

## APPENDICES

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**2024 -25 CLASSIFIED SALARY SCHEDULE**  
Effective January 1, 2025

CLASSIFICATION	GRADE	Step A Monthly	Step A Hourly	Step B Monthly	Step B Hourly	Step C Monthly	Step C Hourly	Step D Monthly	Step D Hourly	Step E Monthly	Step E Hourly
Accompanist/Vocal Coach	C11	6,654	38.39	6,985	40.30	7,334	42.31	7,703	44.44	8,090	46.67
Account Specialist	C09	5,892	33.99	6,188	35.70	6,502	37.51	6,826	39.38	7,166	41.34
Accountant	C13	7,555	43.59	7,929	45.75	8,327	48.04	8,743	50.44	9,180	52.96
Administrative Assistant I	C06	4,994	28.81	5,244	30.25	5,508	31.78	5,783	33.36	6,071	35.03
Administrative Assistant II	C08	5,580	32.19	5,859	33.80	6,154	35.50	6,459	37.26	6,782	39.13
Administrative Assistant III	C10	6,249	36.05	6,564	37.87	6,891	39.76	7,235	41.74	7,599	43.84
Admissions & Records Evaluation Specialist I	C09	5,892	33.99	6,188	35.70	6,502	37.51	6,826	39.38	7,166	41.34
Admissions & Records Evaluation Specialist II	C11	6,654	38.39	6,985	40.30	7,334	42.31	7,703	44.44	8,090	46.67
Admissions & Records Specialist	C08	5,580	32.19	5,859	33.80	6,154	35.50	6,459	37.26	6,782	39.13
Advisor, Student Life Accounts & Marketing Programs	C12	7,076	40.82	7,432	42.88	7,802	45.01	8,193	47.27	8,602	49.63
Advisor, Student Support Programs	C11	6,654	38.39	6,985	40.30	7,334	42.31	7,703	44.44	8,090	46.67
Alternate Media Specialist	C10	6,249	36.05	6,564	37.87	6,891	39.76	7,235	41.74	7,599	43.84
Art Gallery Specialist	C09	5,892	33.99	6,188	35.70	6,502	37.51	6,826	39.38	7,166	41.34
Articulation Specialist	C12	7,076	40.82	7,432	42.88	7,802	45.01	8,193	47.27	8,602	49.63
Auto Shop Assistant *	C03	4,325	24.95	4,542	26.20	4,768	27.51	5,007	28.89	5,257	30.33
Automotive/Equipment Mechanic	C11	6,654	38.39	6,985	40.30	7,334	42.31	7,703	44.44	8,090	46.67
Box Office Technician	C06	4,994	28.81	5,244	30.25	5,508	31.78	5,783	33.36	6,071	35.03
Budget Specialist, Categorical Programs	C11	6,654	38.39	6,985	40.30	7,334	42.31	7,703	44.44	8,090	46.67
Buyer	C10	6,249	36.05	6,564	37.87	6,891	39.76	7,235	41.74	7,599	43.84
Buyer, Senior	C11	6,654	38.39	6,985	40.30	7,334	42.31	7,703	44.44	8,090	46.67
Career Services Advisor	C11	6,654	38.39	6,985	40.30	7,334	42.31	7,703	44.44	8,090	46.67
Carpenter	C12	7,076	40.82	7,432	42.88	7,802	45.01	8,193	47.27	8,602	49.63
Ceramics Laboratory Technician	C10	6,249	36.05	6,564	37.87	6,891	39.76	7,235	41.74	7,599	43.84
Child Care Associate Teacher	C05	4,750	27.40	4,987	28.77	5,238	30.22	5,498	31.72	5,772	33.30
Child Care Chef	C07	5,273	30.42	5,541	31.97	5,817	33.56	6,110	35.25	6,412	36.99
Child Care Site Supervisor	C11	6,654	38.39	6,985	40.30	7,334	42.31	7,703	44.44	8,090	46.67
Child Care Teacher	C07	5,273	30.42	5,541	31.97	5,817	33.56	6,110	35.25	6,412	36.99
Child Development Lab Specialist	C09	5,892	33.99	6,188	35.70	6,502	37.51	6,826	39.38	7,166	41.34
College Nurse	C12	7,076	40.82	7,432	42.88	7,802	45.01	8,193	47.27	8,602	49.63
College Nurse Practitioner	C21	12,006	69.27	12,606	72.73	13,236	76.36	13,898	80.18	14,593	84.19
Community Safety Officer	C08	5,580	32.19	5,859	33.80	6,154	35.50	6,459	37.26	6,782	39.13
Computer Lab Specialist I	C07	5,273	30.42	5,541	31.97	5,817	33.56	6,110	35.25	6,412	36.99
Computer Lab Specialist II	C09	5,892	33.99	6,188	35.70	6,502	37.51	6,826	39.38	7,166	41.34
Coordinator, Academic Evaluations	C11	6,654	38.39	6,985	40.30	7,334	42.31	7,703	44.44	8,090	46.67
Coordinator, Accommodated Testing & Assessment	C11	6,654	38.39	6,985	40.30	7,334	42.31	7,703	44.44	8,090	46.67
Coordinator, Administrative Support	C12	7,076	40.82	7,432	42.88	7,802	45.01	8,193	47.27	8,602	49.63
Coordinator, Admissions & Records	C11	6,654	38.39	6,985	40.30	7,334	42.31	7,703	44.44	8,090	46.67
Coordinator, Basic Needs & Support Programs	C10	6,249	36.05	6,564	37.87	6,891	39.76	7,235	41.74	7,599	43.84

CLASSIFICATION	GRADE	Step A Monthly	Step A Hourly	Step B Monthly	Step B Hourly	Step C Monthly	Step C Hourly	Step D Monthly	Step D Hourly	Step E Monthly	Step E Hourly
Coordinator, Black/African-American Student Support Center	C11	6,654	38.39	6,985	40.30	7,334	42.31	7,703	44.44	8,090	46.67
Coordinator, CalWORKs	C11	6,654	38.39	6,985	40.30	7,334	42.31	7,703	44.44	8,090	46.67
Coordinator, Culinary Operations	C10	6,249	36.05	6,564	37.87	6,891	39.76	7,235	41.74	7,599	43.84
Coordinator, Custodial Services	C08	5,580	32.19	5,859	33.80	6,154	35.50	6,459	37.26	6,782	39.13
Coordinator, Dental Front Office	C09	5,892	33.99	6,188	35.70	6,502	37.51	6,826	39.38	7,166	41.34
Coordinator, Disability Resources	C10	6,249	36.05	6,564	37.87	6,891	39.76	7,235	41.74	7,599	43.84
Coordinator, Dream Centers	C11	6,654	38.39	6,985	40.30	7,334	42.31	7,703	44.44	8,090	46.67
Coordinator, EOPS/Care Program	C09	5,892	33.99	6,188	35.70	6,502	37.51	6,826	39.38	7,166	41.34
Coordinator, EOPS/Foster Youth Programs	C11	6,654	38.39	6,985	40.30	7,334	42.31	7,703	44.44	8,090	46.67
Coordinator, Facilities Maintenance Operations *	C09	5,892	33.99	6,188	35.70	6,502	37.51	6,826	39.38	7,166	41.34
Coordinator, Facilities Projects & Maintenance	C14	8,065	46.53	8,467	48.85	8,891	51.30	9,335	53.86	9,803	56.56
Coordinator, Farm Operations	C11	6,654	38.39	6,985	40.30	7,334	42.31	7,703	44.44	8,090	46.67
Coordinator, Farm Sales & Marketing	C10	6,249	36.05	6,564	37.87	6,891	39.76	7,235	41.74	7,599	43.84
Coordinator, Finance & Admin Services, Pet.	C13	7,555	43.59	7,929	45.75	8,327	48.04	8,743	50.44	9,180	52.96
Coordinator, Financial Aid Compliance	C11	6,654	38.39	6,985	40.30	7,334	42.31	7,703	44.44	8,090	46.67
Coordinator, Grounds Maintenance	C09	5,892	33.99	6,188	35.70	6,502	37.51	6,826	39.38	7,166	41.34
Coordinator, High School Equiv. Program (HEP)	C12	7,076	40.82	7,432	42.88	7,802	45.01	8,193	47.27	8,602	49.63
Coordinator, Institutional Research	C13	7,555	43.59	7,929	45.75	8,327	48.04	8,743	50.44	9,180	52.96
Coordinator, Instructional Computer Systems *	C13	7,555	43.59	7,929	45.75	8,327	48.04	8,743	50.44	9,180	52.96
Coordinator, Intercultural Center	C12	7,076	40.82	7,432	42.88	7,802	45.01	8,193	47.27	8,602	49.63
Coordinator, International Student Program	C12	7,076	40.82	7,432	42.88	7,802	45.01	8,193	47.27	8,602	49.63
Coordinator, Kinesiology, Athletics & Dance (KAD) Equipment Services	C10	6,249	36.05	6,564	37.87	6,891	39.76	7,235	41.74	7,599	43.84
Coordinator, Marketing & Communications	C12	7,076	40.82	7,432	42.88	7,802	45.01	8,193	47.27	8,602	49.63
Coordinator, Marketing & Social Media	C12	7,076	40.82	7,432	42.88	7,802	45.01	8,193	47.27	8,602	49.63
Coordinator, Media Services	C12	7,076	40.82	7,432	42.88	7,802	45.01	8,193	47.27	8,602	49.63
Coordinator, Native American Programs/Center	C11	6,654	38.39	6,985	40.30	7,334	42.31	7,703	44.44	8,090	46.67
Coordinator, Online Accessibility	C11	6,654	38.39	6,985	40.30	7,334	42.31	7,703	44.44	8,090	46.67
Coordinator, Public Safety Training Center	C10	6,249	36.05	6,564	37.87	6,891	39.76	7,235	41.74	7,599	43.84
Coordinator, Purchasing	C12	7,076	40.82	7,432	42.88	7,802	45.01	8,193	47.27	8,602	49.63
Coordinator, Queer Resource Center	C11	6,654	38.39	6,985	40.30	7,334	42.31	7,703	44.44	8,090	46.67
Coordinator, Rising Scholars Program	C11	6,654	38.39	6,985	40.30	7,334	42.31	7,703	44.44	8,090	46.67
Coordinator, Scheduling	C13	7,555	43.59	7,929	45.75	8,327	48.04	8,743	50.44	9,180	52.96
Coordinator, Scholarship Programs	C10	6,249	36.05	6,564	37.87	6,891	39.76	7,235	41.74	7,599	43.84
Coordinator, Science Labs	C12	7,076	40.82	7,432	42.88	7,802	45.01	8,193	47.27	8,602	49.63
Coordinator, Student Academic Records	C11	6,654	38.39	6,985	40.30	7,334	42.31	7,703	44.44	8,090	46.67
Coordinator, Student Engagement Programs	C11	6,654	38.39	6,985	40.30	7,334	42.31	7,703	44.44	8,090	46.67
Coordinator, Student Financial Services	C12	7,076	40.82	7,432	42.88	7,802	45.01	8,193	47.27	8,602	49.63
Coordinator, Student Health Promotion	C13	7,555	43.59	7,929	45.75	8,327	48.04	8,743	50.44	9,180	52.96
Coordinator, Student Leadership Development	C11	6,654	38.39	6,985	40.30	7,334	42.31	7,703	44.44	8,090	46.67
Coordinator, Student Outreach	C12	7,076	40.82	7,432	42.88	7,802	45.01	8,193	47.27	8,602	49.63
Coordinator, Student Success Program	C12	7,076	40.82	7,432	42.88	7,802	45.01	8,193	47.27	8,602	49.63



CLASSIFICATION	GRADE	Step A Monthly	Step A Hourly	Step B Monthly	Step B Hourly	Step C Monthly	Step C Hourly	Step D Monthly	Step D Hourly	Step E Monthly	Step E Hourly
Coordinator, Student Success/STEM	C12	7,076	40.82	7,432	42.88	7,802	45.01	8,193	47.27	8,602	49.63
Coordinator, Technology Procurement	C10	6,249	36.05	6,564	37.87	6,891	39.76	7,235	41.74	7,599	43.84
Coordinator, Veterans Affairs	C11	6,654	38.39	6,985	40.30	7,334	42.31	7,703	44.44	8,090	46.67
Coordinator, Warehouse Operations	C10	6,249	36.05	6,564	37.87	6,891	39.76	7,235	41.74	7,599	43.84
Coordinator, Workforce Development	C12	7,076	40.82	7,432	42.88	7,802	45.01	8,193	47.27	8,602	49.63
Copy Center/Mailroom Specialist *	C06	4,994	28.81	5,244	30.25	5,508	31.78	5,783	33.36	6,071	35.03
Culinary Retail Clerk	C03	4,325	24.95	4,542	26.20	4,768	27.51	5,007	28.89	5,257	30.33
Curriculum Specialist	C11	6,654	38.39	6,985	40.30	7,334	42.31	7,703	44.44	8,090	46.67
Custodial Maintenance Technician	C06	4,994	28.81	5,244	30.25	5,508	31.78	5,783	33.36	6,071	35.03
Custodial Technician *	C04	4,522	26.09	4,750	27.40	4,987	28.77	5,238	30.22	5,498	31.72
Disability Intake Facilitator	C07	5,273	30.42	5,541	31.97	5,817	33.56	6,110	35.25	6,412	36.99
Disability Support Services Technician	C06	4,994	28.81	5,244	30.25	5,508	31.78	5,783	33.36	6,071	35.03
Electrician	C12	7,076	40.82	7,432	42.88	7,802	45.01	8,193	47.27	8,602	49.63
Emergency Management Specialist	C14	8,065	46.53	8,467	48.85	8,891	51.30	9,335	53.86	9,803	56.56
Employment Services Advisor – C2C	C11	6,654	38.39	6,985	40.30	7,334	42.31	7,703	44.44	8,090	46.67
EOPS/Foster Youth Programs Specialist	C08	5,580	32.19	5,859	33.80	6,154	35.50	6,459	37.26	6,782	39.13
Executive Assistant	C12	7,076	40.82	7,432	42.88	7,802	45.01	8,193	47.27	8,602	49.63
Exhibits Specialist	C12	7,076	40.82	7,432	42.88	7,802	45.01	8,193	47.27	8,602	49.63
Family Service Worker	C05	4,750	27.40	4,987	28.77	5,238	30.22	5,498	31.72	5,772	33.30
Farm Equipment Operator	C03	4,325	24.95	4,542	26.20	4,768	27.51	5,007	28.89	5,257	30.33
Farm Maintenance Technician	C03	4,325	24.95	4,542	26.20	4,768	27.51	5,007	28.89	5,257	30.33
Financial Aid Program Specialist	C10	6,249	36.05	6,564	37.87	6,891	39.76	7,235	41.74	7,599	43.84
Financial Aid Technician I	C07	5,273	30.42	5,541	31.97	5,817	33.56	6,110	35.25	6,412	36.99
Financial Aid Technician II	C09	5,892	33.99	6,188	35.70	6,502	37.51	6,826	39.38	7,166	41.34
Grounds Maintenance Technician I	C06	4,994	28.81	5,244	30.25	5,508	31.78	5,783	33.36	6,071	35.03
Grounds Maintenance Technician II	C07	5,273	30.42	5,541	31.97	5,817	33.56	6,110	35.25	6,412	36.99
Hazardous Materials Specialist	C12	7,076	40.82	7,432	42.88	7,802	45.01	8,193	47.27	8,602	49.63
Health Promotion Specialist	C13	7,555	43.59	7,929	45.75	8,327	48.04	8,743	50.44	9,180	52.96
Health Services Assistant	C09	5,892	33.99	6,188	35.70	6,502	37.51	6,826	39.38	7,166	41.34
Health Services Specialist	C11	6,654	38.39	6,985	40.30	7,334	42.31	7,703	44.44	8,090	46.67
Help Desk Technician	C11	6,654	38.39	6,985	40.30	7,334	42.31	7,703	44.44	8,090	46.67
Horticulture Technician	C09	5,892	33.99	6,188	35.70	6,502	37.51	6,826	39.38	7,166	41.34
Human Resources Specialist	C12	7,076	40.82	7,432	42.88	7,802	45.01	8,193	47.27	8,602	49.63
Human Resources Technician	C11	6,654	38.39	6,985	40.30	7,334	42.31	7,703	44.44	8,090	46.67
HVAC and Controls Technician	C12	7,076	40.82	7,432	42.88	7,802	45.01	8,193	47.27	8,602	49.63
Instructional Accessibility Specialist	C11	6,654	38.39	6,985	40.30	7,334	42.31	7,703	44.44	8,090	46.67
Instructional Accessibility Technician	C08	5,580	32.19	5,859	33.80	6,154	35.50	6,459	37.26	6,782	39.13
Instructional Designer	C16	9,232	53.26	9,694	55.93	10,180	58.73	10,687	61.66	11,224	64.76
Instructional Support Specialist	C07	5,273	30.42	5,541	31.97	5,817	33.56	6,110	35.25	6,412	36.99
Instructional Systems Administrator	C15	8,623	49.75	9,054	52.24	9,510	54.87	9,986	57.61	10,484	60.49
Instructional Technology Specialist	C14	8,065	46.53	8,467	48.85	8,891	51.30	9,335	53.86	9,803	56.56
Intake Specialist, CalWORKs	C08	5,580	32.19	5,859	33.80	6,154	35.50	6,459	37.26	6,782	39.13

CLASSIFICATION	GRADE	Step A Monthly	Step A Hourly	Step B Monthly	Step B Hourly	Step C Monthly	Step C Hourly	Step D Monthly	Step D Hourly	Step E Monthly	Step E Hourly
International Student Advisor	C12	7,076	40.82	7,432	42.88	7,802	45.01	8,193	47.27	8,602	49.63
Job Developer	C12	7,076	40.82	7,432	42.88	7,802	45.01	8,193	47.27	8,602	49.63
Kinesiology, Athletics & Dance (KAD) Equipment Technician	C07	5,273	30.42	5,541	31.97	5,817	33.56	6,110	35.25	6,412	36.99
Laboratory Assistant, Adapted PE (APE)	C08	5,580	32.19	5,859	33.80	6,154	35.50	6,459	37.26	6,782	39.13
Laboratory Assistant, Health Sciences	C06	4,994	28.81	5,244	30.25	5,508	31.78	5,783	33.36	6,071	35.03
Laboratory Assistant, Public Safety	C09	5,892	33.99	6,188	35.70	6,502	37.51	6,826	39.38	7,166	41.34
Laboratory Assistant/Senior, Health Sciences	C08	5,580	32.19	5,859	33.80	6,154	35.50	6,459	37.26	6,782	39.13
Library Services Specialist I	C07	5,273	30.42	5,541	31.97	5,817	33.56	6,110	35.25	6,412	36.99
Library Services Specialist II	C09	5,892	33.99	6,188	35.70	6,502	37.51	6,826	39.38	7,166	41.34
Library Technician	C05	4,750	27.40	4,987	28.77	5,238	30.22	5,498	31.72	5,772	33.30
Livestock Technician	C08	5,580	32.19	5,859	33.80	6,154	35.50	6,459	37.26	6,782	39.13
Locksmith	C12	7,076	40.82	7,432	42.88	7,802	45.01	8,193	47.27	8,602	49.63
Maintenance Generalist	C09	5,892	33.99	6,188	35.70	6,502	37.51	6,826	39.38	7,166	41.34
Marketing Assistant	C05	4,750	27.40	4,987	28.77	5,238	30.22	5,498	31.72	5,772	33.30
Media Production Technician	C12	7,076	40.82	7,432	42.88	7,802	45.01	8,193	47.27	8,602	49.63
Media Systems Administrator	C13	7,555	43.59	7,929	45.75	8,327	48.04	8,743	50.44	9,180	52.96
Media Systems Technician	C12	7,076	40.82	7,432	42.88	7,802	45.01	8,193	47.27	8,602	49.63
Medical Assistant	C09	5,892	33.99	6,188	35.70	6,502	37.51	6,826	39.38	7,166	41.34
Network Administrator	C16	9,232	53.26	9,694	55.93	10,180	58.73	10,687	61.66	11,224	64.76
Outreach Specialist, Adult Education	C10	6,249	36.05	6,564	37.87	6,891	39.76	7,235	41.74	7,599	43.84
Outreach Specialist, High School Equivalency Program (HEP) *	C10	6,249	36.05	6,564	37.87	6,891	39.76	7,235	41.74	7,599	43.84
Outreach Specialist, Student Outreach	C10	6,249	36.05	6,564	37.87	6,891	39.76	7,235	41.74	7,599	43.84
Payroll Specialist	C11	6,654	38.39	6,985	40.30	7,334	42.31	7,703	44.44	8,090	46.67
Payroll Technician	C07	5,273	30.42	5,541	31.97	5,817	33.56	6,110	35.25	6,412	36.99
Photography Laboratory Technician	C10	6,249	36.05	6,564	37.87	6,891	39.76	7,235	41.74	7,599	43.84
Plumber	C12	7,076	40.82	7,432	42.88	7,802	45.01	8,193	47.27	8,602	49.63
Police Dispatcher/Records Technician	C10	6,249	36.05	6,564	37.87	6,891	39.76	7,235	41.74	7,599	43.84
Police Officer	C13	7,555	43.59	7,929	45.75	8,327	48.04	8,743	50.44	9,180	52.96
Police Systems Administrator	C15	8,623	49.75	9,054	52.24	9,510	54.87	9,986	57.61	10,484	60.49
Print Making Laboratory Technician	C10	6,249	36.05	6,564	37.87	6,891	39.76	7,235	41.74	7,599	43.84
Program Assistant, Study Abroad/Language Lab	C07	5,273	30.42	5,541	31.97	5,817	33.56	6,110	35.25	6,412	36.99
Program Developer, CalWORKs	C11	6,654	38.39	6,985	40.30	7,334	42.31	7,703	44.44	8,090	46.67
Program Specialist, MESA Programs & Outreach	C09	5,892	33.99	6,188	35.70	6,502	37.51	6,826	39.38	7,166	41.34
Programmer Analyst	C16	9,232	53.26	9,694	55.93	10,180	58.73	10,687	61.66	11,224	64.76
Programmer Analyst, Senior	C19	10,889	62.82	11,434	65.97	12,006	69.27	12,606	72.73	13,236	76.36
Purchasing Specialist	C08	5,580	32.19	5,859	33.80	6,154	35.50	6,459	37.26	6,782	39.13
Research Analyst	C14	8,065	46.53	8,467	48.85	8,891	51.30	9,335	53.86	9,803	56.56
Research Analyst, Senior	C16	9,232	53.26	9,694	55.93	10,180	58.73	10,687	61.66	11,224	64.76
Research Technician	C12	7,076	40.82	7,432	42.88	7,802	45.01	8,193	47.27	8,602	49.63
Scheduling Specialist	C12	7,076	40.82	7,432	42.88	7,802	45.01	8,193	47.27	8,602	49.63
Scholarship Technician	C09	5,892	33.99	6,188	35.70	6,502	37.51	6,826	39.38	7,166	41.34

CLASSIFICATION	GRADE	Step A Monthly	Step A Hourly	Step B Monthly	Step B Hourly	Step C Monthly	Step C Hourly	Step D Monthly	Step D Hourly	Step E Monthly	Step E Hourly
Science Laboratory Instructional Assistant	C10	6,249	36.05	6,564	37.87	6,891	39.76	7,235	41.74	7,599	43.84
Sculpture Laboratory Technician	C10	6,249	36.05	6,564	37.87	6,891	39.76	7,235	41.74	7,599	43.84
Senior Designer	C13	7,555	43.59	7,929	45.75	8,327	48.04	8,743	50.44	9,180	52.96
Sign Language Interpreter	C16	9,232	53.26	9,694	55.93	10,180	58.73	10,687	61.66	11,224	64.76
Sign Language Interpreter, Senior	C17	9,877	56.98	10,371	59.83	10,890	62.83	11,435	65.97	12,007	69.27
Social Worker, Basic Needs Liaison	C14	8,065	46.53	8,467	48.85	8,891	51.30	9,335	53.86	9,803	56.56
Student Advisor, College to Career Program	C09	5,892	33.99	6,188	35.70	6,502	37.51	6,826	39.38	7,166	41.34
Student Success Specialist I	C08	5,580	32.19	5,859	33.80	6,154	35.50	6,459	37.26	6,782	39.13
Student Success Specialist II	C10	6,249	36.05	6,564	37.87	6,891	39.76	7,235	41.74	7,599	43.84
Student Success Technician	C06	4,994	28.81	5,244	30.25	5,508	31.78	5,783	33.36	6,071	35.03
Support Services Specialist	C09	5,892	33.99	6,188	35.70	6,502	37.51	6,826	39.38	7,166	41.34
Support Services Specialist, Basic Needs	C09	5,892	33.99	6,188	35.70	6,502	37.51	6,826	39.38	7,166	41.34
Systems Administrator	C17	9,877	56.98	10,371	59.83	10,890	62.83	11,435	65.97	12,007	69.27
Systems Administrator/Security & Access Control	C12	7,076	40.82	7,432	42.88	7,802	45.01	8,193	47.27	8,602	49.63
Systems Specialist, Student Financial Services	C10	6,249	36.05	6,564	37.87	6,891	39.76	7,235	41.74	7,599	43.84
Testing Specialist	C08	5,580	32.19	5,859	33.80	6,154	35.50	6,459	37.26	6,782	39.13
Testing Technician	C04	4,522	26.09	4,750	27.40	4,987	28.77	5,238	30.22	5,498	31.72
Theatre Arts Costume Technician	C11	6,654	38.39	6,985	40.30	7,334	42.31	7,703	44.44	8,090	46.67
Theatre Arts Production Specialist	C12	7,076	40.82	7,432	42.88	7,802	45.01	8,193	47.27	8,602	49.63
Therapist & Outreach Specialist, Black/African American Focus	C14	8,065	46.53	8,467	48.85	8,891	51.30	9,335	53.86	9,803	56.56
Therapist & Outreach Specialist, Latinx Focus	C14	8,065	46.53	8,467	48.85	8,891	51.30	9,335	53.86	9,803	56.56
Tree Maintenance Worker	C08	5,580	32.19	5,859	33.80	6,154	35.50	6,459	37.26	6,782	39.13
Warehouse Assistant	C06	4,994	28.81	5,244	30.25	5,508	31.78	5,783	33.36	6,071	35.03
Warehouse Specialist	C08	5,580	32.19	5,859	33.80	6,154	35.50	6,459	37.26	6,782	39.13
Waste Diversion Specialist	C06	4,994	28.81	5,244	30.25	5,508	31.78	5,783	33.36	6,071	35.03
Web Design Specialist	C11	6,654	38.39	6,985	40.30	7,334	42.31	7,703	44.44	8,090	46.67
Web Developer	C15	8,623	49.75	9,054	52.24	9,510	54.87	9,986	57.61	10,484	60.49

#### Foundation Positions (Non-Represented)

CLASSIFICATION	GRADE	Step A Monthly	Step A Hourly	Step B Monthly	Step B Hourly	Step C Monthly	Step C Hourly	Step D Monthly	Step D Hourly	Step E Monthly	Step E Hourly
Coordinator, Community Engagement	C11	6,654	38.39	6,985	40.30	7,334	42.31	7,703	44.44	8,090	46.67
Coordinator, Constituent Relations	C11	6,654	38.39	6,985	40.30	7,334	42.31	7,703	44.44	8,090	46.67
Development Assoc., Database & Gift Processing	C10	6,249	36.05	6,564	37.87	6,891	39.76	7,235	41.74	7,599	43.84

Effective January 1, 2025: 2023-24 salary schedule plus 3.85% COLA and Reclassification Study.

A longevity stipend is awarded as follows: 5% after completing 10 years of continuous service; 10.25% after completing 15 years of continuous service; 15.7625% after completing 20 years of continuous services; and 21.5506% after completing 25 years of continuous service.

A classified unit member is entitled to an additional 2% stipend for a Doctoral degree when conferred.

Updated 04.09.25

\* 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:

CLASSIFICATION	GRADE	Step A Monthly	Step A Hourly	Step B Monthly	Step B Hourly	Step C Monthly	Step C Hourly	Step D Monthly	Step D Hourly	Step E Monthly	Step E Hourly
Auto Shop Assistant	Z-C05	4,750	27.40	4,987	28.77	5,238	30.22	5,498	31.72	5,772	33.30
Coordinator, Instructional Computer Systems (2)	Z-C14	8,065	46.53	8,467	48.85	8,891	51.30	9,335	53.86	9,803	56.56
Coordinator, Facilities Maintenance Operations	Z-C10	6,249	36.05	6,564	37.87	6,891	39.76	7,235	41.74	7,599	43.84
Copy Center/Mailroom Specialist	Z-C09	5,892	33.99	6,188	35.70	6,502	37.51	6,826	39.38	7,166	41.34
Custodial Technician	Z-C06	4,994	28.81	5,244	30.25	5,508	31.78	5,783	33.36	6,071	35.03

### **Medical Insurance Benefit Plans**

The District offers a choice of five medical plans through our membership in Self-Insured Schools of California (SISC):

- Kaiser Permanente HMO
- Kaiser Permanente PPO Account Based Health Plan with a Health Savings Account (HSA)
- Blue Shield HMO
- Blue Shield PPO
- Blue Shield Account Based Health Plan with a Health Savings Account (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 employees, 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 Professional Evaluation Report

### *Probationary Evaluation*

Name: \_\_\_\_\_ Classification: \_\_\_\_\_  
 Department: \_\_\_\_\_ Evaluation Period Covered: From: \_\_\_\_\_ To: \_\_\_\_\_  
 Employment Date: \_\_\_\_\_ Date of Last Review: \_\_\_\_\_  
 Evaluator: \_\_\_\_\_ Reviewer: \_\_\_\_\_

Type of Report: ☐ 3 month ☐ 5 month

Rating Scale for Performance Level

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

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)
6. <b>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	
7. <b>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	
8. <b>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	
9. <b>IDEAA</b> – Demonstrates knowledge and practice of IDEAA principles in day-to-day work duties. Work with colleagues, students, and college community of diverse backgrounds to be inclusive, anti-racist, equitable, and to the extent possible to provide accessible methodology to students and colleagues of diverse backgrounds.	<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 [SEIU Contract, Article 4](#) Evaluation and Personnel Files)

**C. SUPPORTING OBSERVATIONS:**



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**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).

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Signature of Supervising Administrator	Date	Signature of Employee	Date
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Title of Supervising Administrator

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Signature of Reviewer	Date
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Title of Reviewer

*Distribution: Human Resources, Employee, Evaluator*

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HUMAN RESOURCES DEPARTMENT

## *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		

IDEAA		
CATEGORY	RATING	COMMENTS
a. Demonstrates knowledge and practice of IDEAA principles in day-to-day work duties. Work with colleagues, students, and college community of diverse backgrounds to be inclusive, anti-racist, equitable, and to the extent possible to provide accessible methodology to students and colleagues of diverse backgrounds.		

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\* (Choose One)
- ☐ Follow-up during next regular evaluation
- ☐ 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 Employee	_____ Date	
_____ Signature of Supervising Administrator	_____ Date	_____ Title of Supervising Administrator
_____ Signature of Reviewer (Vice President, HR or designee)	_____ Date	_____ Title of Reviewer (Vice President, HR or designee)

C: Employee's Personnel File

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HUMAN RESOURCES DEPARTMENT

## 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		

IDEAA		
CATEGORY	RATING	COMMENTS
a. Demonstrates knowledge and practice of IDEAA principles in day-to-day work duties. Work with colleagues, students, and college community of diverse backgrounds to be inclusive, anti-racist, equitable, and to the extent possible to provide accessible methodology to students and colleagues of diverse backgrounds.		

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 Employee	_____ Date	
_____ Signature of Supervising Administrator	_____ Date	_____ Title of Supervising Administrator
_____ Signature of Reviewer (Vice President,HR or designee)	_____ Date	_____ Title of Reviewer (Vice President,HR or designee)

C: Employee's Personnel File

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	<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.		

## 9. ADDITIONAL COMMENTS/OBJECTIVES FOR NEXT EVALUATION PERIOD

### 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



HUMAN RESOURCES DEPARTMENT

***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 are unsatisfactory or need improvement:

2. Provide statements of the expected performance or conduct:

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

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

- ☐ 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)

5. Date of mid-point progress meeting between the unit member and the supervisor.

\_\_\_\_\_ (date)

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

\_\_\_\_\_  
Signature of Supervising Administrator                      Date                      Title of Supervising Administrator

\_\_\_\_\_  
Signature of Reviewer                      Date                      Title of Reviewer  
(Vice President, HR or designee)                      (Vice President, HR or designee)

C: Employee's Personnel File



HUMAN RESOURCES DEPARTMENT

### **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 were unsatisfactory or needed improvement 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.
- ☐ Some progress, a new Performance Improvement Plan is required.
- ☐ 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 Employee

---

Date

---

Signature of Supervising Administrator

---

Date

---

Title of Supervising Administrator

---

Signature of Reviewer  
(Vice President, HR or designee)

---

Date

---

Title of Reviewer  
(Vice President, HR or designee)

C: Employee's Personnel File



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,

RD Directed

SONOMA COUNTY ORGANIZATION OF PUBLIC/PRIVATE  
EMPLOYEES (SCOPE), SEIU,

Exclusive Representative.

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 18, 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

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Printing Date: January 2006

Account Clerk I & II  
 Accounting Technician  
 Administrative Secretary  
 Admissions & Records Clerk I, II & III  
 Admissions & Records Evaluation Technician  
 Art Gallery & Exhibit Coordinator  
 Articulation Technician  
 Assistant Science Laboratory Technician  
 Athletic Equipment Assistant  
 Athletic Equipment Technician  
 Audio Visual Clerk  
 Audio Visual Production Technician  
 Auto Shop Assistant  
 Bookstore Operations Assistant I, II & III  
 Business Data Processing Lab Specialist  
 Campus Center Assistant  
 Campus Facility Guard  
 Campus Security Officer  
 Career Center Assistant  
 CETA Advisor  
 CHEC Lab Attendant  
 College Nurse  
 Community Services Assistant  
 Computer Operations Specialist  
 Costumer  
 Custodian  
 Data Entry Operator  
 Duplicating Equipment Operator  
 Electronics Senior Lab Assistant  
 Electronics Storeroom Clerk  
 Electronics Storeroom Clerk/Custodian  
 Electronics Technician I & II  
 EOPS Advisor  
 Farm Equipment Operator  
 Financial Aids Technician  
 Graphics Services Assistant  
 Groundskeeper/Gardener  
 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

Master Course Scheduler  
 Mathematics Computer Lab Assistant  
 Media Assistant  
 Office Automation Liaison Trainer  
 Offset Duplicating Equipment Operator  
 Operations Coordinator  
 Personnel Specialist  
 Photo Lab Technician  
 Planetarium Specialist  
 Pool Maintenance/Custodian  
 Programmer  
 Programmer Analyst  
 Programmer Trainee  
 Purchasing Assistant  
 Re-Entry Community Liaison  
 Re-Entry Program Assistant  
 Satellite Center Service Technician  
 Science Equipment Technician  
 Science Laboratory Technician  
 Secretary I & II  
 Senior Personnel Specialist  
 Senior Programmer Analyst  
 Service Center Assistant  
 Special Education Aide  
 Stenographer Clerk  
 Student Employment Assistant  
 Student Employment Coordinator  
 Technical Reader  
 Telecommunications/Account Clerk  
 Telephone Operator/Receptionist  
 Testing Technician  
 Theatre Arts Business Assistant  
 Theatre Arts Production Technician  
 Tutorial Assistant  
 Typist Clerk I, II & III  
 Veterans Upward Bound Program Assistant  
 Warehouse Keeper

## Holiday Calendar Cycle

<b>HOLIDAY</b>	<b>2025/2026</b>	<b>HOLIDAY</b>	<b>2026/2027</b>
Independence Day	07/07/25	Independence Day	07/06/26
Labor Day	09/01/25	Labor Day	09/07/26
Native American Day	09/26/25	Native American Day	09/25/26
Veterans' Day	11/11/25	Veterans' Day	11/11/26
Thanksgiving Day	11/27/25	Thanksgiving Day	11/26/26
Day after Thanksgiving	11/28/25	Day after Thanksgiving	11/27/26
<b>Winter Holiday Closure</b>	<b>(11 day break)</b>	<b>Winter Holiday Closure</b>	<b>(10 day break)</b>
Winter Break Holiday	12/25/25	Winter Break Holiday	12/25/26
Winter Break Holiday	12/26/25	Winter Break Holiday	12/28/26
Floating Holiday	12/29/25	Floating Holiday	12/29/26
District Provided Holiday	12/30/25	District Provided Holiday	12/30/26
New Year's Holiday	12/31/25	Employee/District Split*	12/31/26
New Year's Holiday	01/01/26	New Year's Holiday	01/01/27
Employee/District Split*	01/02/26		
MLK Jr's Birthday	01/19/26	MLK Jr's Birthday	01/18/27
Lincoln's Day**	02/13/26	Lincoln's Day**	02/12/27
President's Day**	02/16/26	President's Day**	02/15/27
Caesar Chavez Day	03/31/26	Caesar Chavez Day	03/31/27
Memorial Day	05/25/26	Memorial Day	05/31/27
Asian Amer & Pac Islander Day	05/26/26	Asian Amer & Pac Islander Day	06/01/27
Juneteenth	06/18/26	Juneteenth	06/17/27

<b>HOLIDAY</b>	<b>2027/2028**</b>	<b>HOLIDAY</b>	<b>2028/2029**</b>
Independence Day	07/05/27	Independence Day	07/02/28
Labor Day	09/06/27	Labor Day	09/04/28
Native American Day	09/24/27	Native American Day	09/22/28
Veterans' Day	11/11/27	Veterans' Day	11/10/28
Thanksgiving Day	11/25/27	Thanksgiving Day	11/23/28
Day after Thanksgiving	11/26/27	Day after Thanksgiving	11/24/28
<b>Winter Holiday Closure</b>	<b>(10 day break)</b>	<b>Winter Holiday Closure</b>	<b>(10 day break)</b>
Winter Break Holiday	12/24/27	Winter Break Holiday	12/25/28
Winter Break Holiday	12/27/27	Winter Break Holiday	12/26/28
Floating Holiday	12/28/27	Floating Holiday	12/27/28
District Provided Holiday	12/29/27	District Provided Holiday	12/28/28
New Year's Holiday	12/30/27	New Year's Holiday	12/29/28
New Year's Holiday	12/31/27	New Year's Holiday	01/01/29
MLK Jr's Birthday	01/17/28	MLK Jr's Birthday	01/15/29
Lincoln's Day**	02/18/28	Lincoln's Day**	02/16/29
President's Day**	02/21/28	President's Day**	02/19/29
Caesar Chavez Day	03/31/28	Caesar Chavez Day	03/31/29
Memorial Day	05/29/28	Memorial Day	05/28/29
Asian Amer & Pac Islander Day	05/30/28	Asian Amer & Pac Islander Day	05/29/29
Juneteenth	06/19/28	Juneteenth	06/19/29

\*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, President's Day and beyond June 2027 are subject to change based on variations in the college calendar.

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## 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.

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## 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. <b><u>NO LATER THAN MAY 9</u></b>

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## 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							
4:30am - 5:00am							
5:00am - 5:30am							
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6:00am - 6:30am							
6:30am - 7:00am							
7:00am - 7:30am							
7:30am - 8:00am							
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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	Executive Assistant, Non-Confidential
Coordinator, Administrative Support	

**GROUP #2 CROSS-COMPONENT GROUP (FACILITIES OPERATIONS, CUSTODIAL SERVICES & INFORMATION TECHNOLOGY CLASSIFICATIONS)**

Alternate Media Specialist	HVAC and Controls Technician
Auto Shop Assistant *	Instructional Designer
Automotive/Equipment Mechanic	Instructional Systems Administrator
Carpenter	Instructional Technology Specialist
Computer Lab Specialist I & II	Kinesiology, Athletics & Dance (KAD) Equipment Tech
Coordinator, Custodial Services	Locksmith
Coordinator, Facilities Maintenance Operations	Maintenance Generalist
Coordinator, Facilities Projects & Maintenance	Media Production Technician
Coordinator, Grounds Maintenance	Media Systems Administrator
Coordinator, Institutional Research	Media Systems Technician
Coordinator, Instructional Computer Systems	Network Administrator
Coordinator, KAD Equipment Services	Plumber
Coordinator, Media Services	Programmer Analyst
Coordinator, Online Accessibility	Programmer Analyst, Senior
Coordinator, Technology Procurement	Research Analyst
Custodial Maintenance Technician	Research Analyst, Senior
Custodial Technician	Research Technician
Electrician	Systems Administrator
Farm Equipment Operator	Tree Maintenance Worker
Farm Maintenance Technician	Waste Diversion Specialist
Grounds Maintenance Technician I & II	Web Design Specialist
Hazardous Materials Specialist	Web Developer
Help Desk Technician	

**GROUP #3 CROSS-COMPONENT GROUP (REMAINDER OF FINANCE AND ADMINISTRATIVE SERVICES, MARKETING & COMMUNICATIONS AND HUMAN RESOURCES)**

Account Specialist	Human Resources Technician
Accountant	Marketing Assistant
Budget Specialist, Categorical Programs	Payroll Specialist
Buyer	Payroll Technician
Buyer, Senior	Police Dispatcher/Records Technician
Community Safety Officer	Police Officer
Coordinator, Finance & Admin Services, Pet.	Police Systems Administrator
Coordinator, Marketing & Communications	Purchasing Specialist
Coordinator, Marketing & Social Media	Senior Designer
Coordinator, Purchasing	Systems Administrator/Security & Access Control
Coordinator, Warehouse Operations	Warehouse Assistant
Copy Center/Mailroom Specialist	Warehouse Specialist
Emergency Management Specialist	
Human Resources Specialist	

## POSITIONS BY COMPONENT GROUP – Continued

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

Accompanist/Vocal Coach	Instructional Accessibility Specialist
Art Gallery Specialist	Instructional Accessibility Technician
Box Office Technician	Instructional Support Specialist
Ceramics Laboratory Technician	Job Developer
Child Care Associate Teacher	Laboratory Assistant, Adapted PE (APE)
Child Care Chef	Laboratory Assistant, Health Sciences
Child Care Site Supervisor	Laboratory Assistant, Public Safety
Child Care Teacher	Laboratory Assistant/Senior, Health Sciences
Child Development Lab Specialist	Library Services Specialist I & II
Coordinator, Culinary Operations	Library Technician
Coordinator, Dental Front Office	Livestock Technician
Coordinator, Farm Operations	Outreach Specialist, Adult Education
Coordinator, Farm Sales & Marketing	Photography Laboratory Technician
Coordinator, High School Equiv. Program (HEP)	Print Making Laboratory Technician
Coordinator, Public Safety Training Center	Program Assistant, Study Abroad/Language Lab
Coordinator, Scheduling	Scheduling Specialist
Coordinator, Science Labs	Science Laboratory Instructional Assistant
Culinary Retail Clerk	Sculpture Laboratory Technician
Curriculum Specialist	Theatre Arts Costume Technician
Exhibits Specialist	Theatre Arts Production Specialist
Family Service Worker	
Horticulture Technician	

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

Admissions & Records Evaluation Specialist I & II	Coordinator, Student Success/STEM
Admissions & Records Specialist	Coordinator, Veterans Affairs
Advisor, Student Life Accounts & Marketing Programs	Coordinator, Workforce Development
Advisor, Student Support Programs	Disability Intake Facilitator
Articulation Specialist	Disability Support Services Technician
Career Services Advisor	Employment Services Advisor – C2C
College Nurse	EOPS/Foster Youth Programs Specialist
College Nurse Practitioner	Financial Aid Program Specialist
Coordinator, Academic Evaluations	Financial Aid Technician I & II
Coordinator, Accommodated Testing & Assessment	Health Promotion Specialist
Coordinator, Admissions & Records	Health Services Assistant
Coordinator, Basic Needs & Support Programs	Health Services Specialist
Coordinator, Black/African-American Student Support Center	Intake Specialist, CalWORKs
Coordinator, CalWORKs	International Student Advisor
Coordinator, Disability Resources	Medical Assistant
Coordinator, Dream Centers	Outreach Spec, High School Equivalency Program (HEP)
Coordinator, EOPS/Care Program	Outreach Specialist, Student Outreach
Coordinator, EOPS/Foster Youth Programs	Program Developer, CalWORKs
Coordinator, Financial Aid Compliance	Program Specialist, MESA Programs & Outreach
Coordinator, Intercultural Center	Scholarship Technician
Coordinator, International Student Program	Sign Language Interpreter
Coordinator, Native American Programs/Center	Sign Language Interpreter, Senior
Coordinator, Queer Resource Center	Social Worker, Basic Needs Liaison
Coordinator, Rising Scholars Program	Student Advisor, College to Career Program
Coordinator, Scholarship Programs	Student Success Specialist I & II
Coordinator, Student Academic Records	Student Success Technician
Coordinator, Student Engagement Programs	Support Services Specialist
Coordinator, Student Financial Services	Support Services Specialist, Basic Needs
Coordinator, Student Health Promotion	Systems Specialist, Student Financial Services
Coordinator, Student Leadership Development	Testing Specialist
Coordinator, Student Outreach	Testing Technician
Coordinator, Student Success Program	Therapist & Outreach Specialist, Black/African American Focus

## **Classification Review Timelines**

The regular classification review process will resume in 2026-2027. A Timeline is under development.

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

---

**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

---

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 via email to all members at least two working days prior to the JLMC meeting.
8. Meetings shall be held monthly, on the third Thursday, from 1:00 - 2:30 pm. Interim meetings may be held if mutually agreed to by the JLMC.
9. Meetings shall be conducted in the workplace facility unless otherwise agreed to. Classified employees shall receive paid release time from the District for attendance at these meetings.
-

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

---

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.~~
- 

AGREED TO ON June 23, 2015

BY:

FOR THE DISTRICT'S TEAM:

Karen Furukawa

Karen Furukawa or

Other Designee

FOR THE SEIU, LOCAL 1021 TEAM:

Jordan D. Mead

Jordan Mead

John Shaban

John Shaban

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

---


**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.

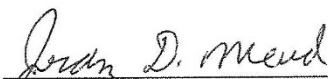
AGREED TO ON June 23, 2015

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

---

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





Classified Professional Development  
Release Time Request Form

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

Date: \_\_\_\_\_

Title/Position: \_\_\_\_\_

Department: \_\_\_\_\_

Time Base (FTE) of Current Position: \_\_\_\_\_

Academic Year

☐ Fall    ☐ Spring    ☐ Summer

Date Range - Starts: \_\_\_\_\_ Ends: \_\_\_\_\_ Hours per Week: \_\_\_\_\_ (Not to exceed 3 hours)

Total Hours Requested for Semester: \_\_\_\_\_ (Not to exceed 52.5 hours)

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

☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday

☐ Friday ☐ Saturday ☐ Sunday

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 Enrollment Fee Reimbursement for the courses that I would like to take  
(complete separate Enrollment Fee Reimbursement form)

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

Date \_\_\_\_\_

Supervisor Acknowledgement:

☐ Approved    ☐ Denied

Supervisor Statement for approval or denial of Release Time Request:

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

Date \_\_\_\_\_

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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 PEPRA 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

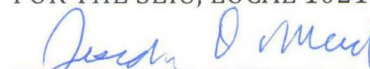
BY:

FOR THE DISTRICT'S TEAM:

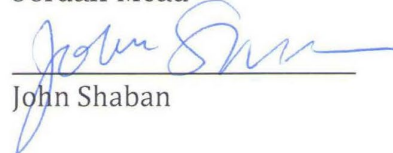


Karen Furukawa or  
Other Designee

FOR THE SEIU, LOCAL 1021 TEAM:



Jordan Mead



John Shaban

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## **Employee Expenses and Materials & Fringe Benefits for Retirees**

### **Article 8**

#### 8.1.1 Uniforms for Employees

- Maximum Uniform Reimbursement Allowance for 2024/25 is \$457
- The maximum 2023/24 uniform reimbursement allowance was \$442
- CPI increase for January 2023-December 2023 was 3.4%, 24/25 amount is \$457

### **Article 16**

#### 16.2.1 Stipend Eligibility

The amount of the monthly stipend for eligible retired unit members as of October 1, 2024 is as follows:

- Retiree only \$170.18
- Retiree with a spouse/domestic partner \$340.36

The increase to the monthly stipend is the lesser of CPI increase or the change to the Medicare Part B Premium. The CPI for June 23-June 24 was 3.2%, the 2023/24 stipend amount for retiree only was \$164.90. Increased by CPI would be \$170.18 which is lower than the lowest Medicare Part B of \$174.70, so the rate is calculated at the amounts above.

### **Consumer Price Index (CPI)**

When calculating CPI, the District calculates the percent increase in the Consumer Price Index (CPI) for the previous year. The CPI utilized is the CPI-U All Urban Consumers, U.S. Average, Not Seasonally Adjusted from the U.S. Department of Labor, Bureau of Labor Statistics.

The report for December 2023 can be found at:

[https://www.bls.gov/news.release/archives/cpi\\_01112024.htm](https://www.bls.gov/news.release/archives/cpi_01112024.htm)

The report for July 2023 can be found at:

[https://www.bls.gov/news.release/archives/cpi\\_08102023.htm](https://www.bls.gov/news.release/archives/cpi_08102023.htm)

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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.**



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