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----- Monthly Salary -----

CLASSIFICATION	GRADE	1	2	3	4	5
Coordinator, Financial Aid & Outreach	P	6,122	6,430	6,750	7,089	7,443
Coordinator, Grounds Operations, Santa Rosa	M	5,097	5,354	5,625	5,905	6,200
Coordinator, High School Equiv. Program (HEP)	P	6,122	6,430	6,750	7,089	7,443
Coordinator, Instructional Computer Systems *	Q	6,536	6,861	7,205	7,565	7,943
Coordinator, Intercultural Center, Petaluma Campus	O	5,757	6,044	6,346	6,665	7,000
Coordinator, International Student Program	P	6,122	6,430	6,750	7,089	7,443
Coordinator, KAD Equipment and Services	N	5,406	5,679	5,962	6,260	6,575
Coordinator, Maintenance Operations *	M	5,097	5,354	5,625	5,905	6,200
Coordinator, Marketing & Social Media	O	5,757	6,044	6,346	6,665	7,000
Coordinator, Online Accessibility	O	5,757	6,044	6,346	6,665	7,000
Coordinator, Purchasing	P	6,122	6,430	6,750	7,089	7,443
Coordinator, Scheduling	O	5,757	6,044	6,346	6,665	7,000
Coordinator, Scholarship & Outreach	N	5,406	5,679	5,962	6,260	6,575
Coordinator, Science Labs	P	6,122	6,430	6,750	7,089	7,443
Coordinator, Shone Farm Sales & Marketing	N	5,406	5,679	5,962	6,260	6,575
Coordinator, Student Academic Records	O	5,757	6,044	6,346	6,665	7,000
Coordinator, Student Engagement Programs *	O	5,757	6,044	6,346	6,665	7,000
Coordinator, Student Engagement Prgms, Pet	O	5,757	6,044	6,346	6,665	7,000
Coordinator, Student Financial Services	P	6,122	6,430	6,750	7,089	7,443
Coordinator, Student Government Programs	O	5,757	6,044	6,346	6,665	7,000
Coordinator, Student Outreach	P	6,122	6,430	6,750	7,089	7,443
Coordinator, Student Success Program	P	6,122	6,430	6,750	7,089	7,443
Coordinator, Technology Procurement	N	5,406	5,679	5,962	6,260	6,575
Coordinator, Veterans Affairs	O	5,757	6,044	6,346	6,665	7,000
Coordinator, Warehouse Operations	M	5,097	5,354	5,625	5,905	6,200
Coordinator, Workforce Development	P	6,122	6,430	6,750	7,089	7,443
Copy Center Specialist *	J	4,320	4,537	4,765	5,003	5,252
Culinary Operations Specialist	L	4,828	5,068	5,324	5,588	5,868
Culinary Retail Clerk	G	3,741	3,929	4,125	4,332	4,549
Curriculum Technician	M	5,097	5,354	5,625	5,905	6,200
Custodial Maintenance Technician	J	4,320	4,537	4,765	5,003	5,252
Custodian *	H	3,912	4,109	4,315	4,531	4,757
Disability Intake Facilitator	K	4,562	4,794	5,033	5,286	5,548
Electrician	O	5,757	6,044	6,346	6,665	7,000
Emergency Management Specialist	R	6,979	7,326	7,693	8,077	8,482
Employment Services Advisor – C2C	O	5,757	6,044	6,346	6,665	7,000
EOPS/Care Specialist	K	4,562	4,794	5,033	5,286	5,548
EOPS/Foster Youth Educational Support Specialist	L	4,828	5,068	5,324	5,588	5,868
Equipment Technician I *	I	4,109	4,315	4,531	4,757	4,994
Executive Assistant	N	5,406	5,679	5,962	6,260	6,575
Exhibits Specialist	P	6,122	6,430	6,750	7,089	7,443
Farm Assistant	E	3,420	3,592	3,771	3,961	4,158
Farm Equipment Operator	G	3,741	3,929	4,125	4,332	4,549
Financial Aid Program Specialist	N	5,406	5,679	5,962	6,260	6,575
Financial Aid Technician I	I	4,109	4,315	4,531	4,757	4,994
Financial Aid Technician II	K	4,562	4,794	5,033	5,286	5,548
Groundskeeper I	I	4,109	4,315	4,531	4,757	4,994
Groundskeeper II	J	4,320	4,537	4,765	5,003	5,252
Hazardous Materials Specialist	P	6,122	6,430	6,750	7,089	7,443
Health Promotion Specialist	P	6,122	6,430	6,750	7,089	7,443
Health Services Assistant	M	5,097	5,354	5,625	5,905	6,200
Health Services Specialist	O	5,757	6,044	6,346	6,665	7,000
Help Desk Technician	M	5,097	5,354	5,625	5,905	6,200



----- Monthly Salary -----

<b>CLASSIFICATION</b>	<b>GRADE</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Horticulture Technician I	H	3,912	4,109	4,315	4,531	4,757
Human Resources Technician	M	5,097	5,354	5,625	5,905	6,200
HVAC and Controls Technician	O	5,757	6,044	6,346	6,665	7,000
Instructional Accessibility Specialist	O	5,757	6,044	6,346	6,665	7,000
Instructional Assistant, Senior	K	4,562	4,794	5,033	5,286	5,548
Instructional Designer	R	6,979	7,326	7,693	8,077	8,482
Instructional Systems Administrator *	R	6,979	7,326	7,693	8,077	8,482
Instructional Technology Specialist	R	6,979	7,326	7,693	8,077	8,482
Intake Specialist, CalWORKs	L	4,828	5,068	5,324	5,588	5,868
International Student Advisor	P	6,122	6,430	6,750	7,089	7,443
Job Developer	P	6,122	6,430	6,750	7,089	7,443
Laboratory Assistant, Adapted PE (APE)	L	4,828	5,068	5,324	5,588	5,868
Laboratory Assistant, Health Sciences	J	4,320	4,537	4,765	5,003	5,252
Laboratory Assistant, Public Safety	K	4,562	4,794	5,033	5,286	5,548
Laboratory Assistant/Senior, Health Sciences	L	4,828	5,068	5,324	5,588	5,868
Library Technician I	I	4,109	4,315	4,531	4,757	4,994
Library Technician II *	K	4,562	4,794	5,033	5,286	5,548
Library Technician III	M	5,097	5,354	5,625	5,905	6,200
Livestock Technician	L	4,828	5,068	5,324	5,588	5,868
Locksmith	O	5,757	6,044	6,346	6,665	7,000
Marketing Assistant	I	4,109	4,315	4,531	4,757	4,994
Media Production Technician	L	4,828	5,068	5,324	5,588	5,868
Media Resources Specialist	L	4,828	5,068	5,324	5,588	5,868
Media Support Specialist	K	4,562	4,794	5,033	5,286	5,548
Media Systems Technician I	N	5,406	5,679	5,962	6,260	6,575
Media Systems Technician II	O	5,757	6,044	6,346	6,665	7,000
Medical Assistant	M	5,097	5,354	5,625	5,905	6,200
Microcomputer Lab Specialist I	K	4,562	4,794	5,033	5,286	5,548
Microcomputer Lab Specialist II	M	5,097	5,354	5,625	5,905	6,200
Network Technician *	Q	6,536	6,861	7,205	7,565	7,943
Outreach Specialist, Adult Education Programs	M	5,097	5,354	5,625	5,905	6,200
Outreach Spec., High School Equivalency Prg. *	M	5,097	5,354	5,625	5,905	6,200
Outreach Specialist, Student Outreach	M	5,097	5,354	5,625	5,905	6,200
Payroll Specialist *	M	5,097	5,354	5,625	5,905	6,200
Payroll Technician *	K	4,562	4,794	5,033	5,286	5,548
Photography Laboratory Technician *	J	4,320	4,537	4,765	5,003	5,252
Planetarium Specialist	Q	6,536	6,861	7,205	7,565	7,943
Plumber	O	5,757	6,044	6,346	6,665	7,000
Police Dispatcher/Records Technician	M	5,097	5,354	5,625	5,905	6,200
Police Officer	P	6,122	6,430	6,750	7,089	7,443
Police Systems Administrator	P	6,122	6,430	6,750	7,089	7,443
Print Making Laboratory Technician	J	4,320	4,537	4,765	5,003	5,252
Program Assistant, Study Abroad/Language Lab	K	4,562	4,794	5,033	5,286	5,548
Program Developer, CalWORKs	O	5,757	6,044	6,346	6,665	7,000
Program Specialist, MESA Programs & Outreach	M	5,097	5,354	5,625	5,905	6,200
Programmer	P	6,122	6,430	6,750	7,089	7,443
Programmer Analyst *	R	6,979	7,326	7,693	8,077	8,482
Programmer Analyst, Senior *	S	7,461	7,834	8,228	8,640	9,072
Purchasing Specialist	L	4,828	5,068	5,324	5,588	5,868
Research Analyst	P	6,122	6,430	6,750	7,089	7,443
Research Technician	L	4,828	5,068	5,324	5,588	5,868
Scheduling Technician	K	4,562	4,794	5,033	5,286	5,548
Scheduling Technician, Senior	M	5,097	5,354	5,625	5,905	6,200

----- Monthly Salary -----

CLASSIFICATION	GRADE	1	2	3	4	5
Scholarship Technician *	K	4,562	4,794	5,033	5,286	5,548
Science Laboratory Instructional Assistant	N	5,406	5,679	5,962	6,260	6,575
Sculpture Laboratory Technician	J	4,320	4,537	4,765	5,003	5,252
Senior Designer	Q	6,536	6,861	7,205	7,565	7,943
Service Facilitator	I	4,109	4,315	4,531	4,757	4,994
Sign Language Interpreter *	P	6,122	6,430	6,750	7,089	7,443
Sign Language Interpreter, Senior *	Q	6,536	6,861	7,205	7,565	7,943
Storekeeper I	H	3,912	4,109	4,315	4,531	4,757
Storekeeper II	K	4,562	4,794	5,033	5,286	5,548
Student Advisor, CalWORKs	O	5,757	6,044	6,346	6,665	7,000
Student Success Coach, C2C	M	5,097	5,354	5,625	5,905	6,200
Student Success Specialist I *	K	4,562	4,794	5,033	5,286	5,548
Student Success Specialist II	M	5,097	5,354	5,625	5,905	6,200
Student Success Technician	J	4,320	4,537	4,765	5,003	5,252
Support Services Specialist	M	5,097	5,354	5,625	5,905	6,200
Systems Administrator *	Q	6,536	6,861	7,205	7,565	7,943
Systems Specialist, Student Financial Services	N	5,406	5,679	5,962	6,260	6,575
Testing Specialist *	K	4,562	4,794	5,033	5,286	5,548
Testing Technician	H	3,912	4,109	4,315	4,531	4,757
Theatre Arts Costume Technician	O	5,757	6,044	6,346	6,665	7,000
Theatre Arts Production Specialist	P	6,122	6,430	6,750	7,089	7,443
Theatre Arts Promotions Specialist	L	4,828	5,068	5,324	5,588	5,868
Tree Maintenance Worker	J	4,320	4,537	4,765	5,003	5,252
Waste Diversion Technician	J	4,320	4,537	4,765	5,003	5,252
Web Design Specialist	O	5,757	6,044	6,346	6,665	7,000
Web Developer	S	7,461	7,834	8,228	8,640	9,072

**Foundation Positions (Non-Represented)**

----- Monthly Salary -----

CLASSIFICATION	GRADE	1	2	3	4	5
Coordinator, Community Engagement	O	5,757	6,044	6,346	6,665	7,000
Development Assoc., Business & Financial	O	5,757	6,044	6,346	6,665	7,000
Development Assoc., Database & Gift Processing	N	5,406	5,679	5,962	6,260	6,575

Effective July 1, 2021: 2020-21 schedule plus 5.33% COLA.

A 5% longevity increment (compounded) is awarded after completing 10, 15, 20, and 25 years of continuous service.  
A classified employee is entitled to an additional 2% stipend for a Doctoral degree when conferred.

Updated 08.12.21

Please note that there may be employees in the following classifications who are paid at a z-rated pay grade. Z-rated grades for each classification are as follows:

<b>Classification</b>	<b>Grade</b>
Administrative Assistant II	Z-L
Admissions & Records Specialist	Z-L
Auto Shop Assistant	Z-I
Building Maintenance Generalist	Z-N
Coordinator, Instructional Computer Systems (2)	Z-R
Coordinator, Maintenance Operations	Z-N
Coordinator, Student Engagement Programs	Z-P
Copy Center Specialist	Z-M
Custodian	Z-J
Equipment Technician I	Z-J
Instructional Systems Administrator	Z-S
Library Technician II	Z-L
Network Technician (4)	Z-R
Outreach Specialist, HEP	Z-N
Payroll Specialist	Z-N
Payroll Technician (3)	Z-L
Photography Laboratory Technician	Z-K
Programmer Analyst (3)	Z-T
Programmer Analyst, Senior (3)	Z-U
Scholarship Technician	Z-M
Sign Language Interpreter	Z-R
Sign Language Interpreter, Senior	Z-S
Student Success Specialist I (4)	Z-L
Systems Administrator (2)	Z-R
Testing Specialist (2)	Z-L

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## **Medical Insurance Benefit Plans**

The District offers a choice of five health plans:

- Kaiser Permanente HMO
- Kaiser Permanente Account Based Health Plan with an HSA
- Blue Shield HMO
- Blue Shield PPO
- Blue Shield Account Based Health Plan with an HSA

The Kaiser Permanente HMO, Blue Shield HMO, and Blue Shield PPO all require that you present your ID card to your provider and pay the applicable co-payment (if any), to receive services.

The two Account Based Health Plans (Kaiser and Blue Shield) have a high deductible that must be paid by the employee before the health plan will pay any portion of the cost of services. If you enroll in either of the two Account Based Health Plans, the District will contribute an agreed upon amount to a health savings account (HSA) on your behalf.

You may preview a benefits summary for each plan on the Human Resources web page:

[Human Resources Benefits Page](#)

An additional benefit provided by SISC, available to all SISC Members, is the Employee Assistance Program (EAP). This program provides up to 6 free sessions with a professional provider per issue. Additional information regarding the EAP can be found on the Human Resources benefit web page.

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# Santa Rosa Junior College

## Classified Personnel Evaluation Report

### *Probationary Evaluation*

Name: \_\_\_\_\_ Classification: \_\_\_\_\_

Department: \_\_\_\_\_ Evaluation Period Covered: From: \_\_\_\_\_ To: \_\_\_\_\_

Employment Date: Present position - \_\_\_\_\_ Date of Last Review: \_\_\_\_\_

Evaluator: \_\_\_\_\_ Reviewer: \_\_\_\_\_

Type of Report:     **Probation:**             3 month                     5 month                     Extended Probation

**Rating Scale for Performance Level**

<b>E. Exemplary:</b>	<i>Significantly exceeds job expectations.</i>
<b>M. Meets:</b>	<i>Meets the requirements of the job.</i>
<b>N. Needs Improvement:</b>	<i>Somewhat below minimum job standards..</i>
<b>U. Unacceptable:</b>	<i>Significantly below required job standards.</i>

A. PERFORMANCE FACTORS	PERFORMANCE LEVEL	SUPPORTING OBSERVATIONS (Required for Ratings N & U, refer to Article 4.5.1)
1. <b>JOB KNOWLEDGE</b> – Understanding of all phases of his/her work and related matters. Knowledge applied with respect to total job.	<input type="checkbox"/> E <input type="checkbox"/> M <input type="checkbox"/> N <input type="checkbox"/> U	
2. <b>QUALITY OF WORK</b> – Thoroughness, neatness, accuracy, meeting expectations of new position.	<input type="checkbox"/> E <input type="checkbox"/> M <input type="checkbox"/> N <input type="checkbox"/> U	
3. <b>DEPENDABILITY</b> – Reliability in following through assignments and instructions.	<input type="checkbox"/> E <input type="checkbox"/> M <input type="checkbox"/> N <input type="checkbox"/> U	
4. <b>COOPERATION</b> – Ability and willingness to work with associates supervisors, and others. Effectiveness in working with others.	<input type="checkbox"/> E <input type="checkbox"/> M <input type="checkbox"/> N <input type="checkbox"/> U	
5. <b>PRODUCTIVITY</b> – Demonstrated accomplishments, volume of work. Work output relative to schedules, expectations.	<input type="checkbox"/> E <input type="checkbox"/> M <input type="checkbox"/> N <input type="checkbox"/> U	

A. Performance Factors	Performance Level	Supporting Observations (Required for Ratings N & U, refer to Article 4.5.1)
<b>1. JUDGMENT –</b> Adequacy of judgment applied as required by job responsibilities	<input type="checkbox"/> E <input type="checkbox"/> M <input type="checkbox"/> N <input type="checkbox"/> U	
<b>2. INITIATIVE/ABILITY TO LEARN –</b> Self-starting and acting on own. Amount of direction needed. Resourcefulness in work situation	<input type="checkbox"/> E <input type="checkbox"/> M <input type="checkbox"/> N <input type="checkbox"/> U	
<b>3. ATTENDANCE –</b> Punctuality and/or faithfulness in coming to work daily and conforming to work hours	<input type="checkbox"/> E <input type="checkbox"/> M <input type="checkbox"/> N <input type="checkbox"/> U	

**B. RECOMMENDATION**

- Continue Probationary Status \*       Permanent Status  
 Terminate Employment

\*Follow-up evaluation due in \_\_\_\_\_ months. (Refer to SCJCD/SEIU contract, Evaluation Article)

**C. SUPPORTING OBSERVATIONS:**

**D. EMPLOYEE CONFERENCE/SIGNATURE**

In signing the Evaluation Report Form the employee acknowledges having seen and discussed the report. The employee's signature does not necessarily indicate agreement with the conclusions of the evaluator. The employee may submit a response to this report, in writing, to the evaluator with a copy to the Human Resources office within ten (10) working days from the date of this report. That copy will be attached and filed with the Evaluation Report Form (Section 87031, California Education Code).

---

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_ Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

---

Title of Supervisor \_\_\_\_\_

---

Signature of Reviewer \_\_\_\_\_ Date \_\_\_\_\_

---

Title of Reviewer \_\_\_\_\_

# *Classified Regular Evaluation*

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

TITLE: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

**-- To be Completed by EMPLOYEE --**

**INSTRUCTIONS: To be prepared separately by employee before meeting with supervisor. To be attached to fully completed evaluation by supervisor and submitted to the Human Resources Department. Complete only applicable sections.**

- 1) What are employee's area(s) of greatest strength, including their impact on the job?
  
- 2) Identify the significant accomplishments employee has achieved since previous evaluation:
  
- 3) For Classified Staff who are directly responsible for, or directly support student learning:  
Identify how the employee has used the results of the assessment of learning outcomes to improve teaching and learning.
  
- 4) Employee's progress on goals and/or objectives from previous evaluation. Were goals/objectives for employee achieved since previous evaluation period?  
Yes [  ] No [  ] If no, answer 4a and 4b below.
  - a. What action has been taken by supervisor to assist in the achievement of those goals and/or objectives?
  
  - b. What action has been taken by employee to assist in the achievement of those goals and/or objectives?
  
- 5) Identify areas for continued growth and/or a goal or objective in the next evaluation cycle.

# *Classified Regular Evaluation*

**NAME:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**DEPARTMENT:** \_\_\_\_\_

**-- To be Completed by SUPERVISOR --**

**INSTRUCTIONS: To be prepared separately by supervisor before meeting with employee. To be attached to fully completed evaluation by supervisor and submitted to the Human Resources Department. Complete only applicable sections.**

- 1) What are employee's area(s) of greatest strength, including their impact on the job?
  
- 2) Identify the significant accomplishments employee has achieved since previous evaluation:
  
- 3) Employee's progress on goals and/or objectives from previous evaluation. Were goals/objectives for employee achieved since previous evaluation period?  
Yes [  ] No [  ] If no, answer 3a and 3b below.
  - a. What action has been taken by supervisor to assist in the achievement of those goals and/or objectives?
  
  - b. What action has been taken by employee to assist in the achievement of those goals and/or objectives?
  
- 4) Identify areas for continued growth and/or a goal or objective in the next evaluation cycle.



# Classified Regular Evaluation

**NAME:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**DEPARTMENT:** \_\_\_\_\_

**-- To be Completed by SUPERVISOR --**

### RATING SCALE

- (E) Exemplary performance (Significantly exceeds job expectations)
- (M) Meets the requirements of the job
- (N) Needs Improvement (Somewhat below minimum job standards)
- (U) Unsatisfactory Performance (Significantly below required job standards)
- n/a Not applicable

Comments may be provided to explain, elaborate, or make recommendations on the rating given.

(Required for Ratings N & U, Refer to Article 4.6.1)

JOB SKILLS		
CATEGORY	RATING	COMMENTS
a. Quality of work		
b. Demonstrates appropriate skills		
c. Handles variety of tasks/projects at same time		
d. Demonstrates knowledge of District policies and procedures applicable to job		
e. Lead worker – Plans and assigns work, gives clear instructions, delegates responsibility, trains personnel and plans effectively with supervisor.		

MOTIVATION/INITIATIVE		
CATEGORY	RATING	COMMENTS
a. Willingness to assume responsibility		
b. Seeks increased responsibility within the scope of the job		
c. Suggests improved methods of doing the job		
d. Accepts and implements suggestions		
e. Exercises appropriate judgment		
f. Makes sound decisions in the absence of detailed instructions or direct supervision		

EFFECTIVE WORKING RELATIONSHIPS		
CATEGORY	RATING	COMMENTS
a. Works cooperatively with students, co-workers, general public		
b. Works cooperatively with supervisor		
c. Deals effectively with difficult situations/people		
d. Accepts responsibility with others for completing group projects		

ADAPTABILITY		
CATEGORY	RATING	COMMENTS
a. Accepts and adapts to new assignments		
b. Understands and accepts new work methods		

COMMUNICATION		
CATEGORY	RATING	COMMENTS
a. Keeps supervisor informed of status of assigned work		
b. Directs issues needing clarification or resolution through appropriate channels		

ORGANIZATIONAL ABILITY		
CATEGORY	RATING	COMMENTS
a. Organizes and coordinates work of others		
b. Organizes and completes work in allotted time		

ATTENDANCE		
CATEGORY	RATING	COMMENTS
a. Punctuality		
b. Dependability in conforming to established work hours		

ADDITIONAL EVALUATOR COMMENTS/OBJECTIVES FOR NEXT EVALUATION PERIOD

**OVERALL PERFORMANCE APPRAISAL:**

- EXCEEDS EXPECTATIONS - No Follow-up Needed
- MEETS EXPECTATIONS - No Follow-up Needed
- NEEDS IMPROVEMENT\*
  - Performance Improvement Plan required
- UNSATISFACTORY\*
  - Performance Improvement Plan required

\*Ratings must be substantiated by supporting observations, examples and/or specific areas for improvement.

**EMPLOYEE CONFERENCE/SIGNATURE:**

*In signing the Evaluation Report Form, the employee acknowledges having seen and discussed the report. The employee's signature does not necessarily indicate agreement with the conclusions of the evaluator. The employee may submit a response to this report, in writing, to the evaluator within ten (10) working days from the date of this report. That copy will be attached and filed with the Evaluation Report Form (Section 87031, California Education Code).*

Signature of Supervisor	Date	Signature of Employee	Date
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Title of Supervisor

Signature of Reviewer	Date
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Title of Reviewer

*Classified Interim Evaluation*

**NAME:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**DEPARTMENT:** \_\_\_\_\_

PREVIOUS FACE TO FACE MEETING HELD ON: \_\_\_\_\_

**RATING SCALE**

(N/A) Employee is meeting or exceeding expectations

(N) Needs Improvement (Somewhat below minimum job standards)

(U) Unsatisfactory Performance (Significantly below required job standards)

Comments must be provided to explain, elaborate, or make recommendations on any N or U rating given.

JOB SKILLS		
CATEGORY	RATING	COMMENTS
a. Quality of work		
b. Demonstrates appropriate skills		
c. Handles variety of tasks/projects at same time		
d. Demonstrates knowledge of District policies and procedures applicable to job		
e. Lead worker – Plans and assigns work, gives clear instructions, delegates responsibility, trains personnel and plans effectively with supervisor.		

MOTIVATION/INITIATIVE		
CATEGORY	RATING	COMMENTS
a. Willingness to assume responsibility		
b. Seeks increased responsibility within the scope of the job		
c. Suggests improved methods of doing the job		
d. Accepts and implements suggestions		
e. Exercises appropriate judgment		
f. Makes sound decisions in the absence of detailed instructions or direct supervision		

EFFECTIVE WORKING RELATIONSHIPS		
CATEGORY	RATING	COMMENTS
a. Works cooperatively with students, co-workers, general public		
b. Works cooperatively with supervisor		
c. Deals effectively with difficult situations/people		
d. Accepts responsibility with others for completing group projects		

ADAPTABILITY		
CATEGORY	RATING	COMMENTS
a. Accepts and adapts to new assignments		
b. Understands and accepts new work methods		

COMMUNICATION		
CATEGORY	RATING	COMMENTS
a. Keeps supervisor informed of status of assigned work		
b. Directs issues needing clarification or resolution through appropriate channels		

ORGANIZATIONAL ABILITY		
CATEGORY	RATING	COMMENTS
a. Organizes and coordinates work of others		
b. Organizes and completes work in allotted time		

ATTENDANCE		
CATEGORY	RATING	COMMENTS
a. Punctuality		
b. Dependability in conforming to established work hours		

ADDITIONAL EVALUATOR COMMENTS

**OVERALL PERFORMANCE APPRAISAL:**

- EXCEEDS EXPECTATIONS - No Follow-up Needed
- MEETS EXPECTATIONS - No Follow-up Needed
- NEEDS IMPROVEMENT\*
  - Performance Improvement Plan required
- UNSATISFACTORY\*
  - Performance Improvement Plan required

\*Ratings must be substantiated by supporting observations, examples and/or specific areas for improvement.

**EMPLOYEE CONFERENCE/SIGNATURE:**

*In signing the Evaluation Report Form, the employee acknowledges having seen and discussed the report. The employee's signature does not necessarily indicate agreement with the conclusions of the evaluator. The employee may submit a response to this report, in writing, to the evaluator within ten (10) working days from the date of this report. That copy will be attached and filed with the Evaluation Report Form (Section 87031, California Education Code).*

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date


\_\_\_\_\_  
Title of Supervisor

\_\_\_\_\_  
Signature of Reviewer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title of Reviewer



	<b>SANTA ROSA JUNIOR COLLEGE POLICE</b> Sonoma County Junior College District 1501 Mendocino Ave Santa Rosa, CA 95401 (707) 527-1000	

EMPLOYEE:		DATE:	
JOB TITLE: Police Officer		FROM:	TO:
PURPOSE OF EVALUATION:	Annual		

## Performance Measures and Evaluation

### Rating Scale

- (1) Exemplary Performance (Significantly exceeds job expectations)
  - (2) Commendable Performance (Consistently well above job expectations)
  - (3) Acceptable Performance (Meets the requirements of the job)
  - (4) Performance Needs Improvement (Somewhat below minimum job standards)
  - (5) Unacceptable Performance (Significantly below required job standards)
- N/A Not Applicable

Comments are to be provided to explain, elaborate, or make recommendations on the rating given.  
(Required for Ratings 1, 2, 4, & 5)

1. EMERGENCY CALLS FOR SERVICE	RATING	COMMENTS
Exercises reasonable caution in response to emergency calls for service.		
Gains effective and prompt control of the situation and properly utilizes necessary supporting resources.		
Exhibits calm, tactful, deliberate, organized and poised demeanor when handling emergency situations.		

2. GENERAL ASSISTANCE CALLS	RATING	COMMENTS
Responds within a reasonable time and safely when dispatched in conformance with established procedures.		
Minimizes "Out of Service" time and completes the assignment within an acceptable time period.		
Exhibits concern and interest in the call even when routine and maintains a highly professional manner.		

3. ARREST PROCEDURES	RATING	COMMENTS
Protects the safety of himself/herself and others in the apprehension process.		
Makes arrests which are compatible with department or team goals.		

4. COMMUNITY/HUMAN RELATIONS	RATING	COMMENTS
Projects a positive image to individuals and groups as a professional, competent and helpful police officer.		
Communicates effectively and openly with all types of individuals and groups.		
Relates well to people even in stressful situations.		
Exhibits sincere interest in, and concern for, the problems and viewpoints of others.		
Maintains effective working relationships with co-workers and supervisors.		

5. CASE INVESTIGATION	RATING	COMMENTS
Uses productive techniques in case investigations.		
Recognizes and carefully collects and preserves all evidence.		
Prepares clear, concise, accurate and logical reports for department and court use.		
Exhibits a professional and poised demeanor in court and functions well as an objective witness.		
Maintains acceptable clearance and complaint issuance levels.		
Works cooperatively and constructively with other organizations and resources.		

6. TRAFFIC CONTROL	RATING	COMMENTS
Maintains acceptable enforcement levels and relates activities to the location, time and causes of serious accidents.		
Gains effective and prompt control at an accident scene and properly utilizes necessary supporting resources.		
Minimizes citizen friction and complaints in traffic law enforcement.		
Maintains an acceptable record of judicial support of citations issued.		

7. CRIME PREVENTION	RATING	COMMENTS
Keeps abreast of crime problems, hazards, and prevention priorities in assigned patrol.		
Maintains acceptable and productive levels of field activity, including “on-view” stops and arrests, which can actually impact crime levels.		
Exercises initiative in finding and developing resources in the community to help crime prevention.		
Makes citizens aware of their crime prevention responsibilities and assists them in reducing hazards.		

8. PERSONAL CHARACTERISTICS	RATING	COMMENTS
Maintains a current and operational knowledge of relevant laws and court decisions affecting police work.		
Understands, applies, and has good recall of current departmental policies and procedures.		
Exercises good judgment and discretion in the performance of work assignments.		
Demonstrates initiative in problem solving in those areas under his or her control.		
Adapts quickly to new situations and changes in police operations.		
Is physically fit according to departmental standards for current work assignments.		
Maintains a good safety record in the use of vehicles, firearms and other equipment.		
Is efficient, organized and maintains a high level of interest in police work and duty assignments.		
Attends department training and job related courses.		
Maintains good attendance and observes working hours.		
Willingly accepts new or different work assignments in preparing self for increased responsibility.		

<b>9. ADDITIONAL COMMENTS/OBJECTIVES FOR NEXT EVALUATION PERIOD</b>

**EMPLOYEE CONFERENCE/SIGNATURE**

In signing the Evaluation Report Form, the employee acknowledges having seen and discussed the report. The employee’s signature does not necessarily indicate agreement with the conclusion of the evaluator. The employee may submit a response to this report, in writing, to the evaluator with a copy to the Human Resources Department within (30) days from the date of this report. That copy will be attached and filed with the Evaluation Report Form (Government Code, Chapter 9.7, Section 3306).

Immediate Supervisor’s Signature / Date	Employee’s Signature / Date

Area Supervisor’s Signature / Date	Human Resources / Date

White – Personnel

Yellow - Police Department

Pink – Employee

***Classified Evaluation***  
***PERFORMANCE IMPROVEMENT PLAN***

**NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_ **DEPARTMENT:** \_\_\_\_\_

Performance Improvement Plans are expected to contain the following components:

1. Identify statements of performance or conduct that need improvement or that are unsatisfactory:

2. Provide statements of the expected performance or conduct:

3. Time period by which the changes in performance or conduct are to be made (not to exceed 180 days).

- Re-Evaluation due in 30 days: \_\_\_\_\_ (date)
- Re-Evaluation due in 60 days: \_\_\_\_\_ (date)
- Re-Evaluation due in 90 days: \_\_\_\_\_ (date)
- Re-Evaluation due in 180 days: \_\_\_\_\_ (date)

4. Please describe the follow-up / training plan, which may include the types of training or assistance provided to help the employee achieves the expected performance or conduct:

\_\_\_\_\_  
Signature of Supervisor                      Date                      Signature of Employee                      Date

\_\_\_\_\_  
Title of Supervisor

\_\_\_\_\_  
Signature of Reviewer                      Date

\_\_\_\_\_  
Title of Reviewer

C: Employee's Personnel File

SEIU/District Negotiations 2016/17 New 8.5.16



**PERFORMANCE IMPROVEMENT PLAN  
OUTCOME REPORT**

**NAME:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**DEPARTMENT:** \_\_\_\_\_

An Outcome Report following a Performance Improvement Plan (PIP) is expected to contain the following components:

1. Identify statements of performance or conduct that needed improvement or were unsatisfactory as described from the employee’s PIP:

2. Did the employee attain satisfactory conduct or performance in addressing the above concerns?

Yes

No

If “Yes” which areas were completed satisfactorily?

If “No” what are the continued areas that need improvement?

3. This Outcome Report will indicate one of the following:

- Satisfactory completion.
  - Complete a new Performance Improvement Plan.
  - Unsatisfactory progress, move to the disciplinary process (this serves as verbal notice for the disciplinary process).
- A copy of the Outcome Report will be placed in the employee's personnel file.

\_\_\_\_\_  
Signature of Supervisor                      Date                      Signature of Employee                      Date

\_\_\_\_\_  
Title of Supervisor

\_\_\_\_\_  
Signature of Reviewer                      Date

\_\_\_\_\_  
Title of Reviewer

C: Employee's Personnel File

SEIU/District Negotiations 2016/17 New 8.5.16



STATE OF CALIFORNIA

GEORGE DEUKMEJIAN Governor

PUBLIC EMPLOYMENT RELATIONS BOARD

San Francisco Regional Office  
177 Post Street, 9th Floor  
San Francisco, California 94108  
(415) 557-1350



Type of Election:

SONOMA COUNTY JUNIOR COLLEGE DISTRICT,  Employer,  SONOMA COUNTY ORGANIZATION OF PUBLIC/PRIVATE EMPLOYEES (SCOPE), SEIU,  Exclusive Representative.
--

RD Directed

Case No. SF-D-134

CERTIFICATION OF A REPRESENTATIVE

An election having been conducted in the above matter under the supervision of the Regional Director of the Public Employment Relations Board in accordance with the Rules and Regulations of the Board; and it appearing from the Tally of Ballots that a majority of the valid ballots were cast for SONOMA COUNTY ORGANIZATION OF PUBLIC/PRIVATE EMPLOYEES (SCOPE), SEIU, therefore, pursuant to the authority vested in the undersigned by the Public Employment Relations Board, IT IS HEREBY CERTIFIED as of May 19, 1985 that SONOMA COUNTY ORGANIZATION OF PUBLIC/PRIVATE EMPLOYEES (SCOPE), SEIU is the exclusive representative of all employees in the unit set forth below:

(See Attached)

Signed at San Francisco, California

On the 22nd day of May, 1985

On behalf of the  
PUBLIC EMPLOYMENT RELATIONS BOARD

*Anita I. Martinez*  
Anita I. Martinez  
Regional Director

Account Clerk I & II	Master Course Scheduler
Accounting Technician	Mathematics Computer Lab Assistant
Administrative Secretary	Media Assistant
Admissions & Records Clerk I, II & III	Office Automation Liaison Trainer
Admissions & Records Evaluation Technician	Offset Duplicating Equipment Operator
Art Gallery & Exhibit Coordinator	Operations Coordinator
Articulation Technician	Personnel Specialist
Assistant Science Laboratory Technician	Photo Lab Technician
Athletic Equipment Assistant	Planetarium Specialist
Athletic Equipment Technician	Pool Maintenance/Custodian
Audio Visual Clerk	Programmer
Audio Visual Production Technician	Programmer Analyst
Auto Shop Assistant	Programmer Trainee
Bookstore Operations Assistant I, II & III	Purchasing Assistant
Business Data Processing Lab Specialist	Re-Entry Community Liaison
Campus Center Assistant	Re-Entry Program Assistant
Campus Facility Guard	Satellite Center Service Technician
Campus Security Officer	Science Equipment Technician
Career Center Assistant	Science Laboratory Technician
CETA Advisor	Secretary I & II
CHEC Lab Attendant	Senior Personnel Specialist
College Nurse	Senior Programmer Analyst
Community Services Assistant	Service Center Assistant
Computer Operations Specialist	Special Education Aide
Costumer	Stenographer Clerk
Custodian	Student Employment Assistant
Data Entry Operator	Student Employment Coordinator
Duplicating Equipment Operator	Technical Reader
Electronics Senior Lab Assistant	Telecommunications/Account Clerk
Electronics Storeroom Clerk	Telephone Operator/Receptionist
Electronics Storeroom Clerk/Custodian	Testing Technician
Electronics Technician I & II	Theatre Arts Business Assistant
EOPS Advisor	Theatre Arts Production Technician
Farm Equipment Operator	Tutorial Assistant
Financial Aids Technician	Typist Clerk I, II & III
Graphics Services Assistant	Veterans Upward Bound Program Assistant
Groundskeeper/Gardener	Warehouse Keeper
Grounds Maintenance Technician	
Health Services Assistant	
Instructional Aide I, II & III	
Laboratory Assistant	
Lead Custodian	
Library Assistant I & II	
Maintenance Worker-Skilled	
Maintenance Worker I & II	

Holiday Calendar Cycle

HOLIDAY	2017/2018
Independence Day	July 4, 2017
Labor Day	September 4, 2017
Veterans' Day	November 10, 2017
Thanksgiving Day	November 23, 2017
Day after Thanksgiving	November 24, 2017
<b>Winter Holiday Closure</b>	
Christmas Holiday	December 25, 2017
Christmas Holiday	December 26, 2017
Floating Holiday	December 27, 2017
District Provided Holiday	December 28, 2017
New Year's Holiday	December 29, 2017
New Year's Holiday	January 1, 2018
Martin Luther King Jr's Birthday	January 15, 2018
Lincoln's Day**	February 16, 2018
President's Day**	February 19, 2018
Memorial Day	May 29, 2018

HOLIDAY	2018/2019
Independence Day	July 4, 2018
Labor Day	September 3, 2018
Veterans' Day	November 12, 2018
Thanksgiving Day	November 22, 2018
Day after Thanksgiving	November 23, 2018
<b>Winter Holiday Closure</b>	
Christmas Holiday	December 24, 2018
Christmas Holiday	December 25, 2018
Floating Holiday	December 26, 2018
District Provided Holiday	December 27, 2018
Employee/District Split*	December 28, 2018
New Year's Holiday	December 31, 2018
New Year's Holiday	January 1, 2019
Martin Luther King Jr's Birthday	January 21, 2019
Lincoln's Day**	February 15, 2019
President's Day**	February 18, 2019
Memorial Day	May 27, 2019

HOLIDAY	2019/2020
Independence Day	July 4, 2019
Labor Day	September 2, 2019
Veterans' Day	November 11, 2019
Thanksgiving Day	November 28, 2019
Day after Thanksgiving	November 29, 2019
<b>Winter Holiday Closure</b>	
Christmas Holiday	December 25, 2019
Christmas Holiday	December 26, 2019
Floating Holiday	December 27, 2019
District Provided Holiday	December 30, 2019
New Year's Holiday	December 31, 2019
New Year's Holiday	January 1, 2020
Employee/District Split*	January 2, 2020
Employee/District Split*	January 3, 2020
Martin Luther King Jr's Birthday	January 20, 2020
Lincoln's Day**	February 14, 2020
President's Day**	February 17, 2020
Memorial Day	May 25, 2020

HOLIDAY	2020/2021
Independence Day	July 2, 2020
Labor Day	September 7, 2020
Veterans' Day	November 11, 2020
Thanksgiving Day	November 26, 2020
Day after Thanksgiving	November 27, 2020
<b>Winter Holiday Closure</b>	
Christmas Holiday	December 25, 2020
Christmas Holiday	December 28, 2020
Floating Holiday	December 29, 2020
District Provided Holiday	December 30, 2020
New Year's Holiday	December 31, 2020
New Year's Holiday	January 1, 2021
Martin Luther King Jr's Birthday	January 18, 2021
Lincoln's Day**	February 12, 2021
President's Day**	February 15, 2021
Memorial Day	May 31, 2021

HOLIDAY	2021/2022
Independence Day	July 5, 2021
Labor Day	September 6, 2021
Veterans' Day	November 11, 2021
Thanksgiving Day	November 25, 2021
Day after Thanksgiving	November 26, 2021
<b>Winter Holiday Closure</b>	
Christmas Holiday	December 24, 2021
Christmas Holiday	December 27, 2021
Floating Holiday	December 28, 2021
District Provided Holiday	December 29, 2021
New Year's Holiday	December 30, 2021
New Year's Holiday	December 31, 2021
Martin Luther King Jr's Birthday	January 17, 2022
Lincoln's Day**	February 18, 2022
President's Day**	February 21, 2022
Memorial Day	May 30, 2022

HOLIDAY	2022/2023
Independence Day	July 4, 2022
Labor Day	September 5, 2022
Veterans' Day	November 11, 2022
Thanksgiving Day	November 24, 2022
Day after Thanksgiving	November 25, 2022
<b>Winter Holiday Closure</b>	
Christmas Holiday	December 26, 2022
Christmas Holiday	December 27, 2022
Floating Holiday	December 28, 2022
District Provided Holiday	December 29, 2022
New Year's Holiday	December 30, 2022
New Year's Holiday	January 2, 2023
Martin Luther King Jr's Birthday	January 16, 2023
Lincoln's Day**	February 17, 2023
President's Day**	February 20, 2023
Memorial Day	May 29, 2023

\* On an Employee/District Split the Employee provides 1/2 day via vacation, compensatory time, paid time off, or unpaid leave and the District provides the other 1/2 of the day as additional holiday time off.

\*\* The dates given for Lincoln's Day and President's Day are subject to change based on variations in the college calendar.

## Holiday Calendar Cycle Winter Break Calendars

Calendar 1: Use when Dec 25th falls on Sunday 10 day break

SUN	MON	TUES	WED	THURS	FRI	SAT
18	19	20	21	22	23	24
25	26 Christmas	27 Christmas	28 Floating	29 District Provided	30 New Year's	31
1	2 New Year's	3	4	5	6	7

Calendar 5: Use when Dec 25th falls on Thursday 11 day break

SUN	MON	TUES	WED	THURS	FRI	SAT
21	22	23	24	25 Christmas	26 Christmas	27
28	29 Floating	30 District Provided	31 New Year's	1 New Year's	2 50/50*	3
4	5	6	7	8	9	10

Calendar 2: Use when Dec 25th falls on Monday 10 day break

SUN	MON	TUES	WED	THURS	FRI	SAT
17	18	19	20	21	22	23
24	25 Christmas	26 Christmas	27 Floating	28 District Provided	29 New Year's	30
31	1 New Year's	2	3	4	5	6

Calendar 6: Use when Dec 25th falls on Friday 10 day break

SUN	MON	TUES	WED	THURS	FRI	SAT
20	21	22	23	24	25 Christmas	26
27	28 Christmas	29 Floating	30 District Provided	31 New Year's	1 New Year's	2
3	4	5	6	7	8	9

Calendar 3: Use when Dec 25th falls on Tuesday 11 day break

SUN	MON	TUES	WED	THURS	FRI	SAT
16	17	18	19	20	21	22
23	24 Christmas	25 Christmas	26 Floating	27 District Provided	28 50/50*	29
30	31 New Year's	1 New Year's	2	3	4	5

Calendar 7: Use when Dec 25th falls on Saturday 10 day break

SUN	MON	TUES	WED	THURS	FRI	SAT
19	20	21	22	23	24 Christmas	25
26	27 Christmas	28 Floating	29 District Provided	30 New Year's	31 New Year's	1
2	3	4	5	6	7	8

Calendar 4: Use when Dec 25th falls on Wednesday 12 day break

SUN	MON	TUES	WED	THURS	FRI	SAT
22	23	24	25 Christmas	26 Christmas	27 Floating	28
29	30 District Provided	31 New Year's	1 New Year's	2 50/50*	3 50/50*	4
5	6	7	8	9	10	11

\* On a 50/50 Split day, the Employee provides 1/2 day via vacation, compensatory time, paid time off, or unpaid leave and the District provides the other 1/2 of the day as additional holiday time off.

## SUMMER HOURS AGREEMENT

Unit members will have the following work options subject to the needs of the District and to the prior written approval of their immediate administrative supervisor and the Vice President of Human Resources, or designee:

### REGULAR WORK SCHEDULE & ALTERNATIVE WORK SCHEDULE OPTIONS

#### **REGULAR WORK SCHEDULE:**

Four (4) day work week; ten (10) hours per day, Monday through Thursday. Friday is not a work day, with some exceptions to be determined on an individual or departmental basis.

#### **ALTERNATIVE WORK SCHEDULE OPTIONS:**

If an alternative work schedule is elected by the unit member and approved by the District, this shall be in effect for the duration of the summer (i.e., from Memorial Day Holiday until the last Friday in July).

Unit members shall receive holiday pay based on his/her scheduled work hours on any day designated a holiday.

No unit member's shift differential or other premium pay shall be affected by the 4/10 work plan, or any option under the plan, unless s/he elects to work less than eight (8) hours per day.

It is the intent of the District to attempt to reasonably accommodate a unit member's request to work one of the below alternative work schedules:

#### **Four (4) day work week, eight (8) or nine (9) hours per day, Monday through Thursday. Friday is not a work day. This alternative schedule can be achieved in any of the following ways:**

- a. A unit member shall be permitted to utilize earned and unused vacation and CTO equal to, but not to exceed, a forty (40) hour work week in paid status. Upon the unit member's written request to the Vice President of Human Resources, the District will advance vacation hours which the unit member will be eligible to earn in that fiscal year, if necessary.
- b. A unit member with medical restrictions documented by a physician, and subject to verification by a District selected physician, may use earned and unused sick leave to maintain their regular FTE pay status.
- c. Unit members may elect a leave without pay in lieu of maintaining their FTE pay status with no impact on the unit member's District paid benefits or benefit accrual rates. Retirement service credit is subject to the rules and regulations of the Public Employees Retirement System or the unit member's retirement system.
- d. Upon written request to (and approval by) the Vice President of Human Resources, a unit member may utilize personal necessity leave to maintain their regular FTE pay status to accommodate difficulties with the 4/10 schedule concerning dependent care.

#### **REST PERIODS:**

An additional break of ten (10) minutes per day may be added to another rest period during the day or be utilized independently, as scheduled between the employee and the supervisor.

#### **REQUEST PROCESS:**

1. The unit member may request an alternative work schedule using the form on front page, (which also serves as a Notice of Absence form [NOA]), and forward to his/her immediate supervisor and to the Vice President of Human Resources, or designee. If approved at both levels, the schedule shall be implemented. Reasonable requests shall not be arbitrarily denied.
2. If not approved by immediate supervisor, the unit member, within five (5) calendar days of being denied by the supervisor, may appeal in writing to the Appeals Committee composed of the Vice President of Human Resources or designee, one administrator representative appointed by the Superintendent/President and a representative appointed by SEIU, Local 1021. Their decision shall be made by consensus and it is final and not subject to any further administrative review.

Article 13 (Grievance Procedure), current collective bargaining agreement between SCJCD/SEIU, shall not be used to grieve unit members' work schedule decisions made by the District and/or the Appeals Committee.

Alternative Work Schedule Calendar

SAMPLE CALENDAR

Summer 2015

May						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

3 Work Days, 1 Holiday

May 25: Begin Summer Schedule

June						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

18 Work Days

July						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

17 Work Days, 1 Holiday

July 30: End Summer Schedule



SAMPLE LETTER
---------------

Date:

To: All Regular Classified Employees  
Management Team/Department Chairs

From: Danielle Donica/Linda Jay, Human Resources

Subject: **Summer Hours for the Period From (Memorial day) May – (last Friday in )July**

Per SEIU Contract Article 6.8.1, beginning Memorial Day week in May, the District will implement the Summer 4/10 Schedule. The work week will be four (4) days per week, Monday through Thursday, 10 hours per day. Employees need to work their full weekly FTE hours within this schedule, or reduce their schedule per the information below. This schedule will be in effect until last Friday in July.

The College's public hours will not be changed. Offices should plan on being open from 8:00 a.m. - 5:00 p.m. Monday through Thursday. The College will be closed from Friday through Sunday. Any office/department requesting exceptions to the normal public hours must be recommended to the employee's immediate supervisor and Component Administrator. If approved, those requests shall be forwarded to the Human Resources Department.

The full text of the Summer Hours Agreement is in Appendix G.1 of the SEIU/District contract. The agreement explains how an employee may use vacation time, compensatory time off (CTO), sick leave (if applicable), etc., to work less than ten hours per day.

If you wish to work an alternative schedule please complete the Summer Alternative Work Schedule Notice of Absence (NOA) form on the back of this memo and submit to your supervisor for approval. This form should be submitted to Human Resources by May 9.

Please report only your reduced hours for the Summer 4/10 Schedule. If you plan on taking additional time off during this period, please submit those hours on a separate NOA reporting your actual hours absent per day.

Please note: if you will be working within the established summer work hours and your regular FTE nothing further is required. Please do not submit this form if you are not reducing your FTE.

Thank you.

---

FOR QUESTIONS: CONTACT DANIELLE DONICA x4785 OR LINDA JAY x4817 IN HR  
SUBMIT FORM TO: HUMAN RESOURCES DEPT. **NO LATER THAN MAY 9**

---

# Summer Alternative Work Schedule

## NOTICE OF ABSENCE FORM

SSN (LAST FOUR) \_\_\_\_\_

NAME: \_\_\_\_\_

DEPT: \_\_\_\_\_

REGULAR FTE/HOURS PER DAY: \_\_\_\_\_

### REDUCED SUMMER SCHEDULE:

DAY	START TIME	LUNCH BEGIN/END	END TIME	TOTAL HRS. WORKED	TIME REDUCED IF LESS THAN REGULAR FTE
MON	_____	_____	_____	_____	[_____]
TUE	_____	_____	_____	_____	[_____]
WED	_____	_____	_____	_____	[_____]
THU	_____	_____	_____	_____	[_____]

TOTAL WEEKLY WORK HOURS: [\_\_\_\_\_]

TOTAL HRS/WEEK REDUCED: [\_\_\_\_\_]

***PLEASE DO NOT SUBMIT THIS FORM  
IF YOU ARE NOT REDUCING YOUR TOTAL FTE/HOURS PER WEEK.***

CHARGE TO:  Sick (current medical note required)    CTO/PTO    Personal Necessity  
 Unpaid    Vacation    Other \_\_\_\_\_

EFFECTIVE DATES FROM: \_\_\_\_ \_\_\_\_ \_\_\_\_ TO: \_\_\_\_ \_\_\_\_ \_\_\_\_  
MM DD YY MM DD YY  
TOTALS HOURS REDUCED FOR MAY/JUNE: [\_\_\_\_\_]

EFFECTIVE DATES FROM: \_\_\_\_ \_\_\_\_ \_\_\_\_ TO: \_\_\_\_ \_\_\_\_ \_\_\_\_  
MM DD YY MM DD YY  
TOTALS HOURS REDUCED FOR JULY: [\_\_\_\_\_]

***DO NOT SUBMIT PLANNED VACATION/TIME OFF ON THIS FORM.  
PLEASE SUBMIT THOSE HOURS ON A SEPARATE NOA.***

EXPLANATION FOR REQUEST (Attach sheet if necessary): \_\_\_\_\_

### Approval Signatures:

\_\_\_\_\_  
Employee's Signature Date

\_\_\_\_\_  
Immediate Supervisor's Signature Date

\_\_\_\_\_  
Component Administrator Date

FOR QUESTIONS: CONTACT DANIELLE DONICA x4785 OR LINDA JAY x4817 IN HR  
SUBMIT FORM TO: HUMAN RESOURCES DEPT. NO LATER THAN MAY 9

cc: NOA FILE; PAYROLL IF APPLICABLE.



## APPENDIX I SHIFT DIFFERENTIAL SCHEDULE

Shifts that have any portion in the shaded zone receive a 5% shift differential on their whole shift.

TIME	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
12:00am - 12:30am							
12:30am - 1:00am							
1:00am - 1:30am							
1:30am - 2:00am							
2:00am - 2:30am							
2:30am - 3:00am							
3:00am - 3:30am							
3:30am - 4:00am							
4:00am - 4:30am							
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9:30pm - 10:00pm							
10:00pm - 10:30pm							
10:30pm - 11:00pm							
11:00pm - 11:30pm							
11:30pm - 12:00pm							

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## POSITIONS BY COMPONENT GROUP

**GROUP #1 CROSS-COMPONENT GROUP (ADMINISTRATIVE ASSISTANT FAMILY)**Administrative Assistant I, II & III  
Clerical Assistant

Executive Assistant, Non-Confidential

**GROUP #2 CROSS-COMPONENT GROUP (FACILITIES & INFORMATION TECHNOLOGY CLASSIFICATIONS) Formerly: Administrative Services**

Alternate Media Specialist	HVAC and Controls Technician
Assistive Technology Specialist	Instructional Accessibility Specialist
Automotive/Equipment Mechanic	Instructional Designer
Automotive Shop Assistant	Instructional Systems Administrator
Building Maintenance Generalist	Locksmith
Carpenter	Media Production Technician
Coordinator, Building & Equipment Maintenance	Media Resources Specialist
Coordinator, Computer Aided Design (CAD) Labs	Media Support Specialist
Coordinator, Computer Labs	Media Systems Technician I & II
Coordinator, Farm Operations	Microcomputer Lab Specialist I & II
Coordinator, Grounds Operations, Petaluma	Network Technician
Coordinator, Grounds Operations, Santa Rosa	Petaluma Microcomputer Lab Coordinator
Coordinator, Instructional Computer Systems	Plumber
Coordinator, KAD Equipment & Services	Pool Facility Maintenance Technician
Coordinator, Maintenance Operations	Programmer
Coordinator, Online Accessibility	Programmer Analyst
Coordinator, Public Safety Facilities Operations	Programmer Analyst, Senior
Coordinator, Technology Procurement	Research Analyst
Custodial Maintenance Technician	Research Technician
Custodian	Systems Administrator
Electrician	Systems Specialist, Student Financial Services
Emergency Management Specialist	Technical Writer
Energy Management Technician	Tree Maintenance Worker
Equipment Technician I	Waste Diversion Technician
Farm Assistant	Web Design Specialist
Farm Equipment Operator	Web Developer
Groundskeeper I & II	Web Support Specialist
Hazardous Materials Specialist	
Heavy Cleaner	
Help Desk Technician	

**GROUP #3 CROSS-COMPONENT GROUP (FISCAL SERVICES, HUMAN RESOURCES & PUBLIC RELATIONS) Formerly: Business Services**

Account Specialist	Human Resources Technician
Account Technician I & II	Parking Lot Attendant
Accountant	Payroll Specialist
Advisor, Student Life Accounts & Marketing Programs	Payroll Technician
Budget Specialist, Categorical Programs	Police Dispatcher/Records Technician
Buyer	Police Officer
Buyer, Senior	Police Systems Administrator
Community Service Officer	Purchasing Specialist
Coordinator, Communications & Marketing	Senior Designer
Coordinator, Marketing & Social Media	Storekeeper I & II
Coordinator, Warehouse Operations	
Copy Center Specialist	

## POSITIONS BY COMPONENT GROUP – Continued

### **GROUP #4 ACADEMIC AFFAIRS**

Accompanist/Coach  
Art Gallery Specialist  
Box Office Technician  
Ceramics Laboratory Technician  
Child Care Associate Teacher  
Child Care Master Teacher  
Child Care Site Supervisor  
Child Care Teacher  
Cook/Child Care Center  
Coordinator, Community & Contract Education  
Coordinator, Dental Clinic Business Office  
Coordinator, Farm Operations  
Coordinator, Shone Farm Sales & Marketing  
Coordinator, Scheduling  
Coordinator, Science Labs  
Culinary Operations Specialist  
Culinary Retail Clerk  
Curriculum Technician  
Electronics Laboratory Technician  
Exhibits Specialist  
Horticulture Technician I  
Instructional Accessibility Specialist  
Instructional Assistant, Senior  
Job Developer  
Laboratory Assistant, Adapted PE (APE)  
Laboratory Assistant, Health Sciences  
Laboratory Assistant, Public Safety  
Laboratory Assistant/Senior, Health Sciences  
Library Specialist, Petaluma Campus  
Library Technician I, II & III  
Livestock Technician  
Outreach Specialist, Adult Education Programs  
Photography Lab Technician  
Planetarium Specialist  
Print Making Laboratory Technician  
Program Assistant, Study Abroad/Language Lab  
Scheduling Technician  
Scheduling Technician, Senior  
Science Equipment System Specialist  
Science Lab Instructional Assistant  
Science Lab Technician  
Sculpture Laboratory Technician  
Theatre Arts Costume Technician  
Theatre Arts Production Specialist  
Theatre Arts Promotions Specialist  
Visual Resources Technician

### **GROUP #5 STUDENT SERVICES**

Admissions and Records Evaluation Specialist I & II  
Admissions and Records Specialist  
Advisor, Health Occupations Prep & Ed (HOPE) Programs  
Advisor, Student Life Accounts & Marketing Programs  
Articulation Specialist  
Career Services Advisor  
College Nurse Practitioner  
Coordinator, Admissions & Records  
Coordinator, Assessment Services  
Coordinator, Dream Centers  
Coordinator, EOPS/Foster Youth Ed. Support Specialist  
Coordinator, EOPS Outreach Programs  
Coordinator, Financial Aid & Outreach  
Coordinator, High School Equivalency Prog. (HEP)  
Coordinator, Intercultural Center, Petaluma Campus  
Coordinator, International Student Program  
Coordinator, Student Academic Records  
Coordinator, Student Engagement Programs, SA  
Coordinator, Student Financial Services  
Coordinator, Student Government Programs  
Coordinator, Student Outreach  
Coordinator, Student Resource Center & Marketing Prog.  
Coordinator, Student Success Program  
Coordinator, Veterans Affairs  
Disability Intake Facilitator  
Employment Services Advisor – C2C  
EOPS/CARE Specialist  
EOPS/Foster Youth Educational Support Specialist  
Financial Aid Program Specialist  
Financial Aid Technician– Petaluma  
Financial Aid Technician I & II  
Health Promotion Specialist  
Health Services Assistant  
Health Services Specialist  
Intake Specialist, CalWORKs  
International Student Advisor  
Medical Assistant  
Outreach Specialist, Gateway to College  
Outreach Specialist, High School Equiv. Prog. (HEP)  
Outreach Specialist, Student Outreach  
Program Developer, CalWORKs  
Program Specialist, Gateway to College  
Program Specialist, MESA Programs & Outreach  
Scholarship Technician  
Service Facilitator  
Sign Language Interpreter  
Sign Language Interpreter, Senior  
Student Advisor, CalWORKs  
Student Success Coach – C2C  
Student Success Specialist I & II  
Student Success Technician  
Support Services Specialist  
Testing Specialist  
Testing Technician  
Workability Job Developer

**Classification Review Timelines**

Per the Memorandum of Understanding between Sonoma County Junior College District and Service Employees International Union (SEIU) regarding Article 19: Classification/Reclassification, the District and SEIU agree to commission a comprehensive Classification Review and Salary Study of the Classified Unit. In the meantime, the regular Classification Review process will be on hiatus for fiscal years 2017/18 through 2020/21.

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Side Letter  
 District/SEIU 1021 Joint Labor Management Committee  
 June 23, 2015 11AM

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**SEIU 1021/District Side Letter for Joint Labor Management Committee**

1. The District and the SEIU Local 1021, desiring to foster better day-to-day communications, and to achieve and maintain a mutually beneficial relationship through the use of a continuing communications program to effectively maintain stable labor-management relations and avoid controversies, do hereby establish this Side Letter of Agreement for a Joint Labor Management Committee (JLMC).
2. The purpose of the JLMC is to discuss, explore and study problems referred to it by the parties to this Collective Bargaining Agreement (CBA). The JLMC, by mutual agreement, shall be authorized to make recommendations on those problems that have been discussed, explored and studied. The JLMC will function on a consensus model to approve recommendations. When recommendations are reached by the JLMC, they shall be forwarded to the appropriate administrative level with a recommendation that they be considered for implementation.
3. In order to have a frank and open discussion, the JLMC shall have no authority to change, delete or modify any of the terms of the existing District/SEIU 1021 CBA, nor to settle grievances arising under the CBA. In addition, the District and SEIU 1021 agree that ~~all discussions of the JLMC are confidential, and none of the those~~ <sup>the</sup> discussions will be work of the JLMC will be subject to grievance, or used as evidence or in argument in grievances, arbitration, and/or litigation.
4. The JLMC shall have the following specific objectives:
  - Foster communication between parties;
  - Serve as a forum to discuss issues of mutual concern;
  - Work to build consensus for joint problem solving and planning where the parties recognize it is best to have a shared position;
  - Maintain the ~~confidence~~ confidentiality of the other party so that representatives for each side can speak freely;
  - Assess the need for any sub-committees of this JLMC;
  - Inform and educate the District community about the concept and benefits of this labor/management partnership, and
  - Make recommendations to the appropriate administrative level, and monitor the progress of such recommendations.

Side Letter  
District/SEIU 1021 Joint Labor Management Committee  
June 23, 2015 11AM

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5. The JLMC ~~may~~ shall be used to discuss specific and ongoing issues such as:
- Workload;
  - Overtime;
  - Time and motion studies;
  - Evaluation procedures;
  - Best practices, and industry standards;
  - Training, career advancement and upward mobility;
  - Improving the quality of service;
  - Productivity;
  - Use of temporary workers, and
  - Other topics mutually agreed upon.
6. The JLMC shall be composed of 8 members, four representing SEIU 1021, and four representing the District. The SEIU 1021 representatives shall include the President of the 1021 Chapter, the Chapter Vice President, one other elected member of the Chapter, and the SEIU 1021 assigned Field Representative or Education Field Director; other Chapter members may be invited as subject experts as needed. The District representatives shall include the Vice-President, Human Resources, and up to three other management representatives appointed by the District. The District may invite other District employees as subject experts as needed. The District Superintendent/President shall attend on a quarterly basis, or more frequently as agreed upon jointly.
7. The Chair of the JLMC shall alternate between the District and SEIU 1021 each month. The representative appointed as Chair shall serve a term commencing with the close of the meeting at which the appointment is announced and continues until the end of the next meeting. The Chair shall prepare an agenda for the meeting and distribute it ~~at least 10 business days prior to the JLMC meeting~~

Side Letter  
District/SEIU 1021 Joint Labor Management Committee  
June 23, 2015 11AM

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10. The JLMC will remain in existence for the 2015/2016 and the 2016/2017 fiscal years. As of June 30, 2017, the District and SEIU 1021 may mutually agree to extend or end the JLMC. ~~If no agreement is reached the JLMC will end.~~
-





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Side Letter  
To July 1, 2014 – June 30, 2017 contract

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**Classified Open Recruitment Screening Criteria**

Effective July 1, 2015, for every classified open recruitment, a screening criteria will be "previous experience in a higher education setting". The scale (e.g. 0-5) for this criterion will be equal to the highest scale of the other criteria as determined by the committee.

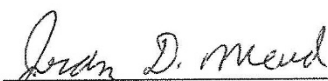
AGREED TO ON June 23, 2015

BY:

FOR THE DISTRICT'S TEAM:

  
\_\_\_\_\_  
Karen Furukawa or  
Other Designee

FOR THE SEIU, LOCAL 1021 TEAM:

  
\_\_\_\_\_  
Jordan Mead

  
\_\_\_\_\_  
John Shaban

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SIDE LETTER TO ARTICLE 24 DISTRICT POLICE  
PAID MEAL PERIODS FOR DESIGNATED LAW ENFORCEMENT EMPLOYEES

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1. Because of the unpredictability of public safety, designated law enforcement employees are prevented from being completely relieved of all duties and are subject to calls for service during meal periods. According to the California Department of Industrial Relations, an on-duty meal period shall be permitted when the nature of the work prevents an employee from being relieved of all duty.

The purpose of this side letter is to add clarifying language to the Agreement between Sonoma County Junior College District and SEIU 1021 under Article 24 for District Police consistent with a long-standing practice of paid meal periods for designated law enforcement employees.

2. Sworn Employees

Paid meal periods for sworn employees shall be part of the total hours worked within the scheduled shift and shall be compensated at the employee's current rate of pay as described under Articles 6, 7, and 24 of the Agreement between Sonoma County Junior College District and SEIU 1021. During paid meal periods, sworn employees are considered out of service, but subject to calls for service; reasonable efforts shall be made to utilize in-service, sworn employees to handle routine calls for service during the paid meal period. Although sworn employees are paid for their meal periods, they shall be allowed the paid meal period away from their patrol vehicles and common work stations. Paid meal periods for sworn employees shall be governed under state law according to the provisions of California Labor Code Section 512(a).

3. Dispatcher/Records Technicians

Paid meal periods for dispatcher/records technicians shall be part of the total hours worked within the scheduled shift and shall be compensated at the employee's current rate of pay as described under Articles 6, 7, and 24 of the Agreement between Sonoma County Junior College District and SEIU 1021. During paid meal periods, dispatcher/records technicians are considered out of service, but subject to call-back in the event of an emergency or routine incident; they will monitor their radio and stay in close proximity to their work stations. Although dispatcher/records technicians are paid for their meal periods, they shall be allowed the paid meal period away from the communications center and common work stations, but shall remain within the premises of the Police Department, unless authorized by a supervisor. The paid meal periods for dispatcher/records technicians shall be covered by other dispatcher/records technicians, sworn employees, or other support staff authorized by the Chief of Police. Paid meal periods for dispatcher/records technicians shall be governed under state law according to the provisions of California Labor Code Section 512(a).

AGREED TO ON October 26, 2017

BY:

FOR THE DISTRICT'S TEAM:

Karen Furukawa

Karen Furukawa or  
Other Designee

FOR THE SEIU, LOCAL 1021 TEAM:

Jordan D. Mead

Jordan Mead

Maria Peluso

Maria Peluso

Santa Rosa Junior College Classified Professional Development Release time Request Form

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Title/Position: \_\_\_\_\_ Department: \_\_\_\_\_  
Time Base (FTE) of Current Position: \_\_\_\_\_

Release time Requested for Academic Year \_\_\_\_\_  fall  spring  summer

Date Range Requested - Starts: \_\_\_\_\_ Ends: \_\_\_\_\_ Hours per Week: \_\_\_\_\_

Total Hours Requested: \_\_\_\_\_

Days of week for release time (Check all that apply to your work schedule)

Mo  Tu  We  Th  Fr  Sa  Su

Proposed weekly work schedule (include lunch breaks):

Monday: \_\_\_\_\_ Tuesday: \_\_\_\_\_ Wednesday: \_\_\_\_\_ Thursday: \_\_\_\_\_

Friday: \_\_\_\_\_ Saturday: \_\_\_\_\_ Sunday: \_\_\_\_\_

Employee Justification for Requesting Professional Development Release Time:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I am also requesting Tuition Reimbursement for the courses that I would like to take (complete separate Tuition Reimbursement form)

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Acknowledgement:

Approved  Denied

Supervisor Statement for approval or denial of Release Time Request:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Appendix O  
See Article 22 for more details.  
Rev: 22Dec2016 Page 1 of 1

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# Classified Shared Governance Compensation Form

Employee Name: \_\_\_\_\_ Emp ID: \_\_\_\_\_

Eligible shared governance activities, must hold appointed or elected seat (participation by position not eligible):

- |                                   |   |  |
|-----------------------------------|---|--|
| 1. Academic Calendar/Registration | 10. District Online                       | 19. LGBTQ Campus Climate               |
| 2. Arts and Lectures              | 11. District Safety & Health              | 20. Parking & Transportation           |
| 3. Auxiliary Enterprise           | 12. Equal Employment Opportunity Advisory | 21. Professional Development           |
| 4. Board of Review                | 13. fitSRJC                               | 22. Scholarship                        |
| 5. Budget Advisory                | 14. Graduation Speaker                    | 23. Student Health Services Advisory   |
| 6. Classified Senate              | 15. Institutional Planning Council        | 24. Sustainability                     |
| 7. Day Under the Oaks             | 16. Institutional Technology Group        | 25. Textbook & Instructional Materials |
| 8. District Accessibility         | 17. Integrated Students Success           |  |
| 9. District Facilities Planning   | 18. Intercultural Events                  |  |

HC1. \_\_\_\_\_ M1. \_\_\_\_\_  
 Hiring committee; state position under recruitment\*\* Monitor; state position under recruitment\*\*  
 HC2. \_\_\_\_\_ M2. \_\_\_\_\_  
 Hiring committee; state position under recruitment\*\* Monitor; state position under recruitment\*\*

Date	Hours	Code Specify from above list	Date	Hours	Code Specify from above list	Date	Hours	Code Specify from above list

TOTAL HOURS: 0.00 CHOOSE COMPENSATION:  FLEX HOURS \_\_\_\_\_  PAID HOURS\* \_\_\_\_\_

I HEREBY CERTIFY THAT THE ABOVE IS A TRUE AND ACCURATE REPORT OF MY PARTICIPATION  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

SUBMIT TO SEIU MAILBOX via inter-department envelope.  
 To ease administrative workload, please consider submitting only one form per semester.  
 SEIU will submit information to the District for processing only once per semester.

\*\$15.00 per hour stipend on all hours served, subject to available funds  
 \*\* Hiring committees and monitors, compensation limited to 10 hours per committee

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**Classified Shared Governance Compensation Program**  
**Frequently Asked Questions**  
As of 9/7/17

**What is this program?**

Effective July 1, 2017 unit members are eligible for compensation for hours served on committees. Unit members may opt for \$15 for each hour served (in addition to regular salary, subject to SEIU fund availability) or one hour of flex time for each hour served. See SEIU Contract 22.4 for more details.

**How will employees earn flex time or payment?**

Flex time or payment may be earned by participating in eligible shared governance activities, subject to limits detailed in SEIU Contract Article 5. See Compensation Request form for list of eligible activities. Only seats filled by appointment or election are eligible for compensation. Seats filled by position are not eligible for compensation.

**How will employees request flex time credit or payment?**

Employees will utilize the Classified Shared Governance Compensation Form to request compensation for hours served. An employee may request flex time credit or payment. The form is located on the Human Resources web site. The form is to be submitted to SEIU for validation and tracking. SEIU to submit consolidated spreadsheet to Payroll for those requesting payment, or to Human Resources for those employees requesting flex time.

**Will this process be paperless?**

The Classified Shared Governance Compensation Form will be routed via hardcopy paper to SEIU. If paper becomes overwhelming, SEIU will investigate alternatives. SEIU will consolidate and submit information to the District electronically.

**If payment is elected, where is the money coming from?**

SEIU has set aside money for this purpose. For those who elect the payment option, payments will be made while funds are available. The District Payroll Office will process payments to employees.

**How will participation be verified and validated?**

The request form requires the employee to certify their submission is true and accurate with a signature and date. SEIU will validate that the participation is eligible for compensation. No other validation or verification will be required.

**Who will keep track of employee flex bank balances?**

Human Resources will keep track of flex bank balances.

**How can accrued Flex Hours be used?**

Flex bank hours can be utilized for any approved flex activity, additional professional development release time, and/or additional educational leave.

**Is the use of flex time hours subject to supervisor approval?**

All use of Flex Time is subject to the approval of the employee's supervisor.

**Is there a limit of how many flex hours an individual may accrue or use?**

There is no limit of how many hours an individual may accrue. However, the maximum allowed usage of hours from an employee's flex bank is twenty (20) hours per fiscal year.

**Can employees use Flex Hours in advance of accrual?**

No.

**How will employees report their use of Flex Time to Human Resources?**

After using flex bank hours, an employee will submit a Notice of Absence form, marking the option "Other" then adding the reason of Classified Flex Time in the Comments section.

**What happens to unused flex hours when an individual is no longer employed with the District?**

Flex bank hours will expire upon separation from the District. There is no cash value of hours accrued in the flex bank.

**If payment is chosen, what will employee deductions and employer contributions be?**

SEIU will pay the costs of all required employer contributions for Social Security, Medicare, Worker's Comp, and Unemployment. The employee's normal salary deductions will apply to this income.

**If payment is chosen, how will this compensation affect employee's CalPERS/CalSTRS pension?**

This income is not pensionable. It will not be subject to any PERS/STRS deductions and will not count toward an employee's service credit.

Memorandum of Understanding  
between the  
Service Employees International Union (SEIU)  
Local 1021  
and the  
Sonoma County Junior College District

regarding Article 24, District Police  
March 30, 2017

This MOU addresses the consequences of these changes in Article 24 where affected.  
The District and SEIU agree to implement Safety PERS for all sworn District Police staff

This will include:

- 2.7% at 57 years of age for classic and new members
- 12.5% employee contribution (rate subject to change, as of 2016/17)
- 13.479% district contribution (rate subject to change, as of 2016/17)
- Social Security opt-out
- One year final compensation for classic members and three year final compensation for PEPRAs members (if required by PERS)
- All other details can be found in the valuation report options #1 & #2 dated 5/18/16
- This concludes all other interests under Article 24

AGREED TO ON MARCH 30, 2017


BY:

FOR THE DISTRICT'S TEAM:



Karen Furukawa or  
Other Designee

FOR THE SEIU, LOCAL 1021 TEAM:



Jordan Mead



John Shaban

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SIDE LETTER TO ARTICLE 14, FILLING VACANT POSITIONS  
SEIU Local 1021 and Sonoma County Junior College District

June 27, 2019

In response to the implementation of the Supplemental Early Retirement Program (SERP) which resulted in a significant number of retirements in the District, staffing guidelines will be followed as outlined in this Side Letter to address the classified vacancies. This Side Letter is proposed to address the most immediate staffing needs with subsequent Side Letters to be discussed for longer-range staffing needs. SEIU Local 1021 and the Sonoma County Junior College District agree that this Side Letter shall run concurrently with the "Guiding Principles for Staffing" adopted by the Board of Trustees on May 14, 2019.

These temporary guidelines are necessary to address the anticipated needs for filling key positions and the short and long range effects of unit members who are transferred, as the District is reorganized. The District and the Union will work together to ensure workloads are reasonable.

Goal of Increasing Time Bases for Part-Time Positions

In the process of reorganization and transfers, the District's goal will be to increase classified unit member positions from fewer than 20 hours to 20 hours or more to ensure eligibility for health benefits. Another goal will be to increase unit member positions that are less than full time (60%, 80%, etc.) to full-time positions, including unit members who work less than 12 months per year. These goals will be implemented with consideration given to budgetary constraints.

Filling Vacant Classified Positions

Transfer opportunities are available to unit members as outlined in Article 14 of the District/SEIU Contract. A "transfer" is currently defined as a move from one work location or department or supervisor to another work location or department or supervisor in the District within the same job classification, or a job classification at the same or lower salary grade.

This Side Letter is proposing that promotional opportunities for internal transfer within the District at a higher salary grade and classification be allowed during the District-wide reorganization.

Following are options for filling vacant positions under a District-wide reorganization:

INTRA-DEPARTMENTAL TRANSFERS

1. When there is a key vacancy within a department where there is only one unit member who meets the minimum qualifications and is serving in a single-incumbent position, the supervisor may fill the key vacancy by assigning the unit member to the higher level classification. The single-incumbent position that may be vacated by the transfer may be eliminated for budget reduction purposes.
2. When there are multiple unit members within a department who are interested in and qualified for a new vacancy in the department, the unit members may be offered the opportunity to submit a detailed letter of interest, resume and/or employment application to the supervisor in order to be considered for the vacant key position. The supervisor may request an interview and/or a skills test to assess the qualifications of the unit members. The supervisor may either offer the position to a unit member within the department or open the position to all qualified unit members.

DISTRICT-WIDE INTERNAL TRANSERS

1. Positions may be opened District-wide to all qualified unit members by the internal transfer process.
2. If not filled by the internal transfer process, a District-initiated transfer may then be considered.

Filling vacant positions by external recruitments will be the final option in order to keep the number of new unit members to a minimum.

Human Resources will monitor the hiring processes for transfers to ensure compliance with applicable law.

Meet and Confer

There will be a meet and confer as needed for District-initiated transfers, exceptions to these options, or to discuss the impacts of the District-wide reorganization on remaining unit members due to unfilled positions.

Addressing Temporary Staffing Needs

The District may employ Student Employees and Short-term, Non-Continuing Employees (STNCs) on an interim or temporary basis to fill key positions, as provided by law. The District agrees to provide training to all managers and supervisors on the correct use of STNCs per the Education Code. SEIU will provide input on and receive a copy of these training materials.

The District agrees to continue bargaining for the inclusion of Floater Positions into Article 14 during the 18/19 contract bargaining cycle.

This Side Letter is in effect until June 30, 2021 which is the anticipated transition period of the District-wide reorganization. Extensions can be considered if necessary to complete the process.

AGREED TO ON: June 27, 2019

BY:

FOR THE DISTRICT TEAM:

Karen Furukawa-Schlereth  
Karen Furukawa-Schlereth or  
Other Designee

FOR SEIU, LOCAL 1021 TEAM:

Debra Miller  
Debra Miller

Aaron Burton  
Aaron Burton



SIDE LETTER TO ARTICLE 14, FILLING VACANT POSITIONS  
SEIU Local 1021 and Sonoma County Junior College District  
August 27, 2020

---

TEMPORARY REASSIGNMENT PROCESS TO ADDRESS WORKLOAD ISSUES  
DURING REMOTE WORK ENVIRONMENT

On June 27, 2019, the District and SEIU signed a Side Letter to Article 14, Filling Vacant Positions (side letter) and agreed to continue bargaining for the inclusion of Floater Positions into Article 14. The side letter was developed in response to the implementation of the Supplemental Early Retirement Program (SERP) which resulted in a significant number of retirements in the District. Staffing guidelines were developed to address the classified vacancies. The side letter was negotiated to address the most immediate staffing needs with subsequent side letters to be discussed for longer-range staffing needs. SEIU Local 1021 and the Sonoma County Junior College District agreed that the side letter would run concurrently with the “Guiding Principles for Staffing” adopted by the Board of Trustees on May 14, 2019. The temporary guidelines provided in the side letter are necessary to address the anticipated needs for filling key positions and the short and long-range effects of unit members who are transferred, as the District is reorganized.

When the District faced the challenge of addressing work environment restrictions with COVID-19 in Spring 2020, most unit members transitioned to working remotely, if they had duties that could be performed remotely. This has resulted in some unit members experiencing heavier workloads than normal due to the demands of providing service in a remote environment, while other unit members are not able to work their full time base. To address this imbalance and meet the needs of the District, this proposal will initiate the ‘Floater Pool’ concept created in the side letter.

In July 2020, the District conducted a Classified Workload Survey by requesting that Management Team members provide information regarding areas that were in need of assistance and identify unit members in their areas who were not working their full time base. To address these and any other additional needs and potential temporary transfer opportunities that are identified, the District and SEIU agree to utilize the process outlined below:


1. Define the temporary assignment
  - a. Duration of the assignment (start date and end date)
    - Short-term: 6 months or less (temporary impact); no impact to classification or seniority
    - Long-term: Greater than 6 months (ongoing need);
    - The District and SEIU will consider impacts to classification and seniority, and whether the situation should be addressed permanently.
  - b. Expected time needed (weekly hours and preferred work schedule)
  - c. Type of Assignment:
    - Covering a leave
    - Completing a project
    - Demand surge
    - Safety monitors
    - Remote or On-site

- d. Funding Source: assumption that the cost of salary and benefits will continue to be paid by the primary department. Consider any funding issues, especially for categorical programs/grants that are volunteering unit members to temporarily be transferred to another department.
  
  - d. Communicating safety protocols and re-educating existing staff on protocols within the office; considering high-risk individuals or other issues that would prevent staff from working on site
  - e. Considering best fit, personalities, availability and need for supervisors in both departments and unit members to communicate regularly about workloads that may affect temporary assignments
  - f. Assigning very specific projects/tasks to avoid confusion over responsibilities; considering training issues and time to learn new duties.
  - g. Addressing filling of STNC assignments with temporary assignments for unit members.
5. SEIU and the supervisors will meet with Human Resources to discuss the terms of the temporary assignment. The unit member may choose to participate in this meeting.
6. Board approval is required for any additional compensation or changes in classification or time base. A Personnel Action Form will be processed in all situations for recordkeeping purposes.

AGREED TO ON 08/31/2020

BY:

FOR THE DISTRICT'S TEAM:

  
Sarah Hopkins (Aug 31, 2020 16:55 PDT)  
Sarah Hopkins or  
Other Designee

FOR THE SEIU, LOCAL 1021 TEAM:

  
Jordan Mead (Sep 8, 2020 10:34 PDT)  
Jordan Mead

  
Aaron Burton (Sep 8, 2020 10:38 PDT)  
Aaron Burton



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## SIDE LETTER TO ARTICLE 14, FILLING VACANT POSITIONS

SEIU Local 1021 and Sonoma County Junior College District

Revised June 24, 2021

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In response to the implementation of the Supplemental Early Retirement Program (SERP) which resulted in a significant number of retirements in the District, staffing guidelines will be followed as outlined in this Side Letter to address the classified vacancies. This Side Letter is proposed to address the most immediate staffing needs with subsequent Side Letters to be discussed for longer-range staffing needs. SEIU Local 1021 and the Sonoma County Junior College District agree that this Side Letter shall run concurrently with the “Guiding Principles for Staffing” adopted by the Board of Trustees on May 14, 2019.

These temporary guidelines are necessary to address the anticipated needs for filling key positions and the short and long range effects of unit members who are transferred, as the District is reorganized. The District and the Union will work together to ensure workloads are reasonable.

Goal of Increasing Time Bases for Part-Time Positions

In the process of reorganization and transfers, the District’s goal will be to increase Classified unit member positions from fewer than 20 hours to 20 hours or more to ensure eligibility for health benefits. Another goal will be to increase unit member positions that are less than full time (60%, 80%, etc.) to full-time positions, including unit members who work less than 12 months per year. These goals will be implemented with consideration given to budgetary constraints.

Filling Vacant Classified Positions

Transfer opportunities are available to unit members as outlined in Article 14 of the District/SEIU Contract. A “transfer” is currently defined as a move from one work location or department or supervisor to another work location or department or supervisor in the District within the same job classification, or a job classification at the same or lower salary grade.

This Side Letter allows for promotional opportunities for internal transfer within the District at a higher salary grade and classification during the District-wide reorganization.

Following are ~~options~~ the steps for filling vacant positions under ~~a~~ the District-wide reorganization. ~~Positions may be filled in the most appropriate manner given the circumstances under consideration for each vacancy that arises:~~

~~OPTION-STEP~~ 1: DISTRICT-WIDE INTERNAL TRANSFER

Positions ~~may~~ will be opened District-wide to all qualified Classified unit members ~~by~~ through the internal transfer process, ~~however it will be open internally.~~ All positions will be advertised internally for two weeks.

~~OPTION-STEP~~ 2: DISTRICT-INITIATED TRANSFER

If not filled by the District-wide internal transfer process, a District-initiated transfer may be considered.

~~OPTION-STEP~~ 3: EXTERNAL RECRUITMENT

Filling vacant positions by external recruitment will be the final option after ~~Options Steps 1 and 2~~ have been exhausted in order to keep the number of new Classified unit members to a minimum.

Human Resources will monitor ~~the all~~ hiring processes ~~for transfers~~ to ensure compliance with applicable law.

Meet and Confer

There will be a meet and confer as needed for District-initiated transfers, exceptions to these options, or to discuss the impacts of the District-wide reorganization on remaining Classified unit members due to unfilled positions.

Addressing Temporary Staffing Needs

The District may employ Student Employees and Short-term, Non-Continuing Employees (STNCs) on an interim or temporary basis to fill key positions, as provided by law. The District agrees to provide training to all managers and supervisors on the correct use of STNCs per the Education Code. SEIU will provide input on and receive a copy of these training materials.

For the duration of this Side Letter, the District agrees to continue bargaining for the inclusion of Floater Positions into Article 14, ~~during the 21/22 contract bargaining cycle.~~

This Side Letter is in effect until June 30, 2024 which is the anticipated transition period of the District-wide reorganization and long-range plan to fiscal stability. Extensions can be considered if necessary to complete the process.

AGREED TO ON: \_\_\_\_\_, 2021

BY:

FOR THE DISTRICT TEAM:

FOR SEIU, LOCAL 1021 TEAM:

  
\_\_\_\_\_  
Sarah Hopkins (Jun 30, 2021 09:45 PDT)  
Sarah Hopkins or  
Other Designee

  
\_\_\_\_\_  
Jordan Mead (Jun 30, 2021 13:58 PDT)  
Jordan Mead  
  
  
\_\_\_\_\_  
Aaron Burton (Jun 30, 2021 14:41 PDT)  
Aaron Burton

Sonoma County Junior College District and SEIU Local 1021  
Side Letter Addressing Impacts of COVID-19 / Contracting Out  
January 12, 2021

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**SEIU 1021 / District Side Letter for Contracting Out Bargained Work**

1. The District and the SEIU Local 1021 agree to temporarily allow the contracting out of providing external childcare to student parents who have children enrolled in the SRJC Children’s Center to Community Childcare Council of Sonoma County 4Cs while the SRJC Children’s Center is closed due to impacts of the COVID-19 pandemic.
2. The number of hours that parents are able to receive external childcare for will be equal or less to the number of hours they would normally receive childcare for from the SRJC Children’s Center.
3. This agreement expires at the end of the Spring 2021 term.
4. This agreement is non-precedent setting and both the District and SEIU local 1021 agree that it is only allowable because of the COVID-19 pandemic.

AGREED TO ON 01/21/2021

BY:

FOR THE DISTRICT’S TEAM:

FOR THE SEIU, LOCAL 1021 TEAM:

  
Sarah Hopkins (Jan 21, 2021 16:44 PST)  
Sarah Hopkins or  
Other Designee

  
Jordan Mead (Feb 2, 2021 08:46 PST)  
Jordan Mead

  
Aaron Burton (Feb 2, 2021 10:37 PST)  
Aaron Burton

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Sonoma County Junior College District and SEIU Local 1021 (Classified Unit)  
Side Letter Addressing Stipend to Offset Costs of COVID-19  
Transition to Remote  
April 8, 2021

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As a result of the COVID-19 pandemic, Classified Professionals transitioned to a remote or significantly different working environment. SEIU and the District agree that there have been monetary impacts to Classified Professionals as a result of these changes.

Every unit member who has transitioned to working remotely in Fall 2020 or Spring 2021 shall be eligible for a stipend of up to \$200 to reimburse for costs of going remote, including technology costs, supplies or other critical needs due to the transition.

Stipends will be claimed by submitting an agreed upon form to the District by May 28, 2021.

This agreement is for the Spring 2021 semester only and shall not be precedent setting.

AGREED TO ON APRIL 8, 2021

BY:

FOR THE DISTRICT'S TEAM:

FOR THE SEIU, LOCAL 1021 TEAM:

  
Sarah Hopkins (Apr 20, 2021 17:55 PDT)

Sarah Hopkins or  
Designee

  
Jordan Mead (Apr 26, 2021 13:44 PDT)

Jordan Mead

  
Aaron Burton (Apr 28, 2021 14:33 PDT)

Aaron Burton

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Sonoma County Junior College District and SEIU Local 1021 (Classified Unit)  
Side Letter Addressing Impacts of COVID-19  
Article 22 – Employee Education and Training  
April 15, 2021

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**SEIU 1021/District Side Letter for Mandatory COVID Training**

1. The Educational Employment Rights Act requires that the District provide notice to SEIU Local 1021 of its intent to provide District employees with COVID training, per Title 8 – (Cal/OSHA) COVID-19 Emergency Temporary Standards.
2. The District and the SEIU Local 1021 agree to make this training mandatory for Classified Unit Members, and must be completed by all unit members no later than May 28, 2021.
3. The training will be offered through Keenan SafeColleges Online Training program. The training takes approximately 30 minutes to complete during a unit member’s regular work shift.
4. Unit members who complete the training by May 28, 2021 will be entitled to a one-time professional development stipend of \$25. Unit members who have not completed the training by May 28, 2021 forfeit eligibility for a stipend, and their supervisors will be notified to ensure that the training gets completed no later than June 30, 2021. Reasonable exceptions (approved leaves, new hires, e.g.) will be considered.
5. This agreement expires when the District’s obligation to provide this training ends. As of the date of this agreement, this obligation ends effective October 2, 2021.
6. District and SEIU local 1021 agree that this professional development stipend is payable with CARES funds due to the impacts of the COVID-19 pandemic.

AGREED TO ON 04/20/2021

BY:

FOR THE DISTRICT’S TEAM:

  
\_\_\_\_\_  
Sarah Hopkins (Apr 20, 2021 17:55 PDT)

Sarah Hopkins or  
Designee

FOR THE SEIU, LOCAL 1021 TEAM:

  
\_\_\_\_\_  
Jordan Mead (Apr 26, 2021 13:44 PDT)

Jordan Mead

  
\_\_\_\_\_  
Aaron Burton (Apr 26, 2021 14:34 PDT)

Aaron Burton

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Memorandum of Understanding  
between  
Sonoma County Junior College District  
and  
Service Employees International Union (SEIU)

**Article 19    CLASSIFICATION/RECLASSIFICATION**

The District and SEIU agree to commission a comprehensive Classification Review and Salary Study of the Classified Unit. The District is to bear the cost of commissioning this Study.

The District and SEIU agree that selecting the vendor to commission this comprehensive Classification Review and Salary Study will be an open-minded RFP process. The selected vendor will propose the review methodology, and this same process will be used to review all of the positions in the Classified Unit. In addition, this methodology will be used to review classified positions during an annual review cycle. The District and SEIU will agree on the vendor.

The comprehensive Classification Review and Salary Study will be an employee-driven process with Supervisor input. The unit member will provide initial input, with a review opportunity and appeal process.

The regular CRC process will be on hiatus for fiscal years 2017/18 and 2018/19.

**Timelines for the Comprehensive Classification and Salary Study**

The RFP process to select a vendor will commence in the Fall 2017. The comprehensive Classification Review and Salary Study will commence immediately after award of the contract to the selected vendor, or as soon as possible thereafter.

Results of the Study will be due to SEIU/District Negotiations by January 1, 2019 or as soon as possible thereafter. SEIU/District will negotiate the effects and implementation of the study January-June, 2019 with a target implementation date of July 1, 2019

In addition to the above, the District and SEIU agree to negotiate the following factors during January– June, 2019:

- Revised CRC process effective date.
- SRJC placement in relation to comparable entities.
- Z-Rating.
- Unit members moving to lower steps to ease implementation burden.
- Restarting annual review cycle

**Off-Schedule Reviews**

The District and SEIU agree that Off-schedule reviews will continue during the comprehensive Classification Review Process with the following conditions:

1. The cut-off date for any new Off-Schedule reviews will be effective October 10, 2017
2. Classification reviews triggered by events specified in Article 19.5.2. outside of the Study will only be considered in extreme circumstances. For example:
  - a) Unanticipated situations (to be determined by the SEIU President, Vice President of Human Resources, and the CRC Co-Chairs)
  - b) New positions that cannot be described by an existing job description (to be determined by CRC)
  - c) Categorically funded positions that require specific job titles/classifications
3. Any positions that have gone through an off schedule review will be reviewed again under the new process after the implementation of the full classification review. Those results shall be implemented retroactively to the date of the implementation of the full classification review.

**Comparable Entities for Salary Study**

The District and SEIU will agree on comparable entities, which will consist of a number of Community/Junior Colleges that are similar to SRJC and a number of Bay Area public sector employers. Only base salary will be compared between entities. The selected vendor will propose how disputes regarding classification matches between entities will be resolved in their RFP submission.

For the District's Team:

Karen Furukawa 9/7/17  
Karen Furukawa  
Vice President, Human Resources

For the SEIU, Local 1021 Team:

Jordan D. Mead 9/7/17  
Jordan Mead  
SEIU Vice President, Local 1021

Del Mallory 9/7/17  
Del Mallory  
Field Representative, SEIU, Local 1021

*Amended 5/23/19*

Side Letter on Memorandum of Understanding - Article 19

SEIU Local 1021 & Sonoma County Junior College District

Effective until June 30, 2021

**Memorandum of Understanding - Article 19 Classification/ Reclassification (Temporary Amendment)**

SEIU Local 1021 and the Sonoma County Junior College District recognize the need to consider off-schedule reviews in a limited capacity. This has become a necessity due to delays in the comprehensive Classification Review and Salary Study of the Classified Unit.

The delay in implementing the study has been an unanticipated situation as described in the Memorandum of Understanding which may warrant an off-schedule review. Therefore, any situations where unit members have been working out of classification for at least 12 consecutive months since November 1, 2017 will be considered for off-schedule reviews.

This Side Letter agreement is limited in scope and seeks to amend the Memorandum on a temporary basis. The remainder of the Memorandum of Understanding remains in effect. *through December 31, 2019 Amended on 5/23/19 per Team.*

Once the effective date of the Memorandum of Understanding has expired, the parties shall follow existing contract language for Article 19 that was in effect before this Side Letter.

For the District's Team:

For the SEIU Local 1021 Team:

*Karen Furukawa*

*Debra J. Miller*

Date *5-16-19*

Date *5-16-19*

*[Signature]*  
*5-16-19*

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**The Index is currently under review. Please note that either pages and/or topics may not be aligned. For complete accuracy, please refer to the Table of Contents.**

