as complaints as outlined in Board of Education Policy No. 4144; however, such complaints are outside the scope of this Agreement.
- 2. **Grievant.** A grievant must be an employee or employees in the bargaining unit or CSEA may also be identified as the grievant.
- 3. **Day.** A day is a workday when both the grievant and the respondent are on duty. In the event CSEA is the grievant, a day shall be defined as a day when both the CSEA representative and the respondent are on duty.
- 4. **Immediate Supervisor.** The immediate supervisor is the lowest level supervisor or manager having immediate line supervisory authority over the grievant, and who has authority to remedy the grievance.

B. **NON-DISCRIMINATION.** As per Government Code, Section 3543.5, the District shall not impose or threaten to impose reprisals, to discriminate, or threaten to discriminate against employees, or otherwise to interfere with, restrain, or coerce employees because of their participation in the grievance procedure.

C. **INFORMAL LEVEL.** Within twenty (20) days after the employee knew, or reasonably should have known of the alleged violation, the grievant should attempt to resolve the grievance by an informal conference with his/her immediate supervisor/manager. The grievant may have a representative present to assist in the discussion of the allegation. Employees shall be granted release time to discuss allegations upon arrangement with the immediate supervisor/manager.

It shall be the grievant’s responsibility to inform the supervisor/manager that the conference is for the purpose of seeking to resolve the grievance at the informal level.

D. **FORMAL LEVEL.**

- 1. **Level I.** Within ten (10) days after the informal level procedures are concluded, should the grievance not be resolved, the grievant shall present his/her grievance in

1 writing on the District Classified Grievance Form to the immediate  
 2 supervisor/manager with whom the grievance was discussed informally and  
 3 Employee Relations Services.  
 4

5 This statement shall be a clear, concise statement of the circumstances giving rise  
 6 to the grievance, citation of the specific article, section, and paragraph of this  
 7 Agreement that is alleged to have been violated, the decision rendered at the  
 8 informal conference, and the specific remedy sought.  
 9

10 The respondent shall communicate his/her decision to the employee and  
 11 representative in writing within ten (10) days of the scheduled meeting or after  
 12 receiving the written grievance if a meeting is not requested. If CSEA is the named  
 13 grievant, the respondent shall communicate his/her decision to the CSEA  
 14 Representative in writing within ten (10) days. If the immediate supervisor does  
 15 not respond in the prescribed time period, the grievant may appeal to the next level.  
 16

17 Within the above time limits, either party may request a personal conference to  
 18 discuss the grievance. The grievant may be assisted as in the Informal Level above.  
 19

- 20 2. **Level II.** In the event the grievant is not satisfied with the decision at Level I,  
 21 he/she may appeal the decision on the District Classified Grievance Form within  
 22 ten (10) days after receipt of the immediate supervisor's decision. Such appeal  
 23 shall be submitted to Employee Relations Services for forwarding to the appropriate  
 24 manager.  
 25

26 This appeal should include a copy of the original grievance, the disposition of the  
 27 original grievance by the immediate supervisor, and a clear, concise statement of  
 28 the reasons for the appeal.  
 29

30 The respondent at Level II shall investigate the allegations and a written decision  
 31 shall be communicated within ten (10) days after receiving the appeal. Either the  
 32 grievant or the respondent may request a personal conference within the ten (10)  
 33 day time limit. If no response is made in the prescribed time period, the grievant  
 34 may appeal to the next level.  
 35

36 Both the grievant and the respondent reserve the right to have representation.  
 37

- 38 3. **Level III (Mediation).** If the grievant is not satisfied with the decision at Level II,  
 39 he/she may within ten (10) days after receipt of the decision at Level II, submit to  
 40 Employee Relations Services a written request for mediation of the grievance.  
 41 Employee Relations Services shall within five (5) days after receipt of the written  
 42 request submit to the California State Conciliation Service a request for the  
 43 immediate services of a mediator.  
 44

45 The parties agree that Level III of this Grievance Procedure may be waived by  
 46 mutual agreement of the grievant and the District.



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- a. The function of the mediator shall be to assist the parties to achieve a mutually satisfactory resolution of the grievance by means of the mediation process.
- b. If a satisfactory resolution of the grievance is achieved by means of this mediation process, both parties to the grievance shall sign a written statement of resolution to that effect, and thus waive the right of either party to further appeal the grievance.

4. **Level IV (Binding Arbitration).** If a resolution of the grievance is not achieved as a result of mediation (Level III) or if Level III has been waived, and the grievant through the Association desires to contest further, the grievant may request the CSEA to submit the grievance to arbitration. If the CSEA proceeds to arbitration, the statement of grievance shall be filed with Employee Relations Services on the appropriate Level IV form within ten (10) days following the conclusion of mediation. The form shall be complete and include the endorsement of the CSEA.

No grievance shall be considered by the arbitrator which has not first been processed in accordance with the above described grievance procedures, Sections C and D.

a. **Selection of Arbitrator.** Upon the proper submission of a Level IV grievance form, the CSEA staff and Employee Relations Services staff shall, within ten (10) days after receipt of the request to arbitrate, attempt to agree upon the selection of an arbitrator. If no agreement on an arbitrator is reached, either the CSEA or the District may request the State Mediation and Conciliation Service to provide a list of seven (7) arbitrators experienced in hearing grievances in public schools. Such request shall be made within twenty (20) days after receipt of the Level IV grievance form. The CSEA staff and the Employee Relations Services staff shall select an arbitrator by alternately striking names. The order of striking shall be determined by flipping a coin.

- b. **Jurisdiction.**
  - (1) The arbitrator shall have no authority to hear evidence and/or rule on any sections of this Agreement which were not present in the original grievance, Formal Level I.
  - (2) The parties shall attempt to agree upon a statement of the issue(s) to be submitted to arbitration. If the parties cannot agree, the arbitrator shall determine the issue by referring to the written grievance documents.

- 1 (3) After a hearing and after both parties have had an opportunity to
- 2 present written arguments, the arbitrator shall submit a decision
- 3 within thirty (30) days.
- 4
- 5 (4) The arbitrator’s decision shall be in writing and shall set forth the
- 6 findings of fact, reasoning, and conclusions on the issue(s)
- 7 submitted. The arbitrator shall be without power or authority to
- 8 make any decision which requires the commission of an act
- 9 prohibited by law or which is in violation of the terms of this
- 10 Agreement. Subject to the limitations specified in Article V, Section
- 11 B., it is agreed that the remedy of the arbitrator may include such
- 12 financial reimbursement as may be necessary to make the grievant
- 13 whole for any monetary loss resulting from a violation,
- 14 misapplication or misinterpretation of the specific provision(s) of
- 15 this Agreement.
- 16
- 17 (5) The decision of the arbitrator shall be submitted to the CSEA Labor
- 18 Relations Representative and the Director of Employee Relations
- 19 Services, and shall be binding upon the parties.
- 20

21 c. **Areas of Exclusion.** The arbitrator shall have no power to recommend or

22 resolve:

- 23
- 24 (1) Any issue arising out of the exercise by the Board or administration
- 25 of responsibilities under Article II, Reserved Rights of the District,
- 26 except as modified by the specific provisions of this Agreement.
- 27
- 28 (2) Any provisions of this Agreement which is identified in the
- 29 Agreement as specifically excluded from binding arbitration.
- 30
- 31 (3) Issues involving evaluation other than procedures specifically
- 32 identified in Article XII, Evaluation Procedure.
- 33

34 d. **Cost of Arbitration.**

- 35
- 36 (1) All cost of the services of the arbitrator including but not limited to
- 37 per diem expenses, travel and travel time, and the cost of any hearing
- 38 room which is not the property of the school district shall be borne
- 39 equally by the parties.
- 40
- 41 (2) Either party may request that the hearing be recorded. The costs of
- 42 a certified court reporter shall be paid by the party requesting the
- 43 reporter and only the party paying for the report shall receive a
- 44 transcript of the hearing. Alternately, both parties may mutually
- 45 agree to share equally the costs of the reporter in which case both
- 46 parties shall receive a copy of the transcript.

1  
2 (3) The grievant and required employee witnesses will be granted  
3 release time as necessary to participate in any hearing required by  
4 the arbitration process. The release of employee witnesses will be  
5 scheduled to minimize disruption of work schedules.

6  
7 (4) Each party shall bear the expense of the preparation and presentation  
8 of its own case.

9  
10 E. **GENERAL PROVISIONS.** When a grievant requests assistance of a bargaining unit  
11 employee, the employee shall be released without loss of pay to attend conferences and  
12 hearings with District personnel. Other costs shall be paid by the incurring party.

13  
14 All requests by CSEA for necessary and relevant information shall be made to Employee  
15 Relations Services in writing. CSEA may inspect at a reasonable time any specific non-  
16 confidential lawful document in the possession of the District. CSEA agrees to reimburse  
17 the District for the reasonable costs of reproducing any such document the Association  
18 wishes to purchase. CSEA agrees to provide the District at cost with copies of Association  
19 reports necessary for the District to discharge its responsibilities under this Agreement. The  
20 parties also agree to place grievances that are dependent on said information in abeyance  
21 until the information is provided to the requesting party. (Article III, F)

22  
23 The grievant, CSEA on behalf of the grievant, and/or the District may request extension of  
24 time limits set forth herein. Time limits may be extended by mutual agreement of the  
25 parties. Failure of the grievant to request an extension or to meet time limits shall render  
26 the grievance null and void.

27  
28 A grievant, where appropriate, may submit to Employee Relations Services a request that  
29 a grievance level be by-passed. By-passing a level without prior agreement will render the  
30 grievance null and void.

31  
32 If a grievant chooses to process a grievance without the intervention of CSEA, the District  
33 shall not agree to a resolution of the grievance until CSEA has received a copy of the  
34 grievance and the proposed resolution and has been given ten (10) days to file a response  
35 thereto. Binding arbitration requires the endorsement of CSEA.

36  
37 If more than one (1) employee shares in the allegation, only one (1) grievance may be  
38 processed in their behalf. The grievance may be filed at a level agreed upon by CSEA and  
39 the District.

40  
41 F. **ELECTION OF REMEDIES AND WAIVER.** A party instituting any action,  
42 proceeding or complaint in a federal or state court of law, or before an administrative  
43 tribunal, federal agency, state agency, or seeking relief through any statutory process for  
44 which relief may be granted, the subject matter of which may constitute a grievance under  
45 this Agreement, shall immediately thereupon waive any and all rights to pursue a grievance  
46 under this Article. Upon instituting a proceeding in another forum as outlined herein, the

1 employee shall waive the right to initiate a grievance pursuant to this Article or, if the  
2 grievance is pending in the grievance procedure, the right to pursue it further shall be  
3 immediately waived. This Section shall not apply to actions to compel arbitration as  
4 provided in the Agreement or to enforce the award of an arbitrator.  
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ARTICLE XIV

Concerted Activities

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- A. It is agreed and understood that there will be no strike, work stoppage, picketing, or other concerted action or refusal to perform job functions and responsibilities, or other interference with the operation of the District by the California School Employees Association and/or its Long Beach Chapter 2 by its officers, agents, or members during the terms of this Agreement, including compliance with the request of other individuals, groups, or labor organizations to engage in such activity.
- B. The California School Employees Association and its Long Beach Chapter 2 recognize the duty and obligation of its representatives to comply with the provisions of this Agreement and to make a reasonable effort toward inducing all bargaining unit employees to do so. In the event of a strike, work stoppage, slow-down, or other interference with operation of the District by employees who are represented by CSEA, CSEA agrees in good faith to take all necessary steps to cause those employees to cease such actions.
- C. It is agreed and understood that any bargaining unit employee violating this Article may be subject to discipline up to and including termination by the District. Furthermore, it is understood that in the event this Article is violated by CSEA, the District shall be entitled to withdraw any rights, privileges, or services provided for in this Agreement, in Government Code, Section 3543.1, or in District policy from any bargaining unit employee and/or CSEA.
- D. The District agrees that there will be no lockout of bargaining unit employees during the term of this Agreement. In the event of a strike or other concerted activities by other District employees, the District will make a reasonable effort to provide work assignments for employees covered by this Agreement.
- E. This Article shall cease to be in effect upon the expiration of this Agreement and in accord with PERB procedures.

ARTICLE XV

Progressive Discipline and Discipline Procedures

A. DEFINITION OF PROGRESSIVE DISCIPLINE. Progressive discipline is a series of fair, consistent and timely corrective steps to improve employee performance through direct, honest and constructive communication. Discipline will be consistent with the Rules and Regulations of the Classified Services and the California Education Code.

A "day" is a workday when both the employee and supervisor are on duty.

B. GOAL OF PROGRESSIVE DISCIPLINE. Generally, discipline will follow a progressive approach, which attempts to correct, resolve or remove the employee's less than satisfactory performance at the lowest most effective level. It is the objective of the District to meet face-to-face with a unit member when providing progressive discipline interventions. The District and CSEA recognize that there are some situations where progressive discipline is not appropriate. When permitted by the nature of the offense, the steps delineated below will be followed.

C. PROGRESSIVE DISCIPLINE INTERVENTIONS.

1. Verbal Counseling/Warning

Verbal counseling shall be done within ten (10) working days of the rater's knowledge of the occurrence of the alleged infraction. The supervisor may complete a written conference summary outlining the verbal warning, in addition to the steps for improvement. The employee shall be provided with a copy of such documentation. Conference summaries shall not be placed in the employee's personnel file except as an attachment to a written reprimand as documentation of progressive discipline. The employee may prepare a written response, and if requested, such response shall be attached to the conference summary.

2. Written Warning

Written warnings shall be given within ten (10) working days of the rater's knowledge of the alleged infraction and shall include the steps for improvement. The employee shall be provided a copy of such documentation. Written warnings shall not be placed in the employee's personnel file except as an attachment to a written reprimand as documentation of progressive discipline. The employee may prepare a written response, and if requested, such response shall be attached to the conference summary.

3. Written Reprimand

A letter of reprimand shall be given within ten (10) working days of the rater's knowledge of the occurrence of the alleged infraction. Letters of reprimand shall include the specific cause for the action and the policies, rules and regulations alleged to have been violated. Letters of reprimand shall include a plan for

1 improvement and consequences for continued infractions. The bargaining unit  
 2 member shall sign the reprimand to acknowledge receipt only. Letters of reprimand  
 3 will be placed in the employee's personnel file ten (10) working days from the date  
 4 of receipt. The employee may prepare a written response, and if requested, such  
 5 response shall be attached to the letter of reprimand and placed in the employee's  
 6 personnel file.

7  
 8 D. **DISCIPLINE BEYOND A WRITTEN REPRIMAND.** Infractions that warrant action  
 9 beyond a written reprimand, including, but not limited to suspensions and termination will  
 10 be completed in accordance with the Rules and Regulations of Classified Service and the  
 11 California Education Code.

12  
 13 E. **DISCIPLINE.** Discipline shall be defined as termination, suspension without pay,  
 14 reduction in pay, or involuntary demotion. Written reprimands, counseling and/or oral  
 15 warnings are not considered disciplinary for purposes of this Article; however, they may  
 16 be referred to for purposes of determining appropriate level of discipline.

17  
 18 Layoffs, reduction in assigned time in lieu of layoff, voluntary demotions and bumping are  
 19 not considered "discipline."

20  
 21 F. **GROUNDS FOR DISCIPLINE.** Examples of performance or behavior that may result  
 22 in disciplinary action are identified in the Rules and Regulations of the Classified Service.  
 23 That list is representative and does not exhaust all possible situations where disciplinary  
 24 action may be required.

25  
 26 G. **PRE-DISCIPLINE PROCEDURE.** The pre-discipline procedure will normally apply in  
 27 all cases of termination, demotion, or suspension without pay.

- 28 1. The employee will receive written notice of the proposed disciplinary action.
- 29 2. The employee will be given the reason(s) for the proposed disciplinary action.
- 30 3. The employee will be given a copy of, or be provided access to, written materials,  
 31 reports, and documents, if any, upon which the proposed action is based.
- 32 4. The employee will be accorded the right to respond, either orally or in writing or  
 33 both, either in person or through a representative, within a reasonable time period  
 34 (five [5] days in most instances), and to a level of management who can effectively  
 35 recommend that the proposed disciplinary action be taken or not taken.
- 36 5. The employee will receive a written notice of discipline, giving the original  
 37 allegation(s), the determination as to the charges, the level of disciplinary action to  
 38 be received, and final admonition(s) if disciplinary action is to be taken.  
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1 6. The employee may appeal the disciplinary action before the Personnel Commission  
2 in accordance with the Rules and Regulations of the Classified Service and shall be  
3 notified in writing by the District of such rights.  
4

5 H. **ADMINISTRATIVE LEAVE.** An employee may be immediately relieved from duty  
6 and placed on paid administrative leave when it has been alleged that he/she has created a  
7 situation wherein he/she may not reasonably be expected to perform competently, or where  
8 his/her continued presence poses a threat to his/her own health or safety and/or the health  
9 and/or safety of others, or during an investigation of such alleged behavior.  
10

11 In such emergency conditions, the pre-disciplinary procedure should be initiated as soon  
12 as possible, but need not occur prior to relieving the employee from duty. At the discretion  
13 of the District, such employee may be allowed to return to work at any time pending the  
14 pre-disciplinary procedure.  
15

16 I. **APPEAL OF WRITTEN REPRIMAND.** An employee may within fifteen (15) days of  
17 receipt of a written reprimand request a conference with the manager/supervisor who is the  
18 reviewer of the employee's evaluation for the purposes of discussing concerns the  
19 employee has regarding the content of the written reprimand. The manager/supervisor will  
20 have ten (10) working days to determine if the written reprimand content is accurate or  
21 inaccurate after the conference. If the manager/supervisor does not respond in the  
22 prescribed time period, the grievant may appeal to the next level.  
23

24 Upon receipt of a written appeal, it will be the responsibility of the recipient to  
25 forward a copy to Employee Relations Services.  
26

27 If still dissatisfied with the written reprimand content, the employee may, within fifteen  
28 (15) working days from the conference with the reviewer, file with the next higher  
29 supervisor a written appeal of the written reprimand. The next higher supervisor will have  
30 ten (10) working days from receipt of a written appeal to determine if the content of a  
31 written reprimand is accurate or inaccurate. If the next higher supervisor determines that  
32 the written reprimand content is inaccurate, he/she shall order that within ten (10) working  
33 days a new written reprimand be written or the original written reprimand be withdrawn,  
34 as applicable. If the manager/supervisor does not respond in the prescribed time period,  
35 the grievant may appeal to the next level. The employee shall be given a copy of any new  
36 written reprimand which shall be placed in the employee's personnel file. If the appeal is  
37 denied and the employee fails to proceed to the next level within the timelines outlined  
38 herein, together with the written appeal, shall be placed in the employee's personnel file.  
39

40 If the above appeal is denied and the employee is still dissatisfied with the content of the  
41 written reprimand, the employee within fifteen (15) working days from the conference with  
42 the reviewer may file with the appropriate Assistant/Deputy Superintendent or Chief  
43 Business and Financial Officer a written appeal of the written reprimand. The  
44 Assistant/Deputy Superintendent or Chief Business and Financial Officer will have ten  
45 (10) working days from the receipt of a written appeal to determine if the content of the  
46 written reprimand is accurate or inaccurate. If the Assistant/Deputy Superintendent or  
47 Chief Business and Financial Officer determines the content of the written reprimand is  
48 inaccurate, he/she shall direct the immediate supervisor/manager to either rewrite or  
49 withdraw the written reprimand as he/she deems appropriate. The immediate



1 supervisor/manager shall give a copy of the revised written reprimand to the employee and  
2 the revised written reprimand shall be placed in the employee’s personnel file. If the appeal  
3 is denied, the employee shall be notified in writing, and the written reprimand, together  
4 with the written appeal, shall be placed in the employee’s personnel file as the final  
5 decision.

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7 No letter of written reprimand that is being appealed shall be placed in an employee’s  
8 personnel file until the appeal process has been completed.  
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**ARTICLE XVI**

**Effect of Agreement**

It is understood and agreed that the specific provisions contained in this Agreement shall prevail over current and past District practices and procedures and over federal and state laws to the extent permitted by federal and state law, and that in the absence of specific provisions in this Agreement such District practices and procedures shall prevail.

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**ARTICLE XVII**

**Savings Clause**

If any Articles, Sections, or provisions of this Agreement shall be found to be contrary to, or in conflict with, federal or state law, only that Article, Section, or provision shall be rendered void with no effect on any other Article, Section, or provision because of the contradiction or conflict with federal or state law.

Such Article, Section, or provision being rendered void shall be subject to renegotiation within a reasonable period of time by CSEA and the District.

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**ARTICLE XVIII**

**Completion of Meet-and-Negotiate Sessions**

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During the term of this Agreement, the parties waive and relinquish the right to meet and negotiate except as provided elsewhere in the Agreement, and agree that they shall not be obliged to meet and negotiate with respect to any subject or matter whether referred to or covered in this Agreement or not, even though each subject or matter may not have been within the knowledge or contemplations of either or both the District or the Association at the time they met and negotiated on and executed this Agreement, and even though such subjects or matters were proposed and later withdrawn. Except that if the District contemplates having specified services currently provided exclusively by unit members accomplished by the private sector or another public agency, the District and the CSEA will meet and negotiate regarding both the decision and the effect of the decision. Any grievance regarding implementation of this provision will be initiated at Level II.

ARTICLE XIX

Work Jurisdiction  
(See Appendix D)

A. All work currently, historically and/or typically performed by members of the bargaining unit shall remain within the bargaining unit except as described in Article II of this Agreement and in Public Contract Code, Sections 20111, 20114, and 20115.

B. All drivers shall be notified of the presence and use of GPS devices on district owned vehicles. The primary purpose of the GPS locator is to assist in dispatching and routing district vehicles and responding to crisis situations more efficiently. In the event the GPS locator is used as a basis for disciplinary action against a unit member, the unit member and his/her representative shall be provided and opportunity to review the electronic information used by the district prior to imposing discipline.

C. Volunteers shall not be used in vacant positions, in positions that have suffered a layoff or reduction in hours, nor in any manner that will supplant or cause displacement of bargaining unit members.

The Volunteers in Public Schools Program (VIPS) shall not be affected by this Article so long as participants are performing duties consistent with those described in Education Code, Section 35021.

D. School projects involving volunteer labor from parents, PTA, booster clubs, and/or student groups shall be subject to the Memorandum of Understanding dated July 22, 1997 (Appendix D), and the following provisions:

- 1. All projects must be approved through the maintenance director.
- 2. All LBUSD safety and material standards must be met.
- 3. At least one (1) bargaining unit member from the appropriate department shall be assigned by management to observe the project and to participate in the work.

E. Except as provided above, bargaining unit employees will be trained in the operation and repair of new District equipment whenever practical and possible. Maintenance and repair of District equipment will be performed by bargaining unit members whenever practical and possible.

ARTICLE XX

Term of Agreement

A. EFFECT.

The term of the Agreement is November 1, 2021 through June 30, 2024 with no reopeners except as provided below and in this comprehensive proposal.

B. REOPENERS.

The District and CSEA agree to jointly reopen negotiations for 2022-2023 on the following articles: Article III: Association Rights, Article V: Compensation, Article VI: Days and Hours of Employment, Article VIII: Leaves of Absence, Article IX: Transfer and Promotions, Article XII: Evaluation Procedure, Article XIII: Grievance Procedure, Article XIV: Concerted Activities, Article XV: Progressive Discipline and Discipline Procedures, Appendix J: Transportation Branch Yard Procedures.

The District and CSEA may reopen negotiations for 2023-2024 on Article V – Compensation plus three articles selected by each party.


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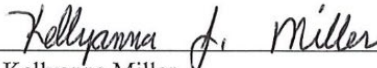
**RATIFICATION OF AGREEMENT**

**Signatures**

Dated: 11/7/22

Dated: 11/7/22

By:   
Steven Rockenbach - Director  
Employee Relations and Ethics

By:   
Kellyanna Miller  
CSEA Long Beach Chapter 2 Administrator

By:   
Mitchell Stewart  
CSEA Labor Relations Representative

**Bargaining Teams**

CSEA  
Kellyanna Miller  
CSEA Long Beach Chapter 2 Administrator  
Mitchell Stewart  
CSEA Labor Relations Representative

District  
Steve Andelson  
Ann Culton  
Joy Dowell  
Rachel Heenan  
Lieling Hwang  
Cathleen Imbroane  
Damon Jespersen  
Lester "Dow" Lawson  
Alan Reising  
Steve Rockenbach  
Erin Simon  
Wayne Strumpfer  
Yumi Takahashi

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UNIT B

APPENDIX A – UNIT B  
 SALARY SCHEDULE 5  
 UNIT B - CONSTRUCTION/REPAIR AND TRANSPORTATION UNIT CLASSIFICATIONS - (C2)

CODE	CLASS TITLE	CLASS ABBREVIATION	QW RANGE	HOURLY RANGE
3289	Air Conditioning & Refrigeration Technician	AC & REF TECH	034	934
0076	Architectural Drafting Technician	ARC DRF TECH	033	933
5142	Asphalt Worker	ASPHALT WORKER	027	927
0092	Automotive Mechanic	AUTO MECHANIC	028	928
0285	Boiler & Gas Appliance Technician	BLR GS APP TECH	034	934
0625	Building Maintenance Worker	BLDG MAINT WKR	023	923
0880	Building Maintenance Worker/Driver	BLDG MAINT W/D	024	924
0101	Bus Driver	BUS DRIVER	024	924
0114	Carpenter	CARPENTER	031	931
3320	Construction Inspector	CONST INSPECTOR	038	938
3311	Construction Inspector-Special	CONST INS-SPEC	038	938
0161	Electrician	ELECTRICIAN	034	934
0110	Electronics Technician	ELECTRONIC TECH	031	931
5175	Energy Conservation Specialist	ENRG CONSRV SPC	031	931
3304	Environmental Health & Safety Technician	ENVIR H&S TECH	031	931
0367	Fence Erector	FENCE ERECTOR	027	927
0476	Food Production Equipment Technician	FD PROD EQ TECH	034	934
0111	Glazier	GLAZIER	028	928
0187	Heavy Truck Driver	HVY TRUCK DRVR	024	924
3310	Heavy Truck/Bus/Automotive Mechanic	HVY T/B/A MECH	031	931
5103	HVAC Technician	HVAC TECHNICIAN	034	934



UNIT B

0204	Laborer	LABORER	018	918
0617	Landscape Irrigation Worker	LNDSCP IRR WKR	025	925
0209	Locksmith	LOCKSMITH	031	931
3321	Maintenance Cost Estimator	MAINT COST EST	036	936
0112	Maintenance Mechanic	MAINT MECHANIC	030	930
0225	Office Machine Technician	OFFC MACH TECH	029	929
0113	Painter	PAINTER	028	928
0184	Pest Control Technician	PEST CNTRL TECH	031	931
3308	Plant Utilities Operator	PLNT UTILITY OPER	024	924
0241	Plasterer	PLASTERER	031	931
0242	Plumber	PLUMBER	034	934
5193	Senior Locksmith	SR LOCKSMITH	034	934
0277	Sheet Metal Worker	SHEET METAL WKR	036	936
0123	Sign Maker	SIGN MAKER	028	928
3303	Skilled Maintenance Worker-Hi Hill	S MNT WKR HHILL	029	029
3300	Stationary Engineer-Nutrition Center	STAT ENGR N CTR	034	934
3309	Telecommunications Technician	TELECOM TECH	034	934
5040	Transportation Scheduler	TRANS SCHEDULER	028	928
3299	Water/Boiler Treatment Specialist	WTR BLR TR SPEC	027	927
0137	Welder	WELDER	031	931
<u>GRANDFATHERED CLASSIFICATIONS UNIT B – SALARIES FOR EMPLOYEES HIRED PRIOR TO 3/1/2001</u>				
0163	Electronics Technician	ELECTRONIC TECH	034	934
0170	Glazier	GLAZIER	031	931
0231	Painter	PAINTER	031	931
0303	Welder	WELDER	034	934

APPENDIX B

Salaries and Allowances

Salary – 2021 - 2022

4.5% increase to bargaining unit salary schedules, stipends, and rates of pay retroactive to July 1, 2021.

An additional one time 2.5% off-schedule payment for 2021-2022 retroactive to July 1, 2021.

Career Increments

Effective July 1, 2018, for bargaining unit members in Unit B – Construction/Repair and Transportation career increments shall be:

	<u>After completion of</u>	
14 years		\$1419.75
19 years		\$1419.75
24 years		\$2271.59
29 years		\$2839.49

The total of all career increments shall be \$1419.75 after fourteen (14) years; \$2839.49 after nineteen (19) years; \$5111.08 after twenty-four (24) years; and \$7950.57 after twenty-nine (29) years.



## EMPLOYEE RELATIONS SERVICES

Telephone No. (562) 997-8220 \* FAX No. (562) 997-8283

### APPENDIX C

#### **SICK LEAVE DONATION PROGRAM** **(Refer to Article VIII.W for Additional Information)**

The attached program is designed to benefit employees suffering from a **catastrophic illness or injury** who have exhausted all accrued sick leave.

Please note the attached definition of “catastrophic” and the following key elements/process:

1. **Who may donate?**  
Any employee may donate accrued monthly sick leave.
2. **Who may receive donations?**  
Employees may donate to any LBUSD employee and may receive donations from any LBUSD Employee.
3. **What kind of leave may be donated?**  
An employee may donate only accrued monthly sick leave.
4. **How many days may be donated by a single individual?**  
An individual employee may donate from one (1) to five (5) days of accrued monthly sick leave.
5. **At what point in an extended illness can donated leave be used?**  
Donated sick leave can be used after the receiving employee has exhausted all available paid leave (i.e., sick leave, vacation), but before statutory leave begins.
6. **What is the process for approval, issuing a request for donations, and monitoring distribution of sick leave donations?**

STEP	Person Involved	Action Required
1	Requesting Employee	The process begins with a requesting employee submitting a <i>Request to Participate in Sick Leave Donation Program (Request)</i> to his/her principal/site administrator. These forms are available from Employee Relations Services. The <i>Request</i> should be submitted before the employee's own accrued sick leave is exhausted, if possible, and should be accompanied by medical verification of the employee's catastrophic illness or injury.
2	Principal/ Site Administrator	Within three (3) working days the principal/site administrator shall forward <b>the request</b> and medical verification to Employment Physician Services.
3	Employment Physician Services	Upon approval/denial of donated sick leave, Employment Physician Services will notify the Assistant Superintendent of HRS or his/his designee. Within three (3) more working days of the notice, the Assistant Superintendent of HRS or his/her designee will communicate this decision to the principal/site administrator.
4	Assistant Superintendent of HRS or designee	If the <i>Request</i> is denied, Assistant Superintended of HRS or designee will immediately notify the requesting employee.
5	Assistant Superintendent of HRS or designee	If the <i>Request</i> is approved, Assistant Superintendent of HRS or designee, within three (3) days after receiving confirmation, distribute an <i>Appeal for Donations, Catastrophic Leave (Appeal)</i> form to all schools and offices. The <i>Appeal</i> shall include copies of the <i>Donation of Sick Leave Hours form (Donation Form)</i> .
6	Employees Donating Sick Leave	Employees wishing to donate accrued <u>monthly</u> sick leave shall complete the <i>Donation Form</i> and submit this form to Payroll Department.
7	Payroll Manager or designee	The Payroll Manager or designee shall be responsible for processing <i>Donation Forms</i> and for notifying the payroll clerk at the site/office to which the recipient is assigned that initial and successive increments of catastrophic leave have been credited to the receiving employee.
8	Payroll Manager or designee	The Payroll Manager or designee shall update employees sick leave balances and adjust time entries.
9	Payroll Manager or designee	The Payroll Manager or designee shall monitor distribution of extended sick leave/adjustments to sick leave balances for donors.
10	Principal/ Site Administrator	In the event the initial increment of donated sick days is depleted and the employee continues to need additional days, the principal/site administrator shall be notified and he/she will be responsible for issuing yet another <i>Appeal for Donations</i> in a timely manner following the same procedures used in making the initial request. Payroll Manager or designee will work with the site if there are any issues/concerns.

If you have questions regarding any step in the process described here, please contact the Executive Director, Financial Services or designee for answers and clarification.

Attachments



**EMPLOYEE RELATIONS SERVICES**

Telephone No. (562) 997-8220\* FAX No. (562) 997-8283

APPENDIX C

**REQUEST TO PARTICIPATE IN SICK LEAVE DONATION PROGRAM**

Date: \_\_\_\_\_

To: \_\_\_\_\_  
Principal/Site Administrator

Subject: Sick Leave Donation Program

I hereby request that a *Request for Donations, Catastrophic Leave* be sent to District employees on my behalf. I will soon exhaust the sick leave and vacation that I have accrued. I understand that the purpose of this program is to provide me with the opportunity to benefit from sick leave donations due to a catastrophic illness or injury.

Medical verification of my catastrophic illness/injury from my attending physician is attached to this form (required).

Name \_\_\_\_\_

Position Title \_\_\_\_\_ Department/Site \_\_\_\_\_

Date Submitted \_\_\_\_\_ Signature \_\_\_\_\_

**PRINCIPAL/SITE ADMINSTRATOR FORWARD REQUEST TO PHYSICIAN SERVICES**

\_\_\_\_\_  
Print Name of Principal/Site Administrator

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date of Action

**PHYSICIAN SERVICES APPROVAL**

The employee listed above is approved to receive donated sick leave.

The employee listed above is denied the use of donated sick leave.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date of Action

DO NOT ATTACH THIS FORM FOR DISTRIBUTION TO EMPLOYEES



**Payroll Branch**

Telephone No. (562) 997-8156 \* FAX No. (562) 997-8625

**APPEAL FOR DONATIONS,  
CATOSTROPHIC SICK LEAVE**

Employee: \_\_\_\_\_

Position Title: \_\_\_\_\_

Department/Site: \_\_\_\_\_

The employee listed above has received approval to accept donated sick leave.

If you would like to donate from your accrued monthly sick leave, complete one of the attached *Donation of Sick Leave Hours* forms and give it to your department/site payroll clerk. You will be advised when your contribution is deducted from your accrued monthly sick leave.

\_\_\_\_\_  
Assistant Superintendent of HRS  
or Designee

\_\_\_\_\_  
Date Posted

- Step 1: Attach to "Request to Participate" form, send for approvals (attach Dr. note)
- Step 2: Forms will be returned to site, attach "Appeal" form to "Donation of Hours" form, and distribute (White out all Social Security Numbers before distributing to staff)
- Step 3: Employees to send forms directly to payroll



## Payroll Branch

Telephone No. (562) 997-8156 \* FAX No. (562) 997-8625

### Donation of Sick Leave Hours

**Please read the following Guidelines before donating:**

- The required minimum donation shall be **one day (eight hours)**. However, depending on your FTE, you may donate less than eight hours. For example, if your FTE is 50% the minimum shall be one half day (four hours).
- If an employee wishes to contribute more than one day, he/she may donate up to a total of **five (5) days** per year. However, if an employee wishes to donate more than one (1) day he/she must have a balance of **twenty (20) days or 160 hours** of accrued sick leave at the time of donation.
- Donating employees must acknowledge in writing the donation is voluntary, irrevocable, and confidential. Leave donated within the provisions of this program shall be deducted from the employee's accrued monthly sick leave days only.
- Any donated sick leave hours that are **not** used by the receiving employee will be placed in a bank to be used by other employees with catastrophic leave. (note: certificated, classified and non-bargaining unit employees have their own bank: this means that certificated bank may only be used for certificated personnel, classified bank may only be used for classified personnel and so forth.)

Upon reading the above guidelines I wish to donate \_\_\_\_\_ hours of monthly accrued sick leave from my current balance. I understand that if the receiving employee does not use these donated hours for his/her current illness/injury, these hours will not be returned to me and will be placed in a bank.

Name: \_\_\_\_\_

Site: \_\_\_\_\_

Employee ID: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\*\*\* NOTE: Your site secretary will be notified when your sick leave balance is transferred. \*\*\*

**Keep a copy for your records**

Name of Receiving Employee: \_\_\_\_\_

Site: \_\_\_\_\_

MAIL TO PAYROLL OFFICE

**FOR PAYROLL USE ONLY:**

Name: \_\_\_\_\_

Balance of accrued monthly sick leave: \_\_\_\_\_

Employee ID: \_\_\_\_\_

Verified by Payroll Department (initials): \_\_\_\_\_

Date: \_\_\_\_\_

APPENDIX D

Memorandum of Understanding

RE: School project that involves labor from volunteer parent groups such as PTAs, booster clubs, or student groups.

- A. The District agrees that certain conditions must exist before any projects are approved that involve volunteer labor from parents and/or students. These conditions include the following:
  - 1. All projects must be approved through the Maintenance director.
  - 2. Code compliance with all state and local building codes, fire codes, and Occupational Safety and Health Act (OSHA) requirements is a Maintenance Branch responsibility. Project specifications must be screened and approved by the Maintenance Branch before any actual work takes place.
  - 3. Risk Management must review each project to determine the District’s liability interest.
  - 4. Projects that include building a structure or modifying an existing structure must be submitted to the Facilities Planning and Management Branch to be certain the plans meet requirements of the state architect.
  - 5. District standards for type and quality of materials used must be guaranteed.
- B. Costs that result from any work that is done without approval and results in the District having to repair damage, poor quality workmanship, or noncompliance to building codes will be paid by the school’s discretionary funds.
- C. The provisions of this Memorandum of Understanding shall be subject to the grievance procedure.
- D. The District and CSEA agree to meet and review this Memorandum of Understanding annually.



**APPENDIX E**



**CLASSIFIED EMPLOYEE PERFORMANCE REVIEW**

- PROBATIONARY**     **First**                       **Second**                       **Final**  
 **PERMANENT**

Last Name	First Name	Initial	Date Due Review with and present copy to employee by:
Class Title			School or Department
Rating Period From: _____ To: _____			
<b>REVIEW GUIDELINES</b> S = Satisfactory – regularly meets or exceeds performance standards N = Needs to Improve – to meet performance standards U = Unsatisfactory – below acceptable performance standards		<b>NOTE:</b> Ratings of “N” or “U” <u>must</u> be supported by a statement of the facts in a “Strategy for Assistance and Improvement Plan,” unless termination is recommended (for probationary employees). <input type="checkbox"/> <b>Improvement Plan Attached</b>	
<b>1. QUALITY OF WORK</b>	<b>S</b> <input type="checkbox"/>	<b>N</b> <input type="checkbox"/>	<b>U</b> <input type="checkbox"/>
a. Demonstrates satisfactory knowledge of the job b. Performs work with acceptable accuracy c. Work is neat and presentable d. Is thorough in the work done			
<b>2. QUANTITY OF WORK</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Completes an acceptable amount of work on time b. Does extra work when asked			
<b>3. WORK HABITS</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Is regular in attendance at work b. Observes established working hours c. Carries out tasks in an orderly and diligent manner d. Demonstrates the ability to work without immediate supervision e. Complies with instructions, rules, and regulations, including health and safety precautions			
<b>4. WORK ATTITUDES</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Endeavors to improve work techniques b. Accepts new ideas and procedures c. Accepts criticism and suggestions d. Accepts responsibility willingly e. Demonstrates interest in work			
<b>5. RELATIONSHIPS WITH OTHERS</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Gains the respect of co-workers b. Helps others cheerfully c. Cooperates with supervisors and fellow workers d. Understands and respects pupils, teachers and other adults e. Observes established channels of communication f. Keeps relations with pupils and teachers on a friendly and impersonal level			
<b>6. PERSONAL QUALITIES</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Acts with good judgment b. Demonstrates initiative and drive c. Is adaptable to emergencies and new situations d. Is physically fit, appears healthy and energetic e. Is careful of appearance; dress and grooming are appropriate f. Possesses a good sense of humor g. Demonstrates loyalty to organization and co-workers			
<b>7. SUPERVISORY ABILITY (Rate only if Supervisor)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Demonstrates effective leadership b. Is fair and impartial in relationships with subordinates c. Makes good and timely decisions d. Trains and instructs subordinates effectively e. Plans, schedules and makes assignments successfully f. Evaluates performance of subordinates effectively g. Maintains a high degree of discipline among employees			
<b>8. OVERALL WORK PERFORMANCE</b>	<b>Satisfactory</b> <input type="checkbox"/>	<b>Needs to Improve</b> <input type="checkbox"/>	<b>Unsatisfactory</b> <input type="checkbox"/>
<b>Comments and/or Commendations:</b>   			

As provided for in Education Code Section 44031, you may respond to this communication and all supporting attachments within ten (10) days or thereafter. However, in ten (10) days, this performance report and all attachments will be placed in your personnel file.

**RECOMMENDATION BY RATER (PROBATIONARY EMPLOYEES ONLY):**

- a. Be retained in a probationary status to a final probationary rating .....   
b. Be terminated from this position .....

1. Signature of Rater	Title	Date
2. Signature of Reviewer	Title	Date
3. Signature of Employee	This report has been discussed with me. Signing this form does not necessarily mean that I agree with all the ratings.	Date

DISTRIBUTION:                      Human Resource Services - Original  
  School or Office – Copy  
  Employee - Copy



# Improvement Plan and Strategy for Assistance

This form is to be completed when the classified performance evaluation is marked "Needs Improvement" or "Unsatisfactory" and must include a statement of the facts. Improvement plan review date must be specified during the performance review conference and plan must be completed within 90 days.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Job Title

\_\_\_\_\_  
School or Department

\_\_\_\_\_  
Date of Performance Review

\_\_\_\_\_  
Improvement Plan Review Date (not to exceed 90 calendar days)

**Area(s) of Concern and Desired Improvement:**

**Guidance & Assistance To Be Provided:**

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Administrator/Supervisor

\_\_\_\_\_  
Date

**Results of Improvement Plan:  Satisfactorily Completed  Not Satisfactorily Completed**

(Outcome must be supported by a statement of facts.)

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Administrator/Supervisor

\_\_\_\_\_  
Date

Distribution: Human Resource Services – Original  
School or Office – Copy  
Employee – Copy

Rev: 8/07

**APPENDIX F**

**Complaint Procedure**

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The District and the CSEA recognize the need for providing employees with a detailed complaint process for complaints that fall outside the scope of negotiated employee contract grievance procedures and for complaints that would not be administered under Uniform Complaint Procedures (i.e., sexual harassment or discrimination). It is expected that employees and supervisors will make every effort to resolve employee complaints and disagreements informally before resorting to formal complaint procedures.

Employees may file a formal complaint regarding another employee, including management and supervisory employees, following an informal conference with their immediate supervisor. The purpose of the informal conference is to provide the supervisor an opportunity to remedy the situation at the lowest possible level. If the immediate supervisor is the party against whom the complaint is being made, the complaint may be filed with the supervisor’s immediate manager or his/her designee.

If the employee is dissatisfied with the results of the informal conference, the employee may within fifteen (15) days from the conference file a written complaint with the next higher supervisor. The next higher supervisor shall have ten (10) days from receipt of the complaint to investigate and take appropriate action, if necessary. The next higher supervisor shall notify the complainant in writing of the outcome of his/her investigation.

If still dissatisfied the employee may, within fifteen (15) days, forward his/her original complaint along with a copy of the next higher supervisor’s written documentation to the appropriate Assistant/Deputy Superintendent or Chief Business and Financial Officer. The Assistant/Deputy Superintendent or Chief Business and Financial Officer shall have ten (10) days to investigate and take appropriate action, if necessary. The Assistant/Deputy Superintendent or Chief Business and Financial Officer shall notify the complainant in writing of the outcome of his/her investigation.

## APPENDIX G

## District Technology Guidelines and Procedures

All access to the Internet is routed through a “technology protection measure” designed to filter out material that is in violation of the District’s Internet policies. This filter will block most objectionable material. Users should be aware that some objectionable material may be missed by the filter and users, upon discovering the presence of such material, shall report offending sites to the Technology and Information Services Branch Help Desk at extension 8411. Review processes are in place to block sites with objectionable material and to request the removal of blocks to sites that users believe contain material that has educational benefit. Finally, an adult filter is available if the user submits a request and receives approval from the appropriate Assistant Superintendent and the Executive Director of Information Services.

Represented classified employees are responsible for following generally accepted social standards for use of a publicly owned and operated communication tool which includes various technology systems such as the Internet. Represented classified staff will maintain high standards of ethical conduct while using all District technology systems. Examples of unethical, unacceptable use of District technology equipment include the following:

- ✓ Sending, displaying, or accessing pornographic, abusive, obscene, or other objectionable language, graphics, or other media
- ✓ Unauthorized disclosure, use, and dissemination of personal information about students or employees
- ✓ “Hacking” or otherwise engaging in unlawful computer or technology oriented activities
- ✓ Using obscene language
- ✓ Harassing, insulting, or attacking others
- ✓ Intentionally damaging computers, computer systems, data, files, information or computer networks
- ✓ Violating copyright laws
- ✓ Using or distributing another’s password
- ✓ Trespassing in another’s digital folders, or files
- ✓ Intentionally wasting limited resources
- ✓ Employing the network for outside business or commercial purposes
- ✓ Sending or requesting of unethical, illegal, immoral, inappropriate, or unacceptable information of any type
- ✓ Engaging in activities that cause disruption to District technology systems
- ✓ Attempting to bypass District technology security measures
- ✓ Reposting or forwarding without the permission of the sender a message sent to you privately which is of a confidential nature or one clearly designed to be read by a limited number of selected recipients
- ✓ Posting chain letters or engaging in “spamming” – i.e., sending an annoying or otherwise unnecessary message to a large number of people

District technology is provided for represented classified staff to conduct research, to communicate with others on academic topics, and to engage in legitimate District business. Individual users of

1 the District technology are responsible for their behavior and communications while using the  
2 technology. Users shall comply with District standards and will abide by the policies specified  
3 herein. Violations of the District policy described may result in access privileges being suspended  
4 or revoked, as well as other disciplinary action as warranted. Any commercial, political, or  
5 unauthorized use of District technology systems or services, in any form, is forbidden. All  
6 copyright laws must be observed.

7  
8 Members of the classified bargaining unit may engage in association business on the District  
9 computer networks. Such association business shall be conducted during non-duty hours which  
10 are defined in Article III, Sections A and D (1) of this Agreement. Association use of District e-  
11 mails shall be limited to the following: authorized Association representatives may use District e-  
12 mails to provide notice of meetings, agendas for meetings, minutes of meetings, confirmation of a  
13 meeting with a District representative, or a limited distribution communique between an  
14 authorized Chapter officer and a District representative; the Association will not use e-mail to  
15 denigrate the District or its personnel and will observe the prohibitions of Education Code, Section  
16 7054. Email addresses will not be created for classified employees unless it is a requirement for  
17 the employees in their classification. If requested, members of the CSEA Executive Board will be  
18 given access to District email.

19  
20 The Long Beach Unified School District respects the privacy of all classified users. System  
21 administrators and their staff may not log on to a user's account or view a user's files without  
22 explicit permission from the user. Exceptions arise when the user's account is suspected either of  
23 disrupting or endangering the security or integrity of any District technology systems or services  
24 or of violations of applicable school district policies, federal or state law. Even then, the system  
25 administrator must normally obtain prior approval of the Executive Director of Information  
26 Services or the Deputy Superintendent of Education Services unless grave danger to the continued  
27 operation of the District's technology systems requires emergency action. Passwords for email  
28 are not required to be given to site management. Information Technology can access an  
29 individual's account if necessary. An employee may give proxy rights to their account rather than  
30 share their password.

31  
32 This does not preclude Technology and Information Services staff from maintaining and  
33 monitoring system logs of user activity which access District technology systems. Moreover,  
34 automated searches for activities that endanger system security or integrity are performed regularly  
35 to protect all users. Technology and Information Services administrators may take appropriate  
36 action in response to detection of such activity (typically removal of infected files and possibly  
37 suspension of the user's accounts until the matter can be resolved).

38  
39 Use of District technology systems may be revoked at any time for inappropriate use. The  
40 Technology and Information Services Branch, in collaboration with administration, will be the  
41 sole determiners of what constitutes inappropriate behavior according to local, state, and federal  
42 law. The violation of any item contained in this policy may result in the loss of access to District  
43 technology systems and/or other disciplinary action, as well as possible punitive action as provided  
44 for by local, state, and federal law.

45

1 The security of any information system is a high priority, especially any system that has many  
2 users and/or Internet access. Represented classified staff members shall not let others use his or  
3 her account or password as he or she has a reasonable responsibility for all actions related to his  
4 or her account. Classified staff must notify school administrators immediately if their password is  
5 lost or stolen or if they think someone has access to their account. Represented classified  
6 employees are to use only the network directories and resources that have been assigned for their  
7 use. Unauthorized access to any other level of the system, or other system resource, is strictly  
8 prohibited. Users will make no attempt to bypass the District anti-virus software, firewall, filtering  
9 and safeguards. When finished with a computer, represented classified employees are expected to  
10 logout where appropriate.

11  
12 Represented classified employees are not allowed to install software or applications onto  
13 computers, the computer network, or any District technology system without a valid purchase  
14 order or other proof of District or personal ownership. Legal software and/or data stored on  
15 District technology devices are subject to removal with prior notification and consent of the  
16 represented classified staff member. Long Beach Unified School District shall take reasonable  
17 precautions to ensure the security, integrity, or longevity of data and/or programs stored on District  
18 technology systems.

19  
20 Represented classified staff acknowledge that they share responsibility for any and all use of the  
21 District's technology system and that misuse could lead to liability and/or consequences that  
22 extend beyond the District's authority. The Long Beach Unified School District and its  
23 represented classified staff members shall be held harmless from any use or misuse of District  
24 technology systems by students. Long Beach Unified School District makes no warranty of any  
25 kind, whether expressed or implied, for the service that it is providing. Long Beach Unified School  
26 District will not be responsible for any damage users may suffer including, but not limited to, loss  
27 of data or interruptions of service as a consequence of equipment failure, either on or off District  
28 property. Long Beach Unified School District and its represented classified employees are not  
29 responsible for the accuracy or quality of the information obtained through or stored on the system.

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**APPENDIX H**

**Memorandum of Understanding**

**Health Benefits**

In any year that the percentage increase for health benefits is less than the percentage net funded COLA increase, the savings will be set aside to be used to offset future health benefit cost increases.

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**HUMAN RESOURCE SERVICES**

1515 Hughes Way, Long Beach, California 90810  
(562) 997-8204 ♦ Fax (562) 997-8298

**Notification of Change of Work Hours and/or Work Location  
for Classified Employees Represented by CSEA**

**Change of Work Hours**

Each employee shall be assigned a fixed and regularly scheduled minimum number of work hours. The daily distribution of the hours and the starting and ending times may be adjusted by the district to reflect the needs of each work location. It is understood that no adjustment shall be made for the purpose of alleviating overtime or for punitive reasons. Except in an emergency, at least 10 (ten) days prior to any adjustment that results in a schedule change, the appropriate department head/site administrator or designee will meet with the employee(s) for the purpose of providing notice and discussing reasons for the schedule change. (Article VI, Section B, pg VI-2)

**Change of Work Location**

Reasons for any transfer that is not voluntary shall be discussed with the employee by the appropriate division head at least (10) working days prior to the transfer, except in the case of extenuating circumstances. Transfer shall not be made for punitive reasons. The employee will receive a written notice of involuntary transfer, which shall specify the needs of the District which require the transfer. (Article IX, Section A, pg. IX-1)

Employee Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Current Work Location: \_\_\_\_\_ New Work Location: \_\_\_\_\_  
Current Work Hours/Days: \_\_\_\_\_ New Work Hours/Days: \_\_\_\_\_  
Reason for Change: \_\_\_\_\_  
Effective Date: \_\_\_\_\_

**Please complete the section below:**

- I was informed of my change of work hours / location on: \_\_\_\_\_ (initials \_\_\_\_\_)
- I understand that my new work hours / location become effective on: \_\_\_\_\_ (initials \_\_\_\_\_)
- I choose to waive my ten (10) days and request that my effective date be changed to \_\_\_\_\_ rather than the previous date of \_\_\_\_\_. I am requesting \_\_\_\_\_ days instead of the contractual (10) days.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Site Administrator/Designee: \_\_\_\_\_ Date: \_\_\_\_\_

**Mailed on \_\_\_\_\_ (Applicable to recess periods or extended absences)**

cc: Site File  
Employee



Long Beach Unified School District  
District Unit B Proposal  
Classified School Employees Association  
April 6, 2020

Appendix J

TRANSPORTATION BRANCH YARD PROCEDURES

I. BIDDING OF ROUTES AND VEHICLES

A. HEAVY TRUCK

1. Bid Process

Heavy truck drivers will bid in August on trucking vehicles. The bidding will start with the heavy truck driver with the most seniority within the classification and finish with the heavy truck driver with least amount of seniority within the classification. Vehicle bids will start September 1st and end August 31st. The District may at times reassign heavy truck drivers to other related duties due to special circumstances such as, diminished work load, or as needed as bus drivers.

B. LABORERS

1. Bid Process

Laborers will bid on trucking vehicles the same as described in Paragraph B.1 above. The vehicle bids will last from September 1 through August 31. The District may at times reassign laborers to other duties due to special circumstances.

II. SPECIAL TRIP ASSIGNMENTS

A. Intent

Special trip assignments shall be distributed and rotated as equally as possible among available employees within each classification in the bargaining unit. Employees are considered available for special trip assignments if no segment of the special trip conflicts with their regularly scheduled daily assignment.

B. Assignment

Special Trips during the regular school year (Sept. – June) are to be assigned in accordance with the “Weekly Plan” detailed in paragraph H of this section. Special trips during vacation periods are to be assigned in accordance with Section IV.

C. Distribution

The trip sheets are to be distributed in accordance with Section III H (weekly plan).

In the event of unusual circumstances wherein trips cannot be distributed prior to 4:00 p.m., it is agreed that a general announcement will be made prior to 4:00 p.m. notifying drivers of pending assignments.

**D. Charges**

Except for tournaments or short notice trips, any overtime work dispatched on the same day will not be charged to the employee, if refused, according to the overtime policy outlined below. Trips will not be subject to charges if they are assigned outside of regular driver hours (M-F 15:00 for truck and 16:30 for bus).

**E. Combination Trips**

The district reserves the right to assign trips in any combination as necessary to accomplish the work.

**F. Reassignment**

In the event that a bus driver is assigned a trip but is unable to do it because of, but not limited to, illness, leave, etc., that trip or trips may be covered the first day only by the relief, limited term, or substitute driver. All other trips scheduled the following day or days shall be assigned to another available regular bus driver before being assigned to a relief, limited term, or substitute driver.

**G. Minimum Sign-On Time for Assignment**

**1. In District**

The minimum sign-on time for bus and truck special trips is ½ hour before the scheduled pick up time at locations within the District boundary for the purpose of allowing drivers sufficient time to complete a pre-trip inspection of the vehicle.

**2. East of Redondo**

An additional 15 minutes (for a total of 45 minutes) will be allowed for first assignment special trips starting at locations within the District boundary east of Redondo Avenue (south of Spring Street) or east of Lakewood Boulevard (north of Spring Street).

**3. Out of District Pick Up**

A reasonable sign-on time must be given for pick ups outside the District boundary to insure not only punctuality, but also a thorough pre-trip inspection of the vehicle.

**H. Weekly Overtime Plan Guidelines**

**INTENT:** To provide safe and efficient transportation service to LBUSD while remaining in compliance with State law.\* As a method to comply with State law drivers will be assigned a maximum of twenty-two hours of overtime per week. Daily trips will be assigned with the following objective: Shorter trips distributed over the

1 full course of the week is preferred to assigning maximum-hours trips within a few  
 2 days.

3  
 4 \*California Code of Regulations Title 13 Division 2 Chapter 6.5 Article 3 Section 1212.5  
 5 (3) (b)

## 6 7 **ASSIGNMENTS**

- 8  
 9 1. The Thursday overtime list will be used to assign overtime for Monday through  
 10 Sunday of the following week. Paperwork for Monday through Wednesday will be  
 11 put out Friday. Paperwork for Thursday through Sunday will be put out Monday.  
 12 This procedure will be adjusted if necessary.  
 13  
 14 2. The paperwork will first be placed in a folder in the dispatch office and may be viewed  
 15 by the drivers. The paperwork will be placed in the mailboxes a day prior to the trip,  
 16 as early as possible.  
 17  
 18 3. Drivers will be eligible for work on only one weekend day, whichever is the longest.  
 19  
 20 4. When the weekly assignments are made each Thursday, drivers will be considered  
 21 eligible unless they are off work through a specified date or indefinitely.  
 22  
 23 5. Once the assignments are scheduled in the book they will not be reassigned simply to  
 24 redistribute overtime, but may be reassigned for compliance with the weekly plan,  
 25 State and Federal law.  
 26

27 **Exception:** Trips shall be reassigned if they were assigned in error outside the  
 28 appropriate classification. The reassignment(s) shall be given the first available driver  
 29 within the appropriate classification according to the most current overtime list.  
 30

- 31 6. All reassignments, TBA's and trips called in after assignments have been made will  
 32 be assigned from the most current overtime list and in accordance with a driver's  
 33 remaining available hours as originally calculated.  
 34  
 35 7. **Cancellations:** Prior to scheduling new trips or making reassignments the necessary  
 36 adjustments will be made to the assignment log. The assignment log will be adjusted  
 37 to remove hours in the following trip cancellation circumstances: 1) A workday trip  
 38 that is scheduled to start at 16:30 or after is cancelled prior to start. 2) A trip that is  
 39 scheduled to go past 16:30 is cancelled prior to any overtime charges being assessed.  
 40 3) A midday trip that is cancelled prior to any overtime hours being assessed. 4) Any  
 41 non-workday trip cancelled prior to charges being assessed. Drivers may be  
 42 reassigned if new assignments are available and in accordance with the current  
 43 overtime list.  
 44  
 45 8. In the event that a trip goes past the assigned number of hours by a half hour or more  
 46 the driver must attach an over-hours memo to the trip sheet. The supervisor on duty

1 must be notified immediately when an overhours memo is received in dispatch. In  
 2 the event that a trip is actually less than the assigned number of hours by one hour or  
 3 more, the log will be adjusted accordingly.  
 4

- 5 9. The 22 hours of weekly overtime assignments for bid field trip drivers will include  
 6 1.5 hours per day for midday trips when applicable.  
 7
- 8 10. Drivers will not be assigned two consecutive days of maximum hours.  
 9
- 10 a. Drivers will be charged for trips they would have been assigned had they not  
 11 been absent or signed off up to the point that they have actually been assigned  
 12 22 hours of overtime on the assignment log.  
 13
- 14 b. Drivers will not be charged more than once for the same time period.  
 15
- 16 c. On weekdays time periods are day trips and night trips (any portion after the  
 17 driver's regular workday).  
 18
- 19 d. Weekends include both Saturday and Sunday and are considered one time  
 20 period and drivers will be charged for the longest trip they would have  
 21 received.  
 22
- 23 **Exception:** If a driver is not assigned Saturday or Sunday due to sign-off or  
 24 trip turn-in and subsequently receives a trip on the opposite day and then does  
 25 not complete the trip due to absence or trip turn-in, then charges for that trip  
 26 will apply in addition to the original charge for the other day.  
 27
- 28 e. Holidays are one time period all day.  
 29
- 30 11. Time off (pink slip) or permanent sign off (white slip) scheduled at least a day prior  
 31 to assignments being made may be chargeable, but those hours will not accrue on the  
 32 assignment log.  
 33
- 34 12. Drivers will be charged for any assignment that they would have received in the event  
 35 that they limit their availability by last minute sign off, absence or trip turn-in, and the  
 36 assignment log will not be adjusted.  
 37
- 38 a. Drivers who turn in an assignment will not be given another assignment for  
 39 the same time period as that which was turned in. This same provision  
 40 applies to Saturday and Sunday. Example: If a Sunday trip is turned in and a  
 41 last minute Saturday trip becomes available, the driver who turned in the  
 42 Sunday trip may be assigned after all other drivers have been considered. This  
 43 also applies to a Saturday turn in and a Sunday assignment.  
 44
- 45 13. Any driver absent without prior approval will not be assigned a last minute trip until  
 46 they return to work.

- 1
- 2 14. On any called in or other last minute absence, the driver’s work will be reassigned,
- 3 charges will apply and the assignment log will not be adjusted. If a driver has not
- 4 checked back in by 1500 the same will apply to the next day’s assignments.
- 5
- 6 15. Weekend work will be reassigned under the same provision for any called in or other
- 7 last minute Friday absence.
- 8

**TRUCKING**

Truck trips will be assigned under the same provisions, regardless of individual vehicle bid.

**III. OVERTIME PROCEDURES FOR TRANSPORTATION**

**A. Intent**

The intent of this overtime provision is to offer overtime work equally in an attempt to fairly distribute overtime work to eligible employees without favoritism and not to establish any pattern of distribution of the more desirable special trips. Any overtime available in a classification in the Transportation Branch shall be offered as equally as is possible among qualified employees in that classification in order to distribute and rotate overtime as equally as practical among eligible employees who make themselves available for overtime work.

**B. Limited Availability**

Employees limiting their availability will be subject to the provisions of this agreement related to overtime credited to employees who decline overtime work that would have been offered them in the normal course of this agreement.

**C. Overtime Lists**

**1. Classification**

Overtime lists shall be made for all classifications in transportation that are in the bargaining unit, listing all employees choosing to work overtime in those respective classifications. Overtime lists for all classifications will run continuously. Vacation time lists shall be kept separately, by classifications, for those who choose to work as outlined in Section VI. School year overtime lists will be held dormant during vacation periods.

**2. Substitute Overtime List**

A substitute overtime list shall be maintained for the purpose of offering overtime work out of classification within the Transportation Branch, listing all qualified Transportation Branch employees from other bargaining unit classifications. Initial placement on the list will be by classification. If an employee’s classification changes, their placement will be adjusted accordingly. Placement will be adjusted when required qualifications change (i.e. a heavy truck driver receiving a school bus certificate.)

1                   **3.     List Maintenance**  
 2

- 3                   •       All hours worked within an employee's normal classification on an  
 4                   overtime basis must be recorded on the overtime list for that  
 5                   classification.  
 6  
 7                   •       Except for tournaments or short notice special trips, any overtime  
 8                   work assigned from the Dispatch Office on the same day will not be  
 9                   credited to the employee if said employee declines this overtime work.  
 10  
 11                  •       The lists shall keep a running total of overtime hours for each  
 12                  employee and shall be updated on a daily basis.  
 13  
 14                  •       Further, any overtime hours scheduled by the District for an employee,  
 15                  and then turned down by that employee, shall be recorded separately  
 16                  on the overtime list and included on the running total of overtime hours  
 17                  for that employee, even though said employee did not actually work  
 18                  nor was paid for those hours.  
 19  
 20                  •       The amount credited the employee who declined the overtime work  
 21                  shall be by the amount of hours he/she would have received had  
 22                  he/she completed the work.  
 23  
 24                  •       Also, employees who restrict the number of overtime hours they will  
 25                  work will be credited the amount he/she would have been assigned.  
 26

27                   **4.     Employee Request for Removal from Overtime List**

28                   An employee who does not wish to work any overtime and therefore does not  
 29                   wish to be included in the overtime list for his/her classification may submit  
 30                   such a request in writing at any time during the year, for a period of not less  
 31                   than 4 weeks. The employee's name will then be stricken from the overtime  
 32                   list for his/her classification, and come back at the bottom of the list and be  
 33                   given the same number of overtime hours as the highest employee within that  
 34                   classification upon written request to be placed back on the overtime list.  
 35

36                   **5.     List Inspection**

37                   Employees may inspect their respective classification overtime list during  
 38                   normal business hours, 7:30 a.m. to 4:00 p.m. A copy of the overtime list for  
 39                   school bus drivers shall be displayed continuously on the counter of the  
 40                   dispatch office.  
 41

42                   **D.     Assignment Procedures - General**

43  
 44                   **1.     Intent**

45                   Whenever possible the longest available overtime assignment for a  
 46                   classification shall be assigned to the employee with the least amount of hours

1 on the overtime list.

2  
3 **2. Assignment Turndown**

4 If an employee turns down an assignment of overtime, the hours refused shall  
5 be recorded separately on the overtime list. The turned down assignment shall  
6 be assigned to the next available employee in that classification on the  
7 overtime list. After work has been assigned, should an employee turn down  
8 an assignment or elect not to be available for overtime work whether or not  
9 the work would result in overtime, the other overtime assignments will not be  
10 pulled in for reassignment. The assignment will then be offered to the next  
11 available employee in that classification according to the overtime list even  
12 though the next available employee may not have the fewest hours on the  
13 overtime list.

14  
15 **3. Charges**

16 Employees who are absent or unable to complete their assignments will be  
17 credited for all work that would have been assigned to said employee.

18  
19 **4. Weekend/Holiday Overtime**

20 Employees who are offered overtime for the weekend or a holiday must  
21 complete the regular work day immediately preceding the weekend or holiday  
22 or will lose the overtime assignments for that weekend or holiday. Such  
23 employees will be credited for the number of hours he/she would have  
24 received had he/she completed the work.

25  
26 **5. Absent With Prior Approval**

27 Employees absent with 2 days prior approval will be exempt from this  
28 provision. It shall be the responsibility of exempt employees to call between  
29 3:00 p.m. and 4:00 p.m. on the day of absence to confirm overtime  
30 assignments for the weekend or holiday following the absence.

31  
32 **6. 12 Month Employees**

33 Twelve month employees absent due to prior approved vacations are exempt  
34 from the provision including the weekends or holidays adjacent to the vacation  
35 period.

36  
37 **E. Non-chargeable Absences**

38 Any employee choosing to attend certain activities shall not be credited hours for  
39 overtime if the employee were to otherwise be scheduled an assignment. Verification  
40 of attendance may be required. Approved activities are as follows:

- 41  
42 1. Authorized inservice training session, which results in credit hours toward  
43 school bus certificate renewal.
- 44  
45 2. Participation in a school bus rodeo event.
- 46

3. Service as a committee member in a called Yard Procedure committee meeting.
4. CSEA executive board members attending regularly scheduled executive board and general chapter meetings.
5. Any employee assigned authorized CSEA release time.

F. Optional straight time assignments, outside of the regular workday, shall be subject to all regular overtime procedures as described in Section IV; except that straight time shall be recorded on the overtime list at a rate of 2/3 the actual hours worked or declined. Calculated hours shall be rounded down to the nearest half hour.

**G. Over-hours Procedure**

**1. Intent**

All assignments given to drivers shall be in accordance with federal and state laws governing hours that drivers are permitted to work.

**2. Over-hours Form**

If on a regular workday a driver unexpectedly works past the maximum "driver duty hours" and the following day is also a regular workday, it is understood that the driver will complete the over - hours notice and turn it into dispatch immediately following the trip. Dispatch will accordingly adjust assignments the following day. Driver should contact their supervisor for the available options to handle the absence (i.e. pink slip, make-up time, conversion of overtime).

**3. Time Cushions**

In order to handle this type of situation on weekends and other times when dispatch staff and backup drivers are not readily available, night trips will be cushioned with an extra gap to cover unexpected delay as follows:

a) **In Town Night Trips**

Drivers assigned in town night trips will be scheduled off 8 required hours, plus 1 added hour, from the time they are expected to return to the yard, before being allowed to sign on the next day. In town trips are defined as within 5 miles of the District boundary. All trips past 5 miles will be considered out of town.

b) **Out of Town Night Trips**

Drivers assigned out of town night trips will be scheduled off 8 required hours, plus 2 added hours, from the time they are expected to return to the yard, before being allowed to sign on the next day.

c) **Night Wrestling Tournaments**



1  
2 Night wrestling tournaments on regular workdays may require added  
3 time and will be handled on a case by case basis.  
4

5 **H. Trash Route Overtime**

6 Heavy Truck Drivers and Laborers who are permanently assigned to the trash truck  
7 will have first choice for the overtime on trash hauling on a normal work day  
8 regardless of the hours on the overtime list, provided the overtime is to be performed  
9 immediately in conjunction with the normal work day and would require the driver  
10 and laborer to stop work and travel to the transportation yard in order to exchange a  
11 lower in hours driver or laborer. If the trash truck is already in the transportation yard  
12 and a lower Heavy Truck Driver or Laborer is immediately available to assume the  
13 shift which may result in overtime, then the work will be offered to the low Heavy  
14 Truck Driver or low Laborer.  
15

16 **I. Substitute Overtime Assignments**

17 If there are any overtime assignments still available after all the available employees  
18 within that class have been offered the work, then employees from other classes shall  
19 be offered the work according to the substitute overtime list. The total of all overtime  
20 worked in any classification at any time for such qualified employees will be listed on  
21 all substitute overtime lists upon which his/her name appears. Only work within an  
22 employee's regular classification will be included on the overtime list for an  
23 employee's regular classification.  
24

25 **IV. MINIMUM HOURS FOR SPLIT SHIFT OVERTIME**

26  
27 **A. Split Assignment**

28 Any employee in the bargaining unit who is required to split during an overtime  
29 assignment outside of the regular workday shall be paid a minimum of three hours for  
30 each half of the assignment. This minimum does not apply to athletic trips on regular  
31 workdays. An overtime assignment can only be split once on any one special trip  
32 assignment.  
33

34 **B. Minimum Split Time**

35 No employee shall be required to take a split for less than 1/2 hour.  
36

37 **V. VACATION PERIODS**

38 Vacation periods shall begin on Sunday following the regular work week and end with  
39 the next regular work day.  
40

41 **A. Summer School and Other Continuous Assignments**

42 Summer school, summer day camp and other continuous assignments during  
43 vacation periods will be assigned on the basis of the bus driver bid list. The bus driver  
44 with the most seniority on the bus driver bid list shall have first choice of route. The  
45 next senior driver shall then have his/her choice and so on down the line until all  
46 continuous assignments have been offered.

1  
 2 **B. Trip Assignments**  
 3 Special trip assignments will be assigned by placement on the vacation time list as  
 4 described in Section IV.A.

5  
 6 **C. Days Assigned**  
 7 Distribution and rotation of overtime shall be done off the overtime list on specified  
 8 workdays. These days are:

	<b>Day List</b>		
	<b>Established</b>	<b>Day Assigned</b>	<b>Day of Work</b>
10	Thursday	Thursday	Saturday
11	Thursday	Thursday	Sunday
12	Thursday	Friday	Monday
13	Friday	Monday	Tuesday
14	Monday	Tuesday	Wednesday
15	Tuesday	Wednesday	Thursday
16	Wednesday	Thursday	Friday

17  
 18  
 19  
 20 **D. Vacation Time Lists**  
 21 All hours worked by employees during these vacation periods must be recorded on  
 22 the vacation time list. Vacation time lists shall be kept separately, by classification,  
 23 for school term employees. Initial placement on the vacation time list shall be  
 24 determined from the school year overtime list prior to the first vacation period  
 25 subsequent to the adoption of this agreement. The principles outlined in Section IV,  
 26 Overtime Procedures for Transportation, shall pertain to the vacation time list.

27  
 28 **E. Overtime Hours**  
 29 Overtime hours will be converted to straight time by multiplying the hours worked by  
 30 a factor of 1.5 prior to being added to the vacation time list.

31  
 32  
 33 September 1, 2010

34  
 35 **Revised – April 6, 2020**  
 36  
 37  
 38  
 39  
 40  
 41  
 42  
 43  
 44  
 45  
 46

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