

Article 3 – Definitions

- 3.1 **Allocation** is the placement of a classification on a specific salary schedule range or rate.
- 3.2 **Anniversary Date** is the date upon which an employee is granted salary step advancement. A hire date of the first through the fifteenth of the month shall have an anniversary date commencing the first date of that month. A hire date of the sixteenth through the thirtieth or thirty-first of the month shall have an anniversary date commencing the first date of the following month.
- 3.3 **Bumping Right** is the right of a regular employee to displace an employee with less seniority in a classification.
- 3.4 **Classification** is a group of one or more bargaining unit employees having the same title. Each position in the bargaining unit shall be placed in a classification; have a designated title; have a regular minimum number of assigned hours per day, days per week, and months per year; have a statement of the specific duties required to be performed in each such position; and be placed on a regular monthly salary range for each such position. [Ed Code §45101(a)]
- 3.5 **Day** is any day on which the District office is open for business.
- 3.6 **Differential** is a salary allowance in addition to the basic rate or schedule based upon additional responsibilities or hours of employment.
- 3.7 **Fiscal Year and School Year** is July 1 through June 30.
- 3.8 **Health and Welfare Benefits** means any form of insurance or similar benefit programs, including, but not limited to, medical, hospitalization, surgical, prescription drug, dental, optical, psychiatric, life, disability, prepaid legal, or income protection insurance, or annuity programs.
- 3.9 **Hire Date Seniority** may be the initial hire date or an adjusted hire date, including previous employment credit for permanent employee(s) rehired within 39 months.
- 3.10 **Hours in Paid Status** means all hours whether during the school year, a holiday, a recess, or during any period that a school is in session or closed, but does not include any hours compensated solely on an overtime basis.
- 3.11 **Incumbent** is an employee assigned to a position and who is currently serving in or on Board approved leave from the position.
- 3.12 **Industrial Accident or Illness** is an injury or illness arising out of or in the course of employment with the District.

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- 3.13 **Leaves of Absence** means any form of employee absence from work, paid or unpaid, including, but not limited to, family illness leave, bereavement leave, sick leave, vacation, personal necessity leave, industrial accident or illness leave, and training leave.
- 3.14 **Notice** means whenever notice is required under this Agreement, and no form of notice is otherwise designated. Notice to the District shall be written notice by personal delivery, through the District mail, email, or first class mail to the Personnel Services Division, or designee. Notice to the CSEA shall be written notice by personal delivery, through the District mail, email, or first class mail to the President of the local chapter and/or the CSEA representative.
- 3.15 **Permanent Employee** is a regular employee who successfully completes an initial probationary period. [Ed Code §45101 (b)]
- 3.16 **Personal Necessity Leave of Absence** is a paid leave granted to permit bargaining unit members to be absent without loss of pay when the absence meets the criteria established in Section 7.5.
- 3.17 **Probationary Employee** is a regular employee who will become permanent upon completion of a probationary period. [Ed Code §45113]
- 3.18 **Probationary Period** is that period of time from the employee's first day of service in a position until the employee is approved for permanent status.
- 3.19 **Promotion** is a change in the assignment of an employee from a position in one classification to a vacant position in another classification with a higher maximum salary rate.
- 3.20 **Reallocation** is the adjustment (up or down) of the classified salary schedule number for classification, with no change in the job classification.
- 3.21 **Reassignment** is a change of assignment within the same classification.
- 3.22 **Reclassification** is the upgrading of a position to a higher classification as a result of the gradual increase in the duties being performed by the incumbent in such position. [Ed Code §45101 (f)]
- 3.23 **Reemployment** is the return to duty of a regular employee who has been placed on a reemployment list.

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- 3.24 **Reemployment List** is a list of names of persons who have been unable to resume the duties of an assigned position due to extended illness or who have been laid off for lack of work or lack of funds, and who are eligible for reemployment without examination in their former classification for a period of thirty-nine (39) months, said list arranged in order of their right to reemployment.
- 3.25 **Regular Employee** is a classified employee who has probationary or permanent status. [Ed Code §45101 (c)]
- 3.26 **Restricted Employee** is an employee hired pursuant to any local, state, or federally funded program which restricts employment to persons in low income groups, designated impoverished areas, and any other criteria which restrict the privilege of all citizens to compete for employment under that program, except as may otherwise be specified by this Agreement. [Ed Code 45105]
- 3.27 **Safety Conditions of Employment** means any work-related condition affecting the health, safety, or welfare of the employee as defined in the California Administrative Code, Title VIII.
- 3.28 **Salary Rate** is a specific amount of money paid for a specific period of service.
- 3.29 **Salary Schedule** is a series of salary steps and ranges which comprise the rate of pay for all classifications.
- 3.30 **Salary Step** is one of the salary levels within the range of rates for a classification.
- 3.31 **Seniority** is secured by first day of paid service in a classification plus higher or lower classifications in the same job group.
- 3.32 **Short-term Employee** is a person hired on an hourly basis for a specific temporary project of limited duration, upon the completion of which, the service required will no longer be needed on a continuing basis. [Ed Code §45103]
- 3.33 **Specially Funded Employee** is a person hired under a state, federal, or other grant program for a term of time limited by the term of funding prescribed by the grant.
- 3.34 **Substitute Employee** is any person employed to replace any classified employee who is temporarily absent from duty. If the District is engaged in a procedure to hire a permanent employee to fill a vacancy in any classified position, the Board may fill the vacancy through employment, for not more than sixty (60) calendar days, of one or more substitute employees, except to the extent that a collective bargaining agreement, then in effect, provides for a definite period of time. [Ed Code §45103]

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- 3.35 **Transfer** is the movement or change in location from one work site to another of a unit member, either voluntary or involuntary.
- 3.36 **Transfer - Involuntary** is the transfer of a unit member initiated by the immediate supervisor or the superintendent/designee.
- 3.37 **Transfer - Voluntary** is the transfer of a unit member initiated by the unit member.
- 3.38 **Unauthorized Leave of Absence** is the non-performance of or absence from those duties and responsibilities required by the Board of Education.
- 3.39 **Voluntary Demotion** is the placement of an employee in a lower classification at the employee's request and for which s/he qualifies, in lieu of layoff or reduction of hours.