

AGREEMENT

BETWEEN

SONOMA COUNTY JUNIOR COLLEGE DISTRICT

AND

SERVICE EMPLOYEES INTERNATIONAL UNION (SEIU)  
LOCAL 1021

JULY 1, 2013 – JUNE 30, 2014

TABLE OF CONTENTS  
SEIU, Local 1021 & Sonoma County Junior College District  
July 1, 2013 - June 30, 2014

**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.

## TABLE OF CONTENTS

SEIU, Local 1021 & Sonoma County Junior College District

July 1, 2013 - June 30, 2014

### DEFINITIONS (Continued)

**"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.

## TABLE OF CONTENTS

SEIU, Local 1021 & Sonoma County Junior College District

July 1, 2013 - June 30, 2014

### DEFINITIONS (Continued)

**"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.

TABLE OF CONTENTS  
SEIU, Local 1021 & Sonoma County Junior College District  
July 1, 2013 - June 30, 2014

This page intentionally left blank.

**TABLE OF CONTENTS**  
**SEIU, Local 1021 & Sonoma County Junior College District**  
**July 1, 2013 - June 30, 2014**

DEFINITIONS..... i-iv

AGREEMENT..... 1

**ARTICLE**

**1 RECOGNITION ..... 3**

**2 DISTRICT RIGHTS..... 5**

**3 ORGANIZATIONAL SECURITY..... 7**

3.1 Check Off ..... 7

3.2 Dues Deduction..... 7

3.2.3 COPE Deductions ..... 7

3.2.4 Notification of Agency Shop Implementation ..... 7

3.3 Maintenance of Membership ..... 8

3.4 Non-Discrimination..... 8

**4 EVALUATION AND PERSONNEL FILES..... 9**

4.1 Evaluation ..... 9

4.2 Frequency..... 9

4.3 Purpose..... 9

4.4 Special Evaluation ..... 10

4.5 Discussion ..... 10

4.6 Appeal ..... 11

4.7 Personnel Files..... 11

**5 ORGANIZATIONAL RIGHTS..... 13**

5.1 Services Provided ..... 13

5.2 Hire Date and Classification Roster ..... 13

5.3 Copies of Documents ..... 13

5.4 SEIU Conferences ..... 14

5.5 Copies of Agreement..... 14

5.6 Classified Executive Council..... 14

5.7 Committee Assignments/Interview Committees..... 15

5.8 Ratification..... 16

**6 HOURS OF EMPLOYMENT..... 17**

6.1 Work Year Descriptions..... 17

6.2 Work Schedule A: Hourly Instructional Year Employee..... 17

6.3 Work Schedule B: (Formerly 10-Month Employee)..... 17

6.4 Work Schedule C: (Formerly 11-Month Employee) ..... 18

6.5 Work Week ..... 18

6.6 Work Day ..... 19

6.7 Variable Scheduling ..... 19

6.8 "Summer Hours" Schedule ..... 21

6.9 Reduction in Assigned Time ..... 22

**ARTICLE**

**6 HOURS OF EMPLOYMENT (Continued) ..... 17**

6.10 Adjustment in Assigned Time ..... 22

6.11 Lunch Period ..... 22

**TABLE OF CONTENTS**  
**SEIU, Local 1021 & Sonoma County Junior College District**  
**July 1, 2013 - June 30, 2014**

6.12	Rest Period.....	23
6.13	Overtime .....	23
6.14	Overtime for Unit Members Receiving a Reduction in Hours in Shift Differential.....	24
6.15	Distribution of Overtime .....	25
6.16	Call in Time.....	25
6.17	Call Back Time.....	25
6.18	Shift Differential.....	25
6.19	Split Shift.....	26
6.20	Employment Status .....	26
6.21	Voting Time .....	26
6.22	Job Sharing.....	27
<b>7</b>	<b>PAY AND ALLOWANCES .....</b>	<b>29</b>
7.1	Rate of Pay .....	29
7.2	Time of Payment.....	30
7.3	Payroll Errors and Lost Checks .....	31
7.4	Placement on Salary Schedule .....	31
7.5	Step Increases .....	31
7.6	Lump Sum Payment.....	32
7.7	Reclassification, Promotion or Reallocation .....	32
7.8	Mileage .....	33
7.9	Reimbursement for Meals .....	33
7.10	Reimbursement for Lodging.....	33
7.11	Longevity .....	34
7.12	Compensation for a Unit Member Working Out of Classification.....	34
7.13	Compensation During Training Periods.....	35
7.14	Bilingual Skills.....	35
<b>8</b>	<b>EMPLOYEE EXPENSES AND MATERIALS.....</b>	<b>37</b>
8.1	Work Clothes for Facilities Operations .....	37
8.2	Work Clothes for Other Classified Positions.....	37
8.3	Replacing or Repairing Employee's Property .....	38
8.4	Use of Personal Vehicle.....	38
8.5	Physical Examinations .....	38
8.6	Use of District Equipment .....	38
8.7	Licenses and Certificates.....	38
8.8	Commute Alternatives.....	38
<b>9</b>	<b>HEALTH AND WELFARE BENEFITS.....</b>	<b>39</b>
9.1	Employee and Dependent Insurance Coverage.....	39
9.2	Eligibility .....	41
 <b>ARTICLE</b>		
<b>9</b>	<b>HEALTH AND WELFARE BENEFITS (Continued) .....</b>	<b>39</b>
9.3	Open Enrollment.....	41
9.4	Benefit Plans .....	42
9.5	Continuation of Benefits .....	43
9.6	PERS (Informational Item Only).....	43
9.7	Student Health Fee Waiver .....	43
9.8	403(b) Pension Plan .....	43
9.9	Benefits Administration.....	44
9.10	SEIU Health and Welfare Benefits Reserve Fund .....	44

**TABLE OF CONTENTS**  
**SEIU, Local 1021 & Sonoma County Junior College District**  
**July 1, 2013 - June 30, 2014**

<b>10</b>	<b>HOLIDAYS.....</b>	<b>45</b>
10.1	Holiday Entitlement.....	45
10.2	Additional Holidays.....	45
10.3	Saturday/Sunday Holidays.....	45
10.4	Eligibility.....	46
10.5	Floating Holiday.....	46
10.6	Winter Holiday Closure.....	46
10.7	College Calendar.....	47
<b>11</b>	<b>VACATION.....</b>	<b>49</b>
11.1	Vacation Eligibility.....	49
11.2	Accumulation.....	50
11.3	Holidays During Vacation.....	51
11.4	Scheduling of Vacation.....	51
11.5	Vacation Postponement.....	52
11.6	Interruption of Vacation.....	52
11.7	Vacation Pay.....	52
11.8	Vacation Pay Upon Termination.....	52
11.9	Vacation Pay-Off.....	52
<b>12</b>	<b>LEAVES OF ABSENCE.....</b>	<b>53</b>
12.1	Immediate Family.....	53
12.2	Bereavement Leave.....	53
12.3	Jury Duty.....	53
12.4	Military Leave.....	54
12.5	Sick Leave.....	54
12.6	Maternity.....	57
12.7	Credit for Sick Leave.....	57
12.8	Industrial Accident and Illness Leave.....	57
12.9	Personal Necessity Leave.....	59
12.10	Child Rearing Leave.....	60
12.11	General Leaves.....	60
12.12	Terms Respecting Leaves of Absence.....	61
12.13	Catastrophic Leave.....	61
12.14	Custodial Substitute Utilization.....	63

**ARTICLE**

<b>12</b>	<b>LEAVES OF ABSENCE (Continued).....</b>	<b>53</b>
12.15	Family Care & Medical Leave.....	63
12.15.1	Eligibility.....	63
12.15.2	Purposes for Which Leave May Be Taken.....	64
12.15.3	Duration of Leave.....	64
12.15.4	Time for Commencement of Leave.....	65
12.15.5	Unit Member Notice.....	65
12.15.6	Continuation of Health & Welfare Benefits.....	65
12.15.7	Status While on Leave.....	65
12.15.8	Husband, Wife and/or Registered Domestic Partners who are Unit Members.....	66
12.15.9	Verification.....	66
12.15.10	Right to Reinstatement.....	66
12.15.11	Concurrent Running of Leaves.....	66
12.16	Family School Partnership Act.....	67
12.17	Monitoring Absences.....	67



**TABLE OF CONTENTS**  
**SEIU, Local 1021 & Sonoma County Junior College District**  
**July 1, 2013 - June 30, 2014**

<b>13</b>	<b>GRIEVANCE PROCEDURE .....</b>	<b>69</b>
13.1	Definitions.....	69
13.2	Job Steward.....	69
13.3	Informal Level.....	70
13.4	Formal Level.....	70
	13.4.1 Level I.....	70
	13.4.2 Level II.....	71
	13.4.3 Level III.....	71
	13.4.4 Level IV.....	71
13.5	Miscellaneous.....	72
<b>14</b>	<b>FILLING VACANT POSITIONS .....</b>	<b>75</b>
14.1	Definitions.....	75
14.2	Eligibility.....	75
14.3	Applying for Transfer or Promotion.....	75
14.4	Selection for Transfer or Promotion.....	76
14.5	Failure to Complete the Probationary Period in a New Position.....	77
14.6	District-Initiated Transfer.....	77
14.7	Posting of Vacancy Notice for Outside Recruitments.....	78
14.8	Filing.....	78
14.9	Notice Contents.....	78
14.10	Advancement.....	79
14.11	Reinstatement after Resignation.....	79
14.12	Positions Designated as Bilingual.....	79
14.13	Classified Interview Committees.....	80
<b>15</b>	<b>SAFETY.....</b>	<b>81</b>
15.1	Committee Composition.....	81
15.2	Equipment.....	81

**ARTICLE**

<b>16</b>	<b>FRINGE BENEFITS FOR RETIREES .....</b>	<b>83</b>
16.1	Definition.....	83
16.2	Stipend.....	83
16.3	Spouse Eligibility.....	83
16.4	Dental.....	83
16.5	Open Enrollment.....	84
16.6	Administration.....	84
16.7	Early Retirement Option.....	84
<b>17</b>	<b>CONCERTED ACTIVITIES.....</b>	<b>89</b>
17.1	Strike, Work Stoppage, Etc.....	89
17.2	SEIU Compliance.....	89
17.3	Lockout.....	89
<b>18</b>	<b>SEVERABILITY.....</b>	<b>91</b>
18.1	Savings Clause.....	91
18.2	Replacement for Severed Provision.....	91
<b>19</b>	<b>CLASSIFICATION/RECLASSIFICATION .....</b>	<b>93</b>
19.1	Composition of the Classification Review Committee.....	93
19.2	Direction and Methodology of Classification Review Committee.....	93

**TABLE OF CONTENTS**  
**SEIU, Local 1021 & Sonoma County Junior College District**  
**July 1, 2013 - June 30, 2014**

19.3	Classification Review Schedule .....	93
19.4	Classification Process and Timelines .....	94
19.5	Off-Schedule Reviews .....	95
	19.5.1 General Indications .....	95
	19.5.2 Events Triggering an Off-Schedule Review .....	96
	19.5.3 Procedure to Request an Off-Schedule Review .....	96
	19.5.4 Creation of a New Position .....	96
19.6	New Classifications .....	97
19.7	Implementation of CRC Recommendations .....	97
<b>20</b>	<b>LAYOFF PROCEDURES .....</b>	<b>99</b>
20.1	Definitions .....	99
20.2	Seniority Procedures .....	99
20.3	Computation of Seniority .....	99
20.4	Computation of Seniority When Classifications Change .....	100
	20.4.1 Previous Classification still exists. Employee Transfers or Promotes .....	100
	20.4.2 Previous Classification still exists. Employee Reclassified .....	100
	20.4.3 Previous Class is Abolished Due to Reclassification .....	100
	20.4.4 None of the Above .....	100
	20.4.5 Equal Seniority .....	101
20.5	Seniority Lists .....	101
20.6	Application .....	101
20.7	Displacement Rights .....	102
20.8	Notice .....	103
 <b>ARTICLE</b>		
<b>20</b>	<b>LAYOFF PROCEDURES (Continued) .....</b>	<b>99</b>
20.9	Reemployment Rights .....	104
20.10	Retirement in Lieu of Layoff .....	104
20.11	Miscellaneous .....	105
<b>21</b>	<b>DISCIPLINARY ACTION .....</b>	<b>107</b>
21.1	Disciplinary Action .....	107
21.2	Definitions .....	108
21.3	Two (2) Year Limit .....	108
21.4	Probationary .....	109
21.5	Causes .....	109
21.6	Procedures for Discipline .....	110
21.7	Non Grievable .....	111
<b>22</b>	<b>EMPLOYEE EDUCATION AND TRAINING .....</b>	<b>113</b>
22.1	Instruction .....	113
22.2	In-Service Training .....	113
<b>23</b>	<b>CONTRACTING BARGAINING UNIT WORK .....</b>	<b>115</b>
23.1	Contracting Bargaining Unit Work .....	115
23.2	Short-Term/Non-Continuing Employee List .....	115
<b>24</b>	<b>DISTRICT POLICE .....</b>	<b>117</b>
24.1	Probationary Period .....	117
24.2	Employment Agreement .....	117
24.3	Evaluations .....	117
24.4	P.O.S.T. Training .....	118
24.5	Shift Assignments .....	118

**TABLE OF CONTENTS**  
**SEIU, Local 1021 & Sonoma County Junior College District**  
**July 1, 2013 - June 30, 2014**

24.6	Uniform Allowance .....	120
24.7	District Police Discipline.....	120
24.8	Workers' Compensation.....	120
24.9	Training.....	120
24.10	Law Enforcement Association (LEA).....	121
24.11	Chain of Command .....	121
24.12	SRJC District Police Department Policy Manual.....	121
24.13	Special Assignments.....	121
24.14	Labor Code Section 4850.....	121
24.15	Holiday Pay .....	122
24.16	Rest Periods .....	122
25	<b>PARKING .....</b>	<b>123</b>
26	<b>TERM OF AGREEMENT.....</b>	<b>125</b>
	<b>SIGNATURE PAGE.....</b>	<b>127</b>

**TABLE OF CONTENTS**  
**SEIU, Local 1021 & Sonoma County Junior College District**  
**July 1, 2013 - June 30, 2014**

APPENDICES .....	129
A Classified Salary Schedule .....	131
B Employee Benefits Comparison .....	135
C Interdepartmental Transfer/Promotion Request Form .....	137
D Evaluation Forms:	
1. Classified Probationary Evaluation .....	139
2. Classified Evaluation Long Form.....	141
3. Classified Evaluation Short Form .....	147
4. District Police .....	151
E PERB - Certification of a Representative .....	155
F Winter Holiday Calendar Cycle.....	157
G 1. Summer Hours Agreement.....	159
2. Sample of Alternative Work Schedule (Summer 2011) .....	160
3. Summer Schedule Memo.....	161
H Notification of Agency Shop Implementation .....	163
I Shift Differential Schedule .....	165
J Positions by Component Group .....	167
K Yearly Classification Schedule and Important Deadlines .....	169
L Memorandum of Understanding .....	171
M Voluntary Time Off Request Form and Memo .....	173
INDEX .....	177

## 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".

This page intentionally left blank.