

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.

AGREEMENT, 1

Copies of, to unit members, 14

APPENDICES, 133-175

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

Assigned Time

Adjustment (longer than 20 days), 22
Reduction, 22

- Bilingual Skills, compensation, 34
- Board Agenda Minutes, copies of, 13
- Break Periods (rest periods), 23
 - To shorten work day, 19, 21, 22
- Budget, Annual, copies, 13
- Bulletin Boards, use of, 13

CAMPUS POLICE (SEE "DISTRICT POLICE")

Catastrophic Leave, 63

CLASSIFICATION/RECLASSIFICATION, 95-99

- Cause for review, 98
- Classification process and timelines, 96
- Composition of Classification Review Committee, 95
- Classification review schedule, 95
- Creation of a New Position, 98
- Departmental reorganization, 98
- Direction and methodology, 95
- Events Triggering an Off-Schedule Review, 98

Forms, 99

- General Indications, 97
- Implementation of CRC Recommendations, 99
- Move to new facility, 98
- New classifications, 99
- Off schedule reviews, 97
- Procedure to Request an Off-Schedule Review, 98
- Technology change, 98

Classified Executive Council (CEC)/

- Appointments, for Classified Committees, 15
- CEC Council Members, 15
- Governing body, 14
- President, 14
- Release Time For, 15

Classified Representation, on committees, 15

- Committee Assignments, 15
- Appointments, 15
- Interview & Standing Committees, 15
- Commute Alternatives, 40
- Compensatory Time, 23
 - Accrual limit (hours), 24
 - CTO timelines, 24
 - Denial of requested CTO time off, 24
 - Request to Use, 24

CONCERTED ACTIVITIES, 91

- Lockout, 91
- SEIU Compliance, 91
- Strike, Work Stoppage, Etc., 91

CONTRACTING BARGAINING UNIT WORK, 117

Copies:

- Agreement, 14
- Personnel file information, 11

Core Hours, 19

DEFINITIONS, i-iii

Derogatory material, in Personnel File, 11

DISCIPLINARY ACTION, 109-113

- Causes, 111
- Definitions, 110
- Disciplinary Action, 109
- Non Grievable, 113
- Probationary, 111
 - Dismissal Without Cause, 111
 - In Promoted/Transfer Position, 109
- Procedures for Discipline, 112
 - Progressive, 109
- Reasonable Cause, 109, 110
- Request for Hearing, 112

Index
SEIU Local 1021 & Sonoma County Junior College District

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

DISTRICT POLICE, 119-124

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

DISTRICT RIGHTS, 5

EMPLOYEE EXPENSES AND MATERIALS, 35-40

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

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

EVALUATION AND PERSONNEL FILES, 9-12

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

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

FILLING VACANT POSITIONS, 77-82

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

FRINGE BENEFITS FOR RETIREES, 85-89

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

GRIEVANCE PROCEDURE, 71-75

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

Index
SEIU Local 1021 & Sonoma County Junior College District

- Appeal, Time Limit, 73
- Time Limit for Sup./Pres., 73
- Formal Level (III), 73
 - To Appeal Level II, Time Limit, 73
 - Arbitrator, 73
 - Board of Trustees, Time to Respond, 74
 - Cost of Arbitration, 74
- Formal Level (IV), 73
- Informal Level, 72
- Job Steward, 71
 - Release Time, 71
 - Notice of Absence Form, 72
- Miscellaneous, 74
- Personnel Files, 11
- Representation, With or Without SEIU, 75
- Step Increase (denial of), 31
- Variable Schedule Requests, (denial of), 19
- Work Time, During, 74

- HEALTH AND WELFARE BENEFITS, 41-46**
 - 403(b) Pension Plan, 45
 - Benefit Plans, 44
 - Benefits Administration, 46
 - Continuation of Benefits,
 - (While on Paid Leave), 45
 - Dental, 42-45, 58, 67
 - Disability, 42-45
 - Eligibility, 43
 - Early Retirement Option, 81, 85, 86
 - Eligibility, 87, 88
 - Incentive Plan, 86
 - Part-Time (50% or More), 43
 - Procedures, 89
 - Employee and Dependent Insurance
 - Coverage, 41
 - Fringe Benefits Committee, 46
 - LTD Benefit/Health Coverage, 45
 - Open Enrolment, 43
 - PERS (Informational Item Only), 45
 - PERS "Pick-Up" (Tax Treatment), 45
 - Retirees, Fringe Benefits for, 85
 - Requirement for Stipend, 85
 - SEIU Health & Welfare Benefits
 - Reserve Fund, 46
 - Student Health Fee Waiver, 45
 - (For Employees Enrolling Classes)

- HOLIDAYS, 47-49**
 - Additional Holidays, 47
 - College Calendar, 49
 - Eligibility, 48
 - Floating Holiday, 48
 - Holiday Entitlement, 47
 - Holiday Calendar Cycle,
 - Appendix E, 161

- Saturday/Sunday Holidays, 47
- Winter Holiday Closure, 48

- HOURS OF EMPLOYMENT, 17-27**
 - Assigned Time, Adjustment in, 22
 - Assigned Time, Reduction in, 22
 - Call Back Time, 25
 - Call in Time, 25
 - Compensatory Time, Accrual, 21, 23
 - Employment Status, 26
 - Four/Ten (4/10) Work Schedule, 19, 21
 - Home, Working at, 18
 - Job Sharing, 27
 - Lunch Period, 22
 - Not to Shorten Work Day, 22
 - Variable Schedule, 22
 - Nine/Eight/One (9/8/1) Work Schedule, 19
 - Overtime, Distribution of, 25
 - Overtime, 18, 20, 21, 23, 24, 25
 - Approval, 23
 - Assigned by Supervisor, 23
 - Rest Period, 23
 - Compensation During, 23
 - Not to Shorten Work Day, 23
 - Shift Differential, Hours in, 25
 - Shift Differential for Full-Time
 - Temporary Day Shift Assignment, 26
 - Unit Members, 25
 - Voluntary Request for, 26
 - Split Shift, 26
 - Voluntary Request For, 26
 - "Summer Hours" Schedule, 21
 - Core Hours, 21
 - Grievable, 22
 - Start of Schedule, 21
 - Starting/Quitting Times, 21
 - Variable Request, Approval, 22
 - Variable Scheduling, 19
 - Conditions of, Holidays, Overtime,
 - Vacation, Sick Leave, 20, 21
 - Denial/Not Grievable, 19
 - Requests For, 19
 - Time Frame to Request, 20
 - Voting Time, 27
 - Work Day, 19
 - Work Schedule A:
 - Hourly Instructional Employee, 17
 - Accepting an Additional Position, 17
 - Work Schedule B:
 - (Formerly 10-Mo. Employee), 17
 - Work Schedule C:
 - (Formerly 11-Mo. Employee), 18
 - Work Week, 18
 - Work Year Descriptions, 17

Index
SEIU Local 1021 & Sonoma County Junior College District

Human Resources Agenda, copy to SEIU, 13

INSTRUCTION, 115

- In-Service Training, 115
- Instruction, 115
 - Approval, 115
 - Flex Schedule, 115
 - Release Time, 115
 - Travel, 115
- Release Time, 115

Job Sharing, 27

LAYOFF PROCEDURES, 101-107

- Application, 103
- Computation of Seniority, 101
- Computation of Seniority When Classifications Change, 102
- Definitions, 101
 - Voluntary Consent, 101
- Displacement Rights, 104
 - Anniversary Date, 105
 - Different Position,
 - Salary Placement, 105
 - Longevity, 105
- Miscellaneous, 107
- Notice, 105
- Reemployment Rights, 106
 - 39-Month Re-Hire, 106
 - Reemployment List, 106
 - Substitute Employee, 107
 - Voluntary Demotion, 106
- Retirement in Lieu of Layoff, 106
- Seniority Procedures, 101
 - Reclassification/Transfer, 102
- Seniority Lists, 103
- Specially Funded Programs, 105

LEAVES OF ABSENCE, 55-69

- Accrual of Benefits,
 - 39-Month Re-Hire, 63
 - Health & Welfare Coverage, 63
 - Paid Leave, 59
 - Unpaid Leave, 63
- Bereavement Leave, 55
 - Using Personal Necessity, 62
- Catastrophic Leave, 63
 - Approval of Request, 64
 - Procedures, 64
 - Maximum Hours, 64
 - Donations by Other Unit Members, 64
 - Limits on Donations of SL, Vac,
 - To Members Within Unit, 64
 - To Members Outside Unit, 64
 - No Accrual of SL/VAC While On, 64

- Unused Donated Hours, 65
- Child Rearing Leave, 62
- Court Witness, 55
- Concurrent Running of Leaves, 68
- Continuation of Health and Welfare Benefits, 67
- Credit for Sick Leave, 59
 - Retirement, 59
 - Transfer to Another California Public School, 58
- Custodial Substitute Utilization, 65
- Duration of Leave, 66
- Eligibility, 65
- Family Care & Medical Leave, 65
 - Concurrent Running Leaves, 68
 - Disability of Unit Member, 66
 - Health & Welfare Benefits,
 - Continuation of, 67
 - Status While on Leave, 67
 - Husband, Wife and/or Registered Domestic Partner, 68
 - Right of Reinstatement, 68
 - Seniority, 63, 67
 - Use of Sick Leave, 67
 - Verification, 68
- Family School Partnership Act, 69
 - Time Off For, 69
- General Leaves, 62
 - Continuation of Benefits, 67
 - Duration, 66
 - Granting, Conditions for, 66
 - Unpaid, Procedures;
 - 10 Days - 1 Year, 62
 - For Training/Study, 63
 - Husband, Wife and/or Registered Domestic Partners who are Unit Members, 68
 - Immediate Family, 55
 - Industrial Accident and Illness Leave, 59
 - 39-Month Re-Hire, 60
 - Disability Retirement, 61
 - Eligibility, 59
 - Examination, Physical/Mental, 58
 - Leaves Exhausted, 60
 - Max. Days Per Injury, Per FY, 59
 - Rehabilitation Benefits, 61
 - Return Requirements, 60
 - Right to, w/o Recruitment, 61
 - With Duty Restrictions, 60
 - Transfer, 61
 - Jury Duty, 55
 - Maternity, 59
 - Military Leave, 56
 - Monitoring Absences, 69
 - Personal Necessity Leave, 61

Index
SEIU Local 1021 & Sonoma County Junior College District

- Adoption, 62
- Conditions for, 62
- Maximum Days/Year, 61
- Purposes for Which Leave May Be Taken, 66
- Right to Reinstatement, 68
- Sick Leave, 56
 - Credit for Retirement, 59
 - Eligibility, New Employee, 56
 - Employed Less Than:
 - Five Days/Week, 57
 - Full Fiscal Year, 56
 - Notice to Supervisor, 57
 - Return to Work, 57
 - Transfer Balance to Other California Public School Employer, 58
 - Verification to Return, 58
- Status While on Leave, 67
- Terms Respecting Leaves of Absence, 63
- Time for Commencement of Leave, 67
- Training/Study, 63
- Unit Member Notice, 67
- Verification, 68
- Worker's Compensation, 59

- Lodging, Reimbursement, 32
- Longevity, (see 'Pay Allowances'), 32
 - Dispute regarding, 33
- Lunch Period, to shorten work day, 22
- Long Term Disability, 45
- Mail System, mailboxes, use of, 13
- Meals, reimbursement, 32
- Membership, 8
 - Authorization, (3.1 Check Off), 7
 - Deductions, 7
 - Maintenance, 8
 - Termination of, 8
- Mileage, Personal Vehicle,
 - Agreement, Property & Liability Ins., 39
 - Reimbursement, 31
- Nine/Eight/One (9/8/1) Flex Schedule, 19

- ORGANIZATIONAL RIGHTS, 13-16**
 - Classified Executive Council, 14
 - Committee Assignments/
 - Interview Committees, 15
 - Copies of Agreement, 14
 - Copies of Documents to SEIU, 13
 - Hire Date and Classification Roster, 13
 - Ratification, 16
 - SEIU Conferences, 14
 - Release Time, 15
 - Use of School Facilities for, 13
 - Services Provided, 13

- ORGANIZATIONAL SECURITY, 7-8**

- Agency Shop Implementation, 7
- Check Off, 7
- Deductions, COPE, 7
- Dues Deduction, 7
- Hold Harmless, 8
- Membership, Maintenance of, 8
- Non-Discrimination, 8

- Orientation Meetings for New Employees, 14

- Overtime, 18, 20, 21, 23, 24, 25
 - (Also See Hours of Employment)
 - Authorization, 23
 - Call in, 25
 - Called back, after completion of regular assignment, 25
 - Holiday Pay, 20
 - Part-Time Employee, 24
 - Pay/Compensatory Time, 23
 - Personal Burden, 25
 - Right to Decline, 23
 - Shift Differential, 25

- PARKING, 125**

- PAY AND ALLOWANCES, 29-34**

- Bilingual Skills, 34
- Compensation During Training Periods, 34
- Compensation for Unit Member Working Out of Classification, 33
- Court Witness, 55, 62
 - Meals, Mileage, Parking, 56
- Jury Duty, 55
 - During Regular Assignment, 56
 - Meals, Mileage, Parking Expense, 56
- Longevity, 32
 - Dispute regarding, 33
 - Grievable, 33
- Lump Sum Payment, 31
- Mileage, 31
- Pay, Rate of, 29
- Payroll Errors and Lost Checks, 30
- Placement on Salary Schedule, 30
- Reallocation, Placement, 31
- Reclassification, Promotion or Reallocation, 31
- Reimbursement for Lodging, 32
- Reimbursement for Meals, 32
- Retroactive Wage Increase, 29
- Salary Schedule, Classified
 - Appendix A, 133
- Step Increases, 30

- Less than 50% employees,
 - hours required, 31

Index
SEIU Local 1021 & Sonoma County Junior College District

- Time of Payment, 30
- Training, Mandated, 34
- Working Out of Classification,
 Compensation for a Unit Member, 33

- Permanent Status, 9
- Personnel Files, 11
 - Confidentiality, 12
 - Derogatory, time limit, 11
 - Derogatory Information in, 11
 - Grievance, Right to File, 12
 - Procedures for placing derogatory
 information in, 11
 - Procedures for reviewing personnel file, 11
 - Removal of Documents in, 12
- Physical Exam, Required, 40
 - TB, Required, 40
- Probationary Period, 9
 - Extension of, 9
 - Failure to Complete in Promoted
 Position, 79

- Promotion, 77-78, 97, 102
- Ratification Sessions; and Release Time, 16
- Reclassification, 31, 95

- RECOGNITION, 3**

- Reduction in Assigned Time, 22
 (Also Art. 20, Layoff Procedures), 101-107
- Reimbursement:
 - Certificates, 40
 - Clothing, 35
 - Jury Duty, 55
 - Licenses, 40
 - Lodging, 32
 - Meals, 32
 - Mileage, 31
 - Physical Exams, Required, 40
 - Revocation of Vacation, 54
 - Training, Mandated, 34
- Release Time, 14, 15, 16, 72, 83, 115
 - CEC Members, 15
 - In-Service Training, 115
 - Instruction (classes), 115
 - For President, CEC, 14
 - Ratification Sessions, 16
 - Safety Committee Members, 83
 - SEIU Conferences, Paid/Unpaid, 14
- Rest Period, 19, 23
 - To Shorten Work Day, 23
- Retirement, Sick Leave Credit, 59
- Retirement, Fringe Benefits for, 85
- Retirement, Requirement for Stipend, 85
- Roster of Unit Members, 13

- SAFETY, 83**
 - Committee, Safety Composition, 83
 - Equipment, Safety, 83
 - Meetings, Safety, 83
 - Non-Discrimination, Safety, 83
 - Release Time, Safety, 83

- Salary Schedules:
 - Classified, Appendix A, 133
 - Rate of Pay, 29
- SEIU Conferences, 14
 - Release Time, 14

- SEVERABILITY, 93**
 - Replacement for Severed Provision, 93
 - Savings Clause, Severability, 93

- Shift Differential, 25
 - Voluntary Flexible Schedule, 26
- Social Security, 403(b) in lieu of, 45
- Split Shift, 26
 - Voluntary Flexible Schedule, 26
- Step Increases, 30
 - Less than 50% employees,
 hours required, 31
 - Withholding, 31
- Stipend, for Retirement, 85
- Summer Hours Schedule, 21
- TB Exams, Reimbursement, 40

- TERM OF AGREEMENT, 127**

- Training, Mandated & Compensation, 34

- Transfer, 77
 - Definition, 77
 - District initiated, 79
 - Rejected, Process, 78
 - Time Limit to Request, 77
 - Transfer Line, 77
 - Transfer Request Form, 139
 Appendix C
- Uniforms:
 - District Police, 122
 - Facilities Operations, 35

- VACATION, 51-54**
 - Accumulation, 52
 - Eligibility, Vacation, 51
 - Part-Time, 51

- Holidays During Vacation, 53
- Interruption of Vacation, 54

Index
SEIU Local 1021 & Sonoma County Junior College District

Pay Upon Termination, Vacation, 54	Posting of Notice, 27
Pay, Vacation, 54	Winter Holiday Closure, 48
Pay-Off, Vacation, 54	Schedule, 161
Postponement, Vacation, 54	Work Day, 19
Revoked, 54	Work, at Home and Approval, 18
Reimbursement for, 54	Work Week, 18
Scheduling of Vacation, 53	4/10 Schedule, 19
	Work Year,
Variable Scheduling, 19	Calculations for less than
Vehicle, personal use, 39	12 months/year assignment, 17
Liability Insurance, 39	Worker's Compensation, 59, 64
Voting, Time Off for Statewide Elections, 27	Working out of Class, compensation, 33
Notice of Time Off Request, 27	More than five (5) working days, 33