

COLLECTIVE BARGAINING AGREEMENT

BETWEEN THE

TAFT UNION HIGH SCHOOL DISTRICT

AND THE

SERVICE EMPLOYEES INTERNATIONAL UNION

LOCAL 521

JULY 1, 2024 TO JUNE 30, 2027

TABLE OF CONTENTS

<u>Article</u>	<u>Page</u>
I INTRODUCTION	5
II RECOGNITION.....	5
III SALARY.....	5
IV HEALTH AND WELFARE BENEFITS.....	6
Retiree Health and Welfare Insurance Benefits	8
Tier I	8
Tier II	8
V HOURS	8
VI LEAVES	11
EDUCATION CODE LEAVES - PAID	12
Regular Sick Leave	12
Extended Illness Leave	12
Personal Necessity Leave	13
Bereavement Leave	13
Industrial Accident and Illness	13
Court-Witness Leave	13
Jury Duty Leave	14
Veteran Disability Leave	14
Public Employee Organization Leave	14
NON EDUCATION CODE LEAVES - PAID	14
Child Bonding Leave	14

	Family Sick Leave	14
	Crime Victim Leave	14
	Crime Victim Appearance Leave	15
	School Activities Leave	15
	Organ and Bone Marrow Donor Leave	15
	Military Leave	15
	Voting Time Leave	15
	Coaching Leave	15
	NON EDUCATION CODE LEAVES - UNPAID	15
	Family Medical Leave Act	15
	California Family Rights Act	15
	Pregnancy Disability Leave	16
	Volunteer Civic Duty Leave	16
	School Appearance Leave	16
	Civil Air Patrol Leave	16
	Military & Military Spouse Leave	16
	Child Rearing Leave	16
	Verification/Notification of Ability to Return to Work.....	16
	Unauthorized Leave	17
	Immediate Family Defined	17
	EMPLOYEE ORGANIZATIONAL LEAVE.....	17
VII	EVALUATION	18
VIII	DISCIPLINE PROCEDURE	18
IX	VACANT POSITIONS - TRANSFERS	21
X	EXCLUSIVE REPRESENTATIVE RIGHTS	22

XI	GRIEVANCE PROCEDURE	24
	Miscellaneous Provisions	24
	Level One	25
	Level Two	25
	Level Three	26
XII	CONCLUSION	27
	Duration of Agreement	29
	RATIFIED AND ACCEPTED	30
	APPENDICES.....	31
A	SALARY REGULATIONS	
B	VACATION	
C	HOLIDAY SCHEDULE	
D	CLASSIFIED SALARY SCHEDULE	

ARTICLE I
INTRODUCTION

- A. This Agreement and the provisions contained herein constitute a bilateral and binding agreement by and between the **TAFT UNION HIGH SCHOOL DISTRICT** ("District") and the **SERVICE EMPLOYEES INTERNATIONAL UNION, LOCAL 521** ("Exclusive Representative" or "Union"), an employee organization.
- B. The Agreement is entered into pursuant to sections 3450-3459 of the California Government Code (the "Act").

ARTICLE II
RECOGNITION

- A. The District recognizes the Union as the Exclusive Representative of employees in the classified service, except those excluded by the Board of Trustees as managerial, confidential, and supervisory employees, pursuant to the regulations of the Public Employment Relations Board. The Union shall be notified of any change prior to such change being made.

ARTICLE III
SALARY

- A. The Classified Salary Schedule which is coterminous with the provisions of this Agreement shall be attached as Appendix D.
 - a. For each school year encompassed by this Agreement, step increments for years of service shall be granted.
 - b. For the 2024-2025 fiscal year, the District shall apply an increase of 3.0% to the classified bargaining unit salary schedule.
 - c. The District shall pay a 2% off-schedule payment to each bargaining unit member in probationary or permanent status as of June 30, 2024, to be paid during the school year in the paycheck for the first regular pay period following Union ratification and Board approval of an agreement on all open bargaining items for the 2024-2025 school year.

- d. Salary regulations are attached as Appendix A.
 - e. For the 2024-2025 school year, the District proposes that the District and up to four members of the Union Leadership (Bargaining Team and/or Stewards) meet (in person or virtually) to discuss potential pay inequities for up to five position titles.
- B. The Salary Schedule shall reflect the following annual stipend amounts for those employees who have earned and been awarded a college degree:
- Associate of Arts/Science Degree – \$600.00
 - Bachelor of Arts/Science Degree – \$1,200.00
 - Master of Arts/Science Degree or higher – \$2,400.00
- C. An employee who possesses a valid California Driver's License, in conjunction with a valid California Special Driver's Certificate that authorizes driving a school bus of the type operated by the District, shall receive a tenthsly stipend. The stipend is .10 of the monthly rate for Bus Drivers on Step 1 of the Salary Schedule.

ARTICLE IV

HEALTH AND WELFARE BENEFITS

- A. For the 2024-2025 fiscal year, the District shall increase the hard dollar cap for this period to 100% of the 90C Plan, which is \$20,970.60 per unit member per benefit year. (Roughly equivalent to the cost of 1.22% of the current salary schedule) for the package as described:

- 1) SISC Anthem Blue Cross - Plan 90-C, including:
 - \$20 Co-Pay, \$9 Generic & \$35 Name Brand Rx Maximums
 - 2) Delta Dental - Plan PPO 3000 A100/3000 (or lower cost PPO Incentive Plan DD 1500 OR Anthem Dental DHN 4000 and
 - 3) VSP Vision - Plan Signature C \$20 w/ Extra Pair Clause
 - 4) Life Insurance - \$50,000 Employee-Only policy

An employee has the option to select an insurance benefits package as described below upon payment of the difference through payroll deduction:

- 1) SISC Anthem Blue Cross - Plan 100-A, including:
 - \$20 Co-Pay, \$9 Generic & \$35 Name Brand Rx Maximums
- 2) Delta Dental - Plan PPO 3000 A100/3000 (or lower cost PPO Incentive Plan DD 1500 OR Anthem Dental DHN 4000 and
- 3) VSP Vision - Plan Signature C \$20 w/ Extra Pair Clause
- 4) Life Insurance - \$50,000 Employee-Only policy

OR

- 1) SISC Anthem Blue Cross - Plan 100-C, including:
 - \$20 Co-Pay, \$9 Generic & \$35 Name Brand Rx Maximums
- 2) Delta Dental - Plan PPO 3000 A100/3000 (or lower cost PPO Incentive Plan DD 1500 OR Anthem Dental DHN 4000 and
- 3) VSP Vision - Plan Signature C \$20 w/ Extra Pair Clause
- 4) Life Insurance - \$50,000 Employee-Only policy

OR

- 1) SISC Anthem Blue Cross - Plan 90-A, including:
 - \$20 Co-Pay, \$9 Generic & \$35 Name Brand Rx Maximums
- 2) Delta Dental - Plan PPO 3000 A100/3000 (or lower cost PPO Incentive Plan DD 1500 OR Anthem Dental DHN 4000 and
- 3) VSP Vision - Plan Signature C \$20 w/ Extra Pair Clause
- 4) Life Insurance - \$50,000 Employee-Only policy

- B. For all employees hired on or after July 1, 1978, and for employees not otherwise covered by the provisions of paragraph A of this Article, the District shall offer to provide medical insurance coverage for employees and eligible dependents. For employees who elect to be covered by the insurances offered by the District, the District shall make a pro rata contribution of the premium of the insurance based upon the ratio of the employee's assigned workday and workweek to a full-time workday and workweek, except that seven-hour Instructional Aides shall be treated as eight-hour employees for the purposes of this paragraph.
- a. The remaining cost of insurance premium payments shall be deducted from the employee's paycheck.

- b. No in-lieu payments or contribution to other insurance programs shall be made for employees who do not elect to be covered under the provisions of paragraph B of this Article.

Retiree Health and Welfare Insurance Benefits

- C. Tier I. An employee covered by this Agreement who retires on or after January 1, 2008, at age 58 or older with 10 or more consecutive years of employment (or age 55 or older with 30 or more consecutive years) in the District shall receive the health and welfare benefits then in existence for other employees until age 65 or until becoming eligible for other benefits (e.g., Medicare Parts A and B), whichever occurs first. The provisions of this paragraph shall not apply to any employee whose first date of paid service to the District was on or after July 19, 1993.
- D. Tier II. An employee who was hired between July 20, 1993 and June 30, 2009, at or after age 60, and who has five or more consecutive years of paid service in the District immediately prior to the date of retirement, shall receive the health and welfare benefit contributions (except life insurance) for the applicable level of single, two-party, or family coverage until the retiree becomes eligible for Medicare Parts A & B.

ARTICLE V

HOURS

- A. Employees shall be on duty as assigned by the District within specified work schedules. The length of the workday for full-time classified employees shall be eight hours. The workweek shall consist of five consecutive days or 40 hours per week.
 - a. Part-time classified employees shall serve less than a total of eight hours per day and 40 hours per week.
 - b. For any regular hours worked between 6:00 p.m. and 6:00 a.m. or for any portion worked during these hours, a five percent differential of the basic hourly salary rate shall be paid.
- B. Rest breaks of 10 minutes for each four consecutive hours worked shall be provided. Employees whose assigned workday is seven hours or more shall receive one 20-minute rest break or two 10-minute rest breaks.

- C. An uninterrupted lunch break of not less than 30 minutes nor more than two hours shall be scheduled, where possible, after the employee has been on duty for four hours.
 - a. When the need arises, the District shall assign employees to a lunch hour of up to three hours.
 - b. Employees assigned under the provisions of paragraph C.a of this Article shall receive a five percent increase in the basic hourly salary rate.
- D. Breaks enumerated under paragraphs B and C shall be scheduled by management as near the midpoint of each work period as possible, consistent with the District's work schedule.
- E. Overtime shall be paid at the rate of time and one-half an employee's rate of pay when an employee is requested by management to work:
 - a. More than eight hours in one workday;
 - b. More than 40 hours in one workweek;
 - c. A sixth or seventh consecutive workday for employees whose work schedule is more than four hours per day, five days per week; or
 - d. A seventh consecutive workday for employees whose work schedule is less than four hours per day, five days per week.

Any hours that exceed 12 in one day shall be compensated on the basis of two times the employee's regular rate of pay.
- F. Compensatory time off ("CTO") in lieu of cash compensation for overtime work may be granted at the appropriate rate in effect at the time gained. CTO requires prior approval from the employee's supervisor, and shall be taken at a mutually acceptable time within the fiscal year in which it was earned. District will retain full discretion to approve time off based on District needs and substitute availability. An employee may have a balance of no more than 60 CTO hours during the fiscal year.
- G. An employee called back to work after completion of the employee's regular workday schedule shall be compensated for at least two hours' work at the appropriate rate of pay.
- H. An employee called in to work on a day which is not a part of the employee's regular workweek shall be compensated for at least two hours' work at the appropriate rate of pay.
- I. Standby time shall be compensated on a straight-time basis, unless it occurs during overtime, in which event it will be compensated on an overtime basis. When an overnight bus trip occurs, the bus driver shall receive no less than eight hours' pay for the trip. The driver shall not be compensated for time after the end of the driving hours in the evening until the time duties are

resumed. Any pre-authorized and necessary expenses incurred by the driver will be reimbursed by the District.

- J. The District will provide tools, equipment, and supplies reasonably necessary for the performance of job duties. The District shall provide supplemental insurance to protect employees in the event that employees are required to use their personal vehicles on District business. The District shall not require any employees to supply tools or equipment as a prerequisite to being hired or as a condition of continued employment.
- K. Notwithstanding the provisions of paragraph A of this Article, work schedules may be changed by mutual agreement between the employees in the affected work category and the District to reflect a workday longer than eight hours without an overtime premium being required (e.g., four, 10-hour days). If a changed schedule is implemented, overtime shall be paid only for those hours in excess of the daily/weekly schedule.
- L. Notwithstanding the provisions of paragraphs A and/or F of this Article, the work schedule and compensation (including overtime) for a full-time Campus Supervisor shall be set as follows:
 - a. Work Year
 - i. All current Campus Supervisors shall be classified as a 12-month employees. Any Campus Supervisor hired or appointed after June 30, 2019 shall become classified as an 11-month employee.
 - ii. The employee's regular work schedule and work calendar shall be as assigned by the District. Work schedules for additional supervision at evening and/or weekend events shall be determined by the Principal on an as-need basis.
 - b. 12-month Campus Supervisors
 - i. For additional supervision at evening and/or weekend events, overtime hours that the employee works shall be compensated as "trade time." Overtime compensation shall be earned on the basis set forth in paragraph E of this Article. If no full-time Campus Supervisors accept the overtime hours offered for evening and/or weekend events, the District may staff such extra-duty assignments with other qualified regular or substitute employees.
 - ii. The employee's trade time shall be coordinated and utilized in conjunction with earned vacation time throughout the course of the school year when school is not in session (including holiday periods) unless the employee is scheduled for

duty by the Principal. The result will be an actual on-duty year of approximately 10 and one-half months.

- iii. If accumulated trade time and earned vacation exceed the number of days that the employee is able to be scheduled off work during the school year, the employee will be compensated for unused and accrued the excess trade time at the appropriate rate of pay not later than August 31 of the next school year.

c. 11-month Campus Supervisors

- i. For additional supervision at evening and/or weekend events, overtime hours shall be earned on the basis set forth in paragraph E of this Article. If no full-time Campus Supervisors accept the overtime hours offered for evening and/or weekend events, the District may staff such extra-duty assignments with other qualified regular or substitute employees.
- ii. During the non-instructional summer period, Campus Supervisors shall perform other duties as assigned if the District determines that there is insufficient work to be assigned to the Campus Supervisors.
- iii. All employees will be compensated for unused and accrued trade time at the appropriate rate of pay not later than August 31 of the school year.

ARTICLE VI

LEAVE INFORMATION

Employees are eligible for paid and unpaid leaves of absence as provided by law. Significant leaves of absence are summarized in this paragraph. The non-discretionary leaves of absence listed in this Article are authorized by California or Federal law. Any non-discretionary leave of absence based on a California or Federal statute that is not referenced in this Agreement is available to unit members as if fully set forth in this Article.

1. The criteria regarding an employee's eligibility or qualification for any leave set forth in this Article shall be as set forth in the respective statutes except as modified herein.
2. The process for application and approval of leaves granted pursuant to this Article, including the requirement for acceptable verification, shall be consistent with prior processes.
3. Amendments to state or federal law that create new leaves of absence or that modify leaves in effect at the time this Agreement is ratified are incorporated as if fully set forth herein.

Statutory and contractual leave rights will run concurrently to the extent allowed under federal and state law.

4. Except for the issues of whether a listed leave was improperly denied or the amount of leave time was incorrectly calculated, no grievance may be filed or maintained with regard to the listed leaves.
5. An employee must exhaust all paid leaves and accrued vacation days prior to requesting a discretionary unpaid leave of absence. An unpaid leave of five days or less is subject to approval of the Superintendent. A leave of more than five days is subject to approval of the Board. The Employer's contribution to the Health Benefits Program terminates on the first day of the month following the month in which the unpaid leave commenced. An employee may maintain eligibility for the Health Benefits Program by making direct payment of the required amount to the Employer on the schedule established by the Employer.

EDUCATION CODE LEAVES - PAID

1. **Regular Sick Leave:** Twelve days of paid leave available for illness or injury, prorated on the basis of one day per assigned work month, with unlimited accumulation, or for pregnancy and childbirth (Education Code sections 45191 and 45193). Regular Sick Leave and Extended (below) may be utilized for maternity or paternity leave (Education Code section 45196.1)
 - a. Sick leave must be taken in minimum increments of 30 minutes. Except in extraordinary circumstances, an employee must input sick leave into the electronic leave system in advance and at least 12 hours before the employee's work shift.
2. **Extended Sick Leave:** Paid leave due to illness or accident for a period of five months or less, whether or not the absence arises out of or in the course of the employment (Education Code section 45196). The amount deducted from the salary due the employee for any month in which the absence occurs shall not exceed the sum which is actually paid a substitute employee employed to fill the position during the employee's absence. No deduction from the pay of any employee for this five-month period shall be made under this provision until the employee has utilized all regular sick leave, accumulated compensatory time off, vacation pay, or other paid leave to which the employee is entitled. At the conclusion of all leaves of absence, paid or unpaid, an employee who is unable to assume the duties of his or her position shall be placed on a re-employment list (Education Code section 45195).

Future transition to 100 working days at 50% pay:

At a future date, the District's Governing Board may consider, adopt, and/or maintain in effect a rule which provides that a regular classified employee shall once a year be credited with a total of not less than 100 working days of paid sick leave, including days to which he/she is entitled under Education Code Section 45191. Such days of paid sick leave in addition to those required by Section 45191 shall be compensated at not less than 50 percent of the employee's regular salary. The paid sick leave authorized under such a rule shall be exclusive of any other paid leave, holidays, vacation, or compensating time to which the employee may be entitled. The Board will determine if this rule is feasible, practicable, and fiscally sound and, if so, the Board may adopt this rule in the future. If adopted, the Parties agree that 100 working days at 50% pay will replace paragraph 1 of this Article VI(A)(4).

3. **Personal Necessity Leave:** Up to seven days of paid sick leave earned by the employee in a school year upon prior approval, charged to the current year's accrual of Regular Sick Leave (Education Code section 45207). A request for prior approval shall be made at least three days in advance of the leave except in an emergency situation. An employee may request to use up to four of the days without specifying the nature of the Personal Necessity. In no case may leave taken under this section be used to extend school holidays or vacation periods, or for vacation, recreation, personal gain, or the withholding of services from the District.
4. **Bereavement Leave:** Five days with pay on account of the death of a member of the employee's immediate family (Education Code section 45194).
5. **Industrial Accident and Illness:** Up to 60 days of paid leave per occurrence to be used prior to regular sick leave (Education Code section 45192).
6. **Court - Witness Leave:** Approved use of Personal Necessity Leave for required appearances in court during normal work hours under official order as litigant or witness (Education Code section 44036) or the employee is a victim of a crime (Labor Code section 230.2). When the appearance is due to an employee's actions as a "Good Samaritan" (Civil Code section 1714.2 or Health and Safety Code section 1799.102), the time off shall not be charged to sick leave.
7. **Jury Duty Leave:** Paid leave for the actual time required for regular jury service (Education Code section 44037). Any employee who serves jury duty for six or more hours per day is relieved of his or her work duties for the day.

8. **Veteran Disability Leave:** Paid leave, in addition to any other leave entitlement, of up to 10 days per year for a veteran hired on or after January 1, 2017, in order to undergo medical treatment for a qualifying military service-connected disability (Education Code section 44978.2).
9. **Public Employee Organization Leave:** Paid leave of absence for an employee to serve as an elected officer of a local school district public employee organization, or a statewide or national public employee organization with which the local organization is affiliated (Education Code section 45210). The leave is mandatory and full reimbursement of all costs of wages, retirement, and benefits is required.

NON EDUCATION CODE LEAVES - PAID

1. **Child-Bonding Leave:** Up to a total of 12 work weeks of differential pay per calendar year as long as an eligible employee first exhausts all Regular Sick Leave, earned Vacation time, and/or compensatory time credits for parental leave to which an employee is entitled under, and on the conditions set forth in, the Fair Employment and Housing Act (Government Code section 12945.2), for: (a) the birth of a child of an employee, or (b) a child has been placed with the employee for adoption or foster care. Health insurance contributions are made as provided by applicable provisions of California or Federal law and regulations for the entire 12-week period.
2. **Family Sick Leave:** Up to six days of paid regular sick leave per calendar year may be used (Labor Code section 233) to attend to the diagnosis, care, or treatment of an existing health condition, as well as preventive care, for the employee or the employee's (a) child (biological, adoptive, foster, step, legal ward, or to whom the employee stands in loco parentis) regardless of age or dependency status, (b) parent (biological, adoptive, foster, step, legal guardian, or person who stood in loco parentis when the employee was a minor) of the employee or the employee's spouse or registered domestic partner, (c) spouse, (d) registered domestic partner, (e) grandparent, (f) grandchild, (g) sibling, charged to Regular Sick Leave balance (Labor Code section 245.5(4)(c)). This leave also may be utilized by an employee that is a victim of domestic violence, sexual assault, or stalking (Labor Code section 230(c)).
3. **Crime Victim Leave:** Regular Sick Leave may be used by an employee who was the victim of specified crimes to attend judicial proceedings related to that crime (Labor Code section 230.2).
4. **Crime Victim Appearance Leave (Labor Code section 230.5):** Regular Sick Leave may be used by an employee who was the victim of specified crimes to appear in court to be heard at any

proceeding in which a right of the victim is at issue. If the employee does not have sufficient Personal Necessity Leave available, the time off shall be without pay.

5. **School Activities Leave:** Regular Sick Leave may be used by an employee who is a parent or guardian to attend child-related activities of the school or licensed child care provider to a maximum of eight hours per month/40 hours per year (Labor Code section 230.8). If the employee does not have sufficient Personal Necessity Leave available, the time off shall be without pay.
6. **Organ and Bone Marrow Donor Leave:** An employee who is an organ donor shall be granted a paid leave of absence not exceeding 30 business days for the purpose of donating his or her organ to another person (Labor Code section 1510(a)(1)). An employee who is a bone marrow donor shall be granted a paid leave not exceeding five days for the purpose of donating his or her bone marrow to another person (Labor Code section 1510(a)(2)). As a condition of an employee's initial receipt of bone marrow or organ donation leave, the employee must take up to five days of available sick leave, vacation, or paid time off for bone marrow donation and up to two weeks of available sick leave, vacation, or paid time off for organ donation.
7. **Military Leave:** Paid leave as provided by Military and Veterans Code section 395.
8. **Voting Time Leave:** Up to two hours of paid time for voting, at the beginning or end of the employee's regular work time, whichever allows the most free time for voting and the least time off from the employee's work, on two day's notice to the District (Elections Code section 14000(a)).
9. SEIU employees who hold a coaching stipend position are entitled up to 10 hours of leave per season, to be used only as needed and approved at the District's discretion.

NON-EDUCATION CODE LEAVES - UNPAID

1. **Family Medical Leave Act:** An unpaid leave that provides up to 12 weeks in a 12-month period (26 weeks qualifying illnesses and injuries incurred during active duty military service). Unless prohibited by the statute, FMLA leave runs concurrently with CFRA leave. Benefit levels provided by applicable provisions of California or Federal law.
2. **California Family Rights Act:** An unpaid leave that provides up to 12 weeks in a 12-month period (Government Code §12945.2). Unless prohibited by the statute, CFRA leave runs concurrently with FMLA leave. Benefit levels to qualifying employees are provided by applicable provisions of the statute.

3. **California Pregnancy Disability Leave:** An unpaid leave that provides up to four months per pregnancy due to medical conditions (Government Code § 12945).
4. **Volunteer Civic Service Leave:** Except as otherwise provided by law, unpaid leave time off to serve as a volunteer firefighter, reserve police officer, or emergency medical personnel (Labor Code section 230.3) plus up to 14 days per year for fire, law enforcement, or emergency rescue training (Labor Code section 230.4).
5. **School Appearance Leave:** Except as otherwise provided by law, unpaid time off for a parent or guardian to appear in the school (i.e., Kindergarten to grade 12, or licensed child care provider) of a pupil pursuant to a request made pursuant to Education Code section 48900.1 (Labor Code section 230.7).
6. **Civil Air Patrol Leave:** Except as otherwise provided by law, unpaid time off for a member of the Civil Air Patrol to participate in an emergency operational mission, limited to three days per operation and 10 days per calendar year (Labor Code section 1503(a)).
7. **Military Spouse Leave:** An unpaid leave of up to 10 days during which the employee's spouse is on leave from his or her active military deployment (Military and Veterans Code section 395.10).
8. **Military Leave:** Except as otherwise provided by law, unpaid leave as provided by Military and Veterans Code section 395.
9. **Child Rearing Leave:** An employee may apply for an unpaid leave of absence of up to 12 calendar months for child rearing or for any other purpose that is acceptable to the Employer. An unpaid leave of five days or less is subject to approval of the Superintendent. A leave of more than five days is subject to approval of the Board. The Employer's contribution to the Health Benefits Program terminates on the first day of the month following the month in which the unpaid leave commenced. An employee may maintain eligibility for the Health Benefits Program by making direct payment of the required amount to the Employer on the schedule established by the Employer.
10. **Verification/Notification of Ability to Return to Work:** The process for application and approval of leaves granted pursuant to this Article, including the requirement for acceptable verification, shall be consistent with prior practices.
 - a. An employee who has been absent under the provisions for sick leave or industrial accident leave for five or more consecutive days shall be required to provide acceptable verification of ability to return to work and render services to the District prior to returning to work. Notwithstanding the provisions of this paragraph, an employee who

is absent at any time for surgery shall be required to furnish a physician's verification of the employee's ability to return to work and render service to the District prior to returning to work. An employee may be required to provide verification of illness or injury for absences of 3 or more consecutive days when the District determines that it is warranted as a result of the employee's attendance record.

- b. When an absence is to be longer than one day, the employee must notify the District of an intention to return by 3:00 p.m. on the workday prior to the day of return.

11. **Unauthorized Leave:** Employees absent from duty without proper notification and approval from the District will be deemed to be on unauthorized leave. After three days of unauthorized leave, the employee shall be deemed to have abandoned the position and shall be recommended to the Board of Trustees for dismissal.

12. **Immediate Family:** For the purposes of this Article, immediate family is defined in the Family Sick Leave provision above.

EMPLOYEE ORGANIZATION LEAVE

1. One or more SEIU stewards may collectively use up to forty-eight (48) hours of release time, to be used in half or full day increments for the purpose of attending union training. SEIU and its steward(s) must request such leave with advanced notice of at least fifteen (15) days, and sufficiently in advance to allow the District to secure a substitute if needed.
2. This leave will be granted unless it will materially disrupt the operational needs of the District.
3. The Union shall reimburse the District for the total compensation of the employee for the duration of the release, which shall include all salary, special compensation earned, the cost of health insurance, retirement, and any other costs associated with maintaining the employment of the individual.
4. Such reimbursement shall occur within 30 days of the District invoicing the Union for the cost of leave.
5. The Union has no obligation to use this leave for any employee and may terminate that leave at any time and for any reason.
6. The District shall not be liable for any act, omission, or injury suffered by any employee of the District if that act, omission, or injury occurs during the course and scope of the employee's leave under this subsection. To the extent that the District is held liable for any such act, omission, or injury, the Union shall indemnify, defend, and hold harmless the District.

ARTICLE VII

EVALUATION

- A. A permanent employee shall receive a written evaluation at least every two years. Probationary employees shall have at least one written evaluation during the first three months of the probationary period and at least one more evaluation prior to the employee's attainment of permanent classification. The evaluation shall be made by the immediate supervisor, and it shall be discussed with the employee.
- B. The evaluation shall be made on a standard form, which is provided by the District for this purpose. Any less than a satisfactory overall evaluation rating shall include specific recommendations for improvements and provisions for assisting the employee in implementing the recommendations made. Prior to placing the formal written evaluation in the employee's file, the employee and the evaluator shall review the observation made and any material that is to be incorporated into the evaluation. Following the review, the employee will have five days to submit a personal statement which shall be attached to the formal written evaluation.
- C. No adverse action of any kind shall be taken against an employee based upon evaluations which are not contained in the employee's personnel file.
- D. Permanent classification shall be attained on the sixth month anniversary date of employment.
- E. Any complaint to the District relating to an employee's job performance from a person other than the evaluator shall be in writing and signed by the person submitting the communication. The employee shall be notified of such a complaint, notified whether the material is to be placed in the employee's personnel file, furnished a copy of the complaint, and allowed to attach a response. Upon written request to the Superintendent, complaints which have been proved to be unsubstantiated or unfounded shall be removed from the file.

ARTICLE VIII

DISCIPLINE PROCEDURE

- A. A permanent employee may be dismissed, suspended, or otherwise disciplined for cause only. No disciplinary action shall be taken for any cause which arose prior to the employee's becoming permanent, nor for any cause which arose more than two years preceding the date of the filing of the notice of discipline, unless such cause was concealed or not disclosed by such

employee when it could be reasonably assumed that the employee should have disclosed the facts to the employing District.

- a. The District shall advise the employee of his or her right to be represented by the Union or other representative of his or her choosing at any meeting in which disciplinary action is to be imposed. Disciplinary investigations are included in this section.
 - b. If the employee elects to have representation present and none is immediately available, the meeting will be postponed for up to 24 hours not including Saturdays, Sundays or school holidays, in order to permit time for the employee to obtain representation.
- B. Any matter which may result in discipline shall be brought to the attention of the Superintendent or designee.
 - a. The Superintendent or designee shall investigate the matter. As a part of the investigation, the employee shall be notified of the allegations and shall be given an opportunity to respond and to comment on the appropriate disposition.
 - i. The employee shall have up to five days in which to respond to the allegations in writing or to request a meeting with the Superintendent or designee.
 - ii. The employee shall be given an opportunity to inspect written materials on which the allegations are based, if any, which shall be assembled and made available to the employee for review upon request. Nothing within this provision shall be construed to limit the right of the District to use any subsequently acquired information and materials in the case of an appeal or in any subsequent proceeding. If new evidence will be introduced in an appeal, then the Union shall receive a notice of at least ten (10) days before the appeal process begins. Except for rebuttal evidence.
 - iii.
 - b. Following receipt of the employee's written response or following the meeting requested by the employee, the Superintendent or designee shall consider the employee's position and arguments before issuing a formal Notice of Disciplinary Action. If a formal Notice is issued, the following procedure shall apply.
 - i. The Notice shall be served upon the employee personally and shall be signed for and dated upon receipt or shall be sent by United States certified mail, return receipt requested, addressed to the employee at his or her last known address.

- Where the employee has utilized the services of a representative during the investigation, the representative shall also be sent a copy of the Notice.
- ii. The Notice shall inform the employee of the charges as well as the effective date of discipline, which shall be not less than six days after service of the Notice. The Notice shall contain a statement in ordinary and concise language of the specific acts and omissions upon which the disciplinary action is based, a statement of the cause for the action taken, and if it is claimed that an employee has violated a rule or regulation of the District, such rule or regulation shall be set forth in the Notice.
 - iii. The Notice shall inform the employee of the right to demand an appeal hearing before the Board of Trustees and the time in which the hearing must be demanded, which shall be not less than five days after service of the Notice.
 - iv. The Notice shall also contain a form, the signing and filing of which shall constitute a demand for hearing and a denial of all charges.
 - v. Except as provided in section C of this Article, the employee shall remain on duty in active status prior to the effective date of the disciplinary action or pending completion of the appeal procedure.
 - vi. In addition, the employee may file a written response to the formal Notice. The employee's response shall be attached to the Notice and placed in the employee's personnel file.
- c. The employee must file the demand for an appeal hearing and denial of charges in the District Human Resources Office not later than 4:00 p.m. on the workday specified in the Notice. Failure to file the demand and denial prior to the deadline constitutes a waiver of any right to an appeal, and the discipline shall be final.
 - d. If the employee files the demand and denial, the following procedure shall apply:
 - i. The burden of proof to support the discipline rests with the District.
 - ii. The employee and a representative, if the employee desires, may present evidence or argument to the Board (or to a Hearing Officer appointed by the Board) prior to the Board making a decision.
 - iii. Following the appeal hearing, the Board shall adopt, modify, or reject the discipline.

- iv. The Board's decision shall be in writing and shall set forth the finding of facts, conclusions, and reasons for the Board's determination.
 - v. If the Board of Trustees either modifies or rejects the discipline, the employee's personnel records shall be adjusted to reflect the Board's decision.
 - vi. The decision of the Board shall be final.
- C. When the Superintendent or designee determines that the needs of the District so require, an employee may be suspended immediately for cause, with or without pay, prior to the completion of the procedures set forth in paragraphs B. 1-4 of this Article. In such a case, the suspension and any denial of compensation shall be an issue in the appeal hearing before the Board, if one is requested by the employee. If an employee is placed on unpaid leave, then the Union shall receive a notice regarding why the employee is being placed on unpaid leave. Furthermore, if the investigation concludes with no charges filed, the employee shall be made whole. If charges are filed, the unpaid leave shall be considered as a part of the disciplinary action.

ARTICLE IX

VACANT POSITIONS - TRANSFERS

Employee Requested Transfer

- A. An employee may make a request to fill a vacant position in the District to take effect at any time. The request shall be on a "Request to Fill Vacant Position" form and filed with the District office. The request shall attach a copy of the employee's current resume which must list the employee's relevant experience for the vacancy.
- B. All requests to fill vacant positions shall be considered on the following basis:
 - a. The needs of the Districts' programs.
 - b. The employees' qualifications by training and experience.
 - c. Affirmative action and Title IX mandates.
 - d. The employee's length of service to the District.

The District reserves the right to select the most qualified applicant.

- C. Employees may be selected to fill a vacant position for which they did not apply based upon the criteria in paragraph B of this Article.

- D. The District shall make all determinations as to whether a vacancy exists and when a vacancy should be filled. Except to meet a unique need of the District, a unit member is not eligible to apply for a promotion during their probationary period.
- E. When a District determines that a vacancy exists, notice shall be posted in the District office and on existing bulletin boards at each job site. The notice shall remain posted until the deadline for filing a request has passed, but in no event less than seven days.
- F. The notice shall include the position description, job location, training and experience requirements, number of designated hours, and salary range. A copy of the notice shall be provided to the Union within two days of the date it is posted.
- G. Employees shall be given first consideration in filling job vacancies in the bargaining unit. The District is committed to filling vacancies from the ranks of current employees unless a non-employee applicant is superior to inside applicant(s).
 - a. First consideration is defined as the opportunity to be interviewed by the interview panel and considered for any vacancy for which the employee applies prior to the District interviewing non-employee applicants.
 - b. If the District determines that two or more employees who have applied for a vacant position equally satisfy the qualifications for a vacant position, the most senior employee shall be placed in the position.

ARTICLE X

EXCLUSIVE REPRESENTATIVE RIGHTS

- A. The Exclusive Representative shall have the right to use designated bulletin boards, mailboxes, and meeting rooms at reasonable times. The approval of the Superintendent or designee shall be required for the use of school facilities. Approval shall not be unreasonably withheld.
- B. The Exclusive Representative shall make all requests in writing for use of facilities on District-approved forms.
- C. Officers and staff of the Exclusive Representative shall have access to employees at times which do not interfere with efficient operation or employee performance as determined by the immediate supervisor, subject to approval of the Superintendent. Prior to contacting the immediate supervisor, any non-employee representative shall check in with the site administrator.

- D. Nothing in this Agreement shall require, or be interpreted to require, any employee to become or remain a member of the Exclusive Representative, or to pay money to the organization except pursuant to a voluntary written authorization by a member for the payment of dues through payroll deduction. Any member of the Exclusive Representative may sign and deliver to the District an assignment authorizing deduction of membership dues, initiation fees, and general assessments for the Exclusive Representative. Upon receipt of such authorization, the District shall deduct one-tenth of such dues from the regular salary check of the employee each month for 10 months or prorate the amount if the employee works less than 10 months. Such authorization shall continue in effect during the term of this Agreement unless revoked in writing by the employee upon 30 days' notice to the District. The District shall promptly remit sums deducted to the Exclusive Representative.
- E. Upon written authorization of an employee, the District shall make deductions from an employee's salary for any of the following: credit union, annuities, supplemental medical catastrophe insurance, life insurance, and income protection insurance.
- F. Provided that the Exclusive Representative submits its initial proposal prior to the Board's regular March meeting of the year in which this Agreement expires, the District shall meet in a good faith attempt to negotiate a successor Agreement with the Exclusive Representative. Any agreement reached between the parties shall be reduced to writing and signed by them. Release time for negotiations shall be provided to two employees as provided by law. Meetings shall be held within a reasonable number of days from receipt of a written request. Upon request the District shall, within two weeks, furnish the Exclusive Representative with one copy of public documents in its possession which reasonably relate to negotiations and the Exclusive Representative's role, except those documents related to the confidential relationship between the District and its negotiator. The Exclusive Representative shall have the right to bring no more than five bargaining team members in negotiations.
- G. No employee shall be discriminated against because of the exercise of rights guaranteed under the Act.
- H. Upon written request, the Union shall be provided a current list of names, classifications, and work locations of all employees covered by this Agreement.
- I. The District shall post the ratified Agreement on the District Website.
- J. The District shall incorporate collaborative meetings with the Union during each fiscal year. This obligation is currently met through the District's implementation of the District Learning Team

("DLT") and other informal meetings held between the District and the Union upon request by either party.

ARTICLE XI

GRIEVANCE PROCEDURE

MISCELLANEOUS PROVISIONS

- A. A grievance shall mean an allegation by one or more employees that there has been a misinterpretation or misapplication of the specific terms of this Agreement. A grievant shall be an employee covered by this Agreement.
- B. Any employee may, at any time, present grievances to the District and have such grievances adjusted without the intervention of the Exclusive Representative as long as the adjustment is not inconsistent with the terms of this Agreement; provided, however, that the District 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 an opportunity to file a response.
- C. Once a grievance has been initiated, all matters of dispute relating to it which occur during the processing of the grievance shall become a part of and be resolved in the grievance proceeding. Once a grievance has been resolved or a final decision has been rendered, a grievant shall not be entitled to initiate a new grievance on any matter or occurrence which properly could have been included in the first grievance.
- D. At all formal levels of the grievance procedure, the grievant shall provide the Exclusive Representative with all details and copies of correspondence relative to the grievance.
- E. Representatives of the Exclusive Representative participating in the processing of grievances shall suffer no loss in pay if meetings or appointments are mutually scheduled by the District and the Exclusive Representative.
- F. All written materials pertinent to a grievance, except decisions resulting from final determinations or settlements, shall be filed separately from the personnel file of the grievant or any witness.
- G. No reprisal of any kind will be taken by the District against any grievant or participant in the grievance procedure by virtue of such participation.

- H. Failure of the grievant or the grievant's representative to adhere to the time limits of this Article shall constitute waiver of the grievance and acceptance of the District's action or decision at the appropriate level.
- I. Time limits may be extended or shortened by mutual agreement of the grievant and the District.
- J. Each formal grievance shall be preceded by an informal attempt to settle whatever problem exists at the appropriate level prior to the filing of the formal grievance. The grievant may have a representative present at the informal conference.

Level One

- K. Within 10 days of the occurrence of the alleged misinterpretation or misapplication of the Agreement, the grievant must present the grievance in writing to the immediate supervisor. The grievance shall contain a clear, concise statement of the problem, the circumstances involved, a brief summary of the informal conference, and the specific remedies sought by the grievant. Within 10 days of receipt of the grievance by the supervisor, the supervisor shall communicate a clear and concise decision and the reasons for such decision to the grievant in writing. If the supervisor does not respond within the time limit, the grievant may appeal to the next level.

Level Two

- L. In the event the grievant is not satisfied with the decision at Level One, a written appeal to the Superintendent or designated grievance representative must be filed within 10 days of the issuance of the Level One decision or the deadline within which such decision was to be made.
 - a. The appeal must contain all materials utilized in the first level, including the decision rendered, if any, and a concise statement of the reason for the appeal.
 - b. The Superintendent or designated grievance representative shall hold a conference with the grievant and a representative, if the grievant so desires, within 10 days of receipt of the appeal.
 - i. Either party, on written notice to the other party within two days of the filing at Level Two, may request conciliation from the California State Mediation and Conciliation Service in lieu of the meeting set forth in paragraph L.2 of this Article.

- ii. The conciliator shall attempt to find a mutually acceptable resolution to the grievance.
 - iii. The conciliator shall not issue any public statements of fact or opinion on the issue.
 - iv. The conciliation or settlement positions of either party shall not be introduced into any other grievance level.
- c. Within seven days of the meeting between the Superintendent and the grievant, or within seven days of the conciliation session, a written decision and the reasons for such decision shall be issued to the grievant. If there is no response within the time limit, the grievant may proceed to the next level.

Level Three

- M. The District and the Exclusive Representative agree that any employee grievance denied at Level Two shall be submitted to binding arbitration under the provisions of the Voluntary Labor Arbitration Rules of the American Arbitration Association at the request of the Exclusive Representative.
 - a. If the grievant is satisfied with the Level Two decision, the Exclusive Representative is barred from instituting the arbitration procedure.
 - b. The filing shall be made within seven days of the Level Two denial.
- N. The arbitration shall be limited solely to the interpretation and application of this Agreement to the precise issue(s) submitted in the original filing and any procedural objections made by the District.
 - a. The arbitrator shall have no power or authority to hear cases challenging any of the following:
 - i. The District's promulgation of rules or procedures for the implementation of this Agreement.
 - ii. The discipline or termination of a permanent classified employee or the failure to re-employ an employee in a position for which the employee is compensated over and above regular placement on the salary schedule.
 - b. The arbitrator shall submit a written decision, including findings of fact, reasoning, and conclusions on the precise issue(s) submitted. The arbitrator shall be limited as follows:

- i. Where the District has made a judgment involving the exercise of discretion, the arbitrator shall review such judgment solely to determine if it violated the Agreement. The arbitrator's judgment shall not be substituted for the District's judgment.
 - ii. The arbitrator shall not add to, subtract from, amend, modify, or alter any provisions or procedures contained in this Agreement.
 - iii. The arbitrator shall not issue statements of opinion or conclusions not essential to the determination of the issue(s) submitted.
 - iv. The arbitrator's decision may include restitution, financial reimbursement, or other proper remedy, except fines or penalties.
 - c. The Arbitrator's decision shall be submitted to the District and the Exclusive Representative for review and implementation.
- O. The parties shall share the per diem and expense costs of the arbitrator and the AAA administrative fee. Each party shall bear all other costs of its own case.
- P. Issues arising out of the exercise by the District of its retained responsibilities as specified in Article XII, paragraph C, including facts underlying its exercise of such discretion, shall not be subject to the grievance procedure.

ARTICLE XII

CONCLUSION

- A. This Agreement (and the appendices attached hereto) is the entire agreement between the parties on any and all matters falling within the scope of negotiations, whether or not other matters were proposed or considered by the parties.
- B. The District is not bound by any past practices or understandings unless the same are specifically set forth herein. The Exclusive Representative understands and agrees that, as to all matters not covered by this Agreement, there shall be no duty to meet and negotiate further during the term of this Agreement unless the parties mutually agree to negotiate on a subject.
- C. The Exclusive Representative understands and agrees that consistent with the laws of the State of California, the right, power, prerogative, and authority to manage, control, and direct the

operations and affairs of the District and to take whatever actions necessary to maintain the operations in situations of an emergency are reserved exclusively to the District and the Board of Trustees, except as those or any other heretofore unspecified rights, powers, and prerogatives, and authorities are by this Agreement expressly and specifically limited, abridged, or modified in the manner and to the extent authorized by law.

- D. Should any provision of this Agreement or any application thereof to any employee be held by a court of competent jurisdiction to be contrary to law and therefore invalid, all other provisions or applications shall continue in full force and effect.
- E. Upon expiration of this Agreement, employees who are re-employed for the following school year shall be paid the same salary as for the final year of the Agreement until such time as a new Agreement is ratified by the parties.
- F. It is agreed and understood that there will be no strike, work stoppage, slowdown, picketing, or refusal or failure to fully and faithfully perform job functions and responsibilities or other interference with the operation of the District by the Union or by any of the Union's officers, agents, representatives, or members during the term of this Agreement, including compliance with the request of other labor organizations to engage in such activity.
 - a. The Union recognizes the duty and obligation of its representatives to comply with the provisions of the Agreement and to make every effort toward inducing all employees to do so. In the event of a strike, work stoppage, slowdown, or other interference with the operations of the District by employees who are represented by the Union, the Union agrees in good faith to take all necessary steps to cause those employees to cease such activity.
 - b. It is understood that in the event this Article is violated, the District shall be entitled to withdraw any rights, privileges, or services provided for in this Agreement from any employee and/or the Union up to and including dismissal of employees involved.
- G. An Equivalent Compensation Clause applies under the following items:
 - a. Salary and Health and Welfare Benefits
 - i. If, after this Union has concluded salary and benefits negotiations for the school year and the District then reaches agreement with any other recognized bargaining unit to provide an across-the-board percentage increase to that unit's salary or an increased contribution toward health and welfare benefits

per employee that reflects a greater total compensation increase than the agreement reached with this Union, the District shall meet with the Union to reach an agreement on how to apply the comparable percentage of total compensation.

b. Concessions

- i. An increase in the salary schedule or benefits per employee that is granted to any other recognized bargaining unit in return for a concession that reduces District costs, or in return for more hours/days, or a higher level of service shall not be subject to this Article but shall be negotiated on a per case basis upon request by the Union. The District shall identify and notify the Union of concession by any other bargaining unit that reduced District costs.

c. No Tell Days

- i. If, after the Union has concluded negotiations on leaves of absence and the District then reaches agreement with any other recognized bargaining unit to provide an increased number of sick days that can be used as “no tell” days, the District shall meet with the Union regarding the subject of comparable “no tell” days.

Duration of Agreement

This Agreement supersedes and replaces the 2021-2024 Agreement and shall be in full force and effect from July 1, 2024, to June 30, 2027. Each party may reopen negotiations in 2025-2026 and 2026-2027 on the subjects of salary, benefits, and up to two other articles in the collective bargaining agreement.

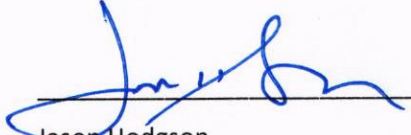
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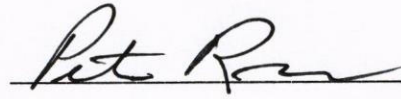
For the District:



Jason Hodgson

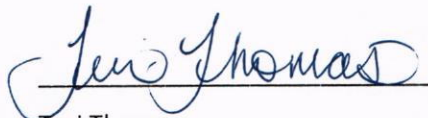
District Superintendent

For the Union:



Pete Rodriguez

Employee Relations Specialist, SEIU



Teri Thomas

Chief Human Resources Official



Kim Fields

Kim Fields

Bargaining Team Chairperson



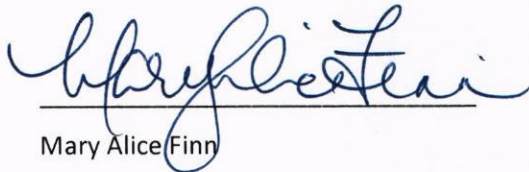
Josh Bryant

Chief Business Official



Yalonda Hodges

Chief Shop Steward



Mary Alice Finn

Principal



Aimee Gee

Aimee Gee

Chief Shop Steward

APPENDIX A
SALARY REGULATIONS

- A. For purposes of payroll computation, July 1 of each school year shall be established as the anniversary date for all employees.
 - a. For all employees hired between July 1 and December 31 of any school year, the anniversary date for purposes of payroll shall be July 1 of the following school year.
 - b. For all employees hired between January 1 and June 30 of any school year, the anniversary date for purposes of payroll shall be the second July 1 following their date of employment.
- B. For employees who serve other than full time in their job classification as set forth in this Agreement, leaves, vacations, and holidays which occur within the employee's work year shall be earned at the ratio of the employee's assigned hours to a full-time workday.
- C. An employee who receives two consecutive evaluations which overall are less than satisfactory ratings shall remain at the same salary step for the next school year. An employee may appeal retention on a salary step under this paragraph in writing to the Superintendent or designee within five days of receipt of the evaluation on which the retention is based. The Superintendent or designee shall render a decision within five days of receipt of the appeal. Within five days of receipt of the decision, the employee may make a written request for the Board to review the decision. The decision of the Board shall be final.
- D. Employees who are required to use their own vehicles on District business shall be reimbursed at the rate determined by the Board of Trustees, which shall be the Internal Revenue Service rate.
- E. Deductions for any excused time off prior to the close of the employee's workday shall be made on the basis of one-hour increments.
- F. An employee assigned to work outside of the position description for any period of time which exceeds five workdays within a 15-calendar-day period shall have a salary adjustment for the entire period during which such work is performed. The adjustment will be the difference between the pay for the employee's classification and the pay for the classification in which the duties would normally be included at the appropriate range and step.
- G. Bus drivers who are required to use their own vehicles for transportation to the end of the bus run shall be on paid status from the point of check-in at the bus garage, including the time spent

driving to and from the bus run. The mileage reimbursement shall be as specified in paragraph D of this Appendix.

Professional Growth and Development

H. Classified bargaining unit members shall be eligible to receive a Professional Growth and Development stipend in accordance with the following criteria:

- a. Eligibility - An employee must have attained permanent status and must be employed to work a minimum of 20 hours per week.
 - i. An employee must complete three semester units (or the equivalent) that are related to the employee's assignment. The units must be approved by the District prior to enrollment in the course.
 - ii. The units may be earned through participation in any of the following activities:
 - 1. Credit courses that are taken from an accredited college, university, trade, or business school;
 - 2. Collegiate courses that are designated as continuing education;
 - 3. Adult school courses; and
 - 4. Workshop/seminars — one unit of credit shall be earned for fifteen hours of attendance.
 - iii. The units must be passed with a grade of "C" or better (or "Pass" if credit is earned on a pass-fail basis) and must be completed prior to July 1 of each year to qualify for the stipend in that year. The units must be certified by a transcript or other verification that is acceptable to the District. Credits that have been earned but did not qualify the employee for a stipend payment are carried over to the following fiscal year.
- b. Stipend - The stipend shall consist of a one-time payment of \$100.00 for each three semester units of credit that are completed, to a maximum of 12 units in any fiscal year. The stipend shall not be paid for any course or courses for which the District paid or reimbursed expenses.

APPENDIX B
VACATION

- A. Effective July 1, 2019, each full-time employee covered by this Agreement whose regular assignment is five days/week, 12 months/school year shall earn 10 days of paid vacation per school year earned at the rate of .03846 per assigned hour (eight hours per day earns 80 hours per year) until completion of five years of service to the District. An employee assigned to work less than an eight-hour day earns vacation leave hours in the ratio that his or her employment bears to eight hours per day.
- a. Earned vacation shall be increased based upon years of service to the District:

Years 5 to 9	15 days (.05769/hr = 120 hours)
Years 10 to 19	20 days (.06924/hr = 160 hours)
Years 20 and thereafter	25 days (.09615/hr = 200 hours)
 - b. A part-time or full-time employee whose assigned work year is less than 12 months shall earn vacation pay in lieu of vacation time in the same ratio that his or her employment bears to full time employment. Vacation pay is calculated based on assigned work hours and applied to the employee's regular pay warrant based on hours in paid status.
 - c. For purposes of the increased earnings rate, an employee shall advance on July 1 of the appropriate fiscal year.
- B. Vacation Carry-Over:
- a. Employees may carry-over vacation days earned in a fiscal year to the next fiscal year. Vacation carried over from one fiscal year to another fiscal year must be used by December 31 of the calendar year in which it was carried over. Any time carried over that is not utilized by December 31 of the calendar year in which it was carried over, shall be paid at the employee's current rate of pay.
 - b. An in-school employee whose assigned work year is limited to the instructional year shall be compensated for the vacation pay earned, and shall not use vacation days during the school year.
 - c. Employees who work less than 12 months shall request vacation when school is not in session (winter recess, spring recess, end of school, etc.). Employees who earn more days of vacation than can be taken during the above-stated time periods may be scheduled by the District for vacation, giving full consideration to employee requests,

during times which best suit the District's work requirements. In the event that the District's work requirements do not allow scheduling other than when school is not in session, the employee shall be paid for any unused vacation time which remains at the close of the school year.

- C. Upon termination, an employee shall be paid for any unused vacation time at the employee's regular rate of pay at the time of termination.
- D. Vacations shall be scheduled at times requested by employees as far as possible within the limitations of the District's work requirements.

APPENDIX C
HOLIDAY SCHEDULE

A. Ten-month employees shall be entitled to the following holidays:

New Year's Day
Martin Luther King Jr. Day
Lincoln's Day
Washington's Day
Good Friday
Memorial Day
Juneteenth
Labor Day
Veterans' Day
Thanksgiving Day and the Friday following
Christmas Day
Christmas Recess*
New Year's Eve*

District operations are closed from Christmas Day to New Year's Day. The first working day following Christmas will be a District-paid day off and the second day will be an employee earned vacation (compensatory) day. From the third day onwards after Christmas, both the district and the employee will take turns being responsible for covering the operational needs. This alternation means that each day during that period will be either a district-paid day off or an employee-earned vacation (compensatory) day, alternating between the two.

Employees working 12 months shall be entitled to a holiday on Independence Day, in addition to the holidays listed above.

B. An employee must be on duty or on previously approved paid leave of absence status on the day immediately preceding and succeeding the holiday to be paid for the holiday. Employees not normally assigned to duty during the winter recess (New Year's Day and Christmas Day), shall be paid for those holidays provided they were on duty or on previously approved paid

leave of absence status on the regularly scheduled workday immediately preceding or succeeding the recess.

- C. If a holiday falls on a Saturday, the preceding workday shall be observed as the holiday.
- D. An employee on sick leave on a day preceding or succeeding any holiday may be required to furnish a physician's verification of illness.
- E. When an employee is required to work on a holiday stated above or on the day of observance, the employee shall be paid for the holiday at his or her straight-time base rate of pay, in addition to one and one-half times his or her base rate of pay for the shift.



TAFT UNION HIGH SCHOOL DISTRICT
CLASSIFIED, NON-MANAGEMENT SALARY SCHEDULE
2024-25 (AND THEREAFTER, UNTIL AMENDED; Per 2024-2025 CBA)
(BOARD APPROVED 10/02/2024 - per 2024 MOU)

BASE SALARY / WAGE - 0-4 YEARS OF SERVICE											LONGEVITY SCHEDULE 1 SALARY / WAGE - 5-9 YEARS OF SERVICE										
Range	Step 1		Step 2		Step 3		Step 4		Step 5		Range	Step 1		Step 2		Step 3		Step 4		Step 5	
	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly		Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly
15	\$ 3,219.00	\$ 18.50	\$ 3,381.00	\$ 19.43	\$ 3,551.00	\$ 20.41	\$ 3,732.00	\$ 21.45	\$ 3,919.00	\$ 22.52	15	\$ 3,251.00	\$ 18.68	\$ 3,415.00	\$ 19.63	\$ 3,586.00	\$ 20.61	\$ 3,769.00	\$ 21.66	\$ 3,958.00	\$ 22.75
17	\$ 3,379.00	\$ 19.42	\$ 3,549.00	\$ 20.40	\$ 3,729.00	\$ 21.43	\$ 3,917.00	\$ 22.51	\$ 4,115.00	\$ 23.65	17	\$ 3,413.00	\$ 19.61	\$ 3,584.00	\$ 20.60	\$ 3,766.00	\$ 21.64	\$ 3,956.00	\$ 22.74	\$ 4,156.00	\$ 23.89
18	\$ 3,464.00	\$ 19.91	\$ 3,639.00	\$ 20.91	\$ 3,823.00	\$ 21.97	\$ 4,016.00	\$ 23.08	\$ 4,219.00	\$ 24.25	18	\$ 3,499.00	\$ 20.11	\$ 3,675.00	\$ 21.12	\$ 3,861.00	\$ 22.19	\$ 4,056.00	\$ 23.31	\$ 4,261.00	\$ 24.49
19	\$ 3,550.00	\$ 20.40	\$ 3,730.00	\$ 21.44	\$ 3,918.00	\$ 22.52	\$ 4,116.00	\$ 23.66	\$ 4,324.00	\$ 24.85	19	\$ 3,585.00	\$ 20.60	\$ 3,767.00	\$ 21.65	\$ 3,957.00	\$ 22.74	\$ 4,157.00	\$ 23.89	\$ 4,367.00	\$ 25.10
20	\$ 3,640.00	\$ 20.92	\$ 3,823.00	\$ 21.97	\$ 4,017.00	\$ 23.09	\$ 4,221.00	\$ 24.26	\$ 4,434.00	\$ 25.48	20	\$ 3,676.00	\$ 21.13	\$ 3,861.00	\$ 22.19	\$ 4,057.00	\$ 23.32	\$ 4,263.00	\$ 24.50	\$ 4,478.00	\$ 25.74
21	\$ 3,732.00	\$ 21.45	\$ 3,919.00	\$ 22.52	\$ 4,117.00	\$ 23.66	\$ 4,325.00	\$ 24.86	\$ 4,543.00	\$ 26.11	21	\$ 3,769.00	\$ 21.66	\$ 3,958.00	\$ 22.75	\$ 4,158.00	\$ 23.90	\$ 4,368.00	\$ 25.10	\$ 4,589.00	\$ 26.37
22	\$ 3,823.00	\$ 21.97	\$ 4,017.00	\$ 23.09	\$ 4,221.00	\$ 24.26	\$ 4,434.00	\$ 25.48	\$ 4,658.00	\$ 26.77	22	\$ 3,861.00	\$ 22.19	\$ 4,057.00	\$ 23.32	\$ 4,263.00	\$ 24.50	\$ 4,478.00	\$ 25.74	\$ 4,704.00	\$ 27.03
24	\$ 4,016.00	\$ 23.08	\$ 4,219.00	\$ 24.25	\$ 4,432.00	\$ 25.47	\$ 4,656.00	\$ 26.76	\$ 4,891.00	\$ 28.11	24	\$ 4,056.00	\$ 23.31	\$ 4,261.00	\$ 24.49	\$ 4,476.00	\$ 25.72	\$ 4,702.00	\$ 27.02	\$ 4,940.00	\$ 28.39
25	\$ 4,117.00	\$ 23.66	\$ 4,325.00	\$ 24.86	\$ 4,543.00	\$ 26.11	\$ 4,773.00	\$ 27.43	\$ 5,013.00	\$ 28.81	25	\$ 4,158.00	\$ 23.90	\$ 4,368.00	\$ 25.10	\$ 4,589.00	\$ 26.37	\$ 4,820.00	\$ 27.70	\$ 5,063.00	\$ 29.10
26	\$ 4,221.00	\$ 24.26	\$ 4,434.00	\$ 25.48	\$ 4,658.00	\$ 26.77	\$ 4,894.00	\$ 28.13	\$ 5,140.00	\$ 29.54	26	\$ 4,263.00	\$ 24.50	\$ 4,478.00	\$ 25.74	\$ 4,704.00	\$ 27.03	\$ 4,943.00	\$ 28.41	\$ 5,191.00	\$ 29.83
27	\$ 4,327.00	\$ 24.87	\$ 4,545.00	\$ 26.12	\$ 4,775.00	\$ 27.44	\$ 5,016.00	\$ 28.83	\$ 5,271.00	\$ 30.29	27	\$ 4,370.00	\$ 25.11	\$ 4,591.00	\$ 26.39	\$ 4,822.00	\$ 27.71	\$ 5,067.00	\$ 29.12	\$ 5,323.00	\$ 30.59
29	\$ 4,531.00	\$ 26.04	\$ 4,760.00	\$ 27.36	\$ 5,001.00	\$ 28.74	\$ 5,253.00	\$ 30.19	\$ 5,518.00	\$ 31.71	29	\$ 4,576.00	\$ 26.30	\$ 4,807.00	\$ 27.63	\$ 5,051.00	\$ 29.03	\$ 5,306.00	\$ 30.49	\$ 5,573.00	\$ 32.03
31	\$ 4,737.00	\$ 27.22	\$ 4,976.00	\$ 28.60	\$ 5,227.00	\$ 30.04	\$ 5,491.00	\$ 31.56	\$ 5,768.00	\$ 33.15	31	\$ 4,784.00	\$ 27.49	\$ 5,025.00	\$ 28.88	\$ 5,280.00	\$ 30.34	\$ 5,546.00	\$ 31.87	\$ 5,826.00	\$ 33.48
32	\$ 4,893.00	\$ 28.12	\$ 5,138.00	\$ 29.53	\$ 5,397.00	\$ 31.02	\$ 5,669.00	\$ 32.58	\$ 5,956.00	\$ 34.23	32	\$ 4,942.00	\$ 28.40	\$ 5,189.00	\$ 29.82	\$ 5,451.00	\$ 31.33	\$ 5,726.00	\$ 32.91	\$ 6,016.00	\$ 34.57
34	\$ 5,140.00	\$ 29.54	\$ 5,398.00	\$ 31.02	\$ 5,670.00	\$ 32.59	\$ 5,958.00	\$ 34.24	\$ 6,258.00	\$ 35.97	34	\$ 5,191.00	\$ 29.83	\$ 5,452.00	\$ 31.33	\$ 5,727.00	\$ 32.91	\$ 6,017.00	\$ 34.58	\$ 6,321.00	\$ 36.33

LONGEVITY SCHEDULE 2 SALARY / WAGE - 10-14 YEARS OF SERVICE											LONGEVITY SCHEDULE 3 SALARY / WAGE - 15-19 YEARS OF SERVICE										
Range	Step 1		Step 2		Step 3		Step 4		Step 5		Range	Step 1		Step 2		Step 3		Step 4		Step 5	
	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly		Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly
15	\$ 3,284.00	\$ 18.87	\$ 3,449.00	\$ 19.82	\$ 3,623.00	\$ 20.82	\$ 3,806.00	\$ 21.87	\$ 3,997.00	\$ 22.97	15	\$ 3,316.00	\$ 19.06	\$ 3,482.00	\$ 20.01	\$ 3,658.00	\$ 21.02	\$ 3,844.00	\$ 22.09	\$ 4,037.00	\$ 23.20
17	\$ 3,447.00	\$ 19.81	\$ 3,620.00	\$ 20.80	\$ 3,803.00	\$ 21.86	\$ 3,995.00	\$ 22.96	\$ 4,197.00	\$ 24.12	17	\$ 3,480.00	\$ 20.00	\$ 3,655.00	\$ 21.01	\$ 3,841.00	\$ 22.07	\$ 4,035.00	\$ 23.19	\$ 4,238.00	\$ 24.36
18	\$ 3,534.00	\$ 20.31	\$ 3,712.00	\$ 21.33	\$ 3,899.00	\$ 22.41	\$ 4,096.00	\$ 23.54	\$ 4,303.00	\$ 24.73	18	\$ 3,568.00	\$ 20.51	\$ 3,747.00	\$ 21.53	\$ 3,938.00	\$ 22.63	\$ 4,137.00	\$ 23.78	\$ 4,345.00	\$ 24.97
19	\$ 3,621.00	\$ 20.81	\$ 3,804.00	\$ 21.86	\$ 3,996.00	\$ 22.97	\$ 4,198.00	\$ 24.13	\$ 4,410.00	\$ 25.34	19	\$ 3,657.00	\$ 21.02	\$ 3,842.00	\$ 22.08	\$ 4,036.00	\$ 23.20	\$ 4,239.00	\$ 24.36	\$ 4,454.00	\$ 25.60
20	\$ 3,713.00	\$ 21.34	\$ 3,900.00	\$ 22.41	\$ 4,097.00	\$ 23.55	\$ 4,305.00	\$ 24.74	\$ 4,523.00	\$ 25.99	20	\$ 3,749.00	\$ 21.55	\$ 3,938.00	\$ 22.63	\$ 4,138.00	\$ 23.78	\$ 4,348.00	\$ 24.99	\$ 4,567.00	\$ 26.25
21	\$ 3,806.00	\$ 21.87	\$ 3,997.00	\$ 22.97	\$ 4,199.00	\$ 24.13	\$ 4,411.00	\$ 25.35	\$ 4,634.00	\$ 26.63	21	\$ 3,844.00	\$ 22.09	\$ 4,037.00	\$ 23.20	\$ 4,241.00	\$ 24.37	\$ 4,455.00	\$ 25.60	\$ 4,679.00	\$ 26.89
22	\$ 3,900.00	\$ 22.41	\$ 4,097.00	\$ 23.55	\$ 4,305.00	\$ 24.74	\$ 4,523.00	\$ 25.99	\$ 4,750.00	\$ 27.30	22	\$ 3,938.00	\$ 22.63	\$ 4,138.00	\$ 23.78	\$ 4,348.00	\$ 24.99	\$ 4,567.00	\$ 26.25	\$ 4,798.00	\$ 27.57
24	\$ 4,096.00	\$ 23.54	\$ 4,303.00	\$ 24.73	\$ 4,521.00	\$ 25.98	\$ 4,748.00	\$ 27.29	\$ 4,989.00	\$ 28.67	24	\$ 4,136.00	\$ 23.77	\$ 4,346.00	\$ 24.98	\$ 4,565.00	\$ 26.24	\$ 4,796.00	\$ 27.56	\$ 5,038.00	\$ 28.95
25	\$ 4,199.00	\$ 24.13	\$ 4,411.00	\$ 25.35	\$ 4,634.00	\$ 26.63	\$ 4,869.00	\$ 27.98	\$ 5,113.00	\$ 29.39	25	\$ 4,241.00	\$ 24.37	\$ 4,455.00	\$ 25.60	\$ 4,679.00	\$ 26.89	\$ 4,916.00	\$ 28.25	\$ 5,163.00	\$ 29.67
26	\$ 4,305.00	\$ 24.74	\$ 4,523.00	\$ 25.99	\$ 4,750.00	\$ 27.30	\$ 4,991.00	\$ 28.68	\$ 5,243.00	\$ 30.13	26	\$ 4,348.00	\$ 24.99	\$ 4,567.00	\$ 26.25	\$ 4,798.00	\$ 27.57	\$ 5,041.00	\$ 28.97	\$ 5,294.00	\$ 30.43
27	\$ 4,414.00	\$ 25.37	\$ 4,636.00	\$ 26.64	\$ 4,871.00	\$ 27.99	\$ 5,116.00	\$ 29.40	\$ 5,376.00	\$ 30.90	27	\$ 4,457.00	\$ 25.61	\$ 4,681.00	\$ 26.90	\$ 4,918.00	\$ 28.26	\$ 5,166.00	\$ 29.69	\$ 5,429.00	\$ 31.20
29	\$ 4,622.00	\$ 26.56	\$ 4,854.00	\$ 27.90	\$ 5,101.00	\$ 29.32	\$ 5,358.00	\$ 30.79	\$ 5,628.00	\$ 32.34	29	\$ 4,667.00	\$ 26.82	\$ 4,903.00	\$ 28.18	\$ 5,151.00	\$ 29.60	\$ 5,411.00	\$ 31.10	\$ 5,684.00	\$ 32.67
31	\$ 4,832.00	\$ 27.77	\$ 5,066.00	\$ 29.19	\$ 5,332.00	\$ 30.64	\$ 5,601.00	\$ 32.19	\$ 5,883.00	\$ 33.81	31	\$ 4,879.00	\$ 28.04	\$ 5,125.00	\$ 29.45	\$ 5,384.00	\$ 30.94	\$ 5,656.00	\$ 32.51	\$ 5,941.00	\$ 34.14
32	\$ 4,990.00	\$ 28.68	\$ 5,241.00	\$ 30.12	\$ 5,505.00	\$ 31.64	\$ 5,782.00	\$ 33.23	\$ 6,076.00	\$ 34.92	32	\$ 5,040.00	\$ 28.97	\$ 5,292.00	\$ 30.41	\$ 5,559.00	\$ 31.95	\$ 5,839.00	\$ 33.56	\$ 6,135.00	\$ 35.26
34	\$ 5,243.00	\$ 30.13	\$ 5,506.00	\$ 31.64	\$ 5,783.00	\$ 33.24	\$ 6,077.00	\$ 34.93	\$ 6,384.00	\$ 36.69	34	\$ 5,294.00	\$ 30.43	\$ 5,560.00	\$ 31.95	\$ 5,840.00	\$ 33.56	\$ 6,137.00	\$ 35.27	\$ 6,446.00	\$ 37.05

LONGEVITY SCHEDULE 4 SALARY / WAGE - 20-24 YEARS OF SERVICE											LONGEVITY SCHEDULE 5 SALARY / WAGE - 25+ YEARS OF SERVICE										
Range	Step 1		Step 2		Step 3		Step 4		Step 5		Range	Step 1		Step 2		Step 3		Step 4		Step 5	
	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly		Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly
15	\$ 3,348.00	\$ 19.24	\$ 3,516.00	\$ 20.21	\$ 3,694.00	\$ 21.23	\$ 3,881.00	\$ 22.30	\$ 4,076.00	\$ 23.43	15	\$ 3,379.00	\$ 19.42	\$ 3,550.00	\$ 20.40	\$ 3,729.00	\$ 21.43	\$ 3,918.00	\$ 22.52	\$ 4,115.00	\$ 23.65
17	\$ 3,514.00	\$ 20.20	\$ 3,692.00	\$ 21.22	\$ 3,878.00	\$ 22.29	\$ 4,074.00	\$ 23.41	\$ 4,280.00	\$ 24.60	17	\$ 3,548.00	\$ 20.39	\$ 3,727.00	\$ 21.42	\$ 3,915.00	\$ 22.50	\$ 4,113.00	\$ 23.64	\$ 4,321.00	\$ 24.83
18	\$ 3,603.00	\$ 20.71	\$ 3,785.00	\$ 21.75	\$ 3,976.00	\$ 22.85	\$ 4,177.00	\$ 24.01	\$ 4,388.00	\$ 25.22	18	\$ 3,638.00	\$ 20.91	\$ 3,821.00	\$ 21.96	\$ 4,014.00	\$ 23.07	\$ 4,217.00	\$ 24.24	\$ 4,430.00	\$ 25.46
19	\$ 3,693.00	\$ 21.22	\$ 3,879.00	\$ 22.29	\$ 4,075.00	\$ 23.42	\$ 4,281.00	\$ 24.60	\$ 4,497.00	\$ 25.84	19	\$ 3,728.00	\$ 21.43	\$ 3,916.00	\$ 22.51	\$ 4,114.00	\$ 23.64	\$ 4,322.00	\$ 24.84	\$ 4,540.00	\$ 26.09
20	\$ 3,785.00	\$ 21.75	\$ 3,976.00	\$ 22.85	\$ 4,178.00	\$ 24.01	\$ 4,390.00	\$ 25.23	\$ 4,611.00	\$ 26.50	20	\$ 3,822.00	\$ 21.97	\$ 4,015.00	\$ 23.07	\$ 4,218.00	\$ 24.24	\$ 4,432.00	\$ 25.47	\$ 4,656.00	\$ 26.76
21	\$ 3,881.00	\$ 22.30	\$ 4,076.00	\$ 23.43	\$ 4,282.00	\$ 24.61	\$ 4,498.00	\$ 25.85	\$ 4,725.00	\$ 27.16	21	\$ 3,918.00	\$ 22.52	\$ 4,115.00	\$ 23.65	\$ 4,323.00	\$ 24.84	\$ 4,541.00	\$ 26.10	\$ 4,771.00	\$ 27.42
22	\$ 3,976.00	\$ 22.85	\$ 4,178.00	\$ 24.01	\$ 4,390.00	\$ 25.23	\$ 4,611.00	\$ 26.50	\$ 4,844.00	\$ 27.84	22	\$ 4,015.00	\$ 23.07	\$ 4,218.00	\$ 24.24	\$ 4,432.00	\$ 25.47	\$ 4,656.00	\$ 26.76	\$ 4,890.00	\$ 28.10
24	\$ 4,177.00	\$ 24.01	\$ 4,388.00	\$ 25.22	\$ 4,609.00	\$ 26.49	\$ 4,842.00	\$ 27.83	\$ 5,087.00	\$ 29.24	24	\$ 4,217.00	\$ 24.24	\$ 4,430.00	\$ 25.46	\$ 4,654.00	\$ 26.75	\$ 4,888.00	\$ 28.09	\$ 5,136.00	\$ 29.52
25	\$ 4,282.00	\$ 24.61	\$ 4,498.00	\$ 25.85	\$ 4,725.00	\$ 27.16	\$ 4,964.00	\$ 28.53	\$ 5,214.00	\$ 29.97	25	\$ 4,323.00	\$ 24.84	\$ 4,541.00	\$ 26.10	\$ 4,771.00	\$ 27.42	\$ 5,012.00	\$ 28.80	\$ 5,263.00	\$ 30.25
26	\$ 4,390.00	\$ 25.23	\$ 4,611.00	\$ 26.50	\$ 4,844.00	\$ 27.84	\$ 5,089.00	\$ 29.25	\$ 5,346.00	\$ 30.72	26	\$ 4,432.00	\$ 25.47	\$ 4,656.00	\$ 26.76	\$ 4,890.00	\$ 28.10	\$ 5,139.00	\$ 29.53	\$ 5,397.00	\$ 31.02
27	\$ 4,500.00	\$ 25.86	\$ 4,728.00	\$ 27.17	\$ 4,966.00	\$ 28.54	\$ 5,217.00	\$ 29.98	\$ 5,482.00	\$ 31.51	27	\$ 4,543.00	\$ 26.11	\$ 4,773.00	\$ 27.43	\$ 5,014.00	\$ 28.82	\$ 5,267.00	\$ 30.27	\$ 5,534.00	\$ 31.80
29	\$ 4,712.00	\$ 27.08	\$ 4,950.00	\$ 28.45	\$ 5,200.00	\$ 29.89	\$ 5,463.00	\$ 31.40	\$ 5,738.00	\$ 32.98	29	\$ 4,758.00	\$ 27.34	\$ 4,998.00	\$ 28.72	\$ 5,251.00	\$ 30.18	\$ 5,516.00	\$ 31.70	\$ 5,794.00	\$ 33.30
31	\$ 4,926.00	\$ 28.31	\$ 5,175.00	\$ 29.74	\$ 5,436.00	\$ 31.24	\$ 5,710.00	\$ 32.82	\$ 5,999.00	\$ 34.48	31	\$ 4,974.00	\$ 28.59	\$ 5,225.00	\$ 30.03	\$ 5,489.00	\$ 31.55	\$ 5,766.00	\$ 33.14	\$ 6,056.00	\$ 34.80
32	\$ 5,088.00	\$ 29.24	\$ 5,344.00	\$ 30.71	\$ 5,603.00	\$ 32.20	\$ 5,896.00	\$ 33.89	\$ 6,194.00	\$ 35.60	32	\$ 5,138.00	\$ 29.53	\$ 5,394.00	\$ 31.00	\$ 5,667.00	\$ 32.57	\$ 5,952.00	\$ 34.21	\$ 6,254.00	\$ 35.94
34	\$ 5,346.00	\$ 30.72	\$ 5,615.00	\$ 32.27	\$ 5,897.00	\$ 33.89	\$ 6,195.00	\$ 35.60	\$ 6,508.00	\$ 37.40	34	\$ 5,397.00	\$ 31.02	\$ 5,668.00	\$ 32.57	\$ 5,953.00	\$ 34.21	\$ 6,255.00	\$ 35.95	\$ 6,571.00	\$ 37.76



TAFT UNION HIGH SCHOOL DISTRICT
CLASSIFIED, NON-MANAGEMENT SALARY SCHEDULE RANGE PLACEMENTS
2024-25 (AND THEREAFTER, UNTIL AMENDED; Per 2024-2025 CBA)
(BOARD APPROVED 10/02/2024 - per 2024 MOU)

Range	Position Title
15	Food Service Worker

Range	Position Title
17	Instructional Assistant - Special Education

Range	Position Title
18	Instructional Assistant - Bilingual

Range	Position Title
19	District Receptionist
19	Intervention Specialist
19	Guidance Assistant
19	Instructional Assistant - Health Aide
19	Office & Instructional Assistant
19	Special Projects Coordinator

Range	Position Title
21	Attendance Technician
21	Administrative Assistant
21	Special Education Technician
21	Specialist - Translator
21	Copy Room Tech. / Library Media Tech.
21	MOT Assistant
21	Student Store Manager
21	Cafeteria Lead
21	Custodian

Range	Position Title
24	Campus Supervisor
24	Registrar
24	Athletics Program Lead
24	Administrative Assistant - Attendance
24	Grounds Maintenance Worker

Range	Position Title
25	Info. Tech. Technician I / Web Specialist
25	Bus Driver

Range	Position Title
26	Vehicle Mechanic

Range	Position Title
27	Senior Accounting Technician
27	Information Technology Technician II
27	Information Technology Specialist
27	Athletic Equipment Manager
27	Lead Custodian

Range	Position Title
29	Lead Grounds Maintenance Worker
29	Maintenance Worker
29	Workforce Pathways Technician

Range	Position Title
31	Transportation Lead

Range	Position Title
32	Lead Maintenance Worker

Range	Position Title
34	Network/Computer Technician