



COLLECTIVE BARGAINING AGREEMENT

BETWEEN AND FOR THE

SERVICE EMPLOYEES INTERNATIONAL UNION LOCAL 1021

AND

SAN FRANCISCO UNIFIED SCHOOL DISTRICT

FOR

JULY 1, 2016 – JUNE 30, 2017

BOARD OF EDUCATION
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SEIU Local 1021 & SFUSD
Tentative Agreement
November 1, 1994

There is currently a dispute between San Francisco Unified School District and Service Employees International Union, Local 1021, as to whether the District is bound by the provisions of the San Francisco City Charter relating to negotiations and binding arbitrations of disputes over the terms and conditions of collective agreements (Memoranda of Understanding). This dispute is being litigated in a number of lawsuits. The District is currently a party of two of those lawsuits.

- A. To provide a fair and harmonious employee relations during the pendency of the various lawsuits the District and Local 1021 agree to the bargaining unit employee working conditions contained in the attached document.
- B. If during the term of this Agreement, there is a judgment entered which finally and conclusively adjudicates the issue of the District's responsibility and liability under the San Francisco City Charter due either to negotiations or arbitration of collective agreement between the City and Local 1021, then the District and the Union agree that either party may, within 30 calendar days after such judgment, reopen negotiations on any topic(s) of this Agreement.
- C. An action filed by the United Public Employees Local 1021 against the San Francisco Unified School District is now pending in the Superior Court of the State of California in and for the City and County of San Francisco and is numbered 951317. The United Public Employees allege in that action that the San Francisco Unified School District is bound by the "city-wide negotiations" at least as to those matters which fall within the scope of representation under the Meyers-Milias-Brown Act notwithstanding that the San Francisco Unified School District is also an employer under the Educational Employment Relations Act. It is the position of the San Francisco Unified School District that its labor-management relations are governed by the Educational Employment Relations Act and that since the passage of Proposition B and the addition of Section 8409 of the Charter of the City and County of San Francisco, it is not bound by any of the negotiations which have occurred in the Meyers-Milias-Brown Act meeting and conferring between the City and County of San Francisco and the United Public Employees. The parties hereto acknowledge that it is appropriate to make certain adjustments to the wages, hours and working conditions of employees represented by United Public Employees Local 1021 working in the San Francisco Unified School District but they are concerned that any discussions or adjustments might later be utilized as evidence in the above-described pending action, which militates against such discussions and changes. Both parties would be prejudiced by the failure to make adjustments. Therefore, it is hereby agreed that this Agreement and all discussions which may lead to adjustments in wages, hours and working conditions, and all adjustments in wages, hours and working conditions which occur while the above-described action is pending shall be privileged and may not be cited, referred to or argued in the pending litigation as evidence for or against the position of either of the parties to this action.
- D. Notwithstanding the constraints described herein, the bargaining teams of the San Francisco Unified School District and of SEIU Local 1021 have reached the attached Tentative Agreement which both teams agree to recommend to their respective constituencies for ratification consideration. Upon said ratifications, all bargaining between the parties shall be concluded for the term of this Agreement, except as provided for in item B, above.

NOTE: The parties acknowledge that the Union referred to as Service Employees International Union Local 790 in this document became and was recognized by the District as Service Employees International Union Local 1021 on or about June 26, 2007."

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1.0 RECOGNITION

The San Francisco Unified School District (hereinafter District) voluntarily recognizes the Service Employees International Union Joint Council of Public Employees, (hereinafter Union) as exclusive representative of the appropriate Blue Collar and Student Nutrition Services and the appropriate Clerical and Technical Services bargaining unit pursuant to Section 33050 of the Rules and Regulations of the Educational Employment Relations Act. The classifications in these bargaining units are designated in Appendix G of this Agreement. The District affirms that the Union has made a showing of majority support in these bargaining units.

1.1 Placement of New Classifications

The Union shall provide the District with a list of new classifications that it proposes for unit inclusion. After reviewing said list, the District and the Union shall meet to discuss the appropriateness of the possible unit modification, potential conflicts in District designations of management and confidential positions, and the recognition procedures of the Public Employment Relations Board (PERB). Except for instances of appropriateness and designation conflicts, the District shall not attempt to block the Union's request for a PERB unit modification.

If there are newly created classifications in the future about which the District and the Union cannot agree regarding unit inclusion or exclusion, the matter shall be submitted to the Public employment Relations Board for possible unit modification.

1.2 Classification Accretion

The District will accrete the following job classification to the Union:

- 1410 – Chief Clerk
- 1632 – Senior Accounting Clerk
- 1634 – Principal Accounting Clerk
- 1844 – Sr. Management Assistant
- 2656 – Chef
- 7450 – Shade & Drapery Worker
- 7451 – Senior Shade and Drapery Worker

2.0 PREAMBLE

This Agreement is intended to establish a mutually satisfactory arrangement between the District and the Union regarding only those certain conditions of employment within the discretion of the District in order to foster amicable relations which will contribute to the successful operation of the District, toward quality education for all District pupils, and the provision of productive labor in exchange for compensation benefits. The Agreement and the procedures which it establishes for the resolution of differences are intended, in the public interest, to contribute to good employee relations. This Agreement is limited to those areas of jurisdiction over which the School District has the authority to act. Should any portion of this Agreement be declared by a Court of competent Authority to be outside the jurisdiction of the School District, that section shall be invalid.

3.0 NON DISCRIMINATION

No employee shall be discriminated against because of actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, domestic partner status, pregnancy, physical or mental disability, medical condition, genetic information, military or veteran status, gender or gender identity, gender expression, sex or sexual orientation, ethnicity, political affiliation, affiliation with an employee organization, or other non-merit/non-job related factors provided the individual's ability to perform the task is not impaired thereby. No employee shall be subject to sexual harassment.

Prohibited sex discrimination includes discrimination based on an employee's or job applicant's pregnancy, childbirth, breastfeeding, or any related medical condition.

The District also prohibits discrimination in compensation, terms, conditions, and other privileges of employment and the taking of any adverse employment action, including, but not limited to, termination or the denial of employment, promotion, job assignment, or training, against an employee or job applicant based in whole or in part of any of the categories listed above.

Any employee who believes they or another employee has been subjected to discrimination should immediately report the incident to any of the following persons and/or offices: the employee's immediate supervisor; the District's Human Resources Department (Executive Director of Talent Management or Chief Administrative Officer); the District's Labor Relations Department (Senior Labor Relations Representative or Chief of Labor Relations); or the District's Office of Equity (Director).

No employee shall be retaliated against for reporting or filing a complaint of discrimination as defined above.

To the extent possible, discrimination complaints will be treated in strict confidence by both the Union and the District.

Disciplinary actions against employees found to have violated this Article may include progressive discipline appropriate to the severity and nature of the proven misconduct.

The District and the Union agree this Article shall be administered and enforced consistent with all relevant Board Policies and Administrative Regulations.

4.0 EMPLOYEE INFORMATION

4.1 Within 90 days of the ratification of this agreement by the Board of Education, the District shall cause the Agreement to be translated into Spanish and Chinese, and sent to the Union. The District shall thereafter provide the Union at least sixty (60) days to identify and give feedback to the District regarding translation issues and/or problems with translations of the English version into Spanish and/or Chinese version(s). If any conflicts or disputes arise regarding the translation or proper interpretation of any term or provision of this agreement, the intent, and language of the English language version of the agreement shall prevail. Within 90 days after the expiration of this (60) day period, the District shall post the English and translated version on the District's website and simultaneously will make available 250 Spanish and 250 Chinese copies for distribution to all employees in the bargaining unit, and future bargaining unit employees to be hired within the effective period of the contract. The parties shall mutually agree on the format and design of the agreement to be printed. The cost of printing and translating the agreement and any additional required copies shall be borne equally by the District and Local 1021. A list of the health benefits, sick leave and vacation accrual benefits, and holiday benefits currently available to employees of the District is included in Appendix B of this Agreement.

5.0 COMPENSATION BENEFITS

The salary schedule hourly rates in effect as of June 30, 2016 shall be adjusted during the term of this agreement in the following manner:

2016-2017 – Effective July 1, 2016, 5% increase

5.1 Longevity Premium

Eligible unit members shall receive a 30 cents per hour premium for longevity pay. Eligibility for said longevity pay shall be those unit members with:

5.1.1 Ten (10) or more but less than fifteen (15) consecutive years of experience in the District, or any combination of ten or more but less than fifteen (15) years of service in the District and any other classification included in the Civil Service System of San Francisco.

5.1.2 Effective July 1, 2014, eligible unit members will receive a 40 cents per hour premium for longevity pay. Eligibility for this rate of longevity pay shall be made to those unit members with:

5.1.2.1 Fifteen (15) or more consecutive years of service in the District.

5.1.3 To qualify for Section 5.1.1 and 5.1.2 an employee shall have a current District assignment of four (4) or more hours per day.

5.2 Retirement Contribution

Effective 7/1/2011, represented employees agree to pay their own employee retirement contribution in an amount equal to seven and one-half percent (7.5%) of covered gross salary in accordance with the City Charter. For employees who became members for SFERS prior to November 2, 1976 (Charter Section A8.509 Miscellaneous Plan), the unit member shall also pick up the remaining one-half (0.5%) of the total eight percent (8%) employee retirement contribution to SFERS.

In exchange for the unit member pick up of the 7.5% employee retirement contribution, the District agrees to a 6.12% adjustment to the salary schedule for those unit members who are also members of the retirement system. For unit members who became members of SFERS prior to November 2, 1976 and have an employee contribution of 8% the District agrees to an adjustment to the salary schedule of 6.62%, except that those members who have elected a reduced contribution shall only receive an adjustment in an amount equal to their percent contribution.

These member contributions shall be made on a pre-tax basis consistent with the Internal Revenue Code and implementing regulations.

If a unit member becomes eligible for membership in the retirement system during the term of this agreement, he or she shall be moved to the salary schedule that has been adjusted to reflect the unit member pick-up of 7.5% employee retirement contribution, retroactively to the date of entry into the retirement system.

To the extent authorized State law, rule changes by the City’s Retirement Board regarding the crediting of accrued sick leave for retirement purposes shall be incorporated herein by reference.

5.2.1 Early Retirement

If eligible, the District shall participate in any applicable retirement program if the program is implemented in the City and County of San Francisco pursuant to Charter Section A8.401-7.

5.3 Health Benefits

Effective January 1, 2014, the District shall increase its dependent health care contribution to an amount equal to the HSS-established 75% formula/calculation of the lowest health plan coverage available through HSS at the family rate level.

5.4 District Fringe Benefits Contribution

The District shall contribute \$30.09/pay period for single party coverage for those employees enrolled in the most expensive plan.

5.5 Pay Premium and Additional Compensation

In addition to the provision of 5.0, the following pay premiums and additional compensation rates provisions shall be in effect during the term of this Agreement.

5.5.1 Bilingual Pay Premium

Each fiscal year, the Superintendent, or designee, shall designate District positions that are eligible for the bilingual pay premium. Positions which require translating or interpreting to or from a foreign language including sign language for the hearing impaired and Braille for the visually impaired shall be designated eligible for the bilingual pay premium.

Employees meeting the premium criteria skills shall receive a \$75 premium per pay period.

5.5.2 Out-of-Class Pay

A unit member directed/approved by their Program Director to perform a substantial portion of the duties and responsibilities of a higher class for five (5) consecutive days within a twenty (20) day period shall receive 5% above his/her regular pay rate, retroactive to the first day of the acting assignment.

Out of class pay shall be discontinued after six-month period except for extraordinary circumstances related to health and, safety of students or employees as approved by the Chief Administrative Officer. All assignments in excess of six months shall require a determination by the Chief of Human Resources as to whether the position shall be reclassified.

Reclassification and selection to reclassified positions are subject to the civil service rules. If a position is not reclassified, the employee shall not be required to perform out-of-class duties.

The District shall not deliberately reassign duties during the five (5) consecutive day period merely to avoid the 5% additional payment.

The District will not rotate supervisory assignments for the purpose of avoiding out-of-class compensation.

5.5.3 Night Duty

The night duty differential shall be 8%. To be eligible for the night duty premium, employee must work at least one (1) hour of their shift hours between 5 p.m. to 7 a.m.; those employees voluntarily participating in an authorized flextime program shall be exempted from said night duty premium.

5.5.4 Supervisory Differential Adjustment

The appointing officer/designee is hereby authorized to adjust the compensation of a supervisory employee who schedule of compensation is set herein subject to the following conditions:

5.5.4.1 The supervisor, as part of the regular responsibilities of their supervisor, directs, is accountable for and is in responsible charge of the work of a subordinate or subordinates.

5.5.4.2 The organization is a permanent one approved by the appointing officer/designee where applicable, and is a matter of record based upon review and investigation by the Civil Service Commission.

5.5.4.3 The classification of both the supervisor and the subordinate are appropriate to the organization and have a normal, logical relationship to each other in terms of their respective duties and levels of responsibility and accountability in the organization.

5.5.4.4 The compensation schedule of the supervisor is less than one full step (approximately 5%) over the compensation schedule, exclusive of extra pay, of the employee supervised. In determining the compensation schedule of a classification being paid a flat rate, the flat rate will be converted to a bi-weekly rate and the compensation schedule the top step of which is closest to the flat rate so converted shall be deemed to be the compensation schedule of the flat rate classification.

5.5.4.5 The adjustment of the compensation schedule of the supervisor shall be to the nearest compensation schedule representing, but not exceeding, one full step (approximately 5%) over the compensation schedule, exclusive of extra pay, of the employee supervised.

5.5.4.6 The decision of the Appointing Officer/Designee as to whether the compensation schedule of the supervisory employee shall be adjusted in accordance with this section shall be final.

5.5.4.7 Compensation adjustments are effective retroactive to the beginning of the current fiscal year of the date in the current fiscal year upon which the employee became eligible for such adjustment under these provisions.

5.5.4.8 In no event will the Appointing Officer/Designee approve a supervisory salary adjustment in excess of 2 full steps (approximately 10%) over the supervisor's current basic compensation. If in the following fiscal year a salary in equity continues to exist, the Appointing Officer/Designee may again review the circumstances and may grant an additional salary adjustment not to exceed 2 full steps (approximately 10%).

5.5.4.9 An employee shall be eligible for supervisory differential adjustments only if they actually supervises the technical content of subordinate work and possesses education and/or experience appropriate to the technical assignment.

5.5.5 Standby Pay

Employees who, as part of the duties of their positions are required by the appointing officer to standby when normally off duty to be instantly available on call for immediate emergency service for the performance of their regular duties, shall be paid 25 percent of their regular straight time rate of pay for the period of the standby service, except that employees shall be paid ten (10) percent of their regular straight time rate of pay for the period of such standby service when outfitted by their department with an electronic paging service or cellular phone. When such employees are called to perform their regular duties in emergencies during the period of such standby service, they shall be paid while engaged in such emergency service the usual rate of pay for such service, including overtime if applicable. Notwithstanding the provisions of this section, standby pay shall not be allowed in classes who duties are primarily administrative in nature.

The provision of this Section authorizing standby pay do not apply to classification designated by a “Z” symbol and which would qualify for designation as executive under the duties test provisions of the Federal Fair Labor Standards Act. Provided, however that if such compensation is expressly requested and approved in accordance with the procedures in this section as set forth below employees in the classification categories referenced in this subsection shall be eligible for standby compensation.

5.5.6 Callback/Holdover pay

Unit members called into work on a day off or called back into their work location(s) following the completion of their work day and departure from their place of employment shall be granted a minimum of four (4) hours compensation at the applicable rate or shall be compensated for all hours actually worked at the applicable rate, whichever is greater. The section shall not apply to employees who are called back to duty when on a stand-by status, pursuant to section 5.5.5 of the Collective Bargaining Agreement. The employee’s workday shall not be adjusted to avoid the payment of this minimum. Full time employees who are held over to work after having worked their regularly scheduled shift shall be compensated at overtime per section 5.5.9 of the Collective Bargaining Agreement.

5.5.7 Lead Person Pay

5.5.7.1 Employees designated by their supervisor as lead workers shall be entitled to a ten dollar (\$10.00) per day premium only in situations involving:

5.5.7.1.1 Regularly assigned to plan, design, sketch, layout detail, and estimate or order materials when said work is outside the regular job description and duties of the class.

5.5.7.1.2 When assigned to team maintenance and only when the supervisor recommends that said assignment meets the description in section 5.5.7.1.1 above.

5.5.8 LOG CABIN SCHOOL DIFFERENTIAL

A unit member assigned to work at Log Cabin School in La Honda shall be entitled to a seven and one-half percent (7.5%) salary differential.

5.5.9 Overtime

Overtime shall be defined as service authorized by the Superintendent or their designee in excess of eight hours in any day, or in excess of forty hours in any week. Overtime service shall be paid for in cash unless the employee and the supervising manager mutually agree to compensatory time in advance of the work performed. If paid in cash, it shall be at one and one half times the base hourly pay rate. Compensatory time

shall be earned at one and one-half (1 ½) times the period of overtime that is worked. On a monthly basis the District shall provide to SEIU Local 1021 a complete list of names of unit members that were paid overtime for the month in question.

5.5.10 Mileage

A unit member whose job classification is assigned to multiple District sites or who is required and directed to use his/her private vehicle in the performance of District duties, and who submits the appropriate claim forms, shall be reimbursed at the prevailing IRS rate.

Reimbursement shall not apply in situations in which a unit member elects to work in multiple positions at multiple sites in a position number that is not assigned to multiple sites. This limitation shall not apply, however, to the unit member who is receiving reimbursement under these circumstances as of the date of ratification of this 2010-2013 Agreement.

5.6 Correcting Payroll Errors

5.6.1 In the event of a payroll error that represents 50% or more of an employee's net paycheck, a corrected check will be issued by the District within 1 to 3 work days provided: the error is brought to the attention of the Payroll Department within three (3) days of the pay day when the error occurred; and also provided that the Payroll Department receives the documentation for correction at the approximate time that it receives notice of the error.

5.6.2 If the amount of the payroll error represents 25% to 49% of the employee's net paycheck, the new check will be issued within 5 workdays and all other provision of Section 5.6.1 shall apply.

5.6.3 If the amount of the payroll error is less than 25% of the employee's pay net check; the correction will be made on the next regular payroll.

5.7 Payment Policy

5.7.1 Electronic Payroll System – All bargaining unit members shall be paid exclusively by electronic means according to the following terms:

5.7.2 Bargaining unit members shall be paid through direct deposit to their existing accounts.

5.7.3 Bargaining unit members not already receiving pay in this manner may provide the requisite information to the Payroll Department to enable implementation of payment by direct deposit.

5.7.4 Bargaining unit members who elect not to receive salary payments through direct deposit shall be paid through alternative electronic means (such as a "pay card"). Unit members shall be entitled to make at least one free withdrawal from the designated financial institution each time a deposit is made by the District to the pay card. A list of pay card recipients shall be provided to the Union within thirty (30) days of the implementation of this program.

5.7.5 All electronic pay warrants shall be accessible via the unit member's District user name and password through a secure website provided by the District.

5.7.5.1 All bargaining unit members shall have access to a District computer and printer during non-duty time within normal business hours at the work site or alternate District locations for the purpose of verifying salary deposits, viewing itemized wage statements ("pay stub") and printing hard copies thereof.

5.8 Duty-Free Lunch

A unit member assigned to work six (6) or more hours per day shall be entitled to not less than a thirty (30) minute duty-free lunch period without pay; said period shall be scheduled by the immediate supervisor. Should the need for District efficiency cause the lunch period to be cancelled, the District shall make a reasonable effort to reschedule it within the unit member's normal starting and ending time of service. In any event, a unit member shall be paid for all hours actually worked.

6.0 TEMPORARY POSITIONS

6.1 The District and the Union agree to review temporary positions to determine if such positions may be made permanent in nature. The District agrees to facilitate the transition of temporary employees to permanent positions.

6.2 The District will make every effort to develop, update, and administer examinations to facilitate hiring in classifications that historically have high numbers of temporary workers.

6.3 NON-PERMANENT EMPLOYEE BENEFITS

6.3.1 Temporary employees regularly assigned to less than 20 hours per week shall not be entitled to District benefit contributions. Every January 1st, regularly scheduled provisional/temporary employees working twenty (20) or more but less than thirty (30) hours per week, or as needed employees who have worked intermittently on average twenty (20) or more but less than thirty (30) hours per week within a twelve (12) month period measured from July 1st – June 30th of the preceding year are eligible for employee only medical benefits (health, vision, dental) through the Health Service System under the Federal Affordable Care Act.

Additionally, every January 1st, regularly scheduled provisional/temporary employees working at least thirty (30) hours a week, or as needed employees who have worked intermittently on average for thirty (30) or more hours per week within the twelve (12) month period measured from July 1st – June 30th of the preceding year are eligible for employee and, if applicable, dependent medical benefits (health, vision, dental). Eligibility will be determined on a year-to-year basis for qualifying employees.

6.3.2 Temporary employees regularly assigned to at least twenty (20), but less than forty (40) hours per week will receive pro-rated District contributions for premiums, vacation pay, holiday pay, sick pay, and available city Retirement coverage. If acceptable to the carrier, said part time employees may purchase life and/or long-term disability insurance at the employee's expense.

6.3.3 The following sections (6.3.4 through and including 6.3.6) shall be effective prospectively on July 1, 2016.

6.3.4 Temporary employees who are regularly scheduled to work shall qualify to advance to the next pay step of said classification as follows:

6.3.4.1 If initially employed in the classification at step 1, the employee shall qualify to advance to step 2 after six (6) months of service and to succeeding step annually thereafter on the date of movement to step 2.

6.3.4.2 If initially employed in the classification at step 2 or higher, the employee shall qualify to advance to succeeding steps annually thereafter on the employee's date of hire in the classification.

6.3.5 As-needed temporary employees who have worked 1040 hours within two year period in their classification shall qualify to advance to the next pay step of said classification on the 1041st hour, and annually thereafter.

6.3.6 Those employees currently employed who were appointed above step 1, working at least 6 hours per day, who have not yet reached 1040 hours shall be advanced to the next step on their 1041st, and annually thereafter.

7.0 PERSONNEL FILES

7.1 There shall be only one personnel file for each employee which shall be kept confidential. Materials in personnel files of employees which may serve as a basis for affecting the status of their employment are to be made available for the inspection of the person involved. Such materials shall not include rating reports, or records which (1) were obtained prior to the employment of the person involved, (2) were prepared by identifiable examination committee members, (3) were obtained in connection with a promotional examination. Every employee shall have the right to inspect such materials upon request, provided that the request is made at a time when such person is not actually required to render services to the employing District. A representative chosen by the employee may accompany them at this time. Such review shall take place during normal business hours, and the employee shall be released from duty for this purpose without salary reduction.

If an employee is unable to view their personnel file during normal business hours of the Human Resources Office, they may designate in writing a union representative to perform the review on their behalf. Such designation will be valid for one review only.

7.2 Other than formal evaluations, derogatory materials in a personnel file that are at least three (3) years old, and where there has been no repeated incident(s) of the problem(s) that gave rise to such materials during said time period, shall be placed in a sealed envelope. Said sealed material shall not be opened except by court order, or with the unit member's consent.

7.3 Documents used for discipline purposes which have not already been sent to the personnel file shall be destroyed by close of business June 30th unless these materials are sent to the personnel file in accordance with section 7.4.

7.4 Information of a derogatory nature shall not be entered or filed unless and until the employee is given a copy and an opportunity to review and comment thereon. An employee shall have the right to enter, and have attached to any such derogatory statement, their own comments thereon. Anonymous or uncorroborated material shall not be filed.

8.0 UNION SECURITY

8.1 An employee shall, as a condition of continued employment, within thirty (30) days of employment, with the District, execute a payroll deduction form, including an initiation fee established by the Union, and thereby become a member in good standing in the Union; or execute a payroll deduction form, and thereby pay to the Union a monthly service fee equal to the regular monthly dues; or, in the case of an employee who certifies they cannot join or support an employee organization because of religious convictions shall execute a payroll deduction authorization form, and thereby pay sums equal to Union dues to one of the following:

- Hospitality House;
- San Francisco School Volunteers;
- American Cancer Society;

- American Heart Association; and
- Local independent charities exempt from taxation as provided in Government Code §3546.3

All employees covered by these provisions will be informed as to their obligations under this section of the agreement.

8.2 Upon seven (7) days' notice to the District from the Union that an employee described above has failed to maintain their membership in good standing or has failed to maintain their current charitable contribution payments to one of the charities designated above, the District shall notify each such employee in writing, with a copy to the Union, that (1) they are in violation of the Collective Bargaining Agreement between the District and the Union, and (2) failure to complete the payroll deduction authorization form within seven (7) days shall result in an automatic service fee payroll deduction.

8.3 The District shall furnish the Union on a monthly basis the names, classifications, and work locations of all employees subject to this Agreement. Newly hired or separated employees will be so indicated in this report.

8.4 The District shall also furnish the Union verification of employee contribution transmitted to charitable organizations.

8.5 This District shall also provide the Union with a list of those employees, both permanent and temporary, who are not currently paying either Union dues or agency fees.

8.6 Lists provided in Section 8.3 through 8.5 shall be in a format mutually agreed by the Union and the District.

8.7 Pursuant to Education Code §45168, the employee may pay the service fees directly to the Union in lieu of salary deduction.

8.8 The Union agrees to indemnify and hold the District harmless from any and all claims, demands, suits or other action arising from this organizational security agreement.

8.9 The District agrees to maintain the Union rights to payroll deduction and maintenance of membership.

9.0 UNION RIGHTS

9.1 Bulletin Boards

The Union shall have the right to post notices of activities and matters of Union business on employee bulletin board space provided in each school building, or center, in areas frequented by employees.

9.2 District Mail

The Union may use the District mail service and employee mailboxes for communications to employees subject to reasonable regulations, the provisions of the Education Code and District policy manuals, and the rulings issued by PERB or courts of competent jurisdiction.

9.3 Access

Upon timely notification to Labor Relations, a Union representative shall be allowed reasonable contact with workers on District grounds and facilities. Said contact shall not interfere with employee work.

9.3.1 In fulfilling its role as exclusive bargaining agent, the Union shall have reasonable access to District building, owned or leased, that are regularly used by bargaining unit members in the performance of District duties. This provision shall not apply to District properties that are leased entirely for commercial purposes.

9.4 Copy of W.A.D.

The Union shall be provided with a timely copy of each W.A.D. notice.

9.4.1 Internet Access

SEIU Local 1021 Unit members shall be provided with a District e-mail account and a password and shall be granted access to a District workplace computer for use permitted by the District's Technology Acceptable Use and Security Policy, to view District e-mail and official District communications.

9.5 Copy of all Official Circulars

All official District circulars which deal with bargaining unit working conditions covered by the Agreement shall be posted in each school or work location in the District in a timely manner after issuance, with a copy forwarded to the Union.

9.6 Board Agendas and Minutes

The District shall make the agenda and minutes of each meeting, including public and non-confidential support materials, of the Board of Education available to the Union at approximately the same time that they are made available to the Board members.

9.7 Posting of Vacancies

All District recruitments for positions in SEIU classes shall be posted on the District website and published in the Weekly Administrative Directive (W.A.D), a copy of which shall be posted in the school staff room/lounge. The WAD shall also include all CSC examination announcements for District-only classifications.

9.7.1 Qualified employees shall be fairly considered for the positions in accordance with Civil Service Rules. Employee seniority will be given reasonable weight and cannot be disregarded by decision makers.

9.7.2 The parties acknowledge that San Francisco's Department of Human Resources is the agency charged with official civil service exam announcements and such announcements are available on the internet and telephone hot line.

9.8 Shop Stewards

The Union shall furnish the Labor Relations Department with an accurate list of shop stewards and designated officers of the Union in areas as designated by the Union by July 1st of each year. The Union may submit an amendment to the list at any time. Only employees on this list are empowered to act as shop stewards.

9.8.1 Shop stewards and designated officers of the Union shall be granted reasonable release time to investigate and process grievances, disciplinary appeals and attend meetings with District management without loss of pay or benefits. Shop stewards shall notify Labor Relations prior to release for Union Business. Such notification of release time shall normally be made in advance of the meeting date and shall include the area or work location where they will be investigating or processing grievances, disciplinary appeals or meetings with District management.

9.8.2 In emergency situations, where immediate disciplinary action must be taken because of a violation of law or board policy, a shop steward shall not unreasonably be denied the right to leave their post or duty to represent the employee.

9.8.3 Except in emergency situations, an investigation, disciplinary or grievance meeting shall be rescheduled if a shop steward is denied release time.

9.8.4 A shop steward may interview an employee during the employee's regular work time in order to investigate or process a grievance or disciplinary appeal with the approval of the employee's supervisor, which shall not unreasonably be withheld.

9.8.5 Shop stewards shall be responsible for the performance of their work load, consistent with release time approved pursuant to rules established herein.

9.9 Release Time for Union Officer(s)

A designated Union officer(s) shall be released from District duties upon Union request. Such leaves shall normally begin at the beginning of the semester for school-term employees or July 1st for year-round employees. Members shall be credited with service time for salary increment and benefit purposes. The Union shall reimburse the District for the full economic package of the released officer(s) no later than June 30th of the year the leave is granted.

9.9.1 The District shall grant reasonable requests for short-term leaves for Union business, other than bargaining, providing a written request is submitted by the Union at least two (2) days in advance, if practicable and providing that adequate substitutes are available, if needed. The Union shall reimburse the District for the full economic package of the released union member.

9.10 Employment Transaction List

The District shall send to the Union president or designee an electronic list of employee transaction whenever these lists are generated for Board agendas.

9.11 Designated SEIU representatives and Labor Relations shall meet and consult to establish arrangements and conditions under which newly hired employees may be released without loss of pay for up to one hour, exclusive of travel time if any, to attend a union orientation workshop within 30 work days of their first date of paid service.

10.0 CAREER DEVELOPMENT AND TRAINING

10.1 Training Provisions

Clerical and in-service training shall be conducted both during and after working hours and shall not be limited to job-related workshops offered by the District.

10.1.1 All in-service workshops shall be publicized at all sites employing classified staff.

10.1.2 The District will equitably compensate unit members who act as instructors consistent with pay for members of other bargaining units, including possible payment or time off for preparation, if necessary.

10.1.3 Upon satisfactory completion of the in-service, employees shall be issued a Certificate of Completion.

10.1.4 Priority consideration will be given to training in the District computer program.

10.2 Training for Library Technical Assistants

The District and appropriate instructional and Library staff shall meet, design and implement a series of in-service courses in skills appropriate to the Library Technical Assistant classification, and leading to a Certificate of Completion.

10.3 Career Development Committee

The District and the Union shall form a joint committee of equal representation to meet periodically to investigate the establishment of a possible career development program for employees who wish to become credentialed teachers in the District. Employees who have rendered satisfactory service to the District and who acquire a valid California teaching credential authorizing service to the District shall be given priority consideration for filling vacancies in said service areas.

10.4 Job-Related Workshops

Upon prior written approval of the Division or Department head, an employee may participate in job-related workshops offered by the District or outside agencies. An employee will receive release time for workshop attendance during regularly assigned hours. Unless compensatory time is granted by the employee's Department head, employees shall attend in-service programs offered at times other than their regularly scheduled work hours without receiving compensation from the District. Compensatory time shall be taken in compliance with Fair Labor Standards Act provisions and the Salary Standardization Ordinance in effect on June 30, 1993.

10.5 Professional Development

The District shall mandate a total of eight (8) paid hours of professional development for each bargaining unit member over the course of each school year, which shall include both in-person and on-line professional development, on a unit basis. The scheduling of the hours in each unit will occur in consultation with the unit Supervisor in order to avoid disruption of District operations. Attendance at scheduled sessions shall be mandatory for all bargaining unit members. Chapter Officers, as identified by the Union, shall have the right to attend and address unit members during all in-person sessions.

The content of these sessions for full year employees shall be developed in consultation with the Union. These sessions may include but not be limited to the following:

- Civil Service Rules
- Understanding your Employees Benefits (e.g., Life Insurance)
- CPR
- Team Building
- Retirement
- How do I get Information from Human Resources (SFUSD)?
- Employee Assistance Program
- Health Service System
- Career Development (Promotions)
- Emergency Preparedness training
- Sexual Harassment Training

10.6 Emergency Preparedness Training

All bargaining unit members shall undergo training in emergency preparedness (including the District's Disaster Policy and Procedures – i.e., earthquakes, fires, blackouts, etc.) – in order that they will be able to respond as Emergency Disaster Workers when the need arises.

10.7 Professional Growth/Tuition Reimbursement Plan

The District shall establish a pool of \$20,000/year for the purpose of reimbursing tuition cost to bargaining unit members. Classes to be reimbursed will be approved in advance by the District's Department of Human Resources. Each member shall be eligible for no more than \$1,000 per year of reimbursement as described herein upon verification of completion of classes (e.g. transcripts or sufficient written/electronic proof).

10.8 Certification Renewal

Employees shall be granted time off, without loss of pay, to complete mandatory requirement for certification renewal that are necessary for continued District employment in their classification. At this time, the following bargaining classifications are impacted by this provision: 7218, 1930, 2615, 2616, 2630, 2634, 2656, 2672, 2674, and 3616. When additional classifications are added to the bargaining unit, they will be included in this if applicable.

10.9 City University

The District will participate in the City University program and work with the Union to identify courses that will provide additional opportunities for career development and services improvement within the District.

11.0 SUBCONTRACTING OF WORK

11.1 Prior to formal issuance of a Request for Proposal (RFP), a copy shall be sent to the Union. Prior to final action on said RFP, the District shall make available for inspection any and all pertinent background and/or documentation reasonably related to the Union's representational rights for the service to be subcontracted. The District agrees to meet with the Union upon request to discuss and attempt to resolve issues related to possible alternatives to subcontracting. These meetings shall be conducted in good faith with an aim of preserving promotional opportunities for unit members, maintaining good morale and providing cost effective services to the District.

11.2 Except in temporary overflow situations or those covered herein, the District shall not utilize non-bargaining unit workers to perform bargaining unit work.

11.3 The District shall not utilize unpaid volunteer, GA workers, SWAP or GAIN workers to permanently replace vacant bargaining unit positions.

11.4 There shall be no layoffs or reductions in assigned time of unit members as a result of any subcontracting of work. The District will not subcontract work with the intent of eliminating bargaining unit positions.

11.5 Ongoing work of the District is to be performed by civil service workers in accordance with Civil Service and Charter requirements. If bargaining unit positions become vacant through natural attrition, the District shall have the right to utilize outside contractors, consistent with section 11.4 above, to perform the duties of said vacated positions in an effort to provide efficient and cost effective services to the school community. In this event the parties shall utilize the process described in Section 11.1 above. The District will make every effort to fill vacated positions expeditiously.

11.5.1 In the case of any contracting out of bargaining unit work as contemplated herein such work will be performed by available union labor and paid according to applicable law, provided it does not interfere with the District's statutory obligation to use the lowest responsible bidder.

11.5.2 Except as specifically provided otherwise in this agreement, the District shall not subcontract bargaining unit services performed by any of the following departments during the term of this agreement; library services, custodial services, student nutritional services, warehouse worker, office/clerical workers, and school health services.

12.0 SCHEDULING OF HOLIDAYS

12.1 Paid Floating Holiday

Bargaining unit members shall have five (5) floating holidays (including Lunar New Year) per fiscal year. Bargaining unit member have the right to flexibly schedule two (2) of the five (5) floating holidays.

All floating holidays must be designated by unit member prior to the end of the unit member's work year and must be taken prior to June 30.

12.1.1 An employee may request the scheduling of the other three (3) floating holidays from their supervisor who is designated as responsible for vacation approval. While each request will be considered on an individual basis, school-term employees will not normally be approved to take a floating holiday on student attendance days.

12.2 Unit Member Holidays

12.2.1 Bargaining unit members shall be entitled to holidays as set forth in Appendix B (1) (c) of this Agreement.

12.2.2 Additional Paid Holidays

In addition to the holidays referenced in section 12.2.1 bargaining unit members are entitled to paid District holidays designated by the Board of Education.

13.0 VOLUNTARY REDUCED WORK WEEK

13.1 Employees in any classification, upon the recommendation of the Superintendent and subject to the approval of the Director of Human Resources, may voluntarily elect to work a reduced work week for a specific period of time. Such reduced work week shall not be less than twenty (20) hours per week for a period of not less than three (3), nor more than six (6) continuous months during the fiscal year.

13.2 Pay, vacation, holidays and sick pay shall be reduced in accordance with such reduced work week. Voluntary reduction of hours shall have no effect on health service coverage, dental coverage, salary step increases and seniority for layoff purposes.

14.0 WORK ASSIGNMENTS

The Union recognizes the Charter authority of the Superintendent in assigning employees under their direction. The following does not negate the authority of the Superintendent under the City Charter and Civil Service, but is an effort to establish acceptable procedures to be followed in making assignments. The following also does not limit the authority of the Appointing Officer to determine if and when a vacant position will be filled.

14.1 The District and the Union acknowledge that there has been and may continue to be a reduction in the District work force primarily as a result of reduced revenue and inflation. In some cases this reduction has resulted in a reduction of the quality and quantity of services provided to the public.

14.2 The District will provide specifically requested information relating to staff levels and workloads in a given department upon written request to the Chief of Human Resources.

14.3 The Board of Education, realizing staffing reductions could result in increased workload pressure upon the remaining employees, agrees to attempt to equitably distribute the workload among employees and any increased workload will be duly considered in performance evaluations.

14.4 When requested by the Union, upon mutual agreement of the District, the District will perform a desk audit of positions and meet with the Union to evaluate options for classifications and workload adjustments.

14.5 When requested by the Union, the District and the Union will meet at reasonable intervals to evaluate strategies to increase recruitment and retention. Such strategies shall not include matters that are properly the subject of negotiations.

14.6 The District acknowledges that employees may not be able to accomplish the additional work created by staffing reduction and increased workload in the same standard as their prior workload.

14.7 No member in the bargaining unit shall be requested to serve in place of a certificated personnel. Training in new procedures and equipment will be provided in the normal course of business.

14.8 Employees who are required to perform work-related duties beyond their normal workday shall be compensated in accordance with applicable laws and regulations on overtime pay.

If possible, advance notice will be given to an employee required to work overtime or extra time. Volunteers for such assignments will normally be sought, on a rotational seniority basis among qualified members in the department or site. The supervisor will make an effort to equalize overtime among volunteers on an annual basis. Employees shall work overtime and extra time assignments, but may be excused from this obligation at the discretion of the District.

14.9 No employee shall be required to perform personal errands for other members of the staff.

14.10 Members of the bargaining unit will receive consideration in the filling of vacancies for the summer school program on the basis of program needs and seniority. All things being equal, seniority will be the governing factor.

14.11 The District will institute a policy that conforms to Civil Service guidelines in effect on June 30, 1993 regarding the job requirements for performing clerical work. Said policy shall not apply to paraprofessionals performing the classroom-related clerical assistance for instruction personnel work directly with students.

14.12 In the event that regular, additional work hours are available at a job site, a bargaining unit member working four (4) hours per day, or less, shall receive, upon request, priority consideration for having an increase in their assigned hours.

14.13 Confidential Employee Work Assignments

The District shall notify the Union on or before October 1st of each year as to what unit classifications and number of employees are with “confidential” status as of that date. Thereafter, the District shall notify the Union thirty (30) days prior to any additional designation of unit classification as “confidential.” Upon request, the District will meet and confer with the Union.

15.0 SUBSTITUTES AND AS NEEDED EMPLOYEES

15.1 The District will maintain a current “as needed” employee list in order to provide a substitute pool of absent clerical and custodial employees. These “as needed” employees would be in addition to permanent employees who currently work as substitutes. The District will budget \$100,000 a year with the express purpose of using these funds to maintain a substitute pool in the clerical and custodial divisions. These employee should not be utilized to fill permanent vacancies or long-term vacancies without replacements being added to said pool.

15.2 When assigning the foregoing substitutes, priority shall be given to elementary school sites to which only one clerk and one administrator have been assigned.

16.0 CLERICAL PROVISIONS

16.1 Video Display Terminals/Comfort Standards

A goal of the District is to provide working environments for unit members that are safe, healthy and avoid continuous exposure to video display terminals and other repetitive strain risks. The parties recognize the desirability for comfortable and ergonomically correct work station standards for employees.

16.2 Career Pathways and Promotional Provisions

Promotional preference will be given to internal candidates who:

- Have reached step 5 in their classification,
- Have at least two (2) recent (within three (3) years of this application) performance evaluations of at least “competent and effective”, and
- Meet the minimum qualification of the position

16.2.1 Applicants meeting these criteria will be interviewed for promotions for permanent civil service positions when they are reachable on the civil service list, and will be prioritized for interviews and considerations for the position before any external candidates are interviewed.

If there are more than 5 internal applicants meeting the criteria, at least those 5 with the greatest years of service to the district will be interviewed.

16.3 Clerical workers shall be provided with a written description of the work per site to be completed during their shift and when break periods are to occur. By mutual agreement between the supervisor and the employee break periods may be left to the discretion of the worker.

17.0 CUSTODIAL POSITIONS**17.1 Transfers**

17.1.1 Whenever, in the judgment of the Director of Custodial Services, it is for the best interest of the service, a classified employee holding permanent appointment in a regular Civil Service position in one school may, upon their written request, be transferred to a position of the same Civil Service classification in another school.

17.1.2 In making a transfer under this procedure, all other things being equal, preference shall be given to the employee who has the longest service as a permanent employee of the School District.

17.1.3 The District agrees to post and accept bids twice a year on all vacant positions to be filled. A waiting period of two (2) weeks after such posting will be observed, during which time applicants may apply in writing to the Director of Custodial Services for vacancies.

17.1.4 The Principal or Appointing Officer shall be given an opportunity to interview candidates for vacancies. The transfer shall be made effective at the proper time unless disapproved for cause by both the principal and the Director of Custodial Services.

17.1.5 Such a transferee shall not be entitled to more than one transfer in any school year except under special permission of the Director of Custodial Services.

17.1.6 The department will provide the union with a complete list of positions, bids, and winning bids as well as a copy of the bid packet sent to each classification. In any case where the most senior worker did not win the bid for a position, the department will provide a satisfactory explanation.

17.1.7 Any transfer necessitated for the good of the service shall be made based upon program needs, affirmative action and seniority. All things being equal, seniority will be the governing factor.

17.1.8 Any employee transferred for disciplinary reasons shall be entitled, at the employee's request, to a conference with the Director of Custodial Services and Union representation.

17.2 Temporary Changes

Temporary changes in shift assignment will be made based upon program needs and seniority. All things being equal, changes shall be made in inverse order of seniority.

17.3 Reporting Time

The Union and the District agree that the reporting time for Custodians working in schools with three (3) or more custodians on both the day and swing shift shall, unless mutually agreeable to the Department and the employee, be the same during the Winter and Spring vacations as it is regularly.

17.4 Furniture Removal

Where it can be performed safely, a custodian may move furniture between rooms on a floor of the school, so long as they are provided with the appropriate equipment.

When furniture needs to be moved between floors, between buildings, or if the custodians do not have the training or equipment to perform the work safely, a work order will be placed by the supervisor to have warehouse workers perform the work.

17.5 Asbestos Safety

The District will comply with the annual training requirements provided for in Asbestos Hazard Emergency Response Act of 1987 and Cal-OSHA Hazardous Communications.

17.6 In-Year Vacations for Custodians

17.6.1 The District shall provide up to 35 in-year vacations per year, exclusive of the blackout periods at the beginning and end of the student instructional calendar. "In-year," as used herein shall mean the period between on or about October 1st and on or about May 15th of any school year.

17.6.2 Custodians may submit a written request for an in-year vacation.

17.6.3 Provided that District efficiency is not adversely impacted, in-year vacation requests (as described herein) may be approved.

17.6.4 Approvals will be based on District seniority, as excepted as provided for below; ties in seniority will be broken by lot.

17.6.5 After an eligible custodian has received an in-year vacation, they shall drop to the bottom of the seniority list when future requests are being considered.

17.6.5.1 If more in-year vacations are requested than can be granted, as contemplated herein, preference will be given to "most senior" custodians who have not previously been granted in-year vacation.

17.6.5.2 "Most Senior" as used herein, shall be calculated as follows:

17.6.5.2.1 All District custodians, other than as-needed, shall be ranked on the basis of District hire date.

17.6.5.2.2 Those custodians in the upper half of said ranking shall be considered "most senior."

17.6.6 Notwithstanding any other provision contained herein, not more than one (1) eligible custodian at any job site may be on an in-year vacation at any given time.

17.6.7 Nothing contained herein shall be construed to eliminate custodial vacations during recesses.

17.6.8 Custodial vacations will generally not be approved during the following blackout periods:

- Two weeks before the last day of school
- The date the site administrators report for duty through two weeks after the first instructional day.

17.7 Custodial Recycling and Other Duties

Custodians in the normal course of their duties will handle material already set aside for recycling; however, recycling and composting programs at District sites shall not be the work/responsibility of the custodian(s). Custodians will not be expected to sort compostable or recyclable items that have been placed in the trash.

17.8 Custodial Work – Supervision & Duties

When a custodian at any school site receives multiple or conflicting requests for services at the same time, the custodian may request direction on how to proceed from the site administrator or designee. If a site administrator or designee is not available, the custodian will request direction from the custodial supervisor.

17.8.1 Custodians will not be required to load or unload the personal items of any District employee. Custodians shall not be required to clean skylights or exterior windows. No custodian shall be required to work on any ladder over 12 feet.

17.8.2 Custodial Substitute Duties

If the department is unable to cover an absent custodian's entire shift, the custodial supervisor will provide a written abbreviated, prioritized run appropriate to the number of hours that will be performed. The department will maintain a file of these abbreviated runs for reference and efficient service and make them available for inspection by the Union.

17.9 Handbook

The policies stated in the custodial handbook shall not contradict an expressed term of this Agreement. The District will forward a copy of the handbook to the Union in advance for its reaction and input.

18.0 STUDENT NUTRITION SERVICES

18.1 Assignment

Any changes in hour or site assignment for Student Nutrition Service employees will be based on program needs and seniority. All things being equal, seniority will be the governing factor.

18.2 Annual Bidding Process for Upcoming School Year

Every spring, all known open positions for the upcoming school year will be filled using a bidding process that includes three major steps: (1) Building the List of Openings, (2) Submitting Choices, and (3) Filling Open Positions. At each step in the process, SNS management will provide packets of written information to SNS employees, which will be available in English, Chinese, and Spanish.

Employees will be notified of their assignment for the upcoming school year before the end of the current school year.

18.2.1 Building the List of Openings

18.2.1.1 Every spring SNS management will send a Bidding Survey to all SNS employees asking them to indicate their plans for the coming school year and to return it within a two-week time frame.

18.2.1.1.1 SNS employees will use the Bidding Survey to indicate whether they: (a) will not be participating in the bidding process because they would like to stay in their current position for the coming school year; (b) want their current position added to the list of openings for the bidding process because they would like to move to a different position via the bidding process for the coming school year; or (c) are not planning to work in SNS in the coming year so want their current position added to the list of openings for the bidding process.

18.2.1.1.2 The Bidding Survey will include language to help employees understand some of the implications of participating in the bidding process. For example:

- Employee who chose to participate in the bidding process for the upcoming school year will be giving up their current year assignment.
- While employees can add their current assignment to their list of choices in the bidding process, there is no guarantee that everyone will get one of their choices.
- Employees with higher seniority are more likely to get one of their choices than employees with lower seniority.

18.2.1.2 Employees working in a regularly scheduled position that will experience a change in hours for the coming school year will also receive a Notice of Schedule Change Form that describes the changes for the coming year, and they will be asked to fill out the form and return it to SNS management with the same two-week time frame as the Bidding Survey. By completing the Notice of Schedule Change Form SNS employees will indicate whether they are: (a) interested in keeping their current position with the new hours in the coming year, or (b) want the position with the new hours added to the list of openings for the coming year because they would like to move to a different position via the bidding process.

18.2.1.3 SNS management will also send the Seniority List of all SNS employees. Employees with higher seniority will be more likely to get one of their choices than employees with lower seniority, so reviewing the Seniority List will help employees understand where they will be positioned in the bidding process. Employees who have any questions about their place on the Seniority List can follow-up with Human Resources.

If errors are found in the Seniority List, a new list will be sent to employees before bidding is completed.

18.2.1.4 SNS management will compile all the responses from the Bidding Survey and Notice of Schedule Change Form to create a list for the coming school year. A position will be considered open for the coming school year if: (a) it is a new position; (b) the regularly scheduled employee has indicated that they would like to move to a different position in the coming school year; (c) the regularly scheduled employee has indicated that they are not planning to work in SNS in the coming school year; or (d) there is no regularly scheduled employee in the position (including positions which were vacated during the school year and currently filled by temporarily assigned employees).

18.2.2 Submitting Choices

18.2.2.1 SNS management will provide all employees participating in the bidding process for the coming school year with an Openings and Bidding Form asking them to list their top choices and return it within a two-week time frame.

18.2.2.2 The Opening and Bidding Form will include the name of the school and the hours for all positions.

18.2.2.3 Each employee will have the option of listing up to five choices in order of priority on the Opening and Bidding Form, and may include their current position as one of their choices.

18.2.3 Filling Open Positions

18.2.3.1 Positions will be filled based on Seniority, and SNS management will make every effort to assign all employees to their highest ranked choice.

18.2.3.1.1 SNS management will create a list of employees who submitted an Opening and Bidding Form and sorted it in order from highest to lowest seniority. If employees have the same seniority date, the last three digits of their social security number will be used as a tie-breaker with largest three-digit number ranked the highest.

18.2.3.1.2 The employee ranked highest on the list noted above will be assigned to their highest ranked choice with an opening. Then the next person on the list will be assigned to their highest ranked choice with an opening, and this process will be repeated until every employee's Opening and Bidding Form has been reviewed.

18.2.3.1.3 Employees who are not assigned to one of their choices via the foregoing process will be assigned to an unfilled opening based on seniority and proximity to home. The employee ranked highest on the seniority list will be assigned to the unfilled position that is closest to their home address. The employee with the next highest seniority will be assigned to the unfilled position that is closest to their home, and this process will be repeated until all openings are filled.

18.2.3.2 Before the end of the current school year, SNS management will mail assignments for the upcoming school year to all employees, and will work directly with SNS employees to explore ways to address any concerns about their assignments.

18.2.3.3 SNS management will provide copies of the following to the Union: (1) packets of written information sent to SNS employees; (2) a ranked list of employees who submitted an Openings and Bidding Form that is used to fill openings via the bidding process; (3) a list of employees who did not get assigned to one of their choices via the bidding process; (4) list of all assignment offers from the bidding process; and (5) a list of each worker's bids.

18.3 Annual Bidding Process for Summer Meals

18.3.1 Positions to support summer meals will be filled using a bidding process that is very similar to the Bidding Process for the Upcoming School Year. Packets of written information sent to SNS employees will be available in English, Chinese, and Spanish.

Employees will be notified of summer assignments at least ten (10) working days before the start of summer service.

18.3.1.1 Every spring SNS management will send a Summer Survey to all SNS employees asking them to indicate their interest in working over the summer and to return the survey within a two-week time frame.

18.3.1.2 SNS management will send all employees who indicated they want to work over the summer a Summer Opening and Bidding Form asking them to list their top choices and return it within a two-week time frame. The Summer Openings and Bidding Form will include the following information for all open positions; the name of the school, the meals served, and the hours for the position. Each employee will have the option of listing up to five choices in order of priority.

18.3.1.3 SNS management will make every effort to assign all employees to their first choice. If it is not possible to offer every employee his or her first choice, positions will be filled based on seniority using the same process described under Bidding Process for the Upcoming School Year.

18.3.1.4 Ten (10) working days before the start of summer service, SNS management will mail summer assignments to employees, and will work directly with SNS employees to explore ways to address any concerns about summer assignments.

18.3.2 SNS management will provide copies of the following with the Union: (1) packets of written information sent to SNS employees; (2) a ranked list of employees who submitted an Summer Openings and Bidding Form that is used to fill openings via the bidding process; (3) a list of employees who did not get assigned to one of their choices via the bidding process; (4) a list of all summer assignment offers from the bidding process; and (5) a list of each worker's bids.

18.4 Filling Openings Outside the Annual Bidding Process for the Upcoming School Year

18.4.1 If a permanent position opens up during the school year, the opening will be considered a temporary assignment until the next Annual Bidding Process for the Upcoming School Year.

18.4.2 If additional hours are added to a position during the school year and the employee in that position does not want the additional hours, the additional hours will be filled as a temporary assignment until the next Annual Bidding Process for the Upcoming School Year.

18.5 Temporary Assignment

Subject to the needs of SNS as determined by the Director of SNS, any temporary change in assignment shall be based on seniority, with the temporary change of assignment offered voluntarily first to the most senior. If there are no volunteers, then the employee with least seniority will be assigned. Said assignment will be made in writing to the employee and the Union, and shall include the starting and ending date.

18.6 Emergency Site Coverage

SNS will designate between 5-10 regularly assigned employees who will receive training to provide emergency site coverage, including expansion programs such as Breakfast in the Classroom, mobile carts, vending machine, bulk serving, etc. These employees will receive the same hours as their regular assignment, unless the emergency shift being covered is a longer shift. A 2615 Student Employee covering for a Lead 2616 Student Nutrition Employee will receive out of class pay. A 2616 covering for a 2616 will receive one and one half times the regular pay.

18.7 Access to Phones

Employee in all work locations shall be provided reasonable access to a land-line or mobile telephone or comparable means of communication for the conduct of District business, including the exchange of text or picture messages if required by the supervisor, and for use in the event of emergencies. Such usage shall not interfere with the transaction of Departmental business.

18.8 Care and Cleaning of Cafeteria

SNS workers are responsible for the care and cleaning of the cafeteria and service of all meals to students. Care and cleaning includes wiping down dining furniture and chairs, cleaning of student food sharing table, disposing of left over milk, maintaining posters and signage on the walls, cleaning of coolers and other preparation equipment and areas, and maintaining any trash enclosures.

These duties shall include breakfast, lunch and supper programs.

These duties does not include taking out trash bins, cleaning the floors, walls, or windows, except in the kitchen or preparation area. SNS workers will not be expected to sort compostable or recyclable items that have been placed in the trash.

Workers shall be provided with a written description of the work per site to be completed during their shift and when break periods are to occur.

18.9 Work During a Split Shift

SNS workers with a split shift shall be entitled to a duty-free unpaid nonworking period. If an SNS worker is asked by their immediate supervisor to work during a duty-free, unpaid, nonworking period, they will be paid for all hours actually worked in minimum increments of fifteen (15) minutes.

When an SNS worker is asked by their immediate supervisor to cover split shifts at multiple work sites in a day, SNS will calculate the travel time between sites and the employee will be paid for the travel time at their regular pay rate.

18.10 School Lunchroom Helper in Charge

The District shall provide a classification 2615 when assigned “In Charge” at a satellite location a salary adjustment to the equivalent salary step in the salary schedule which is two grades above the salary schedule of class 2615.

18.10.1 No Loss of Pay for Incumbents

“Incumbents in the classification” includes any employee working in any of the affected classification, irrespective of their status – e.g., temporary, service as needed, etc. – on or after July 1, 2010. The effect of this provision is that no employee who so qualifies will be placed at the new lower steps upon rehire.

No incumbents, as defined herein will lose pay as a result of the reorganization and will be placed at that step in the new step system which is at least equal to their present salary.

Any “incumbent” as described in this section currently paid above the top step of the classification shall be grand-parented into their current salary level and shall suffer no reduction in salary as a result of implementation of this reorganization.

18.11 Out of Class Pay for School Lunchroom Helper Assigned to Lead

If a 2615 School Lunchroom Helper is assigned to fill a 2616 Lead Student Nutrition Worker opening because there are not enough 2616’s to fill all Lead Openings, the 2615 Lunchroom Helper’s salary will be adjusted to include out of class pay for the duration of their assignment in a Lead role. The District shall provide classification 2615 when assigned “In Charge” at a satellite location a salary adjustment to the equivalent salary step in the salary schedule which is two grades above the salary schedule for class 2615.

18.12 In-Year Vacations for SNS Employees

18.12.1 The District may provide In-Year vacations for up to thirty-five (35) employees per year as long as the operational needs of the district are not negatively impacted. Such vacations may not be taken during the two (2) weeks prior to the commencement, and the first eight (8) weeks of the student instructional year.

18.12.2 SNS employees shall submit a written request on a district form for an in-year vacation to their immediate supervisor at least two (2) weeks prior to the vacation dates requested.

18.12.3 In-year vacation request may be approved so long as the operational needs of the District are not adversely affected.

18.12.4 Approvals will be based on District seniority subject to section 18.12.5 below. Ties in seniority will be broken by the last three digits of the social security number.

18.12.5 After an eligible SNS employee has received an in-year vacation, he/she shall drop to the bottom of the seniority list if future requests for that school year are submitted.

18.12.6 No more than one (1) eligible SNS employee at any job site may be on an in-year vacation at any given time.

18.12.7 Nothing contained herein shall be construed to eliminate SNS employee vacations during recesses.

18.13 Training and Professional Development

18.13.1 External Training

Required tools and materials for culinary arts coursework will be reimbursed out of the tuition reimbursement fund pursuant to section 10.7 of this Agreement.

18.13.2 Internal Training

SNS will make an ongoing and concerted effort to train employees in the variety of duties performed by workers in their class. These efforts may include training sessions and work experience at a variety of sites and with a variety of programs.

18.14 Summer Assignments

Employees assigned to work during the summer shall receive, on a pro rata basis, not less than the compensation and benefits that are applicable to the classification of the summer assignment or service during the regular school year.

19.0 CHILD DEVELOPMENT PROGRAM PROVISIONS

19.1 Filling of Vacancies

Any vacancies for 2672 – Assistant Houseparent or 2674 – Houseparent will be posted at 20 Cook Street and at every center. Civil Service permanent employees shall have the opportunity to transfer into vacant positions based on program needs, seniority and affirmative action. All things being equal, seniority shall be the basis of such transfer.

19.1.1 In the absence of a Civil Service list, any as-needed employee shall be offered any vacant regular assignment based on program needs, seniority and affirmative action. All things being equal, seniority shall be the basis for such assignment. This shall follow permanent employees being offered the opportunity to transfer. Any employee who cannot be contacted for a period of five (5) working days shall be considered to have waived the position.

19.1.2 In the absence of a Civil Service list, temporary openings shall be filled on the basis of seniority, affirmative action and program needs. All things being equal, seniority shall be the basis for substitute assignments.

19.2 Child Care Study Committee

The District shall participate in a Child Care Study Committee. In addition to any instructional or management representation of said committee, a bargaining unit member selected by the Union shall be appointed to this committee. Such bargaining unit member shall be afforded release time to serve on such committee.

19.3 Assistant Houseparent

The District and the Union agree to form a Joint Committee of three (3) representatives designated by the Union to review the 2672 Assistant Houseparent classification's role in the Child Development Department. The Committee shall meet within ninety (90) days of ratification of the agreement.

20.0 LIBRARY TECHNICAL ASSISTANTS**20.1 General Provisions**

20.1.1 The District shall not distribute the duties currently performed by Library Technical Assistants to any other members of the bargaining unit without meeting and conferring with the Union. Meeting and conferring shall, upon notice from the District of its intent to distribute the duties of Library Technical Assistants to other members of the bargaining unit and the Union's request to meet and confer, consist of discussions in which the District and the Union exchange information regarding the impact on bargaining unit members and endeavor to reach agreement on the distribution of duties currently assigned to Library Technical Assistants. If unable to reach agreement, the District may proceed with the action.

20.1.2 Library Technical Assistants shall not be assigned to perform work outside of the scope of their Job Descriptions.

20.1.3 The Library Technicians shall be evaluated annually.

20.1.4 Library Technicians shall be eligible to attend pertinent classes, workshops and presentations of the District master calendar.

20.1.5 Library Technicians vacancies shall be normally posted for 5 days and circulated in the W.A.D.

21.0 UNIFORMS**21.1 Annual Funds for Employees Uniforms**

The District shall allocate funds annually for the purpose of providing uniforms and safety shoes to warehouse workers, asbestos workers, window washers, custodial workers, and unit members working with duplication/reproduction equipment. Said uniforms and shoes may not be worn or used for any purpose other than performing assigned District duties.

21.1.1 Asbestos Workers, Warehouse Workers, and Window Washers

The District shall allocate up to \$15,000 per year for the purpose of providing uniforms and safety shoes for warehouse workers, asbestos workers, and window washers.

21.1.2 Document Publishing and Distribution Center

The District shall allocate up to \$600 per year to provide uniforms and safety shoes for the two (2) unit members working with duplications/reproduction equipment. Said provisions for the Document Publishing and Distribution Center shall be consistent with the current District practices for warehouse workers.

21.1.3 Student Nutrition

The District shall allocate up to \$20,000 per year to provide shirts, smocks, aprons and non-skid shoe covers for student nutrition workers. Funds remaining in the allocation after these items have been purchased shall be spent on safety equipment; this may include shoes, tension mats, etc.

21.1.4 Houseparents

The District shall allocate up to \$10,000 per year to provide shirts, smocks, aprons and non-skid shoe covers for houseparents. Funds remaining in the allocation after these items have been purchased shall be spent on safety equipment; this may include shoes, tension mats, etc.

21.1.5 Custodial Workers

The District shall allocate \$30,000 per year to provide custodians with uniforms and shoes.

21.2 Uniform Review Committee

The Union and the District shall appoint representatives to serve on the committee that will make final recommendations regarding uniform based on their assessment of the needs of district workers. This committee shall meet within 60 days of ratification in 2013 and one month prior to submitting requests for proposals thereafter.

22.0 NO STRIKE/NO LOCK-OUT

In conjunction with the terms and conditions provided for in this Agreement, the Union agrees that it will not instigate, participate in, condone or support any work stoppages by bargaining unit members or other District employees. The District further agrees that it shall not lockout any unit member during the term of this Agreement.

23.0 GRIEVANCE PROCEDURES

This grievance procedure applies to those conditions of employment within the discretion of the District. A grievance is defined as an allegation by an employee, group of employees, or Union regarding disputes that may arise involving the interpretation, application or violation of terms and conditions set forth by this Agreement provided that such condition of employment is within the scope of representation as defined in the Educational Employment Relations Act and other statutes and provided further that such condition of employment is within the Charter authority of the San Francisco Unified School District to so implement.

23.1 The Union and the District agree that everyone concerned will benefit when prompt and confidential resolution of grievance is encouraged. Therefore, the following procedure to accomplish this purpose is hereby established.

23.1.1 A grievance shall be a claimed violation, misinterpretation, or inequitable application of the terms and conditions of this agreement.

23.1.2 Since it is important that grievances be processed as rapidly as possible, the number of days stated below at each step shall be regarded as a maximum and every effort shall be made to expedite the process. The time limits specified may be extended by mutual agreement of the parties.

23.1.3 If a grievance hearing, at any step, is held on school time, the grievant(s) and the Union representatives shall be released with pay.

23.1.4 No grievance material shall be placed in the personnel file of employees exercising their rights under the grievance procedure. Neither shall such material be utilized in the evaluation reports, the promotional process, or in any recommendation for job placement.

23.1.5 All grievances shall commence at the informal step (23.2.1), except if a grievance arises from the action of an authority higher than the employee's site supervisor, the grievance may be filed at step 2 of the grievance procedure within the timeline set forth in section 23.2.2.2.

23.2 Grievance Procedure Steps

23.2.1 Informal Step

An employee having a grievance may first discuss it with the employee's site supervisor and try to work out a satisfactory solution in an informal manner with the supervisor.

23.2.2 Step One

23.2.2.1 If a solution, satisfactory to both the grievant and the site supervisor, is not accomplished by informal discussion, the grievant shall have the right to consult with, and be assisted by, a representative of the grievant's own choice in this and all succeeding steps of this grievance procedure.

23.2.2.2 If the grievant desires to pursue this grievance beyond the Informal Step, the grievant shall, within twenty-two (22) working days after the act, occurrence, event or circumstances alleged to constitute a grievance submit a Letter of Grievance, Step One, to the site supervisor and the Labor Relations Office.

23.2.2.3 The Letter of Grievance – Step One, shall contain:

- a. the date of the informal discussion;
- b. the date of the submission of the Letter of Grievance to the site supervisor;
- c. the specific provision(s) granting the condition of employment that the grievant alleges the District has violated;
- d. a full and complete explanation of the circumstances of the grievance; and
- e. the remedy sought by the grievant.

23.2.2.4 The site supervisor shall, within fifteen (15) working days of the receipt of the Letter of Grievance, investigate the grievance and submit a decision to the grievant, the Labor Relations Office and the Union.

23.2.2.5 The decision shall be in writing, and shall contain:

- a. the date of receipt of the Letter of Grievance;

- b. the date of the submission of the decision to the grievant;
- c. the decision of the site supervisor, with supporting reasons therefore; and
- d. the Step One Letter of Grievance must be submitted at each step and may not be amended by the Grievant to set forth new matters.

23.2.3 Step Two

23.2.3.1 If the grievant is dissatisfied with the decision at Step One the grievant may, within fifteen (15) working days of receipt of the decision, file a written appeal to the Labor Relations Office.

23.2.3.2 The Step One Letter of Grievance shall be submitted to Step Two. The Letter may not be amended by the grievant to set forth new matters.

23.2.3.3 The Labor Relations Office shall within fifteen (15) working days of the receipt of the appeal, investigate the grievance, including affording the grievant and/or the Union an opportunity to be heard, and submit a decision to the grievant and the Union.

23.2.3.4 The decision shall be in writing, and shall contain:

- a. the date of receipt of the appeal;
- b. the date of decision to grievant; and
- c. the decision of the Labor Relations Office with the supporting reasons therefore.

23.2.4 Step Three

23.2.4.1 Within fifteen (15) working days of receipt of the decision at Step II, a written request shall be submitted to the Labor Relations Office that the grievance be heard and resolved by an arbitrator.

23.2.4.2 The arbitrator shall be selected by mutual agreement between the grievant, or their representative, and the Labor Relations Representative. If the grievant, or their representative, and the Labor Relations Representative are unable to agree on the selection of an arbitrator the Union shall request the California State Mediation and Conciliation Service (CSMCS) to submit a list seven (7) arbitrators who have had considerable experience as an arbitrator in public employment disputes. The grievant, or their representative, and the Labor Relations Representative shall then alternately delete names from such list until only one (1) name remains; and that person shall serve as the arbitrator. Whether the Union/grievant or the Labor Relations Representative deletes the first name, shall be determined by lot.

23.2.4.3 Except when a statement of facts mutually agreeable to the grievant and the Superintendent's designee is submitted to the arbitrator, it shall be the duty of the arbitrator to hear and consider facts submitted by the parties.

23.2.4.4 The District and Union will make every effort to schedule the arbitration hearing as soon as practicable.

23.2.4.5 After said arbitration, or review of mutually agreeable statement of facts, it shall be the duty of the arbitrator to make written findings of fact(s) which resolve the grievance.

23.2.4.6 The decision of the arbitrator shall be final and binding upon the parties.

23.2.4.7 The arbitrator's authority shall be limited to a decision, based on submitted facts and applicable law, of whether the District has violated the terms and conditions set forth in this Agreement. Further the arbitrator shall have no power to decide any issue not submitted, nor add to, subtract from, or modify the term of this agreement.

The grievance procedure may not be utilized to challenge or change Board of Education policies and administrative regulations, and the arbitrator shall have no jurisdiction to consider or act upon such challenges, except insofar as such policies and administrative regulations are specifically incorporated in this Agreement.

23.2.4.8 Each party (employee, group of employees, or Union and the Superintendent's designee) to arbitration before an arbitrator shall bear its own expenses in connection therewith. All fees and expenses of the arbitrator and a reporter, if any, shall be borne and paid in full by the unsuccessful party.

In the event the arbitrator shall make a compromise decision, the party or parties who shall pay the fees and expenses of the arbitrator, and a reporter, if any, shall be determined on a proportional basis by the arbitrator. The arbitrator's compensation and expenses shall be born equally by the worker or the Union and the District.

23.2.5 The Effect of Failure of Timely Action

Failure of the grievant to submit an appeal within the required time limit at any step shall constitute an abandonment of the grievance, except where the parties agree in writing to an extension. Failure of the District to respond within the time limit in any step shall permit a lodging of an appeal at the next step of this procedure within the time allotted had the decision been given.

The District and the Union agree that shop stewards and union officers shall attempt to resolve grievances at the lowest possible step and that the Shop Stewards, union officers and District management relationship should be positive. To this end, the District agrees to provide the Local 1021 Stewards Council two (2) hours per month to review grievances and participate in Labor-Management training sessions on personnel procedures and contract interpretation. This time shall not be paid by the District.

24.0 FULL AGREEMENT

24.1 This is a full agreement on all matters within the scope of representation for the duration of this Agreement. The parties without qualification waive the right to meet and confer on existing practice even if they are not contained in this Agreement. In the event that any new practice, subject or matter arises during the term of this Agreement, the Union shall be provided advance notice and an opportunity to meet and confer and seek to reach an agreement.

24.2 Notwithstanding any other provisions of this Article of Agreement, the District and the Union agree that if Local 1021 and the City subsequently renegotiate an economic component of this current MOU, said component will not automatically apply to SFUSD. However, said component in the City-Union MOU will result in an automatic reopener of negotiations between the Union and the District on that issue.

25.0 TERM OF AGREEMENT

The term of agreement shall be July 1, 2016 through June 30, 2017.

26.0 SAVINGS CLAUSE

Should any provision(s) of this Agreement be declared invalid by a court of competent jurisdiction, all other provisions of this MOU shall remain in full force and effect. In the event of such invalidation the parties agree to meet and negotiate within thirty (30) days for the purpose of mutual agreement upon a satisfactory replacement.

27.0 FRINGE BENEFITS**27.1 Long Term Disability Coverage**

The District shall provide all permanent employees represented by the Union with a fully paid Income Protection Plan, which shall be integrated with sick leave or other leave provisions, at the option of the employee.

27.2 Group Life and Accidental Death and Dismemberment

The District shall provide permanent unit members a fully paid Group Life and Accidental Dismemberment Policy providing a \$25,000 level term insurance coverage until retirement or separation from employment, plus a \$25,000 accidental death benefit.

27.2.1 Family Care on Death of Employee

In conjunction with the City and County's Health Service System's eligibility rules, the District will contact and provide next-of-kin with benefit continuation information as follows. Survivors of deceased employees hired prior to January 8, 2009 shall receive survivor benefits equal to lifetime retiree health benefits pending final approval from the Health Service System. Survivors of deceased employees hired after January 9, 2009 are not eligible for survivor benefits per the Health Service System's eligibility rules. However, they are eligible for COBRA benefits for up to eighteen (18) months after the loss of active employee coverage, and will be contacted by the District's Benefits team with regards to this process.

27.3 Group Dental

The District shall provide unit members who are eligible for health benefits from the District with Delta Dental Care Program, #652.

The District shall provide general dental coverage in the amount of \$2000 for those who select the Delta Dental preferred dentist option. Those who do not select the Delta Dental preferred dentist option shall continue to receive \$1500 in coverage. The District shall provide orthodontia to \$750 lifetime for each bargaining unit member and covered dependents as soon as administratively available.

27.4 Retiree Dental

Upon retirement the District will extend to retired employees the option to purchase dental coverage at the group COBRA rate for up to eighteen (18) months. This coverage will be a continuation of active employee coverage and is the same coverage provided to current employees.

27.5 Temporary Provisions

The winter and spring recess will not represent a break in continuous services for temporary employees.

27.6 Worker's Compensation

27.6.1 Worker's Compensation benefits shall be integrated with sick leave or other leave provisions at the option of the employee. Said benefits shall not exceed 100% of the employee's normal salary. There shall be no accelerated replacement of sick leave benefits that may have been used for this purpose.

27.6.2 Whenever possible the District will offer light or modified duty assignments. A uniform policy on these assignments will be developed and presented to the Union for consultation before the end of the 2016-17 school year.

27.7 District Paid Fringe Benefits While on Unpaid Leave

The District will cease payment of any and all contributions for employee health and dental benefits for those employees who remain on unpaid status outside of a Protected Leave in excess of twelve (12) continuous weeks. Protected Leaves are defined as approved sick leave, workers' compensation leave, family care leave, or mandatory administrative leave. Following expiration of the employee's family care leave, the employee may request personal leave due to hardship (pursuant to the procedures of the Department of Human Resources). The District shall not pay the employer contribution for medical and dental benefits during personal leave; the employee may cover the full cost of insurance out-of pocket to retain their benefits while on leave. In addition, the District will continue payment of all regular contributions for employee health and dental benefits for an employee on a holdover list during the time period that the employee verifies that the employee does not have alternative health care coverage. The verification process shall be established by the Department of Human Resources and the Union.

27.8 State Disability

Employees on State Disability may choose to have their sick leave benefits integrated with their disability payment by informing the Leaves and Separations in the Human Resources Department.

27.8.1 Said provision shall be promulgated each semester in the Weekly Administrative Directive (WAD) and posted on employment information boards at each worksite.

28.0 EMPLOYEE PROTECTION

28.1 An employee who is assaulted and/or threatened with bodily harm as a result of performing assigned duties shall immediately notify the appropriate site administrator, who will then be responsible for notifying the proper authorities and taking every precaution to ensure the safety of the employee while on District property.

28.2 In case of an accident on the job, the District shall make available the necessary accident reports and provide assistance in completing the form if requested. Bargaining unit members shall not be required to participate in work activities under conditions which may physically endanger their personal safety or well-being.

28.3 An employee who is assigned to be a member of the Emergency Response Team in accordance with the District or Site Emergency Preparedness Plan(s) shall receive a copy of the Plan(s) to review their assigned duties. Such employees shall receive training on implementation of the Plan(s) within 30 days of the start of the school semester and updated as needed.

28.4 The District and the Union shall establish a Union-Management Safety Committee designed to investigate ways to minimize job-related injuries/illnesses, including such issues related to computer use.

28.5 The District acknowledges its responsibility to provide a safe and healthful work environment for District employees. The District agrees to investigate and give consideration to departmental recommendations to improve the working environment for represented employees. The District agrees to maintain safety standards for represented employees as required by the pertinent provisions of Cal-OSHA.

28.5.1 If bargaining unit member has a good faith belief that a project to which they has been assigned presents health and/or safety risks beyond those normally associated with their classification, said unit member may request a review of the project or assigned work by the District Safety Officer or his designee. Such request shall not be unreasonably denied.

28.5.2 Material Safety Data sheets shall be available for inspection by employees or their Union Representative.

29.0 PARENT CONFERENCES

With supporting documentation, bargaining unit members will be provided with up to 2 hours per semester of released time without loss of pay to attend parent conferences for their children, or students for whom they act as legal guardian. Said released time shall include travel time.

30.0 PROBATIONARY PERIODS

30.1 All permanent appointees shall serve a six month probationary period. This period will be calculated as six (6) months after the date of hire, and excludes any time off for leave, vacation, other types of time off (not including legal holidays), or overtime. Other exception include:

- a. Employees who move from a part-time to a full-time position within a classification shall be subject to a three (3) month probationary period in the full-time position;
- b. Employees who move to a new department in the same class or former class will serve a three (3) month probationary period;

30.1.1 An employee who is appointed to a permanent position shall have his or her probationary period reduced by the time served by that employee in the same classification in the same department, but all such probationary periods shall be at least three (3) months.

30.1.2 When an employee is reinstated to a permanent position in a former class in a department other than the department in which the probationary period had been completed (in the former class) the employee shall serve three (3) months probationary time.

30.1.3 A six (6) month probation will be required following promotion to a higher classification.

30.1.4 When an employee's position changes by permanent transfer to the same class in another department, by disability transfer, reduction in force due to technical advances, automation or the installation of new equipment, the employee shall serve three (3) months' probation time.

30.1.5 When an employee is returned as permanent following layoff, involuntary leave or resignation to a class or department other than the one left, the employee shall serve three (3) months probationary time.

30.1.6 A current regularly scheduled provisional employee who receives a permanent appointment in his or her class in another department shall have his or her probationary period reduced by the time served by that employee in the same classification, but all such probationary periods shall be at least three (3) months.

30.1.7 A probationary period may be extended by mutual agreement, in writing, between the Union and the District.

31.0 FURLOUGH

31.1 Neither party waives its position regarding whether Civil Service Commission Rule 120.30.1(4) permits the District to impose furloughs without bargaining. SEIU asserts it does not; the District asserts it does.

32.0 LAYOFFS

Layoffs shall be accordance with Civil Service Rule 121. Nothing herein shall restrict or waive the Union's right to meet and confer with the Civil Service Commission on any proposed changes or notifications in the layoff rules and procedures.

32.1 Reason of Layoff

Layoff shall occur for lack of work or lack of funds.

32.2 Notice of Layoff

Any layoffs of permanent employees shall take place upon thirty (30) days written notice. The District will make every effort to provide such notice not less than forty-five (45) days prior to the effective date of the layoff. While temporary employees will normally receive a thirty (30) day notice, in situations of financial urgency, no advance notice of layoff to said employees shall be required. Any notice of layoff shall specify the reason for layoff, the identity by name and classification of the employee designated for layoff and information on their displacement rights, if any, and reemployment rights. Prior to layoff notices being issued, the District shall provide the Union with seniority lists of classifications to be affected, including a list of bumping rights of employees subject to layoff. If the Union wishes to contest said lists, it shall be done within two weeks by a written appeal plus supporting data to the Superintendent of Schools. The Superintendent shall render a decision within two weeks after receipt of the Union appeal.

32.2.1 It shall be the responsibility of the unit member's immediate supervisor to give notices of layoff in a professional, courteous and confidential manner.

32.3 Notification of Reemployment

Notice of Reemployment after layoff shall be in accordance with Civil Service Rule 112.

32.4 Holiday Pay for Employees Laid Off

An employee who is laid off at the close of business the day before a holiday who has worked not less than five (5) immediately previous consecutive work days shall be paid for the holiday.

33.0 DISCIPLINE AND DISMISSAL OF PERMANENT UNIT MEMBERS

Discipline and dismissal of permanent unit members shall take place in accordance with the appropriate provisions of the Education Code. Unit members may be disciplined for the following causes:

1. Willful or negligent violation of District policies, rules and regulations or the rules and regulations of a federal, state or local government agency which are applicable to public schools.

2. Failure to perform adequately the duties of the position held and/or failure to maintain licenses or certificates required by law. District requirements, or job description.
3. Immoral or unprofessional conduct.
4. Dishonesty.
5. Conviction of a felony or of any crime involving the illegal use, possession or intent to distribute controlled substances which would be a violation of the law in California, or of any crime involving moral turpitude.
6. Possession of, or ingesting, or being under the influence of alcohol, or a controlled substance (including prescription drugs where unreported) which could impact the safety of the employee or others on District property or while performing services for the District.
7. Evident unfitness for service with children.
8. Physical or mental incapacity to perform adequately on the job.

33.1 Guidelines for Disciplinary Action

The following guidelines shall be recognized in the discipline and/or dismissal of unit members:

- a. The District's rules, regulations and policies shall be reasonable and related to the efficient operation of the District.
- b. Rules, orders and penalties should be applied fairly and equitably.
- c. Disciplinary action should be appropriate and reasonable related to the nature of the offense.

33.1.1 Progressive discipline shall be utilized except for conduct which is of such a nature that progressive discipline normally would not result in corrective conduct or the conduct is so egregious that immediate action is warranted.

33.1.1.1 The elements of progressive discipline shall be administered in a timely manner.

33.1.2 Initially the immediate supervisor shall discuss the unit member's acts or omissions prior to issuing a verbal reprimand.

33.1.3 The immediate supervisor will provide the unit member with a follow up written notice of communication (e.g., email) confirming the verbal reprimand. This communication shall not be placed in the employee's personnel file unless it is later attached to a written reprimand or notice of suspension as set forth in this Article.

33.1.4 If a verbal reprimand does not result in corrective conduct, a written reprimand may be issued.

33.1.5 If suspension without pay is recommended as a disciplinary action it shall be preceded by a written reprimand. Exceptions may occur where conduct is of such a nature that written reprimands normally would not result in corrective conduct or where there has been no improvement after the first written reprimand.

33.1.6 Normally, any initial suspension of a unit member pending a disciplinary hearing shall be with pay.

33.1.7 Emergency Suspension - The Union and the District recognize that emergency situations can occur involving the health and welfare of students, employees, or the public.

33.1.8 If the unit member's presence would lead to a clear and present danger to the lives, safety, or health of students, employees, or the public, the District may suspend the unit member without pay immediately after informing the unit member of the reason for the suspension.

33.1.9 Within three (3) workdays, the District shall hold an informal hearing as described in Section 33.2.1 and serve on the employee a written notice of discipline and notice of right to a formal hearing in accordance with this Article.

33.1.10 If, as a result of either the informal or formal hearing, the suspension is found unwarranted or of undue length, the unit member shall be reimbursed the appropriate back pay.

33.1.11 a unit member may be represented, upon request, at any disciplinary meeting or hearing.

33.2 Disciplinary Procedure

33.2.1 Informal Hearing

By mutual agreement, an employee against whom disciplinary action is being recommended may meet with the Superintendent or their designee prior to written notification of official charges. The employee shall be informed orally of the reasons for disciplinary action and the action to be taken and given an opportunity to respond. The employee may be represented at the hearing by a representative of their choice.

33.2.2 If no agreement is reached at the informal hearing the District will give written notification of official charges and notice of a right to a formal hearing.

33.2.3 Written Notice

When the District seeks the imposition of any disciplinary punishment, notice of such discipline shall be made in writing and served in person or by registered or certified mail to the employee at the last known address. A copy of the notice shall be mailed to the Union at the same time unless the employee requests otherwise.

33.2.4 Statement of Charges

A statement of the specific charges against the employee shall be written in ordinary and concise language, shall include the cause and the specific acts and omissions, including times, dates, and location, on which the disciplinary action is based and shall state the penalty proposed.

33.2.5 No disciplinary action shall be taken for any cause which arose prior to the employee's becoming permanent, nor for any cause which arose more than two (2) years preceding the date of the filing of the notice of cause, unless such cause was concealed or not disclosed by such employee when it could be reasonably assumed that the employee should have disclosed the facts to the District.

33.2.6 The employee may, upon request, have copies of materials upon which the charges are based.

33.2.7 Right to a Hearing

The Unit member may request a hearing in writing either by mail or personal delivery within five (5) workdays after service of the statement of charges. A card or letter shall be provided to the employee, the signing of which shall constitute a demand for a hearing and a denial of all charges. In the absence of a request for a hearing within the five (5) workdays, the disciplinary action shall be effective without a hearing on the date set forth in the written notice.

33.2.8 If, after requesting a hearing, the employee fails to appear for the hearing, the disciplinary action shall be effective without a hearing on the date set forth in the written notice.

33.3 Hearing

33.3.1 A hearing shall be held before the Superintendent or their designee.

33.3.2 The employee may be represented at the hearing by a representative of their choice.

33.3.3 The Superintendent or designee shall render a written decision within ten (10) workdays.

33.3.4 The decision of the Superintendent or designee shall be submitted to the governing board for action unless the matter is moved to arbitration. The request for arbitration shall be made within fifteen (15) days after receiving the decision of the Superintendent or designee.

33.4 Arbitration

The Union has the exclusive right to appeal the Superintendent/designee's decision to arbitration.

33.4.1 The Union and the District agree to meet for the purpose of mutually selecting a panel of arbitrators. Until the panel is established, CSMCS's rules regarding arbitrator selection will apply.

33.4.2 Technical rules of evidence shall not apply at the arbitration.

33.4.3 The cost of the arbitration and the reporter, if any, shall be borne equally by the District and the Union.

33.4.4 The arbitrator shall submit a written decision, including the findings of fact and determination of the issues, within thirty (30) calendar days. A copy shall be sent to the employee, the Union and to the Superintendent.

33.4.4.1 For discipline issued after ratification of this CBA, binding arbitration for suspension; advisory arbitration for termination – the Board of Education may accept or reject findings of arbitrator. The parties will meet within 30 days to discuss establishing an expedited arbitration process for suspensions.

33.4.4.2 If an advisory arbitration decision on a dismissal is rejected upon review by the District's Board, the District will pay the arbitrator's fee and costs incurred by the Union.

33.5 Release of Probationary Classified Employees

Probationary employees are excluded from the provisions of the disciplinary article. At any time prior to the expiration of the probationary period, the District may, at its discretion, release a probationary employee.

34.0 INSURABILITY**34.1 Condition of Employment and Continued Employment**

Eligibility under the District's Standard policy for insurability at the time of employment and for continued eligibility while employed. An applicant or unit member shall not be eligible for the District's Standard policy for insurability in the following circumstances:

- a. Three (3) or more accidents in the last three (3) years in which the applicant/unit member has been at fault or cited by a law enforcement agency, or
- b. One (1) or more type A violations in the last three (3) years; Type A violations are defined as follows:
 1. Driving under the influence of alcohol or drugs (whether or not they are prescriptions)
 2. Negligent homicide arising out of a use of a vehicle (commonly known as vehicular manslaughter)
 3. Operating motor vehicle during period of license suspension or revocation
 4. Operating motor vehicle for the commission of felony
 5. Aggravated assault with a motor vehicle
 6. Operating motor vehicle without owner's authority (grand theft auto)
 7. Permitting unlicensed person to drive
 8. Reckless driving
 9. Speed contest (Exhibition of Speed)
 10. Hit and run – either bodily injury or property damage
- c. Any combination of four (4) or more of the following during the past three (3) years
 1. At-fault/cited accidents while operating a motor vehicle
 2. Type B (moving violations)

34.1.1 Possession of a valid operator's license issued by the California Department of Motor Vehicle and maintenance of said license while employed.

34.2 Discipline/discharge due to ineligibility

- a. As long as the efficiency of District operation is not impaired, a permanent unit member who has their license suspended shall be transferred to an available assignment in their classification which does not require a valid driver's license for operation of a motor vehicle. In the absence of said available position, the unit member shall be subject to separation from District service, as provided for in Article 34.2.1 below.

- b. As long as the efficiency of District operation is not impaired, a permanent unit member who becomes ineligible for the District's standard vehicle coverage (as defined herein) shall be transferred to an available assignment in their classification which does not require operation of a vehicle. In the absence of said available position, the unit member shall be subject to separation from District service, as provided for in Article 34.2.1 below.
- c. A permanent unit member who has their license revoked by California Department of Motor Vehicles shall be subject to separation of from District service, as provided for in Article 34.2.1 below.

34.2.1 Special Employment Status

- a. However, prior to any dismissal action contemplated in 34.2a, 34.2b and 34.2c above, the employee shall be placed in a special employment status for at least thirty (30) working days during which he/she shall be required to make their own transportation arrangement in order to properly fulfill District duties.
- b. If said thirty (30) workday period results in satisfactory and efficiency service to the District, the possibility of dismissal action shall be deferred until such time, if any, that satisfactory and efficient service by the unit member in the special employment status is no longer being rendered.
- c. If said service becomes unsatisfactory or inefficient, the unit member shall be given written notice thereof and a ten (10) workday period in which to make the desired improvement.
- d. If the service is corrected, the deferral process described in Article 34.2.1a above shall be reinstated and the special employment status process described herein shall continue.
- e. Failure to make the desired improvement within said period shall result in the District placing the permanent unit member on an unpaid leave of absence for up to 36 months.
 - 1. During said 36 month period, if the permanent unit member on unpaid leave presents verification to the District that their vehicle operator's license has been reinstated by the California Department of Motor Vehicles or that they has become eligible for the District's standard vehicle insurance coverage, the unit member shall be reinstated to the first vacant position in their classification; or re-employed by the District in place of any of its temporary or as needed employees in said class. Upon completion of said 36 month period, if the unit member has not been reinstated or re-employed, as provided for herein, they shall be dismissed from District service.

35.0 CHARTER SCHOOL NOTIFICATION REQUIREMENTS

Current charter schools: By June 1st of each year, the District will provide the Union with a list of all charter schools currently authorized by the Board of Education to operate as charter schools within the District. This list will specify the charter expiration date.

No later than three months before the charter expiration date, the District will notify the Union if a charter school must apply for a charter renewal.

New charter schools: With respect to charter proposals submitted to the District after the effective date of the contract, the District will notify the Union of the petition within one week of the submission with the name of the entity and the type of charter authorization the entity seeks.

36.0 COMMUTER BENEFIT PROGRAM

The District shall make available to bargaining unit members participation in the District’s commuter check program.

37.0 DISBURSEMENT OF SF QUALITY TEACHER AND EDUCATION ACT REVENUES

This Agreement between the Service Employees International Union, Local 1021 and the San Francisco Unified School District shall not interfere or change the terms of the side letter agreement made between the Service Employees International Union, Local 1021 and the San Francisco Unified School District on March 6, 2008 entitled “Disbursement of SF Quality Teacher and Education Act Revenues”. Furthermore, this side letter shall not be subject to reopener negotiations.

APPENDIX A – EDUCATIONAL EMPLOYMENT RELATIONS ACT

(For Information Purposes Only)

Excerpts from the Educational Employment Relations Act governing Classified Employees working in the San Francisco Unified School District

Article 1 – General ProvisionsSection 3540. Purpose of Chapter

It is the purpose of this chapter to promote the improvement of personnel management and employer-employee relations within the public school systems in the State of California by providing a uniform basis for recognizing the right of public school employees to join organizations of their own choice, to be represented by the organizations in their professional and employment relationships with public schools employers, to select one employee organization as the exclusive representative of the employees in an appropriate unit, and to afford certificated employees a voice in the formulation of educational policy. This chapter shall not supersede other provisions of the Education Code and the rules and regulations of public school employer which establish and regulate tenure and a merit or Civil Service system or which provide for other methods of administering employer-employee relations, so long as the rules and regulations or other methods of the public school employer do not conflict with lawful collective agreements.

It is the further intention of the Legislature that this chapter shall not restrict, limit or prohibit the full exercise of the functions of any academic senate or faculty council established by a school district in a community college to represent the faculty in making recommendations to the administration and governing board of the school district with respect to district policies on academic and professional matters, so long as the exercise of the functions does not conflict with lawful collective agreements.

It is the further intention of the Legislature that any legislation enacted by the Legislature governing employer-employee relations of other public employees shall be incorporated into this chapter to the extent possible. The Legislature also finds and declares that it is an advantageous and desirable state policy to expand the jurisdiction of the board created pursuant to this chapter to cover other public employers and their employees, in the event that this legislation is enacted, and if this policy is carried out, the name of the Educational Employment Relations Board shall be changed to the “Public Employment Relations Board.”

Section 3540.1 Definition

As used in this chapter:

- (a) “Board” means the Public Employment Relation Board created pursuant to Section 3541.
- (b) “Certificated organization” or “certificated employee organization” means an organization which has been certified by the board as the exclusive representative of the public school employees in an appropriate unit after a proceeding under Article 5 (commencing with Section 3544).
- (c) “Confidential employee” means any employee who, in the regular course of their duties, has access to, or possesses information relating to, his or her employer’s employer-employee relations.
- (d) “Employee organization” means any organization which includes employees of a public school employer and which has as one of its primary purposes representing those employees in their relations with that public school employer. “Employee organization” shall also include any person such an organization authorizes to act on its behalf.

- (e) “Exchange representative” means the employee organization recognized or certified as the exclusive negotiating representative of certificated or classified employees in an appropriate unit of a public school employer.
- (f) “Impasse” means that the parties to a dispute over matters within the scope of representation have reached a point in meeting and negotiating at which their differences in positions are so substantial or prolonged that future meetings would be futile.
- (g) “Management employee” means any employee in a position having significant responsibilities for formulating district policies or administering district programs. Management positions shall be designated by the public school employer subject to review by the Public Employment Relations Board.
- (h) “Meeting and negotiating” means meeting, conferring, negotiating, and discussing by the exclusive representative and the public school employer in a good faith effort to reach agreement on matters within the scope of representation and the execution, if requested by either party of a written document incorporating any agreements reached, which documents shall, when accepted by the exclusive representative and the public school employer, become binding upon both parties and, not withstanding Section 3543.7 shall not be subject to subdivision 2, of Section 1667 of the Civil Code. The agreement may be for a period of not to exceed three (3) years.
- (i) “Organizational security” means either of the following:
 - 1. An arrangement pursuant to which a public school employee may decide whether or not to join an employee organization, but which requires him or her, as a condition of continued employment, if he or she does join, to maintain his or her membership in good standing for the duration of the written agreement. However, no such arrangement shall deprive the employee of the right to terminate his or her obligation to the employee organization within a period of thirty (30) days following the expiration of a written agreement.
 - 2. An arrangement that requires an employee, as a condition of continued employment either to join the recognized or certified employee organization, or to pay the organization a service fee in an amount not to exceed the standard initiation fee, periodic dues, and general assessments of the organization for the duration of the agreement, or a period of three (3) years from the effective date of the agreement, whichever comes first.
- (j) “Public School employee” or “employee” means any person employed by any public school employer except persons elected by popular vote, persons appointed by the Governor of this state, management employees, and confidential employees.
- (k) “Public school employer” or “employer” means the governing board
- (l) “Recognized organization” or “recognized employee organization” means an employee organization which has been recognized by an employer as the exclusive representative pursuant to Article 5 (commencing with Section 3544).
- (m) “Supervisory employee” means any employee, regardless of job description, having authority in the interest of the employer to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline other employees, or the responsibility to assign work to and direct them, or to adjust their grievance, or effectively recommend such action, if, in connection with the foregoing functions, the exercise of that authority is not of a merely routine or clerical nature, but requires the use of independent judgment.

Article 4 – Rights, Obligations, Prohibitions, and Unfair PracticesSection 3543. Rights of Employees

Public school employees shall have the right to form, join, and participate in the activities of employee organizations of their own choosing for the purpose of representation of all matters of employer-employee relations. Public school employees shall also have the right to refuse to join or participate in the activities of employee organizations and shall have the right to represent themselves individually in their employment relations with the public school employer, except that once the employees in an appropriate unit have selected an exclusive representative and it has been recognized pursuant to Section 3544.1 or certified pursuant to Section 3544.7, no employee in that unit may meet and negotiate with the public school employer.

Any employee may at any time present grievances to his employer, and have such grievances adjusted, without the intervention of the exclusive representative, as long as the adjustment is reached prior to arbitration pursuant to Section 3548.5, 3548.6, 3548.7 and 3548.8 and the adjustment is not inconsistent with the terms of a written agreement then in effect; provided that the public school employer shall not agree to a resolution of the grievance until the exclusive representative has received a copy of the grievance and the proposed resolution and has been given the opportunity to file a response.

Section 3543.1. Rights of employee organizations

(a) Employee organizations shall have the right to represent their members in their employment relations with public school employers, except that once an employee organization is recognized or certified as the exclusive representative of an appropriate unit pursuant to Section 3544.1 or 3544.7, respectively, only that employee organization may represent that unit in their employment relations with the public school employer. Employee organizations may establish reasonable restrictions regarding who may join and may make reasonable provisions for the dismissal of individuals from membership.

(b) Employee organizations shall have the right of access at reasonable times to areas in which employees' work, the right to use institutional bulletin boards, mailboxes, and other means of communication, subject to reasonable regulation, and the right to use institutional facilities at reasonable times for the purpose of meetings concerned with the exercise of the rights guaranteed by this chapter.

(c) A reasonable number of representatives of an exclusive representative shall have the right to receive reasonable periods of release time without loss of compensation when meeting and negotiating and for the processing of grievances.

(d) All employee organizations shall have the right to have membership dues deducted pursuant to Section 13532 and 13604.2 of the Education Code, until such time as an employee organization is recognized as the exclusive representative for any of the employees in an appropriate unit, and then such deduction as to any employee in the negotiating unit shall not be permissible except to the exclusive representative.

Section 3543.2. Scope of representation

(a) The scope of representation shall be limited to matters relating to wages, hours of employment, and other terms, and conditions of employment. Terms and condition of employment mean health and welfare benefits as defined by Section 53200, leave, transfer and reassignment policies, safety conditions of employment, class size, procedures to be used for the evaluation of employees, organizational security pursuant to Section 3546, procedures for processing grievances pursuant to Section 3548.5, 3548.6, 3548.7 and 3548.8 and the layoff of probationary certificated school district employees, pursuant to Section 44959.5 of the Education Code, and alternative compensation or benefits for employees adversely affected by pension limitations pursuant to Section 22515 of the Education Code to the extent deemed reasonable and without

violating the intent and purposes of Section 415 of the Internal Revenue Code. In addition, the exclusive representative of certificated personnel has the right to consult on the definition of educational objectives, the determination of the content of courses and curriculum, and the selection of textbooks to the extent such matters are within the discretion of the public school employer under the law. All matters not specifically enumerated are reserved to the public school employer and may not be a subject of meeting and negotiating, provided that nothing herein may be construed to limit the right of the public school employer to consult with any employees or employee organization on any matter outside the scope of representation.

(b) Notwithstanding Section 44944 of the Education Code, the public school employer and the exclusive representative shall, upon request of either party, meet and negotiate regarding cause and procedures for disciplinary action, other than dismissal, including a suspension of pay for up to fifteen (15) days, affecting certificated employees. If the public school employer and the exclusive representative do not reach mutual agreement, then the provisions of Section 44944 of the Education Code shall apply.

(c) Notwithstanding Section 44955 of the Education Code, the public school employer and the exclusive representative shall, upon request of either party, meet and negotiate regarding procedures and criteria for layoff of certificated employees for lack of funds if the public school employer and the exclusive representative do not reach mutual agreement, then the provision of Section 44955 of the Education Code shall apply.

(d) Notwithstanding Section 45028 of the Education Code, the public school employer and the exclusive representative shall, upon request of either party, meet and negotiate regarding the payment of additional compensation based upon criteria other than years of training and years of experience. If the public school employer and the exclusive representative do not reach mutual agreement, then the provision of Section 45028 of the Education Code shall apply.

Section 3543.5. Public School employer: Discrimination; Applicant for employment or reemployment. It shall be unlawful for a public school employer to do any of the following:

(a) Impose or threaten to impose reprisals on employees, to discriminate or threaten to discriminate against employees, or otherwise to interfere with, restrain, or coerce employees because of their exercise of rights guaranteed by this chapter. For purposes of this subdivision, "employee" includes an applicant for employment or reemployment.

(b) Deny the employee organization rights guaranteed to them by this chapter.

(c) Refuse or fail to meet and negotiate in good faith with an exclusive representative.

(d) Dominate or interfere with the formation or administration of any employee organization, or contribute financial or other support to it. Or in any way encourage employees to join any organization in preference to another.

(e) Refuse to participate in good faith in the impasse procedure set forth in Article 9 (commencing with Section 3548).

Section 3543.6. Unlawful practices by employee organizations

It shall be unlawful for an employee organization to:

(a) Cause or attempt to cause a public school employer to violate Section 3543.5.

- (b) Impose or threaten to impose reprisals on employees, to discriminate or threaten to discriminate against employees, or otherwise to interfere with, restrain, or coerce employees because of their exercise of rights guaranteed by this chapter.
- (c) Refuse or fail to meet and negotiate in good faith with a public school employer to any of the employees of which it is the exclusive representative.

- (d) Refuse to participate in good faith in the impasse procedure set forth in Article 9 (commencing with Section 3548).

Section 3544.9 Duty of fair representation

The employee organization recognized or certified as the exclusive representative for the purpose of meeting and negotiating shall fairly represent each and every employee in the appropriate unit.

APPENDIX B – HEALTH INSURANCE COVERAGE, HOLIDAYS, VACATION AND LEAVES

HEALTH INSURANCE COVERAGE – B.1.a.

Every January 1, regularly scheduled provisional/temporary employees working twenty (20) or more but less than (30) hours per week, or as-needed employees who have worked intermittently on average twenty (20) or more but less than thirty (30) hours per week within a twelve (12) month period, measured from July 1st through June 30th, are eligible for medical benefits (health, vision, dental) through the Health Service System under the Federal Affordable Care Act. Additionally, every January 1st, regularly scheduled provisional/temporary employees working at least thirty (30) hours a week with a twelve (12) month period, measured from July 1st through June 30th, are eligible for employee, and if applicable dependent medical benefits (health, vision, dental). Eligibility will be determined on year-to-year basis for qualifying employees.

Each eligible employee will select a health plan from those currently offered to City employees, unless the employee wishes to be exempt from coverage.

The health plans currently offered are:

- City Health Kaiser Permanente
- Blue Shield

Effective on or about the start of the second semester of the 2000-01 school year, permanent exempt unit members working less than four (4) hours per day/twenty (20) hours per week, shall be entitled to one of the following medical insurance options, as determined by the District.

- A District premium contribution equivalent to 75% of the employee-only Kaiser premium for those who enroll in an HSS medical insurance plan and who agree to pay the remaining 25% of the premium, or
- Coverage under an option offered by the City as a result of an Ordinance it may enact requiring agencies receiving City funds to either provide employees with some type of medical insurance coverage or participate in one of the coverage options contained in said Ordinance.

The District shall provide 100% employee only Kaiser Premium coverage for permanent exempt workers in the Student Nutrition Program.

For the 2016-2017 school year, the District agrees to continue to pay the increased costs of the employer portion of the medical benefits, as defined by the Health Service System every year through a process known as the 10 county average.

B.1.b – DENTAL

Delta Dental Care Program #652 is available for school district employees who have a Civil Service classification and qualify for health insurance coverage.

Details of the benefits and contribution rates of each plan are available from the Health Service System office or at our SFUSD Benefits Office.

B.1.c – Holidays

Holidays observed by the San Francisco Unified School District by miscellaneous employees are those established by the Board of Education:

Independence Day

Labor Day

Columbus/Indigenous People’s Day (or substitution therefore)

Veterans’ Day

Thanksgiving Day

Thanksgiving Recess (substitution for Admission Day)

Christmas Holiday

New Year’s Holiday

Martin Luther King, Jr’ Observance

President’s Day

Memorial Day

Floating Holidays (5)

- A. Employees shall have the right to flexibly schedule two floating holiday.

All floating holidays must be designated and taken prior to June 30.

- B. An employee may request the scheduling of the three (3) floating holidays from his/her supervisor who is designated as responsible for vacation approval. While each request will be considered on an individual basis, school-term employees will not normally be approved to take a floating holiday on student attendance days.
- C. Regular employees of the District who are not normally assigned to duty during the Winter Recess period shall be paid for the December 25 and/or January 1 holidays provided they were in paid status the day before or the day after said recess.

B.3 VACATION

The San Francisco Unified School District provides for Classified Employees annual vacations for all employees who have completed one (1) year or more continuous service. Vacation is accrued and awarded each pay period in accordance with the following table.

<u>Number of years of Service</u>	<u>Award</u>
1 – 5	.0385 x number of hours worked
After 5 – 15	.0577 x number of hours worked

After 15 and over .0770 x number of hours worked

The additional award of vacation after five (5) and fifteen (15) years will not be made and cannot be taken until you have reached your anniversary date in the fifth (5th) and fifteenth (15th) years of service. The maximum vacation awarded in any 12 month period and the maximum accumulations permitted are as follows:

<u>Years of Service</u>	<u>12-month Award Maximum</u>	<u>Equivalent of Days</u>	<u>Number Maximum Accumulation</u>
1 – 5	80 hours	10	320 hrs. (40 days)
5 – 15	120 hours	15	360 hrs. (45 days)
15 and over	160 hours	20	400 hrs. (50 days)

B.4 LEAVES OF ABSENCE

All leaves of absence are governed by the following general provisions:

1. Leave requests must be approved by the departmental head.
2. A request for leave of more than five (5) working days must be made on the prescribed form.
3. A temporary appointee is limited to a leave not to exceed one (1) month.
4. In the case of parental leave, a permanent employee may extend the leave up to six (6) months.
5. Witness and jury duty leave provisions shall be governed by Civil Service Commission rules in effect on June 30, 1993.

B.5 SICK LEAVE WITH PAY

Employees who work a full year earn thirteen (13) working days per year (104 hours). Unused sick leave may be accumulated from year to year until you reach the maximum accumulation of one hundred and thirty (130) working days (1040 hours).

No sick leave with pay is allowed during the first ninety (90) days of employment unless you have previously earned sick leave credits.

It is your responsibility to notify your supervisor when you are unable to report for duty because of illness and of the appropriate date of your return of work. You are reminded that sick leave protects you against loss of income while incapacitated. Sick leave may be used:

1. When you are unable to work because of illness or injury, not job-incurred.
2. For medical or dental appointments.
3. Absence due to quarantine declared by the Department of Public Health or other authority.
4. In cases of death of a member of your immediate family or other relative. (The Civil Service Commission Rules, in effect on June 30, 1993, define who these persons are.)

5. Absence due to pregnancy or convalescence period following childbirth.

If you are absent from your job for more than five (5) consecutive working days, you must submit a statement signed by a doctor, dentist, podiatrist, licensed clinical psychologist or Christian Science practitioner with information sufficient to certify your illness.

In cases of a pattern of alleged leave abuse, a departmental head may require you to furnish a doctor’s certification for any amount of absence due to illness or require consultation with a district-approved doctor at district expense.

B.6 ILLNESS DURING VACATION

Employees who are hospitalized, become ill or suffer an accident during a paid vacation which would have necessitated their being absent from normal duties, as certified by the attending physician’s written report, may upon return to duty request that such time be charged against accrued sick leave instead of vacation.

Such requests, along with appropriate documentation, shall be submitted in writing to the appropriate supervisor, and shall not be denied without cause.

B.7 DRUG AND/OR ALCOHOL DEPENDENCE

Through the Employee Assistance Program (EAP) employees may receive information, brief treatment, and referral for chemical dependency and other personal problems that may affect individuals’ work or private lives.

Employees with chemical dependency problems shall be permitted to use sick leave (with or without pay), vacation, and or compensatory time to access the EAP and other treatment services. If the treating service requirements conflict with an employee’s ability to perform their duties as assigned, and therefore they must be off work for an extended period of time, the employee and treatment service must, upon the employee’s return to work provide the District with verification that the employee successfully completed the program as directed.

B.8 HEALTH SERVICE GUIDELINES FOR INFECTIOUS DISEASES

Current copies of the Health Service Guidelines for Infectious Diseases will be available in all schools and facilities.

B.9 CATASTROPHIC SICK LEAVE TRANSFER PROGRAM

Purpose

The Catastrophic Sick Leave Transfer Program is a resource to provide relief to those classified employees represented by SEIU 1021 who have suffered catastrophic illness or injury. Catastrophic illness or injury means an illness or injury that is expected to incapacitate the employee for an extended period of time, or that incapacitates a member of the employee’s family and requires the employee to take time off from work for an extended period of time to take care of that family member. In order to qualify for the catastrophic sick leave transfer program:

- (1) All entitled sick leave and extended sick leave and/or any other paid time needs to be exhausted prior to application for sick leave from the bank.

- (2) The illness or injury must be certified by the attending physician who verifies that the illness or injury lasts for at least 30 days and totally incapacitates the employee (or their family member) from all work.

Eligibility for Participation

All classified members of the bargaining unit represented by SEIU 1021 shall be eligible to participate in the Catastrophic Sick Leave Transfer Program. Recipients are prohibited from working while on Catastrophic Leave.

Process

Recipient:

1. The recipient must have exhausted all paid leave to receive hours from the Bank.
2. The recipient must apply for participation to the Catastrophic Sick Leave Transfer Program to the Union. Such application shall include medical reports certification that the illness/injury is catastrophic as defined above.
3. A classified recipient may receive no more than the average or regularly scheduled number of hours worked daily times 100 from this Bank per injury or illness.

The Union:

1. SEIU shall inform their membership on a case-by-case basis when the need for donated time arises.
2. SEIU shall be responsible for collecting donated time. Employees shall authorize donations in writing, signed, and dated. SEIU shall compile the list of donated time in order of donations received and a breakdown of how many sick leave and accrued and earned vacation hours members wish to donate. SEIU shall then submit the list to the District along with supporting written authorizations.
3. Once the first-round list is received by the District, no more donations will be added. In the event more donations are needed, the process shall repeat itself.

The District:

1. The District will convert the donated hours to dollar amounts, based on the pay rate(s) of the donor workers. Thereafter, the District will deduct the designated sick leave and accrued and earned vacation time from donors, according to the list, and credit it to the worker on leave, according to the pay rate of the worker on leave.
2. Donated hours shall be utilized in the order received, two (2) hours at a time per donor on a rotating basis as needed. Donated accrued and earned vacation time from all donors shall be utilized first before any donated sick leave is used.
3. At the completion of the Catastrophic Leave, the District will return to SEIU the original authorization forms that now indicate hours were used and unused per each donor. The Union will be responsible for sharing this balance with donor members.

APPENDIX C - VOLUNTEER PROGRAM

The District and the Union will establish a joint committee of equal representation to explore circumstances under which a bargaining unit employee may be granted release time to volunteer in the classroom.

The committee will formulate recommendations for implementation in the 1998-99 school year. The parties further agree that this program of volunteers/conferences shall be evaluated toward the end of the 1999 school year in order to determine whether or not it shall be expanded, modified or deleted for the 1999-2000 school year and beyond.

APPENDIX D – BEREAVEMENT LEAVE

The purpose of Bereavement Leave utilization shall be for absence due to the death of a member of the bargaining unit member's family. Family shall mean:

- Parents
- Parents of the domestic partner
- Grandparents
- Step-parents
- Spouse
- Domestic partner
- Children
- Adopted child
- Step-Children
- Siblings
- Parents-in-Law
- Son-in-Law and Daughter-in-law
- Grandchildren
- A child for who the employee has parenting responsibilities
- Aunt
- Uncle
- Any relative of the bargaining unit member living in the immediate household of the bargaining unit member

Such leave shall not exceed three (3) working days and shall be taken within thirty (30) calendar days after the death, however, two (2) additional working days shall be granted if travel outside the State of California is required as a result of the death.

For absence because of the death of any other person to whom the employee may be reasonably deemed to owe respect; leave shall be for not more than one (1) working day; however two (2) additional working days shall be granted if travel outside the State of California is required as a result of the person's death.

APPENDIX E – FAMILY CARE AND MEDICAL LEAVE

It is the intent of this provision to be consistent with Government Code section 1294.2 and the Family and Medical Leave Act of 1993, and it shall be interpreted so that there will be no violation of those statutes.

1. An employee with more than one (1) year of continuous service with the District, who has worked at least 1250 hours during said year and who is eligible for other leave benefits of this Agreement shall be granted, upon written request, an unpaid family care leave up to a total of four (4) months in any twenty-four (24) month period, of twelve (12) weeks per year, pursuant to the provisions contained herein.

a. For purpose of this section the term “family care and medical leave” mean either:

(1) leave for reason of the birth of a child of the employee, the placement of a child with an employee in connection with the adoption of the child or foster care of the child of the employee, or the serious illness of a child of the employee;

(2) leave to care of a parent or spouse who has a serious health condition; or

(3) leave because of serious health condition that makes the employee unable to perform the functions of the position of that employee, except for leave taken for disability on account of pregnancy, childbirth or related medical conditions.

2. An unpaid family care and medical leave shall be treated as any other unpaid leave. During an unpaid family care and medical leave an employee shall retain employee status with the District, and such leave shall not constitute a break in service. An employee returning from an unpaid family care and medical leave shall have no less seniority than when the leave commenced.

3. If an employee’s need for an unpaid family care and medical leave is foreseeable, the employee shall provide the District with at least thirty (30) days advance notice; for unplanned absences, the employee shall provide the District with reasonable advance notice of the need for such leave.

4. The District requires that an employee’s request for an unpaid family care and medical leave for the purpose of caring for a child, spouse or parent who has a serious health condition or for the employee’s own serious health condition to be supported by a written certification issued by the health care provider of the family member requiring care. The written certification must include the date on which the serious health condition commenced and the probably duration of the condition. For a leave based upon caring for a child, spouse or parent who has a serious health condition the written certificate must have an estimate of the amount of time the health care provider believes the employee need to care for the individual requiring care, and a statement that the serious health condition warrants the participation of a family member to provide care during a period of the treatment or supervision of the individual requiring care.

For a leave based on the employee’s own serious health condition, the written certification must include a statement that the employee is unable to perform the functions of his or her position.

If additional leave is required upon the expiration of the time estimated by the health care provider, the employee must request such additional leave again supported by a written certification consistent with the requirements for an initial certification.

Upon said request and certification, the District may agree to extend the Family Care and Medical Leave for a full year, provided that the District contribution for employee health insurance benefits (see item #9, below) shall not extend beyond the statutory twelve (12) week leave period.

5. In any case in which the District has reason to doubt the validity of the certification provided pursuant to this section, the District may require, at the District's expense, that the employee, or as appropriate the employee's spouse, child or parent, obtain the opinion of a second health care provider. The second health care provider may not be employed on a regular basis by the District. If the opinions of the first and second health care provider differ, the District may require a third opinion, again at the District's expense, from a health care provider mutually agreed upon by the District and the employee. The third opinion shall be final and binding.

6. Definitions

- a. For the purposes of this section and consistent with current law, the term "child," means a biological, adopted, and foster child, a stepchild, a legal ward, or a child of an employee standing in loco parentis who is either under eighteen (18) years of age or an adult dependent child.
- b. For purposes of this section and consistent with current law, the term "parent" means biological, foster, in-law, or adoptive parent, a stepparent or a legal guardian.

7. If an employee applies for a family care and medical leave, the employee can elect, or the District may require, the substitution of paid vacation or other paid leaves to which the employee is entitled. If such paid leave is substituted, the employee is required to comply with the contractual requirements for use of such paid leave.

8. An employee granted a leave under the provision shall have a right to reinstatement to their former classification if such classification still exists, which the person held immediately before commencement of a leave; with equivalent benefits, pay, and other working conditions provided by this Agreement. If the former classification no longer exists, they shall be placed in a lower or lateral classification in which they had previously served and in which they holds greater seniority than other incumbents in said class.

9. An employee taking unpaid family care and medical leave pursuant to this section shall continue to be entitled to participate in District health insurance benefits, if eligible and if enrolled, to the same extent and under the same conditions as apply to other eligible, enrolled active employees receiving said benefits. The District may recover the premium that it paid as required by this subdivision for maintaining coverage for the employee under the group health plan if both of the following conditions occur:

- a. The employee does not return to District service for a number of days equal to the duration of the family care and medical leave.
- b. The employee's failure to return from leave is for a reason other than the continuation, recurrence, or onset of a serious health condition that entitles the employee to family care and medical leave or other circumstances beyond the control of the employee.

10. Family care and medical care leave may be taken in one (1) or more periods. Leave may be taken in increments of at least one (1) day of recurring medical treatment certified by a health care provider.

11. This policy shall not be construed to entitle the employee to receive disability benefits under Part 1 (commencing with Section 3201) of Division 4 of the Labor Code (Workers' Compensation).

The San Francisco Unified School District and SEIU Local 1021 acknowledge the obligation of the District to enforce the rules and regulations implementing the Family Medical Leave Act, the California Family Rights Act, and the National Defense Authorization Act.

APPENDIX F – AMERICAN WITH DISABILITIES ACT

The American with Disabilities Act of 1990 (ADA) prohibits discrimination against persons with disabilities in many areas including employment in state and local governments. It is the policy of the San Francisco Unified School District to comply with the ADA.

The ADA cover “qualified individuals with disabilities” and defines them to be individuals with a disability who meet the skill, experience, education, and other job-related requirements of a position held, and who, with or without reasonable accommodation, can perform the essential functions of the job.

A person with disability, according to ADA, is an individual who has physical or mental impairment that substantially limits one or more of the person’s major life activities. Major life activities include seeing, hearing, breathing, walking, speaking, learning, working, care for oneself, and performing manual tasks.

Reasonable accommodation is a modification or adjustment to a job or work environment which enables a qualified individual with a disability to equal employment opportunity. An employer must provide reasonable accommodation to the known physical or mental limitations of a qualified individual with a disability unless the accommodation would pose an undue hardship. This accommodation need not be the specific accommodation requested by the employee.

An employee may request a reasonable accommodation by notifying the employee’s supervisor, personnel officer, and department head. If an employee cannot be given an accommodation in the employee’s current class in the current department, the employee may contact the Human Resources Department for consideration of an ADA transfer.

Medical examinations for persons with a disability must be job-related and justified by business necessity. Tests for illegal use of drugs, however, are not medical examinations under the ADA and are not subject to ADA restrictions. Also, an employer may require medical documentation to evaluate a request for reasonable accommodation. This medical-related information shall be confidential, except for those supervisors, safety personnel, compliance officers, or other specified individuals who have the need to know.

An employee requesting a reasonable accommodation will complete the “Request for Reasonable Accommodation” Packet and follow the procedures outlined. The District will contact the employee making the request for reasonable accommodation and engage in an interactive process regarding the request for reasonable accommodation. The District will be advised of the attendance of union representatives at meetings. This District will meet with the union representatives to discuss the reasonable accommodation process and procedures on an as needed basis. In no event shall the meetings contemplated herein be allowed to cause the District to be untimely in processing an employee’s ADA request.

The San Francisco Unified School District and SEIU Local 1021 acknowledges the obligation of the District to enforce the ADA Amendments Act of 2008 (ADAAA), the California Fair Employment and Housing Act (FEHA; see Government Code section 12900 et seq.) regarding disabilities and the rules and regulations implementing these laws.

APPENDIX G1 – SALARY SCHEDULE (WORKED LESS THAN 1040 HOURS IN ANY SCHOOL YEAR – NOT QUALIFIED FOR RETIREMENT) EFFECTIVE JULY 1, 2016 – 5%

Classification		Step				
		1	2	3	4	5
1202 Personnel Clerk	Hourly Rate	\$21.8896	\$22.9657	\$24.0624	\$25.2398	\$26.4789
	Bi-Weekly Rate	\$1,751.17	\$1,837.26	\$1,925.00	\$2,019.18	\$2,118.31
1204 Senior Personnel Clerk	Hourly Rate	\$25.3619	\$26.6004	\$27.9203	\$29.3012	\$30.7224
	Bi-Weekly Rate	\$2,028.96	\$2,128.04	\$2,233.62	\$2,344.09	\$2,457.79
1220 Payroll Clerk	Hourly Rate	\$25.2398	\$26.4789	\$27.7784	\$29.1589	\$30.5802
	Bi-Weekly Rate	\$2,019.18	\$2,118.31	\$2,222.27	\$2,332.71	\$2,446.42
1222 Sr Payroll/Personnel Clerk	Hourly Rate	\$27.6566	\$29.0170	\$30.4385	\$31.9408	\$33.5046
	Bi-Weekly Rate	\$2,212.53	\$2,321.36	\$2,435.08	\$2,555.26	\$2,680.37
1402 Junior Clerk	Hourly Rate	\$17.9094	\$18.7828	\$19.6964	\$20.6711	\$21.6659
	Bi-Weekly Rate	\$1,432.76	\$1,502.62	\$1,575.71	\$1,653.69	\$1,733.28
1404 Clerk	Hourly Rate	\$19.6964	\$20.6711	\$21.6659	\$22.7425	\$23.8389
	Bi-Weekly Rate	\$1,575.71	\$1,653.69	\$1,733.28	\$1,819.40	\$1,907.12
1406 Senior Clerk	Hourly Rate	\$20.3927	\$21.4009	\$22.4475	\$23.5332	\$24.6770
	Bi-Weekly Rate	\$1,631.42	\$1,712.07	\$1,795.80	\$1,882.66	\$1,974.16
1408 Principal Clerk	Hourly Rate	\$26.9863	\$28.3060	\$29.7073	\$31.1691	\$32.7125
	Bi-Weekly Rate	\$2,158.91	\$2,264.48	\$2,376.59	\$2,493.53	\$2,617.00
1410 Clerk	Hourly Rate	\$30.5576	\$32.0612	\$33.6586	\$35.3502	\$37.1166
	Bi-Weekly Rate	\$2,444.61	\$2,564.90	\$2,692.68	\$2,828.02	\$2,969.33
1422 Junior Clerk Typist	Hourly Rate	\$18.5187	\$19.4123	\$20.3665	\$21.3615	\$22.4176
	Bi-Weekly Rate	\$1,481.50	\$1,552.98	\$1,629.33	\$1,708.92	\$1,793.41
1424 Clerk Typist	Hourly Rate	\$20.4678	\$21.4632	\$22.5190	\$23.6157	\$24.7730
	Bi-Weekly Rate	\$1,637.42	\$1,717.05	\$1,801.53	\$1,889.25	\$1,981.83
1426 Senior Clerk Typist	Hourly Rate	\$22.4176	\$23.5141	\$24.6511	\$25.8492	\$27.1283
	Bi-Weekly Rate	\$1,793.41	\$1,881.13	\$1,972.09	\$2,067.93	\$2,170.27
1430 Transcriber Typist	Hourly Rate	\$22.1615	\$23.2036	\$24.3281	\$25.5102	\$26.7704
	Bi-Weekly Rate	\$1,772.93	\$1,856.30	\$1,946.25	\$2,040.81	\$2,141.63
1432 Sr. Transcriber Typist	Hourly Rate	\$24.2872	\$25.3349	\$26.7159	\$28.0099	\$29.4034
	Bi-Weekly Rate	\$1,942.98	\$2,026.79	\$2,137.28	\$2,240.79	\$2,352.27
1436 Brailist	Hourly Rate	\$21.4632	\$22.5190	\$23.6157	\$24.7730	\$25.9708
	Bi-Weekly Rate	\$1,717.05	\$1,801.53	\$1,889.25	\$1,981.83	\$2,077.67
1444 Secretary I	Hourly Rate	\$21.0909	\$22.1183	\$23.2036	\$24.3281	\$25.5102
	Bi-Weekly Rate	\$1,687.28	\$1,769.46	\$1,856.30	\$1,946.25	\$2,040.81
1446 Secretary II	Hourly Rate	\$24.7730	\$25.9708	\$27.2501	\$28.5702	\$29.9916
	Bi-Weekly Rate	\$1,981.83	\$2,077.67	\$2,180.01	\$2,285.62	\$2,399.32
1450 Executive Secretary I	Hourly Rate	\$26.9868	\$28.3060	\$29.7073	\$31.1691	\$32.6884
	Bi-Weekly Rate	\$2,158.95	\$2,264.48	\$2,376.59	\$2,493.53	\$2,615.07
1452 Executive Secretary II	Hourly Rate	\$29.3294	\$30.7834	\$32.2949	\$33.8849	\$35.5713
	Bi-Weekly Rate	\$2,346.35	\$2,462.67	\$2,583.59	\$2,710.79	\$2,845.70

Classification		Step				
		1	2	3	4	5
1458 Legal Secretary I	Hourly Rate	\$29.0171	\$30.4385	\$31.9408	\$33.5046	\$35.1492
	Bi-Weekly Rate	\$2,321.36	\$2,435.08	\$2,555.26	\$2,680.37	\$2,811.93
1460 Sr Legal Stenographer	Hourly Rate	\$31.8299	\$33.4000	\$35.0673	\$36.8120	\$38.6534
	Bi-Weekly Rate	\$2,546.40	\$2,672.00	\$2,805.38	\$2,944.96	\$3,092.27
1486 Education Credential Tech	Hourly Rate	\$26.0144	\$27.2747	\$28.6315	\$30.0466	\$31.5197
	Bi-Weekly Rate	\$2,081.15	\$2,181.97	\$2,290.52	\$2,403.72	\$2,521.58
1630 Account Clerk	Hourly Rate	\$21.1584	\$22.1942	\$23.2907	\$24.4278	\$25.6054
	Bi-Weekly Rate	\$1,692.67	\$1,775.53	\$1,863.26	\$1,954.23	\$2,048.43
1632 Senior Account Clerk	Hourly Rate	\$24.4278	\$25.6054	\$26.8645	\$28.1842	\$29.5856
	Bi-Weekly Rate	\$1,954.23	\$2,048.43	\$2,149.16	\$2,254.74	\$2,366.85
1634 Principal Account Clerk	Hourly Rate	\$25.6490	\$26.8853	\$28.2076	\$29.5932	\$31.0646
	Bi-Weekly Rate	\$2,051.92	\$2,150.82	\$2,256.61	\$2,367.46	\$2,485.16
1706 Telephone Operator	Hourly Rate	\$19.9084	\$20.8970	\$21.9243	\$24.1832	\$24.0954
	Bi-Weekly Rate	\$1,592.67	\$1,671.76	\$1,753.94	\$1,934.66	\$1,927.63
1708 Sr. Telephone Operator	Hourly Rate	\$21.9243	\$22.9711	\$24.0954	\$25.2779	\$26.5186
	Bi-Weekly Rate	\$1,753.94	\$1,837.69	\$1,927.63	\$2,022.24	\$2,121.48
1720 Data Entry Operator	Hourly Rate	\$18.6813	\$19.6274	\$20.5697	\$21.5646	\$22.6205
	Bi-Weekly Rate	\$1,494.51	\$1,570.19	\$1,645.58	\$1,725.17	\$1,809.63
1721 Sr. Data Entry Operator	Hourly Rate	\$21.3040	\$22.3317	\$23.4170	\$24.5607	\$25.7625
	Bi-Weekly Rate	\$1,704.32	\$1,786.53	\$1,873.36	\$1,964.85	\$2,061.00
1760 Offset Machine Operator	Hourly Rate	\$25.0165	\$26.2674	\$27.5808	\$28.9594	\$30.4078
	Bi-Weekly Rate	\$2,001.32	\$2,101.40	\$2,206.46	\$2,316.75	\$2,432.62
1762 Sr. Offset Machine Op	Hourly Rate	\$23.5332	\$24.6770	\$25.8980	\$27.1580	\$28.4981
	Bi-Weekly Rate	\$1,882.66	\$1,974.16	\$2,071.84	\$2,172.64	\$2,279.84
1764 Mail/Reproduction Supr	Hourly Rate	\$29.7247	\$31.2114	\$32.7717	\$34.4103	\$36.1311
	Bi-Weekly Rate	\$2,377.98	\$2,496.91	\$2,621.73	\$2,752.83	\$2,890.49
1802 Research Assistant	Hourly Rate	\$27.1580	\$28.4960	\$29.9108	\$31.3647	\$32.9154
	Bi-Weekly Rate	\$2,172.64	\$2,279.68	\$2,392.87	\$2,509.17	\$2,633.23
1804 Statistician	Hourly Rate	\$29.7558	\$31.2290	\$32.7605	\$34.3695	\$36.0946
	Bi-Weekly Rate	\$2,380.47	\$2,498.32	\$2,620.84	\$2,749.56	\$2,887.56
1820 Jr. Admin. Analyst	Hourly Rate	\$25.0257	\$26.2664	\$27.5458	\$28.9029	\$30.3373
	Bi-Weekly Rate	\$2,002.06	\$2,101.31	\$2,203.67	\$2,312.24	\$2,426.99
1822 Administrative Analyst	Hourly Rate	\$32.4507	\$34.0397	\$35.7456	\$37.5292	\$39.4093
	Bi-Weekly Rate	\$2,596.05	\$2,723.18	\$2,859.64	\$3,002.34	\$3,152.75
1823 Sr. Admin Analyst	Hourly Rate	\$37.8974	\$39.7971	\$41.7937	\$43.8874	\$46.0777
	Bi-Weekly Rate	\$3,031.79	\$3,183.77	\$3,343.49	\$3,510.99	\$3,686.21
1840 Jr. Management Asst	Hourly Rate	\$25.8981	\$27.1580	\$28.4960	\$29.9108	\$31.3647
	Bi-Weekly Rate	\$2,071.85	\$2,172.64	\$2,279.68	\$2,392.87	\$2,509.17
1842 Management Assistant	Hourly Rate	\$29.3294	\$30.7834	\$32.2953	\$33.8849	\$35.5715
	Bi-Weekly Rate	\$2,346.35	\$2,462.67	\$2,583.62	\$2,710.79	\$2,845.72

Classification		Step				
		1	2	3	4	5
1844 Sr. Management Asst	Hourly Rate	\$32.6756	\$34.3472	\$36.0165	\$37.7578	\$39.6999
	Bi-Weekly Rate	\$2,614.05	\$2,747.78	\$2,881.32	\$3,020.62	\$3,175.99
1950 Assistant Purchaser	Hourly Rate	\$24.2120	\$25.3941	\$26.6540	\$27.9725	\$29.3294
	Bi-Weekly Rate	\$1,936.96	\$2,031.53	\$2,132.32	\$2,237.80	\$2,346.35
1853 Control Clerk EDP	Hourly Rate	\$21.5645	\$22.6205	\$23.7375	\$24.8946	\$26.0927
	Bi-Weekly Rate	\$1,725.16	\$1,809.63	\$1,899.00	\$1,991.57	\$2,087.42
1930 Warehouse Worker	Hourly Rate	\$22.4475	\$23.5332	\$24.6770	\$25.8981	\$27.1580
	Bi-Weekly Rate	\$1,795.80	\$1,882.66	\$1,974.16	\$2,071.85	\$2,172.64
1939 School Warehouse Supr	Hourly Rate	\$28.6327	\$30.0466	\$31.5197	\$33.0707	\$34.7185
	Bi-Weekly Rate	\$2,290.62	\$2,403.72	\$2,521.58	\$2,645.65	\$2,777.48
2302 Nursing Assistant	Hourly Rate	\$25.6054	\$26.8645	\$28.1842	\$29.5856	\$31.0270
	Bi-Weekly Rate	\$2,048.43	\$2,149.16	\$2,254.74	\$2,366.85	\$2,482.16
2585 Health Worker I	Hourly Rate	\$19.5399	\$20.4897	\$21.4977	\$22.5447	\$23.6497
	Bi-Weekly Rate	\$1,563.19	\$1,639.18	\$1,719.82	\$1,803.57	\$1,891.97
2586 Health Worker II	Hourly Rate	\$22.3161	\$23.3922	\$24.5292	\$25.7271	\$26.9863
	Bi-Weekly Rate	\$1,785.28	\$1,871.37	\$1,962.33	\$2,058.17	\$2,158.91
2587 Health Worker III	Hourly Rate	\$25.6054	\$26.8645	\$28.1842	\$29.5856	\$31.0269
	Bi-Weekly Rate	\$2,048.43	\$2,149.16	\$2,254.74	\$2,366.85	\$2,482.15
2630 School Lunchroom Cook	Hourly Rate	\$20.6711	\$21.6659	\$22.7425	\$23.8389	\$25.0167
	Bi-Weekly Rate	\$1,653.69	\$1,733.28	\$1,819.40	\$1,907.12	\$2,001.33
2632 Cook Manager Elementary	Hourly Rate	\$21.5646	\$22.6205	\$23.7375	\$24.8946	\$26.0928
	Bi-Weekly Rate	\$1,725.17	\$1,809.63	\$1,899.00	\$1,991.57	\$2,087.42
2634 Cook Manager Secondary	Hourly Rate	\$24.8946	\$26.0927	\$27.3923	\$28.7120	\$30.1336
	Bi-Weekly Rate	\$1,991.57	\$2,087.42	\$2,191.38	\$2,296.96	\$2,410.70
2656 Chef - SFUSD	Hourly Rate	\$27.8942	\$29.2850	\$30.7529	\$32.2832	\$33.9058
	Bi-Weekly Rate	\$2,231.53	\$2,342.80	\$2,460.23	\$2,582.65	\$2,712.47
2672 CC Asst House Parent	Hourly Rate	\$20.1838	\$21.1584	\$22.1942	\$23.2907	\$24.4278
	Bi-Weekly Rate	\$1,614.71	\$1,692.67	\$1,775.53	\$1,863.26	\$1,954.23
2674 Children's Ctr House Parent	Hourly Rate	\$21.6659	\$22.7425	\$23.8389	\$25.0167	\$26.2148
	Bi-Weekly Rate	\$1,733.28	\$1,819.40	\$1,907.12	\$2,001.33	\$2,097.19
2708 Custodian	Hourly Rate	\$20.5697	\$21.5645	\$22.6205	\$23.7375	\$24.8946
	Bi-Weekly Rate	\$1,645.58	\$1,725.16	\$1,809.63	\$1,899.00	\$1,991.57
2716 Custodial Asst Supervisor	Hourly Rate	\$22.6205	\$23.7375	\$24.8946	\$26.0927	\$27.3923
	Bi-Weekly Rate	\$1,809.63	\$1,899.00	\$1,991.57	\$2,087.42	\$2,191.38
2727 School Custodian Supr I	Hourly Rate	\$24.8946	\$26.0927	\$27.3923	\$28.7120	\$30.1336
	Bi-Weekly Rate	\$1,991.57	\$2,087.42	\$2,191.38	\$2,296.96	\$2,410.70
2730 School Custodial Serv Supr I	Hourly Rate	\$27.3841	\$28.7020	\$30.1315	\$31.5832	\$33.1470
	Bi-Weekly Rate	\$2,190.73	\$2,296.16	\$2,410.52	\$2,526.66	\$2,651.76
2732 Custodial Supvr II	Hourly Rate	\$30.1225	\$31.5722	\$33.1447	\$34.7415	\$36.4617
	Bi-Weekly Rate	\$2,409.80	\$2,525.78	\$2,651.58	\$2,779.32	\$2,916.94

Classification		Step				
		1	2	3	4	5
3535 Radio Announcer Operator	Hourly Rate	\$26.6540	\$27.9725	\$29.3294	\$30.7834	\$32.2953
	Bi-Weekly Rate	\$2,132.32	\$2,237.80	\$2,346.35	\$2,462.67	\$2,583.62
3616 Library Tech Asst I	Hourly Rate	\$26.4789	\$27.7784	\$29.1589	\$30.5802	\$32.0829
	Bi-Weekly Rate	\$2,118.31	\$2,222.27	\$2,332.71	\$2,446.42	\$2,566.63
3618 Library Tech Asst II	Hourly Rate	\$28.6315	\$30.0466	\$31.5198	\$33.0707	\$34.7184
	Bi-Weekly Rate	\$2,290.52	\$2,403.72	\$2,521.59	\$2,645.65	\$2,777.47
5295 School Facilities Planner	Hourly Rate	\$48.5980	\$51.0211	\$53.5798	\$56.2551	\$59.0655
	Bi-Weekly Rate	\$3,887.84	\$4,081.69	\$4,286.38	\$4,500.41	\$4,725.24
7218 Asbestos Worker II	Hourly Rate	\$36.0776	\$37.8224	\$39.6852	\$41.6074	\$43.6776
	Bi-Weekly Rate	\$2,886.21	\$3,025.79	\$3,174.81	\$3,328.59	\$3,494.21
7302 Audio Visual Equip. Tech	Hourly Rate	\$23.6497	\$24.7933	\$26.0144	\$27.2747	\$28.6315
	Bi-Weekly Rate	\$1,891.97	\$1,983.47	\$2,081.15	\$2,181.97	\$2,290.52
7304 Comp Repair & Maint Tech	Hourly Rate	\$29.4651	\$30.9384	\$32.4506	\$34.0397	\$35.7456
	Bi-Weekly Rate	\$2,357.21	\$2,475.07	\$2,596.04	\$2,723.18	\$2,859.64
7359 Piano Tuner	Hourly Rate	\$26.9863	\$28.3060	\$29.7073	\$31.1691	\$32.7125
	Bi-Weekly Rate	\$2,158.91	\$2,264.48	\$2,376.59	\$2,493.53	\$2,617.00
7383 Sewing Mach Repairer	Hourly Rate	\$27.3923	\$28.7120	\$30.1336	\$31.6363	\$33.1796
	Bi-Weekly Rate	\$2,191.38	\$2,296.96	\$2,410.70	\$2,530.90	\$2,654.37
7384 Typewriter Repairer	Hourly Rate	\$24.9095	\$26.1503	\$27.4101	\$28.7672	\$30.2017
	Bi-Weekly Rate	\$1,992.75	\$2,092.02	\$2,192.81	\$2,301.37	\$2,416.13
7385 Sr. Typewriter Repairer	Hourly Rate	\$27.3923	\$28.7120	\$30.1336	\$31.6363	\$33.1796
	Bi-Weekly Rate	\$2,191.38	\$2,296.96	\$2,410.70	\$2,530.90	\$2,654.37
7392 Window Cleaner	Hourly Rate	\$27.7784	\$29.1589	\$30.5802	\$32.0829	\$33.6667
	Bi-Weekly Rate	\$2,222.27	\$2,332.71	\$2,446.42	\$2,566.63	\$2,693.33
7450 Shade & Drapery Worker	Hourly Rate	\$17.7256	\$18.5912	\$19.4872	\$20.4455	\$21.4498
	Bi-Weekly Rate	\$1,418.05	\$1,487.29	\$1,558.98	\$1,635.64	\$1,715.98
7451 Sr. Shade & Drapery Worker	Hourly Rate	\$18.6119	\$19.5206	\$20.4616	\$21.4679	\$22.5222
	Bi-Weekly Rate	\$1,488.95	\$1,561.64	\$1,636.93	\$1,717.43	\$1,801.78
7515 Asbestos Worker I	Hourly Rate	\$31.3135	\$31.3135	\$31.3135	\$31.3135	\$31.3135
	Bi-Weekly Rate	\$2,505.08	\$2,505.08	\$2,505.08	\$2,505.08	\$2,505.08
9176 School Trans Scheduler	Hourly Rate	\$26.4023	\$27.7009	\$29.0580	\$30.4926	\$31.9850
	Bi-Weekly Rate	\$2,112.18	\$2,216.07	\$2,324.64	\$2,439.41	\$2,558.80

Classification		Step							
		1	2	3	4	5	6	7	8
2615 SNS Worker	Hourly Rate	\$16.2671	\$17.0746	\$17.8979	\$18.7828	\$19.6964	\$20.6711	\$21.6659	\$22.7425
	Bi-Weekly Rate	\$1,301.37	\$1,365.97	\$1,431.83	\$1,502.62	\$1,575.71	\$1,653.69	\$1,733.28	\$1,819.40
2616 Lead SNS Worker Elementary/ Secondary	Hourly Rate	\$19.7219	\$20.6812	\$21.7048	\$22.7494	\$23.8794			
	Bi-Weekly Rate	\$1,577.75	\$1,654.50	\$1,736.39	\$1,819.95	\$1,910.35			

APPENDIX G2 – SALARY SCHEDULE TO OFFSET 7.5% EMPLOYEE RETIREMENT PICKUP - EFFECTIVE JULY 1, 2016 – 5%

Classification		Step				
		1	2	3	4	5
1202 Personnel Clerk	Hourly Rate	\$23.2292	\$24.3712	\$25.5351	\$26.7845	\$28.0991
	Bi-Weekly Rate	\$1,858.34	\$1,949.70	\$2,042.81	\$2,142.76	\$2,247.93
1204 Senior Personnel Clerk	Hourly Rate	\$26.9141	\$28.2283	\$29.6290	\$31.0945	\$32.6026
	Bi-Weekly Rate	\$2,153.13	\$2,258.26	\$2,370.32	\$2,487.56	\$2,608.21
1220 Payroll Clerk	Hourly Rate	\$26.7845	\$28.0991	\$29.4784	\$30.9435	\$32.5418
	Bi-Weekly Rate	\$2,142.76	\$2,247.93	\$2,358.27	\$2,475.48	\$2,596.14
1222 Sr Payroll/Personnel Clerk	Hourly Rate	\$29.3492	\$30.7927	\$32.3013	\$33.8956	\$35.5550
	Bi-Weekly Rate	\$2,347.94	\$2,463.42	\$2,584.10	\$2,711.65	\$2,844.40
1402 Junior Clerk	Hourly Rate	\$19.0053	\$19.9322	\$20.9017	\$21.9363	\$22.9920
	Bi-Weekly Rate	\$1,520.42	\$1,594.58	\$1,672.14	\$1,754.90	\$1,839.36
1404 Clerk	Hourly Rate	\$20.9017	\$21.9363	\$22.9920	\$24.1344	\$25.2980
	Bi-Weekly Rate	\$1,672.14	\$1,754.90	\$1,839.36	\$1,930.75	\$2,023.84
1406 Senior Clerk	Hourly Rate	\$21.6410	\$22.7107	\$23.8215	\$24.9735	\$26.1873
	Bi-Weekly Rate	\$1,731.28	\$1,816.86	\$1,905.72	\$1,997.88	\$2,094.98
1408 Principal Clerk	Hourly Rate	\$28.6378	\$30.0384	\$31.5255	\$33.0767	\$34.7146
	Bi-Weekly Rate	\$2,291.02	\$2,403.07	\$2,522.04	\$2,646.14	\$2,777.17
1410 Clerk	Hourly Rate	\$32.4280	\$34.0234	\$35.7186	\$37.5136	\$39.3881
	Bi-Weekly Rate	\$2,594.24	\$2,721.87	\$2,875.49	\$3,001.09	\$3,151.05
1422 Junior Clerk Typist	Hourly Rate	\$16.8544	\$17.6676	\$18.5361	\$19.4417	\$20.4029
	Bi-Weekly Rate	\$1,348.35	\$1,413.41	\$1,482.89	\$1,555.34	\$1,632.23
1424 Clerk Typist	Hourly Rate	\$21.7204	\$22.7769	\$23.8973	\$25.0608	\$26.2890
	Bi-Weekly Rate	\$1,737.63	\$1,822.15	\$1,911.78	\$2,004.86	\$2,103.12
1426 Senior Clerk Typist	Hourly Rate	\$23.7896	\$24.9531	\$26.1597	\$27.4311	\$28.7887
	Bi-Weekly Rate	\$1,903.17	\$1,996.25	\$2,092.78	\$2,194.49	\$2,303.10
1430 Transcriber Typist	Hourly Rate	\$20.1698	\$21.1182	\$22.1417	\$23.2176	\$24.3645
	Bi-Weekly Rate	\$1,613.58	\$1,689.46	\$1,771.34	\$1,857.41	\$1,949.16
1432 Sr. Transcriber Typist	Hourly Rate	\$22.1045	\$23.1733	\$24.3147	\$25.4925	\$26.7608
	Bi-Weekly Rate	\$1,768.36	\$1,853.86	\$1,945.18	\$2,039.40	\$2,140.86
1436 Braillist	Hourly Rate	\$22.7769	\$23.8973	\$25.0608	\$26.2890	\$27.5604
	Bi-Weekly Rate	\$1,822.15	\$1,911.78	\$2,004.86	\$2,103.12	\$2,204.83
1444 Secretary I	Hourly Rate	\$19.1954	\$20.1304	\$21.1182	\$22.1417	\$23.2176
	Bi-Weekly Rate	\$1,535.63	\$1,610.43	\$1,689.46	\$1,771.34	\$1,857.41
1446 Secretary II	Hourly Rate	\$26.2890	\$27.5604	\$28.9177	\$30.3186	\$31.8271
	Bi-Weekly Rate	2,103.12	\$2,204.83	\$2,313.42	2,425.49	\$2,546.17
1450 Executive Secretary I	Hourly Rate	\$28.6384	\$30.0384	\$31.5255	\$33.0767	\$34.6889
	Bi-Weekly Rate	\$2,291.07	\$2,403.07	\$2,522.04	\$2,646.14	\$2,775.11
1452 Executive Secretary II	Hourly Rate	\$31.1246	\$32.6672	\$34.2713	\$35.9586	\$37.7481
	Bi-Weekly Rate	\$2,489.97	\$2,613.38	\$2,741.70	\$2,876.69	\$3,019.85

Classification		Step				
		1	2	3	4	5
1458 Legal Secretary I	Hourly Rate	\$30.7928	\$32.3013	\$33.8956	\$35.5550	\$37.3004
	Bi-Weekly Rate	\$2,463.43	\$2,584.10	\$2,711.65	\$2,844.40	\$2,984.04
1460 Sr Legal Stenographer	Hourly Rate	\$33.7780	\$35.4442	\$37.2133	\$39.0647	\$41.0190
	Bi-Weekly Rate	\$2,702.24	\$2,835.54	\$2,977.07	\$3,125.18	\$3,281.52
1486 Education Credential Tech	Hourly Rate	\$27.6066	\$28.9439	\$30.3835	\$31.8856	\$33.4489
	Bi-Weekly Rate	\$2,208.53	\$2,315.51	\$2,430.69	\$2,550.85	\$2,675.91
1630 Account Clerk	Hourly Rate	\$22.4534	\$23.5522	\$24.7160	\$25.9229	\$27.1724
	Bi-Weekly Rate	\$1,796.28	\$1,884.18	\$1,977.28	\$2,073.83	\$2,173.79
1632 Senior Account Clerk	Hourly Rate	\$25.9229	\$27.1724	\$28.5084	\$29.9089	\$31.3962
	Bi-Weekly Rate	\$2,073.83	\$2,173.79	\$2,280.67	\$2,392.72	\$2,511.69
1634 Principal Account Clerk	Hourly Rate	\$27.2187	\$28.5307	\$29.9339	\$31.4042	\$32.9657
	Bi-Weekly Rate	\$2,177.50	\$2,282.46	\$2,394.71	\$2,512.34	\$2,637.25
1706 Telephone Operator	Hourly Rate	\$21.1269	\$22.1759	\$23.2661	\$25.6632	\$25.5701
	Bi-Weekly Rate	\$1,690.15	\$1,774.07	\$1,861.29	\$2,053.05	\$2,045.61
1708 Sr. Telephone Operator	Hourly Rate	\$23.2661	\$24.3770	\$25.5701	\$26.8248	\$28.1416
	Bi-Weekly Rate	\$1,861.29	\$1,950.17	\$2,045.61	\$2,145.98	\$2,251.33
1720 Data Entry Operator	Hourly Rate	\$19.8246	\$20.8286	\$21.8287	\$22.8843	\$24.0050
	Bi-Weekly Rate	\$1,585.97	\$1,666.29	\$1,746.30	\$1,830.75	\$1,920.40
1721 Sr. Data Entry Operator	Hourly Rate	\$22.6079	\$23.6982	\$24.8500	\$26.0637	\$27.3392
	Bi-Weekly Rate	\$1,808.63	\$1,895.86	\$1,988.01	\$2,085.10	\$2,187.13
1760 Offset Machine Operator	Hourly Rate	\$26.5473	\$27.8750	\$29.2688	\$30.7318	\$32.2686
	Bi-Weekly Rate	\$2,123.78	\$2,230.00	\$2,341.50	\$2,458.54	\$2,581.49
1762 Sr. Offset Machine Op	Hourly Rate	\$24.9735	\$26.1872	\$27.4831	\$28.8201	\$30.2421
	Bi-Weekly Rate	\$1,997.88	\$2,094.98	\$2,198.65	\$2,305.61	\$2,419.37
1764 Mail/Reproduction Supr	Hourly Rate	\$31.5438	\$33.1215	\$34.7774	\$36.5163	\$38.3425
	Bi-Weekly Rate	\$2,523.51	\$2,649.72	\$2,782.19	\$2,921.30	\$3,067.41
1802 Research Assistant	Hourly Rate	\$28.8201	\$30.2398	\$31.7414	\$33.2842	\$34.9298
	Bi-Weekly Rate	\$2,305.61	\$2,419.18	\$2,539.31	\$2,662.74	\$2,794.39
1804 Statistician	Hourly Rate	\$31.5769	\$33.1401	\$34.7656	\$36.4729	\$38.3035
	Bi-Weekly Rate	\$2,526.15	\$2,651.21	\$2,781.25	\$2,917.83	\$3,064.28
1820 Jr. Admin. Analyst	Hourly Rate	\$26.5577	\$27.8739	\$29.2316	\$30.6718	\$32.1939
	Bi-Weekly Rate	\$2,124.61	\$2,229.92	\$2,338.53	\$2,453.75	\$2,575.51
1822 Administrative Analyst	Hourly Rate	\$34.4365	\$36.1229	\$37.9332	\$39.8260	\$41.8213
	Bi-Weekly Rate	\$2,754.93	\$2,889.83	\$3,034.66	\$3,186.08	\$3,345.70
1823 Sr. Admin Analyst	Hourly Rate	\$40.2169	\$42.2326	\$44.3515	\$46.5733	\$48.8978
	Bi-Weekly Rate	\$3,217.35	\$3,378.61	\$3,548.12	\$3,725.86	\$3,911.82
1840 Jr. Management Asst	Hourly Rate	\$27.4831	\$28.8201	\$30.2398	\$31.7414	\$33.2842
	Bi-Weekly Rate	\$2,198.65	\$2,305.61	\$2,419.18	\$2,539.31	\$2,662.74
1842 Management Assistant	Hourly Rate	\$31.1246	\$32.6672	\$34.2717	\$35.9586	\$37.7483
	Bi-Weekly Rate	\$2,489.97	\$2,613.38	\$2,741.74	\$2,876.69	\$3,019.86

Classification		Step				
		1	2	3	4	5
1844 Sr. Management Asst	Hourly Rate	\$34.6751	\$36.4492	\$38.2208	\$40.0684	\$42.1296
	Bi-Weekly Rate	\$2,774.01	\$2,915.93	\$3,057.66	\$3,205.47	\$3,370.36
1950 Assistant Purchaser	Hourly Rate	\$25.6936	\$26.9484	\$28.2852	\$29.6844	\$31.1246
	Bi-Weekly Rate	\$2,055.49	\$2,155.87	\$2,262.81	\$2,374.75	\$2,489.97
1853 Control Clerk EDP	Hourly Rate	\$22.8843	\$24.0049	\$25.1902	\$26.4182	\$27.6898
	Bi-Weekly Rate	\$1,830.75	\$1,920.39	\$2,015.22	\$2,113.46	\$2,215.19
1930 Warehouse Worker	Hourly Rate	\$23.8215	\$24.9735	\$26.1873	\$27.4831	\$28.8201
	Bi-Weekly Rate	\$1,905.72	\$1,997.88	\$2,094.98	\$2,198.65	\$2,305.61
1939 School Warehouse Supr	Hourly Rate	\$30.3850	\$31.8856	\$33.4489	\$35.0945	\$36.8432
	Bi-Weekly Rate	\$2,430.80	\$2,550.85	\$2,675.91	\$2,807.55	\$2,947.46
2302 Nursing Assistant	Hourly Rate	\$27.1724	\$28.5084	\$29.9089	\$31.3962	\$32.9258
	Bi-Weekly Rate	\$2,173.79	\$2,280.67	\$2,392.72	\$2,511.69	\$2,634.06
2585 Health Worker I	Hourly Rate	\$20.7356	\$21.7436	\$22.8132	\$23.9245	\$25.0970
	Bi-Weekly Rate	\$1,658.85	\$1,739.49	\$1,825.06	\$1,913.96	\$2,007.76
2586 Health Worker II	Hourly Rate	\$23.6817	\$24.8238	\$26.0307	\$27.3019	\$28.6378
	Bi-Weekly Rate	\$1,894.54	\$1,985.91	\$2,082.45	\$2,184.15	\$2,291.03
2587 Health Worker III	Hourly Rate	\$27.1724	\$28.5084	\$29.9089	\$31.3962	\$32.9258
	Bi-Weekly Rate	\$2,173.79	\$2,280.67	\$2,392.72	\$2,511.69	\$2,634.06
2630 School Lunchroom Cook	Hourly Rate	\$21.9363	\$22.9920	\$24.1344	\$25.2980	\$26.5476
	Bi-Weekly Rate	\$1,754.91	\$1,839.36	\$1,930.75	\$2,023.83	\$2,123.80
2632 Cook Manager Elementary	Hourly Rate	\$22.8843	\$24.0050	\$25.1901	\$26.4182	\$27.6898
	Bi-Weekly Rate	\$1,830.75	\$1,920.40	\$2,015.21	\$2,113.46	\$2,215.19
2634 Cook Manager Secondary	Hourly Rate	\$26.4182	\$27.6898	\$29.0687	\$30.4694	\$31.9779
	Bi-Weekly Rate	\$2,113.46	\$2,215.19	\$2,325.50	\$2,437.55	\$2,558.23
2656 Chef - SFUSD	Hourly Rate	\$29.6014	\$31.0772	\$32.6354	\$34.2588	\$35.9808
	Bi-Weekly Rate	\$2,368.11	\$2,486.17	\$2,610.83	\$2,740.70	\$2,878.46
2672 CC Asst House Parent	Hourly Rate	\$21.4190	\$22.4534	\$23.5522	\$24.7160	\$25.9229
	Bi-Weekly Rate	\$1,713.52	\$1,796.28	\$1,884.18	\$1,977.28	\$2,073.83
2674 Children's Ctr House Parent	Hourly Rate	\$22.9920	\$24.1344	\$25.2980	\$26.5476	\$27.8191
	Bi-Weekly Rate	\$1,839.36	\$1,930.75	\$2,023.83	\$2,123.80	\$2,225.53
2708 Custodian	Hourly Rate	\$21.8287	\$22.8843	\$24.0049	\$25.1902	\$26.4182
	Bi-Weekly Rate	\$1,746.30	\$1,830.75	\$1,920.39	\$2,015.22	\$2,113.46
2716 Custodial Asst Supervisor	Hourly Rate	\$24.0049	\$25.1902	\$26.4182	\$27.6898	\$29.0687
	Bi-Weekly Rate	\$1,920.39	\$2,015.22	\$2,113.46	\$2,215.19	\$2,325.50
2727 School Custodian Supr I	Hourly Rate	\$26.4182	\$27.6898	\$29.0687	\$30.4694	\$31.9779
	Bi-Weekly Rate	\$2,113.46	\$2,215.19	\$2,325.50	\$2,437.55	\$2,558.23
2730 School Custodial Serv Supr I	Hourly Rate	\$29.0600	\$30.4588	\$31.9756	\$33.5163	\$35.1757
	Bi-Weekly Rate	\$2,324.80	\$2,436.70	\$2,558.05	\$2,681.30	\$2,814.06
2732 Custodial Supvr II	Hourly Rate	\$31.9660	\$33.5047	\$35.1732	\$36.8679	\$37.6933
	Bi-Weekly Rate	\$2,557.28	\$2,680.38	\$2,813.86	\$2,949.43	\$3,015.46

Classification		Step				
		1	2	3	4	5
3535 Radio Announcer Operator	Hourly Rate	\$28.2852	\$29.6844	\$31.1246	\$32.6672	\$34.2717
	Bi-Weekly Rate	\$2,262.81	\$2,374.75	\$2,489.97	\$2,613.38	\$2,741.74
3616 Library Tech Asst I	Hourly Rate	\$28.0991	\$29.4784	\$30.9435	\$32.4518	\$34.0463
	Bi-Weekly Rate	\$2,247.92	\$2,358.28	\$2,475.48	\$2,596.15	\$2,723.70
3618 Library Tech Asst II	Hourly Rate	\$30.3835	\$31.8855	\$33.4488	\$35.0945	\$36.8432
	Bi-Weekly Rate	\$2,430.69	\$2,550.84	\$2,675.90	\$2,807.55	\$2,947.46
5295 School Facilities Planner	Hourly Rate	\$51.5722	\$54.1436	\$56.8588	\$59.6979	\$62.6806
	Bi-Weekly Rate	\$4,125.78	\$4,331.48	\$4,548.71	\$4,775.83	\$5,014.44
7218 Asbestos Worker II	Hourly Rate	\$38.2855	\$40.1371	\$42.1140	\$44.1538	\$46.3507
	Bi-Weekly Rate	\$3,062.84	\$3,210.96	\$3,369.12	\$3,532.31	\$3,708.05
7302 Audio Visual Equip. Tech	Hourly Rate	\$25.0970	\$26.3106	\$27.6066	\$28.9439	\$30.3835
	Bi-Weekly Rate	\$2,007.76	\$2,104.85	\$2,208.53	\$2,315.51	\$2,430.69
7304 Comp Repair & Maint Tech	Hourly Rate	\$31.2684	\$32.8319	\$34.4365	\$36.1229	\$37.9332
	Bi-Weekly Rate	\$2,501.47	\$2,626.55	\$2,754.93	\$2,889.83	\$3,034.66
7359 Piano Tuner	Hourly Rate	\$28.6378	\$30.0384	\$31.5255	\$33.0767	\$34.7146
	Bi-Weekly Rate	\$2,291.03	\$2,403.07	\$2,522.04	\$2,646.14	\$2,777.17
7383 Sewing Mach Repairer	Hourly Rate	\$29.0687	\$30.4693	\$31.9778	\$33.5723	\$35.2101
	Bi-Weekly Rate	\$2,325.50	\$2,437.54	\$2,558.22	\$2,685.78	\$2,816.80
7384 Typewriter Repairer	Hourly Rate	\$26.4341	\$27.7508	\$29.0876	\$30.5278	\$32.0500
	Bi-Weekly Rate	\$2,114.72	\$2,220.06	\$2,327.01	\$2,442.23	\$2,564.00
7385 Sr. Typewriter Repairer	Hourly Rate	\$29.0687	\$30.4693	\$31.9778	\$33.5723	\$35.2101
	Bi-Weekly Rate	\$2,325.50	\$2,437.54	\$2,558.22	\$2,685.78	\$2,816.80
7392 Window Cleaner	Hourly Rate	\$29.4784	\$30.9435	\$32.4518	\$34.0463	\$35.7271
	Bi-Weekly Rate	\$2,358.28	\$2,475.48	\$2,596.15	\$2,723.70	\$2,858.16
7450 Shade & Drapery Worker	Hourly Rate	\$18.8103	\$19.7289	\$20.6798	\$21.6969	\$22.7625
	Bi-Weekly Rate	\$1,504.83	\$1,578.31	\$1,654.38	\$1,735.76	\$1,821.00
7451 Sr. Shade & Drapery Worker	Hourly Rate	\$19.7509	\$20.7153	\$21.7138	\$22.7814	\$23.9006
	Bi-Weekly Rate	\$1,580.07	\$1,657.23	\$1,737.10	\$1,822.52	\$1,912.05
7515 Asbestos Worker I	Hourly Rate	\$33.2299	\$33.2299	\$33.2299	\$33.2299	\$33.2299
	Bi-Weekly Rate	\$2,658.39	\$2,658.39	\$2,658.39	\$2,658.39	\$2,658.39
9176 School Trans Scheduler	Hourly Rate	\$28.0181	\$29.3960	\$30.8365	\$32.3587	\$33.9423
	Bi-Weekly Rate	\$2,241.45	\$2,351.69	\$2,466.92	\$2,588.69	\$2,715.38

Classification		Step							
		1	2	3	4	5	6	7	8
2615 SNS Worker	Hourly Rate	\$17.2626	\$18.1195	\$18.9932	\$19.9322	\$20.9017	\$21.9363	\$22.9920	\$24.1344
	Bi-Weekly Rate	\$1,381.01	\$1,449.57	\$1,519.46	\$1,594.57	\$1,672.14	\$1,754.91	\$1,839.36	\$1,930.75
2616 Lead SNS Worker Elementary/ Secondary	Hourly Rate	\$20.9288	\$21.9469	\$23.0331	\$24.1416	\$25.3408			
	Bi-Weekly Rate	\$1,674.31	\$1,755.75	\$1,842.65	\$1,931.33	\$2,027.27			

APPENDIX G3 – SALARY SCHEDULE TO OFFSET 8% EMPLOYEE RETIREMENT PICKUP - EFFECTIVE JULY 1, 2016 – 5%

Classification		Step				
		1	2	3	4	5
1202 Personnel Clerk	Hourly Rate	\$23.3385	\$24.4859	\$25.6553	\$26.9108	\$28.2316
	Bi-Weekly Rate	\$1,867.08	\$1,958.87	\$2,052.42	\$2,152.86	\$2,258.53
1204 Senior Personnel Clerk	Hourly Rate	\$27.0408	\$28.3613	\$29.7687	\$31.2410	\$32.7561
	Bi-Weekly Rate	\$2,163.26	\$2,268.90	\$2,381.49	\$2,499.27	\$2,620.49
1220 Payroll Clerk	Hourly Rate	\$26.9108	\$28.2316	\$29.6175	\$31.0893	\$32.6047
	Bi-Weekly Rate	\$2,152.86	\$2,258.53	\$2,369.40	\$2,487.15	\$2,608.38
1222 Sr Payroll/Personnel Clerk	Hourly Rate	\$29.4874	\$30.9377	\$32.4535	\$34.0552	\$35.7225
	Bi-Weekly Rate	\$2,358.99	\$2,475.02	\$2,596.28	\$2,724.41	\$2,857.80
1402 Junior Clerk	Hourly Rate	\$19.0950	\$20.0262	\$21.0004	\$22.0396	\$23.1002
	Bi-Weekly Rate	\$1,527.60	\$1,602.10	\$1,680.03	\$1,763.17	\$1,848.02
1404 Clerk	Hourly Rate	\$21.0004	\$22.0396	\$23.1002	\$24.2479	\$25.4169
	Bi-Weekly Rate	\$1,680.03	\$1,763.17	\$1,848.02	\$1,939.83	\$2,033.36
1406 Senior Clerk	Hourly Rate	\$21.7428	\$22.8176	\$23.9337	\$25.0911	\$26.3106
	Bi-Weekly Rate	\$1,739.42	\$1,825.40	\$1,914.70	\$2,007.29	\$2,104.85
1408 Principal Clerk	Hourly Rate	\$28.7727	\$30.1798	\$31.6741	\$33.2325	\$34.8781
	Bi-Weekly Rate	\$2,301.82	\$2,414.39	\$2,533.92	\$2,658.60	\$2,790.25
1410 Clerk	Hourly Rate	\$32.5807	\$34.1836	\$35.8869	\$37.6904	\$39.5738
	Bi-Weekly Rate	\$2,606.46	\$2,734.68	\$2,870.95	\$3,015.23	\$3,165.90
1422 Junior Clerk Typist	Hourly Rate	\$19.7447	\$20.6974	\$21.7147	\$22.7757	\$23.9018
	Bi-Weekly Rate	\$1,579.58	\$1,655.79	\$1,737.18	\$1,822.05	\$1,912.14
1424 Clerk Typist	Hourly Rate	\$21.8228	\$22.8841	\$24.0098	\$25.1789	\$26.4131
	Bi-Weekly Rate	\$1,745.82	\$1,830.73	\$1,920.79	\$2,014.31	\$2,113.04
1426 Senior Clerk Typist	Hourly Rate	\$23.9018	\$25.0706	\$26.2830	\$27.5605	\$28.9244
	Bi-Weekly Rate	\$1,912.14	\$2,005.65	\$2,102.64	\$2,204.84	\$2,313.95
1430 Transcriber Typist	Hourly Rate	\$23.6287	\$24.7397	\$25.9388	\$27.1992	\$28.5427
	Bi-Weekly Rate	\$1,890.29	\$1,979.18	\$2,075.10	\$2,175.94	\$2,283.41
1432 Sr. Transcriber Typist	Hourly Rate	\$25.8952	\$27.1471	\$28.4844	\$29.8640	\$31.3500
	Bi-Weekly Rate	\$2,071.62	\$2,171.77	\$2,278.75	\$2,389.12	\$2,508.00
1436 Braillist	Hourly Rate	\$22.8841	\$24.0098	\$25.1789	\$26.4131	\$27.6901
	Bi-Weekly Rate	\$1,830.73	\$1,920.79	\$2,014.31	\$2,113.04	\$2,215.21
1444 Secretary I	Hourly Rate	\$22.4870	\$23.5826	\$24.7397	\$25.9388	\$27.0638
	Bi-Weekly Rate	\$1,798.97	\$1,886.61	\$1,979.18	\$2,075.10	\$2,165.10
1446 Secretary II	Hourly Rate	\$26.4132	\$27.6901	\$29.0539	\$30.4616	\$31.9771
	Bi-Weekly Rate	\$2,113.05	\$2,215.21	\$2,324.31	\$2,436.92	\$2,558.17
1450 Executive Secretary I	Hourly Rate	\$28.7734	\$30.1798	\$31.6741	\$33.2325	\$34.8523
	Bi-Weekly Rate	\$2,301.87	\$2,414.39	\$2,533.92	\$2,658.60	\$2,788.19
1452 Executive Secretary II	Hourly Rate	\$31.2710	\$32.8211	\$34.4327	\$36.1281	\$37.9260
	Bi-Weekly Rate	\$2,501.68	\$2,625.69	\$2,754.61	\$2,890.25	\$3,034.08

Classification		Step				
		1	2	3	4	5
1458 Legal Secretary I	Hourly Rate	\$30.9378	\$32.4535	\$34.0552	\$35.7225	\$37.4762
	Bi-Weekly Rate	\$2,475.03	\$2,596.28	\$2,724.41	\$2,857.80	\$2,998.10
1460 Sr Legal Stenographer	Hourly Rate	\$33.9369	\$35.6111	\$37.3886	\$39.2487	\$41.2123
	Bi-Weekly Rate	\$2,714.95	\$2,848.88	\$2,991.09	\$3,139.90	\$3,296.98
1486 Education Credential Tech	Hourly Rate	\$27.7366	\$29.0803	\$30.5270	\$32.0357	\$33.6066
	Bi-Weekly Rate	\$2,218.92	\$2,326.42	\$2,442.15	\$2,562.86	\$2,688.53
1630 Account Clerk	Hourly Rate	\$22.5591	\$23.6631	\$24.8323	\$26.0449	\$27.3006
	Bi-Weekly Rate	\$1,804.73	\$1,893.05	\$1,986.58	\$2,083.60	\$2,184.05
1632 Senior Account Clerk	Hourly Rate	\$26.0449	\$27.3006	\$28.6428	\$30.0498	\$31.5442
	Bi-Weekly Rate	\$2,083.60	\$2,184.05	\$2,291.43	\$2,403.99	\$2,523.54
1634 Principal Account Clerk	Hourly Rate	\$27.3473	\$28.6656	\$30.0749	\$31.5524	\$33.1214
	Bi-Weekly Rate	\$2,187.78	\$2,293.25	\$2,405.99	\$2,524.19	\$2,649.72
1706 Telephone Operator	Hourly Rate	\$21.2264	\$22.2804	\$23.3756	\$25.7841	\$25.6905
	Bi-Weekly Rate	\$1,698.11	\$1,782.43	\$1,870.05	\$2,062.73	\$2,055.24
1708 Sr. Telephone Operator	Hourly Rate	\$23.3756	\$24.4917	\$25.6905	\$26.9512	\$28.2742
	Bi-Weekly Rate	\$1,870.05	\$1,959.33	\$2,055.24	\$2,156.09	\$2,261.93
1720 Data Entry Operator	Hourly Rate	\$19.9181	\$20.9267	\$21.9314	\$22.9922	\$24.1180
	Bi-Weekly Rate	\$1,593.45	\$1,674.14	\$1,754.51	\$1,839.37	\$1,929.44
1721 Sr. Data Entry Operator	Hourly Rate	\$22.7143	\$23.8099	\$24.9672	\$26.1866	\$27.4680
	Bi-Weekly Rate	\$1,817.15	\$1,904.79	\$1,997.37	\$2,094.93	\$2,197.44
1760 Offset Machine Operator	Hourly Rate	\$26.6725	\$28.0065	\$29.4067	\$30.8767	\$32.4207
	Bi-Weekly Rate	\$2,133.80	\$2,240.52	\$2,352.54	\$2,470.14	\$2,593.66
1762 Sr. Offset Machine Op	Hourly Rate	\$25.0911	\$26.3106	\$27.6127	\$28.9560	\$30.3848
	Bi-Weekly Rate	\$2,007.29	\$2,104.85	\$2,209.01	\$2,316.48	\$2,430.78
1764 Mail/Reproduction Supr	Hourly Rate	\$31.6925	\$33.2774	\$34.9413	\$36.6883	\$38.5231
	Bi-Weekly Rate	\$2,535.39	\$2,662.19	\$2,795.30	\$2,935.07	\$3,081.86
1802 Research Assistant	Hourly Rate	\$28.9560	\$30.3823	\$31.8909	\$33.4411	\$35.0944
	Bi-Weekly Rate	\$2,316.48	\$2,430.58	\$2,551.27	\$2,675.30	\$2,807.55
1804 Statistician	Hourly Rate	\$31.7255	\$33.2963	\$34.9291	\$36.6448	\$38.4841
	Bi-Weekly Rate	\$2,538.04	\$2,663.70	\$2,794.32	\$2,931.58	\$3,078.73
1820 Jr. Admin. Analyst	Hourly Rate	\$26.6826	\$28.0053	\$29.3694	\$30.8161	\$32.3457
	Bi-Weekly Rate	\$2,134.61	\$2,240.43	\$2,349.55	\$2,465.30	\$2,587.65
1822 Administrative Analyst	Hourly Rate	\$34.5989	\$36.2933	\$38.1120	\$40.0138	\$42.0184
	Bi-Weekly Rate	\$2,767.91	\$2,903.46	\$3,048.96	\$3,201.10	\$3,361.47
1823 Sr. Admin Analyst	Hourly Rate	\$40.4063	\$42.4317	\$44.5605	\$46.7927	\$49.1280
	Bi-Weekly Rate	\$3,232.51	\$3,394.53	\$3,564.84	\$3,743.42	\$3,930.24
1840 Jr. Management Asst	Hourly Rate	\$27.6127	\$28.9560	\$30.3823	\$31.8909	\$33.4411
	Bi-Weekly Rate	\$2,209.01	\$2,316.48	\$2,430.58	\$2,551.27	\$2,675.30
1842 Management Assistant	Hourly Rate	\$31.2710	\$32.8211	\$34.4331	\$36.1281	\$37.7374
	Bi-Weekly Rate	\$2,501.68	\$2,625.69	\$2,754.64	\$2,890.25	\$3,018.99

Classification		Step				
		1	2	3	4	5
1844 Sr. Management Asst	Hourly Rate	\$34.8387	\$36.6210	\$38.4010	\$40.2573	\$42.3278
	Bi-Weekly Rate	\$2,787.10	\$2,929.68	\$3,072.08	\$3,220.58	\$3,386.23
1950 Assistant Purchaser	Hourly Rate	\$25.7376	\$27.0753	\$28.4186	\$29.8244	\$31.2710
	Bi-Weekly Rate	\$2,059.01	\$2,166.02	\$2,273.48	\$2,385.96	\$2,501.68
1853 Control Clerk EDP	Hourly Rate	\$22.9922	\$24.1180	\$25.3089	\$26.5427	\$27.8203
	Bi-Weekly Rate	\$1,839.37	\$1,929.44	\$2,024.72	\$2,123.42	\$2,225.62
1930 Warehouse Worker	Hourly Rate	\$23.9337	\$25.0911	\$26.3106	\$27.6127	\$28.9560
	Bi-Weekly Rate	\$1,914.70	\$2,007.29	\$2,104.85	\$2,209.01	\$2,316.48
1939 School Warehouse Supr	Hourly Rate	\$30.5282	\$32.0357	\$33.6066	\$35.2598	\$37.0169
	Bi-Weekly Rate	\$2,442.26	\$2,562.86	\$2,688.53	\$2,820.78	\$2,961.36
2302 Nursing Assistant	Hourly Rate	\$27.3006	\$28.6428	\$30.0498	\$31.5442	\$33.0809
	Bi-Weekly Rate	\$2,184.05	\$2,291.43	\$2,403.99	\$2,523.54	\$2,646.47
2585 Health Worker I	Hourly Rate	\$20.8334	\$21.8461	\$22.9209	\$24.0371	\$25.2153
	Bi-Weekly Rate	\$1,666.67	\$1,747.68	\$1,833.67	\$1,922.97	\$2,017.23
2586 Health Worker II	Hourly Rate	\$23.7933	\$24.9408	\$26.1533	\$27.4305	\$28.7727
	Bi-Weekly Rate	\$1,903.46	\$1,995.26	\$2,092.26	\$2,194.44	\$2,301.82
2587 Health Worker III	Hourly Rate	\$27.3006	\$28.6428	\$30.0498	\$31.5442	\$33.0809
	Bi-Weekly Rate	\$2,184.05	\$2,291.43	\$2,403.99	\$2,523.54	\$2,646.47
2630 School Lunchroom Cook	Hourly Rate	\$22.0396	\$23.1002	\$24.2479	\$25.4169	\$26.6727
	Bi-Weekly Rate	\$1,763.17	\$1,848.02	\$1,939.83	\$2,033.36	\$2,133.82
2632 Cook Manager Elementary	Hourly Rate	\$22.9922	\$24.1180	\$25.3089	\$26.5427	\$27.8203
	Bi-Weekly Rate	\$1,839.37	\$1,929.44	\$2,024.72	\$2,123.42	\$2,225.62
2634 Cook Manager Secondary	Hourly Rate	\$26.5427	\$27.8203	\$29.2058	\$30.6130	\$32.1285
	Bi-Weekly Rate	\$2,123.42	\$2,225.62	\$2,336.46	\$2,449.04	\$2,570.28
2656 Chef - SFUSD	Hourly Rate	\$29.7408	\$31.2237	\$32.7891	\$34.4203	\$36.1503
	Bi-Weekly Rate	\$2,379.27	\$2,497.90	\$2,623.13	\$2,753.63	\$2,892.03
2672 CC Asst House Parent	Hourly Rate	\$21.5200	\$22.5591	\$23.6631	\$24.8323	\$26.0449
	Bi-Weekly Rate	\$1,721.60	\$1,804.73	\$1,893.05	\$1,986.58	\$2,083.60
2674 Children's Ctr House Parent	Hourly Rate	\$23.1002	\$24.2479	\$25.4169	\$26.6727	\$27.9501
	Bi-Weekly Rate	\$1,848.02	\$1,939.83	\$2,033.36	\$2,133.82	\$2,236.01
2708 Custodian	Hourly Rate	\$21.9315	\$22.9922	\$24.1180	\$25.3089	\$26.5426
	Bi-Weekly Rate	\$1,754.52	\$1,839.37	\$1,929.44	\$2,024.72	\$2,123.42
2716 Custodial Asst Supervisor	Hourly Rate	\$24.1180	\$25.3089	\$26.5427	\$27.8203	\$29.2058
	Bi-Weekly Rate	\$1,929.44	\$2,024.72	\$2,123.42	\$2,225.62	\$2,336.46
2727 School Custodian Supr I	Hourly Rate	\$26.5427	\$27.8203	\$29.2058	\$30.6130	\$32.1285
	Bi-Weekly Rate	\$2,123.42	\$2,225.62	\$2,336.46	\$2,449.04	\$2,570.28
2730 School Custodial Serv Supr I	Hourly Rate	\$29.1970	\$30.6023	\$32.1264	\$33.6743	\$35.3414
	Bi-Weekly Rate	\$2,335.76	\$2,448.18	\$2,572.99	\$2,693.94	\$2,827.31
2732 Custodial Supvr II	Hourly Rate	\$32.1167	\$33.6625	\$35.3390	\$37.0417	\$38.8755
	Bi-Weekly Rate	\$2,569.34	\$2,693.00	\$2,827.12	\$2,963.34	\$3,110.04

Classification		Step				
		1	2	3	4	5
3535 Radio Announcer Operator	Hourly Rate	\$28.4186	\$29.8243	\$31.2710	\$32.8211	\$34.4331
	Bi-Weekly Rate	\$2,273.48	\$2,385.95	\$2,501.68	\$2,625.69	\$2,754.64
3616 Library Tech Asst I	Hourly Rate	\$28.2316	\$29.6174	\$31.0893	\$32.6046	\$34.2067
	Bi-Weekly Rate	\$2,258.53	\$2,369.39	\$2,487.15	\$2,608.37	\$2,736.53
3618 Library Tech Asst II	Hourly Rate	\$30.5270	\$32.0357	\$33.6066	\$35.2598	\$37.0169
	Bi-Weekly Rate	\$2,442.15	\$2,562.86	\$2,688.53	\$2,820.78	\$2,961.36
5295 School Facilities Planner	Hourly Rate	\$51.8152	\$54.3986	\$57.1268	\$59.9792	\$62.9759
	Bi-Weekly Rate	\$4,145.21	\$4,351.89	\$4,570.15	\$4,798.33	\$5,038.07
7218 Asbestos Worker II	Hourly Rate	\$38.4659	\$40.3263	\$42.3124	\$44.3618	\$46.5691
	Bi-Weekly Rate	\$3,077.28	\$3,226.10	\$3,384.99	\$3,548.94	\$3,725.53
7302 Audio Visual Equip. Tech	Hourly Rate	\$25.2153	\$26.4348	\$27.7366	\$29.0803	\$30.5270
	Bi-Weekly Rate	\$2,017.23	\$2,114.78	\$2,218.92	\$2,326.42	\$2,442.15
7304 Comp Repair & Maint Tech	Hourly Rate	\$31.4156	\$32.9866	\$34.5989	\$36.2933	\$38.1120
	Bi-Weekly Rate	\$2,513.25	\$2,638.92	\$2,767.91	\$2,903.46	\$3,048.96
7359 Piano Tuner	Hourly Rate	\$28.7727	\$30.1798	\$31.6741	\$33.2325	\$34.8781
	Bi-Weekly Rate	\$2,301.82	\$2,414.39	\$2,533.92	\$2,658.60	\$2,790.25
7383 Sewing Mach Repairer	Hourly Rate	\$29.2058	\$30.6129	\$32.1285	\$33.7305	\$35.3761
	Bi-Weekly Rate	\$2,336.46	\$2,449.03	\$2,570.28	\$2,698.44	\$2,830.09
7384 Typewriter Repairer	Hourly Rate	\$26.5585	\$27.8814	\$29.2245	\$30.6717	\$32.2010
	Bi-Weekly Rate	\$2,124.68	\$2,230.52	\$2,337.96	\$2,453.73	\$2,576.08
7385 Sr. Typewriter Repairer	Hourly Rate	\$29.2058	\$30.6129	\$32.1285	\$33.7305	\$35.3761
	Bi-Weekly Rate	\$2,336.46	\$2,449.03	\$2,570.28	\$2,698.44	\$2,830.09
7392 Window Cleaner	Hourly Rate	\$29.6175	\$31.0893	\$32.6047	\$34.2067	\$35.8955
	Bi-Weekly Rate	\$2,369.40	\$2,487.15	\$2,608.38	\$2,736.53	\$2,871.65
7450 Shade & Drapery Worker	Hourly Rate	\$18.8992	\$19.8220	\$20.7771	\$21.7991	\$22.8697
	Bi-Weekly Rate	\$1,511.94	\$1,585.76	\$1,662.17	\$1,743.92	\$1,829.58
7451 Sr. Shade & Drapery Worker	Hourly Rate	\$19.8440	\$20.8129	\$21.8161	\$22.8891	\$24.0133
	Bi-Weekly Rate	\$1,587.52	\$1,665.03	\$1,745.29	\$1,831.13	\$1,921.06
7515 Asbestos Worker I	Hourly Rate	\$33.3865	\$33.3865	\$33.3865	\$33.3865	\$33.3865
	Bi-Weekly Rate	\$2,670.93	\$2,670.93	\$2,670.93	\$2,670.93	\$2,670.93
9176 School Trans Scheduler	Hourly Rate	\$28.1501	\$29.5347	\$30.9817	\$32.5113	\$34.1022
	Bi-Weekly Rate	\$2,252.01	\$2,362.77	\$2,478.54	\$2,600.90	\$2,728.17

Classification		Step							
		1	2	3	4	5	6	7	8
2615 SNS Worker	Hourly Rate	\$17.3438	\$18.2049	\$19.0827	\$20.0262	\$21.0004	\$22.0396	\$23.1002	\$24.2479
	Bi-Weekly Rate	\$1,387.50	\$1,456.39	\$1,526.62	\$1,602.10	\$1,680.03	\$1,763.17	\$1,848.02	\$1,939.83
2616 Lead SNS Worker Elementary/ Secondary	Hourly Rate	\$21.0276	\$22.0504	\$23.1416	\$24.2553	\$25.4602			
	Bi-Weekly Rate	\$1,682.21	\$1,764.03	\$1,851.33	\$1,940.42	\$2,036.81			

Signatures

In witness whereof, the parties have executed this agreement on September 13, 2016 and approved by the SFUSD Chapter of SEIU Local 1021 on September 12, 2016 and Board of Education on September 13, 2016.

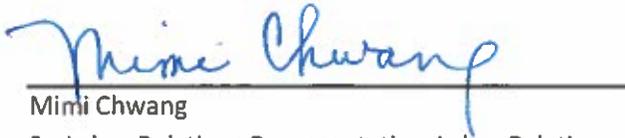
SAN FRANCISCO UNIFIED SCHOOL DISTRICT:


Carmelo Sgarlato

Chief, Labor Relations


Darin Conley

Director, Special Projects – Human Resources


Mimi Chwang

Sr. Labor Relations Representative, Labor Relations

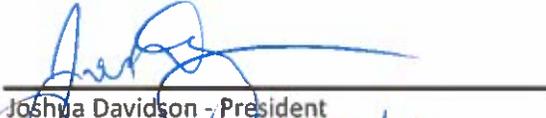

Carrie Slaughter

Director, Labor Relations


Daniel Menezes

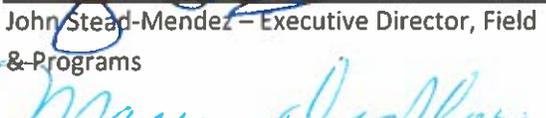
Executive Director, Operations and Analytics – Human Resources

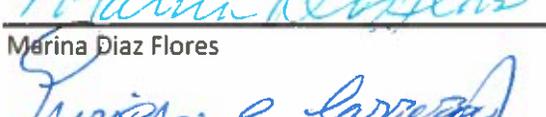
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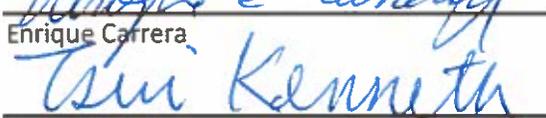

Joshua Davidson – President

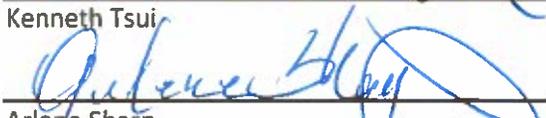

Ronda Goldsby – Field Representative


John Stead-Mendez – Executive Director, Field & Programs


Merina Diaz Flores


Enrique Carrera


Kenneth Tsui


Arlene Sharp


Ryan Fettes

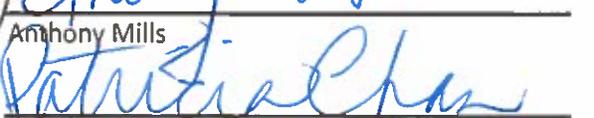

Rafael Picazo – Vice President


Nely Obligation – Field Director, Education Council


Lorraine Bowser


Jeanette Coleman


Anthony Mills


Patricia Chan


Jeannie Butler

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