

Agreement

between

**Ventura County
Community College
District**

and

**California School
Employees Association**

and Its Chapter Number 697

July 1, 1979

through

June 30, 1981



AGREEMENT BETWEEN

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

AND

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
AND ITS CHAPTER NUMBER 697

July 1, 1979

through

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ARTICLE I: EFFECTIVE DATES AND PARTIES TO AGREEMENT

This Agreement is made and entered into this 18th day of March, 1980, between the VENTURA COUNTY COMMUNITY COLLEGE DISTRICT (hereinafter referred to as "District") and CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS CHAPTER NO. 697 (hereinafter referred to as "CSEA").

ARTICLE II: RECOGNITION

2.1 The District recognizes CSEA as exclusive representative for all regular, permanent and probationary, full-time and part-time merit system classified employees in Units "A" and "B" as certified by the Los Angeles Regional Director of the Education Employment Relations Board on May 24, 1977 (Case No. LA-R-144).

2.2 If, after the effective date of this Agreement, either CSEA or the District believe that positions or classifications should be added to or deleted from the unit because of the creation of a new classification; the elimination of an existing classification; or a change in responsibilities in an existing position or classification, the parties shall, upon the request of either party, promptly meet and attempt to resolve such question of unit placement. If the parties are unable to resolve such question through such discussions, they shall, at the request of either party, jointly submit the matter to the PERB for determination.

ARTICLE III: EMPLOYEE RIGHTS, CHECKOFF, AND ORGANIZATIONAL SECURITY

3.1 The parties mutually recognize the rights of all employees covered by this Agreement to join and participate in activities of CSEA, or to have CSEA represent them in their employment relations with the District, or to refuse to join or participate in the activities of CSEA or any other employee organization. No employee shall be interfered with, intimidated, restrained, coerced or discriminated against because of the exercise of these rights.

3.2 Members of CSEA may submit to the Payroll Office, on forms supplied by CSEA and approved by the District, requests for payroll deductions of CSEA dues and for such other deductions as may have been approved by the District.

3.3 Funds deducted for CSEA dues pursuant to this Article will be remitted to CSEA within five (5) working days of the close of the preceding pay period, provided that the District shall not be responsible for delays beyond its control.

3.4 The District will provide CSEA with a statement, accompanying the remittance, indicating the amount of dues deducted during the preceding pay period and the amount to be remitted to CSEA.

3.5 Any employee in the Unit who is or who becomes a member of CSEA on or after the effective date of this Agreement shall be required to maintain such membership for a minimum

period of one year, and shall, during the thirty (30) calendar days following the expiration of such one-year period, have the right to change his/her determination regarding such membership, provided that if such change is not made, the obligation to maintain such membership shall continue for an additional calendar year, with an additional thirty day period thereafter for the aforementioned change of determination.

3.6 CSEA shall indemnify and hold the District harmless from any and all claims, demands, or suits, or any other action arising from the organizational security provisions contained herein.

ARTICLE IV: CSEA RIGHTS AND DISTRICT RIGHTS

4.1 CSEA shall have the right of access to areas in which employees work; the right to use institutional bulletin boards, mail boxes, District mail services (for limited distribution to outlying teaching centers), and institutional facilities, provided that such use or access shall not interfere with nor interrupt normal District operations. Arrangements for use of District facilities shall be made in accordance with established District procedures.

4.2 Within a reasonable time following the approval of this Agreement, the District shall furnish CSEA with a "hire date" seniority roster of employees in the unit, said roster to indicate the employees' present job classifications and primary job sites.

4.3 In addition to other information to be provided under this Article, District Management shall make reasonable efforts to provide authorized CSEA representatives with access to all documents of public record that would assist CSEA in carrying forth its duties of representation and administration of this Agreement.

4.4 CSEA shall be entitled to ex-officio representative at all public Board meetings.

4.5 The District shall not implement any recommendation of any advisory committee in a manner that is inconsistent with the terms of this Agreement.

4.6 Sufficient copies of this Agreement shall be printed by the District to assure availability of a copy to each existing unit employee, and to each new unit employee during the term of this Agreement.

4.7 Within 15 working days after the signing of this Agreement, the District shall appoint not more than four members of management, and CSEA shall appoint a total of not more than four members of the units to serve on a joint job evaluation study committee. The committee shall be prepared to report its findings and recommendations to CSEA and the District for consideration.

4.8 The District retains, solely and exclusively, all the rights, powers and authority exercised or had by it prior to the execution of this Agreement except as expressly limited by a specific provision of this Agreement.

4.9 Except as limited by the terms of this Agreement and by applicable law, it is understood and agreed that the District retains all of its powers and authority to direct, manage and control to the full extent of the law. Included in but not limited to those duties and powers are the exclusive right to: determine its organization; direct the work of its employees; determine the times and hours of operation; determine the kinds and levels of services to be provided, and the means of providing them; determine staffing patterns; determine the kinds and number of personnel required; maintain the efficiency of District operations; build, move or modify facilities; establish budget procedures and determine budgetary allocation; determine the methods of raising revenue; take action on any matter in the event of an emergency; and to hire, classify, assign, transfer, evaluate, promote, terminate, and discipline employees.

4.10 Nothing in this Article shall be construed to limit, amend, decrease, revoke, or otherwise modify: The rights and powers vested in the District to adopt, modify, amend or rescind such policies, rules and regulations as the Board of Trustees shall deem necessary; powers vested in the District by the California Education Code; and laws regulating, authorizing or empowering the District to act or refrain from acting.

4.11 Reference to laws, policies, rules, codes, statutes, and regulations in this Article shall not be deemed to make such matters subject to the Grievance Article of this Agreement.

ARTICLE V: PERSONNEL FILES

5.1 A single central personnel file for each employee in the units shall be maintained in the District Personnel Office, and each college campus may maintain duplicate records of the information contained in such file which is immediately relevant to fulfillment of campus management responsibilities.

5.2 Any item to be placed in the central file must be clearly identified as to its source, author, date of preparation, and its date of receipt by the District, and, by its content or by other appropriate means, shall contain an indication that the employee initiated placement of the document in the file, or previously received a copy of the document, or otherwise received notice that the document was to be placed in such file. The foregoing requirements for notification shall not be applicable to documents defined as confidential under Federal or State statutes. The date a document is stamped as received by the District Personnel Office shall be considered to be the date of its placement in the central personnel file.

5.3 An employee covered by this Agreement, or a CSEA representative possessing written authorization from such employee to examine such employee's central personnel file,

shall have access to such personnel file of such employee by appointment during regular business hours of the District. The employee may examine such file during a period when he/she is not actually required to render services to the District, or at such other mutually convenient time as the District and the employee shall jointly establish, including appointments for employees at outlying work sites.

5.4 An employee may inspect and reply to any item in his/her personnel file and this response shall be attached to the item. Information of a derogatory nature shall not be entered or filed unless and until the employee is given notice and an opportunity to review, with reasonable release time for such review; and the right to reply to such information.

5.5 Any document that is placed in an employee's personnel file in a manner that violates the provisions of this Article shall not be used to directly or indirectly initiate any adverse action against such employee.

5.6 All persons examining a personnel file shall sign and date a log attached to each personnel file.

ARTICLE VI: EVALUATION

6.1 Each year, between April 1 and June 15, each permanent employee covered by this Agreement shall be evaluated by his/her immediate supervisor, and such evaluation shall be set forth on the "Performance Report for Classified Employees," attached hereto as Appendix C.

6.2 Nothing herein shall prohibit the District from evaluating an employee more often than yearly if the District determines that such evaluation may result in improvements in the employee's performance. An employee serving a six month probationary period after initial hire or after promotion shall be evaluated at the end of two months, four months, and five and one-half months of such probationary period.

6.3 The evaluation shall be discussed with the employee by the evaluator, and thereafter shall become part of the employee's permanent personnel file. However, it is understood that the primary purpose of such evaluations is to help the employee achieve or maintain at least a satisfactory level of performance.

6.4 All ratings shall be accompanied by narrative comments indicating the reasons for such rating. If the employee receives an "I" or "U" rating on any aspect of his/her performance, such rating must be accompanied by suggestions as to how the employee's

performance may be improved to at least a satisfactory level.

6.5 Noncompliance with the procedures set forth in this Article may be the subject of a grievance pursuant to the Grievance Article of this Agreement, but nothing herein shall be considered to make the content of any evaluation subject to such grievance procedure.

ARTICLE VII: HOURS AND OVERTIME

7.1 The normal workweek for a full-time employee covered by this Agreement shall consist of five consecutive days of eight hours per day. Alternate full-time workweeks of less than five days may be established by written agreement between the District Personnel Office and the affected employee.

7.2 Part-time employees covered by this Agreement shall, to the extent consistent with the District's calendar and other operating requirements, be assigned a fixed and regularly-recurring schedule of days and hours.

7.3 Reductions in employees' regularly assigned hours shall, to the extent required by the Education Code, be treated as lay-offs under this Agreement.

7.4 Any part-time employee covered by this Agreement who works at least thirty minutes per day in excess of his/her regular part-time assignment for a period of 20 or more consecutive working days shall have his/her regular assignment adjusted upward to acquire fringe benefits on a properly prorated basis.

7.5 When the District determines that it will be necessary to permanently assign additional hours of work to a part-time position at a work site, the additional hours shall first be offered to the employee at the work site in the appropriate classification who has at least a satisfactory evaluation on all factors in his/her most recent evaluation, and who has the greatest experience and training appropriate to the position. All other things being equal, the additional hours shall be offered to the employee at the work site having the greatest District seniority in the appropriate classification. Nothing herein shall be deemed to authorize creation of any full-time classified position not authorized by the Board of Trustees, or to authorize any regular work assignment in excess of that specified in Section 7.1, above, or to limit the District in its creation or filling of any full-time position.

7.6 Each employee covered by this Agreement who works a shift of five hours or more shall receive at least a 30-minute duty-free meal period, without pay, the length of such meal period to be determined by the District. Such meal period shall be scheduled by the employee's supervisor as close as practicable to the middle of the scheduled shift unless otherwise agreed to by the supervisor and the employee.

7.7 If an emergency or the District's requirement for 24-hour coverage of designated positions requires that an employee work through his/her scheduled meal period, and an

alternate meal period cannot be scheduled more than two hours prior to the end of the employee's scheduled shift, the meal period shall be counted as time worked for the day in which such meal period was missed.

7.8 Each employee covered by this Agreement who is scheduled to work a shift of three or more consecutive hours shall receive a paid rest period of 15 minutes approximately mid-way during each four hour period (or major portion thereof) during such shift. The employee's supervisor shall schedule or designate the time of such rest periods according to the requirements of the job.

7.9 Employees covered by this Agreement shall have the right to use lunchroom and restroom facilities at each work site.

7.10 The District's right to require that an employee work overtime shall be subject to such employee's legal right to such time off as is necessary to permit such employee to vote in any federal, state, or local governmental election.

7.11 Except as otherwise provided in this Agreement, overtime shall be considered as time worked in excess of eight hours in any day or in excess of 40 hours in any calendar week. Increments of time worked shall be rounded to the nearest 15 minutes for the accrual of overtime credit. Paid leave approved and taken during a workweek shall be considered as hours worked.

7.12 Overtime also shall be defined as any time worked on a sixth or seventh consecutive workday by an employee having an average workday of four hours or more during his/her regular workweek; or any time worked on a seventh consecutive workday by an employee having an average workday of less than four hours during his/her regular workweek.

7.13 Except as provided in Section 7.14 below, an employee who works overtime shall be compensated for all time worked at the rate of one and one-half times his/her regular hourly rate of pay. The regular rate of pay includes all applicable pay differentials for work performed, and is based upon the employee's regular salary schedule placement at the time the overtime is paid, unless the overtime was earned while the employee was temporarily employed in a higher classification.

7.14 The District may authorize compensation for overtime by the District granting compensatory time off at the rate of one and one-half times for all time worked. Such compensatory time off shall be granted within six calendar months following the month in which an employee worked the overtime for which such time off is being granted, or, if not granted within such period, shall, within the succeeding six months, either be granted or compensated for in the manner set forth in Section 7.13.

7.15 An employee who is required to work on any holiday specified in this Agreement shall be compensated at the overtime rate for all time worked, plus the regular holiday pay to which such employee otherwise would be entitled.

7.16 Nothing herein shall prevent the District's Governing Board and Personnel Commission from exempting certain classifications from compensation for overtime in the manner specified by Education Code, Section 88026.

7.17 The District will make reasonable efforts to equitably distribute overtime among qualified employees within the job classification and work unit where such overtime is required. Except in case of emergency, the qualified employee within the appropriate job classification and work unit who has the greatest District seniority normally shall first be offered an available overtime assignment, and if such offer is declined, it shall thereafter be made to similarly situated employees in descending order of District seniority. Except in case of emergency, the District normally will not require an employee to work overtime unless all available qualified employees within the appropriate classification and work unit have requested not to be given such overtime assignment. Any employee who makes such a request, shall be deemed to have waived his/her claim to equitable distribution of overtime during the pay period in which such request is made. If it is determined that an otherwise eligible employee has not received an equitable share of overtime assignments, he/she shall have first priority for succeeding assignments until such equitable distribution is achieved.

7.18 Except as specifically set forth herein, nothing in this Article shall be deemed to require the District to pay

any employee for time not worked or to restrict the District's right to require the performance for overtime work.

7.19 Nothing in this Agreement shall be deemed to preclude persons not covered by this Agreement from performing the work of any employee covered by this Agreement when the unavailability of qualified employees within an appropriate job classification in the work unit could result in needed work not being performed.

7.20 Any employee covered by this Agreement who is regularly assigned a workday containing a split shift, shall receive a differential of thirty-five cents (\$.35) for each hour worked during such workday. A split shift is one in which there is a break of more than one hour between the employee's assigned working times.

7.21 An employee covered by this Agreement whose regularly assigned work shift, or a major portion thereof, falls between 5 p.m. and midnight, shall be called a "swing shift" employee, and shall receive a differential of ten cents (\$.10) for all hours worked during such shift. An employee whose regularly assigned workday, or a major portion thereof, falls between midnight and 8 a.m., shall be considered a "graveyard shift" employee, and shall receive a shift differential of thirty-five cents (\$.35) for all hours worked during such shift. An employee who regularly receives such shift differential shall continue to receive such differential if temporarily assigned to a day shift for twenty (20) working days or less.

7.22 Any employee covered by this Agreement who is called back to work during the same workday in which he/she has completed a regularly scheduled shift, and who is called back more than one hour after the completion of such shift, shall be compensated for all hours worked at the applicable rate of pay but in any event shall receive not less than two hours of pay for such call back at the applicable rate of pay.

ARTICLE VIII: SALARY

8.1 Employees covered by this Agreement shall receive the salaries set forth in Appendix A. [Note: This means a 9.5% salary increase, retroactive to July 1, 1979, for those persons in the units who are employed as of the effective date of this Agreement.]

8.2 Employees covered by this Agreement who have sufficient continuous service with the District to qualify for longevity pay shall be compensated as follows:

YEARS OF SERVICE	10-14	15-19	20-24	25-29	30+
YEARLY AMOUNT	\$125	\$250	\$375	\$500	\$625

8.3 Employees covered by this Agreement shall be paid once per month, on or before the last regularly scheduled working day of the month.

8.4 Any error in payroll computation resulting in insufficient payment to an employee covered by this Agreement shall be corrected, and a supplemental warrant shall be issued, not later than five working days after the affected employee provides appropriate notice to the District's Payroll Department and such Department determines that there was an insufficient payment. If such insufficiency is more than ten percent of the employee's gross monthly pay, the District shall use its best efforts to correct such insufficiency by the issuance of a pre-pay warrant within three working days after it receives notice of the insufficiency. Except as expressly required by this Section or by Section 8.5 below, nothing in this Article shall be deemed to require that the District issue any duplicate or supplemental

pay warrant to any employee prior to such employee's next regular pay day.

8.5 If a pay warrant for any employee covered by this Agreement is lost for at least seven days after receipt, or is not delivered within seven days of mailing to such an employee, such pay warrant shall be replaced as soon as possible following the date on which such employee makes appropriate demand for replacement of the warrant, and provides the District's Payroll Department with appropriate written verification of such loss, and the Ventura County Superintendent of Schools, Schools Fiscal Services Department, receives appropriate bank verification as to the status of the lost warrant and provides the District with a duplicate warrant.

8.6 Any employee covered by this Agreement who receives a promotion to a classification with a higher salary schedule shall have his/her salary adjusted to an appropriate step and range of the new classification that will result in the receipt of a salary increase of not less than one step, but always less than two steps, except that in no event shall such increase be less than the established first step or exceed the established last step of the salary schedule for such classification. For all other purposes, the employee's anniversary date in the higher classification shall be the first day of the pay period next following such promotion.

8.7 To accrue seniority or service credit in any month for the purpose of longevity pay or any other benefits provided by this Agreement, an employee must be in paid status for at least half of his/her regularly-scheduled working days in such month. Employees who are employed on the basis of ten or eleven months per year shall otherwise be treated as twelve month employees for determination of anniversary dates.

8.8 The District will use its best efforts to comply with all time limits contained in this Article. However, the parties also recognize that the preparation of payroll warrants is performed by the office of the Ventura County Superintendent of Schools, and that neither party has the power to enforce that Office's compliance with this Agreement.

ARTICLE IX: EMPLOYEES EXPENSES, TOOLS, AND UNIFORMS

9.1 The reasonable cost of the purchase, lease or rental of any distinctive uniform required by the District, or other equipment, identification badges, emblems, and cards required by the District shall be borne by the District.

9.2 Provision of uniforms and equipment for persons in the classification of Community College Police Officer shall be governed by the following provisions:

(a) The District shall supply, for each person employed in the capacity of Community College Police Officer, the following clothing items, with the individual officer to be responsible for their maintenance and replacement. Uniforms will be comparable in quality and design to those used by local law enforcement agencies.

- Three pairs of trousers
- Four shirts
- One windbreaker jacket
- Rain gear, including hat, boots and cape
- One emblem with District designation
- Two ties
- One hat
- One belt

(b) Further, that the District shall supply for each such qualified officer the following equipment items, with the District to provide any necessary maintenance or replacement:

- Badge
- Flashlight
- Police leather gear
- Handcuffs

- Baton
- Mace
- .38 caliber hand gun
- Required ammunition

(c) In addition, officers shall receive a clothing or uniform allowance at the rate of \$225.00 per year, payable in two (2) semi-annual equal installments in the June and December pay periods. Said uniform allowance shall cover the replacement, upkeep, and maintenance of said uniform during the time of employment with the Ventura County Community College District. Upon termination from District employment, the College President, at his discretion, may require the officer to return to the District any uniforms or parts thereof in his possession at time of termination.

Each officer is required to wear his work uniform, properly laundered and of good appearance, during all working hours.

9.3 The District shall continue to provide all tools, equipment and supplies that it considers necessary for the performance of the work assignments of employees covered by this Agreement. The District shall not be responsible for loss, destruction, or damage to an employee's personal tools or equipment except to the extent set forth below.

9.4 As permitted in Education Code Section 72253, the District shall provide for payment of the costs of replacing or repairing property of an employee, such as eyeglasses, hearing aids, dentures, watches, articles of clothing necessarily worn or carried by the employee, or vehicles whenever any such property is damaged in the line of duty without fault of the employee.

9.5 In addition, and as permitted by Education Code Section 72510, the District shall reimburse an employee for the loss, or damage by arson, burglary or vandalism of personal property used in the schools of the District. Reimbursement shall be made only when approval for the use of the personal property in the schools was given before the property was brought to school and when the value of the property was agreed upon by the employee and the member of management designated for this purpose.

9.6 The value of any property subject to loss reimbursement under this Article shall be determined as of the time of the damage thereto. The property damaged or lost must be of significant value (more than \$5.00 per article or incident) to be considered for reimbursement. Except under unusual circumstances, the maximum amount of reimbursement shall be \$100. For amounts exceeding \$100 the reimbursement is subject to authorization by the Board.

9.7 In the event the employee is paid the costs of replacing or repairing such property or the actual value of such property by other than the school District, the District's liability under this Article shall be reduced by the amount of such payment.

9.8 All claims shall be submitted on forms provided by the District Business Office; and shall include such relevant facts as cost of repairs, invoices, notations of circumstances and witnesses, if any. The claim form shall be signed by the employee

and his/her immediate supervisor and submitted within 15 working days of the incident.

9.9 The District shall provide any and all legally required indemnifications and legal assistance to any employee who is exposed to any legal liability because of any threat of harm or any assault upon such employee while acting within the course and scope of his/her duties.

ARTICLE X: LEAVES

10.1 Bereavement Leave

An employee covered by this Agreement shall be entitled to a leave with pay in the event of the death of any member of the employee's immediate family. The leave shall be for a period not to exceed five (5) working days. The immediate family is defined as spouse, mother, father, sister, brother, son, daughter, grandfather, grandmother, son-in-law, daughter-in-law, grandchild, brother-in-law, sister-in-law, mother-in-law, father-in-law, or any relative of either spouse living in the immediate household of the employee.

10.2 Subpoena or Jury Service Leave

When an employee covered by this Agreement must be absent because of a mandatory court appearance, except as a litigant, said employee shall suffer no monetary loss by reason of said service.

(1) Fees, exclusive of mileage, paid by the court or party requiring the employee's appearance shall be paid to the District unless the fees are greater than the employee's salary, in which case the employee may retain the fees and be listed as absent due to personal business.

(2) A copy of the subpoena or a certificate of the clerk of the court must be filed with the absence report.

(3) Absence of an employee for a legal action in which he/she is a litigant may be classified as personal necessity.

(4) An employee who is regularly assigned to a swing shift or graveyard shift, and who is required, during the day immediately preceding such swing shift or immediately following such graveyard shift, to be absent because of a mandatory court appearance, shall receive the paid leave provided in this section and shall not be required to perform services during such shift.

(5) An employee who is on jury duty and who is excused from such jury duty on a day when such employee otherwise would be regularly scheduled to perform services for the District, shall, as a condition of receiving compensation from the District under this Agreement, notify his/her supervisor and be prepared to perform work during his/her regular shift if the supervisor directs the employee to report for work and if the excuse from jury duty would permit the employee to report during at least half of such shift. The proviso shall be applicable to employees on swing shift when such employees would be available to perform such services if they were assigned to a day shift.

10.3 Sick Leave

A full-time employee, who is covered by this Agreement shall earn paid sick leave at the rate of one day per month, to

a maximum of twelve days per year, exclusive of all days he/she is not required to render service to the District, with full pay for a fiscal year of service. The employee must be in paid status for at least half the working days in a month to accrue sick leave for that month.

10.4 Any regular classified employee employed five (5) days a week, who is employed for less than a full fiscal year, is entitled to that proportion of twelve (12) days sick leave for illness or injury as the number of months he/she is employed bears to twelve (12).

10.5 Part-time employees covered by this Agreement shall earn sick leave at a rate proportional to the regular assignment as compared to a full-time position.

10.6 Pay for any day of such absence shall be the same as the pay which would have been received had the employee served during the day of illness.

10.7 At the beginning of each fiscal year, the full amount of sick leave to be granted for the fiscal year under this Section shall be credited to each employee. Credit for such sick leave need not be accrued prior to taking such leave and such leave may be taken at any time during the year before the employee is required to utilize other forms of leave. However, a new employee of the District shall not be eligible to take more than six days until the first day of the calendar month after completion of six months of active service with the District.

10.8 Pregnancy shall be treated as an illness for the purposes of sick leave.

10.9 If an employee does not take the full amount of leave accrued in any year under this Section, the amount not taken shall be accumulated from year to year.

10.10 The employee may convert unused sick leave to retirement credit in accordance with Government Code Section 20862.5 or its successor if the employee is filing a request for retirement.

10.11 An employee who cannot report for work because of illness or injury shall notify or see that someone else notifies his/her superior at the earliest possible opportunity.

10.12 An employee returning from any sick leave absence shall file a completed Employee Absentee Report form with his/her supervisor on the first day of duty following the absence. If the absence exceeds one week, the employee shall attach a physician's certification of illness and authorization to return to full-time duty to the absentee report. The District may require a physician's certification of illness and an authorization to return to duty for an absence of less than one (1) week when it has reasonable cause to believe that an employee is claiming Sick Leave for purposes not contemplated by this Article.

10.13 No employee shall be entitled to sick leave with pay while absent from work for any of the following causes:

1. Disability arising from sickness or injury purposely self-inflicted or caused by any willful misconduct.

2. Sickness or disability while on leave of absence other than regular vacation.

10.14 Industrial Accident and Illness Leave

An employee who is injured while acting within the course and scope of his/her employment shall be entitled to industrial accident or illness leave for not more than 60 days in any one fiscal year for any one such accident or illness. Utilization of such leave shall be subject to the following conditions:

A. Such leave shall not be cumulative from year to year.

B. Such leave will commence on the first day of absence due to such industrial accident or illness.

C. Payment for such leave shall not, when added to any award granted to the employee under the Worker's Compensation laws of this State, exceed such employee's normal daily rate of compensation.

D. The amount of such leave will be reduced by one day for each day of authorized absence regardless of any Worker's Compensation award to the employee.

E. The continuation of authorized absence into a subsequent fiscal year shall not be deemed to extend or increase the 60 days of leave available for such industrial accident or illness.

F. Utilization of such leave shall be subject to the employee's submission of a physician's certification of illness or injury, and the effects thereof. Such certification shall be made by a physician satisfactory to the District, provided that, if the District designates such physician, it shall be responsible for the reasonable cost of the examination required for such certification.

G. Leave with pay because of industrial accident or illness shall first be charged to the above-mentioned 60-day leave provision before an employee is required to utilize any accumulated sick leave.

H. If a leave with pay for injury or illness has been charged to an employee's accumulated sick leave, and if it is subsequently determined that the employee was injured while acting within the course and scope of his/her employment, all such leave previously charged to sick leave shall instead be charged to any remaining balance of such employee's industrial accident or illness leave before any further charges are made against the employee's accumulated sick leave.

10.15 Part Pay Sick Leave

When a regular permanent classified employee is absent from his/her duties on account of illness or accident, whether or not the absence arises out of or in the course of employment of the employee, the employee shall be credited with a total of 100 working days per fiscal year of part-pay sick leave, in addition

to the accumulated or current sick leave to which he/she is entitled under this Article. Such days of paid sick leave in addition to those required by this Article shall be compensated at a rate of 50 percent of the employee's regular salary. The paid sick leave authorized under this Article shall exclude any other paid leave, holidays, vacation, or compensating time to which the employee is entitled. This benefit shall be limited to a 100-day period for any one illness or absence during any fiscal year.

10.16 An employee's absence under any of the paid leave provisions of this Article shall not be considered as a break in service, and the employee shall continue to accrue all seniority and benefits for which he/she is otherwise eligible.

10.17 An employee who is on an approved unpaid leave of absence for one year or less, or whose employment is terminated voluntarily or by layoff and who returns to employment with the District within 39 months of such termination or layoff, shall be credited with all benefits and seniority accrued prior to the inception of such leave, termination, or layoff, but shall not be credited for the accrual of any benefits or seniority during the period of such leave, termination, or layoff.

10.18 Personal Necessity Leave

Accrued full-pay sick leave may be used by an employee, subject to District approval in the following cases of personal necessity:

- (1) Death of a member of his/her immediate family when additional leave is required beyond that provided for

Bereavement Leave by this Agreement.

(2) Accident, involving his/her person or property, or the person or property of a member of his/her immediate family.

(3) Appearance in any court or before any administrative tribunal as a litigant, party, or witness under subpoena or any order made with jurisdiction.

(4) Personal emergencies, which include recognized religious holidays, or serious illness involving a member of the immediate family.

Use of sick leave for the above purposes shall be limited to six days in any school year. Notwithstanding any of the above purposes, accumulated sick leave shall not be used to compensate any employee whose absence results from his/her participation in a strike, work stoppage, work slowdown, or any other labor disturbance. The District may require an employee to provide written verification of the need for personal necessity leave, such verification to be provided in advance of the taking of such leave whenever possible.

"Immediate family" is as defined in Article 10.1 above.

10.19 Compassionate Leave

Any regular employee may be granted in any one school year a maximum of three days' leave (non-cumulative) without loss of pay to meet an emergency within his/her family which, in the judgment of the College President, (or Department Head in the case

of District personnel), and with the concurrence of District Personnel Office, necessitated the employee's presence in his/her home or at the scene of the emergency. The final decision on all requests shall be made by the District Personnel Office on the day of application. This leave is to be granted only after other types of leave have been properly used.

10.20 Long Term Leave

The Personnel Commission may grant a maximum of six months leave without pay to permanent classified employees. An additional six months maximum may be granted by another action of the Personnel Commission. Total leave without pay shall not exceed one year.

The administration will recommend approval or disapproval of the leave request. Any recommendation for disapproval shall include adequate documentation explaining why the leave should be denied. The leave request shall specify the purpose of the leave, and if the leave is for education or personal development training, the request should indicate how the selected program will enhance the employee's future performance and/or opportunities for advancement within the District.

10.21 Approved Absence Without Pay

An approved absence without pay of up to ten (10) working days may be granted to an employee with the advance approval of the employee's immediate supervisor and the Personnel Director.

10.22 Additional Leave for Non-Industrial Accident or Illness

A permanent classified employee who has exhausted all entitlement to sick leave, vacation, or other available paid leave and who is absent because of non-industrial accident or illness may be granted additional leave without pay not to exceed six months. The employee must submit written request for leave without pay status through his/her supervisor for approval of the Personnel Commission. The Commission may renew the leave of absence, at the request of the supervisor, for an additional six months. Extension beyond the one-year limit on leave without pay will be considered by the Commission only in cases of extreme illness.

Upon recovery, an employee shall present written evidence satisfactory to the appointing authority of being released for return to duty. The employee shall be restored to a position within the class to which he/she was assigned, and, if at all possible, to his/her previous position.

If, at the conclusion of all applicable leaves of absence, and after all attempts to reasonably accommodate the job to the employee's known handicap, the employee still is unable to assume the duties of his/her position, he/she shall be placed on a re-employment list for a period of 39 months.

An employee who has been medically released for return to duty and who fails to accept an appropriate assignment shall be dismissed.

10.23 Return Before Expiration of Leave

Two weeks' written notice and the approval of the Personnel Commission are required for an employee who desires to return to duty before expiration of an authorized leave of absence.

10.24 Cancellation of Leave

The Personnel Commission may for cause cancel an authorized leave of absence by giving the employee notification in writing. Failure to report for duty within a reasonable period of time after leave of absence has been cancelled, shall be considered as an automatic resignation.

10.25 Change in Type of Leave

An employee may request to change from one type of paid leave to another with appropriate notice and certification of the cause for such a change.

10.26 Study Leave

An employee covered by this Agreement may, under the conditions set forth below, be authorized to take classes during his/her working hours:

A. The employee may take only one course during his or her working hours per semester.

B. The time missed from his or her regular job assignment must be made up within the same work week.

C. Each employee's request to take a class during his or her work period will be reviewed and approved by that person's immediate supervisor and by the President of the College. In the District Office, the Superintendent will give final approval.

10.27 Retraining Leave

The District shall grant a leave with pay to an employee who is undergoing District-designated retraining and who meets all of the following conditions:

(1) Such retraining is for the purpose of permitting the employee to cope with new technological methods of performing the existing duties of the employee's classification.

(2) The retraining is only offered at a formal institution of education or training institute, or manufacturer's school, and is not available at time or locations that do not conflict with such employee's regularly scheduled shift.

(3) The employee has been employed by the District for at least three (3) consecutive years preceding the need for such retraining.

(4) The employee has not had a leave of absence for retraining during the preceding three-year period.

ARTICLE XI: HEALTH AND WELFARE BENEFITS

11.1 The District will, during the term of this Agreement, and subject to the remaining provisions of this Article, continue to provide Blue Cross Foundation and CDS coverage for eligible employees and their dependents under the existing plans or under such plans providing at least equivalent benefits as the District may designate.

11.2 Employees on whose behalf prior to this Agreement the District contributed (an amount equal to its Blue Cross Foundation contribution for the term of this Agreement) for Kaiser coverage may retain such coverage, and the District will continue such contributions, provided that nothing herein shall be deemed to provide the option of Kaiser coverage to any additional employees.

11.3 The employee bears the responsibility for meeting all requirements for eligibility in any plans provided by the District and for properly completing enrollment and/or application forms.

11.4 The District shall continue to contribute the sums necessary to provide the benefits specified in this Article for each employee eligible for such benefits, and, in addition, shall contribute the sum of \$6.00 per month to provide vision insurance for eligible employees, the identity of the carrier of such insurance to be determined by consultation among the District and all organizations representing employees who are eligible for such insurance.

11.5 Payments of the District contribution for employees absent due to illness or injury of the employee shall be made until the expiration of paid illness leave or until the employment is terminated, whichever occurs first.

11.6 If, during the term of this Agreement, the District determines to solicit bids for alternative benefit plans to replace Blue Cross Foundation or CDS, it shall, prior to advertising such bids, consult with CSEA to assure that the bid specifications provide the levels of benefits specified above.

11.7 If responsive bids for alternative medical and/or dental benefit plans are received, and if acceptance of such bids is likely and would result in premium contributions less than those specified above, the District shall promptly notify CSEA of such probable acceptance and shall, upon request, meet and negotiate regarding the allocation of such savings.

11.8 Employees who are employed by the District at the time of retirement shall be retained on the District's existing group medical policy, with premiums paid by the District in accordance with the provisions of this Article, provided that such persons have:

- A. Served the District a minimum of fifteen (15) years and reached the age of 60 at the time of retirement;

B. Met the following service and age requirements
at the time of retirement:

65 years of age with 10 years of service to the District
64 years of age with 11 years of service to the District
63 years of age with 12 years of service to the District
62 years of age with 13 years of service to the District
61 years of age with 14 years of service to the District.

11.9 Any other employee who is serving the District at the time of retirement, and who has served the District a minimum of five (5) years and reached the age of 55, shall, upon retirement, have the option of retaining membership in the District's group health insurance plan with premiums to be paid by the retiree.

11.10 Eligibility and benefits shall be as specified in the then-existing group medical insurance plan.

11.12 Irrespective of provisions relating to District provision of health and welfare benefits, eligible employees shall otherwise maintain the right to retire at age 50 with a minimum of (5) year's service.

ARTICLE XII: HOLIDAYS

12.1 During each year of this Agreement, eligible employees in the units shall receive the following holidays:

- Independence day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Friday following Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve
- New Year's Day
- Lincoln's Birthday
- Washington's Birthday
- Memorial Day
- Floating Holiday

12.2 Scheduling of any floating holiday shall be by mutual agreement between the employee and his/her supervisor, and the employee shall provide at least two week's notice of the date desired for such floating holiday unless the employee and his/her supervisor mutually agree to waive such notice requirement.

ARTICLE XIII: VACATION

13.1 Full-time employees who are covered by this Agreement, and who are in paid status for 11 or more days in each relevant calendar month, shall earn paid vacation as follows:

a. Six months through three years of continuous service: one day per month.

b. Four through fourteen years of continuous service: one and one-quarter days per month.

c. More than fourteen years of continuous service: one and two-thirds days per month.

13.2 Part-time employees covered by this Agreement shall earn vacation on a pro-rata basis, in such proportion as their regular assignment bears to a full-time assignment.

13.3 Insofar as practicable and consistent with the needs of the District, vacations shall be granted as time most desired by employees. If conflicting vacation requests of employees in a department must be reconciled, preference shall be given to the timely requests of employees having the most continuous service with the District.

ARTICLE XIV: TRANSFER AND REASSIGNMENT

14.1 As used in this Article the term "transfer" means a change of college location of an employee within the same job classification, and a "reassignment" means a change of department or work location at the same college and within the same job classification. An employee's relocation to voluntarily accept a promotion is not covered by this Article.

14.2 Any employee covered by this Agreement who desires a future transfer or reassignment may submit a written request to the District Personnel Office. Such requests shall be considered current for one year after such submission, provided that the Personnel Director may utilize requests older than one year, and provided further that an employee may update or withdraw his/her request at any time.

14.3 When the District determines that it is necessary to fill a vacant position, the Personnel Director shall certify to the appropriate supervisor a list of qualified candidates plus a list of all transfer or reassignment applicants having the necessary training and experience for the vacant position. The supervisor may utilize either list to fill the vacant position, provided that he/she shall first consider the transfer/reassignment applicants, and if he/she utilizes the list of transfer or reassignment applicants, and if two or more such applicants possess equal training, experience and ability for the

position, preference shall be given to the applicant with the greater District seniority. The term "candidate," as used in this Article, includes applicants for reemployment, promotion, and initial employment with the District.

14.4 An application for voluntary transfer or reassignment to a vacant position will be considered timely if filed in the District Personnel Office prior to the close of applications for open or promotional candidates. All initial vacant positions will be posted for a period of not less than three working days before the District Personnel Office's referral of lists of candidates or applicants to the appropriate supervisor.

14.5 Involuntary transfer normally will not be undertaken except in lieu of layoff or for similar reasons resulting from a lack of work or relocation of programs. Before an employee covered by this Agreement is involuntarily transferred, the District will make all reasonable efforts to accomplish the necessary reallocation of personnel through voluntary transfer or reassignment. Involuntary transfers of employees in the appropriate classification and possessing needed qualifications for the vacant position at relevant job sites, departments, and colleges shall be by reverse order of District seniority, and shall not be undertaken as a form of discipline. Nothing in this section shall require the District to undertake a transfer or reassignment in lieu of layoff.

14.6 Reassignments of employees covered by this Agreement are the responsibility of management at the relevant college, provided that such employees shall not be reassigned in an arbitrary or capricious manner.

ARTICLE XV: GRIEVANCE PROCEDURE

15.1 It is the intent of the parties to this Agreement that any complaint which might later constitute a grievance be resolved at the earliest practicable stage. Therefore, every effort to resolve such complaints through informal conferences between the parties involved should be made without recourse to the grievance procedure. Since these informal conferences are not intended to be part of this grievance procedure, the discussion of any matter in such informal conferences shall not be considered a waiver of the right of any party to later raise a complaint or defense in the grievance procedure if the informal conferences are unsuccessful in resolving the complaint.

15.2 A grievance is a written complaint alleging that there has been a refusal to apply this Agreement or a misinterpretation or misapplication of the terms of this Agreement.

15.3 For the purpose of this procedure, a grievant is an individual employee. Any grievant shall be entitled to a CSEA representative at any stage of the grievance procedure. Nothing herein shall preclude any grievant from filing and processing his/her grievances without the assistance of a representative.

15.4 A grievance shall be submitted on the grievance form appended hereto as Appendix B.

15.5 No employee submitting a grievance with the assistance of a representative shall be required or requested at any stage of

the grievance procedure to discuss privately with any District manager any aspect of the submitted grievance without the presence of such representative.

15.6 All reasonable efforts should be made to schedule meetings to discuss grievances pursuant to this grievance procedure so as to minimize disruptions of work assignments. The grievant and one steward may attend such meetings with District management without loss of compensation. The Chapter President or his/her designee may attend such meetings at Step IV without loss of compensation.

15.7 No grievance shall be resolved without first affording CSEA an opportunity to review the grievance, all evidence presented, and its proposed resolution. If CSEA feels that the District and an individual grievant have settled a grievance in a manner inconsistent with the Agreement, it may provide the District with written notification of its objection, and would not be bound by such settlement in future grievances of a similar character. Nothing herein shall be deemed to preclude the filing of a grievance by an individual employee who is adversely affected by such a settlement.

15.8 If it appears that the same grievance or substantially the same grievance has been submitted by more than one employee, the parties shall meet and attempt to agree upon a procedure for the handling of such grievances. If the parties agree that such grievances are sufficiently similar to create a reasonable probability that a resolution of one may produce

results that should be equally applicable to all such grievances, the grievances may be consolidated for processing as a single grievance, provided that any employee whose grievance is affected by such consolidation shall be notified of the proposed consolidation and may, within five (5) working days after receipt of such notice, provide the District and CSEA with written notice of his/her election to have his/her grievance processed separately.

15.9 Each of the formal requirements and time limitations stated herein for the processing of grievances shall be strictly adhered to; provided, however, that any such requirements or time limits may be extended or waived by the expressed written agreement of the parties. If the District's authorized representative fails to answer a grievance within the time limits specified in any step of the grievance procedure, the grievant shall have the right to appeal the grievance to the next step of the grievance procedure. Failure by the grievant to appeal a decision within the specified time limits shall be deemed an acceptance of the decision, and the grievance is terminated.

15.10 Grievance Procedure

A grievance must be submitted within 15 working days after the grievant first knew, or by reasonable diligence should have first known, of the condition(s) upon which the grievance is based.

STEP I: IMMEDIATE SUPERVISOR

If the informal conference fails to satisfactorily resolve a complaint, the aggrieved employee may submit the

grievance in writing to his/her immediate supervisor. The immediate supervisor shall render a written decision upon the grievance to the grievant as expeditiously as possible, but in no event more than 10 working days after submission of the grievance.

STEP II: ADMINISTRATIVE DEAN

If the grievant is not satisfied with the written decision in Step I, he/she may appeal the decision within five (5) working days after the receipt of the written decision in Step I to the Administrative Dean under whose jurisdiction the grievance occurred. The Administrative Dean shall render a written decision to the grievant within ten (10) working days after submission of the appeal

STEP III: COLLEGE PRESIDENT

If the grievant is not satisfied with the written decision in Step II, he/she may appeal the decision within five (5) working days after the receipt of the written decision to Step II to the College President. The College President shall, upon request, meet promptly with the grievant to discuss the grievance. The President shall render a written decision to the grievant and CSEA within ten (10) working days after the submission of the appeal.

STEP IV: DISTRICT SUPERINTENDENT

If the grievant is not satisfied with the written decision in Step III, he/she may appeal the decision within five (5) working days after the receipt of the written

decision in Step III to the District Superintendent. The District Superintendent or his/her designee shall, upon request, meet with the grievant and his/her representative in an attempt to resolve the grievance. Within five (5) working days after such meeting, or within ten (10) working days after receipt of the appeal, whichever is applicable, the District Superintendent shall render his/her written decision.

STEP V: ARBITRATION

A. If the grievant is not satisfied with the written decision in Step IV, he/she may, within ten (10) working days after receipt of the written decision in Step IV, notify the Superintendent or his/her designee in writing of his/her request to have the grievance submitted to advisory arbitration.

B. The grievant and his/her representative, if any, and the District shall attempt to agree upon an arbitrator, and if no such agreement can be reached, the parties shall jointly request that the California State Mediation and Conciliation Service supply a panel of seven (7) names of arbitrators. The parties shall thereafter meet and determine the choice of first strike from such list by lot, and alternately strike names from such list until a single name remains.

C. The fees and expenses of the arbitrator and the hearing shall be borne equally by the District and the CSEA. All other expenses, including fees for witnesses,

or the costs of substitutes for witnesses, shall be borne by the party incurring them.

D. The arbitrator shall, as soon as possible, hear evidence and render a decision on the issue or issues that were submitted to arbitration. If the parties cannot agree upon a summary of the issues, the arbitrator shall determine the issues by referring to the written grievance and the answers thereto at each level. In disputed cases regarding whether or not a grievance claim is within the scope of these proceedings, the arbitrator shall first rule on the arbitrability of the issue.

E. The arbitrator shall have no power to add to, subtract from or modify the terms of this Agreement.

F. The arbitrator shall promptly render his/her decision to the parties, and to the District's Governing Board. The Board shall thereafter advise the parties regarding its decision as to whether to accept or not accept the recommendation of the arbitrator. The decision of the Board is final.

ARTICLE XVI: SAFETY

16.1 The District will provide a safe working environment for employees.

16.2 Any employee who observes a condition in the working environment that he or she feels is unsafe and creates any imminent danger of harm to any person, should immediately take whatever action may be necessary or appropriate to have such condition corrected and to notify his/her immediate supervisor of the existence of such condition. Employees should also notify the appropriate immediate supervisor regarding any other unsafe condition. Nothing herein shall be deemed to preclude such employee from contacting any other body that may have the jurisdiction or ability to investigate or correct the alleged unsafe condition.

16.3 If any employee has notified his/her immediate supervisor of an alleged unsafe working condition, and the employee feels that District management has failed to take appropriate corrective action, the employee may submit a written statement of alleged condition and any proposed corrective action to the College Director of Maintenance and Operations. The Director shall then take appropriate corrective action or forward the complaint to the office of the College President.

16.4 Within five (5) days of receipt of any such complaint, the College President shall take appropriate corrective action, or shall convene an ad hoc safety committee, consisting of two employees appointed by CSEA and two members of District management. The committee shall investigate the complaint and shall prepare written findings and recommendations within 15 working days.

16.5 If the ad hoc safety committee recommends corrective action, and such action is not taken, the employee who submitted the complaint may, within fifteen (15) calendar days after receipt of his/her copy of the recommendation, utilize the grievance procedure of this Agreement for further processing of the complaint. Except as specifically set forth above, the grievance procedure shall not otherwise be applicable to safety matters.

16.6 The District will continue its practice of making health services available to employees for emergency medical treatment on the same basis upon which such services are made available to the students.

16.7 Any employee who is threatened with bodily harm, or who suffers bodily harm because of the actions of any individual or group while such employee is acting within the course and scope of his/her assigned duties, shall report such threat or harm to his/her immediate supervisor, and, where appropriate, to designated law enforcement authorities.

ARTICLE XVII: EFFECT OF AGREEMENT

17.1 Unless expressly stated otherwise herein, all conditions of employment including, but not limited to, hours, compensation, and working conditions in effect in the District prior to and at the time this Agreement is signed are null and void.

This Agreement terminates and supersedes all past practices, agreements, procedures, traditions, and rules or regulations concerning the matters covered herein. This Agreement shall not be interpreted or implied to provide employees with advantages or rights heretofore enjoyed unless expressly stated herein.

17.2 The parties agree that during the negotiations which culminated in this Agreement each party enjoyed and exercised without restraint, coercion, intimidation, or other limitation, the right and opportunity to make demands and proposals or counterproposals with respect to any matter not reserved by policy or law from compromise through bargaining and that the understandings and agreements arrived at after the exercise of that right and opportunity are set forth herein.

17.3 The parties agree, therefore, that the other shall not be obligated to negotiate or bargain collectively with respect to any subject or matter, whether referred to herein or not, even though such subject or matter may not have been

in the knowledge and contemplation of either or both of the parties at the time that they negotiated or signed this Agreement.

17.4 Nothing herein shall be construed to limit the right of the District to consult with any employees or employee organization on any matter outside the scope of representation as defined in Government Code Section 3543.2.

17.5 Should any article, section, or clause of this Agreement be declared illegal by the final judgment of a court of competent jurisdiction, said article, section, or clause, as the case may be, shall be automatically deleted from this Agreement to the extent that it violated the law. The remaining articles, sections, and clauses shall remain in full force and effect for the duration of the Agreement if not affected by the deleted article, section or clause.

ARTICLE XVIII: CONCERTED ACTIVITIES

18.1 It is agreed and understood that there will be no strike, work stoppage, slow-down, sick-out, picketing, or refusal or failure to fully and faithfully perform job functions and responsibilities, or other interference with the operations of the District by CSEA or by its officers, agents or members during the term of this Agreement, including compliance with the request of other labor organizations to engage in such activity.

18.2 CSEA recognizes the duty and obligation of its representatives to comply with the provisions of this Agreement and to make every effort toward inducing all employees to do so. In the event of a strike, work stoppage, slow-down or other interference with the operations of the District by employees who are represented by CSEA, CSEA agrees in good faith to take all necessary steps to cause those employees to cease such action.

18.3 The Board and CSEA agree that all differences between them shall be resolved by the orderly procedures provided herein, or shall remain unresolved in the event of inability to agree and that the college program shall not be interrupted by CSEA or by employees represented by CSEA, and that neither it nor they will participate in, encourage, or support any interruption of services in whole or in part from the full, faithful and proper performance of employee's duties.

18.4 CSEA agrees that it will neither take, nor threaten to take, any reprisals, directly or indirectly, against any supervisory or administrative personnel, or Board members of the District, regarding any action on the part of such persons in the official exercise of their duties or the administration of this contract or any other lawful activity.

18.5 Violation of this Agreement by CSEA or by any employee or group of employees shall constitute just cause for discharge, or other discipline and/or penalties to be determined by the Board.

ARTICLE XIX: TERM

19.1 The term of this Agreement shall commence on March 18, 1980. This Agreement shall expire and otherwise be fully terminated at 12:00 midnight on June 30, 1981.

19.2 In the event that either party hereto desires to reopen the provisions of Article VIII (Salaries), or the provisions of Article XI (Health and Welfare Benefits), of this Agreement such party may serve upon the other, on or after May 1, 1980, its written request for such reopening as well as its full and entire initial proposal for such successor provision.

19.3 In the event that either party hereto desires to negotiate the provisions of a successor Agreement, such party shall serve upon the other, during the period from February 1, 1981, to March 1, 1981, its written request to commence negotiations as well as its full and entire written proposal for such successor Agreement. Upon receipt of such written notice and proposals, negotiations shall begin no later than May 1, 1981.

IN WITNESS WHEREOF, the parties have caused their authorized representatives to execute this Agreement as a mutual recommendation to the Board of Trustees this 18th day of March, 1980.

For the Ventura County Community
College District

Barbara A. Deryberry
J. D. Pauley

For the California School
Employees Association and
Its Chapter Number 697

Richard W. Jones

On the 18th day of March, 1980, the Board of
Trustees of the Ventura County Community College District voted,
by the following votes, to approve the above Agreement in
its entirety:

Ely	<u>Yes</u>
Stone	<u>Yes</u>
Bender	<u>Yes</u>

Turner	<u>Yes</u>
Simpson	<u>Yes</u>

Attest:

Ray E. Loehr
Secretary to the Board of Trustees

DR. RAY E. LOEHR, SUPERINTENDENT

On the 27th day of March, 1980, the Personnel
Commission of the Ventura County Community College District voted
by the following votes, to approve the above Agreement in
its entirety:

Faulconer	<u>absent</u>
Shellabarger	<u>Yes</u>
Wade	<u>Yes</u>

Attest:

J. D. Pauley
Secretary to the Personnel Commission

J. D. PAULEY, PERSONNEL DIRECTOR

APPENDIX A

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT PERSONNEL OFFICE

SALARY SCHEDULE FOR CLASSIFIED EMPLOYEES (UNIT A & B) July 1, 1979

CLERICAL AND FISCAL	Schedule No.	Steps				
		1	2	3	4	5
Clerk)					
Care Center Aide) 155	701	737	776	817	863
Clerk Typist)					
Intermediate Clerk Trainee) 160	718	754	796	840	885
Bookstore Cashier)					
Clerical Clerk)					
Intermediate Clerk Typist) 180	796	840	885	933	984
Media Aide)					
Telephone Operator-Receptionist)					
Registration Assistant)					
Registration Records Clerk)					
Library Clerk) 185	817	863	908	957	1010
Duplicating Equipment Operator)					
Intermediate Account Clerk) 190	840	885	933	984	1037
Intermediate Steno-Secretary)					
Records Clerk)					
Peer Resources Assistant)					
Instructional Aide I)					
Purchasing Clerk) 200	885	933	984	1037	1094
Senior Clerk Typist)					
Student Health Center Assistant)					
Language Laboratory Assistant) 205	908	957	1010	1065	1123
Personnel Clerk)					
Administrative Aide)					
Campus Accounting Technician I)					
Director's Secretary)					
Senior Account Clerk) 210	933	984	1037	1094	1154
Senior Records Clerk)					
Senior Steno-Secretary)					
Transcript Clerk)					
Typesetter)					

SALARY SCHEDULE FOR CLASSIFIED EMPLOYEES (UNIT A & B) - July 1, 1979

CLERICAL AND FISCAL (cont.)	Schedule					
	No.	1	2	3	4	5
Accounting Technician I)					
Administrative Secretary I)					
Graphics Specialist)					
Instructional Aide II)					
Instructional Aide II/Anim. Husbandry)					
Instructional Aide II/Auto Mechanics)					
Instructional Aide II/Automotive)					
Instructional Aide II/Business)					
Instructional Aide II/Cler., Eng., Math)					
Instructional Aide II/Costumer)					
Instructional Aide II/Counseling Aide)					
Instructional Aide II/Court Reporting)					
Instructional Aide II/Data Processing)					
Instructional Aide II/Dev. Disabled)					
Instructional Aide II/Early Childhood)					
Instructional Aide II/Interpreter)					
Instructional Aide II/Work Evaluation)					
Instructional Aide II/Early Childhood Education) 220	984	1037	1094	1154	1219
Instructional Aide II/English, Reading)					
Instructional Aide II/Home Economics)					
Instructional Aide II/Landscape Maintenance)					
Instructional Aide II/Maint. Trades)					
Instructional Aide II/Multi-Clerical)					
Instructional Aide II/Tutoring)					
Instructional Aide II/EATM)					
Instructional Aide II/Women's Re-Entry Program)					
Instructional D. P. Center Technician)					
Job Placement Assistant)					
Library Assistant/Media Assistant)					
Veterans' Benefit Assistant)					
Book Buyer) 225	1010	1065	1123	1186	1252
Campus Public Information Officer)					
Accounting Technician II)					
Administrative Secretary II)					
Campus Accounting Technician II)					
Graphic Communications Technician)					
Laboratory Technician/Biology)					
Laboratory Technician/Chemistry) 230	1037	1094	1154	1219	1286
Laboratory Technician/Chemistry-Physics)					
Laboratory Technician/Physical Science)					
Laboratory Technician/Physics)					
Student Activities Assistant)					
Career Resources Supervisor)					
Community Services Assistant) 235	1065	1123	1186	1252	1322
Tutoring Services Assistant)					
Bookstore Assistant)					
Purchasing Assistant) 240	1094	1154	1219	1286	1358
Technical Illustrator)					
Multi-Media Specialist) 245	1123	1186	1252	1322	1394

LA SCHEDULE FOR CLASSIFIED EMPLOYEES (UNIT A & B) - July 1, 1979

GENERAL AND FISCAL (cont.)	Schedule					
	No.	1	2	Steps 3	4	5
Automotive Technical Assistant) 250	1154	1219	1286	1358	1433
Heater Technician)					
Coordinator) 260	1219	1286	1358	1433	1513
Heater Technician) 270	1286	1358	1433	1513	1598
Electronics Technician)					
Division Technical Supervisor) 285	1394	1473	1556	1643	1737
<u>OPERATIONS AND MAINTENANCE</u>						
Stodian Trainee)					
Trainer Trainee) 185	817	863	908	957	1010
Maintenance Trainee)					
Stodian) 205	908	957	1010	1065	1123
Orderer)					
Store Stock Clerk)					
Keeper) 215	957	1010	1065	1123	1186
Warehouse Assistant)					
Inventory Manager)					
Trainer-Agricultural Aide)					
Trainer/Mechanic) 220	984	1037	1094	1154	1219
Head Custodian)					
Senior Gardener)					
Pay Clerk) 225	1010	1065	1123	1186	1252
Community College Police Officer I)					
Maintenance Assistant) 230	1037	1094	1154	1219	1286
Electric Trainer) 240	1094	1154	1219	1286	1358
Swimming Pool Technician)					
Printer)					
Actress)					
Inventory Mechanic)					
Heating & Air Conditioning Mechanic) 250	1154	1219	1286	1358	1433
Carpenter)					
Painter)					
Plumber)					
Electrician)					
Heating & Air Conditioning Mechanic II) 260	1219	1286	1358	1433	1513
Plumber II)					
Community College Police Officer II) 265	1252	1322	1394	1473	1556

SALARY SCHEDULE FOR CLASSIFIED EMPLOYEES (UNIT A & B) - July 1, 1979

<u>CAFETERIA</u>	Schedule No.	Steps				
		1	2	3	4	5
Cafeteria Assistant I) 155	701 (4.04)	737 (4.25)	776 (4.48)	817 (4.71)	863 (4.98)
Cafeteria Assistant II) 170	754 (4.35)	796 (4.59)	840 (4.85)	885 (5.11)	933 (5.38)
Assistant Food Services Supervisor) 200	885	933	984	1037	1094

DEFINITION

10 months -- Sept. 1 thru June 30
 11 months -- Aug. 1 thru June 30
 12 months -- July 1 thru June 30

Any exceptions to the above must be reported to the Personnel Director.

SHIFT DIFFERENTIAL SCHEDULE

Swing Shift - \$17.34 per month (\$.10 per hour)

Split Shift - \$60.67 per month (\$.35 per hour)

Graveyard Shift - \$60.67 per month (\$.35 per hour)

(Refer to revised Personnel Commission rule #272 for definition of shifts.)

Differential for Bilingual Ability 2.9%
 Differential for Programmed Typewriter 5.8%
 Supervisory Responsibility Factor
 for Cafeteria Assistant I 11.6%
 Supervisory Responsibility Factor
 for Skilled Tradesmen 5.8%
 Differential for pesticides 5.8%

APPENDIX B

GRIEVANCE NO. _____

GRIEVANCE FORM
VCCCD/CSEA

GRIEVANT _____ DEPARTMENT _____
 CLASSIFICATION _____ DATE OF HIRE _____
 HOME PHONE _____ WORK LOCATION _____
 WORK PHONE _____ REPRESENTED BY _____
 IMMEDIATE SUPERVISOR _____

1. What happened? (Also describe incidents which gave rise to the grievance).
2. Who was involved? (Give names and titles).
3. When did it occur? (Give day, time, date(s)).
4. Where did it occur? (Specify location).
5. Why is this a grievance? (What specific section of the Agreement was violated?)
6. What adjustment is required? (What is needed to correct the problem?)

(If you have additional comments, put them on a separate sheet and attach them to this form)

Grievant's Signature _____ Date _____

Representative _____ Date _____

Supervisor's Response:

Supervisor's Signature _____ Date _____

Step I _____	Disposition _____
Step II _____	Disposition _____
Step III _____	Disposition _____
Step IV _____	Disposition _____

White - Personnel Office
Green - CSEA Copy

Canary - President's Office
Pink - Immediate Supervisor

Goldenrod - Employee Copy

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

PERFORMANCE REPORT FOR CLASSIFIED EMPLOYEES

APPENDIX C

Last Name _____	First Name _____	Classification _____	Location _____
Division/Department _____		Supervisor _____	
Rating Period _____ to _____			
Probationary Employee <input type="checkbox"/> Rating: First _____ Second _____ Final _____ Recommended for Permanency: Yes <input type="checkbox"/> No <input type="checkbox"/>	Permanent Employee <input type="checkbox"/> Annual Rating <input type="checkbox"/> Monthly Rating <input type="checkbox"/>	Restricted Employee <input type="checkbox"/> Limited Term Employee <input type="checkbox"/> Rating: First _____ Second _____ Third _____ Annual Rating <input type="checkbox"/>	

O=Outstanding S=Satisfactory. (At or above the job performance standards) I=Improvement needed, as indicated U=Unacceptable performance, as indicated

THIS IS YOUR RATING:	O	S	I	U	SUPERVISOR'S COMMENTS (required for all ratings, suggestions for improvement required for "I" or "U" ratings)
1. <u>QUALITY OF WORK</u> Accuracy, thoroughness, neatness, knowledge, skill.					
2. <u>QUANTITY OF WORK</u> Volume, application, time and equipment utilization.					
3. <u>WORK HABITS</u> Initiative, resourcefulness, punctuality, safety considerations, ability to take and follow directions.					
4. <u>PERSONAL RELATIONS</u> Cooperation, relationships with fellow employees and public, willingness, cheerfulness, patience, teamwork.					
5. <u>PERSONAL FITNESS</u> Integrity, sobriety, stability, loyalty, dependability, judgement, appearance, physical condition.					
6. <u>SUPERVISORY ABILITY</u> (if applicable)					

REMARKS _____

Rater _____ Title _____ Date _____
 Employee _____ Title _____ Date _____
 Reviewer _____ Title _____ Date _____

Signature of employee does not mean he/she agreed with rating. It simply means he/she has seen the report of his/her supervisor. The employee may attach a letter with additional comments to the official Personnel Office copy.

White Copy — Personnel

Pink Copy — Employee

Yellow Copy — Rater

