



The joint work group shall consists of members from SEIU, administrators, and Human Resources staff.
The majority of the joint work group shall be SEIU appointees.
The District shall contract with EMS or CPS HR Consulting to perform a class and compensation study to be completed and released to the Union no later than six (6) months prior to [REDACTED]

The joint work group shall work out the specific implementation terms of the class/ comp study, including but not limited to:
Identify and mutually agree to the jurisdictions of comparable size to be studied;
Identifying comparable positions for purposes of conducting a salary survey;
Identifying benchmark positions;

- 6.1.1 Retroactive pay checks for permanent and probationary employees shall be issued no later than 90 days of the full ratification of a salary increase.
- 6.1.2 Step increases will continue during the term of this agreement.
- 6.1.3
 - a. For the 2016

e. ~~For the 2018-2019 2023-2024 school year, the SEIU salary schedule(s) will increase by 3.5% 6.0% effective July 1, 2018. 2023~~

d.

services. **All employees, regardless of hours worked, shall receive the same stipend amount.**

~~Building trades maintenance employees shall receive longevity pay of 27 cents per hour.~~

6.4

6.4.1 If a regular eligible employee is required by a supervisor to work on a holiday, the employee will be paid for the holiday in accordance with 2.1 above. In addition, such employee shall be paid at the rate of time and one-half (1-1/2) for each hour ~~he/she~~ ____ works on the holiday. An employee who is paid overtime for working on a holiday will not receive an additional day off.

6.4.2 When an employee is required to work both a holiday and an in-lieu of day, the employee will be paid at the holiday rate for both days.

6.4.3 When employees are required to work on any of the holidays listed in this Article, above, or on Saturdays and Sundays, which are their regular days off, they shall be paid a minimum of four (4) hours overtime at a rate of time and

re-classification to an existing classification within the District at the time of the request

6.7.1.2 If an employee seeks reclassification into a non-existing classification, that request shall be made in writing and forwarded by the Union to the Associate Superintendent of Human Resource Services.

If it is determined that a new classification is warranted, the requirements of Article 1.7 shall be followed.

6.7.2 Classification Review Procedure -- Formal

Employees who have received a written decision under section 6.7.1 may petition for a review of an employee's classification through submission of a "Request for Classification Review" form to the Human Resources Office. Requests for Classification Review may be submitted at any time during the

A full classification review study shall include:

- a. Interviews with the employee, the employee's immediate supervisor, and persons serving in similar positions;
- b. A review of the employee's Request for Classification Review form;
- c. A classification study desk audit;
- d. A review of the employee's class specification and the class specification of the position for which the employee is seeking reclassification; and
- e. A review of all other related and relevant class specifications and/or information as determined by the Director of Human Resources.

6.7.2.3 The completed classification review study shall be forwarded to the chairperson of the Classification Review Board. The completed classification

6.7.4 Nothing in this section shall preclude the District from upwardly reclassifying employees administratively. The Union shall be notified in writing of all reclassifications.

6.8

Employees who are actively at work and who are required to appear in court or a legal proceeding as a direct result of the performance of their duties, or as a result of witnessing an event while performing their normal work duties, which later requires presence before a court of law shall be provided released time without loss in pay or additional compensation at the appropriate rate with a minimum of four (4) hours if the appearance is outside the employee's regular workday.

6.9

6.9.1 An employee who is required to return to duty after leaving such duty station at the end of the employee's day shall be afforded the opportunity to work for a minimum of two (2) hours if work is available, or alternately, will be guaranteed compensation for two (2) hours at the appropriate rate of pay.

6.9.2 If the employee is required to return to work on a Saturday, Sunday or holiday, the employee will be afforded the opportunity to work for a minimum of four (4) hours if work is available, or alternately, will be guaranteed compensation for four (4) hours at the employee's appropriate pay rate.

6.9.3

All nine, ten, and eleven-month permanent employees who work temporarily or, on a per diem payroll during the summer or intercession in another job class than the one that they are permanently assigned to, after six (6) years in a classification shall be placed on the second step in salary. The following three (3) years to be placed on the third step in salary, with no further step movement.

6.10

An employee who works authorized overtime shall be compensated at a rate equal to one and one-half (1-1/2) times the regular rate of pay. Shift and longevity differentials and in-service growth salary regularly received by the employee shall be included in determining his/her regular rate of pay.

6.10.1

Employees offered overtime work will be compensated overtime pay or compensatory time. The option of compensating an employee with time off in lieu of overtime shall be available to the employee.

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rate of one and one-half (1-1/2) hours of compensatory time for each hour worked.

6.10.2 Employees receiving compensatory time off shall receive such compensatory time at the rate of one-half (1-1/2) hours of compensatory time for each hour worked. If compensatory time off is taken in lieu of cash compensation, the accumulated compensatory time off shall be used within twelve (12) calendar months. If there is a balance of compensatory time after twelve (12) months have passed, the remaining compensatory time will be paid to the employee.

6.10.3 Upon transfer of an employee, any compensatory time will be transferred with the employee.

6.10.4 It is understood that compensatory time off provisions of this Agreement shall incorporate all provisions of law and appropriate regulations.

6.10.5 In the event that a unit member is terminated for any reason including voluntary or involuntary termination, retirement, or death, the unit member shall be paid for accumulated compensatory time at either the average regular rate received by the unit member during the last three (3) years of employment, or the final rate of pay whichever is higher.

6.11

Procedures and regulations governing placement and movement on the career lattice are:

6.11.1 Eligible Employees

All regular classified employees serving in a classification listed below are eligible to move on the career lattice. Employees serving in substitute and/or temporary positions are not eligible to

candidate, he/she shall refund to the District the exact amount contributed by the District toward his/her health benefit premiums.

6.11.3 Placement on the Career Lattice

6.11.3.1 At the time of initial appointment to a regular aide position on the career lattice, the Classified Personnel Services Department will evaluate an employee's educational training to determine proper class placement with the limitation that no employee may be placed higher than the instructional assistant I level. Employees who meet the 10th grade training requirement, pass High School Proficiency Test and who have completed less than thirty (30) approved college units shall be placed in the instructional aide classification. Employees who have completed thirty (30) or more approved college units before the first day of required service shall be placed in the instructional assistant I classification.

6.11.3.2 When an employee is reassigned to a class on the career lattice, and the employee has been serving in a classification not on the career lattice which includes classroom duties and responsibilities (i.e., school community worker, teacher assistant-bilingual), the time served in the prior classification shall be considered for purposes of meeting experience requirements for the instructional assistant II or teacher associate levels. All time served in a Board-elected position shall be considered for this purpose.

6.11.4 Promotional Advancement on the Career Lattice

6.11.4.1 Twice annually, on September 1 and April 1, the Human Resources Department will review employees' training and experience to determine eligibility for movement on the career lattice. The deadline for filing units and meeting experience requirements shall be October 1 for the changes which will be made retroactive to September 1 and the deadline for filing units and meeting experience requirements shall be March 1 for the changes in April. Employees who meet training and experience requirements shall be reassigned to the next higher step on the career lattice effective September 1 for the September changes and April 1 for the April changes.

6.11.5 Types of Units Accepted

Acceptable units for placement and movement on the career lattice must meet the following requirements:

6.11.5.1 The units must be earned at or accepted by either a two-or four-year fully accredited college or university. Units which are earned prior to an employee's date of hire and which are otherwise acceptable for this career lattice, shall be counted for placement on the career lattice.

6.11.5.2 The units are for courses which will improve the employee's performance in his or her present position or a position in the same or related classification

sequence, and/or will be used to qualify the employee as a "teacher candidate" defined in Section 6.11.2 above.

6.11.5.3 The units must not have been applied towards the District's professional improvement program for classified employees.

6.11.6

6.12

If excess monies are paid or advanced to an employee, or monies are owed to the District for any reason, the employee is liable and responsible for repayment of the monies owed in the manner prescribed in 6.12.1 through 6.12.5 of this article following.

- 6.12.1 The District shall notify the employee of the amount and nature of the overpayment. This notification shall be given to the employee not less than 30 days prior to the deduction of the amount owed from the employee's paycheck and shall include the language set forth in Section 6.12.2 and 6.12.3 below. If the employee does not dispute the debt, the District may begin deducting from the next regular paycheck(s) in such an amount that the overpayment is repaid in full over one and one-half times the length of the overpayment. (For example, if the overpayment was made in equal amounts in ten (10) consecutive paychecks, the deduction for repayment shall be made in the same amounts for fifteen (15) consecutive paychecks). Nothing in this section shall preclude an employee and the District from agreeing to repay the debt owed in different increments, providing the agreement to do so is voluntary and is reduced to writing.
- 6.12.2 If the employee disputes the debt, information regarding the dispute shall be submitted, within ten working days of the notification of the debt owed, to the deputy superintendent, Business Services, for consideration.
- 6.12.3 If the employee disputes the decision of the deputy superintendent, Business Services, information regarding the dispute shall be submitted, within ten (10) working days of the notification of the deputy superintendent's decision to a three-member panel for consideration. This panel shall be comprised of one member chosen by the District, one member chosen by the

6.14 The District agrees to reimburse school bus drivers for the cost of renewing school bus certificates effective January 1, 1983.

6.15

6.15.1 Employees' paychecks which have not been received, whether delivered through the U.S. Mail or school mail, shall be replaced within eight (8) working days of notrk boytheemployee (the(Distric'r)5(s Pab)3(o)4hr)4(lol)3((S)-3ervi)6