AGREEMENT, 1

Copies of, to unit members, 14

APPENDICES, 133-175

- A) Salary Schedule, Classified, 133
- B) Medical Insurance Benefit Plans, 137
- C) Evaluation Forms:
 - C.1 Classified Probationary, 141
 - C.2 Classified Form, 143
 - C.3 Classified Short Form, 151
 - C.4 District Police, 155
- D) PERB-Certification of a Representative, 159
- E) Winter Holiday Calendar Cycle, 161
- F) 1. Summer Hours Agreement, 163
 - 2. Sample of Alternative Work Schedule (Summer 2015), 164
 - 3. Summer Hours Memo, 165
- G) Notification of Agency Shop Implementation, 167
- H) Shift Differential Schedule, 169
- I) Position by Component Group, 171
- J) Yearly Classification Schedule and Important Deadlines, 173
- K) Memorandum of Understanding, 175
- L) Side Letter District/SEIU Joint Labor Management Committee, 177
- M) Side Letter Classified Open Recruitment Screening Criteria, 181

Assigned Time

Adjustment (longer than 20 days), 22

Reduction, 22

Bilingual Skills, compensation, 34

Board Agenda Minutes, copies of, 13

Break Periods (rest periods), 23

To shorten work day, 19, 21, 22

Budget, Annual, copies, 13

Bulletin Boards, use of, 13

CAMPUS POLICE (SEE "DISTRICT POLICE")

Catastrophic Leave, 63

CLASSIFICATION/RECLASSIFICATION, 95-99

Cause for review, 98

Classification process and timelines, 96

Composition of Classification

Review Committee, 95

Classification review schedule, 95

Creation of a New Position, 98

Departmental reorganization, 98

Direction and methodology, 95

Events Triggering an Off-Schedule

Review, 98

Forms, 99

General Indications, 97

Implementation of CRC Recommendations, 99

Move to new facility, 98

New classifications, 99

Off schedule reviews, 97

Procedure to Request an Off-Schedule

Review, 98

Technology change, 98

Classified Executive Council (CEC)/

Appointments, for Classified Committees, 15

CEC Council Members, 15

Governing body, 14

President, 14

Release Time For, 15

Classified Representation, on committees, 15

Committee Assignments, 15

Appointments, 15

Interview & Standing Committees, 15

Commute Alternatives, 40

Compensatory Time, 23

Accrual limit (hours), 24

CTO timelines, 24

Denial of requested CTO time off, 24

Request to Use, 24

CONCERTED ACTIVITIES, 91

Lockout, 91

SEIU Compliance, 91

Strike, Work Stoppage, Etc., 91

CONTRACTING BARGAINING UNIT WORK, 117

Copies:

Agreement, 14

Personnel file information, 11

Core Hours, 19

DEFINITIONS, i-iii

Derogatory material, in Personnel File, 11

DISCIPLINARY ACTION, 109-113

Causes, 111

Definitions, 110

Disciplinary Action, 109

Non Grievable, 113

Probationary, 111

Dismissal Without Cause, 111

In Promoted/Transfer Position, 109

Procedures for Discipline, 112

Progressive, 109

Reasonable Cause, 109, 110

Request for Hearing, 112

Arbitrator, 112 Cost of, 113 Two (2) Year Limit, 110

DISTRICT POLICE, 119-124

Appeal Process, 120 Chain of Command, 123 Discipline, District Police, 122 Employment Agreement, 119 Evaluations, District Police, 119 Frequency, 119 Field Training Officer (FTO) Assignments, 123 Holiday Pay, 124 Labor Code Section 4850, 123 Law Enforcement Association (LEA), 123 Policy Manual, 123 P.O.S.T. Training, 120 Probationary Period, District Police, 119 Shift Assignments, District Police, 120, 25 Rotation, 121 Seniority, 120 Special Assignments, 123 Training, 122 Uniform Allowance, District Police, 122 Cleaning Allowance, 122 Worker's Compensation, District Police, 122

DISTRICT RIGHTS, 5

EMPLOYEE EXPENSES AND MATERIALS, 35-40

Commute Alternatives, 40
District Equipment, Use of, 40
Licenses and Certificates, 40
Personal Vehicle, Use of, 39
Physical Examinations, 40
Replacing or Repairing Employee's
Property, 39
Uniforms for Facilities Operations and Shone
Farm Classified Employees, 37
Options With Mandatory Shirts, 37
Protective Clothing & Safety Gear, 39
Reimbursement, 37
Work Clothes for Other Classified
Positions, 38

Employees, New, 14
Copy of Agreement, 14
Orientation Meetings, 14
Placement on Salary Schedule, 30
SEIU Presentation/Video, 14
Equipment, District & Prior Approval, 40

EVALUATION AND PERSONNEL FILES, 9-12

Appeal, 11
Discussion (with evaluator), 11
Evaluation Forms and process, 9
Evaluation, 9
Frequency, 9
Personnel Files, 11
Purpose, 9
Special Evaluation, 10
Withholding Step Increases, 31
Written Response, 11

Facilities, use of for SEIU meetings, 13 Family & Medical Leave, 65 Forms, Evaluation, 9 Four/Ten (4/10) Work Schedule, 18, 19

FILLING VACANT POSITIONS, 77-82

Advancement, 81
Applying for Transfer or Promotion, 77
Classified Interview Committees, 82
Definitions, 77
District-Initiated Transfer, 79
Eligibility, 77
Failure to Complete the Probationary
Period, 79
Filing, 80
Notice Contents, 80
Posting of Vacancy Notice, 80
Probationary Period, 79
Reinstatement After Resignation, 81
Selection for Transfer or Promotion, 81

FRINGE BENEFITS FOR RETIREES, 85-89

Administration, 84
Definition, 85
Dental, 85 – 89
Early Retirement Option, 86 – 89
Eligibility, 87 – 89
Incentive Plan, 86
Procedures, 89
Memorandum of Understanding,
Appendix L, 175
Open enrollment, 86

Open enrollment, 86 Spouse eligibility, 85 Stipend, 85

GRIEVANCE PROCEDURE, 71-75

Definitions, 71
Extension of Time Limits, 74
Formal Level (I), 72
Time Limit to Report, 72
Time Limit, VP Human Resources, 72
Formal Level (II), 73

Appeal, Time Limit, 73 Saturday/Sunday Holidays, 47 Time Limit for Sup./Pres., 73 Winter Holiday Closure, 48 Formal Level (III), 73 To Appeal Level II, Time Limit, 73 **HOURS OF EMPLOYMENT**, 17-27 Arbitrator, 73 Assigned Time, Adjustment in, 22 Board of Trustees, Time to Respond, 74 Assigned Time, Reduction in, 22 Cost of Arbitration, 74 Call Back Time, 25 Formal Level (IV), 73 Call in Time, 25 Informal Level, 72 Compensatory Time, Accrual, 21, 23 Employment Status, 26 Job Steward, 71 Release Time, 71 Four/Ten (4/10) Work Schedule, 19, 21 Notice of Absence Form, 72 Home, Working at, 18 Miscellaneous, 74 Job Sharing, 27 Lunch Period, 22 Personnel Files, 11 Representation, With or Without SEIU, 75 Not to Shorten Work Day, 22 Step Increase (denial of), 31 Variable Schedule, 22 Variable Schedule Requests, (denial of), 19 Nine/Eight/One (9/8/1) Work Schedule, 19 Work Time, During, 74 Overtime, Distribution of, 25 Overtime, 18, 20, 21, 23, 24, 25 **HEALTH AND WELFARE BENEFITS**, 41-46 Approval, 23 403(b) Pension Plan, 45 Assigned by Supervisor, 23 Benefit Plans, 44 Rest Period, 23 Benefits Administration, 46 Compensation During, 23 Not to Shorten Work Day, 23 Continuation of Benefits, (While on Paid Leave), 45 Shift Differential, Hours in, 25 Dental, 42-45, 58, 67 Shift Differential for Full-Time Disability, 42-45 Temporary Day Shift Assignment, 26 Eligibility, 43 Unit Members, 25 Early Retirement Option, 81, 85, 86 Voluntary Request for, 26 Eligibility, 87, 88 Split Shift, 26 Incentive Plan, 86 Voluntary Request For, 26 "Summer Hours" Schedule, 21 Part-Time (50% or More), 43 Core Hours, 21 Procedures, 89 **Employee and Dependent Insurance** Grievable, 22 Coverage, 41 Start of Schedule, 21 Fringe Benefits Committee, 46 Starting/Quitting Times, 21 LTD Benefit/Health Coverage, 45 Variable Request, Approval, 22 Open Enrolment, 43 Variable Scheduling, 19 PERS (Informational Item Only), 45 Conditions of, Holidays, Overtime, PERS "Pick-Up" (Tax Treatment), 45 Vacation, Sick Leave, 20, 21 Retirees, Fringe Benefits for, 85 Denial/Not Grievable, 19 Requirement for Stipend, 85 Requests For, 19 SEIU Health & Welfare Benefits Time Frame to Request, 20 Voting Time, 27 Reserve Fund, 46 Student Health Fee Waiver, 45 Work Day, 19 Work Schedule A: (For Employees Enrolling Classes) Hourly Instructional Employee, 17 **HOLIDAYS**, 47-49 Accepting an Additional Position, 17 Additional Holidays, 47 Work Schedule B: College Calendar, 49 (Formerly 10-Mo. Employee), 17 Eligibility, 48 Work Schedule C: Floating Holiday, 48 (Formerly 11-Mo. Employee), 18 Work Week, 18 Holiday Entitlement, 47 Holiday Calendar Cycle, Work Year Descriptions, 17

Appendix E, 161

Human Resources Agenda, copy to SEIU, 13	Unused Donated Hours, 65
	Child Rearing Leave, 62
INSTRUCTION, 115	Court Witness, 55
In-Service Training, 115	Concurrent Running of Leaves, 68
Instruction, 115	Continuation of Health and Welfare
Approval, 115	Benefits, 67
Flex Schedule, 115	Credit for Sick Leave, 59
Release Time, 115	Retirement, 59
Travel, 115	Transfer to Another California
Release Time, 115	Public School, 58
Release Time, 110	Custodial Substitute Utilization, 65
Joh Charing 27	
Job Sharing, 27	Duration of Leave, 66
	Eligibility, 65
LAYOFF PROCEDURES, 101-107	Family Care & Medical Leave, 65
Application, 103	Concurrent Running Leaves, 68
Computation of Seniority, 101	Disability of Unit Member, 66
Computation of Seniority When	Health & Welfare Benefits,
Classifications Change, 102	Continuation of, 67
Definitions, 101	Status While on Leave, 67
Voluntary Consent, 101	Husband, Wife and/or Registered
Displacement Rights, 104	Domestic Partner, 68
Anniversary Date, 105	Right of Reinstatement, 68
Different Position,	Seniority, 63, 67
Salary Placement, 105	Use of Sick Leave, 67
Longevity, 105	Verification, 68
Miscellaneous, 107	Family School Partnership Act, 69
Notice, 105	Time Off For, 69
Reemployment Rights, 106	General Leaves, 62
39-Month Re-Hire, 106	Continuation of Benefits, 67
Reemployment List, 106	Duration, 66
Substitute Employee, 107	Granting, Conditions for, 66
Voluntary Demotion, 106	Unpaid, Procedures;
Retirement in Lieu of Layoff, 106	10 Days - 1 Year, 62
Seniority Procedures, 101	For Training/Study, 63
Reclassification/Transfer, 102	Husband, Wife and/or Registered
Seniority Lists, 103	Domestic Partners who are Unit
Specially Funded Programs, 105	Members, 68
opeolarly randed riograms, 100	Immediate Family, 55
LEAVES OF ABSENCE, 55-69	Industrial Accident and Illness Leave, 59
Accrual of Benefits,	39-Month Re-Hire, 60
39-Month Re-Hire, 63	Disability Retirement, 61
Health & Welfare Coverage, 63	Eligibility, 59
Paid Leave, 59	Examination, Physical/Mental, 58
Unpaid Leave, 63	Leaves Exhausted, 60
Bereavement Leave, 55	Max. Days Per Injury, Per FY, 59
Using Personal Necessity, 62	Rehabilitation Benefits, 61
Catastrophic Leave, 63	Return Requirements, 60
Approval of Request, 64	Right to, w/o Recruitment, 61
Procedures, 64	With Duty Restrictions, 60
Maximum Hours, 64	Transfer, 61
Donations by Other Unit Members, 64	Jury Duty, 55
Limits on Donations of SL, Vac,	Maternity, 59
• To Members Within Unit, 64	
·	Military Leave, 56
• To Members Outside Unit, 64	Monitoring Absences, 69
No Accrual of SL/VAC While On, 64	Personal Necessity Leave, 61

Adoption, 62 **ORGANIZATIONAL SECURITY**, 7-8 Conditions for, 62 Agency Shop Implementation, 7 Maximum Days/Year, 61 Check Off. 7 Purposes for Which Leave May Be Deductions, COPE, 7 Taken, 66 Dues Deduction, 7 Right to Reinstatement, 68 Hold Harmless, 8 Sick Leave, 56 Membership, Maintenance of, 8 Credit for Retirement, 59 Non-Discrimination, 8 Eligibility, New Employee, 56 Employed Less Than: Orientation Meetings for New Employees, 14 Five Days/Week, 57 Overtime, 18, 20, 21, 23, 24, 25 Full Fiscal Year, 56 (Also See Hours of Employment) Notice to Supervisor, 57 Authorization, 23 Return to Work, 57 Call in. 25 Transfer Balance to Other California Called back, after completion of Public School Employer, 58 regular assignment, 25 Verification to Return, 58 Holiday Pay, 20 Part-Time Employee, 24 Status While on Leave, 67 Terms Respecting Leaves of Absence, 63 Pay/Compensatory Time, 23 Time for Commencement of Leave, 67 Personal Burden, 25 Training/Study, 63 Right to Decline, 23 Unit Member Notice, 67 Shift Differential, 25 Verification, 68 Worker's Compensation, 59 PARKING, 125 Lodging, Reimbursement, 32 **PAY AND ALLOWANCES**, 29-34 Longevity, (see 'Pay Allowances'), 32 Bilingual Skills, 34 Dispute regarding, 33 Compensation During Training Periods, 34 Lunch Period, to shorten work day, 22 Compensation for Unit Member Long Term Disability, 45 Working Out of Classification, 33 Mail System, mailboxes, use of, 13 Court Witness, 55, 62 Meals, reimbursement, 32 Meals, Mileage, Parking, 56 Membership, 8 Jury Duty, 55 Authorization, (3.1 Check Off), 7 During Regular Assignment, 56 Deductions, 7 Meals, Mileage, Parking Expense, 56 Maintenance, 8 Longevity, 32 Termination of, 8 Dispute regarding, 33 Mileage, Personal Vehicle, Grievable, 33 Agreement, Property & Liability Ins., 39 Lump Sum Payment, 31 Reimbursement, 31 Mileage, 31 Nine/Eight/One (9/8/1) Flex Schedule, 19 Pay, Rate of, 29 Payroll Errors and Lost Checks, 30 **ORGANIZATIONAL RIGHTS**, 13-16 Placement on Salary Schedule, 30 Classified Executive Council, 14 Reallocation, Placement, 31 Committee Assignments/ Reclassification, Promotion or Interview Committees, 15 Reallocation, 31 Copies of Agreement, 14 Reimbursement for Lodging, 32 Copies of Documents to SEIU, 13 Reimbursement for Meals, 32 Hire Date and Classification Roster, 13 Retroactive Wage Increase, 29 Ratification, 16 Salary Schedule, Classified SEIU Conferences, 14 Appendix A. 133 Release Time, 15 Step Increases, 30 Use of School Facilities for, 13 Services Provided, 13 Less than 50% employees,

hours required, 31

Time of Payment, 30 Roster of Unit Members, 13 Training, Mandated, 34 Working Out of Classification, SAFETY, 83 Compensation for a Unit Member, 33 Committee, Safety Composition, 83 Equipment, Safety, 83 Meetings, Safety, 83 Permanent Status, 9 Personnel Files, 11 Non-Discrimination, Safety, 83 Confidentiality, 12 Release Time, Safety, 83 Derogatory, time limit, 11 Derogatory Information in, 11 Salary Schedules: Grievance, Right to File, 12 Classified, Appendix A, 133 Procedures for placing derogatory Rate of Pay, 29 information in. 11 SEIU Conferences, 14 Procedures for reviewing personnel file, 11 Release Time, 14 Removal of Documents in, 12 Physical Exam. Required, 40 **SEVERABILITY**. 93 TB, Required, 40 Replacement for Severed Provision, 93 Probationary Period, 9 Savings Clause, Severability, 93 Extension of, 9 Shift Differential, 25 Failure to Complete in Promoted Voluntary Flexible Schedule, 26 Position, 79 Social Security, 403(b) in lieu of, 45 102 Promotion, 77-78, 97. Split Shift, 26 Voluntary Flexible Schedule, 26 Ratification Sessions: and Release Time. 16 Step Increases, 30 Reclassification, 31, 95 Less than 50% employees, hours required, 31 Withholding, 31 Stipend, for Retirement, 85 **RECOGNITION**, 3 Summer Hours Schedule, 21 Reduction in Assigned Time, 22 TB Exams, Reimbursement, 40 (Also Art. 20, Layoff Procedures), 101-107 Reimbursement: **TERM OF AGREEMENT**, 127 Certificates, 40 Clothing, 35 Training, Mandated & Compensation, 34 Jury Duty, 55 Licenses, 40 Transfer, 77 Lodging, 32 Definition, 77 Meals, 32 District initiated, 79 Mileage, 31 Rejected, Process, 78 Physical Exams, Required, 40 Time Limit to Request, 77 Revocation of Vacation, 54 Transfer Line, 77 Training, Mandated, 34 Transfer Request Form, 139 Release Time, 14, 15, 16, 72, 83, 115 Appendix C CEC Members, 15 Uniforms: In-Service Training, 115 District Police, 122 Instruction (classes), 115 Facilities Operations, 35 For President, CEC, 14 Ratification Sessions, 16 VACATION, 51-54 Safety Committee Members, 83 Accumulation, 52 SEIU Conferences, Paid/Unpaid, 14 Eligibility, Vacation, 51 Rest Period, 19, 23 Part-Time, 51 To Shorten Work Day, 23 Retirement, Sick Leave Credit, 59 Retirement, Fringe Benefits for, 85 Holidays During Vacation, 53

Retirement, Requirement for Stipend, 85

Interruption of Vacation, 54
Pay Upon Termination, Vacation, 54
Pay, Vacation, 54
Pay-Off, Vacation, 54
Postponement, Vacation, 54
Revoked, 54
Reimbursement for, 54
Scheduling of Vacation, 53

Variable Scheduling, 19
Vehicle, personal use, 39
Liability Insurance, 39
Voting, Time Off for Statewide Elections, 27
Notice of Time Off Request, 27

Posting of Notice, 27
Winter Holiday Closure, 48
Schedule, 161
Work Day, 19
Work, at Home and Approval, 18
Work Week, 18
4/10 Schedule, 19
Work Year,
Calculations for less than
12 months/year assignment, 17
Worker's Compensation, 59, 64
Working out of Class, compensation, 33
More than five (5) working days, 33