

CSEA
MASTER AGREEMENT

Between the
PITTSBURG UNIFIED SCHOOL DISTRICT



AND
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
PITTSBURG CHAPTER 44



JULY 1, 2020 – JUNE 30, 2023

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ARTICLE I – AGREEMENT

The parties agree to modify Article I as follows:

1. The articles and provisions contained herein constitutes a bilateral and binding agreement (Agreement) by and between the Pittsburg Unified School District, herein after referred to as “District” and the California School Employees Association, Chapter 44, hereinafter referred to as “Association”.
2. This Agreement is entered into pursuant to Chapter 10.7, Sections 3540-3549 of the Government Code (“Act”).
3. The term “agreement” as used herein means the written agreement provided under Section 3540.1(h) of the Government Code.
4. This “Agreement” shall remain in full force and effect from July 1, 2020 through June 30, 2023 with reopeners in Article VII (Wages) and Article VIII (Employee Benefits), plus one additional Article chosen by each party for the 2021-22 and 2022-23 school years.

ARTICLE II – RECOGNITION

1. The District recognizes the Association as the exclusive representative of all classified employees in the District – excluding management confidential, supervisory, substitutes, short-term, professional experts, and student employees as certified by the Educational Employment Relations Board, Case File No. FS-R-1 06, EERB decision No. 3 on October 14, 1976.
2. New classifications created or positions added to classes shall be subject to discussion between the District and CSEA to determine if they are to be included in the negotiation units. Disputed cases shall be submitted to PERB and shall not be subjected to the grievance procedure contained in this Agreement.

ARTICLE III – ORGANIZATIONAL SECURITY

1. Membership and Dues Deduction:

District shall distribute CSEA supplied membership applications to new hires (but not make any statement suggesting workers must join). District shall refer all employee questions about CSEA or dues over to the CSEA Labor Relations Representative. CSEA shall defend, indemnify and hold the District, and its officers and agents, harmless for any claims arising from its compliance with this clause. This agreement shall satisfy District’s duty to bargain effects of *Janus* decision.

The District shall not interfere with the terms of any agreement between CSEA and the District's employee with regard to that employee's membership in CSEA, including but not limited to automatic renewal yearly.

CSEA shall have the sole and exclusive right to receive the payroll deduction for regular membership dues.

2. Dues Deduction:

The employer shall deduct, in accordance with the CSEA dues schedule, due from the wages of all employees who are members of CSEA.

Managers, supervisors and confidential employees shall no instruct employees on the process to leave CSEA, but instead simply refer any questions to the CSEA Labor Relations Representative and shall obtain his/her approval on behalf of the union before processing any revocation request.

The employer shall not be obligated to put into effect any new or changed deduction until the pay period commencing thirty (30) days or more after such submission by CSEA.

There shall be no charge by the employer to CSEA for regular membership dues deductions.

3. Membership Information:

The District shall take all reasonable steps to safeguard the privacy of CSEA members' personal information, including but not limited to members Social Security Numbers, personal addresses, personal phone number, personal cellular phone number, and status as a union member.

4. Hold Harmless Provision:

CSEA shall defend, indemnify and hold the District, and its officers and agents, harmless for any claims arising from its compliance with this article for any claims made by the employee for deductions made in reliance on information provided by the employee organization to the employer to cancel or change membership dues authorization. The employer shall be required to promptly notify CSEA of any claims made by employees relating to dues authorization.

5. Reasonable and Pertinent Information:

CSEA shall provide any reasonable and pertinent information needed by the District to fulfill the provisions of this Article.

ARTICLE IV – CONTRACTING OUT

1. From the date of ratification of this Agreement through June 30, 1992, the District shall not contract out work, on a permanent basis, which has been customarily and routinely performed by employees.

2. "On a permanent basis" requires an action by the Board of Education to eliminate a service, which would result in laying off an employee from the District.
3. CSEA shall be notified if the District does decide to consider contracting out on a permanent basis subsequent to June 30, 1992. The parties shall commence, upon request of CSEA , meeting and negotiating any impact, not otherwise covered in this agreement on items within the scope of representation, on bargaining unit members prior to contracting out on a permanent basis.

ARTICLE V – ORGANIZATIONAL RIGHTS

1. CSEA shall have the right of access to unit members before and after working hours, during duty-free lunchtime, and during break time to areas in which employees work. CSEA representatives shall notify the site administrator prior to contacting employee.
2. CSEA shall have the right to use specified institutional bulletin boards and mailboxes for posting or distributing information regarding CSEA business. Such bulletin boards and mailboxes may only be used for valid, legal, purposes. One copy of each posting or distribution shall be provided to the Superintendent's Office and the site administrator at the time of posting or distribution. All CSEA business information posted or distributed shall be clearly identified as CSEA material.
3. CSEA shall have the right to use institutional facilities pursuant to the Civic Center Act for the purpose of meetings to exercise rights provided under the Rodda Act.
4. CSEA shall be provided, upon written request, copies of all public documents which directly relate to wages, hours, and other provisions of this Agreement and which are required to be prepared by the District to be filed with the county or state. The District may charge the actual cost for making copies.
5. CSEA shall have the right to review materials in personnel files of employees that directly relate to the provisions of this Agreement when accompanied by the employee before or after work hours or during duty-free lunch time or upon presentation to the District of a written authorization by the employee.
6. CSEA shall not have the right to use District equipment, materials or supplies except under the following circumstances.
 - a. Any officer or designee of CSEA may use the services of the District Duplicating Center. Such use will occur at a lower priority as compared to District use.
 - b. Such use of these duplicating facilities shall be limited to CSEA business, legally permitted by law, including negotiations and grievance processing.
 - c. CSEA shall reimburse the District for the actual cost of copies made on the District duplication facilities provided it does not exceed the cost of reimbursement requested of other employee organizations District agrees to provide CSEA advance notice of any change in costs.
7. CSEA shall be provided a "hire date" roster of members of the negotiating units within thirty (30) days after the effective date of the Agreement. Upon request, the District shall provide

CSEA a “hire date” roster every two (2) years thereafter. The roster shall indicate the initial date of hire, the present classification and primary job site.

ARTICLE VI – WORK DAY/WEEK/YEAR

The work week shall consist of five (5) consecutive days, Monday through Friday, of eight (8) hours per day and forty (40) hours per week. The District may extend the regular work day or work week on an overtime basis. The District may change, as provided herein, the working hours of an employee on a given day when such is necessary to carry on the business of the District.

The District shall designate the hours of the work day for each assignment. If the District changes the hours of the work day of an employee on a permanent basis, the employee shall be given two (2) week prior notice.

In cases of regularly scheduled community or school group activities, two (2) weeks’ notice shall be given to an employee for a temporary change in assigned hours. A temporary change in hours may be made when there are not sufficient numbers of appropriate employees regularly scheduled during the period of need.

Temporary change in hours may be made at the request of the employee and with the approval of the employee’s management supervisor.

1. Transportation Department

- a. A minimum of four (4) hours a day shall be given to each regular driver during their regular assigned work year. A minimum of four (4) hours pay shall be guaranteed to any driver assigned a special or field trip on a day school is not in session.
- b. On occasions when nine (9) or fewer students are taking a field trip, adult drivers other than bargaining unit members may provide the transportation. However, when a school bus is utilized for such student transportation, the work shall first be made available to unit drivers. If no unit driver accepts the assignment, the District may arrange for qualified drivers in whatever manner it deems appropriate.
- c. Bus drivers scheduled for overnight field trips will be compensated as follows:
 - 1) A minimum guarantee of at least twelve (12) hours pay per day which may include the time required to secure the bus. Unless worked, the four (4) hours beyond eight (8) per day shall be compensated at the regular hourly rate of pay. The guaranteed minimum applies to one (1) or more days for the overnight trip, when and where verified.
 - 2) Pay rates:
 - a) The rate of pay for Monday through Friday, will be the regular hourly pay rate for the first eight (8) hours and anything over (8) hours shall be overtime.

b) The rate of pay for overtime is as stated in Article VI of the current Agreement.

3) Room and board shall be booked and paid by the District.

d. The District shall pay the cost of renewal of a Class A or B school bus driver license and certificate for all school bus drivers. This will not apply to applicants for employment or those just hired who must renew an existing license and certificate in order to be employed.

2. Bus Drivers

- a. The District will guarantee bus drivers who work less than two hours for early morning shift a full two (2) hours pay. The Director of Maintenance, Operations, and Transportation will assign the non-driving portion of the two hours.
- b. Fields trips shall be rotated with regular drivers of Class I buses on an equitable basis. If a driver turns down a field trip assignment, it will be considered as though the driver accepted the trip for rotation purposes. Field trips requiring a mini bus shall be rotated among regular mini bus drivers. A bus driver is not eligible for field trips until cleared by the Director of Maintenance, Operations, and Transportation.
- c. The District will pay for twenty (20) hours of training biennially (every two years) after the probationary period provided that the employee passes the test given by the state.
- d. Bus drivers will be provided two (2) hours of pay for field trips scheduled for Saturday, Sunday, or during summer break which are cancelled after 12 noon the day preceding the trip.
- e. Prior to the start of the new school year, assigned transportation runs will be determined by the Director of Maintenance, Operations, and Transportation, utilizing driver date of hire, seniority in descending order, commencing with the most senior driver. At the end of the first school month, all regular transportation runs will become final for the balance of the regular school year with re-bidding by seniority at that time if required as a result of changes in hours of final routes. If a vacancy occurs after the first school month, the vacancy will be posted and District drivers will have an opportunity to bid on the unassigned run. The position will be filled on the basis that all things are equal, the applicant within the classification with the greatest class seniority shall be offered the position. If, in the judgment of the Director of Maintenance, Operations, and Transportation, the bidding driver should be reassigned to the unassigned run, they will be notified of the new assignment. If the senior bidding driver is not reassigned, reason for non-reassignment shall be provided upon request. This provision shall apply to the reassignment of bus drivers rather than the transfer article. If through no fault of their own, schedules are changed and hours are reduced, bus drivers shall maintain their existing health and welfare benefits until new routes can be bid on.

3. Adjustment of Assigned Time

Fringe benefits of part-time classified employees:

A classified employee who works a minimum of 30 minutes per day in excess of his/her part-time assignment for a period of 20 consecutive working days or more, shall have his/her basic assignment changed to reflect the longer hours in order to acquire fringe benefits on a properly prorated basis as specified in Section 45136. (Ed Code 45137)

4. Lunch Periods

Employees shall be provided with a non-paid uninterrupted lunch period after completion of approximately four (4) hours of duty in a workday. The lunch period shall be a maximum of one (1) hour and a minimum of one-half (1/2) hour for each work day. The lunch period shall, as far as practicable, be scheduled at or about the mid-point of each work shift for full time employees. Exceptions to the length of the lunch period and its placement in the work shift may be made subject to mutual agreement between the employee and his/her immediate supervisor, or the operational necessities of the District as determined by the immediate supervisor.

5. Rest Periods

- a. Employees shall be provided with rest periods of fifteen (15) minutes for each four (4) hours of duty in a workday. Rest periods, as far as practicable, shall be scheduled at the mid-point of each four (4) hour work shift prior to and following the lunch period. The immediate supervisor, after consultation with the employee, may establish rest periods at times during each four (4) hour work shift which are most conducive to the efficient operation of the District. At no time shall rest periods exceed two (2) in any normal work day, not including overtime. Under extenuating circumstances an employee may be required to work during rest periods.
- b. Those employees working three (3) hours per day shall receive a fifteen (15) minute rest period, those employees working five (5), six (6), and seven (7) hours per day shall receive a twenty (20) minute rest period.

6. Vacation

- a. Full-time employees serving a full year of employment with the District shall earn ten (10) working days of paid vacation for each of the first four (4) years of employment. Vacation earned each year may be taken the following year.
- b. **Beginning with the fifth year through the ninth year of continuous full-time employment,** employees shall earn fifteen (15) working days of paid vacation each year. Vacation earned each year may be taken the following year.
- c. **Beginning with the tenth year through the nineteenth year of continuous full-time employment,** employees shall earn twenty (20) working days of paid vacation each year. Vacation earned each year may be taken the following year.
- d. **Beginning with the twentieth year of continuous full-time employment,** employees shall earn twenty-five (25) working days of paid vacation each year. Vacation earned each year may be taken the following year.
- e. Vacation may, with approval of the Site Administrator, be taken at any time during the school. Employees assigned to a twelve (12) month work year shall be permitted to indicate preferences as to their vacation. The District shall make a reasonable effort

under the circumstances to arrange vacation schedules to fit the needs of the District and the employee.

- f. An employee is entitled to accumulate vacation (vacation earned) limited to a maximum of their annual allotment of vacation days. If an employee is not allowed reasonable opportunity to take vacation as defined in subsection e., he/she may apply to Human Resources for special permission to carry over any denied days for the following year only. If the employee has made a reasonable request for vacation days, the District shall grant the employee's request to carry over denied days or will pay the employee for vacation, which has been unreasonably denied.
- g. Employees assigned to less than twelve (12) months a year shall not reasonably be denied a request to take up to five (5) consecutive paid vacation days while school is in session.
 - 1) Elementary school clerical staff shall be provided with a substitute after the second consecutive day of vacation.
 - 2) Other bargaining unit employees will be provided with a substitute after the second day of vacation provided a substitute is available.
 - 3) Transportation department employees may use accrued vacation during non-student attendance days during the regular school year.
- h. Employees terminated for any reason shall be paid for any unused vacation earned, except that employees who have not completed six (6) months of employment in regular status shall not be entitled to such compensation.
- i. If an employee is terminated and had been granted vacation that was not yet earned at the time of termination, the full amount of the unearned vacation salary shall be deducted from the employee's severance check.
- j. Earned vacation shall not become a vested right until completion of the initial six (6) month of employment.
- k. Employees working less than full-time (8 hour day, 12 month year) shall have vacation prorated.

7. Overtime

- a. Overtime is defined to include any time required or permitted to be worked in excess of eight (8) hours in any one (1) day and in excess of forty (40) hours in any calendar week. The overtime rate of compensation shall be time and one half (1 ½) the regular rate of pay of the employee designated and authorized to perform the overtime work. The immediate supervisor shall assign authorized overtime work.
- b. Employees having an average work day of four (4) hours or more during a work week shall be compensated at the overtime rate beginning with the sixth (6th) consecutive day of duty in the work week. Employees who average work day is less than four (4) hours, shall be compensated at the overtime rate for any work required to be performed on the seventh (7th) day of the work week.

- c. Employees required to work on a District designated holiday shall be compensated at their regular rate of pay for the day worked plus the overtime rate of pay.
- d. An employee shall have a right to reject overtime based on reasonable grounds except emergency overtime, which right to reject shall be based upon a bona fide personal emergency.
- e. Authorized overtime assigned by the immediate supervisor shall be on a rotating basis. This list shall be determined initially by seniority among employees serving in the same classification at the same site. A rotation list shall be maintained on a monthly basis and available for review at the site. Overtime shall be offered to bargaining unit members in the classification in the following order.
 - 1. By seniority rotation at the site offering the overtime;
 - 2. District-wide seniority in the classification.

8. Emergency Overtime

- a. In the event an employee is called upon to perform emergency overtime work after he/she has completed his/her normal working day and has left his/her place of work for home or other leisure he/she shall be guaranteed a minimum of two (2) hours overtime pay for returning to accomplish such emergency work. Work falling under the provisions of this policy shall be bona fide emergencies, such as, but not limited to, broken pipes, boiler malfunctions, or any other emergency endangering the health or property that occurred after the close of a normal day, on a weekend, or holiday.

9. On Call Time

Employees on call outside of his/her work hours shall be paid a minimum of two (2) hours overtime each day for being on call. If an employee on call is required to report to a District site for work, the employee shall receive a minimum of additional two (2) hours overtime. Additional pay shall be given in two (2) hour increments if the employee remains at a District site and works in excess of two hours from the time they originally reported to work or receive an additional call requiring them to report to work again outside of the original two (2) hour time frame. Employees on call outside of his/her work hours are expected to promptly return all calls and report to District sites when needed. An employee's failure to return a call within 30 minutes may result in a forfeiture of the minimum two (2) hours overtime an employee receives for being on call. Determination of forfeiture will be made on a case-by-case basis by the District.

10. Compensatory Time

- a. An employee shall have the option to take compensatory time off in lieu of overtime pay for any hours worked in excess of eight (8) hours in any one (1) day and in excess of forty (40) hours in any calendar week, with supervisor approval. Compensatory time off shall be granted equivalent to the appropriate overtime rate of pay and shall be taken at a time mutually agreeable to the employee and his/her immediate supervisor. An employee must receive prior approval from his/her supervisor before working any hours eligible for compensatory time off.

- b. Compensatory time shall be taken, scheduled, or paid out by June 30 of the fiscal year in which it is earned.

11. Differential Rate

- a. An employee working an eight (8) hour shift commencing at twelve (12) noon or after shall receive a shift differential in the form of an assigned seven and one-half (7 ½) hours for which he/she shall be paid for eight (8) hours at the differential rate of pay. Employees working this assignment shall receive a one-half hour paid lunch break and shall remain at the work site during that time.
- b. Any eight (8) hour shift commencing at twelve (12) noon or after shall receive an hourly rate differential of thirty (30) cents for the full assigned shift. An employee shall receive thirty (30) cents per hour differential pay for all hours worked after 6:00 pm. The overtime differential pay rate will be one and one-half (1 1/2) times the regular differential rate of pay.
- c. Bus drivers whose normal work day is divided into shifts separated by periods of one (1) hour or more shall receive one-half (1/2) hour additional pay. All other bargaining unit members who work a minimum of six (6) hours per day and whose normal work day is divided into shifts separated by periods of one (1) hour or more shall receive one-half (1/2) hour additional pay.
- d. Beginning July 1, 1992, all employees regularly scheduled to work an eight (8) hour shift commencing at twelve (12) noon or after shall receive shift differential pay for ten (10) months (September 1 through June 30, regardless of work schedule changes) and the remaining two (2) months at the non-differential rate of pay.

12. Summer Assignments

- a. Summer assignments shall be offered on the basis of qualifications in each classification to regular employees serving less than twelve (12) months. If an employee accepts a summer assignment and then fails to fulfill that assignment, he/she shall not be eligible to apply for summer assignment for the next year, unless the employee provides the District with a written explanation as to why he/she was unable to fulfill the assignment and the District determines that the employee's written explanation constitutes a legitimate excuse.
- b. Regular employees shall receive the same rate of pay for summer work as they do during the year if the summer position is within the same job family, unless the summer classification is paid at a higher rate, in which case the higher rate prevails.

(Effective summer 1995, employees shall not accumulate seniority in the classification paid, regardless of the classification worked.)

- 1) Incumbent
- 2) Seniority within the same class
- 3) Seniority within the family of classes
- 4) All other qualified applicants (if qualifications are equal, seniority shall be utilized)

- c. Selection of unit members for substitute work during the summer shall be based upon seniority, assuming the individual with seniority has passed the applicable qualifying examination.
- d. The applicant must not have received discipline of a written reprimand or greater within the last 9 months.

13. Noon Duty Hours

- 1. Aides shall be given preferential rights to noon duty supervisor positions, so long as it does not interfere with their duties and hours as an aide. However, the following shall apply:
 - a. The basic employment of the individual shall be as an aide. The noon duty position shall be supplemental. If an aides is transferred to another site, he/she may retain the noon duty position at the former site for the balance of the school year, so long as it does not interfere with their duties and hours as an aide. However, he/she is not automatically entitled to a noon duty position at the new site. If no noon duty supervisor is available for hire, or if no aide at a site wants the noon duty assignment, an aide from a different site may be offered noon duty for the balance of the school year, so long as it does not interfere with their duties and hours as an aide.
 - b. During the time an aide from one site is performing non duty at another site, the aide shall receive travel pay in accordance with ARTICLE VII, 5.a.
- 2. The benefits shall be adjusted to reflect the increase hour of employment, except however, grandfather right under ARTICLE VIII, 5.a. shall not be reinstated.

14. Increase in Regular Hours

- a) When additional hours, days, weeks, or months are assigned to a position on a regular basis, the additional hours, days, weeks, or month for the position shall be offered in the following order of priority:
 - 1) Employees who have been laid off and/or reduced in hours with re-employment rights with more seniority than the incumbent
 - 2) Incumbent
 - 3) Other employees in class on the basis of seniority
- b) If the hours assigned to a position are increased within three (3) months of the creation of the position, the position will be reopened for bid under Article XII, Transfer/Promotion procedure.

15. Temporary Increase in Hours

Temporary increase in hours, as needed, will be assigned to employees in the following order:

- 1) Incumbent
- 2) Within department on site
- 3) Outside department on site
- 4) Off site

16. **Additional Work Day (10-month employees)**

Beginning the 2014-15 school year, one day shall be added to the work calendar at the beginning of the work year for 10-month employees to allow time for mandatory trainings.

ARTICLE VII – WAGES

1. The parties agree to the following salary increase over the term of this Agreement as follows:
 - a. CSEA members in paid status as of July 1, 2022 shall receive a eight and a half percent (8.5%) salary increase, effective July 1, 2022.
 - b. CSEA members in paid status as of July 1, 2021 shall receive a five percent (5%) salary increase, effective July 1, 2021.
 - c. CSEA members in paid status as of July 1, 2020 shall receive a three percent (3%) salary increase, effective July 1, 2020.

*NOTE – Effective July 1, 2018, the Aides Salary Schedule at Appendix B was modified by eliminating Range 1B and moving all Bus Aides and Preschool Aides to their respective cells in Range II based on units and years of service.

- a. If during the term of this contract (July 1, 2020 through June 30, 2023), any employee group (PEA, PASA, CAPS) receives any additional compensation, CSEA shall be paid the same percent or increase as follows:
 - 1) Percent to percent on any increases(s) other employee group (PEA, PASA, CAPS) receive on salary, additional stipends, additional step increases, longevity, or as one-time payments; and
 - 2) The same increase(s) other employee groups (PEA, PASA, CAPS) receive on health and welfare benefits, e.g., if another employee group is increased \$5 on a health and welfare benefit caps, CSEA shall be increased \$5 on the cap for full-time employees, and on a pro-rata basis for part-time employees who work four (4) or more hours a day.

2. **Out of Class**

An employee assigned to the duties of a higher classification shall receive the pay of the higher classification (same step) for the full period of time worked in the higher classification.

If employees are to be assigned to a higher classification among clerical or custodial personnel at the site-level, employees will be offered the assignment in order of District wide class seniority, provided that their regular assignment is at the location where the out of class duties are to be performed. Offers of out of class clerical assignments will be limited to bargaining unit employees serving within each department or office.

For the purpose of out of class pay, maintenance work shall be assumed to be performed at the maintenance yard regardless of actual work.

3. Pay Check

- a. All payroll warrants shall be issued once a month on the last working day of the month.
- b. Employees may elect to participate in the Summer Fund Program to receive 12 payments, upon proper notice to the District on a District created "election" form. The Summer Fund Program will generate two (2) additional checks with the June payment, after the first year of work has been completed. This section shall have no application to employees currently receiving 12 payments as of the date of this Agreement. The Summer Fund Program is offered as long as the payroll system can accommodate this option and as permitted by law.

4. Meals

Employees required to be absent from the District during a normal meal hour shall be reimbursed the actual cost of the meal, providing the cost is not unreasonable.

5. Employee Travel

- a. Subject to written authorization by the District, employees who are required to provide their own means of transportation in the performance of their duties and employees who are assigned to more than one (1) work location per day shall be reimbursed for all such travel at a rate of \$20.00 per month. Travel between work locations that are not more than an eighth of a mile apart shall not be reimbursed.
- b. Employees who use their personal cars for other approved business of the District shall be reimbursed at the rate set annually by the Internal Revenue Service provided the use of the employee car has been authorized by the District.
- c. Employees whose regular duties require the use of their vehicles may be paid a flat mileage rate per month as approved by the Board. Network Technicians and Child Welfare and Attendance Aides will receive \$225 per month.

6. Longevity Pay

Employees shall receive additional pay for continuing service within the school district, as follows:

5.00% of base salary **beginning with the eleventh (11th)** year of employment in the Pittsburgh Unified School District.

7.00% of base salary **beginning with the sixteenth (16th)** year of employment in the Pittsburgh Unified School District.

9.00% of base salary **beginning with the twenty-first (21st)** year of employment in the Pittsburgh Unified School District.

10.00% of base salary **beginning with the twenty-sixth (26th)** year of the employment in the Pittsburgh Unified School District.

7. Uniforms

- a. All 4 hour or more maintenance, grounds, custodial, transportation, campus resource assistant's cafeteria and technology employees initially employed between July 1 and March 31 shall be furnished four (4) uniforms and receive the same number of uniforms for each year thereafter.
- b. All less than 4-hour employees initially employed between July 1 and March 31 shall be furnished a maximum of three (3) uniforms and two (2) uniforms for each year thereafter beginning with the following July 1.
- c. Persons initially employed between April 1 and June 30 shall receive a maximum of two (2) uniforms.
- d. Clean and neat uniforms shall be worn at all times while on duty.
- e. Bus driver, maintenance, grounds, and campus resource assistant's uniform allowance shall include one (1) jacket every three years. Bus driver, maintenance, grounds, and campus resource assistants shall be responsible for the care and maintenance of all jackets issued by the District.
- f. The current year's uniform provided by the Pittsburgh Unified School District shall be worn at all time while on duty, unless otherwise directed by the District. Previous year's uniforms in good condition may be worn with supervisor's approval.

8. In-service Training

- a. When the District requires employees to attend in-service training, it shall be provided as follows:

- i. When in-service training is required during regularly assigned working hours, the employee shall be paid at his/her regular rate of pay and shall receive all benefits to which he/she is entitled.
- ii. When in-service training is required other than during regularly assigned working hours, the employee shall be paid at the overtime rate established in ARTICLE VI, 7; if applicable.
- iii. All required registration fees; cost of transportation outside the District, and costs of supplies shall be paid or reimbursed by the District.

b. **Staff Development SB 1193**

- iv. Eligible CSEA unit members who attend a cumulative total of 7 hours of eligible and approved staff development training shall receive compensation as listed in number 7 below.
- v. The parties intend to include all unit members who qualify for this training and believe this will include Classroom Aide, Bilingual Aide, Special Education Adie and anyone else that the District later determines was covered by the law.
- vi. All aspects of the training (scheduling, content, etc.) must be consistent with the SB 1193. The training may consist of one day or multiple sessions totaling one day as determined by the District.
- vii. The training will be outside of the unit member's normal guaranteed number of work days/hours.
- viii. The district shall offer the training; the training will be in compliance with SB 1193. The District shall include unit members in the planning of the staff development. The Human Resources Department shall approve all training.
- ix. The amount of pay shall be the employee's regular hourly rate of pay. Overtime applies, per Article VI Work Day/Week/Year.
- x. This will be considered an additional day of work, and all classifications identified above will be expected to attend.
- xi. Pay will be for positive attendance only with no leave provisions to apply.
- xii. The continuance of these Buy Back Days and the compensation provided therefore shall be subject to ongoing funding by the State.

c. **Child Nutrition Certification**

The District will reimburse designated employees required to renew their State of California Safe Food Handling Certification. The employee must pass a certification test.

It is the District's responsibility to designate the position(s) required to be certified. Presently, the designated positions are the Child Nutrition Managers.

Both parties agree that there is a benefit to providing in-service training for Child Nutrition workers on "Serve Safe" methods. This training will be provided by a qualified district representative and will be outside the unit members' normal guaranteed number of days/hours. The amount of pay will be the regular hourly rate of pay unless eligible for overtime under Article VI, Workday/Week/Year, Section 7, Overtime.

9. Stipends

- a. The District agrees to provide an annual stipend of 3.5% for employees designated by the District as occupying positions requiring bilingual skills, and an additional annual stipend of 3.5% for employees designated by the District as occupying positions requiring bi-literate skills, effective July 1, 2022
- b. Due to changing program requirements, positions qualifying for this stipend will be reviewed, discussed with the Association, and re-designated periodically by the District.
- c. Behavioral Stipend – Special Education Aides and Bus Aides who are assigned to work directly with students who have been identified as having behavioral issues based on student need as designated in their IEP shall receive an annual stipend of 8.5%. Bus Drivers whose regularly assigned route involve transporting students with Behavior IEPs shall receive an annual stipend of 8.5%, effective July 1, 2022.
- d. Toileting Stipend – Special Education Aides who are assigned to work directly with students who require toileting based on student need as designated in their IEP shall receive an annual stipend of 10%, effective July 1, 2022.

10. Substitute Pay Schedule

- a. The substitute rate for substituting shall be based on the dollar amount of the first step of the lowest range of the classification (job description). Retirees who are hired by the District to serve as a substitute in their former classification shall be paid at the current rate of pay, at the step and range they had upon retirement, without longevity. Retirees who are hired by the District to serve as a substitute in a higher classification shall be paid at the first step of the higher classification; however, in no case shall the retiree be paid less than what they were paid at the time of retirement, excluding longevity pay.

ARTICLE VIII – EMPLOYEE BENEFITS

1. The employer shall provide health with paid prescription and dental with orthodontia benefits as specified within the Master Insurance contract(s) between the District and the respective insurance carrier(s) as listed below as long as the carrier(s) is willing to provide the program:

- a. Kaiser, Blue Shield, or Anthem Blue Cross health plans.
 - b. Delta Dental of California or MetLife/SafeGuard Dental
 - c. Vision Service Plan
 - d. Provident Life and Accident Life Insurance
 - e. Other employee benefits are discussed later in this article include the Optional Section 125 Plan (Flexible Benefit Plan) and the employee paid State Disability Insurance (SDI).
2. An employee, working six (6) hours per day, 5 days per week, shall receive health, vision and dental benefits in accordance with District contribution "6" of this ARTICLE. However, prorated calculations for employees less than six (6) hours shall be based on an eight (8) hour day.
 3. Part-time employees who work four (4) or more hours per day may participate on pro-rated health benefits only. (Dental benefits and vision benefits are excluded, except that Safeguard Dental and vision plan will be available to part-time employees at their own expense.)

4. Eligibility

- a. New and Returning Employees
 - 1) Beginning January 1, 2014, all new and returning employees six (6) hours or more shall have a District contribution for each District available medical plan, including paid prescription, selected by the employee. Employees less than six (6) hours shall receive benefits pro-rated on the basis of an eight (8) hour day. Each hour or major fraction thereof (30 minutes included in major fraction) is equivalent to one-eighth (1/8) of the District contribution. The District contribution is based on each plan selected. Employees may not accumulate the District contribution for more than one (1) plan and apply it to one (1) plan only.
 - 2) Employees who work a varying number of hours per day during a week shall have a District contribution based upon an average number of hours per day.
 - 3) When an employee's assigned number of hours is changed during a given month, the District contribution shall be increased or decreased accordingly, effective the first day of the month that begins no less than fifteen (15) days after the effective date of the changes in assigned hours.
 - 4) A 'returning' employee is one who has resigned or retired or has been disciplined by discharge or suspended without pay for a period in excess of thirty (30) days and not one who has been laid off and/or placed on a thirty-nine (39) month re-employment list.

5. Continuing Employees

- a. Employees who received fully-paid health/dental benefits on January 11, 1978, will continue to receive the same level of benefits as other active full-time employees as long as their regular workday is four (4) or more hours. This grandfather clause does not apply to any employee who resigns and is re-employed after January 11, 1978, or has hours reduced below four (4) hours. The thirty-nine (39) month re-employment rights do not apply to the grandfather clause.
- b. Employees assigned less than four (4) hours per day shall receive a District contribution for each plan selected by the employee pro-rated on the basis of an eight (8) hour day. Each hour or major fraction thereof (30 minutes included in major fraction) is equivalent to one-eighths (1/8) of the District contribution.
- c. The District contribution is based on each plan selected. Employees may not accumulate the District contribution for more than one (1) plan and apply it to one (1) plan only.
- d. Employees who work a varying number of hours per day a week shall have a District contribution based upon an average number of hours per day.
- e. When an employee's assigned number of hours is changed during a given month, the District contribution shall be increased or decreased accordingly, effective the first day of the month that begins no less than fifteen (15) days after the effective date of the change in assigned hours.
- f. When an employee with full benefits is assigned fewer hours due to a promotion to a higher salary range, the District contribution shall not be reduced by proration for fewer hours worked.

6. District Contribution for Medical, Dental and Vision Care

Medical:

Beginning not more than 45 days after ratification of this agreement, the District's monthly contribution to medical benefits shall be as follows:

- a. Single coverage - The District shall pay the full Kaiser HMO "Employee Only" Rate.
- b. Two-Party coverage - The District shall pay the full Kaiser HMO "Employee + 1" Rate
- c. Family coverage - The District shall pay the full Kaiser HMO "Employee + 2 or more" Rate
- d. Part-time employees who work four (4) or more hours per day may participate on a pro-rated basis.

Dental:

- a. Effective January 1, 2012, the District shall make the total annual contribution to cover premium cost with the Delta Dental Insurance program for full-time employees and dependents.
- b. MetLife/SafeGuard Dental insurance will be available to part-time employees at their own expense.

Vision:

Effective January 1, 2012, the District shall make the total annual contribution to cover the premium cost with VSP for full-time employees and dependents. VSP insurance will be available to part-time employees at their own expense.

Life Insurance:

- a. The District agree to continue to provide Life Insurance currently in existence in Plans 1 and 3.
 - 1) The District shall select the Insurance Carrier.
 - 2) Employees working as noon supervisors only shall not be provided life insurance benefits.
- b. The grandfather clause in current contract will continue for health and dental insurance only.
- c. Should an employee's employment terminate following the last day of the school year and before the commencement of the ensuing school term, such employees, upon request, shall be entitled to continued health and dental coverage based upon employee contributions until October 1 of the ensuing school year.

If during the term of this contract (July 1, 2020 through June 30, 2023), and employee group (PEA, PASA, CAPS) received any additional compensation, CSEA shall be paid the same percent or increase as follows:

- 1) Percent to percent on any increase(s) other employee groups (PEA, PASA, CAPS) receive on salary, additional stipends, additional step increase, longevity, or as on-time payments: and
- 2) The same increases(s) other employee groups (PEA, PASA, CAPS) receive on health and welfare benefits, e.g., if another employee group is increased \$5 on a health and welfare benefit cap, CSEA shall be increased \$5 on the cap for full-time employees, on a pro-rata basis for part-time employees who work four (4) or more hours a day.

7. Section 125 Plan/Tax Sheltered Annuity/Cash-In-Lieu

- a. Employees may participate in the tax-sheltered annuity of their choice with the District providing payroll deduction for this purpose.
- b. Employees who are currently receiving or are eligible for fully paid health insurance benefits and have alternate health coverage may opt to receive cash-in-lieu of District provided benefits. The District contribution to the cash-in-lieu option shall be \$300.00 per month (\$3600.00 annually). Employees who opt to enroll in the cash-in-lieu plan shall be afforded the opportunity to re-enroll in a health insurance program and to discontinue their cash-in-lieu plan during an open enrollment period or at such time when alternate health coverage is no longer available. This benefit applies to active employees and not retirees.

8. Medical Examination

- a. The District agrees to provide the full cost of any medical examination required by the District for continued employment.
- b. Employees required to have proof of freedom from tuberculosis shall do so by taking a skin test at a health facility of their choice. The cost of the test will be reimbursed.
- c. Employees who have an allergic reaction to a skin test may show proof of freedom from tuberculosis by taking an x-ray. The district shall reimburse the employee for any cost above the amount paid by the employee's health insurance. Verification of cost must be provided to receive reimbursement.

9. Retirement Health Benefits

- a. Retired employees shall be provided a health plan under the following conditions:
 - 1) For employees retiring effective July 1, 1989, and thereafter, the District shall contribute toward the health benefit program, capped in the same dollar amount, and with the same coverage limitations for retirees, as it does for active employees (dental and vision programs not included).
 - 2) The district shall determine the carriers of the plan after consultation with the Association.
 - 3) The retiree shall be actively drawing retirement benefits from either STRS or PERS.
 - 4) The retiree shall be eligible for health insurance while an active employee.
 - 5) The retiree shall have been employed as a full-time employee or receiving full-time benefits grandfathered as of January 11, 1978, and employed continuously

by P.U.S.D. for fifteen (15) years, ten (10) of which must have been years with District fully paid benefits for full-time service. Retirement shall be immediately following employment with P.U.S.D.

- 6) The retiree shall be at least 55 years old to qualify.
- 7) A year's service is defined as full-time regular service for 75% of the year. Years under 75% shall not accumulate.
- 8) Benefits paid by the District shall end when retiree reaches 65 or is deceased.
- 9) The coverage shall be for retiree, spouse, and dependent; however dependent coverage stops when retiree is no longer eligible or dependent reaches 65 or qualifies for Medicare.
- 10) If two (2) employee members of a family qualify for retirement benefits; each shall receive their benefits contingent on provider eligibility.
- 11) The effective date of this plan shall be June 1, 1978.
- 12) This benefit is not retroactive.
- 13) Eligible dependent is as defined in insurance contract.
- 14) After age 65, the employee may elect to continue paying premiums under the COBRA provisions.
- 15) A letter of resignation indicating retirement and a request for benefits must be submitted. Employees are encouraged to submit such request no later than March 1, except when good cause exists.
 - a. Unit members, their dependents and/or their former dependents, who lost the benefit coverage provided in this Article, shall be entitled to health benefits at their own cost as required by federal and state law.
- 16) Age requirement will be waived if employee's retirement is due to a disability acceptable by PERS.

10. State Disability Insurance

- a. All employees in the unit shall be enrolled in the State Disability Insurance Program. The District shall deduct the premium from each employee's salary.
- b. Employees may elect to use their accumulated sick leave in conjunction with State Disability Insurance. In no case shall the employee draw more money than his/her actual pay for days of absence. An employee may elect to receive State Disability Insurance benefits instead of using his/her sick leave.

- c. Enrollment in the State Disability Insurance Program shall be discontinued pursuant to the procedures of the State Disability Program upon a majority vote of the clerical and operations unit to discontinue participation. Under present procedures the earliest date for notification of withdrawal is January 1, 1983.
- d. Employees electing coordination under 10.b are requested to provide a copy of their application for SDI as soon as possible so that sick leave and SDI can be properly coordinated.

11. Other Insurance

The employee may enroll in and pay for other District approved insurance plans.

ARTICLE IX – HOLIDAYS

	<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u>
Independence Day	July 3, 2020	July 5, 2021	July 4, 2022
Labor Day	September 7, 2020	September 6, 2021	September 9, 2022
Veteran’s Day	November 11, 2020	November 11, 2021	November 11, 2022
Thanksgiving Day	November 26, 2020	November 25, 2021	November 24, 2022
Board Holiday	November 27, 2020	November 26, 2021	November 25, 2022
Christmas Eve	December 24, 2020	December 24, 2021	December 24, 2022
Christmas Day	December 25, 2020	December 25, 2021	December 25, 2022
New Year’s Eve	December 31, 2020	December 31, 3021	December 31, 2022
New Year’s Day	January 1, 2021	January 1, 2022	January 1, 2023
Martin Luther King Day	January 18, 2021	January 17, 2022	January 16, 2023
Lincoln’s Day	February 12, 2021	February 18, 2022	February 17, 2023
President’s Day	February 15, 2021	February 21, 2022	February 20, 2023
Cesar Chavez Day	April 1, 2021	April 1, 2022	March 31, 2023
Board Holiday	April 2, 2021	April 15, 2022	April 7, 2023
Memorial Day	May 31, 2021	May 30, 2022	May 29, 2023
Juneteenth		June 20, 2022	June 19, 2023

If above date’s conflict with student calendar, dates will change accordingly.

1. Additional Holidays: Every date declared by the president or governor of this state as a public fast, Thanksgiving, or holiday, or any day declared a holiday by the Governing Board under the Education Code, shall be a paid holiday for all employees in the bargaining units.
2. Holidays on Saturday or Sunday: When a holiday falls on a Saturday, the preceding work day, not a holiday, shall be deemed to be that holiday. When a holiday falls on a Sunday, the following workday, not a holiday, shall be deemed to be that holiday.
3. Holiday Eligibility: Employees shall not be paid for holidays that fall outside of their work year. Employees who are not normally assigned to duty during the school holidays of December 24, 25, and December 31, January 1, shall be paid for those four (4) holidays provided that they were in a paid status during any portion of the working day of their normal assignment immediately preceding or succeeding the holiday period.

4. Notwithstanding the adoption of separate work schedules for the certificated and the classified service, on any school day during which pupils would otherwise have been in attendance but are not and for which certificated personnel receive regular pay, classified personnel shall also receive regular pay whether or not they are required to report for duty on that day.
5. In years when the work year for 12-month employees is 261 or 262 days, the extra day and/or days shall be taken on the first and/or second non-holiday day during the winter break.

ARTICLE X – LEAVES

1. Unauthorized leave is defined as non-performance of those duties and responsibilities assigned by the District (see ARTICLE XIX, Concerted Activities) or misuse of approved leaves.

a. Bereavement Leave

- 1) An employee is entitled to a bereavement leave, not to exceed three (3) days if required to travel less than 350 miles, or five (5) days if required to travel beyond 350 miles, or six (6) days if required to travel outside of the United States, on account of the death of any member of his/her immediate family. No deduction shall be made from the salary of such employee, nor shall such leave be deducted from sick leave.
- 2) Member of his/her immediate family as used in this section means the mother, father, parent substitute or legal guardian, grandmother, grandfather or grandchild of the employee or of the spouse/registered domestic partner of the employee, the spouse/registered domestic partner, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister, or sister-in-law of the employee, or any relative in the immediate household of the employee.
- 3) An employee is entitled to bereavement leave not to exceed 1 day if in state or 2 days if out of state travel is required on account of the death of aunt, uncle, niece, or nephew. No deduction shall be made from the salary of such employee, nor shall such leave be deducted from sick leave.
- 4) Verification is required within 20 days following leave being taken. Verification shall be in the form of letters, certificates of death, obituaries, memorial cards or any other form of notice.

b. Jury Duty Leave

Employees called to serve on jury duty shall not lose any salary. Personnel excused to perform jury duty are excused only for those days they are actually required to report for jury service. The employee shall reimburse the District the daily amount received for jury duty exclusive of mileage allowance. Verification is required.

c. **Military Leave**

- 1) Any employee who is on temporary military leave of absence and who has been in the service of the public agency from which the leave is taken, for a period of not less than one year, immediately prior to the day on which the absence begins, shall be entitled to receive his/her salary or compensation as such public employee for the first thirty (30) calendar days of any absence. 'Temporary military leave of absence' means a leave of absence from public employment to engage in ordered military duty for a period which, by the order, is not to exceed 180 calendar days including travel time.
- 2) Such absence does not affect classification and does not constitute a break in service, although he/she may not count such absence as a part of the service required as a condition precedent to permanent classification.
- 3) Upon return from military service, within six (6) months, the employee is entitled to his/her former position at a salary he/she would have received had he/she not been in military service.
- 4) All military leave shall be granted in accordance with the applicable provisions of the Military and Veteran's Code and the Education Code.
- 5) Verification is required.

d. **Sick Leave**

- 1) Regular employees working on a twelve (12) month schedule are entitled to twelve (12) days leave of absence for illness or injury. Employees having a work schedule of less than twelve (12) months per calendar year and/or less than eight (8) hours per day are entitled to prorated sick leave based on twelve (12) days for twelve (12) calendar months. Regular part-time employees shall accumulate leave prorated according to their normal work day.
- 2) Credit for sick leave of absence need not be accrued prior to taking such leave. Sick leave may be taken at any time during the year.
- 3) A new employee shall not be eligible to take more than six (6) days, or the proportionate amount to which he/she may be entitled under this section, until the first day of the calendar month after six (6) months of active service with the District.
- 4) Pay for any day of absence due to illness shall be the same as for a work day.
- 5) Holidays occurring while an employee is on sick leave are not counted against the employee's sick leave credit. Sick leave shall accumulate from year to year with no limit to the number of days accumulated.
- 6) Permanent employees shall be credited annually with one (1) year's sick leave in addition to that accumulated. Any advance credit for sick leave must be

subsequently earned by the employee. In the event an employee leaves the classified service after having used more sick leave than the total amount earned at the rate of one (1) day per month, the unearned portion shall be deducted from the final warrant.

- 7) An employee who is absent due to a non-industrial accident or sickness for a period of five (5) calendar months or less shall be granted the difference between his/her regular salary and the salary actually paid a substitute. Such payment shall commence upon exhaustion of all accumulated sick leave. Employee has the option to use other paid leaves upon the exhaustion of his/her sick leave in order to receive an amount equal to his/her full day's pay for the balance of the five (5) month period.

e. **Verification of Absence**

The Superintendent or the supervisor of the employee may require a physician's or other verification as to an employee's claimed reason for absence exceeding three (3) days in any situation in which is believed that no valid grounds exist for the employee's claim for absence. Further, the District may ask for a medical verification of illness when there appears to be a pattern of absences(s). Such verification shall be made within five (5) days of the request.
(Education Code Section 45191.)

f. **Industrial Accident or Illness Leave**

- 1) Employees having accidents or illnesses arising out of and in the course of employment are covered by Workers compensation as outline below:
 - a. A maximum of sixty (60) working days of industrial accident or illness leave is allowed in any one (1) fiscal year for the same accident. This leave is not cumulative from year to year.
 - b. Industrial accident or illness leave commences on the first day and shall be reduced by one (1) day for each day of authorized absence up to the maximum allowable amount.
 - c. When industrial accident or illness leave has been exhausted, other types of available leave shall then be used.
 - d. Periods of such leave shall not be considered a break in service.
 - e. During all periods of paid leaves of absence, all wage loss benefit checks received by the employee shall be endorsed to the District. The District shall then issue the employee appropriate warrants for payment of normal wages or salary and shall deduct retirement and other authorized contributions.

- f. Upon termination of the industrial accident or illness leave, the employee shall be entitled to other benefits provided in ARTICLE VIII and for the purposes of each of these provisions, his/her absence shall be deemed to have commenced on the date of termination of the industrial accident or illness leave, provided that if the employee continues to receive temporary disability indemnity, he/she may elect to take as much of his/her accumulative sick leave which, when added to his/her temporary disability indemnity, shall result in a payment to him/her of not more than his/her full salary.
- g. While receiving benefits under this section, during periods of illness or injury, the employee shall remain within the State of California, unless the District authorizes travel outside the state.
- h. The Board may grant unpaid leave for a specified time upon request of the employee.

g. Personal Necessity Leave

- 2) In cases of personal necessity, an employee at his/her election may use up to ten (10) days of sick leave in any school year for any of the following:
 - a. Death of a member of his/her immediate family (member of the immediate family as used in this section includes: mother, father, parent substitute or legal guardian, grandmother, grandfather, husband, wife, son, daughter, brother, sister, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law, aunt, uncle, niece, nephew or grandchild of the employee, or any person or relative living in the immediate household of the employee.) The employee may use two (2) days of Personal Necessity leave. This leave is in addition to bereavement leave.
 - b. Accident, involving his/her person or property, or the person or property of a member of his/her immediate family.
 - c. Appearance in court as a litigant or as a witness under an official order.
 - d. Serious illness involving hospitalization of a member of the employee's immediate family or serious illness not requiring hospitalization of a member of the employee's immediate family who resides with the employee.
 - e. Paternity Leave – two (2) days.
 - f. Adoption of a child by employee – two (2) days.
 - g. Personal business – three (3) days, (prior approval required) for which no reason needs to be given.
- 3) Personal necessity leave is not automatic but shall be requested, in writing, and submitted to Human Resources upon return from such leave. (See g. above for

exception.) Personal necessity leaves may be taken in one-half (1/2) or full days only, except Personal Business may be taken for less than one-half (1/2) day with prior approval of the supervisor.

- 4) Special forms for request and verification of personal necessity leave shall be available in the principal's office in each building.

h. Parental Leave

5. Parental leave is a leave for reason of the birth of a child of the employee, or the placement of a child with an employee in connection with the adoption or foster care of the child by the employee. The leave may also be referred to as "bonding leave" or "parental leave".
 - a. Employees (mothers or fathers, whether natural, adoptive, or foster parents) may take parental leave for purpose of the birth of a child of the employee, baby-bonding, or the placement of a child with an employee in connection with the adoption or foster care of the child by the employee. Parental leave may be taken up to twelve (12) weeks during any twelve (12) month period. Employees may take accumulated sick leave during this time may receive differential pay pursuant to California Education Code section 45196.1.
 - b. Pregnancy Disability Leave – An employee who is pregnant may utilize sick leave during the period of time she is disabled. Disability shall begin at the written request of the employee accompanied by a statement from a duly licensed physician indicating the period of time the employee shall not be physically able to perform her duties. The District may request an examination by a second physician selected by the employee from a list provided by the District to determine the ability of the employee to perform her duties. The determination of the second physician shall be final.
 - c. Unpaid Leave – Unpaid leave may be granted to pregnant employees:

i. Health, Study, Child Rearing and Other Leaves

- 1) The Board may grant a leave of absence without pay for health, study, child rearing and other reason approved by the Board upon the recommendation of the Superintendent.
- 2) The Superintendent may approve leaves of absence without pay for up to thirty (30) days in duration. Requests for leaves without pay that exceed thirty (30) days in duration may be submitted to the Board. Such leaves shall not be approved for more than one (1) year in duration.
- 3) An extension of any leave of absence without pay may be approved by the Board upon the recommendation of the Superintendent.

- 4) During the period of such unpaid leaves, health benefits may be continued with the premium being paid by the employee's option.
- 5) Employees on leave without pay shall not earn sick leave or service credit.
- 6) When no other leaves are available, a leave of absence may be granted to an employee on a paid or unpaid basis at any time upon any terms acceptable to the District.

j. Family Leave Act

Eligible unit members will be afforded leaves rights in accordance with the Family Medical Leave Act and the California Family Rights Act.

k. Association Leave

- 1) The district shall grant to the Association five (5) days of release time for six (6) individuals for the purpose of attending the State Association Convention. Two (2) days prior notification to the Superintendent or designee is required.
- 2) Additional days may be granted upon request and approved by the Superintendent.
- 3) Costs of substitutes for 1 or 2 above, if any, shall be paid by the Association.
- 4) A reasonable number, five (5), or bargaining unit representatives shall be provided reasonable release time for negotiations. The Association will pay for any additional substitutes, if needed.
- 5) Also, release time shall be provided to the bargaining unit member, and his/her bargaining unit representative, to process his/her grievance.
- 6) The CSEA Chapter President and other unit representatives shall be provided additional reasonable release time consistent with the Educational Employment Relations Act (EERA).

l. Unauthorized Leave

Unauthorized leave is defined as non-performance of those duties and responsibilities assigned by the District and its representatives including all duties and responsibilities as defined by the Education Code, rules and regulations of the State Board of Education and policies and regulations of the Board of Education of Pittsburg Unified School District. Such unauthorized use of sick leave, unauthorized use of other leave benefits, non-attendance at required meetings, and failure to perform assigned functions.

m. Catastrophic Sick Leave Bank

- 1) The Catastrophic Sick Leave Bank shall be created to assist employees who have a long-term illness or disability as verified by a physician and who have exhausted their accumulated sick leave. Catastrophic illness or injury is one which completely incapacitates an employee. Examples of catastrophic illness or injury may include, but are not limited to: major surgery, serious heart attacks and strokes, spinal injuries, cancer, emphysema, severe arthritis, severe nervous conditions and Alzheimer's. Only permanent employees who have contributed to the Bank will be eligible to draw from the Bank.
- 2) Only bargaining unit members who have accumulated one (1) years allotment with a minimum of 10 days accumulated sick leave may contribute one (1) sick leave day to the Bank. All donations to the Bank shall be irrevocable.
- 3) Catastrophic Leave Bank Committee
 - a. The Association shall establish a Committee to review and approve or deny requests from the Bank.
 - b. The committee shall consist of six (6) members. Five voting members shall be appointed by the Association and one ex-officio member shall be appointed by the District.
 - c. The District's non-voting member shall serve as a communication liaison between the Committee and the District's Business Office.
 - d. The Committee will treat all applications and attendant information as confidential information. The Committee shall not be required to state a reason for its denial of a request for leave under this section. The Committee's decisions shall be non-grievable.
 - e. The District, upon request, shall provide the Committee information necessary for administration of the Bank.
- 4) The maximum cumulative number of days which any one person may be granted from the Bank for the same illness/injury is thirty (30) days. Members of the Bank may draw from the Bank after all sick leave has been exhausted. A member who draws from the Bank will be paid at his/her regular daily rate of pay. Sick leave from the Bank may not be granted for periods of disability when monies are being paid to the bargaining unit member under Article X, 1, f Industrial Accident and Illness Leave.
- 5) Applicants for benefits from the Bank must make application to the Association.

- 6) At the beginning of each school year, there will be a six-week open enrollment period, September 1 – October 15th. Bargaining unit members must notify the Sick Leave Bank Committee, in writing, of the intent to participate in the Bank. At the close of the enrollment period, the Association shall notify the Human Resources of the participating individuals, the total number of days contributed and a copy of the written authorization to deduct from sick leave. Membership in the Bank is continuous unless a member notifies the Association, in writing, of their desire to cancel their participation in the Bank, or they decline further contribution to the Bank as outlined in Section 7, immediately below.
- 7) All unused days contributed to the Bank shall be carried over from year to year. When the total number of days in the Bank is reduced to thirty (30) days or less, the Committee shall inform the Bank membership that in order to continue membership in the Bank, the member shall be required to donate an additional day. Members of the bank who elect not to donate an additional day shall no longer be participants in the Bank, and the District shall be so notified. The maximum amount of days that can be drawn from the Bank in any one (1) school year is one hundred and fifty (150) days. All donations to the Bank shall be non-refundable.

Example:	
<u>YEAR</u>	<u>DAYS</u>
2000-2001 Bank starts with:	140 Days
Days used from the Bank	-90 Days
2001-2002 Bank starts with:	50 Days
Days used from the Bank:	-30 Days
Days available to members:	20 Days

Members of the Bank shall be required to donate an additional day in order to continue membership.

- 8) The Association shall give a statement of each individual's participation in the Bank of the District Human Resources Office, so it can be included in the yearly sick leave accounting.
- 9) The Catastrophic Sick Leave Bank shall become effective October 15, 2002.

ARTICLE XI – EVALUATION PROCEDURE

1. Promotional and New Hire employee evaluations (Performance Report) shall be made at the end of two (2) and five (5) months of service, and at least annually thereafter no later than June 30 of each fiscal year. No evaluation of any employee shall be placed in their personnel file without an opportunity for discussion between the employee and the evaluator, if requested by the employee within ten (10) days of signing the evaluation.
2. When an evaluation of unsatisfactory performance or conduct is made, a permanent employee shall have a minimum of a thirty (30) day period, where appropriate, in which to show improvement. A second follow-up evaluation shall be given at the end of this thirty (30) day period.
 - a. An unsatisfactory rating shall include specific recommendations for improvements and provisions for assisting the employee in implementing any recommendations made.
3. Whenever possible, job performance shall be discussed with the employee at the time the issue is pertinent, rather than holding it in abeyance until the time of written evaluation. When an employee is counseled for the first time as to his/her performance, the employee may be required by his/her supervisor to sign a form verifying such counseling, which does not necessarily indicate that he/she agrees with the counseling. When an employee is counseled subsequent times as to his/her performance, the employee shall be required by his/her supervisor to sign a form verifying such counseling, which does not necessarily indicate that he/she agrees with the counseling. If an employee is required to sign a counseling statement, he/she shall be provided an opportunity to attach his/her written comments to the counseling statement.
4. An employee shall be provided a copy of each statement of counseling and each evaluation in a confidential manner at the time of the review. Statement of counseling shall remain in the supervisor's file unless it is incorporated in the periodic evaluation.
5. An unsatisfactory "summary" rating on the Classified Personnel Performance Report Form may serve as the basis for not granting an annual step increase. This cannot take place without item 2 above, being implemented. The evaluation must have a minimum of 51% marked unsatisfactory on the Evaluation form to be considered unsatisfactory on summary rating.
6. Employee evaluations shall be electronically completed and stored in the personnel file of each employee. Employees shall review and sign their evaluation electronically or in writing. Employees will receive a printed copy at the time the evaluation is completed. Such a signature does not necessarily indicate that he/she agrees with the evaluation.
7. Employees shall be provided with copies of any negative material, which could be used in evaluating the employee, ten (10) working days before it is placed in the employee's personnel file. This period of time may be extended by mutual agreement. The employee shall be given the opportunity during normal working hours to discuss the

negative material with the supervisor and provide a written response, which shall be attached to the material prior to being placed in the personnel file.

8. Any written evaluation material placed in an employee's file shall contain the date the material was drafted, the signature of the drafter, and the date the material is placed in the file.
9. No unsatisfactory evaluation shall be based upon hearsay statements only.
10. An employee shall have access to his/her personnel file on a reasonable number of occasions and at reasonable times during work hours if he/her work hours are the same as the regular business office hours. All other employees may review their file during their non-work hours.
11. The employee's personnel file shall be available for examination by CSEA or other representatives if authorized in writing by the employee.
12. Evaluation material contained in personnel files shall be kept in confidence and shall be available for inspection to other employees and to officers of the District when necessary in the proper administration of the District's affairs or the supervision of the employee.
13. Any unit member who receives an overall unsatisfactory rating may request, in writing, to meet and discuss his/her evaluation with the evaluator's supervisor. The content of the evaluation remains non-grievable.

ARTICLE XII – TRANSFER/PROMOTION/VACANCY/PROCEDURE

1. Job Vacancy Filling Procedure

- a. Vacancies within the negotiating units shall be posted for five (5) working days at all sites with the exception of bus drivers and noon duty supervisors.
- b. The posting of a vacancy shall include:
 - 1) Title of position
 - 2) Location of position
 - 3) Salary range of position
 - 4) General description of duties
 - 5) Employment standards necessary for the position
 - 6) Location, Time, and conditions by which an employee of the District may apply. Number of hours per day and work shift (day or night)
 - 7) Special examination requirements when applicable

8) A statement of the District's Affirmative Action Policy

- c. All permanent employees holding a regular position within the classified service of the district may apply. No employee shall be considered for a promotion or voluntary transfer to a new position until completion of a six (6) month probationary period. Regular employees shall not be eligible for positions within a different classification unless they have taken and passed the District qualifying examination for such classification.

2. Job Vacancy Filling Procedure for Voluntary Transfers.

- a. Applicants serving in the same class shall be given first consideration for lateral transfer opportunities in accordance with Section 2 of this Article. If applicants are equal to each other regarding requirements of the job description, disciplinary record within the last 12 months, overall evaluation ratings at "meets standards" within the last 24 months, and attendance rating on evaluation form at "meets standards" within the last 24 months, the acceptable applicant with greatest seniority shall be offered the position.
- b. Applicants who are former employees on a re-employment (layoff list), in the class in which the vacancy exists, shall be considered next.

3. Job Vacancy Filling Procedure for Promotions

- a. Selections for promotions shall be based, among other factors on test scores, disciplinary record, performance evaluations, attendance, personal interviews, letters of recommendation, seniority with the District, and competence to perform the duties of a given position. If all else is equal after considering the minimum qualifications below, and forced ranking sheets based on interview, the internal applicant with the greatest seniority in the same family of classes shall be offered the position. If an applicant serving in the same family of classes is not offered the position, the most senior applicant serving in other family of classes shall be offered the position, if all else is equal. The selection procedure shall include the following steps.
 - 1. Minimum Qualifications – The applicant must meet the following minimum qualifications to be considered for the position:
 - i. All applicants must receive a passing score of no less than seventy percent (70%) on all District administered examinations for the particular position being applied for. If a CSEA unit member with 15 or more years of seniority, who otherwise meets the other requirements, scores less than 70% on the testing, they shall still receive an interview.

- ii. The applicant must not have received discipline greater than a verbal warning within the last 12 months.
 - iii. The applicant must have passed his/her probationary period in their current classification.
 - iv. The applicant must have received an overall performance evaluation rating of “meets standards” on all evaluations within the last 12 months.
 - v. Satisfactory attendance record in the last 12 months.
 2. Interview – All applicants meeting the minimum qualifications shall be interviewed and force ranked by the interview panel.
 3. The District and CSEA agree to equal representation on all interview panels assembled for CSEA positions. CSEA panel representatives will be appointed by the CSEA Executive Board. The CSEA panel representative will be selected by the site interviewing for the position from the list provided by CSEA, and will be someone who is currently serving or has previously served in the same family of classification being interviewed for (when possible).
- b. Employees who are not full year employees or employees absent from duty for vacation, leave, etc., who wish to apply for job vacancies during the period of their absence, shall have access to all vacancy notices through the District’s online job posting platform, and the District’s website... Such employees may apply for the positions(s) by the final filing date listed on the job posting.
 - c. An employee on leave may give written authorization to his/her representative to file for a transfer on his/her behalf.
 - d. Any employee in the negotiating unit who has been rejected for a vacancy for which he/she has properly filed, shall be given the reasons for such rejection in writing if the employee so requests.
 - e. If a vacancy is believed to be improperly filled by the District, the informal discussion of the grievance procedure shall be with the Human Resources Office and any formal grievance shall be initiated at Level II. The vacancy shall not be considered permanently filled until resolution of the grievance.

3. Voluntary Transfer

- a. A voluntary transfer shall be defined as a change in work location, but not job class or salary, which is initiated at the employee's request.
- b. When a vacancy is posted, it shall be the employee's responsibility to complete the form provided by the Human Resources Office and file such form with the Human Resources Office at the time the vacancy occurs.
- c. Criteria for transfer shall include, but not be limited to, consideration of qualifications, evaluations, attendance, and seniority in class.
- d. Transfers shall not be denied arbitrarily, capriciously, or without basis in fact.
- e. No employee shall be considered for a transfer to another position until the completion of six (6) months in their present assignment.
- f. Upon written request to the Human Resource Office, employees who voluntarily make a lateral transfer to a like position at another site will have the option to request to return to their previous position within fifteen (15) working days. Requests may be considered by the District if the previous position is available.

4. Involuntary Transfer

- a. An involuntary transfer shall be defined as a change in work location, but not job class or salary, which is initiated by the District.
- b. The District may initiate employee transfer(s) when school or departmental work load makes such transfers necessary. All employees affected shall be notified two weeks in advance by letter from the Human Resources Department except in cases of an emergency (to be determined by the District) when an involuntary transfer must be initiated sooner.
- c. Because the District is interested in maintaining a balanced, stable, classified service, in strengthening employee in specific areas and in providing new environments for individuals, an employee whose work is satisfactory and/or exemplary may be transferred after appropriate conferences have been held.
- d. Employees shall not be involuntarily transferred or re-assigned arbitrarily or capriciously.
- e. Notice of involuntary transfer shall be given to an employee as soon as possible.
- f. A District initiated transfer shall take place only after an informal, confidential meeting between the Assistant Superintendent of Human Resources, or Designee, employee, and the supervisor, if such a meeting is requested by the employee.

- g. Requests for voluntary transfers shall be considered prior to implementing District initiated transfers.
- h. Involuntary transfers for disciplinary reasons shall be in accordance with the Education Code and not processed as a grievance.
- i. An employee who is reassigned or transferred by virtue of an employee being involuntarily transferred into their position shall be the least senior person in the classification except in instances when the least senior person has an assignment of greater or lesser FTE than the employee to be involuntarily transferred.

5. Promotion Probation

- a. The maximum length of the promotional probationary period shall be six (6) months. Within the first fifteen (15) days, the promoted employee may notify the District administration in writing that he/she wishes to return to the previously held position. Requests may be considered by the District, if the previous position is available. Within six (6) months, the District may decide that the employee will return to an assignment within the previous classification.
- b. Employees returning from promotion to a position within a previously held classification as described above shall be assigned to a vacant position if one exists. If no vacancy exists, the least senior employee in the classification may be displaced. Such occurrence could result in transfer, reassignment and/or release of other District employees.
- c. No employee shall be considered for a promotion to a new position until completion of a six (6) month period.

6. Job Information

Upon initial employment and each change of classification, each affected employee in the negotiation unit shall receive a copy of the applicable job description, a statement of the applicable monthly or hourly rate of pay, regular work site, work shift, hours per day, days per week, and months per year.

ARTICLE XIII – DISCIPLINARY ACTION

1. Disciplinary Action

- a. The District's intent regarding disciplinary matters is to utilize progressive steps. Such progressive steps may include the following:
 - 1) Verbal reprimand with a conference.
 - 2) Following a conference, a written reprimand may be issued with a copy to the employee's file.

- b. The following actions may be taken for disciplinary reasons by the District against a permanent employee for the causes listed in Section 2.
- 1) Dismissal – Dismissal is removal from the employment of the District.
 - 2) Suspension – Suspension is temporary removal from the employment of the District for a specified period of time.
 - 3) Involuntary Reassignment – Involuntary reassignment is a change of assignment whereby an employee is deprived of an incidence of classification.
 - 4) Involuntary Demotion – Involuntary demotion is placement in a lower classification.

2. Cause

- a. A permanent employee may have a disciplinary action taken against him/her for any of the following causes:
- 1) Neglect of duty
 - 2) Inefficiency
 - 3) Incompetence
 - 4) Violation of rules and regulation of the Board of Trustees, the State Board of Education, violation of the Education Code and other applicable laws
 - 5) Insubordination
 - 6) Dishonesty
 - 7) Drinking which directly or indirectly has an adverse effect on the District
 - 8) Consumption of alcoholic beverages on the job or reporting to work under the influence of alcoholic beverages
 - 9) Immoral conduct
 - 10) Illegal use of narcotics
 - 11) Conviction of a sex offense as defined in the Education Code Section 44010, conviction of narcotics offense in Section 44011 or conviction as a sexual psychopath in Article 1, Chapter 1, Part 1.5, Division 6, of the Health and Welfare Code
 - 12) Repeated, unexcused tardiness
 - 13) Repeated, unexcused failure to report to work as assigned

- 14) Excessive absence which is detrimental to the District
- 15) Inability to work harmoniously with others to such a degree that the District's functioning is disrupted
- 16) Failure to maintain such conditions and standards required by the District job description
- 17) Damage to public property
- 18) Disorderly conduct
- 19) Evident unfitness for service
- 20) Failure to maintain licenses or certificates required by law for the job
- 21) Failure to adequately perform bona fide requirements of the position held
- 22) Failure to comply with the terms and conditions of ARTICLE III of this Agreement
- 23) Engaging in political activity during assigned hours of work
- 24) Conviction of a felony or any crime involving moral turpitude
- 25) Falsifying relevant information on application forms and other District records
- 26) Unauthorized leave of absence

b. In addition, the following reasons apply to bus drivers:

- 1) Reckless driving that has a direct or indirect adverse effect on the District.
- 2) Bus driver failure to maintain standards contained in the California Highway Patrol Bus Drivers' Handbook

3. Dismissal Procedure

a. Written Notice

An employee who is to have disciplinary action taken against him/her shall be informed in writing of the following:

- 1) Statement of Charges – A statement of the specific charges against the employee shall be written in ordinary and concise language of the specific acts and omissions on which the disciplinary action is based and shall include the cause and any rules and regulations which have been violated. No charge, however, shall be made which occurred prior to the employee's becoming permanent nor more than two (2) years from the filing of this statement of charges.

- 2) Right to a Hearing – The employee may request a hearing within seven (7) calendar days after service of the statement of charges. A card shall be provided to the employee, the signing of which shall constitute a demand for a hearing and a denial of all charges. Failure to request a hearing within the seven (7) calendar days shall be deemed to be a waiver of the right to the hearing.
- 3) Access to Material – The employee may, upon request, have copies of the material upon which charges are based.
- 4) Immediate Suspension
 - a. An employee may be immediately suspended without pay pending a hearing for causes listed in 2. Cause, Section, 8, 10, 11, 24 and repeated instances of any cause listed in 2, which have been properly documented in accordance with ARTICLE XIII, Section 1, a, or under other circumstances in which it would be seriously detrimental to the welfare of the District and the pupils therein.
 - b. An employee may be immediately suspended with pay pending a hearing for any cause listed in Section 2, Cause.
 - c. An employee immediately suspended pursuant to Sub-Section 4, a, above, shall continue to be paid his/her regular salary during the period of his/her suspension if he/she furnishes to the District a suitable bond. If the employee is acquitted or the charges are dismissed, the District shall reimburse the employee the cost of the bond.

b. Hearing

- 1) The hearing shall be held within a reasonable period of time, but not less than five (5) calendar days after the filing of a request for a hearing
- 2) If the employee does not request a hearing by the set date, disciplinary action may be taken without a hearing.
- 3) The employee may be represented at the hearing by a representative of his/her choice.
- 4) The hearing shall be conducted before the Board of Education or before its designee.
 - a. Hearing before the Board of Education – The employee shall have the right to personally appear and testify, to call favorable witnesses, and to cross-examine adverse witnesses.
 - b. Hearing before Designee

- i. A dismissal hearing shall be delegated to a hearing officer from the Office of Administrative Hearings.
- ii. A suspension, involuntary reassignment or demotion hearing may be delegated to the Superintendent or his or her designee.
- iii. The designee shall submit a written recommended decision to the Board of Education, which shall include proposed findings of fact and determination of issues. A copy of the recommended decision shall be sent to the employee.
- iv. Prior to making a final decision, the Board of Education shall afford the employee the opportunity to present arguments to it on the sufficiency of cause for disciplinary action.
- v. The Board of Education may accept, reject, or modify the recommended decision. Should the Board reject or modify the recommended decision, it shall first review the record of the hearing. Any modified decision shall include findings of fact and determination of issues by the Board of Education.

c. Results of the Hearing

- 1) A written decision shall be sent to the employee, including the findings of fact and determination of issues.
- 2) Alleged violation of the procedure in this article shall be grievable. However, the substance of the disciplinary action shall not be grievable.

ARTICLE XIV – GRIEVANCES

- a. This grievance procedure shall be used to process and resolve grievances arising under this agreement.
- b. The purposes of this procedure are:
 - 1) To equitably resolve grievances informally at the lowest possible level.
 - 2) To provide an orderly procedure for reviewing and resolving grievances promptly.

2. Definitions

- a. A “grievance” is an alleged violation, misinterpretation or misapplication of the express terms of this Agreement, which directly or adversely affects the grievant. Actions to challenge or change the terms of this agreement shall not be considered a grievance. Matters, for which a specific method of review is provided by law, by District policy or regulation, or by terms of this Agreement, are not within the scope of this procedure.

- b. A “grievant” is a member or members of the representation unit covered by this Agreement who files a grievance. If, during the term of the Maser Agreement, a court of competent jurisdiction should hold that the Association may also be defined as a grievant, such finding will apply to the terms of this Agreement.
- c. A “day” is any day in which the District Office is open for business.

3. Time Limits

Every effort shall be made to complete action within the time limits contained within the grievance procedure; time limitation may be shortened or extended by written stipulation of both parties.

4. Informal Level

Within fifteen (15) days after the grievant knew or should have known of the event of circumstances occasioning the grievance, the grievant shall initially meet with his/her immediate supervisor in an attempt to resolve the grievance informally.

5. Level I

- a. If the informal discussion fails to resolve the grievance to the satisfaction of the grievant, a formal grievance may be initiated in writing no later than ten (10) days after the informal discussion. The formal grievance shall be filed with the management level supervisor.
- b. The formal document shall contain a concise statement of the grievance, stating specific sections of the Agreement allegedly violated, misinterpreted, or misapplied, the circumstances involved, and the specific remedy sought.
- c. Within ten (10) days after the filing of the formal grievance, the management level supervisor shall investigate the grievance and give his/her decision in writing to the grievant.

6. Level II

- a. If the grievant is not satisfied with the decision rendered at Level I, he/she may appeal the decision within ten (10) days to the Superintendent of his/her designee. The grievant may file a copy with the Association. The appeal shall include a copy of the original grievance, the decision rendered at Level I, and a clear, concise statement of the reasons for the appeal.
- b. Within ten (10) days after the appeal is filed, the Superintendent of his/her designee shall investigate the grievance and give his/her decision in writing to the grievant.

7. Level III

If the employee cannot resolve the grievance at Level II, he/she may appeal the matter to the Board of Trustees within five (5) days of receipt of the written decision of the Superintendent or his/her designee. All written document concerning the grievance, in addition to other written evidence of a mitigating nature submitted by the employee, shall be provided to the Board of Trustees by the Superintendent or his/her designee. The Board shall review the grievance in closed session no later than the second (2nd) regular Board meeting following the receipt of the employee's appeal. The Board shall render a decision in closed session and instruct the Superintendent to provide the employee with a copy of said decision. The decision of the Board shall be binding.

8. Alternate Level III

- a. The Association, by written notice to the Superintendent within fifteen (15) days after receipt of a decision, may submit the grievance to binding arbitration.
- b. An impartial arbitrator shall be selected jointly by the Association and the District within ten (10) days of receipt of the written request. In the event that the parties cannot agree, the State Conciliation Service shall be requested to supply a list of five (5) names. Alternate names shall be stricken until only one (1) name remains.
- c. The fees and expenses of the arbitrator and court reporter, if required by the arbitrator, shall be shared equally between the District and the Association. Any additional expenses shall be borne by the party incurring such expense.
- d. The arbitrator shall have no authority to add to, delete, or alter any provision of the Agreement, but shall limit the decision to the application and interpretation of its provisions.
- e. The arbitrator shall rule upon the arbitrability of the issue prior to hearing the merits of the grievance.
- f. After hearing the evidence, the arbitrator shall submit his/her findings and binding decision in writing to the District, the Association, and to the grievant.

9. Miscellaneous

- a. Response – If the District fails to respond to a grievance within the time limits specified for that level, the grievant shall have the right to appeal to the next level.
- b. Conference – Grievants shall have the right to a conference, upon request, at each level.
- c. Records – All records of the proceedings shall be retained by the Human Resources Department in a separate grievance file.

- d. Reprisals – No reprisals shall be taken by or against any participant in a grievance procedure by reason for such participation.
- e. Representation – Each party may be represented by a conferee at each stage of the grievance procedure.
- f. Pay – A grievant and/or witness required to absent themselves by reason of this grievance procedure shall not suffer any loss of pay.
- g. Time Limitations – Failure to appeal a decision within a specified time limit shall be deemed an acceptance of the decision.
- h. Initiate Grievance (Level II) – If a grievance arises from action or inaction on the part of a member of the administration at the level above the management level supervisor, the aggrieved person shall submit such grievance in writing to the Superintendent or his/her designee.
- i. Forms – Forms for filing and processing grievances shall be prepared jointly by the District and CSEA.
- j. Grievance Without Intervention – An employee may present a grievance without the intervention of the Association as long as the adjustment is not inconsistent with the term of this Agreement provided that he/she shall not agree to a resolution of the grievance until the exclusive representative has received a copy of the grievance and the proposed resolution and has been given the opportunity to file a response.
- k. The grievant shall comply with administrative direction until the grievance has been processed.

ARTICLE XV – REDUCTION IN HOURS

1. After considering alternatives including layoff, the District may invoke a reduction in hours in accordance with the following procedure:
 - a. **Definitions**
 - 1) Employee – An employee for the purposes of this article is an employee in the classified service.
 - 2) Reduction in Hours – Reduction in hours is an involuntary reduction in hours per day, days per week, or months per year.
 - 3) Seniority – Seniority for all bargaining unit employee shall be based on the date of hire.
 - a. Seniority for employees hired prior to July 1, 1971, shall be based on the date of hire.

- 4) Voluntary Reduction in Hours – Voluntary reduction in hours is employee consent to a reduction of hours of assignment to a lower classification in lieu of involuntary reduction in hours.

b. Application

- 1) The employee with the least seniority in the affected class plus seniority accrued from serving in a higher class shall be reduced first.
- 2) An employee who would otherwise be reduced despite the exercising of bumping rights may accept a voluntary demotion to a vacant position in a lower class in which no previous service has been rendered provided that he/she is qualified to perform the duties of the class.
- 3) An employee reduced in one classification, who previously served in an equal or lower classification, may move into that equal or lower classification if he/her seniority is greater than those employees presently serving in that classification.
- 4) An employee displaced from classification as a result of being bumped shall have the same bumping rights as set forth in Section 3.
- 5) If two (2) or more employees subject to reduction in hours have equal class seniority, the determination as to who shall be reduced will be made on the basis of the greater hire date seniority, and if that be equal, then the determination shall be made by lot.
- 6) Sick leave and other benefits shall be adjusted in accordance with the change in hours.

c. Notice

- 1) Fifteen (15) days prior to giving notice of reduction in hours to employees, the District shall give notice to the Association and shall, upon request, meet with the Association to confer on the issues and effects, including alternative proposals requested by CSEA.
- 2) A written notice of reduction in hours shall be given to affected employees no later than thirty (30) days prior to the effective date of the reduction in hours.
- 3) The notice shall contain: (1) the employee's displacement rights, if any; (2) the employee's reinstatement rights; and (3) the employee's right to discuss the reduction in hours with the Human Resources Office.
- 4) Copies of Reduction in Hours Notices shall be provided to CSEA.

d. Reinstatement Rights

- 1) The names of employees reduced shall be placed on reinstatement lists in the reverse order of reduction. Involuntary reduction shall continue for thirty-nine (39) months from

the date of reduction. Voluntary reduction or demotion in lieu of reduction employees shall be placed on reinstatement lists for an additional twenty-four (24) months.

- 2) Reinstatement shall be in the reverse order of reduction.
 - 3) Offers of reinstatement shall be made on the basis of reinstatement lists based on the highest seniority.
 - 4) An employee shall have ten (10) working days in which to accept an offer of reinstatement.
 - 5) An employee on a reinstatement list may decline three (3) offers of reinstatement in his/her former classification. After the third refusal, no additional offers need to be made, except based upon good cause, the District may permit a fourth offer, and his/her name shall be removed from the reinstatement list.
 - a. Such requirement shall not preclude nor require the District from making an unlimited number of offers in any other classification for which they are qualified.
 - 6) Employees on the reinstatement list shall be sent appropriate notices of vacancies and may apply for such positions in the District and they shall be given consideration in accordance with the Transfer and Promotions Article of this Agreement.
 - 7) Copies of Offers of Reinstatement shall be provided to CSEA.
- e. The decision to reduce hours is not grievable; however, the procedures set forth in this article are grievable.

ARTICLE XVI – LAYOFF PROCEDURE

1. Definitions

- a. Employees – An employee for the purposes of this article is a member of the bargaining unit.
- b. Layoff – A layoff includes a separation from the classified service or reassignment to a lower classification in lieu of a layoff.
- c. Seniority – Seniority for all bargaining unit employees shall be based on the date of hire.
- d. Voluntary Layoff – Voluntary layoff is an employee's consent to a reduction of hours in a vacant position or assignment to a lower classification in lieu of layoff.

2. Application

- a. The employee with the least seniority in the affected class plus seniority accrued from serving in a higher class shall be laid off first.

- b. Any employee who voluntarily consents to a reduction in hours in a vacant position or assignment to a class lower, as determined by the District, than that in which the employee has permanence in order to avoid interruption of employment, is a voluntary layoff.
- c. An employee who would otherwise be laid off despite the exercising of bumping rights may accept a voluntary demotion to a vacant position in a lower class in which no previous service has been rendered provided that he/she is qualified to perform the duties of the class.
- d. An employee laid off in one classification, who previously served in an equal or lower classification, may move into that equal or lower classification if his/her seniority is greater than those employees presently serving in that classification.
- e. An employee displaced from his/her classification as a result of being bumped shall have the same bumping rights as set forth in Section d. above.
- f. If two (2) or more employees subject to layoff have equal class seniority, the determination as to who shall be laid off will be made on the basis of the greater hire date seniority, and if that be equal, then the determination shall be made by lot.

3. Notice

- a. Fifteen (15) days prior to giving notice of layoff to employees, the District shall give notice to the Association and shall, upon request, meet with the Association to confer on the issues and effects, including alternative proposals suggested by CSEA.
- b. All procedures related to layoff will be in compliance with AB438/Education Code 45117 which requires that classified employees be provided written notification no later than March 15 that they are being laid off for the ensuing year, or within sixty (60) days prior to the effective date of their layoff if they are employed in a specially funded program that's funding is expiring.
- c. The notice shall contain: (1) the employee's displacement rights, if any; (2) the employee's re-employment rights; (3) the employee's rights to discuss the layoff with the Human Resources Office; and (4) the employee's right to a hearing.
- d. Copies of Layoff Notices shall be provided to CSEA.
- e. In the notice of layoff, the employee shall be requested to provide the District with all permanent and temporary changes of address and/or telephone numbers.

4. Re-employment Rights

- a. The names of employees laid off shall be placed on re-employment lists in the reverse order of layoff. Involuntary layoff shall continue for thirty-nine (39) months from the date of layoff. Voluntary reassignment or demotion in lieu of layoff, employees shall be placed on re-employment lists for an additional twenty-four (24) months.

- b. Re-employment shall be in the reverse order of layoff.
 - c. Offers of re-employment shall be made on the basis of re-employment lists based on the highest seniority.
 - d. An employee shall have ten (10) working days in which to accept an offer of re-employment.
 - e. An employee on a re-employment list may decline three (3) offer of re-employment in his/her former classification. After the third refusal, no additional offers need be made except based upon good cause, the District may permit a fourth offer, and his/her name shall be removed from the re-employment list. Such requirement shall not preclude the District from, nor require the District to make an unlimited number of offers in any other classification for which they are qualified.
 - f. Employees in layoff status shall be given first consideration for service as a substitute to a position in a previously help classification or related classification for which the employee qualifies at the same range and step of the range attained at the time of layoff.
 - g. Employees on the re-employment list shall be sent appropriate notices of vacancies and may apply for such positions in the District and they shall be given consideration in accordance with the Transfers and Promotions Article of this Agreement.
 - h. Copies of Offers of Re-employment shall be provided to CSEA.
 - i. Student employees may continue in the normal work study or work experience programs but may not be assigned the specific duties performed by employees who have been laid off.
5. The decision to lay off employees shall not be grievable; however, the procedures set forth in this Article are grievable.
6. The District agrees that there will be no layoffs of Preschool/Children Center Aides during the 1983-84 fiscal years for lack of funds.

ARTICLE XVII – SAFETY CONDITIONS

- 1. Alleged violations of safe working conditions shall be reported to the employee's immediate supervisor and/or safety officer. If the situation has not been resolved within a reasonable period of time, the employee may submit such alleged violation to the appropriate administrative agency, such as CAL-OSHA. Any alleged violation of safe working conditions shall not be processed as a grievance.
- 2. Establish a classified employee safety committee composed of equal representation from the District and the Association.

ARTICLE XVIII – NON-DISCRIMINATION

1. No employee in the negotiating units shall in any way be harassed or discriminated against in violation of the law regarding the provisions of this Agreement because of race, color, national origin, religion, ancestry, marital status, age, sex, gender, sexual orientation, physical or mental disability, medical condition, genetic information, pregnancy, denial of Family and Medical Care Leave, or membership and lawful activities of an employee organization.
 - a. Allegations of favoritism or discrimination based on employee organization membership or activities may be processed as either an unfair practice or as a grievance, but not as both.

ARTICLE XIX – CONCERTED ACTIVITIES

1. It is agreed and understood that there shall be no strike, work stoppage, slow-down, picketing, refusal or failure to fully and faithfully perform job functions and responsibilities, or other interference with the operations of the District by the Association or by its officers, agents, or members of the negotiating unit during the term of this Agreement, including compliance with the request of other labor organizations to engage in such activity.
2. The Association recognizes the duty and obligation of its representatives to comply with the provisions of this Agreement and to make every effort toward inducing all employees to do so. In the event of a strike, work stoppage, slow-down, or other interference with the operations of the District by employees who are represented by the Association, the Association agrees in good faith to take all necessary steps to cause those employees to cease such action.

ARTICLE XX – SAVINGS

1. If any provisions of this Agreement or any application thereof to any employee is held by a court of final jurisdiction to be contrary to law, then such provision or application shall be deemed invalid, to the extent required by such court, but all other provisions or applications shall continue in full force and effect.

ARTICLE XXI – PROFESSIONAL GROWTH

1. Eligibility

Professional Growth is defined as job related training or course work, which benefits the District and enhances job performance. All permanent classified employees represented by CSEA, shall be eligible to enroll in the Professional Growth program. Probationary employees may enroll in course work but shall not receive credit until they achieve permanent status.

- a. Employees laid off shall not be eligible to participate in the program until they return to regular employment.
- b. If the employee is terminated for reduction in work force and they are subsequently re-employed within the thirty-nine (39) calendar months, they are entitled to all professional growth awards prior to layoff.
- c. Employees currently receiving monetary awards for previously completed courses shall continue to receive that amount in addition to any other credits earned.
- d. Participation in professional growth is entirely voluntary on the part of the employee and participation shall not be a requirement toward attaining any of the rights or benefit accorded bargaining unit employees under the contractual agreement between CSEA and the District.

2. Criteria for Awards

Professional Growth credits may be earned through participation in any of the following. Job related courses to include:

- a. Universities, Colleges, and Community College courses.
- b. Eighteen (18) hours is equal to one unit for the following training.
 - 1) Workshops, seminar and conferences that are not District funded.
 - 2) Adult Education
 - 3) Trade schools

3. Approval Procedures

- a. An employee must get prior approval of course work from the Assistant Superintendent of Human Resources or his/her designee. If the Assistant Superintendent or his/her designee denies a course for Professional Growth credit, the employee has the right to request reconsideration of that decision.
- b. The employee requesting reconsideration may make an oral or written presentation to the Assistant Superintendent of Human Resources within five (5) working days.

4. Rules and Regulations

- a. Course work in progress at the end of one Professional Growth increment period may be carried over to the next period.
- b. A grade of "C" or better in a graded course is required in order to receive credit for Professional Growth.

- c. Courses for Professional Growth may not be repeated except for those that require periodic update.
- d. A Professional Growth increment period is one (1) year.
- e. Training which is required for a position or to retain a license will not be credited as Professional Growth.

5. Responsibility of Applicant

- a. Each individual applicant shall seek out courses and submit their plan for prior approval on the official District application form by April 1.
- b. Each applicant shall keep an accurate accounting of all credits earned.
- c. Each applicant shall be required to provide official proof of successful completion of course before credit will be granted. In order to be paid for a particular year, the employee must submit proof of successful completion of course by October 1, of that year.
- d. All expenses connected with Professional Growth credit shall be borne by the employee.

6. Amount of Awards

- a. Effective July 1, 2023, an award of \$60.00 per month for each twelve (12) units of approval credit shall be granted to full time employees upon successful completion of courses.
- b. Any award for approval credit of Professional Growth shall be pro-rated for the part-time employee.
- c. No employee may earn more than twelve (12) units per year.
- d. Credit for Professional Growth is limited to a total of Eighty Four (84) units. (There are a total of seven Professional Growth Awards.) Employees who already have six Professional Growth Awards can earn the additional award by taking units on or after July 1, 2023.

ARTICLE XXII – CLASSIFICATION/RECLASSIFICATION/UPGRADE

- 1. Placement in Class: Every position shall be placed in a class.
- 2. Request for Reclassification/Upgrade: An employee or the District is entitled to request that his/her individual position be reclassified or entire classification be upgraded. All reclassification and upgrade requests shall be submitted to the Human Resources Office no later than January 15 of each year.

3. New Classification: New classifications shall be assigned to the salary schedule pending negotiations on the appropriate placement of the new classification.
4. Upon Reclassification of a position or Upgrade of a class of positions, the position(s) shall be assigned a range at least one range higher (at least 5%) than the former range. The incumbent(s) in the position(s) shall be upgraded with the position(s). All approved reclassifications or upgrades shall take effect the following July 1, unless special circumstances apply which are mutually agreed upon between the Association and the District. A Reclassification applies to one person, unless the request is brought on behalf of more than one person. An Upgrade applies to the entire class.
5. Procedure:
 - a. All Reclassification or Upgrade application requests shall be screened by February 28 by a screening committee comprised of three (3) District members and three (3) CSEA members prior to being sent to the Review Panel. The screening committee shall notify the employees who requested reclassification or upgrade of the results within 15 days of completion of the committee's work.
 - b. If a majority of the member of the screening committee determine that the request meets the criteria for a Reclassification or Upgrade, the application shall be reviewed by the Review Panel which consists of the following: One (1) CSEA appointee, One (1) Management appointee, and One (1) neutral selected by the District and CSEA. The cost of the neutral, should there be any, shall be shared by CSEA and the District. When there are applications to be reviewed, the Review Panel will meet and make an advisory recommendation(s) to the Board by April 15.
 - c. Once receiving advisory recommendation(s) from the Review Panel, the Board shall make a final decision by May 31.
6. An employee, group representative or District representative requesting the Reclassification or Upgrade shall present his/her facts to the Review Panel with any substantiating evidence in person. There will be no observer's in this process. If the request comes from a unit member, a District representative may be present to present the District's position on the request. If the request comes from the District, a representative from the unit may be present to present the unit's position on the request.
7. Neither decision on Reclassification or Upgrade request, nor this procedure, shall be subject to the grievance procedure of the negotiated agreement. Decision on Reclassification or Upgrade, and use of this procedure, shall not be considered an Unfair Labor Practice.
8. With mutual consent of both parties, a change in title only may take place without a range change, and positions with special circumstances may be brought to the negotiations table, if the need arises.
9. Reclassification or Upgrade

- a. A Reclassification is a change in title and/or job description for any of the following reasons:
 - i. A major change in the permanent duties/tasks, which requires a change in the job description.
 - ii. Substantially increased responsibility, complexity of current technical and/or decision-making skills on a permanent basis.
- b. An Upgrade is change in range placement for any of the following reasons:
 - i. The position is improperly placed on the salary schedule in relation to similar class or positions (i.e. clerical, maintenance, aides, etc.)
 - ii. The position is out of line with similar positions in the agreed upon comparisons districts as to its placement on the salary schedule the screening committee and the Review Panel shall choose the comparison districts on an annual basis.
- c. Work load increase will not be considered as a basis for Reclassification or Upgrade.

10. Review Panel: When considering Reclassification or Upgrade, the panel shall maintain the internal consistency/integrity of the salary schedule and have the authority to recommend the following:

- a. Range placement
- b. Changes in the job description
- c. Title changes
- d. Creation of new classification and/or range

An employee who has been reclassified and/or upgraded through this process shall be ineligible for subsequent reclassification or upgrade with his/her position for a period of at least two (2) years from the initial action.

ARTICLE XXIII – USE OF GPS ON VEHICLES

The Pittsburg Unified School District and CSEA Chapter 44 do hereby agree to the following:

1. USE OF GPS ON VEHICLES

- d. All operators of a vehicle equipped with a GPS system shall be notified of the use of and receive required training on all GPS systems located in the District owned buses, maintenance vehicles, food service vehicles, mowers and tractors.
- e. Each operator will be notified that the GPS systems have the ability to record start time, drive time, idling time, shut down time, miles driven, provide excessive speed warnings, live route

location, average miles per hour, and miles driven against driving time. This recorded information from the GPS systems shall be considered District property and treated as such.

- f. The drivers shall have the right to review all information generated by the GPS systems in the presence of their immediate supervisor and provided a copy of such upon request. If on viewing information generated by the GPS system, a driver is observed demonstrating unsafe procedures, a violation of the law or an inappropriate use of employee time and/or District resources, the information may be used as a tool to remedy the procedure with additional training and/or other measures as deemed appropriate by the driver's supervisor.

G.

CLASSIFIED SALARY SCHEDULE

APPENDIX A

2020-2021

2021-2022

2022-2023

Range	Monthly STEP A	Hourly	Monthly STEP B	Hourly	Monthly STEP C	Hourly	Monthly STEP 1	Hourly	Monthly STEP 2	Hourly	Monthly STEP 3	Hourly	Monthly STEP 4	Hourly	Monthly STEP 5	Hourly
44	\$5,243.33	\$30.25	\$5,522.40	\$31.86	\$5,780.67	\$33.35	\$6,071.87	\$35.03	\$6,373.47	\$36.77	\$6,692.40	\$38.61	\$7,033.33	\$40.50	\$7,395.00	\$42.50
32	\$3,631.33	\$20.95	\$3,816.80	\$22.02	\$4,007.47	\$23.12	\$4,208.53	\$24.28	\$4,418.27	\$25.49	\$4,639.33	\$26.77	\$4,870.00	\$28.16	\$5,111.33	\$29.56
39	\$4,215.47	\$24.32	\$4,426.93	\$25.54	\$4,648.80	\$26.82	\$4,881.07	\$28.16	\$5,123.73	\$29.56	\$5,366.67	\$31.03	\$5,613.33	\$32.50	\$5,875.00	\$34.00
42	\$4,633.20	\$26.73	\$4,865.47	\$28.07	\$5,108.13	\$29.47	\$5,364.67	\$30.95	\$5,633.33	\$32.50	\$5,913.33	\$34.00	\$6,188.00	\$35.50	\$6,475.00	\$37.00
27	\$3,178.24	\$18.33	\$3,341.70	\$19.27	\$3,508.78	\$20.24	\$3,684.22	\$21.25	\$3,868.43	\$22.31	\$4,059.20	\$23.33	\$4,256.67	\$24.40	\$4,460.00	\$25.50
38	\$4,206.80	\$24.27	\$4,416.53	\$25.48	\$4,636.67	\$26.75	\$4,866.93	\$28.09	\$5,113.33	\$29.50	\$5,366.67	\$30.95	\$5,633.33	\$32.50	\$5,913.33	\$34.00
40	\$4,411.33	\$25.45	\$4,633.20	\$26.73	\$4,865.47	\$28.07	\$5,108.13	\$29.47	\$5,364.67	\$30.95	\$5,633.33	\$32.50	\$5,913.33	\$34.00	\$6,188.00	\$35.50
34	\$3,816.80	\$22.02	\$4,007.47	\$23.12	\$4,208.53	\$24.28	\$4,418.27	\$25.49	\$4,639.33	\$26.77	\$4,870.00	\$28.16	\$5,111.33	\$29.56	\$5,366.67	\$30.95
44	\$5,243.33	\$30.25	\$5,522.40	\$31.86	\$5,780.67	\$33.35	\$6,071.87	\$35.03	\$6,373.47	\$36.77	\$6,692.40	\$38.61	\$7,033.33	\$40.50	\$7,395.00	\$42.50
34	\$3,816.80	\$22.02	\$4,007.47	\$23.12	\$4,208.53	\$24.28	\$4,418.27	\$25.49	\$4,639.33	\$26.77	\$4,870.00	\$28.16	\$5,111.33	\$29.56	\$5,366.67	\$30.95
39	\$4,215.47	\$24.32	\$4,426.93	\$25.54	\$4,648.80	\$26.82	\$4,881.07	\$28.16	\$5,123.73	\$29.56	\$5,366.67	\$31.03	\$5,613.33	\$32.50	\$5,875.00	\$34.00
28	\$3,298.53	\$19.03	\$3,463.20	\$19.98	\$3,636.53	\$20.98	\$3,818.53	\$22.03	\$4,009.20	\$23.13	\$4,200.00	\$24.28	\$4,400.00	\$25.49	\$4,610.00	\$26.77
45	\$5,506.80	\$31.77	\$5,799.73	\$33.46	\$6,070.13	\$35.02	\$6,375.20	\$36.78	\$6,692.40	\$38.61	\$7,033.33	\$40.50	\$7,395.00	\$42.50	\$7,766.67	\$44.50
38	\$4,206.80	\$24.27	\$4,416.53	\$25.48	\$4,636.67	\$26.75	\$4,866.93	\$28.09	\$5,113.33	\$29.50	\$5,366.67	\$30.95	\$5,633.33	\$32.50	\$5,913.33	\$34.00
21	\$2,780.27	\$16.04	\$2,924.13	\$16.87	\$3,069.73	\$17.71	\$3,224.00	\$18.60	\$3,385.20	\$19.53	\$3,553.33	\$20.50	\$3,730.00	\$21.46	\$3,915.00	\$22.46
23	\$2,924.13	\$16.87	\$3,069.73	\$17.71	\$3,224.00	\$18.60	\$3,385.20	\$19.53	\$3,553.33	\$20.50	\$3,730.00	\$21.46	\$3,915.00	\$22.46	\$4,100.00	\$23.46
42	\$4,633.20	\$26.73	\$4,865.47	\$28.07	\$5,108.13	\$29.47	\$5,364.67	\$30.95	\$5,633.33	\$32.50	\$5,913.33	\$34.00	\$6,188.00	\$35.50	\$6,475.00	\$37.00
30	\$3,458.00	\$19.95	\$3,633.07	\$20.96	\$3,816.80	\$22.02	\$4,007.47	\$23.12	\$4,208.53	\$24.28	\$4,418.27	\$25.49	\$4,639.33	\$26.77	\$4,870.00	\$28.16
32	\$3,631.33	\$20.95	\$3,816.80	\$22.02	\$4,007.47	\$23.12	\$4,208.53	\$24.28	\$4,418.27	\$25.49	\$4,639.33	\$26.77	\$4,870.00	\$28.16	\$5,111.33	\$29.56
36	\$3,998.80	\$23.07	\$4,206.80	\$24.27	\$4,416.53	\$25.48	\$4,636.67	\$26.75	\$4,866.93	\$28.09	\$5,113.33	\$29.50	\$5,366.67	\$30.95	\$5,633.33	\$32.50
39	\$4,215.47	\$24.32	\$4,426.93	\$25.54	\$4,648.80	\$26.82	\$4,881.07	\$28.16	\$5,123.73	\$29.56	\$5,366.67	\$31.03	\$5,613.33	\$32.50	\$5,875.00	\$34.00
35	\$3,913.87	\$22.52	\$4,111.47	\$23.72	\$4,316.00	\$24.90	\$4,532.67	\$26.15	\$4,759.73	\$27.46	\$4,992.00	\$28.81	\$5,240.00	\$30.20	\$5,495.00	\$31.60
44	\$5,243.33	\$30.25	\$5,522.40	\$31.86	\$5,780.67	\$33.35	\$6,071.87	\$35.03	\$6,373.47	\$36.77	\$6,692.40	\$38.61	\$7,033.33	\$40.50	\$7,395.00	\$42.50
28	\$3,298.53	\$19.03	\$3,463.20	\$19.98	\$3,636.53	\$20.98	\$3,818.53	\$22.03	\$4,009.20	\$23.13	\$4,200.00	\$24.28	\$4,400.00	\$25.49	\$4,610.00	\$26.77
31	\$3,548.13	\$20.47	\$3,726.67	\$21.50	\$3,912.13	\$22.57	\$4,111.47	\$23.72	\$4,316.00	\$24.90	\$4,532.67	\$26.15	\$4,759.73	\$27.46	\$4,992.00	\$30.20
29	\$3,381.73	\$19.51	\$3,551.60	\$20.49	\$3,728.40	\$21.51	\$3,915.60	\$22.03	\$4,111.47	\$23.12	\$4,316.00	\$24.28	\$4,532.67	\$26.15	\$4,759.73	\$27.46
28	\$3,298.53	\$19.03	\$3,463.20	\$19.98	\$3,636.53	\$20.98	\$3,818.53	\$22.03	\$4,009.20	\$23.13	\$4,200.00	\$24.28	\$4,400.00	\$25.49	\$4,610.00	\$26.77
29	\$3,381.73	\$19.51	\$3,551.60	\$20.49	\$3,728.40	\$21.51	\$3,915.60	\$22.03	\$4,111.47	\$23.12	\$4,316.00	\$24.28	\$4,532.67	\$26.15	\$4,759.73	\$27.46
33	\$3,726.67	\$21.50	\$3,912.13	\$22.57	\$4,111.47	\$23.72	\$4,316.00	\$24.90	\$4,532.67	\$26.15	\$4,759.73	\$27.46	\$4,992.00	\$30.20	\$5,240.00	\$31.60
35	\$3,913.87	\$22.52	\$4,111.47	\$23.72	\$4,316.00	\$24.90	\$4,532.67	\$26.15	\$4,759.73	\$27.46	\$4,992.00	\$30.20	\$5,240.00	\$31.60	\$5,495.00	\$33.00
34	\$3,816.80	\$22.02	\$4,007.47	\$23.12	\$4,208.53	\$24.28	\$4,418.27	\$25.49	\$4,639.33	\$26.77	\$4,870.00	\$28.16	\$5,111.33	\$29.56	\$5,366.67	\$30.95
45	\$5,506.80	\$31.77	\$5,799.73	\$33.46	\$6,070.13	\$35.02	\$6,375.20	\$36.78	\$6,692.40	\$38.61	\$7,033.33	\$40.50	\$7,395.00	\$42.50	\$7,766.67	\$44.50
45	\$5,506.80	\$31.77	\$5,799.73	\$33.46	\$6,070.13	\$35.02	\$6,375.20	\$36.78	\$6,692.40	\$38.61	\$7,033.33	\$40.50	\$7,395.00	\$42.50	\$7,766.67	\$44.50
38	\$4,206.80	\$24.27	\$4,416.53	\$25.48	\$4,636.67	\$26.75	\$4,866.93	\$28.09	\$5,113.33	\$29.50	\$5,366.67	\$30.95	\$5,633.33	\$32.50	\$5,913.33	\$34.00
40	\$4,411.33	\$25.45	\$4,633.20	\$26.73	\$4,865.47	\$28.07	\$5,108.13	\$29.47	\$5,364.67	\$30.95	\$5,633.33	\$32.50	\$5,913.33	\$34.00	\$6,188.00	\$35.50
33	\$3,726.67	\$21.50	\$3,912.13	\$22.57	\$4,111.47	\$23.72	\$4,316.00	\$24.90	\$4,532.67	\$26.15	\$4,759.73	\$27.46	\$4,992.00	\$30.20	\$5,240.00	\$31.60
40	\$4,411.33	\$25.45	\$4,633.20	\$26.73	\$4,865.47	\$28.07	\$5,108.13	\$29.47	\$5,364.67	\$30.95	\$5,633.33	\$32.50	\$5,913.33	\$34.00	\$6,188.00	\$35.50
38	\$4,206.80	\$24.27	\$4,416.53	\$25.48	\$4,636.67	\$26.75	\$4,866.93	\$28.09	\$5,113.33	\$29.50	\$5,366.67	\$30.95	\$5,633.33	\$32.50	\$5,913.33	\$34.00
35	\$3,913.87	\$22.52	\$4,111.47	\$23.72	\$4,316.00	\$24.90	\$4,532.67	\$26.15	\$4,759.73	\$27.46	\$4,992.00	\$30.20	\$5,240.00	\$31.60	\$5,495.00	\$33.00
35	\$3,913.87	\$22.52	\$4,111.47	\$23.72	\$4,316.00	\$24.90	\$4,532.67	\$26.15	\$4,759.73	\$27.46	\$4,992.00	\$30.20	\$5,240.00	\$31.60	\$5,495.00	\$33.00
45	\$5,506.80	\$31.77	\$5,799.73	\$33.46	\$6,070.13	\$35.02	\$6,375.20	\$36.78	\$6,692.40	\$38.61	\$7,033.33	\$40.50	\$7,395.00	\$42.50	\$7,766.67	\$44.50
35	\$3,913.87	\$22.52	\$4,111.47	\$23.72	\$4,316.00	\$24.90	\$4,532.67	\$26.15	\$4,759.73	\$27.46	\$4,992.00	\$30.20	\$5,240.00	\$31.60	\$5,495.00	\$33.00
35	\$3,913.87	\$22.52	\$4,111.47	\$23.72	\$4,316.00	\$24.90	\$4,532.67	\$26.15	\$4,759.73	\$27.46	\$4,992.00	\$30.20	\$5,240.00	\$31.60	\$5,495.00	\$33.00
38	\$4,206.80	\$24.27	\$4,416.53	\$25.48	\$4,636.67	\$26.75	\$4,866.93	\$28.09	\$5,113.33	\$29.50	\$5,366.67	\$30.95	\$5,633.33	\$32.50	\$5,913.33	\$34.00
32	\$3,631.33	\$20.95	\$3,816.80	\$22.02	\$4,007.47	\$23.12	\$4,208.53	\$24.28	\$4,418.27	\$25.49	\$4,639.33	\$26.77	\$4,870.00	\$28.16	\$5,111.33	\$29.56
41	\$4,617.60	\$26.64	\$4,848.13	\$27.97	\$5,090.80	\$29.37	\$5,345.60	\$30.84	\$5,612.53	\$32.38	\$5,895.00	\$33.90	\$6,188.00	\$35.50	\$6,495.00	\$37.00
30	\$3,458.00	\$19.95	\$3,633.07	\$20.96	\$3,816.80	\$22.02	\$4,007.47	\$23.12	\$4,208.53	\$24.28	\$4,418.27	\$25.49	\$4,639.33	\$26.77	\$4,870.00	\$28.16
45	\$5,506.80	\$31.77	\$5,799.73	\$33.46	\$6,070.13	\$35.02	\$6,375.20	\$36.78	\$6,692.40	\$38.61	\$7,033.33	\$40.50	\$7,395.00	\$42.50	\$7,766.67	\$44.50
39	\$4,215.47	\$24.32	\$4,426.93	\$25.54	\$4,648.80	\$26.82	\$4,881.07	\$28.16	\$5,123.73	\$29.56	\$5,366.67	\$31.03	\$5,613.33	\$32.50	\$5,875.00	\$34.00
45	\$5,506.80	\$31.77	\$5,799.73	\$33.46	\$6,070.13	\$35.02	\$6,375.20	\$36.78	\$6,692.40	\$38.61	\$7,033.33	\$40.50	\$7,395.00	\$42.50	\$7,766.67	\$44.50

APPENDIX A
CLASSIFIED SALARY 2021-2022
5% Increase effective July 1, 2021

Range	Monthly STEP A	Hourly	Monthly STEP B	Hourly	Monthly STEP C	Hourly	Monthly STEP D	Hourly	Monthly STEP E	Hourly
CSEA Salary Schedule										
Academic Data Technician	44 \$5,506.80	\$31.77	\$5,799.73	\$33.46	\$6,070.13	\$35.02	\$6,375.20	\$36.78	\$6,692.40	\$38.61
Accounting Clerk	32 \$3,813.33	\$22.00	\$4,007.47	\$23.12	\$4,208.53	\$24.28	\$4,418.27	\$25.49	\$4,640.13	\$26.77
Administrative Secretary	39 \$4,426.93	\$25.54	\$4,648.80	\$26.87	\$4,881.07	\$28.16	\$5,123.73	\$29.56	\$5,380.27	\$31.04
ASB Bookkeeper	42 \$4,865.47	\$28.07	\$5,108.13	\$29.47	\$5,364.67	\$30.95	\$5,633.33	\$32.50	\$5,914.13	\$34.12
Assistant Duplicating Center Technician	27 \$3,178.24	\$19.25	\$3,341.70	\$20.24	\$3,508.78	\$21.25	\$3,684.22	\$22.31	\$3,868.43	\$23.43
Athletic Facilities Grounds Specialist	38 \$4,416.53	\$25.48	\$4,636.67	\$26.75	\$4,868.93	\$28.09	\$5,113.33	\$29.50	\$5,368.13	\$30.97
Audio Visual Technician	40 \$4,631.47	\$26.72	\$4,865.47	\$28.07	\$5,108.13	\$29.47	\$5,364.67	\$30.95	\$5,633.33	\$32.50
Band Assistant	34 \$4,007.47	\$23.12	\$4,208.53	\$24.28	\$4,418.27	\$25.49	\$4,640.13	\$26.77	\$4,870.67	\$28.10
Behavioral Support Assistant	44 \$5,506.80	\$31.77	\$5,799.73	\$33.46	\$6,070.13	\$35.02	\$6,375.20	\$36.78	\$6,692.40	\$38.61
Bus Driver Trainer	38 \$4,416.53	\$25.48	\$4,636.67	\$26.75	\$4,868.93	\$28.09	\$5,113.33	\$29.50	\$5,368.13	\$30.97
Business Services Technician	39 \$4,426.93	\$25.54	\$4,648.80	\$26.87	\$4,881.07	\$28.16	\$5,123.73	\$29.56	\$5,380.27	\$31.04
Campus Resource Assistant	28 \$3,463.20	\$19.98	\$3,636.53	\$20.98	\$3,818.53	\$22.03	\$4,009.20	\$23.13	\$4,210.27	\$24.29
Carpenter	45 \$5,782.40	\$33.36	\$6,089.20	\$35.13	\$6,373.47	\$36.77	\$6,694.13	\$38.62	\$7,026.93	\$40.54
Certified Occupational Therapy Asst.	38 \$4,416.53	\$25.48	\$4,636.67	\$26.75	\$4,868.93	\$28.09	\$5,113.33	\$29.50	\$5,368.13	\$30.97
Child Nutrition Assistant I	21 \$2,918.93	\$16.84	\$3,069.73	\$17.71	\$3,224.00	\$18.60	\$3,385.20	\$19.53	\$3,553.33	\$20.50
Child Nutrition Assistant II	23 \$3,069.73	\$17.71	\$3,224.00	\$18.60	\$3,385.20	\$19.53	\$3,553.33	\$20.50	\$3,731.87	\$21.53
Child Nutrition Baker	23 \$3,069.73	\$17.71	\$3,224.00	\$18.60	\$3,385.20	\$19.53	\$3,553.33	\$20.50	\$3,731.87	\$21.53
Child Nutrition Buyer	42 \$4,865.47	\$28.07	\$5,108.13	\$29.47	\$5,364.67	\$30.95	\$5,633.33	\$32.50	\$5,914.13	\$34.12
Child Nutrition Manager I	30 \$3,631.33	\$20.95	\$3,813.33	\$22.00	\$4,007.47	\$23.12	\$4,208.53	\$24.28	\$4,418.27	\$25.49
Child Nutrition Manager II	32 \$3,813.33	\$22.00	\$4,007.47	\$23.12	\$4,208.53	\$24.28	\$4,418.27	\$25.49	\$4,640.13	\$26.77
Child Nutrition Manager III	36 \$4,199.87	\$24.23	\$4,416.53	\$25.48	\$4,636.67	\$26.75	\$4,868.93	\$28.09	\$5,113.33	\$29.50
Child Nutrition Senior Technician	39 \$4,426.93	\$25.54	\$4,648.80	\$26.87	\$4,881.07	\$28.16	\$5,123.73	\$29.56	\$5,380.27	\$31.04
Child Nutrition Technician	35 \$4,109.73	\$23.71	\$4,316.00	\$24.90	\$4,532.67	\$26.15	\$4,759.73	\$27.46	\$4,997.20	\$28.83
College and Career Technician	44 \$5,506.80	\$31.77	\$5,799.73	\$33.46	\$6,070.13	\$35.02	\$6,375.20	\$36.78	\$6,692.40	\$38.61
Composer Tech	28 \$3,463.20	\$19.98	\$3,636.53	\$20.98	\$3,818.53	\$22.03	\$4,009.20	\$23.13	\$4,210.27	\$24.29
Custodian I	28 \$3,463.20	\$19.98	\$3,636.53	\$20.98	\$3,818.53	\$22.03	\$4,009.20	\$23.13	\$4,210.27	\$24.29
Custodian II	31 \$3,724.93	\$21.49	\$3,912.13	\$22.57	\$4,108.00	\$23.70	\$4,316.00	\$24.90	\$4,532.67	\$26.15
Delivery Driver	29 \$3,551.60	\$20.49	\$3,748.40	\$21.51	\$3,915.60	\$22.59	\$4,111.47	\$23.72	\$4,317.73	\$24.91
District Clerk	28 \$3,463.20	\$19.98	\$3,636.53	\$20.98	\$3,818.53	\$22.03	\$4,009.20	\$23.13	\$4,210.27	\$24.29
District Secretary I	29 \$3,551.60	\$20.49	\$3,748.40	\$21.51	\$3,915.60	\$22.59	\$4,111.47	\$23.72	\$4,317.73	\$24.91
District Secretary II	33 \$3,912.13	\$22.57	\$4,108.00	\$23.70	\$4,316.00	\$24.90	\$4,532.67	\$26.15	\$4,759.73	\$27.46
District Secretary III	35 \$4,109.73	\$23.71	\$4,316.00	\$24.90	\$4,532.67	\$26.15	\$4,759.73	\$27.46	\$4,997.20	\$28.83
Duplicating Center Technician	34 \$4,007.47	\$23.12	\$4,208.53	\$24.28	\$4,418.27	\$25.49	\$4,640.13	\$26.77	\$4,870.67	\$28.10
Electrician	45 \$5,782.40	\$33.36	\$6,089.20	\$35.13	\$6,373.47	\$36.77	\$6,694.13	\$38.62	\$7,026.93	\$40.54
Electronic Technician	45 \$5,782.40	\$33.36	\$6,089.20	\$35.13	\$6,373.47	\$36.77	\$6,694.13	\$38.62	\$7,026.93	\$40.54
Employment Transition Specialist	44 \$5,506.80	\$31.77	\$5,799.73	\$33.46	\$6,070.13	\$35.02	\$6,375.20	\$36.78	\$6,692.40	\$38.61
Equipment Repair Assistant	38 \$4,416.53	\$25.48	\$4,636.67	\$26.75	\$4,868.93	\$28.09	\$5,113.33	\$29.50	\$5,368.13	\$30.97
Equipment Repair Worker	40 \$4,631.47	\$26.72	\$4,865.47	\$28.07	\$5,108.13	\$29.47	\$5,364.67	\$30.95	\$5,633.33	\$32.50
Facilities Assistant	33 \$3,912.13	\$22.57	\$4,108.00	\$23.70	\$4,316.00	\$24.90	\$4,532.67	\$26.15	\$4,759.73	\$27.46
General Maintenance Worker	40 \$4,631.47	\$26.72	\$4,865.47	\$28.07	\$5,108.13	\$29.47	\$5,364.67	\$30.95	\$5,633.33	\$32.50
Grounds Equipment Operator	38 \$4,416.53	\$25.48	\$4,636.67	\$26.75	\$4,868.93	\$28.09	\$5,113.33	\$29.50	\$5,368.13	\$30.97
Groundskeeper/Gardener	35 \$4,109.73	\$23.71	\$4,316.00	\$24.90	\$4,532.67	\$26.15	\$4,759.73	\$27.46	\$4,997.20	\$28.83
Head Custodian	35 \$4,109.73	\$23.71	\$4,316.00	\$24.90	\$4,532.67	\$26.15	\$4,759.73	\$27.46	\$4,997.20	\$28.83
Heavy Equipment Mechanic	45 \$5,782.40	\$33.36	\$6,089.20	\$35.13	\$6,373.47	\$36.77	\$6,694.13	\$38.62	\$7,026.93	\$40.54
Help Desk Technician	35 \$4,109.73	\$23.71	\$4,316.00	\$24.90	\$4,532.67	\$26.15	\$4,759.73	\$27.46	\$4,997.20	\$28.83
High School Head Custodian	35 \$4,109.73	\$23.71	\$4,316.00	\$24.90	\$4,532.67	\$26.15	\$4,759.73	\$27.46	\$4,997.20	\$28.83
Interpreter	38 \$4,416.53	\$25.48	\$4,636.67	\$26.75	\$4,868.93	\$28.09	\$5,113.33	\$29.50	\$5,368.13	\$30.97
Laboratory Assistant	34 \$4,007.47	\$23.12	\$4,208.53	\$24.28	\$4,418.27	\$25.49	\$4,640.13	\$26.77	\$4,870.67	\$28.10
Lead Campus Resource Assistant	32 \$3,813.33	\$22.00	\$4,007.47	\$23.12	\$4,208.53	\$24.28	\$4,418.27	\$25.49	\$4,640.13	\$26.77
Lead Warehouseman	41 \$4,848.13	\$27.97	\$5,090.80	\$29.37	\$5,345.60	\$30.84	\$5,612.53	\$32.38	\$5,893.33	\$34.00
Library Technician	30 \$3,631.33	\$20.95	\$3,813.33	\$22.00	\$4,007.47	\$23.12	\$4,210.27	\$24.29	\$4,418.27	\$25.49
Locksmith/Glazier	45 \$5,782.40	\$33.36	\$6,089.20	\$35.13	\$6,373.47	\$36.77	\$6,694.13	\$38.62	\$7,026.93	\$40.54
Maintenance & Operations Tech	44 \$5,506.80	\$31.77	\$5,799.73	\$33.46	\$6,070.13	\$35.02	\$6,375.20	\$36.78	\$6,692.40	\$38.61
Maintenance Mechanic - HVAC	45 \$5,782.40	\$33.36	\$6,089.20	\$35.13	\$6,373.47	\$36.77	\$6,694.13	\$38.62	\$7,026.93	\$40.54

Range	Monthly STEP A	Hourly	Monthly STEP B	Hourly	Monthly STEP C	Hourly	Monthly STEP D	Hourly	Monthly STEP E	Hourly
CSEA Salary Schedule										
Mobile Team Craftsman	45 \$5,782.40	\$33.36	\$6,089.20	\$35.13	\$6,373.47	\$36.77	\$6,694.13	\$38.62	\$7,026.93	\$40.54
MTSS COST/CARE	30 \$3,631.33	\$20.95	\$3,813.33	\$22.00	\$4,007.47	\$23.12	\$4,208.53	\$24.28	\$4,418.27	\$25.49
Network Technician	44 \$5,506.80	\$31.77	\$5,799.73	\$33.46	\$6,070.13	\$35.02	\$6,375.20	\$36.78	\$6,692.40	\$38.61
Painter	45 \$5,782.40	\$33.36	\$6,089.20	\$35.13	\$6,373.47	\$36.77	\$6,694.13	\$38.62	\$7,026.93	\$40.54
Parent and Family Liaison	30 \$3,631.33	\$20.95	\$3,813.33	\$22.00	\$4,007.47	\$23.12	\$4,208.53	\$24.28	\$4,418.27	\$25.49
Payroll Accountant	46 \$6,070.13	\$35.02	\$6,394.27	\$36.89	\$6,690.67	\$38.60	\$7,026.93	\$7,377.07	\$42.56	
Personnel Technician	35 \$4,109.73	\$23.71	\$4,316.00	\$24.90	\$4,532.67	\$26.15	\$4,759.73	\$27.46	\$4,997.20	\$28.83
Plumber	45 \$5,782.40	\$33.36	\$6,089.20	\$35.13	\$6,373.47	\$36.77	\$6,694.13	\$38.62	\$7,026.93	\$40.54
Principal Secretary I	36 \$4,199.87	\$24.23	\$4,416.53	\$25.48	\$4,636.67	\$26.75	\$4,868.93	\$28.09	\$5,113.33	\$29.50
Principal Secretary II	39 \$4,426.93	\$25.54	\$4,648.80	\$26.82	\$4,881.07	\$28.16	\$5,123.73	\$29.56	\$5,380.27	\$31.04
Psych Services Clerk	28 \$3,463.20	\$19.98	\$3,636.53	\$20.98	\$3,818.53	\$22.03	\$4,009.20	\$23.13	\$4,210.27	\$24.29
Psych Services Secretary	33 \$3,912.13	\$22.57	\$4,108.00	\$23.70	\$4,316.00	\$24.90	\$4,532.67	\$26.15	\$4,759.73	\$27.46
Purchasing Assistant	32 \$3,813.33	\$22.00	\$4,007.47	\$23.12	\$4,208.53	\$24.28	\$4,418.27	\$25.49	\$4,640.13	\$26.77
Records & Property Control Tech	35 \$4,109.73	\$23.71	\$4,316.00	\$24.90	\$4,532.67	\$26.15	\$4,759.73	\$27.46	\$4,997.20	\$28.83
Registrar	37 \$4,298.84	\$24.80	\$4,513.60	\$26.04	\$4,741.10	\$27.35	\$4,977.70	\$28.71	\$5,225.22	\$30.14
Relief Bus Driver	35 \$4,109.73	\$23.71	\$4,316.00	\$24.90	\$4,532.67	\$26.15	\$4,759.73	\$27.46	\$4,997.20	\$28.83
Restorative Justice Facilitator	39 \$4,426.93	\$25.54	\$4,648.80	\$26.82	\$4,881.07	\$28.16	\$5,123.73	\$29.56	\$5,380.27	\$31.04
School Bus Driver	35 \$4,109.73	\$23.71	\$4,316.00	\$24.90	\$4,532.67	\$26.15	\$4,759.73	\$27.46	\$4,997.20	\$28.83
School Clerk I	28 \$3,463.20	\$19.98	\$3,636.53	\$20.98	\$3,818.53	\$22.03	\$4,009.20	\$23.13	\$4,210.27	\$24.29
School Clerk II	29 \$3,551.60	\$20.49	\$3,728.40	\$21.51	\$3,915.60	\$22.59	\$4,111.47	\$23.70	\$4,317.73	\$24.91
School Secretary	31 \$3,724.93	\$21.49	\$3,912.13	\$22.57	\$4,108.00	\$23.70	\$4,316.00	\$24.90	\$4,532.67	\$26.15
Senior Account Clerk	33 \$3,912.13	\$22.57	\$4,108.00	\$23.70	\$4,316.00	\$24.90	\$4,532.67	\$26.15	\$4,759.73	\$27.46
Special Education Data Technician	35 \$4,109.73	\$23.71	\$4,316.00	\$24.90	\$4,532.67	\$26.15	\$4,759.73	\$27.46	\$4,997.20	\$28.83
Sr. Supplemental Staffing Tech	42 \$4,865.47	\$28.07	\$5,108.13	\$29.47	\$5,364.67	\$30.95	\$5,633.33	\$32.50	\$5,914.13	\$34.12
Stadium Groundskeeper	34 \$4,007.47	\$23.12	\$4,208.53	\$24.28	\$4,418.27	\$25.49	\$4,640.13	\$26.77	\$4,870.67	\$28.10
Transportation Vehicle Driver	30 \$3,631.33	\$20.95	\$3,813.33	\$22.00	\$4,007.47	\$23.12	\$4,208.53	\$24.28	\$4,418.27	\$25.49
Utility Worker	38 \$4,416.53	\$25.48	\$4,636.67	\$26.75	\$4,868.93	\$28.09	\$5,113.33	\$29.50	\$5,368.13	\$30.97
Warehouseman	32 \$3,813.33	\$22.00	\$4,007.47	\$23.12	\$4,208.53	\$24.28	\$4,418.27	\$25.49	\$4,640.13	\$26.77
Longevity Pay:										
5% of base salary beginning with the 11th year of employment										
7% of base salary beginning with the 16th year of employment										
9% of base salary beginning with the 21st year of employment										
10% of base salary beginning with the 26th year of employment										
Monthly rate is computed on a basis of Hourly X 2080 hours/12										
Board approved: April 28, 2021										
Revised October 14, 2020 to include Employment Transition Specialist										
Revised July 1, 2021 to increase Head Custodian to Range 35 from Range 33 - went through the Upgrade process										
Revised October 13, 2021 to include Special Education Data Technician										
Revised April 13, 2022 to include Registrar										
Revised July 1, 2022 to include M&O Technician - went through the Upgrade process, effective July 1, 2022										
Effective July 1, 2022: District contribution to medical premiums - Employee Only \$797.48/mo Employee plus one \$1,594.96/mo Family \$2,073.25/mo										
Twelve (12) days sick leave per year for full-time employees (pro-rated for part-time employees)										

APPENDIX A
CLASSIFIED SALARY 2022-2023
8.5% Increase effective July 1, 2022

Range	Monthly STEP A	Hourly	Monthly STEP B	Hourly	Monthly STEP C	Hourly	Monthly STEP D	Hourly	Monthly STEP E	Hourly	Monthly STEP E	Hourly
CSEA Salary Schedule												
Academic Data Technician	44 \$5,974.80	\$34.47	\$6,292.00	\$36.30	\$6,586.67	\$38.00	\$6,916.00	\$39.90	\$7,262.67	\$39.90	\$7,624.93	\$41.90
Accounting Clerk	32 \$4,137.47	\$23.87	\$4,348.93	\$25.09	\$4,565.67	\$26.34	\$4,794.40	\$27.66	\$5,033.60	\$27.66	\$5,284.93	\$29.04
Administrative Secretary	39 \$4,803.07	\$27.71	\$5,042.27	\$29.09	\$5,295.33	\$30.55	\$5,560.53	\$32.08	\$5,837.87	\$32.08	\$6,111.73	\$33.68
ASB Bookkeeper	42 \$5,279.73	\$30.46	\$5,543.20	\$31.98	\$5,820.53	\$33.58	\$6,111.73	\$35.26	\$6,416.80	\$35.26	\$6,724.93	\$37.02
Assistant Duplicating Center Technician	27 \$3,178.24	\$20.88	\$3,341.70	\$21.96	\$3,508.78	\$23.06	\$3,688.43	\$24.21	\$3,868.43	\$24.21	\$4,049.07	\$25.42
Athletic Facilities Grounds Specialist	38 \$4,792.67	\$27.65	\$5,031.87	\$29.03	\$5,283.20	\$30.48	\$5,548.40	\$32.01	\$5,825.73	\$32.01	\$6,111.73	\$33.61
Audio Visual Technician	40 \$5,024.93	\$28.99	\$5,279.73	\$30.46	\$5,543.20	\$32.01	\$5,820.53	\$33.58	\$6,111.73	\$33.58	\$6,416.80	\$35.26
Band Assistant	34 \$4,348.93	\$25.09	\$4,565.67	\$26.34	\$4,794.40	\$27.66	\$5,033.60	\$29.04	\$5,284.93	\$29.04	\$5,548.40	\$30.49
Behavioral Support Assistant	44 \$5,974.80	\$34.47	\$6,292.00	\$36.30	\$6,586.67	\$38.00	\$6,916.00	\$39.90	\$7,262.67	\$39.90	\$7,624.93	\$41.90
Benefit Specialist	38 \$4,792.67	\$27.65	\$5,031.87	\$29.03	\$5,283.20	\$30.48	\$5,548.40	\$32.01	\$5,825.73	\$32.01	\$6,111.73	\$33.61
Bus Driver/Trainer	44 \$5,974.80	\$34.47	\$6,292.00	\$36.30	\$6,586.67	\$38.00	\$6,916.00	\$39.90	\$7,262.67	\$39.90	\$7,624.93	\$41.90
Business Services Technician	39 \$4,803.07	\$27.71	\$5,042.27	\$29.09	\$5,295.33	\$30.55	\$5,560.53	\$32.08	\$5,837.87	\$32.08	\$6,111.73	\$33.68
Campus Resource Assistant	28 \$3,757.87	\$21.68	\$3,946.80	\$22.77	\$4,144.40	\$23.91	\$4,350.67	\$25.10	\$4,569.07	\$25.10	\$4,794.40	\$26.36
Carpenter	45 \$6,272.93	\$36.19	\$6,607.47	\$38.12	\$6,916.00	\$39.90	\$7,262.67	\$41.90	\$7,624.93	\$41.90	\$8,000.00	\$43.99
Certified Occupational Therapy Asst.	38 \$4,792.67	\$27.65	\$5,031.87	\$29.03	\$5,283.20	\$30.48	\$5,548.40	\$32.01	\$5,825.73	\$32.01	\$6,111.73	\$33.61
Child Nutrition Assistant I	21 \$3,168.53	\$18.28	\$3,331.47	\$19.22	\$3,497.87	\$20.18	\$3,672.93	\$21.19	\$3,854.93	\$21.19	\$4,049.07	\$22.24
Child Nutrition Assistant II	23 \$3,331.47	\$19.22	\$3,497.87	\$20.18	\$3,672.93	\$21.19	\$3,854.93	\$22.24	\$4,049.07	\$22.24	\$4,244.93	\$23.36
Child Nutrition Baker	23 \$3,331.47	\$19.22	\$3,497.87	\$20.18	\$3,672.93	\$21.19	\$3,854.93	\$22.24	\$4,049.07	\$22.24	\$4,244.93	\$23.36
Child Nutrition Buyer	42 \$5,279.73	\$30.46	\$5,543.20	\$31.98	\$5,820.53	\$33.58	\$6,111.73	\$35.26	\$6,416.80	\$35.26	\$6,724.93	\$37.02
Child Nutrition Manager I	30 \$3,939.87	\$22.73	\$4,137.47	\$23.87	\$4,348.93	\$25.09	\$4,565.67	\$26.34	\$4,794.40	\$26.34	\$5,033.60	\$27.66
Child Nutrition Manager II	32 \$4,137.47	\$23.87	\$4,348.93	\$25.09	\$4,565.67	\$26.34	\$4,794.40	\$27.66	\$5,033.60	\$27.66	\$5,284.93	\$29.04
Child Nutrition Manager III	36 \$4,556.93	\$26.29	\$4,792.67	\$27.65	\$5,031.87	\$29.03	\$5,283.20	\$30.48	\$5,548.40	\$30.48	\$5,825.73	\$32.01
Child Nutrition Senior Technician	39 \$4,803.07	\$27.71	\$5,042.27	\$29.09	\$5,295.33	\$30.55	\$5,560.53	\$32.08	\$5,837.87	\$32.08	\$6,111.73	\$33.68
Child Nutrition Technician	35 \$4,459.87	\$25.73	\$4,683.47	\$27.02	\$4,917.47	\$28.37	\$5,163.60	\$29.79	\$5,421.87	\$29.79	\$5,690.07	\$31.28
College and Career Technician	44 \$5,974.80	\$34.47	\$6,292.00	\$36.30	\$6,586.67	\$38.00	\$6,916.00	\$39.90	\$7,262.67	\$39.90	\$7,624.93	\$41.90
Composer Tech	28 \$3,757.87	\$21.68	\$3,946.80	\$22.77	\$4,144.40	\$23.91	\$4,350.67	\$25.10	\$4,569.07	\$25.10	\$4,794.40	\$26.36
Compositor I	28 \$3,757.87	\$21.68	\$3,946.80	\$22.77	\$4,144.40	\$23.91	\$4,350.67	\$25.10	\$4,569.07	\$25.10	\$4,794.40	\$26.36
Custodian I	31 \$4,042.13	\$23.32	\$4,244.93	\$24.49	\$4,458.13	\$25.72	\$4,683.47	\$27.02	\$4,917.47	\$27.02	\$5,163.60	\$29.79
Custodian II	31 \$4,042.13	\$23.32	\$4,244.93	\$24.49	\$4,458.13	\$25.72	\$4,683.47	\$27.02	\$4,917.47	\$27.02	\$5,163.60	\$29.79
Delivery Driver	29 \$3,853.20	\$22.23	\$4,045.60	\$23.34	\$4,248.40	\$24.51	\$4,461.60	\$25.74	\$4,683.47	\$25.74	\$4,917.47	\$27.02
District Clerk	28 \$3,757.87	\$21.68	\$3,946.80	\$22.77	\$4,144.40	\$23.91	\$4,350.67	\$25.10	\$4,569.07	\$25.10	\$4,794.40	\$26.36
District Secretary I	29 \$3,853.20	\$22.23	\$4,045.60	\$23.34	\$4,248.40	\$24.51	\$4,461.60	\$25.74	\$4,683.47	\$25.74	\$4,917.47	\$27.02
District Secretary II	33 \$4,244.93	\$24.49	\$4,458.13	\$25.72	\$4,683.47	\$27.02	\$4,917.47	\$28.37	\$5,163.60	\$28.37	\$5,421.87	\$31.28
District Secretary III	35 \$4,459.87	\$25.73	\$4,683.47	\$27.02	\$4,917.47	\$28.37	\$5,163.60	\$29.79	\$5,421.87	\$29.79	\$5,690.07	\$31.28
Duplicating Center Technician	34 \$4,348.93	\$25.09	\$4,565.67	\$26.34	\$4,794.40	\$27.66	\$5,033.60	\$29.04	\$5,284.93	\$29.04	\$5,548.40	\$30.49
Electrician	45 \$6,272.93	\$36.19	\$6,607.47	\$38.12	\$6,916.00	\$39.90	\$7,262.67	\$41.90	\$7,624.93	\$41.90	\$8,000.00	\$43.99
Electronic Technician	45 \$6,272.93	\$36.19	\$6,607.47	\$38.12	\$6,916.00	\$39.90	\$7,262.67	\$41.90	\$7,624.93	\$41.90	\$8,000.00	\$43.99
Employment Transition Specialist	44 \$5,974.80	\$34.47	\$6,292.00	\$36.30	\$6,586.67	\$38.00	\$6,916.00	\$39.90	\$7,262.67	\$39.90	\$7,624.93	\$41.90
Equipment Repair Assistant	38 \$4,792.67	\$27.65	\$5,031.87	\$29.03	\$5,283.20	\$30.48	\$5,548.40	\$32.01	\$5,825.73	\$32.01	\$6,111.73	\$33.61
Equipment Repair Worker	40 \$5,024.93	\$28.99	\$5,279.73	\$30.46	\$5,543.20	\$32.01	\$5,820.53	\$33.58	\$6,111.73	\$33.58	\$6,416.80	\$35.26
Facilities Assistant	33 \$4,244.93	\$24.49	\$4,458.13	\$25.72	\$4,683.47	\$27.02	\$4,917.47	\$28.37	\$5,163.60	\$28.37	\$5,421.87	\$31.28
General Maintenance Worker	40 \$5,024.93	\$28.99	\$5,279.73	\$30.46	\$5,543.20	\$32.01	\$5,820.53	\$33.58	\$6,111.73	\$33.58	\$6,416.80	\$35.26
Grounds Equipment Operator	38 \$4,792.67	\$27.65	\$5,031.87	\$29.03	\$5,283.20	\$30.48	\$5,548.40	\$32.01	\$5,825.73	\$32.01	\$6,111.73	\$33.61
Groundskeeper/Gardener	35 \$4,459.87	\$25.73	\$4,683.47	\$27.02	\$4,917.47	\$28.37	\$5,163.60	\$29.79	\$5,421.87	\$29.79	\$5,690.07	\$31.28
Head Custodian	35 \$4,459.87	\$25.73	\$4,683.47	\$27.02	\$4,917.47	\$28.37	\$5,163.60	\$29.79	\$5,421.87	\$29.79	\$5,690.07	\$31.28
Heavy Equipment Mechanic	45 \$6,272.93	\$36.19	\$6,607.47	\$38.12	\$6,916.00	\$39.90	\$7,262.67	\$41.90	\$7,624.93	\$41.90	\$8,000.00	\$43.99
Help Desk Technician	35 \$4,459.87	\$25.73	\$4,683.47	\$27.02	\$4,917.47	\$28.37	\$5,163.60	\$29.79	\$5,421.87	\$29.79	\$5,690.07	\$31.28
High School Head Custodian	35 \$4,459.87	\$25.73	\$4,683.47	\$27.02	\$4,917.47	\$28.37	\$5,163.60	\$29.79	\$5,421.87	\$29.79	\$5,690.07	\$31.28
Interpreter	38 \$4,792.67	\$27.65	\$5,031.87	\$29.03	\$5,283.20	\$30.48	\$5,548.40	\$32.01	\$5,825.73	\$32.01	\$6,111.73	\$33.61
Laboratory Assistant	34 \$4,348.93	\$25.09	\$4,565.67	\$26.34	\$4,794.40	\$27.66	\$5,033.60	\$29.04	\$5,284.93	\$29.04	\$5,548.40	\$30.49
Lead Campus Resource Assistant	32 \$4,137.47	\$23.87	\$4,348.93	\$25.09	\$4,565.67	\$26.34	\$4,794.40	\$27.66	\$5,033.60	\$27.66	\$5,284.93	\$29.04
Lead Warehouseman	41 \$5,260.67	\$30.35	\$5,522.40	\$31.86	\$5,799.73	\$33.46	\$6,089.20	\$35.13	\$6,394.27	\$35.13	\$6,724.93	\$36.89
Library Technician	30 \$3,939.87	\$22.73	\$4,137.47	\$23.87	\$4,348.93	\$25.09	\$4,565.67	\$26.34	\$4,794.40	\$26.34	\$5,033.60	\$27.66
Locksmith/Glazier	44 \$6,272.93	\$36.19	\$6,607.47	\$38.12	\$6,916.00	\$39.90	\$7,262.67	\$41.90	\$7,624.93	\$41.90	\$8,000.00	\$43.99
Maintenance & Operations Tech	44 \$5,974.80	\$34.47	\$6,292.00	\$36.30	\$6,586.67	\$38.00	\$6,916.00	\$39.90	\$7,262.67	\$39.90	\$7,624.93	\$41.90
Maintenance Mechanic - HVAC	45 \$6,272.93	\$36.19	\$6,607.47	\$38.12	\$6,916.00	\$39.90	\$7,262.67	\$41.90	\$7,624.93	\$41.90	\$8,000.00	\$43.99

Range	Monthly STEP A	Hourly	Monthly STEP B	Hourly	Monthly STEP C	Hourly	Monthly STEP D	Hourly	Monthly STEP E	Hourly
CSEA Salary Schedule										
Mobile Team Craftsman	45 \$6,272.93	\$36.19	\$6,607.47	\$38.12	\$6,916.00	\$39.90	\$7,262.67	\$41.90	\$7,624.93	\$43.99
MWSS COST/CARE	30 \$3,939.87	\$22.73	\$4,137.47	\$23.87	\$4,348.93	\$25.09	\$4,565.60	\$26.34	\$4,794.40	\$27.66
Network Technician	44 \$5,974.80	\$34.47	\$6,292.00	\$36.30	\$6,586.67	\$38.00	\$6,916.00	\$39.90	\$7,262.67	\$41.90
Painter	45 \$6,272.93	\$36.19	\$6,607.47	\$38.12	\$6,916.00	\$39.90	\$7,262.67	\$41.90	\$7,624.93	\$43.99
Parent and Family Liaison	30 \$3,939.87	\$22.73	\$4,137.47	\$23.87	\$4,348.93	\$25.09	\$4,565.60	\$26.34	\$4,794.40	\$27.66
Payroll Accountant	46 \$6,584.93	\$37.99	\$6,936.80	\$40.02	\$7,259.20	\$41.88	\$7,624.93	\$43.99	\$8,004.53	\$46.18
Personnel Technician	35 \$4,459.87	\$25.73	\$4,683.47	\$27.02	\$4,917.47	\$28.37	\$5,163.60	\$29.79	\$5,421.87	\$31.28
Plumber	45 \$6,272.93	\$36.19	\$6,607.47	\$38.12	\$6,916.00	\$39.90	\$7,262.67	\$41.90	\$7,624.93	\$43.99
Principal Secretary I	36 \$4,556.93	\$26.29	\$4,792.67	\$27.65	\$5,031.87	\$29.03	\$5,285.20	\$30.48	\$5,548.40	\$32.01
Principal Secretary II	39 \$4,803.07	\$27.71	\$5,042.27	\$29.09	\$5,295.33	\$30.55	\$5,560.53	\$32.08	\$5,837.87	\$33.68
Psych Services Clerk	28 \$3,757.87	\$21.68	\$3,946.80	\$22.77	\$4,144.40	\$23.91	\$4,350.67	\$25.10	\$4,569.07	\$26.36
Psych Services Secretary	33 \$4,244.93	\$24.49	\$4,458.13	\$25.72	\$4,683.47	\$27.02	\$4,917.47	\$28.37	\$5,163.60	\$29.79
Purchasing Assistant	32 \$4,137.47	\$23.87	\$4,348.93	\$25.09	\$4,565.60	\$26.34	\$4,794.40	\$27.66	\$5,033.60	\$29.04
Records & Property Control Tech	35 \$4,459.87	\$25.73	\$4,683.47	\$27.02	\$4,917.47	\$28.37	\$5,163.60	\$29.79	\$5,421.87	\$31.28
Registrar	37 \$4,298.84	\$26.90	\$4,513.60	\$28.25	\$4,741.10	\$29.67	\$4,977.70	\$31.15	\$5,225.22	\$32.70
Relief Bus Driver	35 \$4,459.87	\$25.73	\$4,683.47	\$27.02	\$4,917.47	\$28.37	\$5,163.60	\$29.79	\$5,421.87	\$31.28
Restorative Justice Facilitator	39 \$4,803.07	\$27.71	\$5,042.27	\$29.09	\$5,295.33	\$30.55	\$5,560.53	\$32.08	\$5,837.87	\$33.68
School Bus Driver	35 \$4,459.87	\$25.73	\$4,683.47	\$27.02	\$4,917.47	\$28.37	\$5,163.60	\$29.79	\$5,421.87	\$31.28
School Clerk I	28 \$3,757.87	\$21.68	\$3,946.80	\$22.77	\$4,144.40	\$23.91	\$4,350.67	\$25.10	\$4,569.07	\$26.36
School Clerk II	29 \$3,853.20	\$22.23	\$4,045.60	\$23.34	\$4,248.40	\$24.51	\$4,461.60	\$25.74	\$4,683.47	\$27.02
School Secretary	31 \$4,042.13	\$23.32	\$4,244.93	\$24.49	\$4,458.13	\$25.72	\$4,683.47	\$27.02	\$4,917.47	\$28.37
Senior Account Clerk	33 \$4,244.93	\$24.49	\$4,458.13	\$25.72	\$4,683.47	\$27.02	\$4,917.47	\$28.37	\$5,163.60	\$29.79
Special Education Data Technician	35 \$4,459.87	\$25.73	\$4,683.47	\$27.02	\$4,917.47	\$28.37	\$5,163.60	\$29.79	\$5,421.87	\$31.28
Sr. Supplemental Staffing Tech	42 \$5,279.73	\$30.46	\$5,543.20	\$31.98	\$5,820.53	\$33.58	\$6,111.79	\$35.26	\$6,416.80	\$37.02
Stadium Groundskeeper	34 \$4,348.93	\$25.09	\$4,565.60	\$26.34	\$4,794.40	\$27.66	\$5,033.60	\$29.04	\$5,284.93	\$30.49
Transportation Vehicle Driver	30 \$3,939.87	\$22.73	\$4,137.47	\$23.87	\$4,348.93	\$25.09	\$4,565.60	\$26.34	\$4,794.40	\$27.66
Utility Worker	38 \$4,792.67	\$27.65	\$5,031.87	\$29.03	\$5,285.20	\$30.48	\$5,548.40	\$32.01	\$5,825.73	\$33.61
Warehouseman	32 \$4,137.47	\$23.87	\$4,348.93	\$25.09	\$4,565.60	\$26.34	\$4,794.40	\$27.66	\$5,033.60	\$29.04

Longevity Pay:	Monthly	Hourly
5% of base salary beginning with the 11th year of employment		
7% of base salary beginning with the 16th year of employment		
9% of base salary beginning with the 21st year of employment		
10% of base salary beginning with the 26th year of employment		
Monthly rate is computed on a basis of Hourly X 2080 hours/12		
Board approved: March 8, 2023		
Revised October 14, 2020 to include Employer Transition Specialist		
Revised July 1, 2021 to increase Head Custodian to Range 35 from Range 33 - went through the Upgrade process		
Revised October 13, 2021 to include Special Education Data Technician		
Revised April 13, 2022 to include Registrar		
Revised July 1, 2022 to include M&O Technician - went through the Upgrade process, effective July 1, 2022		

Effective April 1, 2023: District contribution to medical premiums - Employee Only \$913.74/mo Employee plus one \$1,827.48/mo Family \$2,375.72/mo

Twelve (12) days sick leave per year for full-time employees (pro-rated for part-time employees)

AIDE SALARY SCHEDULE

APPENDIX B

2020-2021

2021-2022

July 1, 2022

2022-2023

PITTSBURGH UNIFIED SCHOOL DISTRICT

APPENDIX B

AIDE SALARY SCHEDULE 2020-2021
3% Increase effective July 1, 2020

CLASSIFICATION	C I		C II - 15 Units		C III - 30 Units		C IV - 45 Units		C V - 60 Units		C VI - 75 Units		C VII - 90 Units		
	Level	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly
II <u>Bus Aide</u> <u>Classroom Aide</u> <u>Preschool Aide</u> <u>School Resource Aide</u> <u>Student Service Aide</u> <i>Based on 181 workdays + 14 holidays x 8 hours = 1560 Annual Hours</i>				\$2,056.36	\$14.50	\$2,191.09	\$15.45	\$2,293.20	\$16.17	\$2,408.07	\$16.98	\$2,545.64	\$17.95	\$2,652.00	\$18.70
	2	\$2,056.36	\$14.50	\$2,191.09	\$15.45	\$2,301.71	\$16.23	\$2,408.07	\$16.98	\$2,545.64	\$17.95	\$2,673.27	\$18.85	\$2,790.98	\$19.68
	3	\$2,191.09	\$15.45	\$2,301.71	\$16.23	\$2,416.58	\$17.04	\$2,545.64	\$17.95	\$2,673.27	\$18.85	\$2,806.58	\$19.79	\$2,941.31	\$20.74
	4	\$2,301.71	\$16.23	\$2,416.58	\$17.04	\$2,545.64	\$17.95	\$2,673.27	\$18.85	\$2,806.58	\$19.79	\$2,946.98	\$20.78	\$3,088.80	\$21.78
III <u>Bilingual Aide</u> <u>Parent Coordinator Aide</u> <u>Special Ed. Aide</u> <u>Children Center Outreach Aide</u> <i>Based on 181 workdays + 14 holidays x 8 hours = 1560 Annual Hours</i>				\$2,117.35	\$14.93	\$2,250.65	\$15.87	\$2,351.35	\$16.58	\$2,476.15	\$17.46	\$2,603.78	\$18.36	\$2,734.25	\$19.28
	2	\$2,117.35	\$14.93	\$2,250.65	\$15.87	\$2,362.69	\$16.66	\$2,476.15	\$17.46	\$2,603.78	\$18.36	\$2,734.25	\$19.28	\$2,870.40	\$20.24
	3	\$2,250.65	\$15.87	\$2,362.69	\$16.66	\$2,480.40	\$17.49	\$2,603.78	\$18.36	\$2,734.25	\$19.28	\$2,870.40	\$20.24	\$3,017.89	\$21.28
	4	\$2,362.69	\$16.66	\$2,480.40	\$17.49	\$2,605.20	\$18.37	\$2,734.25	\$19.28	\$2,870.40	\$20.24	\$3,017.89	\$21.28	\$3,168.22	\$22.34
IV <u>Career Center Aide</u> <u>Child Welfare & Attendance Aide</u> <u>Computer Aide</u> <u>Media Center Aide</u> <u>Substance Abuse Prevention Aide</u> <i>Based on 181 workdays + 14 holidays x 8 hours = 1560 Annual Hours</i>				\$2,210.95	\$14.82	\$2,357.02	\$16.62	\$2,483.24	\$17.51	\$2,593.85	\$18.29	\$2,734.25	\$19.28	\$2,859.05	\$20.16
	1	\$2,101.75	\$14.82	\$2,210.95	\$15.59	\$2,357.02	\$16.62	\$2,483.24	\$17.51	\$2,608.04	\$18.39	\$2,734.25	\$19.28	\$2,870.40	\$20.24
	2	\$2,210.95	\$15.59	\$2,357.02	\$16.62	\$2,483.24	\$17.51	\$2,608.04	\$18.39	\$2,734.25	\$19.28	\$2,870.40	\$20.24	\$3,012.22	\$21.24
	3	\$2,357.02	\$16.62	\$2,483.24	\$17.51	\$2,608.04	\$18.39	\$2,738.51	\$19.31	\$2,870.40	\$20.24	\$3,013.64	\$21.25	\$3,165.38	\$22.32
VI <u>Suspension Aide</u> <i>Based on 181 workdays + 14 holidays x 8 hours = 1560 Annual Hours</i>				\$2,205.27	\$15.55	\$2,471.89	\$17.43	\$2,609.45	\$18.40	\$2,722.91	\$19.20	\$2,871.82	\$20.25	\$3,002.29	\$21.17
	1	\$2,205.27	\$15.55	\$2,324.40	\$16.39	\$2,471.89	\$17.43	\$2,609.45	\$18.40	\$2,739.93	\$19.32	\$2,871.82	\$20.25	\$3,015.05	\$21.26
	2	\$2,324.40	\$16.39	\$2,471.89	\$17.43	\$2,609.45	\$18.40	\$2,739.93	\$19.32	\$2,871.82	\$20.25	\$3,015.05	\$21.26	\$3,159.71	\$22.28
	3	\$2,471.89	\$17.43	\$2,609.45	\$18.40	\$2,739.93	\$19.32	\$2,877.49	\$20.29	\$3,015.05	\$21.26	\$3,166.80	\$22.33	\$3,324.22	\$23.44
<u>After School Coordinator</u>				\$3,302.95	\$23.29										
	1-4	\$3,302.95	\$23.29												
	1	\$1,948.58	\$13.74												
	2	\$2,054.95	\$14.49												
NOON DUTY (Supplemental Position) <i>Based on 181 workdays + 14 holidays x 8 hours = 1560 Annual Hours</i>				\$2,191.09	\$15.45										
	1	\$2,191.09	\$15.45												
	2	\$2,301.71	\$16.23												
	3	\$2,416.58	\$17.04												

5% of base salary beginning with the 11th consecutive year of employment
7% of base salary beginning with the 16th consecutive year of employment
9% of base salary beginning with the 21st consecutive year of employment
10% of base salary beginning with the 26th consecutive year of employment

Fringe Benefits:

Medical, Delta Dental and VSP, Life Insurance, Section 125 for full-time employees
Effective June 1, 2021: District contribution to medical premiums

Employee Only \$736.37/mo Employee plus one \$1,472.74/mo Family \$1,914.37/mo

Board approved: April 28, 2021

PITTSBURG UNIFIED SCHOOL DISTRICT

APPENDIX B

AIDE SALARY SCHEDULE 2021-2022
5% Increase effective July 1, 2021

CLASSIFICATION	Placement		C I		C II - 15 Units		C III - 30 Units		C IV - 45 Units		C V - 60 Units		C VI - 75 Units		C VII - 90 Units		
	Level	Level	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	
Bus Aide <u>Classroom Aide</u> <u>Preschool Aide</u> <u>School Resource Aide</u> <u>Student Service Aide</u> Based on 181 workdays + 14 holidays x 8 hours = 1560 Annual Hours	II																
		2	\$2,158.47	\$15.22	\$2,301.71	\$16.23	\$2,408.07	\$16.98	\$2,527.20	\$17.82	\$2,673.27	\$18.85	\$2,806.58	\$19.79	\$2,946.98	\$20.78	\$3,088.80
		3	\$2,301.71	\$16.23	\$2,416.58	\$17.04	\$2,537.13	\$17.89	\$2,673.27	\$18.85	\$2,806.58	\$19.79	\$2,946.98	\$20.78	\$3,088.80	\$21.78	\$3,243.38
		4	\$2,416.58	\$17.04	\$2,537.13	\$17.89	\$2,673.27	\$18.85	\$2,806.58	\$19.79	\$2,946.98	\$20.78	\$3,088.80	\$21.78	\$3,243.38	\$22.87	\$3,404.47
Bilingual Aide <u>Parent Coordinator Aide</u> <u>Special Ed. Aide</u> <u>Children Center Outreach Aide</u> Based on 181 workdays + 14 holidays x 8 hours = 1560 Annual Hours	III																
		2	\$2,223.71	\$15.68	\$2,362.69	\$16.66	\$2,469.05	\$17.41	\$2,599.53	\$18.33	\$2,734.25	\$19.28	\$2,870.40	\$20.24	\$3,013.64	\$21.25	\$3,168.22
		3	\$2,362.69	\$16.66	\$2,480.40	\$17.49	\$2,599.53	\$18.33	\$2,734.25	\$19.28	\$2,870.40	\$20.24	\$3,013.64	\$21.25	\$3,168.22	\$22.34	\$3,327.05
		4	\$2,480.40	\$17.49	\$2,605.20	\$18.37	\$2,735.67	\$19.29	\$2,870.40	\$20.24	\$3,013.64	\$21.25	\$3,168.22	\$22.34	\$3,327.05	\$23.46	\$3,490.15
Career Center Aide <u>Child Welfare & Attendance Aide</u> <u>Computer Aide</u> <u>Media Center Aide</u> <u>Substance Abuse Prevention Aide</u> Based on 181 workdays + 14 holidays x 8 hours = 1560 Annual Hours	IV																
		1	\$2,208.11	\$15.57	\$2,321.56	\$16.37	\$2,474.73	\$17.45	\$2,608.04	\$18.39	\$2,724.33	\$19.21	\$2,870.40	\$20.24	\$3,013.64	\$21.25	\$3,162.55
		2	\$2,321.56	\$16.37	\$2,474.73	\$17.45	\$2,608.04	\$18.39	\$2,738.51	\$19.31	\$2,874.65	\$20.27	\$3,013.64	\$21.25	\$3,165.38	\$22.32	\$3,324.22
		3	\$2,474.73	\$17.45	\$2,608.04	\$18.39	\$2,738.51	\$19.31	\$2,874.65	\$20.27	\$3,013.64	\$21.25	\$3,165.38	\$22.32	\$3,324.22	\$23.44	\$3,490.15
Suspension Aide Based on 181 workdays + 14 holidays x 8 hours = 1560 Annual Hours	VI																
		1	\$2,315.89	\$16.33	\$2,440.69	\$17.21	\$2,595.27	\$18.30	\$2,739.93	\$19.32	\$2,859.05	\$20.16	\$3,015.05	\$21.26	\$3,166.80	\$22.33	\$3,317.13
		2	\$2,440.69	\$17.21	\$2,595.27	\$18.30	\$2,739.93	\$19.32	\$2,877.49	\$20.29	\$3,015.05	\$21.26	\$3,166.80	\$22.33	\$3,317.13	\$23.39	\$3,491.56
		3	\$2,595.27	\$18.30	\$2,739.93	\$19.32	\$2,877.49	\$20.29	\$3,020.73	\$21.30	\$3,166.80	\$22.33	\$3,324.22	\$23.44	\$3,491.56	\$24.62	\$3,666.00
After School Coordinator		1-4	\$3,468.87	\$24.46													
		2	\$2,158.47	\$15.22													
Noon Duty (Supplemental Position) Based on 181 workdays + 14 holidays x 8 hours = 1560 Annual Hours		3	\$2,301.71	\$16.23													
		4	\$2,415.16	\$17.03													

5% of base salary beginning with the 11th consecutive year of employment
7% of base salary beginning with the 16th consecutive year of employment
9% of base salary beginning with the 21st consecutive year of employment
10% of base salary beginning with the 26th consecutive year of employment

Fringe Benefits:
Medical, Delta Dental and VSP, Life Insurance, Section 125 for full-time employees
Effective July 1, 2022: District contribution to medical premiums
Employee Only \$797.48/mo Employee plus one \$1,594.96/mo Family \$2,073.25/mo

Board approved: May 25, 2022

CLASSIFICATION	Level	STEP		A		B		C		D		E		F		G	
		Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly

<u>Bus Aide</u> Classroom Aide Preschool Aide School Resource Aide Student Service Aide Noon Duty (Supplemental Position) Based on 181 workdays + 14 holidays x 8 hours = 1560 Annual Hours	CLA1	\$2,397.32	\$16.90	\$2,517.18	\$17.74	\$2,643.04	\$18.63	\$2,775.19	\$19.56	\$2,913.95	\$20.54	\$3,059.65	\$21.57	\$3,396.21	\$23.94		
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<u>Bilingual Aide</u> Parent Coordinator Aide Special Ed. Aide Children Center Outreach Aide Based on 181 workdays + 14 holidays x 8 hours = 1560 Annual Hours	CLA2	\$2,517.18	\$17.74	\$2,643.04	\$18.63	\$2,775.19	\$19.56	\$2,913.95	\$20.54	\$3,059.65	\$21.57	\$3,212.63	\$22.65	\$3,566.02	\$25.14		
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<u>Career Center Aide</u> Child Welfare & Attendance Aide Computer Aide Media Center Aide Substance Abuse Prevention Aide Based on 181 workdays + 14 holidays x 8 hours = 1560 Annual Hours	CLA3	\$2,643.04	\$18.63	\$2,775.19	\$19.56	\$2,913.95	\$20.54	\$3,059.65	\$21.57	\$3,212.63	\$22.65	\$3,373.27	\$23.78	\$3,744.33	\$26.40		
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<u>Suspension Aide</u> Based on 181 workdays + 14 holidays x 8 hours = 1560 Annual Hours	CLA4	\$2,775.19	\$19.56	\$2,913.95	\$20.54	\$3,059.65	\$21.57	\$3,212.63	\$22.65	\$3,373.27	\$23.78	\$3,541.93	\$24.97	\$3,931.54	\$27.72		
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<u>After School Coordinator</u> Based on 181 workdays + 14 holidays x 8 hours = 1560 Annual Hours	CLAF	\$3,795.75	\$26.76														
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Longevity
 5% of base salary beginning with the 11th consecutive year of employment
 7% of base salary beginning with the 16th consecutive year of employment
 9% of base salary beginning with the 21st consecutive year of employment
 10% of base salary beginning with the 26th consecutive year of employment

Fringe Benefits:
 Medical, Delta Dental and VSP, Life Insurance, Section 125 for full-time employees
 Effective July 1, 2022: District contribution to medical premiums
 Employee Only \$797.48/mo Employee plus one \$1,594.96/mo Family \$2,073.25/mo

AIDE SALARY SCHEDULE
Effective July 1, 2022
8.5% Increase

CLASSIFICATION	STEP Monthly	A		B		C		D		E		F		G		
		Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly
<u>Bus Aide</u> <u>Classroom Aide</u> <u>Preschool Aide</u> <u>School Resource Aide</u> <u>Student Service Aide</u> <u>Noon Duty (Supplemental Position)</u> Based on 181 workdays + 14 holidays x 8 hours = 1560 Annual Hours	CLA1	\$2,600.95	\$18.34	\$2,730.00	\$19.25	\$2,867.56	\$20.22	\$3,010.80	\$21.23	\$3,161.13	\$22.29	\$3,318.55	\$23.40	\$3,484.47	\$25.80	\$3,658.91
	CLA2	\$2,730.00	\$19.25	\$2,867.56	\$20.22	\$3,010.80	\$21.23	\$3,161.13	\$22.29	\$3,318.55	\$23.40	\$3,484.47	\$24.57	\$3,658.91	\$25.80	\$3,841.85
<u>Bilingual Aide</u> <u>Parent Coordinator Aide</u> <u>Special Ed. Aide</u> <u>Children Center Outreach Aide</u> Based on 181 workdays + 14 holidays x 8 hours = 1560 Annual Hours	CLA3	\$2,867.56	\$20.22	\$3,010.80	\$21.23	\$3,161.13	\$22.29	\$3,318.55	\$23.40	\$3,484.47	\$24.57	\$3,658.91	\$25.80	\$3,841.85	\$27.09	\$4,061.67
	CLA4	\$3,010.80	\$21.23	\$3,161.13	\$22.29	\$3,318.55	\$23.40	\$3,484.47	\$24.57	\$3,658.91	\$25.80	\$3,841.85	\$27.09	\$4,061.67	\$28.64	\$4,264.47
<u>Career Center Aide</u> <u>Child Welfare & Attendance Aide</u> <u>Computer Aide</u> <u>Media Center Aide</u> <u>Substance Abuse Prevention Aide</u> Based on 181 workdays + 14 holidays x 8 hours = 1560 Annual Hours	CLA4	\$3,010.80	\$21.23	\$3,161.13	\$22.29	\$3,318.55	\$23.40	\$3,484.47	\$24.57	\$3,658.91	\$25.80	\$3,841.85	\$27.09	\$4,061.67	\$28.64	\$4,264.47
	CLA4	\$3,010.80	\$21.23	\$3,161.13	\$22.29	\$3,318.55	\$23.40	\$3,484.47	\$24.57	\$3,658.91	\$25.80	\$3,841.85	\$27.09	\$4,061.67	\$28.64	\$4,264.47
<u>Suspension Aide</u> Based on 181 workdays + 14 holidays x 8 hours = 1560 Annual Hours	CLA4	\$3,010.80	\$21.23	\$3,161.13	\$22.29	\$3,318.55	\$23.40	\$3,484.47	\$24.57	\$3,658.91	\$25.80	\$3,841.85	\$27.09	\$4,061.67	\$28.64	\$4,264.47
	CLA4	\$3,010.80	\$21.23	\$3,161.13	\$22.29	\$3,318.55	\$23.40	\$3,484.47	\$24.57	\$3,658.91	\$25.80	\$3,841.85	\$27.09	\$4,061.67	\$28.64	\$4,264.47
<u>After School Coordinator</u> Based on 181 workdays + 14 holidays x 8 hours = 1560 Annual Hours	CLA4	\$3,010.80	\$21.23	\$3,161.13	\$22.29	\$3,318.55	\$23.40	\$3,484.47	\$24.57	\$3,658.91	\$25.80	\$3,841.85	\$27.09	\$4,061.67	\$28.64	\$4,264.47
	CLA4	\$3,010.80	\$21.23	\$3,161.13	\$22.29	\$3,318.55	\$23.40	\$3,484.47	\$24.57	\$3,658.91	\$25.80	\$3,841.85	\$27.09	\$4,061.67	\$28.64	\$4,264.47

Longevity
 5% of base salary beginning with the 11th consecutive year of employment
 7% of base salary beginning with the 16th consecutive year of employment
 9% of base salary beginning with the 21st consecutive year of employment
 10% of base salary beginning with the 26th consecutive year of employment

Fringe Benefits:
 Medical, Delta Dental and VSP, Life Insurance, Section 125 for full-time employees
Effective April 1, 2023: District contribution to medical premiums
 Employee Only \$913.74/mo Employee plus one \$1,827.48/mo Family \$2,375.72/mo

EMPLOYMENT CLASSIFICATION SCALE

APPENDIX C

CLASSIFICATION	RANGE	CLASSIFICATION	RANGE
CLERICAL		MAINTENANCE & OPERATIONS	
ACCOUNTING CLERK	32	ATHLETIC FACILITIES GROUNDS SPECIALIST	38
ADMINISTRATIVE SECRETARY	39	CARPENTER	45
BEHAVIORAL SUPPORT ASSISTANT	34	CUSTODIAN I	28
BENEFIT SPECIALIST	44	CUSTODIAN II	31
CERTIFIED OCCUPATIONAL THERAPY ASSISTANT	38	ELECTRICIAN	45
COMPOSER TECH	28	ELECTRONIC TECHNICIAN	45
DISTRICT CLERK	28	GENERAL MAINTENANCE WORKER	40
DISTRICT SECRETARY I	29	GROUNDS EQUIPMENT OPERATOR	38
DISTRICT SECRETARY II	33	GROUNDSKEEPER/GARDENER	35
DISTRICT SECRETARY III	35	HEAD CUSTODIAN	35
EMPLOYMENT TRANSITION SPECIALIST	44	HIGH SCHOOL HEAD CUSTODIAN	35
FACILITIES ASSISTANT	33	LOCKSMITH/GLAZIER	45
INTERPRETER	38	MAINTENANCE MECHANIC - HVAC	45
LIBRARY TECHNICIAN	30	MOBILE TEAM CRAFTSMAN	45
MTSS COST-CARE SPECIALIST	30	PAINTER	45
PARENT AND FAMILY LIAISON	30	PLUMBER	45
PRINCIPAL SECRETARY I	36	UTILITY WORKER	38
PRINCIPAL SECRETARY II	39		
PSYCH SERVICES CLERK	28	TECHNICAL SERVICES	
PSYCH SERVICES SECRETARY	33	ASB BOOKKEEPER	42
PURCHASING ASSISTANT	32	ACADEMIC DATA TECHNICIAN	44
REGISTRAR	37	ASSISTANT DUPLICATING CENTER TECH	27
RESTORATIVE JUSTICE FACILITATOR	39	AUDIO VISUAL TECHNICIAN	40
SCHOOL CLERK I	28	BAND ASSISTANT	34
SCHOOL CLERK II	29	BUSINESS SERVICES TECHNICIAN	39
SCHOOL SECRETARY	31	COLLEGE AND CAREER TECHNICIAN	44
SENIOR ACCOUNT CLERK	33	COMPOSER TECHNICIAN	28
SR. SUPPLEMENTAL STAFFING TECH	42	DUPLICATING CENTER TECHNICIAN	34
		HELP DESK TECHNICIAN	35
CHILD NUTRITION		LABORATORY ASSISTANT	34
CHILD NUTRITION ASSISTANT I	21	MAINTENANCE & OPERATIONS TECH.	44
CHILD NUTRITION ASSISTANT II	23	NETWORK TECHNICIAN	44
CHILD NUTRITION BAKER	23	PAYROLL ACCOUNTANT	46
CHILD NUTRITION BUYER	42	PERSONNEL TECHNICIAN	35
CHILD NUTRITION MANAGER I	30	RECORDS & PROPERTY CONTROL TECH	35
CHILD NUTRITION MANAGER II	32	SPECIAL EDUCATION DATA TECHNICIAN	35
CHILD NUTRITION MANAGER III	36		
CHILD NUTRITION SR. TECHNICIAN	39	SECURITY	
DELIVERY DRIVER	29	CAMPUS RESOURCE ASSISTANT	28
LEAD WAREHOUSEMAN	41	LEAD CAMPUS RESOURCE ASSISTANT	32
WAREHOUSEMAN	32		
TRANSPORTATION		AFTER SCHOOL COORDINATORS	
BUS DRIVER TRAINER	38	AFTER SCHOOL COORDINATORS	01
EQUIPMENT REPAIR ASSISTANT	40	AFTER SCHOOL COORDINATORS	01
EQUIPMENT REPAIR WORKER	40		
HEAVY EQUIPMENT MECHANIC	45		
RELIEF BUS DRIVER	33		
SCHOOL BUS DRIVER	33		
TRANSPORTATION VEHICLE DRIVER	30		

PITTSBURG UNIFIED SCHOOL DISTRICT

Classified Range

AIDE CLASSIFICATIONS

APPENDIX D

PLACEMENT LEVEL 1	Bus Aide
	Classroom Aide
	Preschool Aide
	School resource Aide
	Student Service Aide
	Noon Duty (Supplemental)
PLACEMENT LEVEL 2	Bilingual Classroom Aide
	Children Center Outreach Aide
	Parent Coordinator Aide
	Special Education Aide
PLACEMENT LEVEL 3	Career Center Aide
	Child Welfare & Attendance Aide
	Computer Aide
	Media Center Aide
	Substance Abuse Prevention Aide
PLACEMENT LEVEL 4	Suspension Aide

CLASSIFIED EVALUATION FORM

APPENDIX E

PITTSBURG UNIFIED SCHOOL DISTRICT

Classified Employee Work Performance Report

Name of Employee: _____ Department/School: _____

Job Title/Classification: _____ Evaluation Period: _____

_____ **2 Month Probationary** _____ **5 Month Probationary** _____ **Permanent Annual** _____ **Follow Up Evaluation**

- Instructions:
1. Indicate by a check mark in the proper column the description which best describes the efforts of the employee in his/her assignment.
 2. Items noted as "Needs Improvement" or "Unsatisfactory" are to be explained in "Suggestions for Improvement".

PERFORMANCE INDICATORS	Exceeds Standards	Meets Standards	Needs Improvement	Unsatisfactory	Not Applicable	Comments
A. ATTITUDE AND COOPERATION						
1. Works effectively with fellow employees						
2. Is tactful, courteous, respectful and professional						
3. Maintains confidential information						
4. Follows proper channels of communication						
5. Works effectively with pupils						
6. Works effectively with parents/community						
B. WORK HABITS						
1. Organizes work well						
2. Does work required in reasonable time						
3. Work is characterized by neatness, thoroughness and accuracy						
4. Demonstrates initiative; requires minimal supervision						
5. Effectively communicates with supervisor about problems						
6. Implements suggestions offered by supervisor; receptive to new ideas; readily adjusts to new situations						
7. Exercises good judgment and demonstrates knowledge of duties						
8. Is efficient and careful in the use of District materials and equipment						
9. Demonstrates good safety practices						
10. Follows oral and written directives						
11. Learns and complies with policies and procedures of department/ school and District						

PERFORMANCE INDICATORS	Exceeds Standards	Meets Standards	Needs Improvement	Unsatisfactory	Not Applicable	Comments
C. PUNCTUALITY, ATTENDANCE, AND APPEARANCE						
1. Maintains good attendance record; complies with assigned hours of work and schedules						
2. Follows District procedures regarding absences and tardies						
3. Maintains neat and clean appearance; dresses appropriately (uniform when required)						
4. Uses appropriate language						
H. SUPERVISORY/LEADERSHIP SKILLS						
1. Demonstrates ability to lead and train						
2. Accepts greater responsibility and demonstrates capacity of completing more difficult work within job description						
3. Plans and directs work for others						
E. SUMMARY RATING: Give your total evaluation of the employee. Consider all factors which might affect his/her value to the District.						

Additional comments: _____

Suggestions for improvements/Professional Development: _____

Additional sheet attached

Date: _____ Signature of Supervisor: _____

Comments by Employee: _____

Additional sheet attached

Date: _____ Signature of Employee: _____

It is understood that in signing this evaluation report, the employee acknowledges having read and discussed this report. **The employee's signature does not necessarily indicate agreement.**

Original – Human Resources/Personnel File

Copy – Employee

Copy - Supervisor

MEMORANDUM OF UNDERSTANDING – AB 119

APPENDIX F

MEMORANDUM OF UNDERSTANDING

BETWEEN

THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS PITTSBURG CHAPTER #44

AND

THE PITTSBURG UNIFIED SCHOOL DISTRICT

The passage of Assembly Bill 119 has added requirements for public employers to give access to new employee orientations and provide contact information to exclusive representatives on all CSEA or potential CSEA bargaining unit members. The California School Employees Association and its Pittsburg Chapter #44 (CSEA) and the Pittsburg Unified School District (District) agree to the following:

1. DEFINITION OF NEW HIRES

- a) Definition of a Newly Hired Employee: “Newly hired employee” or “new hire” means any employee, whether permanent, full time, part time, hired by the District, and who is still employed as of the date of the new employee orientation. It also includes all employees who are or have been previously employed by the District and whose current position has placed them in the bargaining unit represented by CSEA. For those latter employees, for purposes of this agreement only, the “date of hire” is the date upon which the employee’s employee status changed such that the employee was placed in the CSEA unit.

2. EMPLOYEE INFORMATION

- a) The District shall provide CSEA with contact information on the new hires. The information will be provided to CSEA electronically via a mutually agreeable secure FTP site or service, on the last working day of the month in which they were hired, or no later than the last working day of the month following hire if the employee is hired on or after the payroll close date. This contact information shall include the following items, with each field in its own column:

- i. First Name;
- ii. Middle initial;
- iii. Last name;
- iv. Suffix (e.g. Jr., III)
- v. Job Title;
- vi. Department;
- vii. Work location;
- viii. Work telephone number;

- ix. Work Extension;
- x. Home address (incl. apartment #)
- xi. City
- xii. State
- xiii. ZIP Code (5 or 9 digits)
- xiv. Home telephone number
- xv. Personal cellular telephone number;
- xvi. Personal email address of the employee on file with the District;
- xvii. Hire date.

This information shall be provided to CSEA regardless of whether the newly hired employee was previously employed by the District.

- b) Periodic Update of Contact Information: The District shall provide CSEA with a list of all CSEA_bargaining unit members' names and contact information on the last working day of September, January, and May. The information will be provided to CSEA electronically via a mutually agreeable secure FTP site or service. This contact information shall also include the following information, with each field listed in its own column:

- i. First Name;
- ii. Middle initial;
- iii. Last name;
- iv. Suffix (e.g. Jr., III)
- v. Job Title;
- vi. Department;
- vii. Work location;
- viii. Work telephone number;
- ix. Work Extension;
- x. Home address (incl. apartment #)
- xi. City
- xii. State
- xiii. ZIP Code (5 or 9 digits)
- xiv. Home telephone number;
- xv. Personal cellular telephone number;
- xvi. Personal email address of the employee on file with the District;
- xvii. Hire date.

3. NEW EMPLOYEE ORIENTATION

- a) “New employee orientation” means the onboarding process of a newly hired public employee, whether in person, online, or through other means or mediums, in which employees are advised of their employment status, rights, benefits, duties and responsibilities, or any other employment-related matters.
- b) The District shall provide CSEA mandatory access to its new employee orientations. CSEA shall receive not less than ten (10) days’ notice in advance of an orientation, except that a shorter notice may be provided in a specific instance where there is an urgent need critical to the District’s operations that was not reasonably foreseeable.
 - i. The District shall conduct group new employee orientations for all new hires who were included in the most recent electronic communication provided pursuant to Paragraph 2(a). The group orientations shall be held once per month to be scheduled by the District approximately on or near the last working day of the month. In the event an employee misses the orientation for any reason, they shall be scheduled to attend the following month’s orientation. CSEA shall have one (1) hour of paid release time for two (2) CSEA representatives, including the Chapter President or designee, to conduct a portion of the orientation session. The District may conduct a portion of the orientation to communicate non-union related matters before or after the CSEA portion of the orientation. The District’s activities will not deduct from the amount of time CSEA is entitled to in order to conduct its portion of the orientation. Said release time shall not be counted against the total release time contained elsewhere in the collective bargaining agreement. The CSEA Labor Relations Representative may also attend the orientation session.
- c) The District shall include the CSEA membership application in any employee orientation packet of District materials provided to any newly hired employee. CSEA shall provide the copies of the CSEA membership applications to the District for distribution.
- d) The orientation session shall be held on District property during the workday of the employee(s), who shall be on paid time.
- e) During CSEA’s orientation session, no District manager or supervisor or non-unit employee shall be present if requested by CSEA.

4. GRIEVANCE AND ARBITRATION PROCEDURE

Any alleged violation, misinterpretation, or misapplication of the terms of this Agreement shall be subject to the grievance provisions of Article XIV Grievances of the Collective Bargaining Agreement, except as follows.

- a) Definition of a “Grievant”: For the purposes of this Agreement, the “Grievant” shall only be CSEA and its Pittsburgh Chapter #44. No single employee or group of employees may grieve this agreement, unless they are authorized representatives of CSEA and its Pittsburgh Chapter 44 and grieving on behalf of the union. This provision shall supersede Article XIV of the collective bargaining agreement.

5. DURATION OF AGREEMENT

- a) Term: This Agreement shall remain in full force and effect from the date this Agreement is signed, through June 30, 2020 and shall be automatically renewed from year to year unless either party serves written notice upon the other between March 1 and April 1, 2019, or any subsequent anniversary date, of its desire to modify the Agreement. If negotiations for a subsequent Agreement continue after June 30, 2020, the provisions of this Agreement shall remain in effect until the negotiation of a new Agreement is completed.

Savings Clause: If during the life of the Agreement there exists any applicable law, rule, regulation or order issued by governmental authority, other than the District, which shall render invalid or restrain compliance with or enforcement of any provision contained within this Agreement, it shall not invalidate any unaffected remaining portion(s). The remaining portion(s) shall continue in full force and effect. Upon written notification by one of the Parties to the other, any portion of the Agreement that is invalidated in accordance with this Article shall be opened for negotiations within thirty (30) days of the invalidation.

For CSEA



Handwritten signatures for CSEA: Amy Laffin, Adam Jendryk, Catherine Mottet, [Signature], [Signature], Cassia Murphy, and [Signature]. A small stamp is visible over the signature of Cassia Murphy.

For the District



Handwritten signatures for the District: Nominations, [Signature], [Signature], [Signature], and [Signature].

EMPLOYMENT CLASSIFICATION SCALE

APPENDIX C

CLASSIFICATION	RANGE	CLASSIFICATION	RANGE
CLERICAL		MAINTENANCE & OPERATIONS	
ACCOUNTING CLERK	32	ATHLETIC FACILITIES GROUNDS SPECIALIST	38
ADMINISTRATIVE SECRETARY	39	CARPENTER	45
BEHAVIORAL SUPPORT ASSISTANT	34	CUSTODIAN I	28
BENEFIT SPECIALIST	44	CUSTODIAN II	31
CERTIFIED OCCUPATIONAL THERAPY ASSISTANT	38	ELECTRICIAN	45
COMPOSER TECH	28	ELECTRONIC TECHNICIAN	45
DISTRICT CLERK	28	GENERAL MAINTENANCE WORKER	40
DISTRICT SECRETARY I	29	GROUNDS EQUIPMENT OPERATOR	38
DISTRICT SECRETARY II	33	GROUNDSKEEPER/GARDENER	35
DISTRICT SECRETARY III	35	HEAD CUSTODIAN	35
EMPLOYMENT TRANSITION SPECIALIST	44	HIGH SCHOOL HEAD CUSTODIAN	35
FACILITIES ASSISTANT	33	LOCKSMITH/GLAZIER	45
INTERPRETER	38	MAINTENANCE MECHANIC - HVAC	45
LIBRARY TECHNICIAN	30	MOBILE TEAM CRAFTSMAN	45
MTSS COST-CARE SPECIALIST	30	PAINTER	45
PARENT AND FAMILY LIAISON	30	PLUMBER	45
PRINCIPAL SECRETARY I	36	UTILITY WORKER	38
PRINCIPAL SECRETARY II	39		
PSYCH SERVICES CLERK	28	TECHNICAL SERVICES	
PSYCH SERVICES SECRETARY	33	ASB BOOKKEEPER	42
PURCHASING ASSISTANT	32	ACADEMIC DATA TECHNICIAN	44
REGISTRAR	37	ASSISTANT DUPLICATING CENTER TECH	27
RESTORATIVE JUSTICE FACILITATOR	39	AUDIO VISUAL TECHNICIAN	40
SCHOOL CLERK I	28	BAND ASSISTANT	34
SCHOOL CLERK II	29	BUSINESS SERVICES TECHNICIAN	39
SCHOOL SECRETARY	31	COLLEGE AND CAREER TECHNICIAN	44
SENIOR ACCOUNT CLERK	33	COMPOSER TECHNICIAN	28
SR. SUPPLEMENTAL STAFFING TECH	42	DUPLICATING CENTER TECHNICIAN	34
		HELP DESK TECHNICIAN	35
CHILD NUTRITION		LABORATORY ASSISTANT	34
CHILD NUTRITION ASSISTANT I	21	MAINTENANCE & OPERATIONS TECH.	44
CHILD NUTRITION ASSISTANT II	23	NETWORK TECHNICIAN	44
CHILD NUTRITION BAKER	23	PAYROLL ACCOUNTANT	46
CHILD NUTRITION BUYER	42	PERSONNEL TECHNICIAN	35
CHILD NUTRITION MANAGER I	30	RECORDS & PROPERTY CONTROL TECH	35
CHILD NUTRITION MANAGER II	32	SPECIAL EDUCATION DATA TECHNICIAN	35
CHILD NUTRITION MANAGER III	36		
CHILD NUTRITION SR. TECHNICIAN	39	SECURITY	
DELIVERY DRIVER	29	CAMPUS RESOURCE ASSISTANT	28
LEAD WAREHOUSEMAN	41	LEAD CAMPUS RESOURCE ASSISTANT	32
WAREHOUSEMAN	32		
TRANSPORTATION		AFTER SCHOOL COORDINATORS	
BUS DRIVER TRAINER	38	AFTER SCHOOL COORDINATORS	01
EQUIPMENT REPAIR ASSISTANT	40	AFTER SCHOOL COORDINATORS	01
EQUIPMENT REPAIR WORKER	40		
HEAVY EQUIPMENT MECHANIC	45		
RELIEF BUS DRIVER	33		
SCHOOL BUS DRIVER	33		
TRANSPORTATION VEHICLE DRIVER	30		

PITTSBURG UNIFIED SCHOOL DISTRICT

Classified Range

AIDE CLASSIFICATIONS

APPENDIX D

PLACEMENT LEVEL 1	Bus Aide
	Classroom Aide
	Preschool Aide
	School resource Aide
	Student Service Aide
	Noon Duty (Supplemental)
PLACEMENT LEVEL 2	Bilingual Classroom Aide
	Children Center Outreach Aide
	Parent Coordinator Aide
	Special Education Aide
PLACEMENT LEVEL 3	Career Center Aide
	Child Welfare & Attendance Aide
	Computer Aide
	Media Center Aide
	Substance Abuse Prevention Aide
PLACEMENT LEVEL 4	Suspension Aide

CLASSIFIED EVALUATION FORM

APPENDIX E

PITTSBURG UNIFIED SCHOOL DISTRICT

Classified Employee Work Performance Report

Name of Employee: _____ Department/School: _____

Job Title/Classification: _____ Evaluation Period: _____

_____ **2 Month Probationary** _____ **5 Month Probationary** _____ **Permanent Annual** _____ **Follow Up Evaluation**

- Instructions:
1. Indicate by a check mark in the proper column the description which best describes the efforts of the employee in his/her assignment.
 2. Items noted as "Needs Improvement" or "Unsatisfactory" are to be explained in "Suggestions for Improvement".

PERFORMANCE INDICATORS	Exceeds Standards	Meets Standards	Needs Improvement	Unsatisfactory	Not Applicable	Comments
A. ATTITUDE AND COOPERATION						
1. Works effectively with fellow employees						
2. Is tactful, courteous, respectful and professional						
3. Maintains confidential information						
4. Follows proper channels of communication						
5. Works effectively with pupils						
6. Works effectively with parents/community						
B. WORK HABITS						
1. Organizes work well						
2. Does work required in reasonable time						
3. Work is characterized by neatness, thoroughness and accuracy						
4. Demonstrates initiative; requires minimal supervision						
5. Effectively communicates with supervisor about problems						
6. Implements suggestions offered by supervisor; receptive to new ideas; readily adjusts to new situations						
7. Exercises good judgment and demonstrates knowledge of duties						
8. Is efficient and careful in the use of District materials and equipment						
9. Demonstrates good safety practices						
10. Follows oral and written directives						
11. Learns and complies with policies and procedures of department/ school and District						

PERFORMANCE INDICATORS	Exceeds Standards	Meets Standards	Needs Improvement	Unsatisfactory	Not Applicable	Comments
C. PUNCTUALITY, ATTENDANCE, AND APPEARANCE						
1. Maintains good attendance record; complies with assigned hours of work and schedules						
2. Follows District procedures regarding absences and tardies						
3. Maintains neat and clean appearance; dresses appropriately (uniform when required)						
4. Uses appropriate language						
H. SUPERVISORY/LEADERSHIP SKILLS						
1. Demonstrates ability to lead and train						
2. Accepts greater responsibility and demonstrates capacity of completing more difficult work within job description						
3. Plans and directs work for others						
E. SUMMARY RATING: Give your total evaluation of the employee. Consider all factors which might affect his/her value to the District.						

Additional comments: _____

Suggestions for improvements/Professional Development: _____

Additional sheet attached

Date: _____ Signature of Supervisor: _____

Comments by Employee: _____

Additional sheet attached

Date: _____ Signature of Employee: _____

It is understood that in signing this evaluation report, the employee acknowledges having read and discussed this report. **The employee's signature does not necessarily indicate agreement.**

Original – Human Resources/Personnel File

Copy – Employee

Copy - Supervisor

MEMORANDUM OF UNDERSTANDING – AB 119

APPENDIX F

MEMORANDUM OF UNDERSTANDING

BETWEEN

THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS PITTSBURG CHAPTER #44

AND

THE PITTSBURG UNIFIED SCHOOL DISTRICT

The passage of Assembly Bill 119 has added requirements for public employers to give access to new employee orientations and provide contact information to exclusive representatives on all CSEA or potential CSEA bargaining unit members. The California School Employees Association and its Pittsburg Chapter #44 (CSEA) and the Pittsburg Unified School District (District) agree to the following:

1. DEFINITION OF NEW HIRES

- a) Definition of a Newly Hired Employee: “Newly hired employee” or “new hire” means any employee, whether permanent, full time, part time, hired by the District, and who is still employed as of the date of the new employee orientation. It also includes all employees who are or have been previously employed by the District and whose current position has placed them in the bargaining unit represented by CSEA. For those latter employees, for purposes of this agreement only, the “date of hire” is the date upon which the employee’s employee status changed such that the employee was placed in the CSEA unit.

2. EMPLOYEE INFORMATION

- a) The District shall provide CSEA with contact information on the new hires. The information will be provided to CSEA electronically via a mutually agreeable secure FTP site or service, on the last working day of the month in which they were hired, or no later than the last working day of the month following hire if the employee is hired on or after the payroll close date. This contact information shall include the following items, with each field in its own column:

- i. First Name;
- ii. Middle initial;
- iii. Last name;
- iv. Suffix (e.g. Jr., III)
- v. Job Title;
- vi. Department;
- vii. Work location;
- viii. Work telephone number;

- ix. Work Extension;
- x. Home address (incl. apartment #)
- xi. City
- xii. State
- xiii. ZIP Code (5 or 9 digits)
- xiv. Home telephone number
- xv. Personal cellular telephone number;
- xvi. Personal email address of the employee on file with the District;
- xvii. Hire date.

This information shall be provided to CSEA regardless of whether the newly hired employee was previously employed by the District.

- b) Periodic Update of Contact Information: The District shall provide CSEA with a list of all CSEA bargaining unit members' names and contact information on the last working day of September, January, and May. The information will be provided to CSEA electronically via a mutually agreeable secure FTP site or service. This contact information shall also include the following information, with each field listed in its own column:

- i. First Name;
- ii. Middle initial;
- iii. Last name;
- iv. Suffix (e.g. Jr., III)
- v. Job Title;
- vi. Department;
- vii. Work location;
- viii. Work telephone number;
- ix. Work Extension;
- x. Home address (incl. apartment #)
- xi. City
- xii. State
- xiii. ZIP Code (5 or 9 digits)
- xiv. Home telephone number;
- xv. Personal cellular telephone number;
- xvi. Personal email address of the employee on file with the District;
- xvii. Hire date.

3. NEW EMPLOYEE ORIENTATION

- a) “New employee orientation” means the onboarding process of a newly hired public employee, whether in person, online, or through other means or mediums, in which employees are advised of their employment status, rights, benefits, duties and responsibilities, or any other employment-related matters.
- b) The District shall provide CSEA mandatory access to its new employee orientations. CSEA shall receive not less than ten (10) days’ notice in advance of an orientation, except that a shorter notice may be provided in a specific instance where there is an urgent need critical to the District’s operations that was not reasonably foreseeable.
 - i. The District shall conduct group new employee orientations for all new hires who were included in the most recent electronic communication provided pursuant to Paragraph 2(a). The group orientations shall be held once per month to be scheduled by the District approximately on or near the last working day of the month. In the event an employee misses the orientation for any reason, they shall be scheduled to attend the following month’s orientation. CSEA shall have one (1) hour of paid release time for two (2) CSEA representatives, including the Chapter President or designee, to conduct a portion of the orientation session. The District may conduct a portion of the orientation to communicate non-union related matters before or after the CSEA portion of the orientation. The District’s activities will not deduct from the amount of time CSEA is entitled to in order to conduct its portion of the orientation. Said release time shall not be counted against the total release time contained elsewhere in the collective bargaining agreement. The CSEA Labor Relations Representative may also attend the orientation session.
- c) The District shall include the CSEA membership application in any employee orientation packet of District materials provided to any newly hired employee. CSEA shall provide the copies of the CSEA membership applications to the District for distribution.
- d) The orientation session shall be held on District property during the workday of the employee(s), who shall be on paid time.
- e) During CSEA’s orientation session, no District manager or supervisor or non-unit employee shall be present if requested by CSEA.

4. GRIEVANCE AND ARBITRATION PROCEDURE

Any alleged violation, misinterpretation, or misapplication of the terms of this Agreement shall be subject to the grievance provisions of Article XIV Grievances of the Collective Bargaining Agreement, except as follows.

- a) Definition of a “Grievant”: For the purposes of this Agreement, the “Grievant” shall only be CSEA and its Pittsburgh Chapter #44. No single employee or group of employees may grieve this agreement, unless they are authorized representatives of CSEA and its Pittsburgh Chapter 44 and grieving on behalf of the union. This provision shall supersede Article XIV of the collective bargaining agreement.

5. DURATION OF AGREEMENT

- a) Term: This Agreement shall remain in full force and effect from the date this Agreement is signed, through June 30, 2020 and shall be automatically renewed from year to year unless either party serves written notice upon the other between March 1 and April 1, 2019, or any subsequent anniversary date, of its desire to modify the Agreement. If negotiations for a subsequent Agreement continue after June 30, 2020, the provisions of this Agreement shall remain in effect until the negotiation of a new Agreement is completed.

Savings Clause: If during the life of the Agreement there exists any applicable law, rule, regulation or order issued by governmental authority, other than the District, which shall render invalid or restrain compliance with or enforcement of any provision contained within this Agreement, it shall not invalidate any unaffected remaining portion(s). The remaining portion(s) shall continue in full force and effect. Upon written notification by one of the Parties to the other, any portion of the Agreement that is invalidated in accordance with this Article shall be opened for negotiations within thirty (30) days of the invalidation.

For CSEA








For the District





