

Article 4 - Wages/Compensation

- 4.1 A copy of the 2020-21 classified salary schedule is attached as Appendix A. There is no change to the 2020-21 classified salary schedule. Total compensation for the 2020-21 school year shall be 1.0% as follows:

- A one-time off schedule payment calculated on the 2020-21 salary schedule for all active bargaining unit members of the District on March 10, 2021. This one-time payment shall be prorated for those active unit members who are less than full-time.

4.1.1 Step Advancement

An employee advances to the next step on the salary schedule at the end of the probationary period. All advancements, thereafter, will be on a yearly basis from the date that permanent status begins, referred to as the anniversary date.

4.2 Classification/Reclassification Procedures and Compensation

4.2.1 Procedures

Requests for review of classifications may be initiated by employees, supervisors or administrators, and/or employee organization (when specifically requested to do so by an employee), and when there appears to be a question as to the appropriate classification for performance of duties.

Such requests must be made in writing to the Personnel Services Office of the District. A request must be pursuant to one or more of the following reasons:

- 4.2.1.1 Reorganization of the work unit (division, department, office, etc.) of the affected employee(s).
- 4.2.1.2 Gradual accretion or decrement of duties and responsibilities.
- 4.2.1.3 Change of criteria of classification as related to duties, which cause working beyond regular and ascertained responsibilities, or with less responsibilities, as determined by management.

All requests shall be accompanied by supporting information, together with a recommendation as to the classification considered appropriate. Further information or data from the District or the employee(s) may be required by the Personnel Services Office to ascertain all pertinent information.

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A written request for reclassification shall be submitted to the Assistant Superintendent, Personnel Services. A determination shall be made and a written response given to the affected employee or originator of the request. If the employee does not agree with the determination of the Assistant Superintendent, Personnel Services, s/he may appeal to the Superintendent for review.

4.2.2 Salary Placement of Reclassified Positions

A position or class of positions shall be placed on the salary schedule (at a schedule number or in a range) commensurate with the classifications; this may be an increase or no change in salary.

4.2.3 Notification

The District will notify the CSEA Chapter President at least ten (10) working days in advance of any proposed recommendation(s) for reclassification or reallocation scheduled for Board of Education action.

4.2.4 Classification Study

The District and the Association agree to form a Classification Study Committee. During a three-year period (2001-02; 2002-03; and 2003-04), all 64 active job descriptions will be studied, redescribed, reformatted, and revised as appropriate regardless of reclassification decisions and related negotiations. Input from all classified employees (607) will be solicited for the study. The classifications to be studied each year were selected on an impartial basis, reverse alphabetical order, Z to A, by classification.

During the 2001-2002 school year, the Committee will review 26 active classifications (111 employees). The next year, 2002-2003, 16 active classifications will be studied (347 employees). The remaining 22 active classifications (149 employees) will be studied during the 2003-04 school year. If the process and time commitment for committee members can accommodate additional work, the District and Association agree to accelerate the process and increase the number of classifications to be studied during each of the first two years.

After ratification by CSEA and Board approval of a tentative agreement, a joint communiqué will be sent to all classified employees.

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Orientation meetings to discuss the classification study will be scheduled at the beginning of each school year for each yearly designated study group. The Association will identify representatives to serve as the job classification benchmarks to coordinate all employee questionnaire responses for each respective classification. A summary questionnaire from each classification will be submitted to the Classification Study Committee for review and final editing. Input from Supervisors will also be solicited and considered.

Upon completion of the first year of the study, the Committee will gather data from comparable neighboring districts to examine like classification and respective salaries. If, by mutual agreement, it is determined there is a need to reclassify specific classifications, the amount of funding for reclassification and effective date will be subject to negotiations for the subsequent school year. Any and all appeals related to classification or reclassification will be referred to the Classification Study Committee for review during this process. Any lack of consensus of the committee during the appeal process will be referred to negotiations.

At close of the three-year process, the District and CSEA will explore the continuance of the Classification Committee.

4.3 Compensation for Local Travel

Mileage reimbursement to a bargaining unit member for the use of his/her automobile shall be at the rate approved by the Board of Education plus bridge tolls and parking fees provided:

- 4.3.1 The bargaining unit member is required to use the vehicle for District use, and
- 4.3.2 The bargaining unit member's supervisor has given prior approval for use, and
- 4.3.3 The use of such vehicle is within the course and scope of the bargaining unit member's job description, and
- 4.3.4 The bargaining unit member submits the appropriate District forms and receipts for reimbursement.

The Board of Education shall make a good faith effort to reimburse the bargaining unit member within one month of the proper submittal of a claim.

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4.4 Compensation for Physical Examinations and Fingerprints

Physical or psychological examinations or fingerprints required by the District shall be paid by the Board of Education. The Board of Education may require bargaining unit members to take physical examinations by District-appointed physicians. On the recommendation of a District-appointed physician, the Board of Education may require bargaining unit members to take psychological examinations by District-appointed psychiatrists or psychologists. Such examinations shall be for cause only.

4.5 Uniforms

4.5.1 The Board of Education shall pay the full cost of the purchase or lease or rental and cleaning and maintenance of uniforms, identification badges, emblems, and cards required by the District to be worn or used by bargaining unit members in the following classes:

- Custodial
- Grounds
- Maintenance
- Warehouse

4.5.2 It is the responsibility of the bargaining unit member to notify the Director, Maintenance & Operations, if the laundry or uniform company does not return the proper number of items. It is the responsibility of the bargaining unit member to reimburse the District for any lost uniform items that have not been immediately reported to the supervisor and to turn in all uniform items upon resignation, retirement, or termination.

4.6 Compensation for First Aid Certificates

For bargaining unit members in positions requiring a valid First Aid Certificate, the District shall pay the necessary expenses for maintaining such qualifications. This will be payment of wages for the additional time necessary to attend classes conducted or arranged by the District for employees to renew their certificates. Positions requiring First Aid Certificates are School Secretary and Health Clerk.

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4.7 Stipends

4.7.1 Bilingual Stipend

Any employee who, as part of his/her job duties, is regularly required to use bilingual skills and is assigned to a site that has at least a 40% minority student enrollment, shall receive a stipend of \$64 per month for oral or \$85 per month for oral & written (pro-rated for part-time). Employees meeting the above criteria must submit the necessary forms to Personnel Services. Other requests to receive a bilingual stipend will be reviewed on an individual basis.

4.7.2 Specialized Physical Health Care Services Stipend

Specialized Physical Health Care Services Stipend is to provide compensation for employees who opt to perform the following specialized services:

Specialized Physical Health Care Services shall include:

- Catherization
- Gastric tube feeding
- Suctioning
- Other complex services that require medically related training as determined by the District.

The District will pay a monthly stipend to employees who are selected and trained by District Personnel to provide Specialized Physical Health Care Services as follows:

- \$160.00 -Daily Service
- \$80.00 – Periodic Service (1-2 times a week)
- \$40.00 – On-call

Employees who are less than full-time will receive a prorated stipend.

Employees who opt to perform these specialized services shall receive written confirmation including the projected monthly stipend amount.

The Specialized Physical Health Care Services Stipend shall cease to be paid when the services of an employee are no longer required, as determined by the District. Employees shall receive written notification of any changes to stipend eligibility including the reduction in frequency or cessation of specialized services.

Employees who opt to perform these specialized services shall be trained by the appropriate personnel prior to the execution of duties. Employees may request additional training.

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Employees may opt out of performing specialized services at any time provided their immediate supervisor is given reasonable notice. Stipend shall cease to be paid when the services of the employee end.

4.8 Growth in Job Skills -Professional Growth

4.8.1 Professional Growth Committee

The Professional Growth Committee shall meet on an “as needed” basis to review applications for professional growth credit. The committee also shall review and recommend any changes in Policy or Rules.

The Professional Growth Committee shall be convened by the District Superintendent/designee. The Professional Growth Committee is to be composed of the following:

4.8.1.1 One employee from each of the following classifications to be nominated by the Employee Organization:

- Secretarial and Clerical
- Maintenance
- Custodial
- Cafeteria
- Grounds
- Aides

4.8.1.2 Assistant Superintendent, Personnel Services/designee

4.8.2 Credit for Courses

In order to receive credit for professional growth increments, an employee shall be a regular (permanent or probationary) employee of the Tustin Unified School District.

Courses must be of value to the employee in his/her field of employment and/or for the improvement of services rendered to the Tustin Unified School District in the foreseeable future.

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Courses are to consist of work in an approved and/or accredited university, college, community college, adult education program, District-sponsored inservice workshop, or other workshop or lecture series sponsored by a university, college, community college, or professional organization. All course work must be scheduled outside regular working hours.

Credit for attendance at those workshops or classes where an employee's expenses for registration, tuition, or course materials are paid by the District will not be applicable for points.

4.8.3 Compensation

All employees will receive \$13 per month per increment, upon the accumulation of three (3) points. The increment will be pro-rated for part-time employees for all points earned in excess of fifteen (15). A maximum of forty-eight (48) points (\$208 effective July 1, 2014) may be accumulated. Earning more than six (6) points per semester must have prior approval from the employee's supervisor.

Points will be earned on the following basis:

- 4.8.3.1 One point per unit for work completed in an accredited university, college, or community college. (Units shall be considered to be semester units; quarter units will convert on a two-third (2/3) basis.)
- 4.8.3.2 Two (2) points per semester for courses completed in an approved adult education program.
- 4.8.3.3 One point (1) for each fifteen (15) hours of work completed in District-sponsored inservice workshops or other approved workshops or lecture series sponsored by a university, college, community college, or professional organization held outside regular working hours.

All courses must be completed with a grade of "C" or better or with a certificate of satisfactory completion if a grade is not assigned.

It is the responsibility of the employee to request approval in advance of the course, workshop, or lecture series in order for points to be earned. (Applications for Professional Growth are available from the Personnel Services Office.)

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It is the responsibility of the employee to notify Personnel Services that the required number of points has been accumulated and to submit an official transcript or verification of completion when a transcript is not available.

4.9 Longevity

Classified employees are eligible for the monthly longevity stipend at the beginning of the seventh year based on hire date and continuous employment with the District. Employees who are less than full-time will receive prorated longevity stipend effective January 1, 2002:

<u>Year</u>	<u>Effective</u> <u>7/1/19</u>
7 th	\$ 49
8 th	\$ 77
9 th	\$104
10 th	\$132
11 th	\$188
15 th	\$244
20 th	\$313
25 th	\$411

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