

AGREEMENT

BETWEEN

SONOMA COUNTY JUNIOR COLLEGE DISTRICT

AND

SERVICE EMPLOYEES INTERNATIONAL UNION (SEIU)  
LOCAL 1021

JULY 1, 2021 – JUNE 30, 2024



**TABLE OF CONTENTS**  
**SEIU Local 1021 & Sonoma County Junior College District**  
**July 1, 2021 - June 30, 2024**

**DEFINITIONS**

**"Allocation"** is the placement of a classification on a specific salary schedule grade or rate.

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

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

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

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

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

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

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

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

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

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

## TABLE OF CONTENTS

### SEIU Local 1021 & Sonoma County Junior College District July 1, 2021 - June 30, 2024

#### DEFINITIONS (Continued)

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

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

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

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

**"Reassigned Time"** is the time a unit member is reassigned from their normal job responsibilities to perform other duties and a backfill is provided to the unit member's department.

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

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

**"Release Time"** is the time a unit member is released from their normal job responsibilities in order to perform other duties.

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

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

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

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

## TABLE OF CONTENTS

### SEIU Local 1021 & Sonoma County Junior College District July 1, 2021 - June 30, 2024

#### DEFINITIONS (Continued)

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

**“Transfer”** A transfer is a move from one (1) work location or department 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.

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

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

**TABLE OF CONTENTS**  
**SEIU Local 1021 & Sonoma County Junior College District**  
**July 1, 2021 - June 30, 2024**

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**TABLE OF CONTENTS**  
**SEIU Local 1021 & Sonoma County Junior College District**  
**July 1, 2021 - June 30, 2024**

**DEFINITIONS..... i-iii**

**AGREEMENT ..... 1**

**ARTICLE**

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

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

**3 UNION SECURITY .....7**

3.1 Dues/COPE/Union-Sponsored Benefit Program Deductions .....7

3.2 Non-Discrimination .....7

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

4.1 Evaluation.....9

4.2 Frequency .....9

4.3 Purpose .....9

4.4 Interim Evaluation .....10

4.5 Performance Improvement Plan .....10

4.6 Discussion.....11

4.7 Appeal.....11

4.8 Personnel Files.....11

**5 UNION RIGHTS .....13**

5.1 Definition of Unit Member .....13

5.2 Dignity Clause .....13

5.3 Services Provided .....13

5.4 Hire Date and Classification Roster.....13

5.5 Copies of Documents.....13

5.6 SEIU Conferences .....14

5.7 Copies of Agreement .....14

5.8 Classified Executive Council.....14

5.9 Committee Assignments/Interview Committees .....15

5.10 Ratification .....15

5.11 Negotiations.....15

5.12 Contractual Release Time.....16

5.13 Monthly Bargaining Unit Report.....16

5.14 New Employee Onboarding/Benefits Orientation .....16

5.15 Protecting Bargaining Unit from Non-Exclusive Third Parties.....17

5.16 Meet and Confer .....17

**6 HOURS OF EMPLOYMENT .....19**

6.1 Work Year Descriptions .....19

6.2 Work Schedule A: Hourly Instructional Year Employee .....19

6.3 Work Schedule B: (Formerly 10-Month Employee) .....19

6.4 Work Schedule C: (Formerly 11-Month Employee) .....19

6.5 Work Week.....20

6.6 Work Day .....20

6.7 Variable Scheduling.....21

6.8 "Summer Hours" Schedule .....22

6.9 Reduction in Assigned Time.....23

**TABLE OF CONTENTS**  
**SEIU Local 1021 & Sonoma County Junior College District**  
**July 1, 2021 - June 30, 2024**

**ARTICLE**

<b>6</b>	<b>HOURS OF EMPLOYMENT (Continued)</b> .....	<b>19</b>
6.10	Adjustment in Assigned Time .....	24
6.11	Lunch Period.....	24
6.12	Rest Period.....	24
6.13	Overtime .....	24
6.14	Overtime for Unit Members Receiving a Reduction in Hours in Shift Differential .....	26
6.15	Distribution of Overtime.....	26
6.16	Call in Time .....	26
6.17	Call Back Time .....	26
6.18	Shift Differential.....	26
6.19	Split Shift.....	27
6.20	Employment Status .....	28
6.21	Voting Time.....	28
6.22	Job Sharing .....	28
<b>7</b>	<b>PAY AND ALLOWANCES</b> .....	<b>29</b>
7.1	Rate of Pay.....	29
7.2	Time of Payment.....	29
7.3	Payroll Errors and Lost Checks .....	29
7.4	Placement on Salary Schedule .....	30
7.5	Step Increases .....	30
7.6	Lump Sum Payment .....	30
7.7	Reclassification or Promotion.....	30
7.8	Mileage .....	31
7.9	Reimbursement for Meals.....	31
7.10	Reimbursement for Lodging.....	31
7.11	Longevity.....	32
7.12	Compensation for a Unit Member Working Out of Classification .....	32
7.13	Compensation During Training Periods .....	33
7.14	Bilingual Skills .....	33
<b>8</b>	<b>EMPLOYEE EXPENSES AND MATERIALS</b> .....	<b>35</b>
8.1	Uniforms for Facilities Operations and Shone Farm Classified Employees.....	35
8.2	Work Clothes for Other Classified Positions.....	38
8.3	Replacing or Repairing Employee's Property .....	39
8.4	Use of Personal Vehicle.....	39
8.5	Physical Examinations.....	40
8.6	Use of District Equipment .....	40
8.7	Licenses and Certificates .....	40
8.8	Commute Alternatives .....	40
<b>9</b>	<b>HEALTH AND WELFARE BENEFITS</b> .....	<b>41</b>
9.1	Employee and Dependent Insurance Coverage .....	41
9.2	Eligibility .....	42

**TABLE OF CONTENTS**  
**SEIU Local 1021 & Sonoma County Junior College District**  
**July 1, 2021 - June 30, 2024**

**ARTICLE**

<b>9</b>	<b>HEALTH AND WELFARE BENEFITS (Continued).....</b>	<b>41</b>
9.3	Open Enrollment.....	43
9.4	Benefit Plans.....	44
9.5	Continuation of Benefits.....	44
9.6	CalPERS (Informational Item Only) .....	44
9.7	Student Health Fee Waiver .....	45
9.8	403(b) Pension Plan.....	45
9.9	Benefits Administration.....	45
<b>10</b>	<b>HOLIDAYS.....</b>	<b>47</b>
10.1	Holiday Entitlement.....	47
10.2	Additional Holidays.....	47
10.3	Saturday/Sunday Holidays.....	47
10.4	Eligibility .....	48
10.5	Floating Holiday .....	48
10.6	Winter Holiday Closure.....	48
10.7	College Calendar .....	49
<b>11</b>	<b>VACATION .....</b>	<b>51</b>
11.1	Vacation Eligibility.....	51
11.2	Accumulation.....	51
11.3	Holidays During Vacation .....	52
11.4	Scheduling of Vacation.....	53
11.5	Vacation Postponement .....	54
11.6	Interruption of Vacation.....	54
11.7	Vacation Pay.....	54
11.8	Vacation Pay Upon Termination .....	54
11.9	Vacation Pay-Off.....	54
<b>12</b>	<b>LEAVES OF ABSENCE.....</b>	<b>55</b>
12.1	Immediate Family.....	55
12.2	Bereavement Leave .....	55
12.3	Jury Duty .....	55
12.4	Military Leave .....	56
12.5	Sick Leave .....	56
12.6	Personal Necessity Leave [Ref: E.C. Section 88207].....	58
12.7	Supplemental Personal Necessity Leave .....	58
12.8	Catastrophic Leave .....	59
12.9	Maternity .....	60
12.10	Family Care & Medical Leave.....	61
12.10.1	Eligibility.....	61
12.10.2	Purposes for Which Leave May Be Taken .....	61
12.10.3	Duration of Leave.....	62
12.10.4	Time for Commencement of Leave .....	62
12.10.5	Unit Member Notice.....	62
12.10.6	Continuation of Health & Welfare Benefits .....	62
12.10.7	Status While on Leave .....	63
12.10.8	Spouse and/or Registered Domestic Partners who are Unit Members.....	63
12.10.9	Verification.....	63
12.10.10	Concurrent Running of Leaves .....	63

**TABLE OF CONTENTS**  
**SEIU Local 1021 & Sonoma County Junior College District**  
**July 1, 2021 - June 30, 2024**

**TABLE OF CONTENTS**  
**SEIU Local 1021 & Sonoma County Junior College District**  
**July 1, 2021 - June 30, 2024**

**ARTICLE**

<b>12</b>	<b>LEAVES OF ABSENCE (Continued)</b> .....	<b>55</b>
12.11	Parental Leave .....	63
12.12	Parental Leave (Using Personal Necessity Leave) .....	64
12.13	Child Rearing Leave .....	64
12.14	General Leaves .....	64
12.15	Industrial Accident and Illness Leave.....	65
12.16	Custodial Substitute Utilization .....	67
12.17	Terms for Leaves of Absence .....	67
12.18	Reemployment Rights .....	67
12.19	Family School Partnership Act.....	68
12.20	Monitoring Absences.....	68
<b>13</b>	<b>GRIEVANCES</b> .....	<b>69</b>
13.1	Definitions .....	69
13.2	General Information.....	69
13.3	Job Steward.....	70
13.4	Grievance Procedure.....	70
13.4.1	Informal Resolution .....	70
13.4.2	Level I – Formal Level .....	71
13.4.3	Level II - Mediation.....	71
13.4.4	Level III – Administrative Review .....	71
13.4.5	Level IV – Arbitration .....	72
<b>14</b>	<b>FILLING VACANT POSITIONS</b> .....	<b>73</b>
14.1	Transfer .....	73
14.2	Transfer Eligibility.....	73
14.3	Applying for Transfer .....	73
14.4	Selection for Transfer .....	74
14.5	Failure to Complete the Probationary Period in a New Position .....	74
14.6	District-Initiated Transfer .....	75
14.7	Posting of Vacancy Notice for Outside Recruitments .....	76
14.8	Filing.....	76
14.9	Notice Contents .....	76
14.10	Advancement .....	76
14.11	Reinstatement after Resignation .....	76
14.12	Positions Designated as Bilingual.....	77
14.13	Classified Interview Committees.....	77
<b>15</b>	<b>SAFETY</b> .....	<b>79</b>
15.1	Safety Committee .....	79
15.2	Equipment.....	79
<b>16</b>	<b>FRINGE BENEFITS FOR RETIREES</b> .....	<b>81</b>
16.1	Definition.....	81
16.2	Stipend.....	81
16.3	Spouse/Domestic Partner Eligibility.....	82
16.4	Dental.....	82
16.5	Open Enrollment.....	82
16.6	Administration .....	82
16.7	Early Retirement Option.....	82

**TABLE OF CONTENTS**  
**SEIU Local 1021 & Sonoma County Junior College District**  
**July 1, 2021 - June 30, 2024**

**ARTICLE**

<b>17</b>	<b>CONCERTED ACTIVITIES.....</b>	<b>87</b>
17.1	Strike, Work Stoppage, Etc.....	87
17.2	SEIU Compliance .....	87
17.3	Lockout.....	87
<b>18</b>	<b>SEVERABILITY.....</b>	<b>89</b>
18.1	Savings Clause.....	89
18.2	Replacement for Severed Provision.....	89
<b>19</b>	<b>CLASSIFICATION/RECLASSIFICATION.....</b>	<b>91</b>
19.1	Composition of the Classification Review Committee.....	91
19.2	Direction and Methodology of Classification Review Committee .....	91
19.3	Classification Review Schedule.....	91
19.4	Classification Process and Timelines.....	92
19.5	Off-Schedule Reviews .....	93
19.5.1	General Indications .....	93
19.5.2	Events Triggering an Off-Schedule Review .....	94
19.5.3	Procedure to Request an Off-Schedule Review .....	94
19.5.4	Creation of a New Position .....	95
19.6	New Classifications .....	95
19.7	Implementation of CRC Recommendations .....	95
<b>20</b>	<b>LAYOFF PROCEDURES .....</b>	<b>97</b>
20.1	Definitions .....	97
20.2	Seniority Procedures .....	97
20.3	Computation of Seniority.....	97
20.4	Computation of Seniority When Classifications Change .....	98
20.4.1	Previous Classification still exists. Employee Transfers or Promotes .....	98
20.4.2	Previous Classification still exists. Employee Reclassified .....	98
20.4.3	Previous Class is Abolished Due to Reclassification.....	98
20.4.4	None of the Above .....	98
20.4.5	Equal Seniority.....	99
20.5	Seniority Lists .....	99
20.6	Application .....	99
20.7	Displacement Rights .....	100
20.8	Notice.....	101
20.9	Reemployment Rights .....	102
20.10	Retirement in Lieu of Layoff.....	102
20.11	Miscellaneous .....	103
<b>21</b>	<b>DISCIPLINARY ACTION.....</b>	<b>105</b>
21.1	Disciplinary Action.....	105
21.2	Definitions .....	106
21.3	Two (2) Year Limit.....	106
21.4	Probationary.....	106
21.5	Causes.....	107
21.6	Procedures for Discipline.....	108
21.7	Non Grievable.....	109

**TABLE OF CONTENTS**  
**SEIU Local 1021 & Sonoma County Junior College District**  
**July 1, 2021 - June 30, 2024**

**ARTICLE**

<b>22</b>	<b>EMPLOYEE EDUCATION AND TRAINING.....</b>	<b>111</b>
22.1	Educational Release Time Program.....	111
22.2	In-Service Training.....	112
22.3	Professional Development Activities (PDA) Days.....	112
22.4	Classified Shared Governance Program.....	112
22.4.1	Eligibility for Compensation.....	112
22.4.2	Compensation form/Tracking and Processing.....	113
22.4.3	Flex Time Usage.....	113
22.4.4	Dispute Resolution.....	113
<b>23</b>	<b>CONTRACTING BARGAINING UNIT WORK.....</b>	<b>115</b>
23.1	Contracting Bargaining Unit Work.....	115
23.2	Short-Term/Non-Continuing Employee List.....	115
23.3	Continued Employment Rights for Employees Affected by Contracting Out.....	115
<b>24</b>	<b>DISTRICT POLICE.....</b>	<b>117</b>
24.1	Probationary Period.....	117
24.2	Evaluations.....	117
24.3	P.O.S.T. Training.....	118
24.4	Shift Assignments.....	118
24.5	Filling Vacant Shifts.....	119
24.6	Shift Changes.....	120
24.7	Uniform Allowance.....	120
24.8	District Police Discipline.....	120
24.9	Workers' Compensation.....	121
24.10	Training.....	121
24.11	Police Officers Association.....	121
24.12	Chain of Command.....	121
24.13	SRJC District Police Department Policy Manual.....	121
24.14	Special Assignment.....	122
24.15	Labor Code Section 4850.....	122
24.16	Holiday Pay.....	122
24.17	Rest Periods.....	122
24.18	Professional Incentive.....	124
24.19	Safety PERS.....	124
<b>25</b>	<b>PARKING.....</b>	<b>125</b>
<b>26</b>	<b>TERM OF AGREEMENT.....</b>	<b>127</b>
<b>27</b>	<b>GENERAL WORKING CONDITIONS.....</b>	<b>129</b>
27.1	Electronic Security Systems.....	129
27.1.1	Approved Purposes.....	129
27.1.2	Limitations on Placement of Electronic Security System.....	129
27.1.3	Limitations on Access to Data.....	130
27.1.4	Limitations on District Use of Data.....	130
27.1.5	Authorized Access.....	130
	<b>SIGNATURE PAGE.....</b>	<b>133</b>

**TABLE OF CONTENTS**  
**SEIU Local 1021 & Sonoma County Junior College District**  
**July 1, 2021 - June 30, 2024**

<b>APPENDICES</b>	.....	<b>135</b>
<b>A</b>	<b>Classified Salary Schedule</b> .....	<b>137</b>
<b>B</b>	<b>Medical Insurance Benefit Plans</b> .....	<b>143</b>
<b>C</b>	<b>Evaluation Forms:</b>	
	<b>1. Classified Probationary Evaluation</b> .....	<b>145</b>
	<b>2. Classified Regular Evaluation Form</b> .....	<b>147</b>
	<b>3. Classified Interim Evaluation Form</b> .....	<b>153</b>
	<b>4. District Police</b> .....	<b>157</b>
	<b>5. Performance Improvement Plan</b> .....	<b>161</b>
	<b>6. Performance Improvement Plan Outcome Report</b> .....	<b>163</b>
<b>D</b>	<b>PERB - Certification of a Representative</b> .....	<b>163</b>
<b>E</b>	<b>1. Winter Holiday Calendar Cycle</b> .....	<b>167</b>
	<b>2. Winter Holiday Closure Template</b> .....	<b>168</b>
<b>F</b>	<b>1. Summer Hours Agreement</b> .....	<b>169</b>
	<b>2. Sample of Alternative Work Schedule (Summer 2015)</b> .....	<b>170</b>
	<b>3. Summer Schedule Memo</b> .....	<b>171</b>
<b>G</b>	<b>Shift Differential Schedule</b> .....	<b>173</b>
<b>H</b>	<b>Positions by Component Group</b> .....	<b>175</b>
<b>I</b>	<b>Yearly Classification Schedule and Important Deadlines</b> .....	<b>177</b>
<b>J</b>	<b>Side Letter – District/SEIU Joint Labor Management Committee</b> .....	<b>179</b>
<b>K</b>	<b>Side Letter – Classified Open Recruitment Screening Criteria</b> .....	<b>183</b>
<b>L</b>	<b>Side Letter to Article 24 District Police</b> .....	<b>185</b>
<b>M</b>	<b>SRJC Classified Professional Development Request Form</b> .....	<b>187</b>
<b>N</b>	<b>Classified Shared Governance Compensation Form</b> .....	<b>189</b>
<b>O</b>	<b>Classified Shared Governance Compensation Program Frequently Asked Questions</b> .....	<b>191</b>
<b>P</b>	<b>Memorandum of Understanding regarding Safety PERS</b> .....	<b>193</b>
<b>Q</b>	<b>Side Letter to Article 14, Filling Vacant Positions (06/27/19)</b> .....	<b>195</b>
<b>R</b>	<b>Side Letter to Article 14, Filling Vacant Positions (08/27/20)</b> .....	<b>197</b>
<b>S</b>	<b>Side Letter to Article 14, Filling Vacant Positions (06/24/21)</b> .....	<b>201</b>
<b>T</b>	<b>Side Letter Addressing Impacts of COVID-19 / Contracting Out (01/12/21)</b> .....	<b>203</b>
<b>U</b>	<b>Side Letter Addressing Stipend to Offset Costs of COVID-19 (04/08/21)</b> .....	<b>205</b>
<b>V</b>	<b>Side Letter Addressing Impacts of COVID-19 Article 22 (04/15/21)</b> .....	<b>207</b>
<b>W</b>	<b>Memorandum of Understanding regarding Article 19 (09/07/17)</b> .....	<b>209</b>
<b>X</b>	<b>Side Letter on Memorandum of Understanding regarding Article 19 (05/16/19)</b> .....	<b>211</b>
<b>INDEX</b>	.....	<b>213</b>

**TABLE OF CONTENTS**  
**SEIU Local 1021 & Sonoma County Junior College District**  
**July 1, 2021 - June 30, 2024**

**TABLE OF CONTENTS**  
**SEIU Local 1021 & Sonoma County Junior College District**  
**July 1, 2021 - June 30, 2024**

**AGREEMENT**

THIS AGREEMENT, made by and between SONOMA COUNTY JUNIOR COLLEGE DISTRICT, hereinafter referred to as “District”, and the SERVICE EMPLOYEES INTERNATIONAL UNION, LOCAL 1021, hereinafter referred to as “SEIU”.

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