

AGREEMENT

between

SEBASTOPOL UNION SCHOOL DISTRICT

AND

**SERVICE EMPLOYEES INTERNATIONAL
UNION (SEIU) LOCAL 1021**

July 1, 2019

through

June 30, 2023

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PREAMBLE

This Agreement is entered into between the Sebastopol Union School District hereinafter referred to as the DISTRICT and the Service Employees International Union (SEIU) Local 1021, hereinafter referred to as SEIU.

DEFINITIONS

1. Anniversary Date: The annual date upon which an employee completed his/her first year of service to the District in an allocated, permanent position.
2. Bargaining Unit Member: Any person legally employed by the Board and a member of bargaining unit represented by the Union.
3. Board: The Sebastopol Union School District Board of Trustees.
4. Break in Service: A complete separation in employment with the District. A break in service does not occur because an employee is on an unpaid status such as leave without pay or summer break, when an employee returns to work.
5. Classification: A single position, or group of positions, sufficiently similar in duties and responsibilities that the same descriptive title, typical duties, and minimum qualifications may be used to designate each position allocated to the classification. Substantially the same requirements of education, experience, knowledge and abilities are demanded of incumbents.
6. Compensatory Time Off: Time off with pay instead of cash compensation for overtime. Per Ed Code 45129 comp time will be granted within 12 calendar months following the month in which the overtime was worked. Comp time does not carry over to the next fiscal year and needs to be used before June 30 of the year granted.
7. Continuous Service: Continuous employment with the District, whether paid or unpaid status, without a break in service.
8. District: The Sebastopol Union School District Governing Board.
9. Duty-Free Meal Period: A set period of time that an employee is free to leave the work site and is not considered as time worked.
10. Employee: Any person legally employed by the Board and a member of the bargaining unit represented by the Union.
11. Emergency Operation: The performance of functions or services necessary, in the opinion of the District to protect or preserve the lives, safety, health, or property of the students and employees.

12. Hours Worked: Includes all time spent by the employee while the employee is engaged in duties or activities required by the District and pursued necessarily and primarily for the benefit of the District. For the non-exempt employee, hours worked shall include all hours that the Board knows or has reason to know that work is being performed.
13. Job site: The location where the employee is normally assigned and performs his/her duties, or the location from which the employee performs duties through the District.
14. Longevity Pay: Longevity pay is based on years of service to the District without regard to length of service within a specific classification. An employee does not become eligible for longevity pay until the completion of ten years of service to the District. For an employee who meets the criteria for longevity pay, the appropriate percentage is paid in addition to the employee's placement on the salary range.
15. Non-Duty Free Meal Period: A period of time that an employee is entitled to eat but is required by his or her supervisor to stay at the work site and must be willing to work if so required. A non-duty free meal period shall be considered time worked.
16. Non-Exempt Employee: An employee covered by the provisions of the Fair Labor Standards Act.
17. Overtime: When an employee works longer than forty (40) hours per week or eight (8) hours per day, and any regular day off or holiday as defined by this Agreement. "Works" shall include all hours in pay status. Overtime only applies when an employee is required and authorized by a supervisor via email to work more than 40 hours per workweek or more than 8 hours per workday.
18. Pay Period: The determination by the Board of the fixed regularly recurring period of one hundred seventy-four (174) hours which normally fall between the 1st and last of the month. Employees shall be reimbursed for regular services one time per calendar month on the last working day of the month.
19. Pay Status: Whenever an employee is at work excluding a duty-free period such as lunch; absent on a paid holiday; absent on leave with pay, or absent on authorized compensatory time off.
20. Permanent Employee: A permanent employee is one who has successfully completed an initial probationary period of six (6) months or 130 days of paid service (per AB 1353) beyond the first day of service with the District as a regular employee in an allocated position. A permanent employee may only be terminated for cause and in accordance with the procedures contained in this agreement.
21. Position: A position is a group of duties and responsibilities requiring the full or part time employment of one individual on a permanent or limited term basis. A permanent new position may only be established by action of the Board of Education. An increase in funded

hours for an existing position does not create a new position, except as provided by the Education Code.

22. Probationary Employee: Each newly hired employee shall serve a probationary period which shall be six (6) months or 130 days of paid service (per AB 1353) in duration. During the probationary period, an employee may be released without cause. Short term or substitute employment does not count towards the fulfillment of the probationary period.
23. Probationary Period: The trial period immediately following an original, or promotional, appointment to an allocated permanent position. The probationary period for new hires shall be six (6) months or 130 days of paid service (per AB 1353) from the first day of service to the District in an allocated position. The probationary period for a promotional appointment shall be six (6) months. During the six (6) month period, if the promotional probationary period is terminated, the employee may voluntarily demote back to the classification he/she held prior to the promotional appointment, rather than a release from the District. The reassignment to the previous classification will occur at the earliest reasonable time.
24. Promotion: the reassignment of an employee from a position in one job classification to a position in another job classification which is compensated at a higher salary.
25. Regular Rate of Pay: As defined in the Fair Labor Standards Act so long as the "Act" applies to employees.
26. Regular Work Schedule: The determination by the District of an employee's specific work days, work weeks, work periods, and work shifts, established on a regular ongoing basis.
27. Salary: Means only wages, call back pay, and bus license stipend, but does not include benefits such as insurance, vehicle use, paid leaves or other economic benefits.
28. Salary Range: Each salary range shall consist of eight steps which shall be known as steps 1, 2, 3, 4, 5, 6, 7, 8. Each step on the range is a set percentage above the lower step. Each step shall be expressed in dollars per hour on the salary table.
29. Seniority: Seniority is based on the date of hire and classification. Seniority is not based on hours worked
30. Separation: Leaving a position; includes resignation, dismissal layoff or retirement.
31. Statutory Overtime: Is used for non-exempt employees only. It is all hours worked in excess of forty (40) hours in the defined workweek
32. Suspension: An enforced absence of an employee without pay for disciplinary purposes or pending investigation of charges made against an employee.
33. Transfer: A voluntary (employee initiated) or involuntary (District initiated) change in

assignment from one (1) job site to another in the same classification within the bargaining unit.

34. Union: Local 1021, Service Employees International Union AFL-CIO/CLC.
35. Workday: A twenty-four (24) hour period that begins with the start of a work shift.
36. Work Shift: The hours that an employee is scheduled to work within a workday.
37. Work Week: A work week is defined as Monday-Friday contracted hours.

ARTICLE I - RECOGNITION

- A. The DISTRICT recognizes SEIU, Local 1021, hereinafter referred to as the Union, as the exclusive representative and bargaining agent for the Classified Employees Unit. The Classified Employees Bargaining Unit consists of all employees in classifications listed in Appendix A, excluding substitutes and short-term employees. Classified employees working less than full time are included in the bargaining unit.

- B. All newly created positions or classifications, unless specifically exempted by law, shall be assigned to the bargaining unit if the job descriptions (See Appendix F) describe duties performed by employees in the bargaining unit or which by the nature of the duties should reasonably be assigned to the bargaining unit. The District agrees to confer with the Union regarding job descriptions and appropriate salary range for all newly created job classifications or positions which would be represented by the unit once established.

ARTICLE II – UNION RIGHTS

- A. Exclusive Right to Represent: SEIU Local 1021 and its authorized representatives shall have the exclusive right to represent members of the bargaining unit on all matters within the scope of representation. Upon submission of a final judgment, which will act as a lien for services rendered by the Union or a voluntary employee authorization, the District Office shall deduct such assessments.
- B. Employee Contact: Except as provided elsewhere in this Agreement, any authorized Representative shall have the right to contact individual employees working within the represented unit, during normal business hours, on matters of Union business, as long as it does not disrupt, distract or create an absence in duty. Union officials must follow the District's regular sign-in procedures to be on campus.
- C. Communications: The Union shall have use of a designated space of a District bulletin board to communicate with District employees.
- D. Employee Lists
1. District Office shall provide the Union with the names and home, status member of all employees within the bargaining unit, their classification and worksite on request.
 2. The Union recognizes and respects the legal right of each employee to the employee's privacy and agrees not to use any information obtained pursuant to this Agreement, or to allow others to use any information for commercial gain not in a manner that would violate those rights. With respect to this promise, Union agrees to indemnify, defend and hold harmless the District Office, its officers, employees and agents from any claim, liability or damage arising from Union's breach of its duty under this memorandum.
- E. New Employee Orientation
1. Each new bargaining unit employee shall, upon hire, be provided with either a copy of the SEIU Local 1021 or access to an electronic copy of this Agreement in addition to a new employee letter from the Union. The District Office shall inform the Union with the name, home address, worksite and classification of all new unit members. The District will notify the Union Field Representative within five (5) days of employment either by letter or e-mail.
- F. The District Office shall provide the designated Union representative with a Board packet prior to each Board meeting containing the agenda and all available backup materials, which are public information.
- G. Meet and Negotiate Session: The District Office shall grant release time for four (4) Union designated unit member for all meet and negotiate sessions with management on matters pertaining to Union representation.

- H. The Union will provide the District Office with a list of Officers and Job Stewards at least once a year, and more often upon request. The Union will notify the District Office whenever officers change.
- I. Dues and deduction: The SEIU Local 1021 shall have the sole and exclusive right to have organization dues deducted, for the employees in the unit, by the district.
1. The District agrees to deduct all dues, insurance premiums and assessments from the pay of employees who have authorized that such deductions be made. The amounts deducted shall be remitted promptly to the Union or its designees, with an alphabetical list of the employees from whom deducted
 2. Dues shall be paid directly from District to SEIU 1021
- J. Union Security
1. All employees represented by SEIU, Local 1021 can choose to join the Union, paying the regular monthly membership dues uniformly required of Union members, for the duration of the Agreement.
 2. Payroll Deduction: The District Office agrees to deduct all Union dues, service fees, insurance premiums and assessments from the pay of those employees who have authorized that such deduction be made and as provided in Section 3 of this Article. The amounts deducted shall be remitted promptly to the Union or its designee, with an alphabetical list of the employees from whom deducted. The list shall include the employee's name, and dues or service fees deduction amount.
 3. Dues Check Off Reinstatement: The District shall not deduct dues or service fees during periods that an employee is separated from the bargaining unit, but shall reinstate dues deduction or service fees upon the return of the employee to the bargaining unit. The term separation from the bargaining unit includes transfer out of the unit, layoff, and a leave of absence without pay with duration of more than thirty (30) days.
 4. Maintenance of Membership: A union member may terminate their membership giving written notice to the Union and the District Office thirty (30) days prior to the expiration of this Agreement. Each employee who is a member and who decides to terminate membership shall become a Service Fee payer and the District Office shall continue payroll deduction for the amount of the service fee.
 5. Unit members shall deliver dues deduction authorization forms to SEIU, which shall thereafter be responsible for providing the District with the necessary deductions information. Unit members no longer provide authorization forms to the District, nor can the District request them from SEIU unless a dispute exists.

The District shall rely on information provided by SEIU regarding whether dues deductions were properly canceled or changed, and SEIU shall indemnify the District for

any claims made by the employee for deductions made in reliance on that information. Employee requests to cancel or change dues deductions will be directed to the Union.

5. Union Obligations: The Union shall comply with all applicable statutory and Public Employment Relations Board requirements and to furnish any information needed by the District Office to fulfill its obligations under this Article.
6. District Office Obligations: The District Office's sole obligation under this Article shall be to make the deductions required under this Article and in compliance with state law.
7. Copies of the Agreement
 - a. Within sixty (60) days after the ratification of this Agreement, the district shall provide via email this Agreement in pdf to every bargaining unit employee. The Union shall have a reasonable opportunity to review the draft for accuracy before it is printed
 - b. Paper copies of this Agreement will be provided to any member upon request to the Job Stewart.
- K. Job Stewards: The Union may designate up to four (4) job stewards from among its employees in the bargaining unit to handle grievances pertaining to this Agreement.
 1. The Union shall provide the District with a list of the Job Stewards and the employee grouping that each Steward represents.
 2. The Job Steward will receive a reasonable amount of release time for the processing of each grievance. The amount of time will be discussed and agreement shall be reached with the Superintendent or designee.
- L. Employee Directory: The District shall provide the Union with a copy of the annual Staff Directory via email by September 30 of each year.
- M. Union Business Release Time: The District will provide up to twenty (20) hours per fiscal year release time for the Chapter Chairperson and job stewards provided the Union reimburses the District for the cost of substitute, if any, to attend to Union business away from the work site.
- N. Meetings and Correspondence
 1. The Union and its members shall have the right to use school facilities after work hours for regular business meetings.
 2. The Union shall have reasonable use of a designated District bulletin board space and have the right to post notices of activities and matters of concern to the Union and members on bulletin boards in the work sites and may use the intra-District mail service to communicate with represented employees.

ARTICLE III – EMPLOYEE RIGHTS

A. Personnel Files

1. An employee shall have the right at any reasonable time without loss of pay to examine and/or obtain copies of any material from the employee's personnel file. Employees shall be provided with copies of any derogatory written materials ten (10) workdays before it is placed in the employee's personnel file. The employee is entitled to release time to review their personnel file and/or prepare a response to derogatory information going into their file within the 10 workday notice period. After that period has expired, the employee must do so on their own (unpaid) time. The written response shall be attached to the material.
2. All personnel files shall be kept in confidence and shall be available for inspection upon request. Permission to review shall be granted to the employee provided that the request is made during the regular office hours and at a time when the employee is not required to render service to the District.

When necessary, in the proper administration of the District affairs or the supervision of the employee District access is permitted. Any other person who has examined a personnel file shall sign and date in the space provided within the file. The employee will be notified in writing each time a person other than District Office staff examines the employee's personnel file as required by law. The employee's personnel file shall be available for examination by the employee or his/her Union representative if authorized by the employee.

Any person who places written evaluation material or drafts of written evaluation material shall sign the material and signify the date on which such material was drafted. Any written evaluation materials to be placed in a personnel file shall indicate the date placed in the file.

3. No adverse action of any kind shall be taken against an employee based upon materials which are not in the employee's personnel file. No action for discipline or dismissal shall be based solely on incident(s) or causes which occurred more than two (2) years prior to the date of the notice of intended disciplinary action unless such cause was concealed or not disclosed by the employee when it could be reasonably assumed that the employee should have disclosed the facts to the District.

B. Performance Evaluations

1. Employees shall be evaluated by their immediate supervisor annually.
2. The evaluation shall be in writing, shall be reviewed with the employee, and a copy shall be provided to employee. The employee shall have the opportunity to respond in writing and to have such response attached to the evaluation.
3. Evaluations shall include narrative remarks to support the overall rating.

4. New employees shall be evaluated at least once prior to their first six (6) months of probationary employment and at least annually for permanent employees.
5. Observations of any employee's conduct or any other concerns regarding employees conduct shall not be referenced in the employee's evaluation unless the employee's supervisor has brought the concern or observation to the employee's attention prior to the evaluation.

Any informal written material such as notes regarding the conduct of an employee must be dated and must be discussed with the employee in an informal meeting held within ninety (90) days of the alleged infraction or it may not be included in the personnel file nor included in the evaluation.

The suggested purpose of the informal meeting is:

- (a) a clear statement of the problem;
- (b) an opportunity for clarification or informal response by the employee, and
- (c) the supervisor's statement of expected conduct.

- C. No Discrimination: The Union and the District agree not to discriminate against any employee because of age, sex, sexual orientation, ethnicity, creed, national origin, political affiliation, or lawful organizational activities.
- D. Complaints: If there is a complaint against an employee, the District will follow the procedures in the Board policies regarding complaints. [Board policies BP/AR 1312.1]

ARTICLE IV – HOURS AND OVERTIME

Employees covered by this Agreement shall be paid for all hours worked in accordance with all other provisions of the Agreement and in accordance with the Fair Labor Standards Act (FLSA), to the extent the Act applies to the District.

The length of the work week and work day shall be as follows:

- A. **Full-Time Work**
All full-time employees within the bargaining unit shall have a normal work week of forty (40) hours, Monday through Friday. The normal work day for all full-time employees shall be eight (8) hours of work commencing with the start of the work shift.
- B. **Part-Time Work**
Part-time employees shall have a regular work schedule of less than forty (40) hours of work within a five (5) day period, Monday through Friday. The normal work day for all part-time employees will be eight hours or less.
- C. **Hours of Work and Work Days**
In accordance with the provisions of Article XVI, any mandatory increase or decrease in the hours or days assigned to an employee of a position the District will confer with the Union. The number of work days in a year for each classification are contained in Appendix B.

Work days and hours for newly created positions, the District will confer with the Union. In the event of a vacancy the supervisor will make contact with representatives from SEIU and confer about any change in hours and/or days prior to recruitment and selection.

- D. **Overtime**
 - 1. **Overtime Defined:** When an employee works longer than forty (40) hours per week, eight (8) hours per day, or any regular day off or holiday as defined by this Agreement. Overtime can only accrue when assigned approved hours by the supervisor. “Works” shall include all hours in pay status.
 - 2. **Overtime Compensation:**
 - a. All bargaining unit employees shall be compensated for overtime hours worked at the rate of one and one-half (1-1/2) times the employee’s regular rate of pay.
 - b. An employee assigned to overtime and eligible for comp time shall make an irrevocable choice each time such overtime is assigned whether to be compensated in cash or in comp time off until a maximum of two hundred and forty (240) hours of comp time has been accrued. When an employee is assigned to work overtime and has over two hundred and forty (240) hours of accrued unused comp time, the overtime shall be paid in cash. Compensatory time off shall be arranged at a time agreeable to the employee and his/her supervisor. An employee may not use more than eighty (80) hours of comp time at any one time without prior approval of the Superintendent. Each employee who is separated from service shall be entitled to payment for previously approved and documented accrued compensatory time at

the employee's base hourly rate at the time of the employee's separation. Comp time does not carry over to the next fiscal year and needs to be used before June 30 of the year granted. Ed Code 45129 requires that comp time to be granted within 12 calendar months following the month in which the overtime was worked.

3. All overtime must have the prior approval of either the Building Principal, the designated classified supervisor, or the Superintendent. Except in case of emergency as defined in this Agreement, an employee who works overtime without securing prior approval may be subject to disciplinary action.
4. Employees are not required to attend school events beyond their regular assignment or to take work home.
5. Except in the case of emergencies, overtime shall be on a voluntary basis.

E. Meal, Rest Periods, and Split Shifts

1. Meal Periods and Split Shifts

- a. Full-time employees shall be granted a duty-free meal period during each work shift. Said meal period shall not be less than thirty (30) minutes, not more than ninety (90) minutes, at or near the midpoint of the work shift. Per Ed Code sec. 45180 (b) each part-time employee employed for six (6) hours per day or more shall be entitled to an uncompensated duty-free meal period, if the employee so desires, during each work shift.
- b. Employees who have a non-duty-free meal period and are required to work during the meal period will bring the matter to the attention of their supervisor. The employee will either be granted overtime, CTO, or be allowed to go home early.
- c. In the event that the District wants to schedule a meal period longer than ninety (90) minutes for an employee, other than an employee working in the Child Care Program, the District and Union agree to meet and negotiate a split shift differential.
- d. For employees of the Child Care Program the following incentive pay will be paid in lieu of a split shift differential:

<u>Classification:</u>	<u>1st Payment:</u>	<u>2nd Payment:</u>
Lead CC Aide	\$125 December	\$275 June
CC Aide	\$100 December	\$200 June

Payment of the incentive pay will be made on the December 10th supplemental payment and the June 10th supplemental payment. Payments are based upon the fiscal year of July to June, and include the following eligibility restrictions:

- (1) To be eligible for the first payment in December of the fiscal year the employee must have been an employee of the District as of September 15th and have continuously remained in pay status with the District through December 10th.

- (2) To be eligible for the second payment in June of the fiscal year the employee must have been an employee of the District as of January 15th and have continuously remained in pay status with the District through June 10th.
 - (3) Employees of the Child Care Program hired after July 1, 1999 are not eligible for incentive pay.
 2. Breaks: All bargaining unit employees shall be entitled to rest breaks of at least ten–fifteen (10–15) minutes for each three–four (3-4) hours worked.
- F. Call Back Pay: Employees who are called back to work are eligible to receive a minimum of two hours pay at the overtime rate if the reason for the call back is an emergency and the employee is an 8 hour per day employee. (E.g. maintenance/custodial – safety hazard at school campus.) Part-time (less than eight hours per day) employees who are called back for service beyond their workday and agree to the service in advance will be compensated at their hourly rate for at least one hour of service as scheduled. Part time employees who are called back for an emergency service that is not previously scheduled will be compensated for a minimum of one hour at the overtime rate provided the call back is not related to the employee’s neglect of duty.
- G. Employee Work Year
 1. The work year for all classifications is contained in Appendix B.
 2. Compensation: All school year employees’ annual compensation, including vacation days and holidays shall be paid in ten equal monthly installments.
 3. Notice of Assignment: Each Instructional Aide will be given written notice of their assignment for the school year no later than five (5) business days prior to the first day of the school year.
- H. School Office Manager Work Year
 1. The School Office Manager annual compensation, including vacation days and holidays shall be paid in eleven (11) monthly installments. Vacation accrual shall continue as provided in Article IX, Vacation of this Agreement.
 2. The School Office Manager’s work year shall begin ten (10) work days prior to the first day of the instructional year and shall end five (5) work days after the last day of the instructional year. The School Office Manager and Site Administrator will schedule days beyond 195 by mutual agreement. The three (3) additional days may be used differently at each site.
 3. At the request of the Site Administrator and with the approval of the Superintendent, the School Secretary will work beyond the one hundred and ninety-eight (198) days. Any days worked beyond the one hundred and ninety-eight (198) shall be paid at the employee’s regular rate of pay, exclusive of overtime, and all normal benefits shall be accrued. If required to work overtime the provision of Article IV-Overtime, shall apply.

- I. Change of Schedule: Any permanent change in days or hours of work of an employee shall entitle the employee to overtime compensation for all hours worked outside his/her regular work schedule, unless the District has given the employee five (5) days advanced notice, or unless the employee requested the change.

- J. Status Quo for Hours and Work Year
The deletion of various contract clauses in Article IV (previous MOU) mentioning hours of work or days in the work year affecting discrete classifications do not include an intention to change the status quo for existing bargaining unit employee and/or positions.

ARTICLE V - PAY AND ALLOWANCES

A. Salaries

1. Salary Schedule: The salary schedule is as provided in Attachment B of this agreement. There shall be a total of eight (8) steps for each range. Classifications shall be placed on ranges as provided in Appendix B.
2. Salary Schedule Adjustments: The salary schedule will be adjusted effective per negotiated Agreement. (See Attachment B.)
3. Salary Schedule Step Movement: Except as provided below in this section, each employee will move one step annually on July 1st of each year until the employee reaches the top step for the range.
 - a. Each newly hired permanent employee, who is employed by the District in a position on or before November 1st, will receive their first step increase on the immediately following July 1st. Each newly hired employee who was employed by the District after November 1st will receive their first increase on the second July 1st after his/her date of hire.

B. Longevity Pay: Longevity pay will start July 1st of the fiscal year in which the employee will reach the required length of service. If the hire date was after March 1st, longevity pay will begin the following July 1st. (For example, an employee’s eleventh year of service begins October 1st, the employee’s longevity begins July 1st of the same year.) The District shall provide longevity pay to employees based on continuous years of service to the District as follows:

Completed Years of Service:	Pay Increase:
10	3.0%
15	4.0%
20	5.0%
25	6.0%
30	7.0%

C. Mileage: An employee who provides a motor vehicle for travel required of him/her in the performance of District business shall be reimbursed at the current IRS rate per each mile driven in accordance with District policy.

D. Salary Schedule Placement:

1. Advanced Step Placement: The District, at its discretion, may place newly hired classified employees on the salary schedule up to Step 3 of the range. Such placement shall be based on past experience and training which is above the minimum or desirable experience and training stated in the job description.

2. Reinstatement: Any permanent employee who is laid off and who is rehired or reinstated in the same class within 39 months after their layoff shall be paid at the salary step at which they were paid at the time of separation.
 3. Salary Upon Promotion: An employee who is promoted in a classification allocated to a higher salary range than the classification from which he/she was promoted shall receive that salary of the step of the salary range for the new classification which would constitute an increase of at least five percent (5%), but not less than step 1 of the salary range for the new classification, and no higher than the top step of the new range. In addition, if an employee is entitled to longevity due to years of service to the District, the longevity percentage shall be added to the salary of the employee who has been promoted.
 4. Salary Placement When Assigned to More than One Position: If an employee is employed by the District in more than one position in the same classification, the employee's step placement will be the same step of the salary range as the employee held in the original position. If an employee is employed by the District in a new classification which the employee has not held before, but is on the same salary range, the District may do advanced step placement as provided in 1 above.
 5. Simultaneous Salary Movement: If an employee is scheduled to move to another step on the salary range during the same month in which an employee accepts a promotion or additional position, the step movement will be applied first and then the placement due to promotion or acceptance of more than one position.
- E. Salary Upon Transfer: When an employee transfers from one position to another in the same classification, the employee shall continue at the same step of the salary range. The employee's anniversary date for advancement on the range will remain the same as it was prior to the transfer.
- F. Salary for Working Out of Class: An employee assigned to perform work on a higher classification and who serves in excess of five (5) consecutive work days.

As per the Side Letter of Agreement dated March 21, 2000, in the event of an absence of an Office Manager, the School Office Clerk during his/her work hours may assume some of the responsibilities of the Office Manager for the effective operation of the office during the absence. Effective July 1, 1999, the Office Clerk will be compensated at his/her assigned step and range as an Office Clerk during the assigned hours of the Office Clerk in the event of an absence of the Office Manager. Upon mutual consent of the School Principal and the Office Clerk, the Office Clerk may work additional hours per day at his/her hourly rate if the Office Manager is absent beyond the daily work shift of the Office Clerk. In neither of the circumstances above will the work of the Office Clerk be considered a substitute position. The work of the Office Clerk will be extended for appropriate coverage in the office to serve staff and the public. When five consecutive days of absence have elapsed for the Office Manager, the District may, as an option, seek mutual consent from the Office Clerk to work as a substitute at which time the level of compensation.

- G. Stipend for Education:
1. An employee who wishes to complete job-related education beyond the minimum requirement for the position may make a request in writing to the Superintendent for prior approval.
 2. If the Superintendent provides prior approval for the educational activities, the employee shall receive a one-time stipend of \$30 per unit (for purposes of this section, 12 hours = 1 unit.)
 3. Superintendent approval shall be based upon the relevancy and likelihood that the educational activity will directly improve the performance or the capacity by which the employee will carry out the responsibilities and roles of the position.
 4. For purposes of this Section, "hours" means time spent attending a workshop, seminar, technical school, or other such educational program or training. Where college units are not awarded, a full day workshop will be counted as one unit.
 5. The employee must submit written proof of satisfactory completion of the course, workshop, etc.
 6. Courses or workshops taken on paid work time and/or paid for by the District will not count toward the hours or units necessary to qualify for this stipend.
 7. Each employee may only receive credit for up to 12 units per any one fiscal year.
- H. Food Service Workers. Effective July 1, 2004 this position will be paid at Range C (move from Range B).
- I. Child Care Site Directors. Effective July 1, 2004 this position will be paid at Range F (move from Range E).

ARTICLE VI - TOOLS AND EQUIPMENT

- A. Tools: The District agrees to provide all tools and supplies it deems necessary to bargaining unit employees for the performance of employment duties.
- B. Safety Equipment: The District agrees to provide any safety equipment necessary to employees for the safe performance of employment duties.

ARTICLE VII - HEALTH AND WELFARE BENEFITS

A. Full-Time Benefits

1. SEIU membership will contribute to the health benefit cost by having each participating member pay half the difference between \$1050 and the cost of the plan they choose.
2. The District will continue to pay the full cost of premiums for the following plans that are currently offered in the District:
 - Dental Dental
 - Vision Service Plan
 - Provident Life and Accident
3. Section 125 Plan
 - 3.1 A Section 125 Plan will be put in place for unit members. The initial plan will run through June 30, 2018.
 - 3.2 A full Section 125 Plan will run from July 1, 2016, through June 30, 2018. The unreimbursed medical maximum under the Plan will be \$3,600 per year. Unspent amounts go to the District and are to be administered by a third party (currently American Fidelity).
 - 3.3 If an employee has out-of-pocket premium costs that are not covered under the Section 125 Plan, the employee shall provide the District with monthly checks to cover those costs for July and August by June 30th (separate check for each month).

B. Part-Time Benefits

1. The District will provide health/welfare benefits on a pro-rata basis to part-time employees whose regular daily work hours, exclusive of noon duty supervision, are four (4) hours or greater.
2. Effective March 1, 1998, hours worked by a District employee in more than one position will not be counted in determining if an employee is eligible for health, dental, or vision benefits, unless one of the positions is for at least 4 hours per day, or the total hours worked exceed 6 hours per day. Such hours will also not be counted for proration of the District's contribution towards health, dental, or vision benefit premiums, unless one of the positions is for at least 4 hours per day, or the total hours worked exceed 6 hours per day. This provision shall not affect employees who were enrolled in health, dental, and/or vision benefits as of February 28, 1998.
3. Summer Benefits: For employees who work less than 12 months per year, and who have expressed his/her intent to return to his/her position at the beginning of the school year, the District shall continue to pay its share of the cost of the premium as specified above in this Agreement during the summer months. The employee shall continue to pay his/her share of the premium for the summer months. Should an employee fail to return to work at the

start of the school year, the employee shall be liable for the full cost of the summer premiums paid by the District.

- C. Benefits for Retirees: The District shall make available, according to the carrier's policies, to the retired employee, continued participation in health insurance plans provided for active employees and their dependents, provided he/she pays the cost of such coverage by the 30th of the month preceding each month of coverage. Such retired employees shall be responsible for payment of the full premiums unless otherwise arranged with the District under an early retirement program
- D. Change In Plans: There shall be no change in health, dental, or vision plans without written agreement of the Union during the term of this Agreement. The Union agrees to reopen negotiations on the subject of plans offered whenever the District believes it has found a less expensive plan providing the same or better coverage.
- E. COBRA: Under certain circumstances as provided by law under COBRA a former employee, an employee's former spouse, and/or an employee's dependent may be entitled to continue participation in the group health insurance plans at no cost to the District. Please see Appendix E for the specific criteria for entitlement for coverage.
- F. TB Tests & Fingerprinting:
 - 1. The District agrees to pay the full cost for any TB test required as a condition of employment or continuing employment.
 - 2. The District shall receive a background clearance check prior to the first day of service. The cost of such clearance shall be borne by the District.
- G. Unit members, previously grandfathered to a certain level of health and welfare benefit in the previous collective bargaining agreement will maintain that particular level of benefit (see side letter dated 4/1/99.)
- H. In accordance with negotiations in spring 2004, the District will explore having a one-time open enrollment for dental and vision in September or October.

ARTICLE VIII - HOLIDAYS

- A. The following shall constitute paid holidays for all bargaining unit employees:
1. New Year's Day (January 1)
 2. Martin Luther King's Birthday (3rd Monday in January)
 3. Lincoln's Birthday (February 12)
 4. Washington's Birthday (3rd Monday in February)
 5. Floating Holiday – one day
 6. Memorial Day (Last Monday in May)
 7. Independence Day (July 4)
 8. Labor Day (1st Monday in September)
 9. Admission Day** (September 9) In lieu day.
 10. Veteran's Day (November 11)
 11. Thanksgiving Day and the Day After Thanksgiving
 12. Christmas Day (December 25)
 13. Every day appointed by the President or the Governor of this state if resulting in closure of the District, as provided for in subdivisions (h) and (3) of Section 37220 of the Education Code for a public fast, thanksgiving or holiday, or any day declared a holiday under Education Code Section 1318 or 37222 for classified employees.
- B. Holiday Observance:
1. If a paid holiday falls on a Saturday, the preceding Friday shall be the holiday. If a holiday falls on a Sunday, the following Monday shall be the holiday.
 2. Those employees who normally work on Christmas and New Year's Eve shall be excused from their work sites early, upon determination by their supervisor, that all work assignments have been satisfactorily completed for that day. There shall be no loss in pay for such early dismissal.
- C. Compensation for Holidays
1. Holidays Worked: Any employee required to work on any paid holiday shall be paid at the appropriate overtime rate (double time) for all hours worked.
 2. Full-Time Employees: Each full-time employee shall be compensated with eight (8) hours pay for each of the holidays listed above to which they are entitled under the provisions of this Agreement as specified in Appendix B.
 3. Part-Time Employees: Each part-time employee shall be compensated for all holidays listed above to which they are entitled under the provisions of this Agreement on a pro rata basis as specified in Appendix B. The proration shall be based as on the number of hours the employee is normally scheduled to work per day with the following exception: Part-time custodians scheduled to work full time during summer vacation and winter breaks shall receive eight (8) hours holiday pay for Christmas, New Year's Day, and July 4th.

4. In the event that the State or Federal Government increase the number of paid holidays that are applicable to SEIU members, the one day floating holiday will be eliminated as a paid holiday for all bargaining unit members.
5. In-lieu day. Compensation for the in-lieu day will be paid as part of the annual salary for employees with a less than twelve (12) month schedule, rather than being taken off during the year. The in-lieu day for twelve (12) month employees shall be a paid day off on a date mutually agreed to by the employee and his/her supervisor. If the employee and the supervisor do not reach agreement, the employee may bring the issue to the attention of the Superintendent.
6. For employees working less than twelve (12) months, they shall have holidays paid as part of annual pay including floating and in lieu days.

ARTICLE IX - VACATION

A. Accrual Rate

1. Effective October 1, 1985, each bargaining unit employee who has completed the following years of service shall accrue vacation leave at these rates:

<u>Completed Years of Service</u>	<u>Accrual Rate</u>
0 - 5 years	1 day/month
6 - 10 years	1.5 day/month
over 10 years	2 days/month

2. Part-time employees shall accrue vacation benefits on a pro-rata basis, based on the number of hours worked per month.
3. For purposes of vacation accrual, all aides and school office managers shall be considered employees of the District through June 15 of each year.

B. Vacation Schedules

1. Vacation time may be taken off by an employee upon application to the immediate supervisor at a mutually agreeable time, so long as the use of vacation time does not unduly disrupt the operations of the District. Each employee who has accrued vacation time and is scheduled to work during the winter break, may take up to two (2) vacation days during the winter break with prior approval of the employee's supervisor. The employee must submit the vacation request at least ten (10) working days in advance of the time off request. Requests for more than two (2) days of vacation time off during the winter break will be considered on a case by case basis. Denials may be appealed to the Superintendent. In the event of conflicts, seniority and rotation will be considered in the scheduling of vacations.
2. Holiday(s) falling within a vacation period shall not be counted as a vacation day.
3. Vacation time is not cumulative and must be taken or paid off not later than the year following the fiscal year in which it was earned.
4. Employees who work less than twelve (12) months per year are paid for vacation leave as part of their annual salary, which is paid once a month, and therefore, do not take paid vacation days off during the year.

- ### C. Payment for Unused Vacation: Each bargaining unit employee shall be entitled to payment of unused, accrued vacation to be computed on the basis of the employee's regular hourly rate of pay.

ARTICLE X - LEAVES

A. Sick Leave

1. Sick Leave Accrual

Each bargaining unit employee shall accrue and accumulate sick leave with full pay at the rate of one (1) day per month of employment. Sick leave is cumulative without limit.

When hired, each probationary employee is credited with the number of days of sick leave equal to the number of months of service scheduled from the date probationary employment began until the following July 1, subject to prorating as necessary. Each July 1, thereafter, the employee is credited with the amount of sick leave that will accrue for service scheduled during the ensuing fiscal year.

For purposes of sick leave accrual, all Aides and School Office Managers shall be considered employees of the District through June 15 of each year.

2. Use of Accrued Sick Leave: When circumstances justify, an employee may use the amount of sick leave credited to his/her account at the beginning of the leave. However, new employees may use only six (6) days of such leave until the first day of the calendar month following completion of six (6) months active service with the District. An employee absent due to personal illness or injury will receive the same pay he/she would have received had he/she worked his/her regular schedule on that day.
3. Verification of Illness or Incapacity: The administration may request a doctor's statement for absences when there is any reason to doubt the validity of an employee's excuse.
4. Other Authorized Use of Sick Leave: Employees may use the amount of sick leave necessary to undergo medical or dental treatment or examination.
5. Pregnancy Disability Leave (Unpaid)
 - a. A unit member who is disabled due to pregnancy, childbirth, or a related medical condition is entitled to up to four (4) months of unpaid pregnancy disability leave. The unit member must use current and accumulated illness/injury leave during any period of pregnancy disability leave. The unit member may also elect to use other accrued leave for which she is eligible during the unpaid pregnancy disability leave.
 - b. Pregnancy disability leave may be taken intermittently or on a reduced work schedule when medically necessary, as determined by the unit member's health care provider.
 - c. The District may require a medical certification from the unit member's health care provider after receipt of the unit member's notice that she has elected to take pregnancy disability leave. The District may also require a release to return to work

from the unit member's health care provider.

- d. Pregnancy disability leave under this section shall run concurrently with FMLA. It is the intent of this section to implement the terms and conditions of Government Code 12945, and further interpretations of this law will apply.

B. Personal Necessity Leave:

1. For classified staff, the Education Code provides four (4) authorized reasons to take personal necessity leave: (1) Death of a member of his or her immediate family when additional leave is required beyond bereavement leave; (2) Accident, involving his or her person or property, or the person or property of a member of his or her immediate family; (3) Appearance in any court or before any administrative tribunal as a litigant, party, or witness under subpoena or any order made with jurisdiction; and (4) Other reasons that the governing board may prescribe. (Ed. Code § 45207.)

A maximum of seven days per year of accumulated sick leave may be used by an employee for Emergency Personal Leave. The employee shall submit a request for Emergency Personal Leave not less than one work day prior to the beginning date of the leave, except where emergency circumstances make such notice impossible. The prior approval requirement shall not apply to the following circumstances: Death or serious illness of a member of the immediate family and accident involving the employee or his/her property, or the person or property of a member of the immediate family.

When prior approval is not possible, the employee shall notify the District as soon as reasonably possible and shall notify the Site Administrator of the expected duration of the absence. The Site Administrator is responsible for granting or denying all Emergency Personal Leave requests.

2. Personal Business Leave: A maximum of two (2) days leave, deducted from sick leave, shall be granted to a classified employee for urgent personal reasons; the employee need not supply the District with the proper use of Personal Business Leave. The following are not to be considered proper uses of Personal Business Leave.
 - a. Political activities or demonstrations
 - b. Vacation, recreation, or social activities
 - c. Extension of a school holiday or vacation
 - d. Unit member's association activities
 - e. Pursuit of other employment

- C. Industrial Accident or Illness Leave: Pursuant to the provisions of Education Code Section 45192, a classified employee shall be provided leave of absence for industrial accident or illness under the following rules and regulations:

1. The accident or illness must have arisen out of and in the course of the employment of the employee and must be accepted as a bona fide injury or illness arising out of and in the course of employment by the company providing the insurance.
2. Allowable leave for each industrial accident or illness shall be for the number of days of temporary disability, but not to exceed sixty (60) days in any fiscal year. Industrial Accident or Illness will commence on the first day of absence.
3. Allowable leave shall not be accumulated from year to year.
4. The leave under these rules and regulations shall commence on the first day of absence.
5. When a person is absent from his duties on account of industrial accident or illness, he shall be paid for any month in which absence occurs, as when added to his temporary disability indemnity under Division 4 or Division 4.5 of the Labor Code, will result in a payment to him of not more than his full salary.
6. Industrial accident or illness leave shall be reduced by one day for each day of authorized absence regardless of a temporary disability indemnity award.
7. When an industrial accident or illness overlaps into the next fiscal year, the employee shall be entitled to only the amount of unused leave due him for the same illness or injury.
8. During any paid leave of absence, the employee shall endorse to the District the temporary disability indemnity checks received on account of his industrial accident or illness. The District, in turn, shall issue the employee appropriate salary warrants for payment of the employee's salary and shall deduct normal and other authorized contributions.
9. The benefits provided by these rules and regulations shall be applicable to all employees immediately upon becoming an employee of the District.
10. Upon termination of the industrial accident or illness leave, the employee shall be entitled to the benefits provided for sick leave (Education Code Section 45191), and his absence for such purpose shall be deemed to have commenced on the date of termination of the industrial accident or illness leave, provided that if the employee continues to receive temporary disability indemnity, he may elect to take as much of his accumulated sick leave which when added to his temporary disability indemnity will result in payment to him or not more than his full salary.
11. Single Income for Paid Leaves - Administrative Procedures: During all paid leaves of absence, whether industrial accident leaves, sick leave, vacation, compensated time off, or other available leave provided by law or by action of the Board of Education, the employee must endorse to the District wage loss benefit checks, received under worker's compensation laws of the state. The District, in turn, will issue the employee appropriate warrants for payment of wages or salary and will deduct normal retirement and other authorized deductions.

12. Job related Illness/Injury Duties Adjustment/Reassignment When an employee suffers a job-related illness or injury, the District agrees to follow the provisions of the Americans with Disabilities Act and all other federal, state, and local regulations and laws concerning reasonable accommodation.
- D. Bereavement Leave: All District personnel shall be allowed three (3) days absence without loss of pay in case of death in the immediate family. Five (5) days leave shall be allowed if travel of over 300 miles one-way is involved. Employee shall indicate on absence verification that travel over 300 miles one-way was required. The immediate family is defined to mean husband, wife, father, mother, brother, sister, child, mother-in law, father-in-law, grandmother and grandfather of the employee or spouse. (The provisions of this leave are not cumulative.) If an employee needs to be absent from work for a period longer than provided under bereavement leave, the employee may use Personal Necessity Leave as defined in Section B.
- E. Leave for Jury Duty: Bargaining unit employees may be absent from duty to serve on a jury or to appear as a court witness (private business excluded) without loss of pay. Any amount paid for services on a jury or as a witness, however, becomes due and payable to the District, except that an employee may retain any fee paid as a travel allowance. An employee serving on a jury who has a work shift that begins on or after 12: 00 p.m. shall be placed temporarily on the day shift for the duration of that service, and the employee shall be considered to have worked his/her shift for that day.
- F. Subpoena Leave: If a bargaining unit employee is subpoenaed as a witness in court, or appears as a witness for the Board of Education without a subpoena, no salary deduction will be made for such absence. However, any amount received as witness fees must be endorsed to the District and forwarded to the District Office. A subpoena or letter from the attorney representing the Board stating that employee was called as a witness for the Board must be filed with the District Office in accordance with provisions of the Ed. Code. An employee serving as a witness, who has a work shift that begins on or after 12:00 p.m., shall be placed temporarily on the day shift for the duration of that service, and the employee shall be considered to have worked his/her shift for that day.
- G. Temporary Military Leave:
1. A bargaining unit employee who are former members of the armed forces and former or current members of the National Guard or federal reserve is entitled to temporary military leave of absence in accordance with provisions of Section 395 of the Military and Veterans Code and Section 45191.5 of the California State Education Code.
 2. All employees who are reserve members of the armed forces are requested to make every effort to arrange for active duty for training during their vacation periods. However, if there are circumstances wherein reserve or draft deferred status would thereby be jeopardized, or if there are other extenuating circumstances, the employee would file a written request to the District Office giving full particulars therein before requesting orders

for active duty training. A copy of this written request should be given to the immediate supervisor.

3. A copy of the military orders must accompany the request for leave.

- H. Conference Attendance: One bargaining unit employee who attends SEIU State Conference as an official delegate may do so without loss of pay or vacation time for up to two (2) days. While the District will give the employee time off for conference attendance as an official delegate, it will not pay any portion of the expense incurred. SEIU will comply with the reimbursement requirements in Ed Code sec 45210, to the extent they are applicable.
- I. Holidays During Leave: When a holiday occurs during a paid leave of absence (vacation, illness or other), the holiday shall not be charged as a day of leave.
- J. Benefits Upon Returning From Leave: If an employee elects to discontinue a benefit during a family leave, at the end of the family leave the employee is entitled to reinstate the benefit at the same level as they were participating prior to the leave. An employee is not entitled to all previously accumulated sick leave benefits if they were used concurrently during the paid leave of absence.
- K. Benefits Upon Retirement or Termination: Upon retirement or termination, an employee shall be paid in full for all vacation. As long as such is allowed and provided for by law, each employee hired before July 1, 1980, who separates from District service through retirement, shall be entitled to have all unused accrued sick leave credited to the employee's hours of service credits for purposes of retirement under PERS.

For the term of this agreement, the District will continue to discuss retiree benefit packages with the union and all eligible employees who would be entitled to participate. Any agreement shall be of mutual benefit to the District and the employee. The Union will be consulted with regards to any such retirement agreement.

- L. Leave Without Pay
 - 1. Classified employees shall be eligible for leave of absence without pay for periods not to exceed twelve (12) months, when approved by the Board of Trustees, for reasons including, but not limited to illness, disability, pregnancy, study or travel.
 - 2. An employee on an approved unpaid leave of absence shall be entitled to return to their previous job class (Ed Code 45195 and 88195). Provided that there has not been a reduction in force or hours, such employee shall be entitled to a position with the same number of assigned hours as that which he/she held prior to commencement of the leave. It is understood that the District shall not be obligated to return the employee to a particular work site.

3. Should an employee exhaust sick leave and go on medical or maternity leave without pay, the District will continue to pay the employee's normal insurance contributions for the first thirty (30) days.
4. An employee whose medical benefits are not paid by the District, may elect to continue participation in the health benefit plans at the employee's own expense for the period of time the employee is on an approved leave of absence, subject to carrier approval.
5. A leave without pay will not adversely affect an employee's eligibility for vacation or longevity pay entitlements based on time worked before and after the leave.

M. Parental/Child Bonding Leave (Paid)

- a. Unit members with at least 12 months of service with the District are eligible to take up to 12 workweeks of paid parental/child bonding leave within the 12-month period following the birth of a child of the unit member or the placement of a child with the unit member in connection with adoption or foster care.
- b. Unit members accessing paid parental leave under this section shall use all current and accumulated illness/injury leave during the 12 workweek period. Upon exhaustion of current and accumulated illness/injury leave, the employee will receive the difference between his/her regular salary and the substitute's salary, or the salary a substitute would have received, or 50% of the employee's regular salary, whichever is greater. The employee shall continue to receive health and welfare benefits. No unit member will receive both regular and differential pay.
- c. The unit member shall provide the District with at least 30 days' advance notice of the expected date of delivery signed by a health care provider, or with the expected date of placement of the child in the home of the unit member in the case of adoption or foster care. If 30 days' advance notice is not possible, the unit member shall notify the District of the expected date of birth or placement as soon as possible.
- d. If both parents are employees of the District, both shall be entitled to this leave up to a cumulative 12 weeks unless the law requires more.
- e. Parental leave under this section shall run concurrently with baby bonding leave under CFRA. It is the intent of this section to implement the terms and conditions of Education Code section 44977.5 and Government Code section 12945.2, and further interpretations of these laws will apply.

Following the 12 workweek period of parental/bonding leave, the unit member may request, and the Board in its sole discretion may grant, an additional unpaid child rearing leave in accordance with the other provisions of this Article.

- N. Substitutes During Leave: When the employee is on a paid approved leave, other than differential pay, such as extended sick leave, the employee shall continue to receive their regular pay without any deduction for the cost of hiring a substitute.
- O. Catastrophic Leave
1. Definition: Catastrophic leave is a paid leave of absence due to 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 which incapacity requires the employee to take time off work creates a financial hardship for the employee because he or she has exhausted all of his or her sick leave and other paid time off (Cal. Educ. Code 44043.5(a)(1) verifiable, long-term illness or injury such as, but not limited to, cancer or heart attack, which clearly disables the individual for 30 calendar days or more.
 2. Coverage: A permanent employee who has worked for the District for a minimum of one school year may apply, subject to approval of the Board, for coverage at the time of the injury or illness for such leave due to their own serious illness/injury or the serious illness/injury of an immediate family member, with family member defined as the spouse or dependent child.
 3. Other Leaves: An employee must first exhaust all accrued paid leave before qualifying for catastrophic leave.
 4. Catastrophic Leave Donation & Deduction
 - a. Donation:
An employee may donate sick leave hours on behalf of any other bargaining unit member who qualifies to use catastrophic leave. Donations will be in the form of sick leave hours.

Classified employees donating sick leave to the catastrophic leave bank must donate in increments of whole hours. The donating employee must have a balance of 1-year's sick leave after the donation to the catastrophic bank.
 - b. Deduction:
When an employee uses catastrophic leave deductions from the catastrophic leave bank it will be the amount which is equivalent to the employee's regular rate of pay of leave withdrawn from the bank. No employee shall use more than the total number of hours donated on their behalf.

- c. Donated hours credited to the catastrophic leave bank, but which were not used by the employee for whom they were donated, will be credited back to the employees making the donation pro rata.
 - d. Catastrophic leaves shall not be used in conjunction with any long or short-term disability benefits, workers' compensation or social security. Employees on catastrophic leave shall not accrue vacation or sick leave.
- P. Family Care Leave: It is the intent of this section to make available to employees' leave under the Federal Family Leave Act (FMLA) and the California Family Rights Act (CFRA) (Government Code Section 12945.2). This section shall be applied and interpreted in accordance with the state and federal law and regulations.

The District shall abide by Federal and State family care leave requirements as well as related leaves within this Agreement.

ARTICLE XI - GRIEVANCE PROCEDURE

A. Definitions:

1. Grievance: an allegation that the grievant has been directly and adversely affected by a violation of a specific provision of this Agreement.
2. Grievant: an employee or group of employees of the District covered by the terms of this Agreement.
3. Day: any day in which the District Office of the school district is open for business.

B. Level I: Before filing a formal grievance, the grievant shall attempt to resolve it by an informal conference with the immediate supervisor within twenty (20) days after the occurrence of the act or omission giving rise to the grievance.

C. Level II: If the grievant is not satisfied with the decision at the Level I conference, then within ten (10) days after the informal conference, the grievant may present the grievance in writing on the prescribed form to the immediate supervisor. This statement shall be a clear, concise statement of the specific section of the collective bargaining agreement allegedly violated, the circumstances involved, and the decision rendered at the informal conferences, and the specific remedy sought.

The immediate supervisor shall communicate his or her decision in writing within fifteen (15) days after receiving the grievance. Failure by a grievant to appeal the decision within the specified time limit shall be deemed an acceptance of the decision.

D. Level III: In the event the grievant is not satisfied with the decision at Level II, the grievant may appeal the decision on the form prescribed by the District to the Superintendent or designee, within ten (10) days after receiving a decision from Level II. This statement shall include a copy of the original grievance and appeal, the decision rendered and a clear concise statement of the reasons for the appeal. The Superintendent or designee shall communicate the decision in writing to the grievant within fifteen (15) days after receiving the appeal. Failure by a grievant to appeal the decision within the specified time limit shall be deemed an acceptance of the decision.

E. Level IV

1. In the event the grievant is not satisfied with the decision at the Level III, he or she may, within ten (10) days after the receipt of the decision from the Superintendent or his or her designee, request in writing that the Union submit the grievance to the Grievance Appeals Committee. If not submitted by the Union, the decision at Level III shall become final. The Union shall identify each aspect of the Superintendent's decision with which the grievant disagrees.

2. Grievance Appeals Committee

The committee shall be composed of three (3) people selected as follows:

- One (1) appointee made by the Union
- One (1) appointee made by the District
- One (1) member chosen by mutual agreement of the other two members.

If the Union and District representatives cannot agree on a third party, they will contact State Mediation and Conciliation for a list of five (5) arbitrators. The parties shall alternately strike names from the list until only one remains. The remaining arbitrator shall serve as third person on the committee. Which party strikes the first name shall be determined by chance, such as tossing a coin.

3. Committee Procedures: The committee shall have no power to alter, amend, change, add to, or subtract from any of the terms of this Agreement. The authority and jurisdiction of the panel shall be limited to deciding whether there has been a violation of this Agreement and determining an appropriate award, adjustment, or other remedy. The decision of the committee shall be made solely upon the facts, evidence, and arguments presented to the panel by the respective parties.

Unless the parties agree otherwise, the panel shall render a decision in writing within thirty (30) days following the hearing. This panel alone has the power to render a final and binding determination of the grievance.

4. Costs

Arbitrator: If an arbitrator serves as the third member of the committee, the cost of retaining the arbitrator shall be borne equally between the Union and the District.

Other Costs: All other costs incurred by the parties individually such as attorney fees and witness fees shall be borne by the party incurring such costs.

Court Reporter: If a court reporter is required by the panel or if the parties mutually agree to have a court reporter present, the parties shall split the cost. Each party shall pay for its own transcript. If there is no mutual agreement, either party may retain a court reporter at its own expense. However, if the party not agreeing to the court reporter requests a transcript, that party shall pay for the transcript and half of the cost of retaining this court reporter.

F. Miscellaneous

1. During the pendency of any grievance, the grievant shall continue the assigned functions until a resolution of the grievance is final. Employees who file a grievance or who

participate in a grievance procedure shall be free from harassment or retaliation by the District as a result of filing or participating in a grievance.

2. Time limits for appeal provided at each level shall begin the day following receipt of written decisions by the parties in interest. If the District does not respond within any of the time limits specified in each level of the grievance procedure, the grievant is entitled to proceed to the next step of the procedure. Time limits may be extended by mutual agreement of both parties. Such extensions shall be confirmed in writing.

ARTICLE XII - DISCIPLINE

- A. Definition: A personnel action which results in the dismissal, demotion or suspension of a bargaining unit member for one or more of the following enumerated causes.
- B. Counseling: All counseling and/or work performance meetings will be held in private and no verbal disciplinary remarks about an employee's work performance will be made in front of other employees. Any written material concerning an employee's work performance will be kept confidential.
- C. Meetings: The supervisor/manager will give an employee advanced notice when he/she needs to meet with an employee about a matter which could possibly lead to discipline of the employee. Whenever possible, the employee will be allowed to conclude his/her current work project before meeting with the supervisor/manager.
- D. Representation: If an employee is requested to answer questions which he/she believes may lead to his/her discipline, the employee will be allowed time to arrange to bring a union representative to the meeting and the meeting will be postponed, if necessary, until a union representative is available.
- E. Recommendation for Disciplinary Action: A recommendation for suspension, demotion or dismissal may originate with the principal of a school or a supervisor. Such recommendation shall be in writing to the Superintendent.
- F. Evaluation of Recommendation:
 - 1. The Superintendent shall investigate the charges, and shall recommend such disciplinary action as he or she deems appropriate and provide the employee notification of the proposed action and the employee's opportunity to appeal the proposed discipline pursuant to H below. This action shall be ratified by the Board at the next regular meeting.
 - 2. The notification to the employee shall contain:
 - a. A statement in ordinary and concise language of the specific acts and omissions on which the disciplinary action is based, a statement of the cause of the action taken, and, if it is claimed that the employee has violated a policy, rule or regulation of the District, such policy, rule or regulation shall be stated in the notice.
 - b. A statement that the employee has a right to appeal the decision of the Superintendent and to have a hearing before the governing board on the stated charges. The appeal must be made within five (5) days after receipt of the written charges, and must be in writing or on the card or paper sent with the notice. The signing and filing of the card or paper shall constitute a demand for hearing and denial of all charges.

G. Grounds for Discipline

Grounds for disciplinary action, including suspension and dismissal are as follows:

1. Incompetency or inefficiency in performance of the duties of his/her position.
2. Insubordination (including, but not limited to, refusal to do properly assigned work.)
3. Carelessness or negligence in the performance of duty or in the care of District property.
4. Discourteous, offensive or abusive language or conduct toward another employee, a pupil, or a member of the public.
5. Dishonesty.
6. Drinking alcoholic beverages on the job, or reporting for work while intoxicated.
7. Unlawful possession, use, sales or otherwise furnishing, arranging to furnish or under the influence of any controlled substance, as defined in Section 11007 of the Health and Safety Code, an alcoholic beverage or intoxicant of any kind.
8. Engaging in political activity during assigned hours of employment or otherwise in violation of applicable regulations or policies of the governing board.
9. Arrest for a sex offense as defined in Education Code Section 44010 (suspension), and dismissal if found guilty.
10. Conviction of any crime involving moral turpitude.
11. Conviction of a narcotics offense as defined in Section 44011 of the Education Code.
12. Repeated and unexcused absence or tardiness.
13. Abuse of leave privileges.
14. Falsifying any information supplied to the School District, such as information supplied on application forms, employment records, or other District records.
15. Persistent violation of or refusal to obey safety rules and regulations made applicable to public schools by the governing board or the laws and regulations of the State.
16. Offering anything of value or offering any service in exchange for special treatment in connection with the employee's job or employment, or the accepting of anything of value or any service in exchange for granting any special treatment to another employee or to any member of the public.

17. Willful or persistent violation of the Education Code or policies or regulations of this District.
18. Any willful failure of good conduct tending to injure the public service.
19. Abandonment of position.
20. Advocacy of overthrow of federal, state, or local government by force, violence or other unlawful means.
21. Violation of local state or federal law resulting in cancellation of license required for assigned duty.

H. Appeal for Hearing by the Board

1. Upon receipt of an appeal from intended disciplinary action, the governing board will consider the appeal, and within thirty (30) days after receipt of the appeal, shall conduct a hearing as provided by law and render judgment to affirm, modify, or revoke the action being appealed.
2. The employee shall have the right to appear in person on his/her own behalf with counsel or such representation as he/she considers necessary, and be heard in his/her defense.
3. All hearings shall be held in closed sessions of the governing board unless the appealing employee requests an open hearing on his/her written appeal.
4. The finding and decision of the governing board on the appeal shall be final and conclusive on all parties.

ARTICLE XIII - SEVERABILITY AND REPLACEMENT

In the event of suspension or invalidation of any article or section of this Agreement, the parties agree to meet to negotiate within thirty (30) days for the purpose of arriving at a mutually satisfactory replacement for such article or section. Such invalidation or suspension of an article or section of this Agreement shall not invalidate or suspend any remaining portion which shall continue in full force and effect.

ARTICLE XIV - SAFETY

- A. Safe Work Environment: The District acknowledges its duty to comply with all applicable federal, state and local health and safety regulations, which includes the provision of a safe and healthful work environment for all employees.

The District shall make hazard report forms readily available to all employees in all work sites; and to train employees on the use of such reports.

- B. Safety Training: The District shall provide health and safety training to employees on a regular basis. Safety training for new hires will be scheduled as close to their date of hire as possible.

ARTICLE XV - MAINTENANCE OF BENEFITS

- A. Except as this Agreement shall otherwise provide, all terms and conditions of employment which are mandatory subjects to bargaining under State law, which presently exist shall remain in full force and effect throughout the term of this Agreement. The District agrees that this contract supersedes District policy to the extent that specific contract language covers the same matters and is in conflict or inconsistent with the District policy.
- B. Payroll Deductions - Voluntary: Employees electing to participate in any of the following programs shall authorize payroll deduction:
1. Employee share of pro-rata fringe benefits
 2. Credit Union
 3. Additional withholding tax
 4. Savings Bonds
 5. District insurance programs

Arrangements may be made for payroll deductions for insurance programs at the time of initial employment. Within the first ten (10) days of employment, the District Office shall supply each employee with written information regarding insurance programs. The employee shall sign, verifying receipt of this information. Election to participate in insurance programs shall be made during the first thirty (30) days of employment, or subsequently when the insurance company declares a reopener.

ARTICLE XVI - EMPLOYMENT PROVISIONS

A. Position Classification Plan

1. Job Classification: There shall be a Job Classification established for each position in the bargaining unit. The job classification will be based on a position description and will include at least the following information: job title, a list of the typical duties, type of supervision received, the minimum qualifications including required knowledge and abilities, education, training, experience, physical demands of the position, required licenses or certificates, and any other special requirements.
2. New Positions: The Superintendent will evaluate the typical duties and minimum qualifications of each newly created position to determine if the position fits within the position description for an existing job classification.

If the Superintendent determines the duties and qualifications are sufficiently similar, the Superintendent will notify the Union of the District's intent that the position will be allocated to an existing job classification. The Union will have up to 10 work days from the date the notice is received from the District to object to the position classification determination. If the Union makes no objection the position will be placed in the job classification. If the Union makes an objection to the District within the ten days, the District and the Union will meet and confer to resolve the issues in dispute.

If the duties and/or minimum qualifications are not sufficiently similar to an existing position the District and the Union will meet and confer to develop an appropriate job classification and determine the appropriate compensation level.

3. Reclassification of an Existing Position: Any substantial ongoing change in the duties assigned to a position will be promptly reported to the Union. Within 30 days the District and the Union will meet and confer to develop a new accurate job description and determine the appropriate compensation level.

When a position is reclassified from one classification to another, any incumbent who achieved permanent status in the previous classification shall continue without examination in the new classification, with the same status and step placement as he/she held in the previous classification.

If there is no incumbent, or the incumbent has not achieved permanent status in the previous classification, the reclassified position will be treated as a vacancy. The incumbent may apply for the position through the hiring process as specified in this agreement.

4. Vacancies
 - a. Determining Vacancies: The District shall have the sole authority to determine when there is a vacant position.

b. Promoting Within the Bargaining Unit:

1. The District shall post an announcement of any vacated or newly allocated position. Such announcement shall be posted in all District facilities sufficiently in advance of the final filing date to provide a reasonable period in which qualified employees of the District may apply, typically at least seven calendar days. During Summer Break such notices shall be emailed to each employee's district email address to those that have requested such emailings at least 5 days before the final filing date.
2. Employees interested in promotion should file a written application with the District Superintendent.
5. All other things being equal, vacancies will be filled on the basis of seniority from the following groups in the order below:
 - a. permanent employees
 - b. probationary employees
 - c. new applicants
6. Filling Vacancies: All applicants for a position shall be in writing. To be considered, all applicants must comply with I-9 requirements as specified by law and must possess all minimum qualifications for the position. All District employees who meet the qualifications for a position will be considered for the position in accordance with the provisions of this agreement.

When a position is created or an existing position becomes vacant, the District shall first offer the opportunity to apply to bargaining unit employees serving in the same classification.

B. Job Sharing

1. Job Sharing is defined as the practice of two part-time employees filling one full-time position and having a written agreement as to hours of work and assignment of duties.
2. A job sharing request must be in writing and signed by both employees making the request. All job sharing requests will be reviewed by the impacted Site Administrator for input and comments. Approval or denial is the sole discretion of the Superintendent and will be given to the employees in writing.
3. Each request for employees to participate in a job sharing assignment will be considered on its individual merits and the compatibility of the employees making the request.
4. Salary and benefits for employees in an approved job sharing assignment will be prorated based on the number of hours each employee is scheduled to work. Both employees will retain eligibility to participate in the group insurance plans.

5. A job sharing agreement may be terminated by either of the participating employees, or by the Superintendent. Any party wishing to terminate the job sharing agreement will give the other parties at least two weeks advanced written notice.
6. If a job sharing agreement is terminated because one of the employee separates from the District, the position will continue as a full-time position and the remaining employee will be offered the opportunity to return to full-time work.

C. Layoff: Any reduction in assigned time shall be treated as a layoff and subject to negotiations in accordance with applicable Education Code provisions. The District shall notify the Union at the earliest possible time of any anticipated layoff and/or need to reduce schedules. The Union and the District agree to meet and confer in an effort to foster full understanding of the situation and to jointly explore alternatives. Because of lack of work or lack of funds, the number of employees may be reduced or positions may be consolidated.

1. Order of Layoff

Whenever it is necessary to lay off one or more employees, employees with less seniority in the affected classification shall be laid off before those with greater seniority in the affected classification. Seniority is based on date of hire and continuous service to the District in the same or a higher classification except as provided below.

An employee whose position is being eliminated or whose hours are being reduced has the right to displace a less senior employee and assume the duties of the less senior employee. The less senior employee so displaced will be the employee actually laid off.

When two (2) or more employees in the same classification have the same employment date or promotion date in the same classification, a lottery system will be held to determine the seniority ranking for purposes of layoff.

For purposes of this section the classifications of Instructional Aide I & II Special Education, Instructional Aide I and Instructional Aide II are considered the same classification. All other positions are separate classifications and will not be considered the same for purposes of layoff

An employee who is not being laid off may not bump another employee out of a position. Such employee may submit a voluntary transfer request to the District which will be considered, and may be granted or denied, taking into account the educational needs of the District and whether or not there are any existing vacancies. The District may also involuntarily transfer employees so long as the District follows the contract language on involuntary transfers.

2. Notice of Layoff: When the District intends to implement a layoff each affected employee must be given a minimum of sixty (60) days advanced written notice of such intent, with a copy to the Union.
3. Vacant Positions: If a position is eliminated for lack of work and/or lack of funds, the incumbent employee shall be offered any existing vacant position in a job classification of equal or lesser status for which he/she is qualified.

For purposes of this section "equal or lesser status" is determined by the salary range assigned to the classification and the minimum qualifications for the classifications. Classifications on the same salary range with similar minimum qualifications will be considered equal and employees subject to layoff may fill a vacant position so long as the employee meets the minimum qualifications for the position. Employees who have not previously served in the classification will serve a six-month probationary period.

The employee must exercise his/her right to accept the vacant position within five (5) business days after the receipt of notice of such employment. Seniority will prevail where more than one (1) incumbent is involved. An employee who elects not to accept a vacant position and who has more seniority in the same classification may still elect to displace the less senior employee.

4. Re-Employment: Employees laid off because of work or lack of funds are eligible for re-employment for a period of thirty-nine (39) months and shall be re-employed in preference to new applicants for all positions for which they are qualified. Re-employment shall be in the reverse order of layoff.

D. Transfer

1. Definitions:

Transfer: a voluntary (employee initiated) or involuntary (District initiated) change in assignment from one (1) job site to another in the same classification within the bargaining unit.

Job site: The location where the employee is normally assigned and performs his/her duties, or the location from which the employee performs duties through the District.

2. Assignments: Employees are employed by the District and are therefore subject to and eligible for transfer within the various job locations supervised by the District. The District as the right to determine when there is a vacant position. The District shall attempt to accommodate transfer requests from employees, taking into consideration first the educational needs of the District.
3. Posting: Vacancies shall be posted in all work locations for not less than five (5) working days prior to being advertised to the public, unless adjusted to align with A.4.b.1

4. Voluntary Transfer: An employee interested in a transfer should file written notice with the Superintendent. Such written requests will be kept on file for a minimum of one year, or until the transfer has been granted, whichever is less. At the request of an employee, the transfer request shall be kept confidential whenever possible. All other things being equal, requests for transfer into an existing vacancy or vacancies will be granted based on seniority.
 5. Involuntary Transfer: Except in case of emergency, each employee who is to be involuntarily transferred shall be notified in writing, including the reason, at least five (5) days prior to the transfer, with a copy to the Union. Prior to implementing an involuntary transfer, the District shall, upon request of the employee, meet with the employee to discuss alternatives to the proposed transfer(s). The employee may be represented by the Union at such meeting. Involuntary transfers shall be based on business and/or educational needs, and shall not be arbitrary nor capricious.
 6. Appeals: If an employee being involuntarily transferred disagrees with the superintendent's decision, the employee may file an appeal to the Board. Such appeals must be in writing within ten (10) working days of the decision of the Superintendent. Such appeals will be filed with the Clerk of the Board with a copy to the Superintendent and the Union. The decision of the Board will be final.
 7. Reassignment Rights: An employee who is reassigned shall retain credit for all previous service in his/her job class. Transfer shall not change the employee's salary rate, anniversary date, accumulated sick leave, accumulated vacation leave, or in any other manner reflect adversely upon his/her rights as provided by law and this Agreement.
- E. Classification Studies: A request for reclassification study of a position may be submitted to the Superintendent in April of each year. The Superintendent shall within thirty (30) calendar days acknowledge receipt of such request, and shall indicate the timeline for completion of the study. Any changes to a job description or salary shall be subject to negotiation between the District and the Union.
- F. Abolition of Positions: If the District proposes to abolish a position or class of positions, it shall notify the Union in writing at least thirty (30) days in advance of the effective date. The District agrees to consult with the Union regarding the proposal to abolish a position or positions.
- G. Resignation: When submitting a voluntary resignation, the employee will specify the effective date of the resignation. Two weeks written notice is required unless otherwise approved by the District.

ARTICLE XVII - MISCELLANEOUS

- A. Advisory Committee: Should the District create an advisory committee effecting employees, the District shall notify the Union in writing.
- B. Bus Driver: The District and the Union agree to delete the contract language pertaining to Bus Drivers. If the District drops the JPA, the District agrees to meet and confer with the Union.
- C. Field Trip: Instructional Assistants who participate on field trips at the District's request shall have no reduction in their compensation due to their participation on the field trip.
- D. All job descriptions as attached in Appendix F.

ARTICLE XVIII - MANAGEMENT RIGHTS

Except as specifically provided for in this Agreement, it is understood and agreed that the District retains all of their powers and authority to direct and control to the full extent of the law. Included in but not limited to those duties and powers are the rights to: direct the work of its employees; determine the method, means and services to be provided; establish the educational philosophy and the goals and objectives; insure the rights and educational opportunities of students; determine the staffing patterns; determine the number and kinds of personnel required; maintain the efficiency of the District operation; determine the curriculum; build, move or modify the facilities; develop and implement budget procedures; and determine the methods of raising revenue. In addition, the District retains the right to hire, assign, evaluate, promote, terminate and discipline employees, and to take action on any matter in the event of an emergency.

The exercise of the foregoing powers, rights, authority, duties and responsibilities by the District, the adoption of policies, rules, regulations and practices in furtherance thereof and the use of judgment and discretion in connection therewith, shall be limited only by the specific and express terms of this Agreement, and then only to the extent such specific and express terms are in conformance with the laws of the State of California.

The District will amend its written policies and procedures and will take such other action by resolution or otherwise as may be necessary to give full force and effect to the provisions of this Agreement.

In the event of an emergency, the District shall have the right to rescind any portion of this Agreement directly related to the nature of the emergency. "Emergency" as used in this Article is defined in the definition section of this Agreement.

ARTICLE XIX – ME TOO CLAUSE

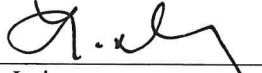
- A. Me Too Clause
 - 1. For the term of this agreement, if any other bargaining unit or employee group receives increased compensation and/or improved health benefit coverage, SEIU 1021 members will receive the same.

ARTICLE XX – TERM

A. This Agreement shall remain in effect until June 30, 2023, except as provided in Article XIX.

SIGNATURES

FOR THE DISTRICT:

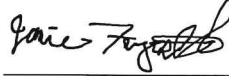


Linda Irving
Superintendent
Sebastopol Union School District



Deborah Drehmel
Board President
Sebastopol Union School District

FOR THE UNION:



Janie Frigault



Robert Ashe



Giordana Guerra-Clark



Maria Garcia, Field Representative
SEIU Local 1021-North Bay Schools



Andrea Zanetti, Education Director K-14
SEIU 1021



John Stead-Mendez, Executive Director
SEIU Local 1021

APPENDIX A - PERB RECOGNITION

APPROPRIATE UNIT:

Including, but not limited to, all classified positions in the following major groups of jobs: food service, clerical and secretarial, child care, health services, operations and maintenance (including custodial/maintenance/grounds), noon duty, instructional aides (all paraprofessionals including GATE, Special Education Aide, Bilingual Aide & Specialists, etc.), transportation.

**SEBASTOPOL UNION SCHOOL DISTRICT
2020-21 CLASSIFIED SALARY SCHEDULE
EFFECTIVE 07-01-20**

RANGE	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	LONGEVITY				
	1	2	3	4	5	6	7	8	3%	4%	5%	6%	7%
7A	13.28	13.95	14.65	15.39	16.16	16.97	17.82	18.72	19.29	20.06	21.06	22.32	23.89
B	13.95	14.65	15.39	16.16	16.97	17.82	18.72	19.66	20.25	21.06	20.87	23.44	25.08
C	14.65	15.39	16.16	16.97	17.82	18.72	19.66	20.65	21.27	22.12	23.23	24.62	26.35
D	15.39	16.16	16.97	17.82	18.72	19.66	20.65	21.69	22.34	23.24	24.40	25.86	27.67
E	16.74	17.58	18.46	19.39	20.36	21.38	22.45	23.58	24.29	25.26	26.52	28.12	30.09
F	17.58	18.46	19.39	20.36	21.38	22.45	23.58	24.76	25.51	26.53	27.85	29.52	31.59

RANGE	ASSIGNMENTS	DUTY DAYS	# HOLIDAYS	MONTHS PAID	# PAYCHECKS
A	Child Aide I	181	12	Aug-May	10
	Child Care Aide	260-261	13	July-June	12
	Instructional Aide I	181	12	Aug-May	10
	Instructional Aide I – Sp. Ed.	181	12	Aug-May	10
	Library Program Assistant	181	12	Aug-May	10
	Technology/Computer Aide I	181	12	Aug-May	10
B	Bilingual Aide	181	12	Aug-May	10
	Child Aide II	181	12	Aug-May	10
	Child Care Aide II	260-261	13	July-June	12
	Instructional Aide II	181	12	Aug-May	10
	Instructional Aide II – Sp. Ed.	181	12	Aug-May	10
	Inst Support Spec II	181	12	Aug-May	10
C	Technology/Computer Aide II	181	12	Aug-May	10
	Art Specialist	181	12	Aug-May	10
	Inst Support Spec II – Bilingual	181	12	Aug-May	10
	Food Service Worker	181	12	Aug-May	10
	GATE Specialist	181	12	Aug-May	10
	Garden Specialist	181	12	Aug-May	10
	Lead Child Care Aide	260-261	13	July-June	12
	Library Program Specialist	181	12	Aug-May	10
D	Office Clerk	181	12	Aug-May	10
	PE Specialist	181	12	Aug-May	10
	Child Care Account Clerk	260-261	13	July-June	12
	Custodian I (School Year)	181	12	Aug-May	10
	Custodian I (Year Round)	260-261	13	July-June	12
	Child Care Pre-School Teacher	260-261	13	July-June	12
E	Groundskeeper	260-261	13	July-June	12
	Office Clerk – Bilingual	181	12	Aug-May	10
	Alternative Ed Secretary	181	12	Aug-May	10
	Bilingual Program Coordinator	181	12	Aug-May	10
	Custodian II	260-261	13	July-June	12
	Garden/Sustainability Coordinator	181	12	Aug-May	10
F	Health Technician	181	12	Aug-May	10
	Special Needs Student Aide	181	12	Aug-May	10
	Child Care Site Director	260-261	13	July-June	12
	Maintenance Worker/Cust.	260-261	13	July-June	12
	School Office Manager	198	12	Aug-June	11
F+Stipend	Special Ed & Data Coordinator	210	12	July-June	12
	Technology Coordinator	181	12	Aug-May	10
F+Stipend	Facilities/Maintenance Supervisor	260-261	13	July-June	12

VACATION PAY (12 month employees)		LONGEVITY PAY	
Completed Years of Service:	Actual Rate:	Completed Years of Service:	% Increase:
0 – 5	1 Day/Month	10	3%
6 – 10	1.5 Days/Month	15	4%
10+	2 Days/Month	20	5%
		25	6%
		30	7%

Note: Above Schedule provides the full 6% increase over the 7-01-19 salary schedule.
Adopted: April 8, 2021

**SEBASTOPOL UNION SCHOOL DISTRICT
2021-22 CLASSIFIED SALARY SCHEDULE
EFFECTIVE 07-01-21**

RANGE	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	LONGEVITY				
	1	2	3	4	5	6	7	8	3%	4%	5%	6%	7%
A	13.95	14.65	15.39	16.16	16.97	17.82	18.72	19.66	20.25	21.06	22.12	23.44	25.08
B	14.65	15.39	16.16	16.97	17.82	18.72	19.66	20.65	21.27	22.12	23.23	24.62	26.35
C	15.39	16.16	16.97	17.82	18.72	19.66	20.65	21.69	22.34	23.24	24.40	25.86	27.67
D	16.16	16.97	17.82	18.72	19.66	20.65	21.69	22.78	23.47	24.41	25.62	27.16	29.06
E	17.58	18.46	19.39	20.36	21.38	22.45	23.58	24.76	25.51	26.53	27.85	29.52	31.59
F	18.46	19.39	20.36	21.38	22.45	23.58	24.76	26.00	26.78	27.86	29.25	31.00	33.17

RANGE	ASSIGNMENTS	DUTY DAYS	# HOLIDAYS	MONTHS PAID	# PAYCHECKS
A	Child Aide I	181	12	Aug-May	10
	Child Care Aide	260-261	13	July-June	12
	Instructional Aide I	181	12	Aug-May	10
	Instructional Aide I – Sp. Ed.	181	12	Aug-May	10
	Library Program Assistant	181	12	Aug-May	10
	Technology/Computer Aide I	181	12	Aug-May	10
B	Bilingual Aide	181	12	Aug-May	10
	Child Aide II	181	12	Aug-May	10
	Child Care Aide II	260-261	13	July-June	12
	Instructional Aide II	181	12	Aug-May	10
	Instructional Aide II – Sp. Ed.	181	12	Aug-May	10
	Inst Support Spec II	181	12	Aug-May	10
	Technology/Computer Aide II	181	12	Aug-May	10
C	Art Specialist	181	12	Aug-May	10
	Inst Support Spec II – Bilingual	181	12	Aug-May	10
	Food Service Worker	181	12	Aug-May	10
	GATE Specialist	181	12	Aug-May	10
	Garden Specialist	181	12	Aug-May	10
	Lead Child Care Aide	260-261	13	July-June	12
	Library Program Specialist	181	12	Aug-May	10
	Office Clerk	181	12	Aug-May	10
	PE Specialist	181	12	Aug-May	10
D	Child Care Account Clerk	260-261	13	July-June	12
	Custodian I (School Year)	181	12	Aug-May	10
	Custodian I (Year Round)	260-261	13	July-June	12
	Child Care Pre-School Teacher	260-261	13	July-June	12
	Groundskeeper	260-261	13	July-June	12
	Office Clerk – Bilingual	181	12	Aug-May	10
E	Alternative Ed Secretary	181	12	Aug-May	10
	Bilingual Program Coordinator	181	12	Aug-May	10
	Custodian II	260-261	13	July-June	12
	Garden/Sustainability Coordinator	181	12	Aug-May	10
	Health Technician	181	12	Aug-May	10
	Special Needs Student Aide	181	12	Aug-May	10
F	Child Care Site Director	260-261	13	July-June	12
	Maintenance Worker/Cust.	260-261	13	July-June	12
	School Office Manager	198	12	Aug-June	11
	Special Ed & Data Coordinator	210	12	July-June	12
	Technology Coordinator	181	12	Aug-May	10
F+Stipend	Facilities/Maintenance Supervisor	260-261	13	July-June	12

VACATION PAY (12 month employees)		LONGEVITY PAY	
Completed Years of Service:	Actual Rate:	Completed Years of Service:	% Increase:
0 – 5	1 Day/Month	10	3%
6 – 10	1.5 Days/Month	15	4%
10+	2 Days/Month	20	5%
		25	6%
		30	7%

Note: Above Schedule provides the full 5% increase over the 7-01-20 salary schedule.
Adopted: April 8, 2021

Appendix C: Job Descriptions

SEBASTOPOL UNION SCHOOL DISTRICT Child Care Aide I

Classified Employee

General Job Description

The Child Care Aide I assists with the supervision and direction of school age children enrolled in the after school CASTLE Program. The Child Care Aide I works with primary age students in one-to-one settings and in small groups. The Child Care Aide I is expected to work as part of a team that develops daily activities and programs for students while also providing daily housekeeping chores. The Child Care Aide I is expected to be able to communicate appropriately and effectively with young children, program staff and parents/guardians of students. The Child Care Aide I needs to be comfortable directing outdoor physical activities and be capable of assisting with indoor arts and crafts, reading or other learning exploration activities.

Duties and Responsibilities of Child Care Aide I

The Child Care Aide I is expected to work effectively with children on either a one-to-one or small group basis.

The Child Care Aide I is expected to provide caring, effective supervision in the program's social and play settings which safeguards student mental well being and physical safety.

The Child Care Aide I participates in and contributes to the weekly planning of activities and learning activities for children based on the developmental needs of participating students.

The Child Care Aide I assists in the daily upkeep and cleanliness of the facility and adjacent play areas, particularly in related to program use and activities.

The Child Care Aide I consults and communicates with senior staff regarding the perceived social and learning needs of individual students.

The Child Care Aide I consistently provides for student safety while on campus and during off-site trips.

The Child Care Aide I assists students in developing an understanding and appreciation for CASTLE expectations and standards of behavior.

The Child Care Aide I participates in the program's recommended in-service and training activities.

Responsible to

The Child Care Aide I works under the direction of the Site Director and the CASTLE Program Director. The Child Care Aide I is evaluated annually by the CASTLE Program Director with appropriate input from Site Directors.

Qualifications and skills

The Child Care Aide I is a person who:

- Possesses a high degree of honesty and integrity.
- Possesses the knowledge and empathy to work with primary age students.
- Is able to communicate effectively in writing and orally to provide directions to students, discuss student needs with parents and staff, and complete reports in a thorough, accurate and readable manner.
- Demonstrates the ability to work effectively with people of diverse backgrounds.
- Possesses an appropriate sense of humor for working in a professional educational setting with young students.
- Possesses the skills and physical ability to assist with basic facility upkeep and clean-up.

Appendix C: Job Descriptions

- Demonstrates a basic understanding of various levels of child development as normally evident in students within the program.

Employment Standards

- California fingerprint clearance to work with school age students
- Current TB clearance
- Ability to lift light to moderate objects and assist young students in regaining their feet/balance
- Ambulatory ability to go to different locations and accompany students on walking field trips within the community
- Ability to spend significant time standing and walking as part of supervision and activity responsibilities
- Requires visual acuity to read words and numbers as part of daily activities
- Requires speaking and hearing to communicate with students, staff and members of the community in person or over the phone

Prior experience working with elementary age students in an educational or recreational setting is desired.

11/2010

Appendix C: Job Descriptions

SEBASTOPOL UNION SCHOOL DISTRICT

Child Care Aide II

Classified Employee

General Job Description

The Child Care Aide II assists with the supervision and direction of school-age children enrolled in the CASTLE After-School program. The Aide works with primary age students in one-on-one settings and in small groups. The Aide II is an experienced child care worker who provides direction and coordination of program activities and daily events in support of the site Director. The Aide II assists with site supervision, management of the site budget, and record keeping as assigned by the Director. The Aide is also expected to work as part of a team and provide appropriate direction in the development of daily activities and programs for students. The Aide is expected to be able to communicate appropriately and effectively with young children, program staff and parents/guardians of students. The Aide needs to be comfortable directing outdoor physical activities and be capable of assisting with indoor arts and crafts, reading or other learning exploration activities.

Duties and Responsibilities of Child Care II

The Child Care Aide II assumes a lead role in curriculum planning and implementation, considering the needs and interests of the individual child.

The Child Care Aide II assists the site Director as needed in the management of the site budget, procuring of supplies and materials, and designated record keeping.

The Child Care Aide II assists with the supervision of the assigned site and other Aide I personnel and volunteers.

The Child Care Aide II may be assigned responsibility for the site in the absence of the Site Director.

The Child Care Aide II is responsible for the opening and/or closing of the site at the beginning or conclusion of the day.

The Aide II assists students in developing an understanding and appreciation for CASTLE expectations and standards of behavior.

The Aide II consistently provides for student safety while on campus and during off-site trips.

The Aide II participates in the CASTLE program's recommended in-service and training activities.

Responsible to

The Child Care Aide II works under the direction of the Site Director and the CASTLE Program Director. The Aide is evaluated annually by the CASTLE Program Director with appropriate input from the Site Directors.

Qualifications and skills

The Child Care Aide II is a person who:

- Possesses a high degree of honesty and integrity.
- Possesses the knowledge and empathy to work with primary age students.
- Is able to provide direction and supervision to subordinate staff in an effective, professional manner.
- Is able to communicate effectively in writing and orally in providing directions to students, discuss student needs with parents and staff, and completed reports in a thorough, accurate and readable manner.
- Demonstrates the ability to work effectively with people of diverse backgrounds.
- Possesses the skills and physical ability to assist with basic facility upkeep and clean-up.
- Possesses appropriate sense of humor for working in a professional educational setting with young students.

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- Possesses an understanding of various levels of child development as normally evident in students within the program.

Employment Standards

- One year of experience working with parents and children in a child care setting is required.
- California fingerprint clearance to work with school-age students.
- Current TB clearance.
- Must possess approved units in Early Childhood Education, Child Development, or a related field; professional growth or workshop activities may be substituted as approved by the Program Director and District.
- Ability to lift light to moderate objects and assist young students in regaining their feet/balance.
- Ambulatory ability to go to different locations and accompany students on walking field trips within the community.
- Ability to spend significant time standing and walking as part of supervision and activity responsibilities.
- Requires visual acuity to read words and numbers as part of daily activities.
- Requires speaking and hearing to communicate with students, staff and members of the community in person or over the phone.

Appendix C: Job Descriptions

SEBASTOPOL UNION SCHOOL DISTRICT INSTRUCTIONAL AIDE I (Classified Range A)

Definition:

Under the supervision of the site administrator, assists the certificated teacher in the instruction and supervision of students. Performs a variety of duties of instructional support activities; performs a variety of related duties to maintain an effective learning environment; and to perform clerical duties as assigned.

Examples of Duties and Responsibilities:

- Assists teacher in instructing individuals and/or small groups of students in various learning situations.
- Assists teacher in implementing curriculum for assigned area of instruction.
- Operates and cares for equipment or instructional materials used in the classroom.
- Distribute and collect workbooks, papers, and/or instructional materials as directed by the teacher.
- Provides teacher and/or school administrators with relevant feedback and information on students' progress through observation, daily contact and maintaining accurate student records.
- Performs a variety of clerical tasks as assigned including typing, filing, telephone duties.
- Participates in staff development as required including staff meetings.
- Monitors and supervises students during lunch/break, recess, field trips as assigned.
- Perform other duties as assigned.

Employment Standards:Knowledge of:

- Proper English usage, spelling, punctuation and grammar
- The general needs and behaviors of children at each grade level.
- School objectives, policies and regulations.

Physical Abilities:

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the job:

- Requires sitting, standing, bending and reaching on a daily basis
- May require lifting up to 50 lbs.
- Sufficient manual dexterity (repetitive movement of hands and fingers) to operate keyboard, laptop/PC, copier/printer, fax and other office equipment.
- Ability to read letters and numbers accurately
- Hearing within normal range

Education and Experience:

- High School diploma or equivalent
- Some college in related field is desirable
- Previous experience working with children in an educational setting is desirable.

Other Requirements:

- Clear DOJ fingerprint record and TB test are required before first day of work
- Possession of a California Drivers License or the ability to obtain one within 30 days of hire

Appendix C: Job Descriptions

SEBASTOPOL UNION SCHOOL DISTRICT INSTRUCTIONAL SUPPORT SPECIALIST II (Classified Range B)

Definition:

Under the direction of site administrator, provide a variety of instructional, clerical and group behavior assistance to one or more teachers. Works in classroom settings to support teachers by providing instructional assistance to individual or small groups of students. May provide other support services such as general clerical. Assists teachers and staff in development and implementation of programs, materials, and tests to enhance the student learning experience. This class covers general education and special classrooms.

Distinguishing Characteristics:

To advance to this level an instructional aide must be able to:

(1) work with special needs populations in a special education environment that include students that are severely disabled, or have acute behavior problems; (2) work with special populations of at risk students in a categorical program designated as such; and (3) provide continuing support to multiple grades, classes, and locations, with expertise in one or more subject areas.

Essential Duties and Responsibilities:

- Assists teaching staff in administering a variety of formal district or state assessments. Assists in reclassifying students according to proficiency.
- Works on an in-depth basis with small groups and/or individual students with special needs (e.g., severely disabled) to execute individual lesson plans and strategies for maximizing learning experiences for individual students in a specialized field of education.
- When working with severely disabled, assists students with certain medical and hygiene functions.
- May assist special program administrative or teaching staff with the preparation and presentation of inservice training sessions and report to agencies. Assist in organizing meetings; participate in meetings to share information about program to which assigned.
- Confers with teachers, specialists and parents to develop and evaluate individual and group educational goals and objectives. Assist school site(s) with the implementation of special programs as assigned.
- Administers informal assessment instruments (spelling tests, etc.), score objective tests and written papers, and keep appropriate records for teachers, including computerized grading systems.
- Confers, as needed, with teachers, academic intervention staff, and other school personnel concerning programs and materials to meet student needs. Alerts teacher to any special problems or information concerning students in assigned program. Arranges and participates in parent conferences.
- Prepares and maintains a variety of files and records for assigned program.
- May be assigned to maintain and organize a teacher resource/workroom.
- Provides other instructional and general clerical assistance to teachers such as researching and ordering books and school supplies, maintaining a workroom inventory. Operates common office equipment as needed, including a personal computer, copiers, and audio-visual equipment.
- May assist students with personal hygiene matters, which could involve assisting with lavatory and other personal care activities.
- Provides supervision on the playground and in the cafeteria for all students, as assigned.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications:**Knowledge & Skills:**

Thorough understanding of the instructional support programs throughout the District is required. Knowledge of the assigned special program; understanding of the practices and principles of child guidance; comprehensive understanding of the District and schools organization, operations and objectives is necessary. Above average analytical and assessment skills required. Well-developed communication skills are required to interact in both formal and informal settings, and with populations having difficulty with

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verbal and written communications. Requires good record keeping, clerical and computer skills. Some positions at this level may require additional specialized skills such as a second language, hearing impaired instruction etc.

Abilities:

Ability to implement instructional goals and activities with special populations is required. Must have the ability to assess the needs of individual students and develop programs to meet those needs. Ability to interact with teachers, faculty, parents and specialists in order to carry out assigned duties is essential. Some positions at this level may require additional specialized skills such as hearing impaired, etc. Requires the ability to produce routine written program reports and correspondence as required.

Physical Abilities:

Requires sufficient arm, hand, and finger dexterity in order to operate a personal computer keyboard and other office equipment. Requires visual acuity to read words and numbers. Requires lifting of light to moderate objects on an occasional basis and sufficient ambulatory ability to stand for sustained periods of time. Requires ambulatory ability to go to different locations. Requires the ability to take precautions against a nominal exposure to health and safety risks. Requires speaking and hearing to communicate in person or over the phone. A medical examination may be required for certain positions.

Education and Experience:

An Associates Degree, an equivalent or above in an education-related field is required, or the demonstration of superior academic skills by passing a No Child Left Behind Act qualified examination. Two years of additional training or experience working with students in a structured classroom or equivalent setting is required. Higher education may substitute for experience.

Other Requirements:

- First Aid and CPR
- Passing of DOJ fingerprinting and TB test.
- Annual Mandated Reporter Training

Approved: 2/12/15

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SEBASTOPOL UNION SCHOOL DISTRICT INSTRUCTIONAL SUPPORT SPECIALIST II - BILINGUAL (Classified Range C)

Definition:

Under the direction of site administrator, provide a variety of instructional, clerical and group behavior assistance to one or more teachers. Works in classroom settings to support teachers by providing instructional assistance to individual or small groups of students. May provide other support services such as general clerical and translation. Assists teachers and staff in development and implementation of programs, materials, and tests to enhance the student learning experience. This class covers general education and special classrooms.

Distinguishing Characteristics:

To advance to this level an instructional aide must be able to:

- (1) work with special needs populations in a special education environment that include students that are severely disabled, or have acute behavior problems,
- (2) work with special populations of at risk students in a categorical program designated as such, and
- (3) provide continuing support to multiple grades, classes, and locations, with expertise in one or more subject areas.

Essential Duties and Responsibilities:

- Assists teaching staff in administering a variety of formal district or state assessments. Assists in reclassifying students according to proficiency.
- Works on an in-depth basis with small groups and/or individual students with special needs (e.g., severely disabled) to execute individual lesson plans and strategies for maximizing learning experiences for individual students in a specialized field of education.
- When working with severely disabled, assists students with certain medical and hygiene functions.
- May assist special program administrative or teaching staff with the preparation and presentation of in service training sessions and report to agencies. Assist in organizing meetings; participate in meetings to share information about program to which assigned.
- Confers with teachers, specialists and parents to develop and evaluate individual and group educational goals and objectives. Assist school site(s) with the implementation of special programs as assigned.
- Administers informal assessment instruments (spelling tests, etc.), score objective tests and written papers, and keep appropriate records for teachers, including computerized grading systems.
- Confers, as needed, with teachers, academic intervention staff, and other school personnel concerning programs and materials to meet student needs. Alerts teacher to any special problems or information concerning students in assigned program. Arranges and participates in parent conferences.
- Prepares and maintains a variety of files and records for assigned program.
- May be assigned to maintain and organize a teacher resource/workroom.
- Provides other instructional and general clerical assistance to teachers such as researching and ordering books and school supplies, maintaining a workroom inventory. Operates common office equipment as needed, including a personal computer, copiers, and audio-visual equipment.
- May assist students with personal hygiene matters, which could involve assisting with lavatory and other personal care activities.
- Provides supervision on the playground and in the cafeteria for all students, as assigned.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications:

Knowledge & Skills:

Thorough understanding of the instructional support programs throughout the District is required.

Knowledge of the assigned special program of ELL. Understanding of the practices and principles of child guidance. Comprehensive understanding of the District and schools organization, operations and objectives

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is necessary. Above average analytical and assessment skills required. Well-developed communication skills are required to interact in both formal and informal settings, and with populations having difficulty with verbal and written communications. Requires good record keeping, clerical and computer skills. Some positions at this level may require additional specialized skills such as a second language, hearing impaired instruction etc.

Abilities:

Ability to implement instructional goals and activities with special populations is required. Must have the ability to assess the needs of individual students and develop programs to meet those needs. Ability to interact with teachers, faculty, parents and specialists in order to carry out assigned duties is essential. Some positions at this level may require additional specialized skills such as the ability to speak, read and write a language other than English. Requires the ability to produce routine written program reports and correspondence as required.

Physical Abilities:

Requires sufficient arm, hand, and finger dexterity in order to operate a personal computer keyboard and other office equipment. Requires visual acuity to read words and numbers. Requires lifting of light to moderate objects on an occasional basis and sufficient ambulatory ability to stand for sustained periods of time. Requires ambulatory ability to go to different locations. Requires the ability to take precautions against a nominal exposure to health and safety risks. Requires speaking and hearing to communicate in person or over the phone. A medical examination may be required for certain positions..

Education and Experience:

An Associates Degree, an equivalent or above in an education-related field is required, or the demonstration of superior academic skills by passing a No Child Left Behind Act qualified examination. Two years of additional training or experience working with students in a structured classroom or equivalent setting is required. Higher education may substitute for experience.

Other Requirements:

- First Aid and CPR
- Passing of DOJ fingerprinting and TB test.
- Annual Mandated Reporter Training

Approved: 2/12/15

Appendix C: Job Descriptions

SEBASTOPOL UNION SCHOOL DISTRICT GARDEN PROGRAM SPECIALIST

Definition:

Under the direction of the Site Administrator, the Garden Program Specialist acts as a para-professional and manages and maintains a total Garden program suitable to staff and students and provides an enriching and attractive learning environment.

Examples of Duties and Responsibilities:

- Introduces students to Garden skills and works with groups of students in developing Garden skills, demonstrates knowledge and enjoyment of gardening, nutrition, composting and related activities.
- Creates and facilitates garden based learning opportunities including seed saving, transplanting, composting, harvesting, plant identification, and pest management
- Coordinates and leads two garden work days per school year.
- Maintains garden, surrounding fruit trees and drip irrigation system on a continued basis through the school year and for limited hours during summer.
- Manages garden schedule with staff and parent volunteers.
- Researches and applies for available grants.
- Networks with local agencies to provide expanded environmental science learning opportunities.
- Leads fundraisers including the sales of products, plants and seed packets.
- Performs weeding, cultivation, composting, planting
- Recruits, trains and coordinates volunteers to support the Garden Program activities.
- Attends professional meetings and trainings upon request.
- Keeps work area neat and clean and is alert to safety concerns.
- Serves as a resource to parents, students and staff.
- May present mini-lectures or make presentations to classes.
- Performs other related duties as assigned.

Employment Standards:

Knowledge of:

- Vegetable and urban gardening.
- Grade school garden and science related curriculum.
- Basic health, cooking and nutrition skills/knowledge.
- Standard office machines including computers.
- Child growth and development, including the general abilities of children at each age level.
- Computer technology.
- English usage, vocabulary, grammar and spelling.
- Routine record keeping.

Ability to:

- Be organized and prioritize work, make independent decisions and work with minimal supervision.
- Work flexibly with a large number of teachers.
- Work with students of varying abilities and a wide age range of students.
- Establish and maintain good relationships with students, other employees, and the public.
- Effectively communicate both orally and in writing.
- Understand and carry out written and oral instructions.
- Be flexible, creative, self-generating, and work independently within program guidelines.
- Recruit, train, and supervise Garden volunteers.

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- Maintain a budget and keep accurate records.
- Make routine arithmetic calculations.
- Learn to operate equipment used in the program.
- Be prompt and present a neat, clean appearance.
- Have patience with children.
- Write grants to support the program.
- Prepare routine reports and correspondence.
- Maintain and improve professional knowledge and skills.

Education and Experience:

- Any combination of education and experience, and/or training which would provide an opportunity to obtain the knowledge and abilities listed above.
- Some college course work in Garden technology is highly desirable.
- Previous Garden and/or school experience working with children in an educational setting is highly desirable.

Other Requirements:

- California fingerprint clearance to work with school age students.
- Current TB clearance.
- Must be able to meet the physical requirements necessary to safely and effectively perform assigned duties, including lifting twenty-five (25) pounds periodically and occasionally lifting in excess of twenty-five (25) pounds with assistance.
- First Aid and CPR certification is desirable.

Date: 6/2017

Appendix C: Job Descriptions

SEBASTOPOL UNION SCHOOL DISTRICT LIBRARY PROGRAM SPECIALIST

Definition:

Under the direction of the Site Administrator the Library Program Specialist acts as a para-professional librarian and manages and maintains a total library program suitable to staff and students and provides an enriching and attractive learning environment.

Examples of Duties and Responsibilities:

- Introduces students to library skills and works with groups of students in developing library skills, demonstrates knowledge and enjoyment of books, and shows proper usage of reference materials.
- Works with teachers to supplement the curriculum with needed resources/reference books.
- Checks books in and out, re-shelves books, assists staff and students in locating books, keeps accurate records of lost and damaged books.
- Maintains a computerized record of inventory and performs annual inventory update. This can be a partial inventory as needed.
- Performs weeding, selecting, discarding and ordering books, supplies and materials for the collection, processes new books, and performs routine book repair.
- Performs a variety of clerical duties, maintaining records, preparing requested reports, sending overdue notices and bills for lost/damaged books.
- Recruits, trains and coordinates volunteers to support the Library Program activities.
- Arranges motivational bulletin boards and displays.
- Attends professional meetings and trainings upon request.
- Coordinates and directs the annual school book fair (or similar fund raiser) and keeps an accurate record of all moneys collected and may participate in fund raising activities.
- Keeps work area neat and clean and is alert to safety concerns.
- Operates a variety of office machines including computer terminal, copier, laminator, telephone, etc..
- Serves as a resource to parents, students and staff.
- May present mini-lectures or make presentations to classes.
- Performs other related duties as assigned.

Employment Standards:

Knowledge of:

- Basic library circulation, reference, and retrieval procedures.
- Standard library terminology and systems including the Dewey Decimal System.
- Standard office machines including computers.
- Children's literature.
- Child growth and development, including the general abilities of children at each age level.
- Computer technology.
- English usage, vocabulary, grammar and spelling.
- Routine record keeping.

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Ability to:

- Be organized and prioritize work, make independent decisions and work with minimal supervision.
- Work flexibly with a large number of teachers.
- Work with students of varying abilities and a wide age range of students.
- Establish and maintain good relationships with students, other employees, and the public.
- Effectively communicate both orally and in writing.
- Understand and carry out written and oral instructions.
- Be flexible, creative, self-generating, and work independently within program guidelines.
- Recruit, train, and supervise library volunteers.
- Maintain a budget and keep accurate records.
- Make routine arithmetic calculations.
- Type accurately at a rate of 45 words per minute.
- Learn to operate equipment used in the program.
- Be prompt and present a neat, clean appearance.
- Have patience with children.
- Arrange displays.
- Prepare routine reports and correspondence.
- Maintain and improve professional knowledge and skills.

Education and Experience:

- Any combination of education and experience, and/or training which would provide an opportunity to obtain the knowledge and abilities listed above.
- Some college course work in library technology is highly desirable.
- Previous librarian and/or school experience working with children in an educational setting is highly desirable.

Other Requirements:

- California fingerprint clearance to work with school age students.
- Current TB clearance.
- Must be able to meet the physical requirements necessary to safely and effectively perform assigned duties, including lifting twenty-five (25) pounds periodically and occasionally lifting in excess of twenty-five (25) pounds with assistance.
- First Aide and CPR certification is desirable.

Date: 5/2013

Appendix C: Job Descriptions

SEBASTOPOL UNION SCHOOL DISTRICT School Office Clerk

Classified Position

General Job Description

The Office Clerk is a key support person for the School Office Manager and Site Principal. The Office Clerk is directly responsible to the Site Office Manager. The Clerk is expected to perform clerical and record keeping functions in support of the school program. The Clerk also serves as the office receptionist, answering and referring inquiries from the public either on a walk in basis or over the phone. The Clerk is expected to assist with the school attendance system often making home phone contacts to confirm excused and/or unexcused absences. The Clerk is expected to be capable of operating general office equipment to support school business operations. The Clerk is also a responsible party in student fiscal accounts. The Clerk must be a person that can work with minimal daily supervision, possesses good independent judgment, but also understands the importance of being a supportive and responsible aide to the Office Manager.

Duties and Responsibilities of the School Office Clerk

The Clerk is a key support to the day-to-day efficiency and work flow of the school office carrying out work assigned by the Office Manager or Site Principal.

The Clerk is expected to provide clerical and word processing support to the Office Manager as needed.

The Clerk often acts as the receptionist for the school receiving parents and visitors; assisting with inquiries regarding the school; providing course and grade level information; and answering phones while also directing requests for information to the appropriate school staff member.

The Clerk assists with the student attendance system recording daily attendance from classroom teachers and making home contacts with parents to confirm attendance and absences.

The Clerk assist with the timely and accurate filing of pertinent information related to school operation including important correspondence with members of the public, parents and businesses; purchase orders and shipping slips for purchases; repair requests and work orders; safety inspections; testing results for the school as a whole; and necessary forms common to the operation of the school and its education program.

The Clerk may be expected to maintain accurate and timely records of student and club fiscal accounts for the school within the guidelines and expectations of the district's independent auditor.

The Clerk assists the Office Manager with the ordering of school supplies, instructional materials and textbooks within the procedures established by the school district.

The Office Clerk must be prepared and qualified to provide assistance to students who become ill or are injured during the day and notify parents regarding student illness or injury.

The Clerk is responsible for the daily distribution of mail and correspondence coming to the site for staff.

The Clerk is able to perform other duties as assigned that support the overall objective of the position.

Responsible to

The Office Clerk is directly responsible to the School Office Manager. The Office Clerk is evaluated annually by the site Principal with input from the Office Manager as requested.

Qualifications and skills

The School Office Clerk is a person who:

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- Possesses a high degree of accuracy, neatness and pride in his/her work and performance.
- Possesses a high degree of personal honesty and integrity.
- Possesses an effective and appropriate level of energy and resilience to perform in a fast-paced and multi-demand environment.
- Is able to communicate effectively in writing and orally with parents, staff and members of the public.
- Is able to operate and/or learn how to efficiently operate a variety of data processing and office equipment in support of the school program.
- Demonstrates the ability to work effectively with people of diverse backgrounds.
- Is able to differentiate between issues of a minor nature and those that require serious and timely attention.
- Possesses an appropriate sense of humor for working in a professional education setting with young students, parents, the public and school staff.

Employment Standards

The School Office Clerk is a person who must meet the following requirements:

- Must possess the equivalent of a high school education.
- Valid California Driver's license.
- California and Federal fingerprint clearance to work with school age students.
- Current TB clearance.
- Bilingual with the ability to speak and understand Spanish is desirable.
- Ability to lift light to moderate objects and assist young students in regaining their balance.
- Ambulatory ability to go to different locations and accompany students throughout the school campus as needed.
- Requires visual acuity to read reports and numbers as part of the daily activities.
- Requires speaking and hearing to communicate with students, staff and members of the community in person or over the phone.

Revised: 9/1/10

Appendix C: Job Descriptions

SEBASTOPOL UNION SCHOOL DISTRICT FOOD SERVICE WORKER (Classified Range C)

Definition:

Under the direction of site administrator, maintain food service facility and equipment in a neat, clean, safe and sanitary condition. Assist in preparation of food, set up, serve and sell food and perform other related duties as necessary.

Examples of Duties and Responsibilities:

- Receive and store food items, supplies and materials properly.
- Set up, sell and serve hot and cold food to students and faculty
- Function as a cashier, including counting and following district procedures of monies
- Maintain inventory control
- Maintain clean and sanitary conditions
- Perform other related duties as assigned

Employment Standards:

Knowledge of:

- Proper methods of handling, preparing, and serving perishable food
- Simple record keeping.
- Read, write and communicate in English

Physical Abilities:

Performing the duties of this job require to see, talk, walk, listen, sit, stand, bend, reach, lift up to 40 pounds, push, pull, reach overhead, kneel, squat and climb ladders.

Education and Experience:

- High School diploma or equivalent
- Previous experience working with children in an educational setting is desirable.

Other Requirements:

- Food Safety Manager Certification
- Clear DOJ fingerprint record and TB test are required before first day of work
- Passing of a Pre-Offer/Pre-Placement Physical paid for by the district
- Possession of a California Drivers License or the ability to obtain one within 30 days of hire

Approved: 12/4/14

Appendix C: Job Descriptions

SEBASTOPOL UNION SCHOOL DISTRICT CASTLE Child Care Account Clerk (Range D)

Classified Employee

General Job Description

The Child Care Account Clerk is a member of the support staff for the CASTLE Child Care Program providing computer attendance and accounting support for its various programs and activities. The Account Clerk ensures that proper billing and accounting procedures are in place for CASTLE clients and generates monthly budget and income reports for the Director. The Account Clerk is responsible for the collection, accounting and deposit with District staff of all income from program clients. It is the responsibility of the clerk to ensure that all client accounts are current and accurate. The Account Clerk prepares all records and procedures for the annual District audit and is responsible for correction of any audit exceptions.

Duties and Responsibilities of the Child Care Account Clerk

The Child Care Account Clerk is responsible for maintaining an accurate and timely attendance accounting system for each student's daily participation in the program.

The Account Clerk is responsible for maintaining an accurate, current accounting and billing system that supports the program's operation and client participation.

The Account Clerk is responsible for providing effective and timely communication to the program director and site directors regarding budget status.

The Account Clerk is responsible for maintaining up-to-date inventory records from program staff regarding CASTLE classrooms and equipment.

The Account Clerk is responsible for ensuring that all client accounts are current and accurate; communicates in a timely manner with parents regarding any account concerns.

The Account Clerk provides for an accurate and safe system of collecting funds from client families, recording of such funds and deposit with the District Office in line with the accounting standards established by the school district.

The Account Clerk generates regular monthly budget and account reports for the Program Director.

The Account Clerk attends requires staff meetings and workshops related to the duties of the position.

The Account Clerk meets with and maintains regular communication with the District's Business Office staff.

Responsible to

The Child Care Account Clerk works under the direct supervision of the CASTLE Program Director. The Account Clerk is evaluated annually by the CASTLE Program Director with appropriate input from District Business Office personnel regarding the accuracy and timeliness of reports and information provided by the clerk. The Program Director may also receive input from Site Director and staff regarding the effectiveness of the Account Clerk in fiscal matters.

Qualifications and skills

The CASTLE Child Care Account Clerk is a person who:

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- Possesses a high degree of honesty and integrity.
- Demonstrates neatness and accuracy in mathematical and record keeping tasks.
- Has a working knowledge of computer budgeting and billing programs and procedures.
- Is able to communicate effectively in writing and orally with parents and staff, and complete reports in a thorough, accurate and readable manner.
- Demonstrates the ability to work effectively with people of diverse backgrounds.
- Possesses an appropriate sense of humor for working in a professional education setting with young students.

Employment Standards

- Must be a high school graduate or successfully passed the GED.
- Computer skills and training, preferably in entry level accounting or spreadsheets, required for this position.
- California fingerprint clearance to work with school age students.
- Current TB clearance.
- Ability to lift light to moderate objects and assist young students in regaining their feet/balance.
- Requires visual acuity to read words and numbers as part of daily activities
- Requires speaking and hearing abilities to communicate with staff and members of the community in person or over the phone.

11/2010

Appendix C: Job Descriptions

SEBASTOPOL UNION SCHOOL DISTRICT Bilingual School Office Clerk (Range D)

Classified Position

General Job Description

The Bilingual Office Clerk is a key support person for the School Office Manager and Site Principal. The Bilingual Office Clerk is directly responsible to the Site Office Manager. The Bilingual Clerk is expected to perform clerical and record keeping functions in support of the school program. The Bilingual Clerk also serves as the office receptionist, answering and referring inquiries from the public either on a walk in basis or over the phone in Spanish and English. The Bilingual Clerk is expected to assist with the school attendance system often making home phone contacts to confirm excused and/or unexcused absences in English and Spanish. The Bilingual Clerk is expected to be capable of oral and written translations and operating general office equipment to support school business operations. The Bilingual Clerk is also a responsible party in student fiscal accounts. The Bilingual Clerk must be a person that can work with minimal daily supervision, possesses good independent judgment, but also understands the importance of being a supportive and responsible aide to the Office Manager.

Duties and Responsibilities of the School Bilingual Office Clerk

The Bilingual Clerk is a key support to the day-to-day efficiency and work flow of the school office carrying out work assigned by the Office Manager or Site Principal.

The Bilingual Clerk is expected to provide written and oral translations in clerical and word processing support to the Office Manager as needed.

The Bilingual Clerk often acts as the receptionist for the school receiving parents and visitors in English and Spanish; assisting with inquiries regarding the school; providing course and grade level information; and answering phones while also directing requests for information to the appropriate school staff member.

The Bilingual Clerk assists with the student attendance system recording daily attendance from classroom teachers and making home contacts with parents in English and Spanish to confirm attendance and absences.

The Bilingual Clerk assist with the timely and accurate filing of pertinent information related to school operation including important correspondence with members of the public, parents and businesses; purchase orders and shipping slips for purchases; repair requests and work orders; safety inspections; testing results for the school as a whole; and necessary forms common to the operation of the school and its education program.

The Bilingual Clerk may be expected to maintain accurate and timely records of student and club fiscal accounts for the school within the guidelines and expectations of the district's independent auditor.

The Bilingual Clerk assists the Office Manager with the ordering of school supplies, instructional materials and textbooks within the procedures established by the school district.

The Bilingual Office Clerk must be prepared and qualified to provide assistance to students who become ill or are injured during the day and notify parents regarding student illness or injury.

The Bilingual Clerk is responsible for the daily distribution of mail and correspondence coming to the site for staff.

The Bilingual Clerk is able to perform other duties as assigned that support the overall objective of the position.

Responsible to

The Bilingual Office Clerk is directly responsible to the School Office Manager. The Bilingual Office Clerk is evaluated annually by the site Principal with input from the Office Manager as requested.

Appendix C: Job Descriptions

Qualifications and skills

The School Bilingual Office Clerk is a person who:

- Bilingual in English and Spanish, able to translate newsletters, documents, and relay key information to those that speak Spanish only
- Possesses a high degree of accuracy, neatness and pride in his/her work and performance.
- Possesses a high degree of personal honesty and integrity.
- Possesses an effective and appropriate level of energy and resilience to perform in a fast-paced and multi-demand environment.
- Is able to communicate effectively in writing and orally with parents, staff and members of the public.
- Is able to operate and/or learn how to efficiently operate a variety of data processing and office equipment in support of the school program.
- Demonstrates the ability to work effectively with people of diverse backgrounds.
- Is able to differentiate between issues of a minor nature and those that require serious and timely attention.
- Possesses an appropriate sense of humor for working in a professional education setting with young students, parents, the public and school staff.

Employment Standards

The School Bilingual Office Clerk is a person who must meet the following requirements:

- Must possess the equivalent of a high school education.
- Valid California Driver's license.
- California and Federal fingerprint clearance to work with school age students.
- Current TB clearance.
- Bilingual with the ability to speak and understand Spanish is required.
- Ability to lift light to moderate objects and assist young students in regaining their balance.
- Ambulatory ability to go to different locations and accompany students throughout the school campus as needed.
- Requires visual acuity to read reports and numbers as part of the daily activities.
- Requires speaking and hearing to communicate with students, staff and members of the community in person or over the phone.

Revised: 5/14/2020

Appendix C: Job Descriptions

SEBASTOPOL UNION SCHOOL DISTRICT GROUNDS WORKER / CUSTODIAN (Range D)

Classified Position

General Job Description

This is a district wide position. Under general supervision of the Superintendent, the services of this position are to maintain the grounds of the entire district on a regular schedule or as needed basis. Carries out routine and specialized work in keeping all areas of the district sites safe and clean, and performs related duties as assigned. The Grounds Keeper/Custodian is expected to participate as part of a district team in the major cleanings and projects that are scheduled during school recesses and holiday periods.

Duties and Responsibilities of the Grounds Keeper/Custodian

ESSENTIAL DUTIES:

- Plant, cultivate, fertilize, mow grass, irrigate flowers, shrubs, trees and lawns
- Prepare/maintain athletic fields and district lawns
- Assist with installation and maintenance of irrigation systems
- Put up barriers around newly planted areas
- Assist with general plant maintenance as requested
- Maintain grounds keeping equipment
- Sweep, dust, scrub, and mop floors; refinish, seal and wax floors of various types
- Dust and/or wash walls, woodwork, light fixtures, windows, blinds, furniture and other equipment
- Spray herbicides
- Operate truck, trimmers, mowers, sprayers, and other hand tools used in landscape installation and maintenance
- Open and secure all buildings and facilities
- Load trucks, haul trash

OTHER DUTIES:

- Move furniture
- Remove and cut up trees
- Replace lamps and fuses
- Perform light carpentry and painting
- Make minor repairs to equipment and furniture
- May refinish, seal and wax floors as requested
- Maintain written logs and records as required
- Perform related duties as assigned

Responsible to

The Maintenance Worker/Custodian is directly responsible to the district Superintendent and/or designee. The Superintendent provides direction and evaluates the Grounds Keeper/Custodian. The Grounds Keeper/Custodian may be assigned to a district-wide team for special cleaning, moving or appropriate minor repair efforts at the direction of the Superintendent.

Qualifications and skills

The Grounds Keeper/Custodian is a person who:

- Possesses a high degree of accuracy, neatness and pride in his/her work and performance.
- Possesses a high degree of personal honesty and integrity.
- Possesses an effective and appropriate level of energy and resilience to perform the assigned tasks.
- Is capable of understanding and following oral and written directions common to a school maintenance setting.
- Is able to communicate effectively in writing and orally with staff.
- Is able to read and comprehend technical writings, directions, and/or manuals.

Appendix C: Job Descriptions

- Has the knowledge of standard practices, principles, and techniques used in the building trades.
- Has the ability to operate and/or learn how to efficiently use a variety of tools and equipment in the daily performance of his/her work.
- Demonstrates the ability to work effectively with people of diverse backgrounds.
- Is able to differentiate between issues of a minor nature and those that require serious and timely attention.
- Possesses an appropriate sense of humor for working in a professional education setting with young students, parents, the public and school staff.

Employment Standards

The Grounds Keeper/Custodian must possess or meet the following standards:

- A minimum of one year of successful experience custodial and gardening work
- Knowledge of: basic gardening maintenance; equipment, tools and materials used in landscaping maintenance; irrigation systems; cleaning techniques, procedures and materials; safe work practices.
- Valid California Driver's license and evidence of automobile insurance based on appropriate DMV regulations.
- Ability to lift and carry up to 60 pounds.
- Ability to perform work that may be strenuous and tiring on a regular basis.
- Ambulatory ability to go to different locations throughout the school setting to include climbing ladders and bending on ground for period of time.
- Requires visual acuity to read reports and numbers as part of daily activities.
- Ability to operate power equipment to include mowers, fork lifts and trucks.
- California and Federal fingerprint clearance to work with school age students.
- Current TB clearance.
- Must pass a pre-employment physical after offer of employment.

Approved: April 13, 2017

Appendix C: Job Descriptions

Sebastopol Union School District

Position Description

Position: Child Care Preschool Teacher	Position Number:
Department: CASTLE	FSLA: Non-exempt
Reports to: Site Director	Salary Grade: Range D
Evaluated by: Site Director	

Summary

Under the direction of the site director, the child care preschool teacher provides instruction and supervision to the children in the program.

Distinguishing Characteristics

To advance to this level an employee must be able to (1) plan and deliver preschool curriculum, (2) work with young children and evaluate their developmental progress and (3) meet with parents.

Essential Duties and Responsibilities

- Assumes a lead role in curriculum planning and implementation, considering the needs and interests of the individual child.
- Assists site director in the management of the site budget, performing some shopping duties and record-keeping as delegated.
- Assists site director with supervision responsibilities over site program and other supervised staff and volunteers.
- Assumes responsibility for site operation in absence of the site director.
- Works with children on a one-to-one basis and in groups.
- Consults with parents and other agency personnel as needed.
- Assists with the implementation of the site's food program including menu preparation.
- Performs daily housekeeping chores.
- Participates in recommended training programs.
- Prepares and maintains a variety of files and records for assigned program.
- May assist students with personal hygiene matters, which could involve assisting with lavatory and other personal care activities.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

Knowledge and Skills

- Preschool curriculum and instruction.
- Needs of children.
- Child growth and development, including general abilities of children at each age level.
- Working knowledge of child nutrition.
- Working knowledge of what makes a quality child care preschool program.
- Basic arithmetic skills and general budgeting.
- Basic housekeeping techniques.
- Safety concerns.

Appendix C: Job Descriptions

Abilities

Ability to implement instructional goals and activities with a preschool population is required. Must have the ability to assess the needs of individual students and develop programs to meet those needs. Ability to interact in a professional manner with a site director, other child care preschool teachers and other staff. Requires the ability to produce routine written program reports and correspondence as required. Demonstrate a caring and responsible attitude toward children and parents.

Physical Abilities

Requires sufficient arm, hand, and finger dexterity in order to operate a personal computer keyboard, typewriter, and other office equipment. Requires visual acuity to read words, numbers. Requires lifting of light to moderate objects on an occasional basis and sufficient ambulatory ability to stand for sustained periods of time. Requires ambulatory ability to go to different locations. Requires the ability to take precautions against a nominal exposure to health and safety risks. Requires speaking and hearing to communicate in person or over the phone. A medical examination is required.

Education and Experience

12 units in Early Childhood Education, Child Development Education, Elementary Education or related field tied to Title XXII Regulations. One year of experience working with parents and children in a child care preschool setting (other equivalent experience may be substituted).

Licenses and Certificates

- First Aid and CPR Certification (may be obtained after employment)
- Class II Drivers License (may be obtained after employment)

Appendix C: Job Descriptions

SEBASTOPOL UNION SCHOOL DISTRICT Custodian II (Range E)

Classified Position

General Job Description

The Custodian II fulfills a key role in the safe and efficient operation of the school campus. The Custodian II is assigned to a specific school campus and is directly responsible to the school Principal. The custodian is expected to keep classrooms, office spaces, school libraries, restrooms, kitchen areas, locker rooms and multi-purpose rooms, as well as hallways and grounds, at a clean and safe level of operation. The custodian is responsible for the security of all classrooms, restrooms and buildings at the end of the workday. The custodian is expected to identify minor repair issues and address those that do not require significant time, materials or expertise. Repair and safety issues that require the attention of a maintenance specialist or outside contractor should be reported promptly to the site office manager. The custodian is expected to participate as part of a district team in the major cleanings and projects that are scheduled during school recesses and holiday periods. When needs arise within the district the custodian may be directed to assist at other sites and on major projects as requested by the Superintendent.

Duties and Responsibilities of the Custodian II

- Effectively sweep, dust, scrub and mop floors with special attention to hallways, restrooms, kitchen areas and multi-purpose room areas where students eat.
- Maintain and implement a schedule for waxing various floor areas and a schedule for vacuuming and shampooing carpets in classrooms and offices.
- Regularly dust and/or wash walls, woodwork, light fixtures, windows, blinds, furniture and other school equipment.
- Establish a work schedule in consultation with the site Principal.
- Replace light bulbs and fuses as needed.
- Maintain a regular review program of HVAC systems to include filters and switches to allow for proper working order.
- Carry out minor repairs and adjustments to furniture and equipment.
- Perform minor painting and carpentry repairs to keep rooms and offices in a safe condition.
- Move furniture, equipment and school supplies.
- Maintain district grounds on the assigned school site to include weeding trimming, sweeping and washing of windows and walls.

Responsible to

The Custodian II is directly responsible to the school site Principal. The Principal provides direction and evaluates the custodian. The custodian may be assigned to a district-wide team for special cleaning, moving or appropriate minor repair efforts at the direction of the Superintendent.

Qualifications and skills

The Custodian II is a person who:

- Possesses a high degree of accuracy, neatness and pride in his/her work and performance.
- Possesses a high degree of personal honesty and integrity.
- Possesses an effective and appropriate level of energy and resilience to perform the assigned tasks.
- Is capable of understanding and following oral and written directions common to a school custodial setting.
- Is able to communicate effectively in writing and orally with staff.
- Is able to read and comprehend technical writings, directions, and/or manuals common to school custodial work to include cleaning directions, operational standards and assembly instructions for cleaning and repair equipment.
- Has the ability to operate and/or learn how to efficiently use a variety of tools and equipment in the daily performance of his/her work.

Appendix C: Job Descriptions

- Demonstrates the ability to work effectively with people of diverse backgrounds.
- Is able to differentiate between issues of a minor nature and those that require serious and timely attention.
- Possesses an appropriate sense of humor for working in a professional education setting with young students, parents, the public and school staff.

Employment Standards

The Custodial II must possess or meet the following standards:

- A minimum of two years of custodial work in a school, government or business setting.
- Valid California Driver's license and evidence of automobile insurance based on appropriate DMV regulations.
- California and Federal fingerprint clearance to work with school age students.
- Current TB clearance.
- Ability to lift and carry up to 60 pounds
- Ability to perform work that may be strenuous and tiring on a regular basis
- Ambulatory ability to go to different locations throughout the school setting to include climbing ladders.
- Visual acuity to read reports and numbers as part of the daily activities.

Appendix C: Job Descriptions

SEBASTOPOL UNION SCHOOL DISTRICT CASTLE Child Care Site Director

Classified Employee

General Job Description

The Child Care Site Director is the direct supervisor for one of the CASTLE Program's site locations. The Site Director is responsible for the daily assignment and coordination of staff assigned to the site. The Site Director provides for the planning and coordination of the education program for students and the safe operation of the site. The Site Director is expected to provide for effective staff morale and clear, timely communication among and between the employees and program. The Site Director ensures that all students are treated in a caring, respectful manner. The Site Director is expected to facilitate the planning of instructional activities with staff and the implementation of activities and field trips in support of student learning. The Director assists with the hiring of Child Care Aides and other necessary staff. The Director is responsible for the management of the site budget, materials inventory, and student attendance records.

Duties and Responsibilities of the Child Care Site Director

The Child Care Site Director shall be aware of and ensure compliance with state child care standards and regulations.

The Site Director shall be knowledgeable of the requirements for the type of care and supervision that children need.

The Site Director is responsible for planning and implementation of curriculum and activities for children enrolled at the site.

The Site Director supervises site employees and volunteers to ensure program quality and employee effectiveness.

The Site Director is responsible for the annual evaluation of assigned staff in accordance with the SEIU contract.

The Site Director provides for effective and timely communication with assigned staff and managers of the CASTLE program.

The Site Director provides for accurate record keeping involving student attendance, student performance and behavior, inventory and fiscal operations.

The Site Director establishes procedures and protocols for the site that allow for a safe and clean environment for kids and staff.

The Site Director coordinates efforts to provide nutritious food and snacks for participating students.

Responsible to

The Child Care Site Director works under the direct supervision of the CASTLE Program Director. The Site Director is evaluated annually by the CASTLE Program Director.

Qualifications and skills

Appendix C: Job Descriptions

The Child Care Site Director is a person who:

- Possesses a high degree of honesty and integrity.
- Possesses the knowledge and empathy to work with primary age students.
- Demonstrates neatness and accuracy in mathematical and record keeping tasks.
- Is able to communicate effectively in writing and orally to provide directions to students, discuss student needs with parents and staff, and complete reports in a thorough, accurate and readable manner.
- Demonstrates the ability to work effectively with people of diverse backgrounds.
- Possesses an appropriate sense of humor for working in a professional education setting with young students.
- Demonstrates the ability to delegate work as appropriate with the necessary level of guidance to ensure success.
- Demonstrates a basic understanding of facility upkeep and the standards and methods of operation that provide for student safety.
- Demonstrates a basic understanding of various levels of child development as normally evident in students within the program.

Employment Standards

- Associate or higher degree or 60 semester units of college credit from an accredited college or university with emphasis in early childhood education or child development.
- Must have completed with passing grades the equivalent of 24 semester units of college level work in Early Childhood Education or child development.
- Must have at least two years of work experience in a licensed child care center or comparable group child care program.
- Six additional semester units in administration and supervision, two units in adult supervision.
- California fingerprint clearance to work with school age students.
- Current TB clearance.
- Ability to lift light to moderate objects and assist young students in regaining their feet/balance.
- Ambulatory ability to go to different locations and accompany students on walking field trips within the community.
- Ability to spend significant time standing and walking as part of supervision and activity responsibilities.
- Requires visual acuity to read words and numbers as part of daily activities
- Requires speaking and hearing to communicate with students, staff, and members of the community in person or over the phone.

Appendix C: Job Descriptions

SEBASTOPOL UNION SCHOOL DISTRICT Health Technician (Classified Range E)

General Job Description

Under the direction of the school principal, serve as an assistant to a licensed school nurse in the supervision, care and physical assistance of students requiring specialized nursing care, and to do related work as required.

The assistant will work with special education students requiring specialized nursing care in grades K-8. They are required to supervise students under the direction of the licensed school nurse in the educational environment, including the lunch period, and are responsible for students when accompanying them on learning projects off campus, such as field trips.

Duties and Responsibilities

- Support classroom teachers with student supervision related to medical or health symptomatology
- Provide health care services to students throughout the school day as required based on individual student needs (IEP)
- Health Services may include:
 - a. Diabetic care (including insulin injections) and glucagons emergency injections, blood glucose monitoring, urine testing, monitoring of insulin pump, follow treatment plan for low blood sugar and high blood sugar
 - b. Administer medication to mouth, eyes, and ears
 - c. Use of inhaler and nebulizers
 - d. Skin care
 - e. Lifting and carrying and/or positioning
 - f. Seizure observation, precautions, emergency care (may include following stable and predictable guidelines for the use of magnet with vagal nerve stimulator)
 - g. Spasticity: observation and emergency care of intrathecal Baclofen pump
 - h. Oral feedings and swallowing techniques, monitoring of specialized diets (e.g. diabetic diet, ketogenic diet, or renal diet)
 - i. Oxygen administration
 - j. Perform other duties as assigned

Qualifications and skills

Knowledge of:

- The needs of Special Education students in a school environment
- Blood borne pathogens, Emergency epinephrine injection, Cardio Pulmonary Resuscitation, First Aide, glucagons injection, or the willingness to receive training in these areas.
- Safe work practices and proper lifting techniques.

Ability to:

- Lift and assist in lifting physically handicapped students in grades K-8
- Assume responsibility for supervision of students
- Assist student with such needs as: toileting and clean up; meals; wheelchairs and equipment

Appendix C: Job Descriptions

- Provide health services for student under direct and indirect supervision of the school nurse
- Understand and carry out oral and written directions
- Establish and maintain cooperative working relationships with students and staff members
- Recognize hazards to safety
- Maintain a clean and pleasant appearance as a model of personal hygiene for students
- Interact and communicate positively with students, parents, visitors, and fellow staff members in a fair, consistent, and respectful manner
- Read glucose monitor and to then text message results to the school nurse
- Monitor student affect related to medical condition
- Work effectively and efficiently without close supervision
- Use/apply appropriate record-keeping techniques;
- Work with computer technology skills (word processing, spreadsheets, data entry)
- Administer First Aid and CPR;
- Assess emergency situations quickly and calmly; work independently with little or no direction;
- Understand school health requirements for students

EDUCATION AND EXPERIENCE

Any combination equivalent to graduation from high school and experience working with students requiring nursing services preferred.

- Completed at least 2 years of study at an institution of higher learning; or
- Two years experience in a health-related field desirable but not required
- Can demonstrate through local assessment knowledge of, and the ability to assist in instructing, reading, writing, and mathematics; or knowledge of, and the ability to assist in instructing, reading readiness, writing readiness, and mathematics readiness, as appropriate.

Physical Abilities:

- The position requires ordinary ambulatory ability to retrieve work materials, intermittent walking, standing, and stooping.
- The position requires the ability to occasionally lift fifty (50) pounds without assistance and in excess of fifty (50) pounds with assistance.
- Requires visual acuity sufficient to recognize people, words, and numbers.
- Requires hand-eye-arm and finger dexterity to administer prescribed medications, provide physical assistance, and use prescribed medical devices as needed.
- Requires speaking and hearing ability sufficient to hear over phone, follow oral directions, and communicate verbally to supervisors and student(s).

Work environment:

Work is performed in classroom, school campus, or school nurse's office with moderate exposure to health and safety considerations. While performing the duties of this job the employee works in an environment with constant interruptions. The noise level in the work environment is usually moderate.

Employment Standards/Education

- High school diploma or the equivalent
- Pass pre-employment physical and vision test
- California and Federal fingerprint clearance to work with school age students.
- Current TB clearance.
- First Aid and CPR Certification
- Spanish-speaking preferred by not required

Appendix C: Job Descriptions

SEBASTOPOL UNION SCHOOL DISTRICT SPECIAL NEEDS STUDENT AIDE ONE-TO-ONE INSTRUCTIONAL/BEHAVIORAL ASSISTANT

Definition:

This position serves as a one-to-one assistant to a special education student. The position may assist in the areas of behavior management, instructional assistance and medical/hygiene care. Under general supervision, assist teacher, coordinator, and/or specialists with the educational program for a student in special education, or a special program in the educational setting.

Reinforce learning concepts at the teacher's, coordinator's or specialist's direction; assist in the supervision of students' activities; perform various clerical duties, and other related duties as assigned.

Examples of Duties and Responsibilities:

1. Accompany student throughout the school day to all classes and activities.
2. Implement behavior management plan using identified rewards and consequences.
3. As necessary, assist student with mobility, feeding, self-care, and other appropriate medical needs.
4. Keep data and records of student progress.
5. Prepare adapted materials as necessary.
6. Develop and maintain records and files as requested.
7. Make referrals to remedial or tutorial programs as necessary; conduct remedial instructional activities for student as assigned.
8. Observe mental and physical health of student and report potential problems to instructor.
9. Provide support to staff in working with student in various instructional programs.
10. Suggest appropriate learning materials for student with instructor's approval.
11. Monitor individual progress of student and discuss problems and improvements with instructor.
12. Monitor student use of instructional computer programs for appropriate learning levels. Supervise student use of computer software.
13. Explain and clarify work assignments to student. Tutor student as necessary.
14. Handle discipline problems, refer to instructor when necessary.
15. Perform other duties as assigned.

Employment Standards:

Experience/Training:

- Experience working with students on a one-to-one basis and in a classroom setting.

Knowledge of:

- Correct English usage including vocabulary, spelling, grammar and punctuation;
- Principles, practices and applications of subject matter or discipline to which assigned;
- Instructional principles and techniques used in improving student skills;
- General classroom procedures and rules of conduct;
- Principles of administering, scoring and interpreting examinations;
- Effective written and oral communication skills, methods and procedures of standard record keeping.

Appendix C: Job Descriptions

Ability to:

- Work independently;
- Interact with, supervise and tutor students of varying learning abilities and styles;
- Interact with a student who may be aggressive, and/or have medical needs requiring lifting, feeding, and toileting.
- Apply instructional principles for individuals;
- Monitor progress and identify problem areas or areas of student learning progress;
- Recognize and understand the needs of student;
- Establish and maintain cooperative working relationships with teachers, coordinators, specialists, parents, student and others contacted in the course of work;
- Perform a variety of general clerical tasks;
- Use computer at intermediate level.

Education and Experience:

- Graduation from high school or equivalent.
- Additional related college coursework desirable.

Other Requirements:

- Valid and appropriate Class 3 California driver's license and evidence of appropriate automobile insurance based on DMV regulations may be required.
- Meet the physical requirements necessary to safely and effectively perform assigned duties, including moderate physical effort; frequent standing, walking, bending and lifting.

Appendix C: Job Descriptions

SEBASTOPOL UNION SCHOOL DISTRICT Maintenance Worker/Custodian (Range F)

Classified Position

General Job Description

The Maintenance Worker/Custodian is a higher skilled position in the district that fulfills a key role in the safe and efficient operation of the school campus. The Maintenance Worker/Custodian may be assigned to a specific school campus or have responsibilities for multiple sites. The Maintenance Worker/Custodian must be able to perform a wide range of standard electrical, plumbing, carpentry, and painting duties in the installation, repair, and on-going maintenance of district grounds and facilities. The Maintenance Worker/Custodian must also be able to perform all of the duties of the Custodial II position. This includes the expectation to keep classrooms, office spaces, school libraries, restrooms, kitchen areas, locker rooms and multi-purpose rooms, as well as hallways and grounds, clean and safe. The Maintenance Worker/Custodian will establish a work schedule in consultation with the District Superintendent. The Maintenance Worker/Custodian must also be available to respond to school sites during evening hours or on school breaks when accidents or vandalism require immediate attention. The Maintenance Worker/Custodian is expected to participate as part of a district team in the major cleanings and projects that are scheduled during school recesses and holiday periods.

Duties and Responsibilities of the Maintenance Worker/Custodian

- Install and/or repair fences, storm drains, gutters, small roof areas, plumbing, electrical equipment, windows and screens, and flooring.
- Maintain and carry out lower level repairs/changing of filters on heating and air conditioning systems.
- Install and repair electrical outlets and fixtures.
- Replace lighting ballasts as needed.
- Maintain athletic fields and install/repair sprinkler and drip systems.
- Assemble and repair furniture and playground equipment.
- Repair and/or install window and door hardware, as well as screens and doors.
- Effectively sweep, dust, scrub and mop floors with special attention to hallways, restrooms, kitchen areas and multi-purpose room areas where students eat.
- Maintain and implement a schedule for waxing various floors areas and a schedule for vacuuming and shampooing carpets in classrooms and offices.
- Perform all other cleaning and upkeep tasks assigned to a Custodian II.
- Maintain a regular review program of HVAC systems to include filters and switches to allow for proper working order.
- Perform minor painting and carpentry repairs to keep rooms and offices in a safe condition.
- Move furniture, equipment and school supplies.

Responsible to

The Maintenance Worker/Custodian is directly responsible to the school site Principal and/or Superintendent. The Principal provides direction and evaluates the Maintenance Worker/Custodian. The Maintenance Worker/Custodian may be assigned to a district-wide team for special cleaning, moving or appropriate minor repair efforts at the direction of the Superintendent.

Qualifications and skills

The Maintenance Worker/Custodian is a person who:

- Possesses a high degree of accuracy, neatness and pride in his/her work and performance.
- Possesses a high degree of personal honesty and integrity.
- Possesses an effective and appropriate level of energy and resilience to perform the assigned tasks.
- Is capable of understanding and following oral and written directions common to a school maintenance setting.

Appendix C: Job Descriptions

- Is able to communicate effectively in writing and orally with staff.
- Is able to read and comprehend technical writings, directions, and/or manuals.
- Has the knowledge of standard practices, principles, and techniques used in the building trades.
- Has a working knowledge of HVAC systems to allow for troubleshooting and diagnosis of repair issues.
- Has the ability to operate and/or learn how to efficiently use a variety of tools and equipment in the daily performance of his/her work.
- Demonstrates the ability to work effectively with people of diverse backgrounds.
- Is able to differentiate between issues of a minor nature and those that require serious and timely attention.
- Possesses an appropriate sense of humor for working in a professional education setting with young students, parents, the public and school staff.

Employment Standards

The Maintenance Worker/Custodian must possess or meet the following standards:

- A minimum of three years of successful experience in the building trades and/or custodial work in a school, government or business setting.
- Valid California Driver's license and evidence of automobile insurance based on appropriate DMV regulations.
- California and Federal fingerprint clearance to work with school age students.
- Current TB clearance.
- Ability to lift and carry up to 60 pounds.
- Ability to perform work that may be strenuous and tiring on a regular basis.
- Ambulatory ability to go to different locations throughout the school setting to include climbing ladders.
- Requires visual acuity to read reports and numbers as part of daily activities.
- Ability to operate power equipment to include tractors, mowers, fork lifts and trucks.

Revised: 9/1/10

Appendix C: Job Descriptions

SEBASTOPOL UNION SCHOOL DISTRICT School Office Manager (Range F)

Classified Position

General Job Description

The School Office Manager fills a key role in the safe and efficient operation of the school campus. The School Office Manager is directly responsible to and supports the site principal in the administration of the school program and campus. The School Office Manager is expected to perform often complex clerical and record keeping functions in support of the school program. The School Office Manager is expected to maintain the day-to-day protocols that allow the school and staff to function in an efficient manner in the education of the student population. The School Office Manager plays a key accountability role maintaining the school's student attendance system, providing for a current inventory system of classrooms and offices, assisting the principal with the management of the school budget, and coordinates purchasing of supplies and instructional materials for the campus. The School Office Manager is an important link in the public relations and communication processes with parents and the community. The School Office Manager must be a person that can work with minimal daily supervision, possess good independent judgment, but also understands the importance of being a supportive and responsible aide to the school principal.

Duties and Responsibilities of the School Office Manager

The School Office Manager is responsible for the day-to-day efficiency and work flow of the school office and assigned clerical staff.

The School Office Manager provides clerical and word processing support to the site principal and other administrative staff as needed.

The School Office Manager often acts as the receptionist for the school receiving parents and visitors; assisting with inquiries regarding the school; providing course and grade level information; and answering phone and e-mail correspondence while also directing requests for information to the appropriate school staff member.

The School Office Manager assists with the distribution of opening of school communication to all school families, as well as regular updates throughout the year regarding school activities, calendar and deadlines for important events or grading periods.

The School Office Manager is responsible for maintaining the computer-assisted attendance program for all students.

The School Office Manager is responsible for the registration of students new to the school, as well as on-going student enrollment from year-to-year.

The School Office Manager is responsible for the development, maintenance, and security of appropriate student cumulative records that include admission, emergency information, health records, academic performance, testing information, and other related information regarding student academic and social development.

The School Office Manager coordinates the assignment and security clearance procedures for parents and members of the public that volunteer in the school, its program and related school activities.

The School Office Manager is expected to maintain a thorough and current filing system of pertinent information related to school operation including important correspondence with members of the public, parents and businesses; purchase orders and shipping slips for purchases; repair requests and work orders; safety inspections; testing results for the school as a whole; and necessary forms common to the operation of the school and its education program.

The School Office Manager is responsible for maintaining a current and relevant website for the school to include regular updates and submission of important events, activities, school news and awards.

The School Office Manager is responsible for staff attendance reports and providing substitutes with appropriate school and class information.

The School Office Manager is responsible for the efficient, accurate and timely ordering of school supplies, instructional materials and textbooks within the procedures established by the school district.

The School Office Manager is responsible for maintaining student body accounts: including deposits, withdrawals and reimbursements, and reports.

Appendix C: Job Descriptions

The School Office Manager must be prepared and qualified to provide assistance to students who become ill or are injured during the day and notify parents regarding student illness or injury. The School Office Manager should be knowledgeable to know when to seek emergency assistance for any illness or injury of a student, member of the public or staff member.

Responsible to

The School Office Manager is directly responsible to the school principal. The School Office Manager is expected to keep the principal informed of important events and activities within the school and district, student and parent issues and relevant staff concerns. The School Office Manager is evaluated annually by the school principal.

Qualifications and skills

The School Office Manager is a person who:

- Possesses a high degree of accuracy, neatness and pride in his/her work and performance.
- Possesses a high degree of personal honesty and integrity.
- Possesses an effective and appropriate level of energy and resilience to perform in a fast-paced and multi-demand environment.
- Is able to communicate effectively in writing and orally with parents, staff and members of the public.
- Demonstrated knowledge of correct English usage, spelling, grammar, punctuation, and vocabulary for the development of report, correspondence, newsletters and presentations.
- Ability to operate and/or learn how to efficiently operate a variety of data processing and office equipment in support of the school program.
- Demonstrates the ability to prepare reports and presentations in support of the site principal for distribution to the superintendent, Board of Education, public, state agencies and media.
- Demonstrates the ability to work effectively with people of diverse backgrounds.
- Is able to differentiate between issues of a minor nature and those that require serious and timely attention.
- Possesses an appropriate sense of humor for working in a professional education setting with young students, parents, the public and school staff.

Employment Standards

- Must possess the equivalent of a high school education.
- Completion of a two-year associate degree in a secretarial or related business or computer emphasis is desired.
- It is preferred that the successful candidate demonstrate a minimum of four years of successful school office experience or an equivalent business or public sector experience.
- Valid California Driver's License.
- California and Federal fingerprint clearance to work with school-age students.
- Current TB clearance.
- Bilingual with the ability to speak and understand Spanish is desirable.
- Ability to lift light to moderate objects and assist young students in regaining their balance.
- Ambulatory ability to go to different locations and accompany students throughout the school campus as needed.
- Requires visual acuity to read reports and numbers as part of the daily activities.
- Requires speaking and hearing to communicate with students, staff and members of the community in person or over the phone.

Revised: 9/1/10

Appendix C: Job Descriptions

District Special Education & Data Coordinator

Range F

210 Days/Year

Receives supervision from the Superintendent and Special Education Coordinator

Special Education Secretary

- 1) Maintain a variety of files including materials of confidential nature
- 2) Schedule Student Study Team and Individualized Education Program (IEP) meetings
- 3) Send out first notices of IEP meetings
- 4) Maintain meeting calendar
- 5) Prepare Independent Service Agreements
- 6) Enter IEPs into CASEMIS system

MAA & LEA Coordinator

- 1) Coordinate fiscal information required for the MAA invoice
- 2) Maintain a complete and up-to-date MAA audit file
- 3) Discuss MAA coordination with staff
- 4) Perform administrative tasks and activities related to the MAA claiming process
- 5) Input all LEA assessments and services for providers
- 6) Keep information up-to-date for agency that processes claims

CALPADS

- 1) Create SSIDs for all new California students
- 2) Maintain the enrollment status for students (students entering and leaving in our district)
- 3) Resolve all problems to certify
- 4) Complete all certifications for CALPADS
- 5) Annual SSID maintenance and anomaly resolution
- 6) CBEDS
- 7) Maintain current knowledge of state reporting systems, technological advances and trends by attending conferences, in-services, workshops and training

AERIES

- 1) Maintain Student Information System for school district
- 2) Run queries and correct information to certify in CALPADS
- 3) Manage Aeries Brower Interface (ABI) for teachers and parents
- 4) Help staff trouble shoot their problems in ABI
- 5) Attend all AERIES trainings and seminars
- 6) Load test scores when received

STANDARDIZED TESTS

- 1) Order tests for STAR and CELDT
- 2) Order Pre-ID labels
- 3) Load scores into AERIES.

Blackboard Connect

- 1) Maintain mass communication system by adding and deleting contacts and making any other changes necessary
- 2) Troubleshoot problems for parents and staff

Ability to

- Use various computer programs
- Demonstrate flexibility and creative problem solving
- Establish effective working relationships with staff, district personnel, and other agencies and the public
- Learn and effectively use hardware and software specific to District needs

Appendix C: Job Descriptions

- Train and assist users
- Work independently with minimum supervision

Other Duties:

Help Office Manager and other clerical staff when needed
Perform other duties reasonably related to this job class

Board Approved: 6/13/13