

## **Article 7      PAY AND ALLOWANCES**

During 2023-24, SEIU and the District agree to negotiate cost-controlling measures to limit costs in 2024-25 and beyond.

### **§ 7.1      Rate of Pay**

**§ 7.1.1**      The District and SEIU agree that the 2024-25 classified salary schedule will reflect a 3.85% negotiated increase from the 2023-24 salary schedule.

**§ 7.1.2**      Any retroactive salary increases will apply to any unit member who worked during the retroactive period including those unit members who retired during the retroactive period.

**§ 7.1.3**      Prior to 07/01/14, the salary schedule included “market factors”. These have been eliminated. Any unit members previously receiving market factor pay grades will be Z-rated (see Article 19.7.2 for definition).

**§ 7.1.4**      Unit members who possess an earned doctorate (Ph.D. and/or Ed.D.) from an institution of higher education that is accredited by one of the six (6) regional accrediting associations; or a J.D. (accredited by the California Bar) shall receive a 2% doctoral stipend.

### **§ 7.2      Time of Payment**

**§ 7.2.1**      All unit members shall be paid once per month on or before the last working day of the month.

**§ 7.2.2**      In the event that the last working day of the month is a District holiday, but is not a holiday at the Sonoma County Office of Education (SCOE), which is responsible for processing the District's payroll, unit members shall be paid by the pay date established by SCOE.

### **§ 7.3      Payroll Errors and Lost Checks**

**§ 7.3.1**      Any payroll error resulting in insufficient payment for a unit member shall be corrected on the next available payroll, and any paycheck which is lost after receipt or is not delivered within ten (10) business days of mailing, shall be replaced on the next available manual payroll.

### **§ 7.4      Placement on Salary Schedule**

**§ 7.4.1**      New unit members in the classified service, shall normally be placed on Step 1 of the grade in which they are employed, except for those new unit members who, shall be placed at a higher step (no higher than Step 3), based on related experience beyond minimum qualifications, as determined by Human Resources. (Appendix A)

## **Article 7      PAY AND ALLOWANCES (Continued)**

### **§ 7.5      Step Increases**

**§ 7.5.1**      The salary schedule as presented in Appendix A provides for five (5) regular steps within each grade.

**§ 7.5.2**      Advancement to the next higher step shall occur on July 1 following employment or promotion provided that employment at such date shall not have been less than three (3) months of satisfactory service and that said employment has been one-half (1/2) time or more on a ten (10) month basis.

**§ 7.5.3**      For less than one-half (1/2) time unit members, one thousand and forty (1,040) hours shall constitute one (1) year of service for advancement. Upon completion of 1040 hours, step increases shall be effective on the first day of the following month.

**§ 7.5.4**      A unit member will not have a step increase withheld for unsatisfactory performance.

### **§ 7.6      Lump Sum Payment**

**§ 7.6.1**      The District shall make a lump sum payment of an agreed upon retroactive wage increase resulting from this Agreement or any amendments thereto within sixty (60) working days of the Agreement and/or amendment between the District and SEIU.

### **§ 7.7      Reclassification or Promotion**

**§ 7.7.1**      Any unit member in the bargaining unit receiving a reclassification or promotion under the provisions of this Agreement shall be moved to the appropriate grade and step of the new class to ensure not less than a 5% salary increase as a result of that reclassification or promotion, except that the unit member may be placed on the last step of the appropriate grade if that is the maximum allowable for that class.

### **§ 7.8      Mileage**

**§ 7.8.1**      Any unit member in the bargaining unit authorized to use their vehicle on District business shall be reimbursed at the District's established mileage rate for all miles driven on the District's behalf. This amount shall include mileage necessary to return to the unit member's normal job site after the completion of District business, or their home, whichever is the lesser distance.

Unit members conducting district business while working remotely will be reimbursed for mileage to/from their remote worksite or normal/official worksite, whichever is the lesser distance.

This amount shall be payable within ten (10) working days of submission of the claim by the unit member.

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### **§ 7.9          Reimbursement for Meals**

**§ 7.9.1**          Any unit member who, as a result of a work assignment, must have meals away from the District shall be reimbursed for meals using the current District rates.

1. A unit member who is required to be away for one (1) day shall not be compensated for dinner unless, under normal driving time, they would be unable to return to their residence, by direct route, by 6 p.m.
2. A unit member who is required to be away from the District shall be reimbursed for lunch if, a) the required travel is outside Sonoma County, or b) the required travel is inside Sonoma County but is pre-approved by the unit member's immediate supervisor.
3. Receipts shall be required when the request exceeds the per diem rate.
4. Unit members shall have their estimated expenses approved by the Superintendent/President, or designee, prior to such expenditure.
5. This amount shall be payable within ten (10) working days of submission of the claim by the unit member.

### **§ 7.10        Reimbursement for Lodging**

**§ 7.10.1**        Any unit member who, as a result of a work assignment, must be lodged away from home overnight shall be reimbursed by the District at the rate specified by District policy for the unit member's room expense only.

1. Receipts shall be required.
2. Unit members shall have their estimated expenses approved by the Superintendent/President, or designee, prior to such expenditure.
3. This amount shall be payable within ten (10) working days of submission of the claim by the unit member.

### **§ 7.11        Longevity**

**§ 7.11.1**        Longevity increment increases shall be based on length of service with the District.

**§ 7.11.2**        Longevity step increase adjustments shall occur on the first of the month following the unit member's anniversary date of service.

## **Article 7 PAY AND ALLOWANCES (Continued)**

### **§ 7.11 Longevity (Continued)**

**§ 7.11.3** All unit members in the classifications on the Classified Salary Schedule, Appendix A, shall be entitled to the following longevity increments which will be considered as part of Base Pay in the calculation of Special Compensation:

1. Grade and step placement plus 5% of base salary beginning 11th year with the District.
2. Additional 5% of the total of grade, step placement and longevity increase as provided in (1.) above, beginning sixteenth (16th) year with the District for a total of 10.25%.
3. Additional 5% of the total of grade, step placement and longevity increases as provided in (1.) and (2.) above, beginning twenty-first (21st) year with the District for a total of 15.7625%.
4. Additional 5% of the total of grade, step placement and longevity increases as provided in (1.), (2.) and (3.) above, beginning twenty-sixth (26th) year with the District, for a total of 21.5506%.

**§ 7.11.4** A dispute regarding a longevity step increase shall be subject to the grievance procedure.

### **§ 7.12 Compensation for a Unit Member Working Out of Classification**

The parties recognize that compensation for working out of class is to be viewed as a temporary solution to the classified staffing needs of the District. Per Article 19.5.2 Working out of classification for 12 consecutive month period may trigger an off-schedule review.

**§ 7.12.1** Unit members shall not be required to perform duties which are not fixed and prescribed for the position by the governing board unless the duties reasonably relate to those fixed for the position by the board, for any period of time which exceeds five (5) working days within a fifteen (15) calendar day period except as authorized herein.

**§ 7.12.2** A unit member may be required to perform duties inconsistent with those assigned to the position by the governing board for a period of more than five (5) working days provided that their salary is adjusted upward for the entire period they are required to work out of classification and in such amounts that will reasonably reflect the duties required to be performed outside their normal assigned duties.

**§ 7.12.3** Compensation for the period of time qualifying for out of classification pay shall be computed at 5% of the unit member's equivalent Step of the Grade/Range level of the position from which the duties are being assumed. If a position does not exist for the work being performed out of class, unit members will receive a 5% or 10% increase in pay as determined by the supervisor.

**Article 7 PAY AND ALLOWANCES (Continued)**

**§ 7.12 Compensation for a Unit Member Working Out of Classification (Continued)**

**§ 7.12.4** A temporary promotion shall be given if the unit member is performing a majority of the duties of the position and has met the minimum qualifications or equivalent of the position.

**§ 7.12.5** Temporary promotion compensation shall be calculated according to Section 7.7.1.

**§ 7.13 Compensation During Training Periods**

**§ 7.13.1** A unit member who is required to attend training sessions in order to continue their employment in a position, shall receive compensation as follows:

1. When the training occurs during the unit member's regularly assigned working hours, release time will be provided without any loss of compensation.
2. All costs incurred under mandated training programs for unit member transportation, registration fees, and supplies shall be paid for by the District.

**§ 7.14 Bilingual Skills**

**§ 7.14.1** The District shall provide a 5% premium for all hours in paid status for unit members working in positions which are authorized to be compensated for communicating in multiple languages, provided that the performance of related duties enhances the delivery of district services, regardless of the multiple language ability being required or not.

**§ 7.15 Compensation for Working District Events**

Classified unit members who work events in support or representation of Santa Rosa Junior College, regardless of the assignment being required or accepted by the unit member on a paid volunteer basis, shall receive appropriate compensation. Any solicitation for volunteers shall occur after the event has been approved for eligible compensation by Cabinet.

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