

AGREEMENT

BETWEEN

SONOMA COUNTY JUNIOR COLLEGE DISTRICT

AND

SERVICE EMPLOYEES INTERNATIONAL UNION (SEIU)  
LOCAL 1021

JULY 1, 2014 – JUNE 30, 2017

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**DEFINITIONS**

**"Allocation"** is the placement of a class on a specific salary schedule range or rate.

**"Bumping Right"** is the right of a unit member, under certain conditions, to displace an unit member with less seniority in a class.

**"Class"** is any group of positions sufficiently similar in duties, responsibilities, and authority that the same job title, minimum qualifications, and salary range are appropriate for all positions in a class.

**"Classification"** is the act of placing a position in a class and shall be construed to mean that each position in the classified service shall have a designated title, a regular minimum number of assigned hours per day, days per week, and months per year, a statement of the specific duties required to be performed in each such position, and the regular monthly salary range for each such position.

**"Demotion"** is a change in assignment of a unit member from a position in one (1) class to a position in another class that is allocated to a lower maximum salary rate.

**"Differential"** is a salary allowance in addition to the basic rate or schedule based upon additional skills, responsibilities or hours of employment.

**"Disciplinary Action"** Any action whereby a unit member is demoted, suspended, or dismissed, excluding a layoff for lack of work or lack of funds.

**"Minimum Qualifications"** are qualifications mandated for the position and which must be possessed by a unit member before he/she can be considered for employment in a specific class.

**"Notice"** Whenever notice is required under this Agreement, and no form of notice is otherwise designated, notice to the District shall be in writing to the Vice President of Human Resources, and notice to SEIU shall be in writing to the SEIU business agent.

**"Permanent Unit member"** is a regular unit member who successfully completes an initial probationary period.

**"Probationary Unit member"** is a regular unit member who will become permanent upon completion of a prescribed probationary period.

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**"Professional Expert"** In accordance with Education Code Section 88003, Professional Experts shall not be part of the classified service. Professional Experts are described as having some unique or greater education/experience than that required of employees in regular classified service, and that the work performed by Professional Experts is usually considered to be unique, or special, for a specific project.

**"Promotion"** is a change in the assignment of a unit member from one position in one (1) class to a vacant position in another class with a higher maximum salary rate and a higher grade.

**"Reallocation"** is a movement of an entire class from one (1) salary range or rate to another salary range or rate.

**"Reasonable Cause"** Relating to disciplinary actions against unit members means those grounds for discipline, or offences, enumerated in the law or in this article.

**"Reclassification"** is the change in class position as a result of increased/decreased level of duties and/or responsibilities.

**"Reemployment"** is the return to duty of an individual who has been placed on a reemployment list.

**"Substitute Unit member"** is an individual hired to perform the duties of a position in the temporary absence of the unit member who is regularly assigned to that position.

**"Salary Schedule"** is a series of salary steps and ranges which comprise the rates of pay for all classes.

**"Salary Step"** is one (1) of the salary levels within the range of rates for a class.

**"Short-term non-continuing (STNC) employee"** STNCs are employed to perform a service for the district, upon the completion of which, the service required or similar services will not be extended or needed on a continuing basis. Before employing an STNC, the governing board, at a regularly scheduled board meeting, shall specify the service required to be performed by the employee pursuant to the definition of "classification" in (a) of Section 88001 of the California Ed Code, and shall certify the ending day of service. The ending date may be shortened or extended by the governing board, but shall not extend beyond 75 percent (195 days) of the school year.

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**“Student Employee”** Student employees may be assigned to clerical, technical, general labor or other duties related to the instructional or administrative functions of the college. They are not part of the Classified service. Assigning a student employee to perform the same scope of duties and responsibilities as a regular College employee is not permitted. Student employees must work under supervision of a permanent District employee. Student employees must be continuously enrolled as a part-time student at SRJC (6 units in the Fall/Spring and 3 units in the Summer).

**"Transfer"** A transfer is a move from one (1) work location or department to another work location or department in the District within the same job classification, or a job classification at the same, or lower salary range.

**"Unit member"** is any regular district classified employee, whether permanent, probationary, full-time, or part-time, who is not a temporary, substitute, short-term, student employee, or a member of the management team. (REF: PERB, "Certification of a Representative," Case No. SF-D-134, 22MAY85/Appendix E.)

**“Volunteer”** Volunteers may be assigned to clerical, technical, general labor or other duties related to the instructional or administrative functions of the college with no pay. Assigning a volunteer to perform the same scope of duties and responsibilities as a regular District employee is not permitted. Volunteers work under the direct supervision of a permanent District employee. Volunteers must complete a Volunteer Agreement form and submit to Human Resources.

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## AGREEMENT

THIS AGREEMENT, made and entered into on November 21, 2007 by and between SONOMA COUNTY JUNIOR COLLEGE DISTRICT, hereinafter referred to as "District", and the SERVICE EMPLOYEES INTERNATIONAL UNION, LOCAL 1021, hereinafter referred to as "SEIU".

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