

# **COLLECTIVE BARGAINING AGREEMENT**

**SAN JOSE•EVERGREEN COMMUNITY  
COLLEGE DISTRICT**

**AND**

**CALIFORNIA SCHOOL EMPLOYEES  
ASSOCIATION, CHAPTER 363**

**JULY 1, 2023 – JUNE 30, 2026**

 **SAN JOSE CITY COLLEGE**

 **EVERGREEN VALLEY COLLEGE**

 **SAN JOSE/EVERGREEN  
COMMUNITY COLLEGE DISTRICT**

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 **CALIFORNIA SCHOOL  
EMPLOYEES ASSOCIATION**

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## **ARTICLE 1**

### **RECOGNITION**

#### **1.1 ACKNOWLEDGMENT**

The District hereby acknowledges that the San Jose • Evergreen Community College District, California School Employees Association (CSEA), and its Chapter 363, hereinafter the Union, is the exclusive bargaining representative for all classified unit members holding those classifications described in Appendix A, attached hereto and incorporated by reference as a part of this Agreement.

#### **1.2 SCOPE OF REPRESENTATION**

The scope of representation shall be limited to matters relating to wages, hours of employment, and other terms and conditions of employment. Terms and conditions of employment mean: health and welfare benefits, leave, transfer and reassignment policies, safety, conditions of employment, procedures to be used for evaluation of unit members, organizational security, and procedures for processing grievances. Nothing herein may be construed to limit the right of the district to consult with the Union on any matter outside of the scope of representation.

## ARTICLE 2

### DISTRICT RIGHTS

- 2.1** It is understood and agreed to by both parties hereto that the District retains all the customary and usual rights, powers, functions, and authority to control, manage, and to discharge its obligations. Any of the lawfully-granted and implied rights, power or authority which the District had prior to the execution of this Agreement are retained with the exception of those rights, powers, functions or authority which are specifically abridged or modified by the Agreement or by any supplement to this Agreement arrived at through the process of collective bargaining. District-reserved duties and rights include, but are not limited to:

- determine its organization;
- direct the work of its unit members;
- determine the kind of levels of service and methods and means of providing same;
- contract out work not traditionally performed by unit members;
- determine the number and kind of personnel required;
- direct the efficiency of District operations;
- build, move or modify buildings and facilities;
- establish budget procedures and funding priorities;
- determine methods of revenue generation;
- determine the days, time and hours of operation;
- establish the District's educational policies, goals and objectives;
- determine the rights and educational opportunities of students;
- determine the curriculum.

In addition, the District and its designees retain the right to hire, classify, assign, evaluate, terminate and discipline unit members, except as limited by this Contract or law; and to modify or suspend this Contract in case of emergency, which shall be defined as an Act of God such as fire, flood, earthquake, other natural disasters or unforeseen non-financial



circumstances which have a significant impact on the operations of the District. Any proposed modification or suspension of the Contract will be negotiated with the Union.

- 2.2 This right to suspend or modify the Contract shall be in force only as long as the above-mentioned Acts of God or other unforeseen non-financial circumstances continue to have significant impact on the operations of the District.
- 2.3 In addition, those parts of the Contract that may be modified or suspended do not include Article 1, Recognition; Article 2, District Rights; Article 3, Union Rights; or Article 18, Grievance Procedures, and shall be limited to those parts of the contract that must be altered or suspended by the District in order to specifically deal with the above-mentioned Acts of God or other unforeseen non-financial circumstances that have significant impact upon the operation of the District.
- 2.4 The District has the right to prepare the authoritative text of the Contract, as may be amended, subject to approval by the Union. The District will provide ten printed copies (one-sided) of the collective bargaining agreement when produced or revised to the CSEA negotiation team. The Human Resources Office is responsible for making arrangements for posting the collective bargaining agreement on the Human Resources webpage and notifying all CSEA members.

## **ARTICLE 3**

### **UNION RIGHTS**

- 3.1** The District recognizes the right of the Union to designate Job Representatives (Stewards) from among unit members in the unit. The union reserves the right to designate the number and the method of selection of Job Representatives. The Union shall notify the District in writing of the names of the Job Representatives and the group they represent. If any change is made, the District shall be advised in writing of such change.
- 3.2** All Union officials outside regular assigned work hours as defined herein, and the Union, will have the right to use District facilities and equipment when said use does not conflict with the institutional use of such facilities. The cost of damage caused by the Union to said facilities or equipment shall be borne by the Union. The conduct of Union business shall be done at no cost to the District.
- 3.3** The District will provide a separate labeled mailbox for each unit member. The Union may use the school mailboxes and bulletin board spaces designated by the Chancellor or designee subject to the following conditions:
- 3.3.1** All positions or items for bulletin boards or school mailboxes must contain the date of posting or distribution and the identification of the organization, together with a designated authorization by the Union President.
- 3.4** Upon written authorization of a unit member a Union representative may inspect the unit member's personnel file.
- 3.5** The District will annually provide to the Union a hiring date seniority list of current unit members no later than September 1 of each year. The roster shall indicate the unit member's present classification and work location.
- 3.6** The Union shall have the right to inspect, at reasonable times, all non-confidential public records that are necessary to the Union to carry out its obligation pursuant to Government Code Section 3543.1 (a).
- 3.7** The District shall provide paid release time and allow CSEA to have a total of 2080 hours per fiscal year beginning July 1<sup>st</sup> through June 30 for CSEA Chapter business, including implementation of AB1725 and SB 235, and other Union business. A written schedule of the release time and the increment of time to be used must be provided by the Chapter President to the Office of Human Resources and the supervisors of those authorized to be released. If the supervisor has concerns regarding the proposed schedule, the supervisor and the Union shall meet to discuss.

- 3.7.1** The CSEA Chapter President shall submit a tentative schedule for the planned use of the release time which shall identify designated employee(s) and hours to be used to Human Resources on a quarterly basis starting July 1 of each year. Human Resources shall monitor the use of hours and rely on the release time form collected by the supervisor. It is understood that changes may occur that impact the schedule and revisions shall be necessary. The Chapter President shall supply the Office of Human Resources with a written revision to the schedule of the hours to be used five (5) working days prior to implementation. Any revision to the schedule must be with the agreement of the manager of any identified unit member.
- 3.7.2** The purpose of CSEA released time is for Union leaders, job stewards and other designated unit members to have opportunities to participate in CSEA conferences and to prepare, consult, meet and resolve matters related to the District and the Union. Therefore, it is understood that this time is to be distributed among individuals and used throughout the fiscal year. This time is separate and apart from the release time provided under Article 3.10.
- 3.7.3** The supervisor in the affected area, together with the unit member, will determine the best method of ensuring that the department/area work is done. It may be hiring hourly help, or authorizing overtime, extra time or comp time, whatever is appropriate to the situation.
- 3.8** Unit members shall be entitled to park free at District facilities while rendering service to the District.
- 3.9** Upon initial employment and each change in classification a unit member shall be advised in writing of their job description, pay rate, work location, work hours, and work calendar.
- 3.10** The District shall provide reasonable paid release time for a maximum of eight unit members for the purpose of meeting with the District in negotiations.
- 3.11** Unit members shall notify their immediate supervisors within a reasonable time prior to utilizing paid release time for Union business as provided for in this Article.
- 3.12** A Union representative shall be included at new unit member orientation meetings to participate in discussions of Article 5, Organizational Security.
- 3.13** The Union president shall be provided with 40% non-paid release time upon the submission of a written request and provided, further, such request is approved by the District and the Union pays the proportionate cost of fringe benefits.
- 3.14** CSEA and Classified Senates will be provided office space on each campus. Each of the two offices will be shared by CSEA and Classified Senates on that campus.

## **ARTICLE 4**

### **NON-DISCRIMINATION**

#### **4.1 NON-DISCRIMINATION**

No bargaining unit member shall be appointed, reduced, removed, or in any way favored or discriminated against because of their race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, sexual orientation, exercise of their constitutional rights or participation in Union activities or otherwise exercising their rights under this Agreement.

#### **4.2 EEO**

The District and the Union agree that an effective EEO Policy is beneficial to the District, unit members, and the community. The parties agree and understand that the responsibility for an EEO Plan rests with the employer. If any provision of this Agreement is in conflict with Federal or State Executive Orders or laws, the provisions of such orders, law, federal regulations and rules shall prevail. All other provisions or applications of this Agreement shall remain in full force and effect.

## **ARTICLE 5**

### **ORGANIZATIONAL SECURITY**

**5.1** The District and CSEA recognize the right of unit members to form, join and participate in lawful activities of unit member organizations and the equal alternative right of unit members to refuse to form, join or participate in unit member organization activities and there shall be no unlawful discrimination as the result of the exercise of the rights set forth in this Article.

**5.2 DUES DEDUCTIONS FOR CSEA MEMBERS**

CSEA is responsible for obtaining and maintaining membership and/or dues authorization forms for bargaining unit members.

CSEA the normal and regular monthly Union membership dues, based on CSEA's written direction to the District.

CSEA shall have the sole and exclusive right to have Union membership dues deducted for unit members by the District. CSEA shall provide the District notification of all dues paying Union members.

**5.6.1** The District shall not be obligated to put into effect any new, changed or discontinued deduction until the pay period commencing fifteen (15) days or more after such submission.

The District bears no responsibility whatsoever for the administration or enforcement of these provisions except to deduct membership payments as communicated by CSEA.

**5.3 STATE ASSOCIATION DUES CALCULATION**

Effective September 1, 2017: The per capita dues of the State Association shall be assessed at the rate of 1.5% of the first **\$3,150** of gross monthly salary (exclusive of overtime, but include longevity, professional growth, and anniversary increments). The maximum monthly assessment will be **\$47.25** to a yearly maximum of **\$472.50**.

Additionally, Chapter dues are **\$3.00** a month (\$30 annually).

#### **5.4 HOLD HARMLESS**

It is specifically understood that the failure of any unit member or any Union member to pay dues to the Union or to comply with Union rules, regulations or by-laws will be a dispute between the Union and the member and will not be a dispute with or involve the District.

The Union shall hold the District, its officers, agents, and employees harmless from any award or compromise of damages or liability arising out of any dispute that arises with regard to deductions of dues and/or Union fees under this Article.

The Union shall indemnify and hold the District, its officers, agents, and employees harmless from any and all claims, demands, or suits or any other action arising from the enforcement of the organizational security provisions contained herein. The Union shall assume all costs of defending any litigation filed against or naming the Union or the District, its officers, agents, or employees as a party as a result of the implementation of these provisions. The District, however, retains the sole and exclusive right to select its own counsel, at District expense to the extent required by law, in any litigation arising from the provisions herein. The Union shall have the exclusive right to decide and whether any such action shall be compromised, resisted, defended, tried or appealed.

#### **5.5 NEW EMPLOYEE ORIENTATION (AB 119)**

See Side Letter Agreement reached by parties on March 1, 2018 attached as Appendix H.

## ARTICLE 6

### SALARY

#### 6.1 REGULAR RATE OF PAY

The regular rate of pay for each position in the bargaining unit shall be in accordance with the rates established for each class as provided for in Appendix B, which is attached hereto and by reference incorporated as a part of the Agreement. The regular rate of pay shall include any shift differential.

##### 6.1.1 Salary Increase 2023 to 2026

For the purposes of this Article, “Relevant Property Tax Revenue” refers to the permanent on-going sources of District property tax revenue, which are: Secure HOPTR, Secure Roll, Unitary and Railroad, Supplemental and Unsecured. “Relevant Property Tax Revenue” excludes revenue from one-time sources such as RDA.

The following on-schedule increases shall be implemented in the year designated.

Effective July 1, 2023 the District will increase by 6.0% the base salary of the salary schedule specified in Appendix B. Should any other employee group receive an increase to their base salary schedule greater than 6.0% for the 2023-2024 fiscal year, any percentage difference shall automatically be conveyed to the CSEA bargaining unit retroactively effective to July 1, 2023.

Effective July 1, 2024, the District will increase by 4.0% the base salary of the salary schedule specified in Appendix B.

Effective July 1, 2025, the District will increase by 3.0% the base salary of the salary schedule specified in Appendix B.

#### 6.2 PAY PERIOD

Unit members shall be paid for the calendar month with warrants available on the last working day of each month. If the normal pay date falls on a holiday, the pay-warrant shall be issued on the preceding workday. If the normal pay date falls on the Saturday or Sunday, the warrant shall be issued on the preceding workday.

##### 6.2.1 Errors in Salary

Whenever it is determined that an error has been made in the payment of any unit member’s salary, the District shall, within five (5) workdays following such

determination, provide the unit member with a statement of the correction and a supplemental payment drawn against any available funds. If an overpayment has been paid to a unit member, an equitable schedule of repayment shall be arranged.

### **6.3 PLACEMENT ON THE SALARY SCHEDULE**

A regular unit member, at the time he/she is hired, is placed on the first step of the appropriate range on the Classified Salary Schedule. The Chancellor may recommend initial placement above the first step, but normally not higher than the second step, if the unit member possesses previous related work experience which exceeds the District's entry level qualification for the position as determined by the Chancellor.

### **6.4 ANNIVERSARY DATE**

A unit member's anniversary date shall be their original date of hire as a regular classified staff member. The anniversary date for regular unit members advanced to the next higher step of the salary range and for unit members promoted to a higher salary range shall be:

- 6.4.1** If the original hire date or date of promotion is between the first and sixteenth of the month, inclusively, the anniversary date shall be first of said month;
- 6.4.2** If the original hire date or date of promotion is between the seventeenth and the thirty-first of the month, inclusively, the anniversary date shall be the first of the following month.

The original date of hire shall be recognized as the anniversary date for a unit member whose employment has been bridged.

#### **6.4.3 Salary Step Increments**

All regular unit members occupying a classified position will be advanced to the next higher step of the salary range assigned to the job classification on the person's anniversary date providing:

- 6.4.3.1** The unit member served 75% of the required working days in the present class and range within the previous 12 months;
- 6.4.3.2** The unit member's performance evaluation for the previous work year was satisfactory. Subsequent earned increments shall be granted on each anniversary date until the maximum step of the unit member's salary range is reached.
- 6.4.3.3** The Chancellor reserves the right to withhold a salary step increment to any classified unit member who fails to make satisfactory improvement after having been notified in writing of areas needing improvement. A unit member receiving shift differential on the basis of their shift shall not



lose such compensation if they are temporarily, for twenty (20) working days or less, assigned to a shift not entitled to such compensation.

## **6.5 LONGEVITY INCREMENTS**

Effective July 1, 2023, a longevity increment is an amount paid a regular Classified unit member in recognition of total years of continuous service with the San Jose • Evergreen Community College District will be paid as follows:

Years of Service	Annual Increment
10	\$3,000
15	\$3,600
20	\$4,200
25	\$4,800
30	\$5,400

**6.5.1** Longevity increments are added to the annual salary and paid on a monthly prorated basis. The longevity increment shall not be paid to anyone while on a leave of absence or in unpaid status.

**6.5.2** To qualify for a longevity increment, a unit member must have the required number of years of paid, regular classified service. Years of service shall be calculated from the initial date of hire. Time spent on unpaid leave, or in special or hourly employment, shall not be included in calculating years of service. Longevity payments will be paid on the appropriate anniversary date. (See Section 6.4)

**6.5.3** The longevity increment shall not be used in calculating night differential premiums. The longevity increment shall be used in calculating unit member retirement, insurance benefits and hourly or overtime rates of pay.

## **6.6 TEMPORARY OR PERMANENT REASSIGNMENT OF A UNIT MEMBER TO A POSITION WITH A HIGHER SALARY RANGE**

When a unit member is permanently reassigned during the school year to a position which clearly represents a promotion over their present position, they shall be placed on the new range at the step which provides a salary increase of at least 7.5%; however, the salary cannot go beyond the “E” step.

**6.6.1** Subsequent earned increments shall be granted on each anniversary date providing the unit member has served 75% of the working days in the present class and range within the previous 12 months and until the maximum step of the unit member’s salary range is reached. Anniversary dates will not change when unit members change to a new classification assigned to the same or lower range than the previous classification.

**6.6.2** A unit member who is required to work in a position at a higher salary range other than the regularly assigned position for more than five (5) working days in any 15-calendar-day period shall be paid on the appropriate salary range for the position temporarily filled at the step which provides a salary increase of at least 7.5%; however, the salary cannot go beyond the “E” step.

**6.6.3** When a unit member is temporarily reassigned to a regular position of an equal or lower salary range, they shall be permitted to retain the range and step held in the former position and shall retain permanent status with the District in the classification to which he/she was formerly assigned.

## **6.7 SHIFT DIFFERENTIAL**

The District shall provide a shift differential equal to two-and-a-half percent (2-1/2%) on the salary schedule for unit members who work four (4) or more hours after 5:00 p.m. and equal to five percent (5%) for unit members who work four (4) or more hours between the hours of 11:00 p.m. and 6:00 a.m.

**6.7.1** A unit member assigned to work on a shift differential basis more than fifty (50) percent of the work days in a month shall be paid the differential for all work days in the month.

**6.7.2** Unit members who work less than the required fifty (50%) percent shall be paid the differential for the days actually worked.

**6.7.3** A unit member receiving shift differential on the basis of their shift shall not lose such compensation if they are temporarily, for twenty (20) working days, or less, assigned to a shift not entitled to such compensation.

## **6.8 OVERTIME/COMPENSATORY TIME**

Work performed in excess of eight (8) hours in one (1) day or forty (40) hours in a week shall be classified as overtime and shall be compensated in accordance with applicable law.

**6.8.1** The supervisor shall determine, after consultation with the unit member, whether the unit member shall take compensatory time off at one-and-one-half (1-1/2) times the approved overtime hours (up to a maximum of 240 overtime hours) or be paid at one-and-one-half (1-1/2) times the unit member’s regular hourly rate.

**6.8.2** Any unit member required to work on the sixth (6) or seventh (7) day during the week and whose average work day consists of four (4) hours or more during the work week shall be compensated at the time and one half rate. Those unit members working less than the average of four hours per day during the work week shall be compensated as above on the seventh day only.

- 6.8.3** The maximum 240 overtime hours of compensatory time off, as authorized, shall be taken within twelve calendar months following the month in which the overtime was worked.
- 6.8.4** Unit members may use accrued compensatory overtime within a reasonable time after request so long as it does not unduly disrupt the employer's operation. Cash payment shall be made for hours in excess of the 240 compensatory overtime hours or upon termination of employment.
- 6.8.5** All overtime work must be approved by the unit member's supervisor prior to the assignment.

## **6.9 DIFFERENTIAL SUBSTITUTE PAY**

Differential substitute Pay is the unit member's rate of pay minus the amount paid to an hourly substitute. The salary actually paid to an hourly substitute shall not exceed the unit member's rate of pay. If no hourly substitute is required or if the substitute utilized is a permanent unit member of the District, the unit member's differential substitute pay shall be their full pay.

No Differential substitute pay will be made during any period of the fiscal year during which the unit member would not be employed.

## **6.10 OFFER OF ADDITIONAL HOURS**

Prior to offering work to substitute or short-term employees, overtime work or extra hours must be offered in the following order: qualified regular unit members working within the department, qualified unit members working within the college/worksites, qualified unit members working within the District.

However, the following situations shall be exempt from the above provision: a unit member whose work extends into overtime may be allowed to continue the assignment with the approval of the supervisor; a supervisor with an overtime assignment that requires specialized skill or ability may offer the opportunity to a unit member qualified to do the work.

- Once a unit member has accepted an overtime assignment, all regular work performance standards for conduct and behavior apply.

**6.10.1** Overtime is voluntary. Unit members shall not be disciplined, formally or informally, should they be unable to accept an overtime work assignment.

## **6.11 OVERTIME FOR POLICE OFFICERS WORKING SPECIAL EVENTS**

District unit police officers who work special events will receive compensation at the same rate as San Jose Reserve Officers or be paid their regular rate of overtime pay, whichever is greater.

**6.11.1** A special event, for District Police Department purposes, is defined as an on-campus occasion which, by its nature or by the number of attendees and vehicles, demand police resources which exceed those of normal police patrol staffing. Off-duty officers, therefore, must be assigned and compensated. Special event officers are not assigned to normal District Police patrol activities although, being peace officers, they may take enforcement action when they observe violations on or from a campus, where they are working. In such a situation the on-duty District officer(s) may be needed to assist.

## **6.12 PORAC MEMBERSHIP**

The District and CSEA agree that District Police Officers (sworn peace officers) shall be entitled to a reimbursement payment sufficient to cover the monthly cost of membership in PORAC. This will become effective as soon as membership is accepted.

## **6.13 MEALS AND LODGING**

Any unit member assigned by their supervisor to conduct District business outside the District shall have the reasonable costs of room, and food, and travel mileage reimbursed at the District-approved current rate. Prior to leaving for such assignment the unit member shall discuss with the supervisor which, if any, expenses shall be incurred and receive approval for these proposed expenses.

## **6.14 COURT APPEARANCE FOR POLICE OFFICERS**

The minimum pay for required court appearances by police officers shall be four (4) hours when the court appearance is not during the officer's regularly scheduled shift. If the court appearance exceeds four hours, the officer shall be paid for all hours required and also paid mileage at the appropriate rate if using their personal vehicle. The four (4) hour minimum includes compensation for court preparation time (securing reports, evidence, etc.), transportation time to and from the court.

## **6.15 SHIFT ROTATION FOR POLICE OFFICERS**

Shift Rotation for police officers shall occur within the first 14 days of January and July each year. Implementation of the following rotation order shall have the most senior police officer select one of the below listed shifts. The next selected shift shall be made by the second most senior officer and so on. Computation of Seniority shall be made according to 22.1.5.1 of this agreement.

For the purpose of shift rotation only, the shifts are numbered as follows:

Shift #1: Monday through Thursday 6:30AM to 3:30 PM (SJCC)  
 Friday 7:00AM – 3:00 PM  
 Every other Friday off to make up the 80 hours

Shift #2: Monday through Friday 6:30 AM to 3:30 PM (EVC)  
 Friday 7:00 AM – 3:00 PM  
 Every other Friday off to make up the 80 hours

Shift #3: Monday through Thursday 2:30 PM to 11:30 PM (SJCC)  
 Friday 3:00 PM – 11:00 PM  
 Every other Friday off to make up the 80 hours

Shift #4: Monday through Thursday 2:30 PM to 11:30 PM (EVC)  
 Friday 3:00 PM – 11:00 PM  
 Every other Friday off to make up the 80 hours

Police Officers shall work a 9-hour shift. These shifts of nine hours shall not be subject to the overtime provisions per Article 6.8 in terms of work performed in excess of eight (8) hours per day or forty (40) hours in a week. Any time worked over the 9-hour shift will be subject to overtime pay.

Shift rotations shall be in sequential order as set below effective the rotation date following ratification:

January	July
#1 Officer A	#1 Officer B
#2 Officer B	#2 Officer C
#3 Officer C	#3 Officer D
#4 Officer D	#4 Officer A

January	July	January
#1 Officer C	#1 Officer D	#1 Officer A
#2 Officer D	#2 Officer A	#2 Officer B
#3 Officer A	#3 Officer B	#3 Officer C
#4 Officer B	#4 Officer C	#4 Officer D

## 6.16 FIELD TRAINING OFFICER DIFFERENTIAL

Beginning July 1, 2021, any Police Officer assigned by the Chief of Police or designee to serve as a Field Training Officer (FTO), shall receive an additional 5% of their base hourly rate of pay for the hours that the Officer is assigned to perform FTO duties. If the employee earns overtime compensation for the time performing FTO duties, the employee will receive overtime compensation at 1.5 times the rate of pay that includes the employee's FTO differential.

## ARTICLE 7

### BENEFITS

#### 7.1 ELIGIBILITY

The District shall provide all eligible unit members and their dependents with benefits as specified in this article. All premiums shall be fully paid by the District.

7.1.1 **Eligible unit members:** unit members employed at least half-time (20 hours or more per week) for at least 32 weeks (160 days) per fiscal year.

7.1.2 **Eligible Dependents: (Medical, Dental, & Vision):** An eligible unit member's spouse or domestic partner or child through the month the child turns age 26 for natural child, adopted child or step-child (subject to the eligibility provisions of the District's contract with the Self-Insured Schools of California ("SISC") III Joint Powers Authority ("JPA"). SISC requires that for domestic partners of unit members who were not already enrolled as of July 1, 2018, the domestic partnership must be registered with the State of California.

#### 7.2 MEDICAL BENEFITS

The District shall provide each eligible unit member and their eligible dependents with medical benefit coverage through the SISC III JPA. Medical Benefit coverage shall become effective as of the first day of the calendar month following the month in which service to the District first begins.

##### 7.2.1 SISC Joint Powers Authority

The District joined the SISC III JPA to provide the following coverage options for eligible unit members, eligible dependents, and eligible retirees: Medical plans (Kaiser Permanente and & Anthem Blue Cross effective July 1, 2018); Dental plan (Delta Dental, effective October 1, 2018); and Vision plan (VSP, effective October 1, 2018).

##### 7.2.2 Medical Benefit Plans

CSEA members may choose between two plan offerings and may make a selection each year during open enrollment. As of July 1, 2019, the plan offerings are:

Anthem Blue Cross – SISC 100-B \$10 Anthem Classic PPO per Summary of Benefits description.

Kaiser Health Plan – Kaiser Permanente Traditional Plan \$10 DOV 10 100 DayRX (SISC) per Disclosure Form.

In the event the SISC Joint Powers Authority decides to no longer offer either of the above health plans, CSEA and the District shall negotiate.

A description of plan benefits for the most current year can be found in Appendix C and on the District's Human Resources website under Benefits.

#### 7.2.3 Medical Benefits Waiver Allowance – SUNSET

The District and CSEA agree to sunset this benefit waiver allowance effective June 30, 2011. Unit members utilizing this waiver allowance as of June 30, 2011 were grandfathered into this program until the unit member separates from the District or enrolls in a District medical plan. If a current participant elects in any one year to forego the medical benefit waiver, the unit member forfeits any future ability to reclaim the waiver. During each regular open enrollment period, participant unit members must provide proof of other qualifying coverage to the Benefits Coordinator in Human Resources.

In the event that an eligible unit member who retained the Health Benefit Waiver experiences a loss of their other individual coverage, the unit member shall enroll in a SISC approved plan within 30 days of the loss of coverage. In the event that an eligible unit member experiences any other qualifying event, such as a change in family status, the eligible unit member may, within 30 days from the qualifying event, enroll in a SISC approved plan. Once an employee cancels their Health Benefit Waiver and enrolls in a District medical plan, they shall not be permitted to switch back to the Health Benefit Waiver at a later date.

### 7.3 DENTAL BENEFITS

The District shall provide a dental care plan for the unit member and their eligible dependents based on benefits substantially equal to the Self-Insured Schools of California III (SISC III) Delta Dental Plan effective October 1, 2018.

### 7.4 VISION CARE BENEFITS

The District shall provide a vision care plan for unit members and their eligible dependents substantially equal to the Self-Insured Schools of California III (SISC III) VSP effective October 1, 2018.

### 7.5 LIFE INSURANCE

The District shall provide a group term life insurance program for unit members based on age and salary as follows:

Under age 50	150% of salary
Age 50 but less than 60	100% of salary
Age 60 but less than 65	50% of salary

Age 65 but less than 75	25% of salary
Age 75 and over	25% of salary

## **7.6 EMPLOYEE ASSISTANCE PROGRAM**

Eligible unit members enrolled in a District medical plan receive access to the Employee Assistance Program provided through the SISC III JPA plan.

## **7.7 VOLUNTARY BENEFITS**

The following benefits are voluntary and may be individually paid by eligible unit members through payroll deductions:

### **7.7.1 Supplemental Life Insurance**

The District will make available a supplemental life insurance plan for unit members to voluntarily apply for and purchase additional coverage for the unit member and eligible dependents. All premiums for supplemental life insurance under this provision will be paid by the unit member who enrolls by payroll deductions.

### **7.7.2 Flexible Spending Account**

Benefit eligible unit members may annually elect to have pre-taxed dollars deducted from their paychecks to fund a Medical Reimbursement Account, a Dependent Care Account and/or a Transportation Account in accordance with IRS section 125 guidelines /regulations.

### **7.7.3 Supplemental Retirement Plan**

7.7.3.1 Unit members who work 20 hours or more per week may voluntarily participate in a deferred compensation plan (457 plan) through CalPERS, TIAA-Cref, or Valic in accordance with IRS 457 plan guidelines/regulations.

7.7.3.2 Unit members who work 20 hours or more per week may voluntarily participate in a tax sheltered annuity (403b) plan in accordance with IRS 403b guidelines /regulations.

## **7.8 LONG TERM DISABILITY INSURANCE**

The District shall provide each eligible unit member long-term disability insurance as follows:

**7.8.1** A benefit of 2/3 of the unit member's basic monthly earnings, to a maximum payment of \$5,000 per month. "Basic monthly earnings" means 1/12<sup>th</sup> of the unit member's annual base salary.



- 7.8.2** Such benefit shall be payable after 90 consecutive calendar days or the end of all paid leave, whichever occurs last.
- 7.8.3** In the event the disability is caused by a work-related injury, the entitlement to the long-term disability benefit shall be reduced by the amount of Workers' Compensation benefit received.
- 7.8.4** The long-term disability benefit provided under this section shall be payable according to the following

<b>Age When Disabled</b>	<b>Benefits Payable</b>
Prior to Age 60	To Age 65
Ages 60 - 64	60 months
Ages 65 - 67	To age 70
Age 68 and over	24 months

- 7.8.5** Following the exhaustion of applicable paid leave, the District shall continue its contribution rate for medical benefits for up to ninety (90) calendar days of an approved long-term disability. This provision does not begin anew if the same long-term disability is broken by active service of up to two fiscal years.

## **7.9 WORKERS' COMPENSATION**

Unit members are protected under provisions of California Workers' Compensation Insurance Law. Injuries must be reported by the unit member immediately to their supervisor and the Benefits Coordinator in Human Resources.

## **7.10 BENEFITS DURING UNPAID LEAVES AND UNAUTHORIZED ABSENCES**

- 7.10.1** Benefits paid by the District are in effect only when a unit member is in an approved District-paid status or unpaid status covered by State or federally mandated law.
- 7.10.2** During unpaid leaves of absence not covered by State or Federally mandated law or unauthorized absence, the District shall not contribute toward the cost of any benefit.
- 7.10.3** A unit member on an authorized unpaid non-medical leave of absence may continue coverage by paying in advance to the District, the full cost of monthly premiums. If payments are not made in a timely manner, coverage may be terminated by the District. If the District finds a unit member on an approved leave has taken another primary job, the District will end the leave and terminate benefit coverage.

**7.11 CONTINUATION OF BENEFITS UPON LAYOFF**

The District shall continue its contribution rate for medical benefits for the two consecutive calendar months subsequent to the effective date of layoff. Such benefits shall be limited to unit members laid off under provisions set forth in Article 22, Section 22.1.2.

**7.12 DISTRICT BENEFITS COMMITTEE**

The committee shall be comprised of constituency groups, CSEA, AFT and MSC if any group chooses to participate. The committee shall be comprised of three members from each group, and the Vice Chancellor of Human Resources or designee, who shall serve as coordinator and the Human Resources Benefits Coordinator. The purpose of the committee is to serve as an advising committee to the constituency groups and to research trends and options in the area of employee benefits.

## **ARTICLE 8**

### **WORK SCHEDULE**

#### **8.1 LENGTH OF WORK YEAR**

The normal work year shall begin on July 1 and ends twelve (12) months later on June 30.

#### **8.2 WORK WEEK AND HOURS PER WORK DAY**

The normal workweek for all classified unit members will be Monday through Friday for eight hours per day. The normal workday for classified unit members will be from 8:00 am to 5:00 pm. The normal operating hours of the District include evening and weekends. When duties and responsibilities of newly posted positions can be accommodated by an 8 through 5, Monday through Friday schedule, the District will post the positions as such. However, individual hours and days within a department may vary according to the needs of programs and services resulting in alternative work schedules. Such special schedules will be explained in job announcements and shall follow a set schedule. Changes to that schedule shall only be made in accordance with 8.3 and 8.8 of this Article.

**8.2.1** It is the intent of this provision to ensure that unit members work only one weekend day/shift and thus not to establish positions that require both Saturday and Sunday work. If such a position is needed, it can only be established after negotiating a signed agreement with CSEA. Before the District establishes a position that is less than full-time, it shall inform CSEA about the need for the position.

**8.2.2** These provisions do not restrict the extension of a regular schedule to an overtime basis when it is necessary to carry on the business of the District. No unit member shall be required to work two (2) consecutive eight (8) hour shifts or more unless mutually agreed otherwise. These provisions exclude police and traffic officers.

#### **8.3 DISTRICT INITIATED WORK SCHEDULE CHANGE**

##### **8.3.1 Short-Term Schedule Adjustment**

The supervisor may temporarily revise the working schedule of a unit member in a particular classification for a maximum of forty-five (45) working days, within the fiscal year, by four hours either immediately prior to or immediately after the normal work schedule provided the supervisor gives the unit member and Union five (5) days prior notice and meets with the unit member and the Union to explain the reason for the change. Revision of the unit member's work schedule beyond forty-five (45) days shall be subject to negotiation with the Union. Present shift practices affecting Police Officers and other unit members shall not be changed as a result of this clause.

**8.3.1.1** It is the intent of the parties to this agreement that changes in the work schedule of 45 days or less are temporary changes.

**8.3.1.2** It is also the intent of the parties; that such changes in the work schedule would not be made for the purposes of avoiding overtime or extra time that regular unit members would otherwise be available to work.

**8.3.2** Temporary, Long-Term Schedule Adjustment (up to Six Months)

The supervisor may revise the working schedule of a unit member in a particular classification provided the supervisor gives the unit member and the Union 45 days prior notice.

**8.3.2.1** Within five (5) working days of the notice, the supervisor shall schedule a meeting with the unit member and the Union to discuss the reason(s) for the change and to allow an opportunity for the employee to express any concerns regarding the impact and effect of the change. As a result of the meeting, the supervisor may reconsider the schedule adjustment.

**8.3.2.2** The proposed schedule adjustment is limited to four hours either immediately prior to or immediately after the normal work schedule. The adjusted schedule is to be regular and set. Split shifts are not permissible.

**8.3.2.3** The schedule adjustment for the unit member is not to exceed six months. The schedule adjustment must have a specific begin and end date. Upon completion, the unit member shall be exempt from a long-term schedule adjustment for a period no less than twelve months from the end date of the altered work schedule. However, revision of the unit member's work schedule beyond six months may be done by mutual agreement *between (1) the supervisor and (2) the unit member and the Union* for a designated period of time.

**8.3.2.4** A unit member subject to a long-term work schedule adjustment shall be entitled to a 7.5% differential for the period of the schedule adjustment, which will not exceed six months unless mutually agreed per Section 8.3.2.3.

**8.3.2.5** It is also the intent of the parties; that such changes in the work schedule would not be made for the purposes of avoiding overtime or extra time that regular unit members would otherwise be available to work.

**8.3.2.6** Present shift practices affecting Police Officers and other unit members shall not be changed as a result of this clause.

**8.3.3** Permanent Schedule Change

Any permanent work schedule change shall be subject to negotiation with the Union.

## **8.4 REST PERIOD**

A single rest period of fifteen (15) minutes is granted during each four (4) hour period of a working day. Rest periods, if not taken, cannot be used to increase the length of the lunch period nor to shorten the assigned work hours of the work day. Appropriate times for rest periods for unit members shall be arranged by the immediate supervisor after consultation with the unit member.

## **8.5 TIME OFF FOR MEALS**

All unit members working the normal work week set forth in this Article shall be entitled to an unpaid, duty-free meal break of no more than sixty (60) minutes, scheduled approximately near the middle of the work shift, unless otherwise mutually agreed with the unit member(s) involved.

Unit members whose assigned daily work schedule is five (5) hours or less may elect to work their total shift without a lunch period with the prior approval of the supervisor.

## **8.6 CALL BACK AND ON- CALL TIME**

### **8.6.1 Call Back Requiring Return to District Worksite.**

When a unit member is required by a manager or supervisor to return to the District worksite after the regular work day has been completed, or on a day when the employee is not scheduled to work, the unit member shall be paid a minimum of three (3) hours, with the minimum call back time and any additional hours worked to be paid at overtime rate of at least 1.5 times the hourly rate (or higher overtime rate, if applicable), irrespective of the number of hours worked in that day or week.

**8.6.1.1** While on call back time, a unit member shall be financially compensated at the IRS rate for mileage to and from the District site.

### **8.6.2 After-Hours Contacts Requiring Response but Not Return to District Worksite**

**8.6.2.1 On Call:** At the District's sole discretion, unit members may be invited to volunteer to serve in an "on call" status by carrying a District-authorized cellular phone for the specific, management-designated purpose of serving in on call status, outside of their normal working hours. If a unit member agrees to serve in an on-call status, the unit member shall be paid a minimum of two (2) hours at their regular rate of pay, unless the additional time warrants pay at the applicable overtime rate under state or federal law. The unit member receives this two-hour minimum compensation for the responsibility of responding to work-related telephone calls, texts, or emails during the on-call period, and the related responsibility to remain able to reach a computer or travel to a District work site if the situation requires.

Multiple calls do not add additional hours – the minimum of two hours means all calls, emails, or texts that require up to two hours of time will be compensated for two hours at the appropriate rate. Time worked in excess of two hours responding to calls, emails, or texts will be compensated at the unit member's regular rate of pay, unless the additional time warrants pay at the applicable overtime rate under state or federal law.

This section does not apply to unit members who are provided a District-issued cell phone, unless the unit member is specifically designated by a supervisor or manager to serve in "on call" status.

**8.6.2.2** While carrying a District authorized cell phone, if the unit member is called back to work, they shall be entitled to a minimum of three hours pay, with the minimum call back time and any additional hours worked to be paid at the overtime rate of at least 1.5 times the hourly rate (or higher overtime rate, if applicable), irrespective of hours worked that day or week in addition to the two hours paid for carrying the cell phone in on-call status.

## **8.7 ADJUSTMENT OF ASSIGNED TIME**

A unit member who is required to work a minimum of thirty (30) minutes or more per day in excess of their regular part-time assignment for a period of twenty (20) consecutive working days or more shall have their regular assignment adjusted upward to reflect the longer hours, effective with the next pay period.

## **8.8 UNIT MEMBER INITIATED ALTERED WORK SCHEDULE CHANGE**

A unit member may request an altered work schedule that does not result in an increase or decrease in the number of hours worked in a normal work week. Such a request is to be made to the supervisor/manager for approval. The request is to include the proposed work schedule and a start and end date for the schedule to be in effect.

The work schedule may be altered for a designated time period, not to exceed twelve (12) months, by mutual consent of the unit member, the immediate supervisor/manager, the CSEA Chapter President or designee, and the Vice Chancellor of Human Resources or designee (Form).

**SUMMER RECESS PERIOD:** Unit members may voluntarily request a summer alternate work schedule of 4 days at 10 hours per work day, or may choose to maintain a regular work schedule. Supervisors and unit members shall work collaboratively to plan for appropriate coverage for the effective months when summer work schedules are adjusted. Summer alternate work schedules shall begin the first full work week of June through the second full work week of August, excluding the full workweek of June 19<sup>th</sup> and July 4<sup>th</sup>. Any time worked exceeding 8 hours in one day shall not be subject to overtime pay. Any time worked over the Alternate Work Schedule shall be subject to overtime pay. For any work week that includes a District holiday(s), unit members are to either return to a regular work schedule for the applicable work week to account for the holiday pay or schedule the

use of an appropriate amount of vacation leave or compensatory time to ensure there is no increase or decrease in the number of required work hours for the work week. A unit member will not be eligible to participate in both the summer alternate work schedule and a remote work program at the same time.

8.8.1 The form is to be routed by the unit member as follows:

1. Supervisor – return to unit member
2. CSEA President or designee – return to unit member
3. Human Resources

Human Resources to notify unit member, supervisor and CSEA President or designee confirming the effective date.

8.8.2 The altered work week schedule may be renewed for a designated period of time by the unit member submitting a new request (form). If the altered work week schedule is renewed, all parties must agree to the change.

## ARTICLE 9

### UNIFORMS, TOOLS & EQUIPMENT

#### 9.1 UNIFORMS

The District may require unit members to wear uniforms while performing assigned work duties.

**9.1.1** If the District requires a unit member to wear a uniform, identification badges, cards, or emblems or to use special equipment or tools, initial costs and reasonable costs of maintenance and replacement shall be borne by the District.

**9.1.2** For skilled trades, maintenance warehouse, grounds and custodian unit members, the District shall provide a minimum of five (5) shirts and five (5) pants in fall term, one (1) jacket every two years and one (1) pair of safety footwear between 12 and 15 months. Safety footwear may be requested sooner by the unit member to the supervisor, if safety is a concern.

#### **9.1.3 Uniform Allowances for District Police Department Employees Only**

The District shall furnish the initial uniforms to each employee of the Police Department as described below in Sections 9.1.3.1 to 9.1.3.3. The District shall provide the amount indicated below in Sections 9.1.3.1 to 9.1.3.3 per year as a uniform allowance for the purchase and/or maintenance of the required uniforms.

All safety equipment shall continue to be provided by the District and shall not be deducted from the annual uniform stipend. For the purpose of this subsection 9.1.3, footwear shall not be considered safety equipment.

The Parties agree that to the extent permitted by law, the uniform allowance provided in Section 9.1.3 is special compensation for Classic members only and shall be reported as such pursuant to Title 2 CCR, section 571(a)(5) Uniform Allowance.

**9.1.3.1 Police Officer:** Upon hire, the District shall provide each Police Officer with a complete uniform. For each subsequent year of service, each Police Officer shall be provided a \$1000.00 uniform allowance annually by July 31<sup>st</sup> of each year for purchase and maintenance (including cleaning) of uniforms only (shirts, pants, jackets, shoes, holsters, etc.).

**9.1.3.2 Campus Services Officer (CSO), Campus Services Officer Lead (CSO Lead), Traffic and Campus Services Officer (TCSO):** Upon hire, the District shall provide each CSO, CSO Lead or TCSO with a complete uniform. For each subsequent year of service, each CSO, CSO Lead and



TCSO shall be provided a \$750 uniform allowance by July 31<sup>st</sup> of each year for purchase and maintenance (including cleaning) of uniforms only.

**9.1.3.3 Police Dispatcher, Police Dispatcher Lead, Police Communications & Records Coordinator:** Upon hire, the District shall provide each Police Dispatcher, Police Dispatcher Lead, and Police Communications & Records Coordinator with a complete uniform. For each subsequent year of service, each Police Dispatcher, Police Dispatcher Lead, and Police Communications & Records Coordinator shall be provided a \$750 uniform allowance annually by July 31<sup>st</sup> of each year for uniforms only.

## **9.2 TOOLS, EQUIPMENT & VEHICLES**

The District agrees to provide tools, equipment and supplies reasonably necessary for performance of employment duties.

**9.2.1** Damage and/or loss of tools and equipment shall be reported to the appropriate supervisor/administrator.

**9.2.2** Removal of tools, equipment, or vehicles for personal use is only permitted with prior authorization from the appropriate supervisor/administrator.

## **9.3 UNIT MEMBER'S PERSONAL PROPERTY**

No personal tools, equipment and supplies are to be used on the job during the performance of official duties.

## **9.4 PHYSICAL EXAMINATIONS**

The District agrees to pay the cost of any District-required medical examination not fully covered by the unit member's District-provided medical plan.

## **9.5 HOLD HARMLESS CLAUSE**

The District shall insure against the personal liability of unit members of the District for damages for death, injury to a person, or damage or loss of property caused by the negligent act or omission of the unit member when acting within the scope of his/her employment.

## **ARTICLE 10**

### **UNIT MEMBER SAFETY**

#### **10.1 SAFETY AND HEALTH**

The District shall make provisions for the safety of unit members during their employment in accordance with Cal-OSHA guidelines.

**10.1.1** If a unit member believes a safety procedure is inadequate or a safety hazard exists, he or she shall report this, in writing, to their immediate supervisor who will take the appropriate action. Should the administrative supervisor's action be considered unsatisfactory, the member may present the problem in writing to the Human Resources Director for further consideration and action. The Director's findings shall be reported to the unit member in writing.

**10.1.2** Unit members will not be subject to any punitive action for making or filing any complaint involving an unsafe working condition. Nothing in this Article shall preclude a unit member from filing a Cal-OSHA claim.

**10.1.3** Any safety committees formed at the colleges under Federal and State guidelines shall include classified unit representation.

#### **10.2 REPORTING A WORK RELATED INJURY**

It is the responsibility of the unit member to report to their manager all work related accidents on the day of the accident.

**10.2.1** In the event an accident is so serious that the unit member is unable to report it within twenty-four (24) hours, it shall be the responsibility of the supervisor of the unit member to report the accident to the proper authorities.

#### **10.3 EMERGENCY SITUATIONS**

In emergency situations that are other than natural disasters, the role of classified unit members is as follows:

**10.3.1.** Help evacuate students and other employees.

**10.3.2.** Assemble at pre-assigned campus or other location.

**10.3.3.** After an area has been secured and deemed safe, classified unit members may be assigned to assist police, administrators and faculty during normal work hours.

**10.3.4.** Classified unit members may not leave unless dismissed by the administrator-in-charge.

**10.3.5** In the event of a natural disaster, provisions of state law shall take precedence.

**10.4 CONTROLLED SUBSTANCE AND ALCOHOL TESTING PROGRAM**

CSEA and the District agree that covered unit members will comply with the Procedures for Controlled Substance and Alcohol Testing negotiated by the parties. The Procedures are hereby incorporated into this Agreement by reference.

## ARTICLE 11

### HOLIDAYS

#### 11.1 DESIGNATED HOLIDAYS

All unit members shall be entitled to the following twenty (20) paid holidays:

January 01

Friday in January prior to Martin Luther King Jr. Day which will be recognized as the District's recognition of Lunar New Year

Martin Luther King Jr. Day

Friday in February prior to Washington's Day

Third Monday in February known as Washington's Day

Thursday of Spring Break known as Native American Day

Friday of Spring Break known as César Chavez Day

Last Monday in May, known as Memorial Day

June 19, known as Juneteenth

July 4, known as Independence Day

First Monday in September known as Labor Day

September 9, or another day known as Admissions Day

November 11 or another day known as Veteran's Day

That Thursday in November this is proclaimed as

Thanksgiving Day and Friday following Thanksgiving Day

December 24

December 25

December 31

A Floating Holiday annually set

A Board-granted holiday during Christmas-New Year's break.

The Holiday schedule is set forth in Appendix D.

**11.1.1** When a holiday falls on a Sunday, the following Monday shall normally be deemed to be the holiday in lieu of the day observed. When a holiday falls on a Saturday, the preceding Friday shall normally be deemed to be the holiday.

#### 11.1.2 Additional Holidays

Unit members shall be granted as holidays each day appointed by the President, or the Governor of the State as provided in Ed. Code Section 79020, Sub Section (b) and (c) for a public fast, thanksgiving or holiday, or any day declared a holiday under Section 79022 of the California Education Code for Classified or Academic employees.

#### **11.1.4 Christmas and New Year Holidays**

Members in the bargaining unit, who are not normally assigned to duty during the school holidays of December 24, December 25, December 31, and January 1, shall be paid for those holidays provided that they were in a paid status during any portion of the working day of their normal assignment immediately preceding or succeeding the holiday period.

### **11.2 COMPENSATION FOR HOLIDAYS**

Holiday pay shall be equivalent to the number of hours usually worked per day. Unit members shall be entitled to specified holidays and Board-granted holidays with pay, providing the holiday falls during their normal work week and during their assigned work calendar year and they are in paid status during the working day immediately before and/or the working day immediately after the holiday.

**11.2.1** If a unit member/s is/are required by their supervisors to work on a holiday, they shall receive their regular rate of pay and, in addition, one and one-half (1-1/2) times their regular rate of pay for working on a holiday. If unit members do work and are paid overtime for working on a holiday, they shall not receive an additional day off.

**11.2.2** Should a holiday or Board-granted day off occur while a unit member is absent from work because of paid sick leave, vacation, or other paid leave of absence, the holiday shall be considered as time worked and shall not be deducted from the unit member's other paid leave of absence.

**11.2.3** If a unit member is assigned to a scheduled work day that deprives them of a holiday to which they would otherwise be entitled, the unit member shall be provided a substitute holiday within their normal work schedule and where possible, within the work week the normal holiday occurred.

**11.2.4** If a holiday falls on other than an assigned work day during the term of the unit member's work calendar, they shall be provided with substitute hours of holiday leave within the normal assigned work days, if possible during the week in which the holiday occurs. If the holiday falls on an assigned work day, they shall receive prorated holiday leave and may take earned vacation leave or earned compensatory time for any additional hours required to fill the rest of the day. If no leave time is available, the unit member's salary shall be reduced at their regular hourly rate for the hours not earned.

**11.2.5** Notwithstanding the provisions of this article, bargaining unit members shall have the right to refuse to work on any holiday provided for in this Agreement with the exception of Campus Police Department personnel who will be assigned holiday coverage on a rotational basis.

**11.2.6 Definition of the Term “Rotational Basis”**

- 11.2.6.1** The Campus Police Department shall establish and post a list of officers beginning with the most senior officer and ending with the least senior officer.
- 11.2.6.2** The Department shall establish and post a list of dispatchers beginning with the most senior dispatcher and ending with the least senior dispatcher.
- 11.2.6.3** Holiday assignments shall be offered first to the most senior officer or dispatcher and thereafter shall be offered to the next officer or dispatcher in descending order.
- 11.2.6.4** An officer or dispatcher who accepts or rejects such an assignment shall have their name moved to the bottom of their respective list and not offered another assignment until all persons on each list have been offered an assignment and have accepted or rejected such offer.
- 11.2.6.5** If no one accepts a holiday assignment, the Police Chief may make the assignments to the officer or dispatcher whose name appears at the bottom of their respective list. A mandatory assignment may not be given to the same person more than once until each person on the list has received a mandatory assignment.

## ARTICLE 12

### VACATION

#### 12.1 VACATION CALCULATION

Regular classified unit members shall earn vacation at a rate of .03846 for each hour worked (maximum of 10 days per fiscal year or 80 hours per employment year). A regular unit member in a paid status for less than full-time shall receive the same rate of vacation accrued; however, the rate of paid leave will be applied to the total hours employed. (Example; a unit member earns .03846 hours of vacation for each hour worked.) Regular unit members upon completion of one (1) year of employment with the District shall be granted a maximum of fifteen days or 120 hours per year. (The hourly equivalent rate for 15 days a year would be .05769 hours of vacation for each hour worked. Further increases in vacation earning based on the number of years completed in employment with the District would be as follows:

<u>Years</u>	<u>Per Hours Worked</u>	<u>Vacation hours</u> <u>Maximum</u>
0 – 1	.03846	80 hrs (10 days)
2 – 4	.05769	120 hrs (15 days)
5 – 7	.06923	144 hrs (18 days)
8 – 10	.07692	160 hrs (20 days)
11 & up	.08461	176 hrs (22 days)

#### 12.2 VESTING

Earned vacation shall be accrued effective immediately upon commencement of employment, but shall not become a vested right nor may it be taken until the completion of six months of employment in paid status.

#### 12.3 ACCRUAL

**12.3.1** Vacation accrual may not at any time exceed a total of 336 hours. Unit members will cease to earn further vacation until their accrual decreases below the total of 336 hours.

#### 12.4 APPROVAL AND USAGE

**12.4.1** It is the responsibility of unit members to schedule and use their vacations.

**12.4.2** Vacation requests must be made in writing using a Leave request form. (Appendix E).

**12.4.3** Unit member vacation request shall be granted in accordance with the following procedures:

**12.4.3.1** A supervisor may deny any request for vacation during peak period times. These peak period times shall be defined as follows:

Campus-based unit members: 2 weeks prior to and 2 weeks after the beginning of Fall and Spring semesters

District Office unit members: Purchasing – June  
Accounting – July  
Budget – August  
Payroll – January  
ITSS – Spring Break  
District Office departments not listed above, should follow requirements for campus based unit members.

**12.4.3.2** If the supervisor fails to respond to the vacation request within two weeks of its receipt, the request will be granted.

**12.4.3.3** Supervisors are responsible for providing every reasonable opportunity for unit members to take vacations each year. Unit members shall make specific vacation requests in writing to their supervisors within a reasonable amount of time prior to the requested time-off. The policy and practice of the District is to grant unit members the opportunity to use accrued vacation so long as the scheduling of vacation does not interfere with the operational needs of the department. With the exception of Section 12.4.3.2 supervisors must approve the time off before it is taken.

**12.4.3.4** Vacation requests shall not be approved for unit members who do not have sufficient accrued vacation time.

**12.4.3.5** Once the vacation request has been granted, it may not be rescinded, unless under circumstances agreed to by HR and CSEA.

**12.4.4** Vacation shall be granted on a first-come, first-serve basis. If two or more unit member request the same vacation time, on the same day, the supervisor may:

Grant the requests

Grant request/s for the more senior employee using District hire date

If, the unit members have the same hire date; the supervisor shall draw a lot in the presence of all affected unit members to make the determination.



## **12.5 REMUNERATION**

Remuneration shall not be paid for unused vacation except that, upon separation from service, the unit member shall be entitled to lump-sum compensation for all earned and unused vacation, provided that the unit member has completed six months of employment in regular status. The District will accept as the date of separation from employment to be the last day on the job.

## ARTICLE 13

### ABSENCES FROM WORK

#### 13.1 GENERAL PROVISIONS

The District will grant paid and unpaid leaves of absence for the purposes outlined and subject to the conditions set forth in this Article, and consistent with state and federal law.

**13.1.1** No absence under any paid leave provisions of this Article shall be considered as break in service for any unit member who is in paid status, and all benefits of this agreement shall continue to accrue under such absence. During such leave a unit member may return to their classification.

**13.1.2** During unpaid leaves of absence, the unit member will not accrue vacation, sick leave, holidays or other leaves, or length of service credit, or medical benefits, unless required by state or federal law.

**13.1.3** The approval of the immediate supervisor shall be obtained in advance of any absence from work unless the necessity for such absence cannot be reasonably anticipated in advance.

**13.1.4** In situations where the necessity for such absence cannot be reasonably anticipated in advance, the unit member shall report the absence to the supervisor prior to the normal starting time. If the unit member is unable to report the absence, the unit member may designate someone to provide the report.

**13.1.4.1** Failure to report the absence within an hour of the starting time of the unit member's shift may result in ineligibility for paid leave and may be considered to be an unauthorized leave. Such absence shall be recorded on the attendance report as unauthorized leave which signifies no pay.

For example if the unit member's starting time is 8:00am the unit member must report the absence no later than 9:00am or it may be considered unauthorized leave.

**13.1.5** The unit member shall not be absent from work during their assigned working hours except as otherwise provided in this Section. Any other absence shall constitute an unauthorized absence. If a unit member is absent for three consecutive working days without authorized leave, or without notifying their supervisor, the absence will constitute an automatic resignation. The unit member may request reinstatement from such a resignation within ten (10) days of the effective date of the resignation. Reinstatement may be granted only if the unit member makes a satisfactory explanation of the cause of the absences and/or the failure to notify their supervisor.

- 13.1.6** The supervisor may, with reasonable cause, require a unit member to submit evidence of the reason for and the continued necessity for the absence.

## **13.2 SICK LEAVE**

- 13.2.1** Sick Leave – Earned. "Earned" sick leave is the number of hours the unit member shall be entitled to earn each month at their full rate of pay for the employee's own illness or injury or for the purpose established in California Labor Code sections 230 and 233.

**13.2.1.1** For Full-Time Unit Members. Unit members scheduled to work (40) hours per week, twelve (12) months per fiscal year shall be entitled to eight (8) hours per month for a total of ninety-six (96) hours of sick leave per fiscal year. A unit member employed for less than a full fiscal year is entitled to that proportion the number of months of employment bears to 12 months.

**13.2.1.2** For Less Than Full-Time Unit Members. Regular unit members scheduled to work less than forty (40) hours per week and/or less than twelve (12) months per full fiscal year are entitled to that proportion of ninety-six (96) hours of "earned" sick leave per fiscal year as the unit member's number of scheduled work hours relates to a full time work schedule.

**13.2.1.3** For Probationary Unit Members. Probationary unit members who are scheduled to work forty (40) hours per week, twelve (12) months per fiscal year, shall not be eligible to use more than forty-eight (48) hours of sick leave during the first six (6) months of their employment. Probationary unit members working fewer hours shall be entitled to take a proportionate amount.

**13.2.1.4** Reduction During Leave Without Pay. Sick leave entitlement shall be reduced by one (1) day for each calendar month a unit member is on leave without pay.

**13.2.1.5** When Taken. Except as provided in 13.2.1.3, sick leave that will be allocated on July 1st, need not be earned prior to the unit member taking such leave and such leave may be taken at any time during the fiscal year.

**13.2.1.6** Medical and Dental Appointment. When it is impossible for a unit member to schedule a medical or dental appointment at a time other than working hours, he/she may use earned illness absence time. The unit member shall notify the supervisor of the pending absence in advance of the medical or dental appointment. When the need for

absence cannot be anticipated, the unit member shall notify the supervisor at the earliest reasonable opportunity.

**13.2.2 Sick Leave – Accumulated.** Accumulated sick leave is the unused sick leave which was earned but not used from the previous year(s).

**13.2.2.1 Carry-over.** Accumulated sick leave carries over to the new fiscal year at the unit member's full rate of pay for illness or injury. There is no maximum to the number of "accumulated" sick leave hours at full pay which a unit member may accrue.

**13.2.2.2 Transfer of Sick Leave Credit.** Any unit member who served in the classified services of another California school district immediately preceding their employment with San Jose • Evergreen Community College District may have transferred to San Jose • Evergreen Community College District the unused portion of any accumulated sick leave. Any transfer must be completed within one year of the unit member's hire date to San Jose • Evergreen Community College District.

**13.2.2.3 Separation From District.** If a unit member is separated from the District prior to rendering a complete fiscal year of service, the leave of absence entitlement for the partial year shall be that proportion of twelve (12) days' leave as the number of months in the fiscal year he/she is employed bears to twelve (12). In the event a unit member terminates employment with the District after having used more illness absence hours than the number which they have earned, the unearned portion shall be deducted from the unit member's final warrant. If no salary is due the unit member who has used more illness absence hours than the number earned, the unit member shall be billed by the District for the amount which the District has overpaid.

**13.2.2.4 Unused Sick Leave.** At the time of retirement each unused day of sick leave will be certified by the District to be applied for additional service retirement credit under PERS or STRS.

**13.2.3 Report of Illness Absence.** An absence report for illness absence credit shall be made by the last working day of the month, and signed by the unit member and the supervisor.

**13.2.4 Medical Certification.** The district may, with reasonable cause, require a medical certificate verifying any illness, or medical/dental appointments claimed by a unit member

Unit members must provide their supervisor with a medical certificate whenever they are absent for five (5) consecutive working days.

The medical certificate must state that the unit member is receiving medical care and the inclusive dates when the unit member is unable to work because of a medical condition and the date the unit member is to return to work.

**13.2.5** Whenever the unit member has used all illness absence credit to which they are entitled, the absence shall be charged against accrued vacation, if any. When both allowable illness absence and vacation time have been exhausted, deductions for time loss shall be made from the unit member's salary. A regular unit member who is on an unpaid leave of absence granted by the Governing Board shall retain all illness absence credit earned prior to the leave of absence, but shall earn no credit for illness absence during the leave.

**13.2.6** Differential Sick Leave. A unit member who is absent from their duties on account of illness or accident, whether or not the absence arose out of or in the course of employment, shall be provided Differential Sick Leave of a maximum of one hundred-ten (110) work days. Differential Substitute Pay is subject to the following conditions:

**13.2.6.1** Differential Substitute Pay is separate from but related to Differential Sick Leave. Differential Substitute Pay is subject to the following conditions:

**13.2.6.2** The Differential Substitute Pay shall begin upon the expiration of all accumulated paid leave.

**13.2.6.3** The amount deducted from the salary due the unit member shall not exceed the salary actually paid an hourly substitute.

**13.2.6.3.1** For the purposes of this section a permanent unit member filling in for an absent unit member who is on differential sick leave shall not be considered a "substitute."

**13.2.6.3.2** A non-permanent unit member, hired to fill in for a permanent unit member who is filling in for an absent unit member who is on differential sick leave, shall be considered a substitute for the absent unit member.

**13.2.6.3.3** Unit members shall be provided continuing District-paid health benefits as set forth in Article 7 while on approved Differential Sick Leave.

**13.2.6.3.4** No Differential substitute pay will be made during any period of the fiscal year during which the unit member would not be employed.

- 13.2.6.3.5** The Differential substitute pay will be coordinated with the Income Protection benefits (Long Term Disability Insurance Article 7.8).
- 13.2.6.3.6** The Differential substitute pay is cumulative and does not begin anew when broken by active service within the fiscal year. The Differential substitute pay does not begin anew for the same accident or illness if an absence bridges two (2) fiscal years.
- 13.2.6.4** The unit member's absence has been certified by their doctor.
- 13.2.6.5** After Differential Sick Leave has been exhausted, the unit member may resign, retire, or apply for an unpaid leave of absence of up to one hundred-ten (110) working days. If the unit member fails to resign, retire or apply for an unpaid leave of absence, or the leave is denied, the unit member shall be placed on a 39-month re-employment list (Article 13.14).

### **13.3 PERSONAL NECESSITY LEAVE**

Upon prior written approval unless otherwise required by law, Sick Leave may be used by the unit member in case of personal necessity. Personal Necessity Leave shall be limited to circumstances that are serious in nature and that the unit member cannot reasonably be expected to disregard, but that necessitate immediate attention, and cannot be taken care of after work hours or on weekends. Emergency circumstances may prevent a unit member from requesting prior written approval. In such cases, the unit member shall telephone the District at the earliest reasonable opportunity

- 13.3.1** Each unit member shall be allowed up to seven (7) days absence each school year for personal necessity. The seven (7) days Personal Necessity Leave shall be deducted from Sick Leave.
- 13.3.2** The unit member shall submit a completed Personal Necessity Leave Request on the Absence form to their immediate supervisor whenever possible within three working days prior to requesting the leave. This request is subject to the approval of the supervisor.
- 13.3.3** The unit member may not be required to secure advance permission for Personal Necessity Leave for any of the following reasons. However, the unit member must submit a completed Personal Necessity Leave Request form to their immediate supervisor within three (3) working days after return to duty.
  - 13.3.3.1** Death or Serious illness of a unit member of his or her immediate family as defined in Section 13.3.5.
  - 13.3.3.2** Accident, involving his or her person or property, or the person or property of a unit member of his or her immediate family.

**13.3.4** Personal Necessity Leave, except for the reasons stated in (Section 13.3.3.1) shall not be allowed for any day preceding or following a holiday or vacation. Personal Necessity Leave days shall not be cumulative from year to year.

**13.3.5** Members of the immediate family for this section shall mean the unit member's:

- (1) child (biological, adopted, foster, stepchild, legal ward, or for whom the employee stands in loco parentis) or the spouse of the unit member's child; or
- (2) parent (biological, adoptive, foster, stepparent, legal guardian of the employee or the employee's spouse or registered domestic partner, or individual who stands in loco parentis); or
- (3) spouse; or
- (4) domestic partner; or (5) grandparent; or (6) grand child; or (7) sibling or sibling in law; or (8) any relative living in the immediate household of the unit member.

#### **13.4 PARENTAL LEAVE**

**13.4.1** Employees may use current and accumulated sick leave for parental leave, up to twelve (12) workweeks in a school year.

**13.4.2** Employees may use parental leave under this provision and in accordance with Education Code section 87780.1 within the first year of a child's birth, adoption, or placement in the employee's foster care.

**13.4.3** To the extent a unit member is eligible for leave pursuant to Article 13.12- Family Medical Leave Act 1993, the entitlement and use of Parental Leave shall be satisfied by and run concurrently with leave taken pursuant to Article 13.12-Family Medical Leave Act 1993 and the California Family Rights Act.

**13.4.4** Sick leave used for child bonding counts as parental leave and as part of the 12 workweeks.

**13.4.5** If a unit member does not have enough sick leave accrued for the duration of their parental leave up to 12 workweeks, the employee may be entitled to Differential Substitute Pay as defined in Article 6.9. In accordance with Education Code section 87780.1 the unit member shall be compensated at no less than 50 percent of their regular rate of pay for the remainder of the parental leave if:

- a. The unit member exhausts all sick leave; and
- b. The unit member has been employed by the district for at least 12 months prior to taking the leave. The 12 months do not have to be consecutive.

13.4.7 Paid Parental Leave counts against the 12 workweek of child-bonding leave under CFRA.

13.4.8 Unit members who have not been employed for at least 12 months may use up to 30 days of sick leave for parental leave. If a unit member has less than 30 days of sick leave, he or she may take unpaid leave for the remainder of the 30 days.

### **13.5 PERSONAL BUSINESS LEAVE**

Beginning July 1, 2011 each bargaining unit member shall be entitled to receive a maximum of three (3) days personal business leave each fiscal year.

For the purpose of this section, “personal business leave” means obligations of a unit member that must be performed during regularly scheduled working hours. Circumstances under which personal business days may be used but not limited to are the following:

- a. Emergencies related to the unit member’s home or to their immediate family members;
- b. Medical or dental appointments for the unit member’s immediate family members when the nature of the appointment requires the unit member's presence;
- c. Appointments for the purpose of conducting personal legal affairs or financial transactions, or receipt of a summons, subpoena, or other court orders requiring absence from work;
- d. Special family obligations such as attending an immediate family member's graduation or marriage ceremony; and
- e. Observance of a major religious holiday of the unit member’s faith.

The appropriate administrator or supervisor shall require an indication of the reason for personal business leave to be written on the leave request form.

The unit member shall give the supervisor at least three (3) days’ notice prior to taking a Personal Business leave. All personal business leave must have the approval, of the supervisor. It must be scheduled in advance with the appropriate administrator or supervisor whenever possible. When advance scheduling is not possible because the leave is required to meet an emergency, the supervising manager must be promptly notified that the employee is requesting personal business leave time.

Personal Business Leave shall be deducted from unit member’s sick leave. Personal Business Leave shall not accumulate or carry over into the next fiscal year.



## **13.6 INDUSTRIAL ACCIDENT AND ILLNESS**

Industrial Accident and Illness is defined as illness or injury which is supported by a doctor's certificate and which qualifies under Workers' Compensation Insurance as being work-related. In accordance with State Law the District shall carry Workers' Compensation Insurance. All injuries, no matter how trivial, must be reported immediately to the unit member's supervisor and a report of injury filed by the supervisor with the Human Resources Office.

- 13.6.1** A Classified unit member who has completed one year service with the District shall be eligible for an Industrial Accident and Illness Leave because of occupational injury or illness. The total number of days for one injury or illness shall not exceed sixty working days. Such leave is not cumulative from year to year. Industrial Accident and Illness Leave shall commence on the first day of absence.
- 13.6.2** Payment for wages lost on any day shall not, when added to an award granted the unit member under the Workers' Compensation laws of this State, exceed the normal wage for the day.
- 13.6.3** Industrial Accident and Illness Leave shall be reduced by one day for each day of authorized absence regardless of whether a claim has been settled under Workers' Compensation.
- 13.6.4** If an absence overlaps into a new fiscal year, the unit member will have available to carry over into the next fiscal year only the number of days not used the prior year for the same illness or injury.
- 13.6.5** The Industrial Accident and Illness Leave of Absence is to be used in lieu of entitlement acquired under the Education Code. When entitlement to Industrial Accident and Illness Leave has been exhausted, entitlement to other Sick Leave shall then be used; but if a unit member is receiving Workers' Compensation they shall be entitled to use only so much of their accumulated or available Sick Leave, Vacation or other available leave which, when added to the Workers' Compensation award, provides for a full day's wage or salary.
- 13.6.6** During District-paid leaves of absence, whether Industrial Accident and Illness Leave as provided in this section, Sick Leave, Vacation or other available leave provided by law, or the action of the Governing Board, the unit member shall retain their temporary disability check providing that notice be given to the District that such check has been delivered to the unit member. In this case, the District shall then cause the unit member to receive their normal wage or salary less appropriate deductions, including, but not limited to, unit member retirement contributions, and an amount equivalent to the face amount of the temporary disability check, which the unit member has been permitted to retain.

**13.6.7** Unit member benefits are to be computed on the basis of the unit member's regular wage or salary while in a paid status, prior to the deduction of any amounts for temporary disability payments. Reduction of entitlement to leave shall be made only in accordance with Section 88192 of the California Education Code.

**13.6.8** Any unit member receiving benefits as a result of this Section shall, during periods of injury or illness, remain within the State of California, unless the Governing Board, by express written permission, authorized travel outside the State.

### **13.7 BEREAVEMENT**

Each unit member shall be granted necessary time off, with pay, not to exceed five (5) days, or seven (7) days if travel is required out of the country, in the event of the death of any member of the unit member's immediate family as defined in 13.3.5. Said leave shall not be deducted from accumulated sick leave. Such Bereavement Leave days shall be taken within three (3) months of the death of the qualifying family member.

**13.7.1** A unit member experiencing pregnancy loss shall be granted five days paid bereavement leave which shall not be deducted from the unit member's accumulated sick leave. Bereavement leave under this subsection shall be taken within thirty days of the pregnancy loss. This subsection shall only apply to the unit member if the unit member is the individual experiencing the pregnancy loss or the unit member is the spouse or domestic partner of the individual experiencing the pregnancy loss. This subsection does not apply to immediate family members as set out in 13.3.5.

### **13.8 JURY DUTY**

Jury Duty shall be considered the equivalent hour-for-hour of a day of assigned work. A unit member shall receive full pay when serving as a panel member on a jury in a case before a court of law, provided they sign over and remit all compensation received for such jury duty, exclusive of mileage, to the District. The unit member called for jury duty shall immediately report such jury duty notice to the administrator.

### **13.9 QUARANTINE**

A unit member whose place of residence is quarantined by county health officers shall receive full salary during the period of enforced quarantine. If the unit member is not ill, no deduction shall be made from their accumulated days of paid illness absence. A statement from a qualified physician and/or public health authorities relative to the quarantine restrictions shall be required in all cases.

### **13.10 MILITARY LEAVE**

Permanent unit members who have been employed continuously for not less than one year immediately prior to the day on which the absence begins and for half-time or more shall

be entitled to full pay for the first thirty (30) calendar days of absence for active duty in any one fiscal year. Pay may not exceed 30 days in any one fiscal year. Such leave must be verified by a copy of the military orders requiring military duty.

### **13.11 UNPAID LEAVES OF ABSENCE**

Leaves of Absence without pay may be granted by the Governing Board for a specific purpose and for a designated time period not to exceed one year subject to all the following conditions: a suitable short-term solution is available to accommodate the absence; the absence of the unit member will not reduce the efficiency of the program of the District; and the worker can give reasonable assurance they will return to the job.

**13.11.1** Administrator - All requests for leaves of absence shall be made in writing to the designated administrator and shall specify the beginning date and return date. The administrator shall review the request and submit a recommendation to Human Resources. All leaves of absence require the approval of the District.

**13.11.1.1** Evidence of Necessity for Leave - Supporting evidence or proof of the necessity for the leave, if required, shall be submitted with the letter of request for leave.

**13.11.1.2** Status of Unit Member Upon Return - Upon the expiration of an authorized unpaid leave of absence, the unit member shall be returned to the same position in which they previously worked providing the unit member has met the conditions under which the Board-approved leave was granted. If the position no longer exists, the person shall be placed on the reemployment list per Section 13.14.

**13.11.1.3** Return from Unpaid Leave - A unit member on Unpaid Leave as set forth in this Section shall notify District Human Resources no less than fifteen (15) working days prior to the termination date of the Leave of their intent to return to employment in the District. Failure to so notify the District in accordance with this procedure shall constitute and be considered as abandonment of the position.

### **13.12 FAMILY MEDICAL LEAVE (FAMILY MEDICAL LEAVE ACT AND CALIFORNIA FAMILY RIGHTS ACT)**

In compliance with the Family Medical Leave Act (FMLA) and the California Family Rights Act (CFRA), eligible District unit members may take unpaid leave of up to 12 weeks for qualified medical and family reasons unless otherwise specified. While on qualifying Family Medical Leave, unit members are entitled to District paid benefits as outlined in this section.

**13.12.1** Family Medical Leave is not an additional leave. This means that the leave is granted only to ensure a total of 12 weeks of leave with benefits. For example, if a unit member has taken personal necessity leave of one week, for a reason that qualifies for FMLA/CFRA. The Family Medical Leave will run concurrently with the FMLA/CFRA leave. Upon approval of the FMLA/CFRA if the leave was originally taken from their personal necessity accrual, the personal necessity leave shall be restored and the time will instead be deducted from the employee's general sick leave while also drawing down the employee's accrued FMLA/CFRA for the qualifying time period.

**13.12.2** Eligibility: Unless otherwise specified. Unit members who have been employed for at least twelve (12) months of continuous service and have worked for the District for 1250 hours within the preceding twelve (12) months are eligible for this leave; continuous service consists of full-time or part-time employment for the number of months customarily worked by unit members in that job classification. If a unit member separates from service after attaining more than one year of continuous service and is subsequently re-employed by the District, the unit member is not eligible for Family Medical Leave until they complete another year of service. Qualifying events for purposes of the Family Medical Leave include:

**13.12.2.1** The birth or placement of the child with the Unit member for the purpose of adoption or foster care, within one year of such birth or placement; or

**13.12.2.2** The unit member's own serious health condition that makes the employee unable to perform the functions of the position; or

**13.12.2.3** A serious health condition of a unit member's qualifying relative (as defined by the FMLA and CFRA) which requires the unit member to care for the family member. A qualifying relative for Section 13.12 is the member's spouse or registered domestic partner, or the member's child, parent, grandparent, grandchild or sibling; or

**13.12.2.4** Qualifying exigency leave due to military service as defined by the Family Medical Leave Act; or

**13.12.2.5** Military caregiver leave as defined by the Family Medical Leave Act, unit members eligible for military caregiver leave are entitled to up to twenty-six (26) weeks of unpaid leave.

**13.12.3** Application for Leave

A request for Family Medical Leave must be made in writing by completing the Family Medical Leave application form and submitting it to the unit member's administrator which will be forwarded to the Office of Human Resources. The

unit member must request FMLA/CFRA leave at least thirty days before the requested start of the leave if the need is foreseeable. If it is not foreseeable within thirty days' notice the unit member must request the leave as soon as practicable. The completed application must state the reason for the leave and the beginning and ending dates of the leave. The District is entitled to request information regarding the basis for the request in order to determine whether the leave qualifies under the FMLA/CFRA.

#### **13.12.4 Conditions of Family Medical Leave**

- 13.12.4.1** A unit member who requests Family Medical Leave for the member's own serious health condition is required to use all available paid time: accrued sick leave, all available comp. time, vacation and differential pay of up to five months total leave. A unit member who requests Family Medical Leave to care for a qualifying relative or member of the immediate household for a FMLA/CFRA qualifying reason may choose to use sick leave to cover the requested Family Leave period. However, they must first use all available comp and excess vacation, then personal necessity followed by sick leave. The unit member may also choose to use vacation time before using unpaid leave. At the exhaustion of all above paid leaves, the remainder of the leave - up to a maximum of twelve weeks - will be unpaid. District paid benefits, if applicable, will continue through the duration of the leave on the condition that the unit member returns to work after the leave.
- 13.12.4.2** Only one Family Medical Leave may be taken in each twelve month period. This twelve month period is a forward rolling leave calculated from the date on which the last Family Medical Leave started, or in the case of the first leave, the first date on which the unit member becomes eligible and has a qualifying reason.
- 13.12.4.3** The District may require the unit member to obtain a second medical opinion at District expense. If the two medical opinions conflict; the opinion of a third medical provider, approved jointly by the unit member and the District, may be required at District expense, and the third opinion will be final and binding.
- 13.12.4.4** Leave taken because of the serious health condition of a unit member, or qualifying family member as defined by the FMLA or CFRA, or member of the immediate household may be taken intermittently or on a reduced schedule when medically necessary. Leave may be counted in full or partial days or full or partial weeks. However, leave taken because of the birth or placement of a child may be taken intermittently as follows: in two-week minimum increments and/or two instances of leave of less than two weeks within the 12-week leave

period. Any other intermittent must be expressly approved by the Director of Human Resources or designee.

**13.12.4.5** While in unpaid status under Family Medical Leave, a unit member will not accrue additional benefits such as sick leave, vacation, or seniority. However, Family Medical leave is counted as active work status for the purposes of pension vesting or eligibility in pension plans.

**13.12.4.6** If both parents work for the District, their leave is limited to a combination of twelve weeks for the bonding leave for the qualifying event of a birth, adoption, or foster care placement. A unit member's pregnancy disability leave is not deducted from their twelve weeks of CFRA eligibility.

**13.12.4.7** For the California Family Rights Act (CFRA), only, eligible employees may also take leave to care for individuals who are not family members.

**13.12.5** Medical Certification Statement. An application for leave based on the serious health condition of the unit member or the unit member's qualifying relative as identified in Section 13.12.2.4 must be accompanied by a Medical Certification Statement completed by a health care provider. The certification must state the date of which the health condition commenced, the probable duration of the condition, and the appropriate medical facts allowed by the law regarding the condition. If leave is for the care of a qualifying relative, it should also estimate the amount of time that the unit member will be needed to care for the patient. If leave is for the unit member's own health condition, certification should also state that the unit member is unable to perform the functions of his or her own position. If additional leave is requested beyond the period stated in the certification, the District may require re-certification in accordance with these procedures.

**13.12.6** For purposes of CFRA leave only, a serious health condition of a person designated by the unit member. A unit member may designate one "designated person" per 12-month period who is any individual related by blood or whose association with the unit member is equivalent of a family member.

**13.12.7** Return from or Failure to Return from Leave. The unit member is expected to return to work on the date stated in the application for leave. If the unit member wishes to return earlier, both the unit member's administrator and the Office of Human Resources should be notified at least 5 days before the unit member's planned return. Failure to return from leave without notification may be constructed as an abandonment of the unit member's position. The District will require a certification that the unit member is physically able to return from leave due to the unit member's own serious health condition. However, if a unit

member returning from Family Medical Leave due to the member's own serious medical condition is unable to perform the essential functions of their job because of a physical or mental condition, the District's obligations to that unit member may be governed by the Americans with Disabilities Act and Fair Employment and Housing Act.

- 13.12.8 Reinstatement Rights.** A unit member on Family Medical Leave is entitled to be returned to the same position held prior to the leave, if still available, or to a position with equivalent pay, benefits, if applicable, and other terms and conditions of employment, subject to provisions of the Contract. A unit member on Family Medical Leave will not suffer the loss of any other employment benefits that the unit member earned or was entitled to before using the leave.
- 13.12.9 Health Care Benefits (if applicable).** District paid benefits will continue during the period of Family Medical Leave. If the unit member does not return from leave and employment is terminated, District paid benefits shall terminate at the end of the month in which they were last in paid status.
- 13.12.10 Coordination with Pregnancy Disability Leave.** Family Medical leave is separate and distinct from disability leave for pregnant unit members. Pregnant unit members may be entitled to a disability leave in addition to the Family Medical Leave. An eligible unit member may be entitled to take a pregnancy disability leave of up to four months and a Family Medical Leave of up to twelve weeks for a combination of approximately seven months.

### **13.13 CATASTROPHIC ILLNESS LEAVE BANK**

#### **13.13.1 Definitions:**

- 13.13.1.1** Catastrophic Illness or Injury means an illness or injury that is expected to incapacitate the unit member or a member of the unit member's family and which incapacity requires the unit member to take time off from work for an extended period of time and creates a financial hardship for the unit member because the unit member has exhausted all of their sick leave and other paid time off. Catastrophic Illness or Injury includes but is not limited to, heart attack, stroke, kidney failure, cancer, major surgery and/or treatment for life threatening illness or hospitalization as a result of a severe automobile or other accident. Mental stress related to illness, normal pregnancy, and normal illness such as colds, flu, allergies, are excluded.
- 13.13.1.2** For purposes of this section, "member of the unit member's family" is defined to include only the following: spouse, domestic partner, child, and legal dependents.

**13.13.2 Basic Provisions:**

**13.13.2.1** Any unit member may donate a maximum of 25 days of accrued sick leave credits to the Catastrophic Illness Leave (CIL) Bank in full day (8-Hour) increments. The donor must retain a 40 day balance of sick leave credits after the donation, except that terminating unit members may donate up to the balance of their sick leave. All donations are voluntary and all donated leave becomes the property of the CIL Bank and under no circumstances will be returned to the donor.

**13.13.2.2** An eligible unit member may receive a maximum of 40 days of donated sick leave from the CIL Bank for each catastrophic illness or injury. In order to be eligible to receive leave from the CIL Bank:

- (i) the unit member must be a permanent unit member (temporary and probationary unit members are not eligible for CIL);
- (ii) the unit member must exhaust all paid leave;
- (iii) the unit member must not be eligible for worker's compensation benefits or long-term disability benefits.

**13.13.2.3** CIL runs concurrently with Family Medical Leave or any leave granted under Section 13.9.

**13.13.3 Procedure for Donation:**

**13.13.3.1** CSEA and the Human Resources Office will conduct an annual solicitation each September 1 through September 30. In addition, CSEA and Human Resources may solicit donations at other times as needed to maintain a sufficient balance.

Any unit member may donate sick leave by submitting a signed donation form irrevocably donating the designated leave to the CIL Bank as per Article 13.13.2.1 as follows:

- a. During an annual solicitation each September 1 through September 30 of each year.
- b. Any time a unit member wishes to donate sick leave to the CIL bank

**13.13.3.2** Upon a request by the CSEA President, the Vice Chancellor of Human Resources will provide the balance of the CIL bank to the CSEA Chapter President.



**13.13.4 Procedure for Requesting:**

- 13.13.4.1** An applicant shall submit an Application for Leave request to the Vice Chancellor of Human Resources. All requests must be accompanied by a physician's statement verifying the Catastrophic Illness or Injury.
- 13.13.4.2** The Vice Chancellor of Human Resources and the CSEA President shall review the application and determine if the applicant is eligible for CIL.
- 13.13.4.3** The identity of a unit member receiving CIL will be kept confidential unless the unit member authorizes release of their identity. Other information related to the circumstances of the Catastrophic Illness or Injury will remain confidential.

**13.13.5 Ineligibility to receive CIL:**

A unit member is ineligible to receive CIL in the following circumstances:

- 13.13.5.1** The unit member has received the maximum of 40 days of CIL.
- 13.13.5.2** The unit member resigns, retires, dies or is otherwise terminated from employment with the District.
- 13.13.5.3** The unit member returns to work.
- 13.13.5.4** The unit member withdraws request for CIL.
- 13.13.5.5** In the event the bank is exhausted, CIL shall not be granted.

**13.14 REEMPLOYMENT LIST**

When all available leaves of absence, paid or unpaid, have been exhausted, and if the unit member is not medically able to assume the duties of their position, the unit member shall, if not placed in another position, be placed on a re-employment list for a period of thirty-nine (39) months.

When available during the thirty-nine month period, the unit member shall be employed in a vacant position in the class of their previous assignment over all other available candidates except for a re-employment list established because of lack of work or lack of funds, in which case the unit member shall be listed in accordance with appropriate seniority regulations.

Any unit member who has been placed on a re-employment list, as provide herein, who has been medically released for return to duty and who fails to accept an appropriate assignment shall be dismissed.

## ARTICLE 14

### INTRA-DISTRICT TRANSFER POLICY

#### 14.1 STATEMENT OF POLICY

The Intra-District Transfer Policy shall be applicable when, by consensus of the Presidents, in consultation with Human Resources and the appropriate supervisor, a vacancy exists at any college, satellite location or in the District offices, in a lateral position. A lateral position is a position with the same title/classification, and the same number of work hours in the work year that provides no change in the regular rate of pay to the classified unit member.

**14.1.1** Transfers may be initiated by individual classified unit members, by the college, and/or District administration when staffing and/or fiscal and/or enrollment conditions necessitate an increased need or a reduction of personnel at a College or in the District offices, and if openings exist at another College or in the District offices for which the staff members involved are classified and qualified. Reasons for transfer under this provision may include, but are not limited to:

desire of individual classified unit member; the physical well-being of the person involved or of other staff members; balance of quality of support services to be rendered at the Colleges; problems of staff morale; and for reasons deemed to be in the best interests of the District.

#### **14.1.2** Voluntary Lateral Transfer (unit member Initiated)

Any classified unit member of the District may apply for a transfer to a vacant position at any District location.

**14.1.2.1** A lateral position is a position with the same title/classification, and the same number of work hours in the work year that provides no change in the regular rate of pay to the classified unit member. The same work shift (start and stop times) shall not be a requirement in establishing a lateral position for purposes of a voluntary lateral transfer.

**14.1.2.2** All appropriately qualified and classified voluntary applicants for transfer shall be considered to be in competition for the position.

**14.1.2.3** All requests for transfer must be submitted on a District Classified Application and must be submitted to the Human Resources Office prior to the posted deadline.

**14.1.2.4** All qualified unit members shall receive an interview by the screening committee for the vacant position.

- 14.1.2.5** Unit members who are applicants for transfer, if not selected, shall upon request be given a written statement listing the reasons(s) for their non-selection.

**14.1.3 Involuntary Transfers (Administration Initiated)**

The Chancellor shall have the authority to reassign classified unit members. Such assignments shall be made in accordance with the unit member's qualifications and the needs and best interests of the District in providing an effective and balanced educational program.

- 14.1.3.1** Whenever possible, a person selected for involuntary transfers shall be given fifteen (15) working days prior written notification and shall be provided, upon request, an opportunity to meet with the College President and Human Resources to discuss the proposed transfer.

- 14.1.3.2** The actual transfer date of the transferee shall be determined by Human Resources after consultation with the appropriate supervisors.

- 14.1.3.3** In the event that more than one (1) unit member is found to be equally qualified, the most recently employed person shall be transferred.

**14.1.4 Concurrent Assignment (Serving at More Than One College)**

When concurrent assignment is made, the implementation of such assignment shall be according to the criterion of best meeting the needs of the District and Colleges as determined by concurrence of the Presidents and District Human Resources, after conferring with the appropriate supervisors. The assignment shall be effective upon approval by the Chancellor. Concurrent assignments will be made only after reasonable efforts to meet staffing needs by the reassignment of personnel currently employed at the respective work locations.

- 14.1.4.1** Mileage reimbursement at District approved current rate for the round trip distance between the two colleges shall be paid when concurrent assignment requires the inter-college/district travel on the same day.

## **ARTICLE 15**

### **HIRING AND ADVANCEMENT**

#### **15.1 ADVANCEMENT**

The District is committed to providing advancement opportunities for its unit members. This will give unit members an opportunity to gain work experience in a higher level classification.

#### **15.2 INTERNAL HIGHER LEVEL OUT OF CLASS OPPORTUNITIES**

When a new bargaining unit position is established or an existing bargaining unit position is to be filled temporarily for a minimum of two (2) months and a maximum of one (1) year, it will be posted internally.

15.2.1 Internal Higher Level Out of Class Opportunities are to be offered according to the following guidelines:

- 15.2.1.1 Offer to permanent, non-probationary unit members within the department. When more than one member within a department meets the needs of the position, notice of the opportunity shall be distributed within the department. A three (3) business day response window shall be provided.
- 15.2.1.2 Offer to permanent, non-probationary unit members outside the department. Notice of the opportunity shall be distributed to current unit members. A three (3) business day response window shall be provided.
- 15.2.1.3 When a permanent, non-probationary unit member is not available to perform the necessary assignment, notice shall be listed externally.

15.2.2 The selection process shall include the following guidelines:

- 15.2.2.1 Notice shall generally mean email notification.
- 15.2.2.2 Interested unit members are to submit a resume and letter of interest to the appropriate supervisor as indicated on the notice.
- 15.2.2.3 Upon receipt, the supervisor shall interview qualified internal candidates.

15.2.2.3.1 Interview shall include supervisor and an appropriate unit member designee. Supervisor may make a recommendation as to the designee.

15.2.2.3.2 Upon completing an Internal Higher Level Out of Class assignment, a unit member will be ineligible for another Internal Higher Level Out of Class (“HLOOC”) Opportunity (as defined in this section) for a period of one year.

15.2.2.3.3 Each unit member may accept a maximum of three (3) Internal Higher Level Out of Class Opportunities (as defined in this section) during a five-year period.

**15.2.2** A unit member selected for the position will accrue seniority in their regular classification, not the temporary classification in which the member is serving an HLOOC assignment. The unit member shall be placed on the new salary range at the step which provides a salary increase of at least 7.5%; however the salary cannot go beyond the “E” step of the new salary range. At the end of the HLOOC assignment, the unit member will return to their regular position (at the same campus, department, classification, and pay rate to which they were originally assigned before serving the HLOOC assignment). If the unit member would have been entitled to a step increase during the period of time in the HLOOC position, the unit member will be reinstated back to their regular position at that step which they would have been due.

15.2.3 Unit members will apply for HLOOC opportunities by submitting a resume and letter of interest which will outline how the unit member is able to meet the job key duties and responsibilities based on their knowledge and experience by the deadline. Unit members who demonstrate a nexus between their experiences in their resume and letter of interests with the job key duties and responsibilities of the relevant job description will be interviewed automatically. The hiring administrator will make the final selection.

**15.2.4** Nothing contained herein shall prevent the District from assigning or reassigning a bargaining unit member to a different position within the District. Article 14 establishes procedures for intra-District transfers. Serving in a HLOOC assignment does not guarantee a unit member’s fulfillment of any required minimum qualifications in order to fill a position on a permanent basis.

## **15.3 PROMOTIONS**

**15.3.1** Permanent Promotional Position: A permanent unit member may be selected to fill a vacant permanent position or a new permanent bargaining unit position in a higher classification within the bargaining unit as a result of an open competitive process.

A permanent position is a position intended to exist for more than one year. The unit member's new position will be known as the promotional position.

**15.3.2 Interview:** All permanent unit members who meet the minimum qualifications for the job will be granted an interview along with those qualified external candidates selected for interviews. Being interviewed does not guarantee that a unit member will be selected for the position.

**15.3.3 Promotional Probationary Period:** unit members promoted to a higher classification shall serve a promotional probationary period of six (6) months in the promotional position beginning with the first day of service in the position. Time off for holidays, fully-paid sick leave, bereavement, family illness or jury leave shall not extend the promotional probationary period. However, periods of absence for other purposes, such as vacation, shall not be counted in satisfaction of the six (6) month service requirement.

**15.3.4 Return:** A unit member serving a promotional probationary period shall be entitled to return to their prior position within ninety (90) days of the beginning of the promotional probationary period without loss of seniority in the prior position.

**15.3.5 Evaluation of Probationary Promotional unit members.**

**15.3.5.1 Timing of Evaluations:** A unit member serving a promotional probationary period shall be evaluated at the end of the second and fifth months of service. Special evaluation reports may be made at other than the specified times when such are deemed necessary by the supervisor or designated manager.

**15.3.5.2 Satisfactory Performance:** The written performance evaluation report completed at the end of the fifth month of service must indicate satisfactory job performance in order for the unit member to successfully complete the probationary period and to achieve permanent status in the position.

**15.3.5.3 Effect of Unsatisfactory Performance:** Should the rating at the end of the fifth month of service be less than satisfactory, the unit member may be terminated from their promotional position and shall be reinstated to the unit member's prior position.

## ARTICLE 16

### PERFORMANCE EVALUATIONS

#### 16.1 REQUIREMENTS FOR PERIODIC EVALUATION

Each classified unit member will be periodically evaluated in accordance with the schedule set forth below in 16.2. The Evaluation Form for unit members is attached as Appendix I.

#### 16.2 SCHEDULE FOR EVALUATING UNIT MEMBERS

It is the intent of the evaluation process to help unit members improve their performance.

**16.2.1 Probationary New Hire unit members:** The probationary period shall be the first six (6) months or 130 days of paid service, whichever is longer, for each new regular unit member. Probationary unit members shall be evaluated two times during the first six months or 130 days of paid service, whichever is longer, of employment; probationary employees will be evaluated with evaluations after the 2<sup>nd</sup> and 5<sup>th</sup> months of employment using the full progress report form.

**16.2.2 Probationary Promotional unit members:** Unit members promoted to a higher classification pursuant to Article 15.4 shall serve a promotional probationary period of six (6) months in the promotional position beginning with the first day of service in the position. Probationary promotional unit members shall be evaluated at the end of the 2<sup>nd</sup> and 5<sup>th</sup> months of employment.

**16.2.3 Permanent unit members:** After the probationary period, all unit members shall be evaluated annually on the unit member's anniversary date, or within two weeks thereafter.

**16.2.4 Additional Evaluations:** Additional performance evaluations may be given whenever requested by the unit member's immediate supervisor, or by the unit member.

#### 16.3 PERFORMANCE EVALUATION REVIEW

**16.3.1 Evaluation Meeting:** Each unit member shall be given a copy of the performance evaluation and the supervisor who completed the evaluation shall meet with the unit member to review the unit member's performance during the recorded evaluation period. The purpose of the evaluation is to provide an opportunity for the employee and supervisor to have an open discussion concerning the employee's performance and to set goals, performing at an acceptable performance level or improving performance as warranted. The performance evaluation also serves to document the employee's performance over the previous period specified.

- 16.3.2 Request for Review: A permanent unit member may request a review of their evaluation by the evaluator's supervisor within ten (10) working days after receiving the evaluation if the unit member identifies a concern with their evaluation. A probationary unit member may not request a review.

#### **16.4 PERFORMANCE IMPROVEMENT PLAN**

If a unit member's performance does not meet standards at any point in the evaluation cycle their immediate supervisor may establish a performance improvement plan. A performance improvement plan will identify specific areas for the unit member to improve, the manner in which the improvement will be measured, resources and support available to the unit member to improve, a schedule for the unit member and supervisor to meet to assess the unit member's progress, and a fixed time frame by which the performance improvement plan will end.



## **ARTICLE 17**

### **PERSONNEL FILES**

- 17.1** Personnel files of unit members shall be maintained at District Human Resources. Such files shall be available for inspection as set forth below.
- 17.2** Every classified unit member shall have the right to inspect their personnel file upon request provided the request is made at a time when the unit member is not actually required to render service to the District. Personnel files which may be inspected shall not include ratings, reports, or records which were obtained prior to the employment of the unit member.
- 17.3** Information of a derogatory nature except materials mentioned in Article 17, Section 17.2 above shall not be entered or filed unless the unit member is given written notice and the opportunity to review and comment thereon within a ten (10) day period. A unit member shall have the right to enter, and have attached to any such derogatory statement, their own comments thereon. If the District fails to provide appropriate notice as set forth in this Section, the unit member may petition the District to remove the derogatory materials. Furthermore, derogatory information may not be entered into a personnel file more than one (1) year after an event occurred unless the supervisor was unaware of the occurrence of the event.
- 17.4** All classified unit members who want to inspect their personnel files shall make an advance appointment. Personnel files shall be available for inspection during regular office hours each day the office is open for business.
- 17.5** Personnel files shall be confidential and shall be available for inspection only by the unit member, their supervisor or the Union, under the provisions of Article 3, Section 3.4.

## **ARTICLE 18**

### **GRIEVANCE PROCEDURES**

#### **18.1 DEFINITIONS**

- 18.1.1** A ‘grievance’ is defined as a complaint of a unit member, unit members, or the Union involving the interpretation, applications, or alleged violation of this Agreement. It is the intent of the parties to resolve grievances equitably at the lowest possible administrative level within an informal and confidential atmosphere. Resolution of matters not covered under this Contract for which other procedures are provided by Federal or State law shall be undertaken through the appropriate procedures.
- 18.1.2** A ‘grievant’ is the initiator of a grievance. A unit member may be a grievant. The Union may also be a grievant if it is grieving the Union’s rights under Article 3 (Union Rights), Article 5 (Organizational Security), or other provisions of this Agreement. When the Union is the grievant, the grievance shall be initiated at Level III.
- 18.1.3** A ‘day’, for the purpose of this Article, is any day in which the District Offices are open for the conduct of normal business.
- 18.1.4** ‘Immediate Supervisor’ is the first level management or supervisory person (not a member of the unit) having immediate job-related jurisdiction over the grievant.

#### **18.2 PROCEDURE: LEVEL I – INFORMAL**

- 18.2.1** When a unit member has a grievance, the unit member shall first present their grievance in writing to the immediate supervisor within thirty (30) days after the occurrence of the event giving rise to the grievance or after the grievant should reasonably have known of the event. The grievance shall state the circumstances which gave rise to the grievance, the provisions of this Contract, allegedly violated and the remedy sought. Any grievance not consistent with the time limits above shall not be processed by the District.
- 18.2.2** The immediate supervisor shall meet with the unit member in an attempt to informally resolve the grievance. The Union shall be notified of the meeting and a union representative may be present.
- 18.2.3** If the grievance cannot be informally resolved, the immediate supervisor shall communicate their decision and the reasons therefore to the unit member and the Union in writing within ten (10) days after receiving the written complaint.

**18.3 PROCEDURE: LEVEL II- ADMINISTRATOR**

- 18.3.1** If the unit member is not satisfied with the resolution at Level I, they may appeal in writing to Level II, the administrator designated as the next level of supervision, within ten (10) days of receipt of the Level I response. A copy of the appeal shall be furnished by the grievant to the immediate supervisor and the Union.
- 18.3.2** The designated administrator shall meet with the unit member in an attempt to resolve the issue. The Union shall be notified of the meeting and a union representative may be present.
- 18.3.3** The designated administrator shall communicate their decision and the reasons therefore to the grievant, the Union, and the immediate supervisor in writing within ten (10) days after receiving the written appeal from Level I.

**18.4 PROCEDURE: LEVEL III-VICE CHANCELLOR OF HUMAN RESOURCES**

- 18.4.1** If the unit member is not satisfied with the resolution at Level II, they may appeal in writing to Level III, the Vice Chancellor of Human Resources or their designee, within ten (10) days of receipt of the Level II response. A copy of the appeal shall be furnished by the grievant to the immediate supervisor, the designated administrator and the Union.
- 18.4.2** The Vice Chancellor of Human Resources or their designee shall investigate the details of the grievance and may meet with the unit member in an attempt to resolve the issue. The Union shall be notified of the meeting and a union representative may be present.
- 18.4.3** The Vice Chancellor of Human Resources or their designee shall communicate their decision and the reasons therefore to the grievant, the Union, the immediate supervisor and the designated Administrator in writing within ten (10) days after receiving the written appeal from Level II.
- 18.4.4** If the Union initiates the grievance, the Vice Chancellor of Human Resources or their designee shall investigate the details of the grievance and may meet with the Union in an attempt to resolve the issue. The Vice Chancellor of Human Resources or their designee shall communicate their decision and the reasons therefore to the Union in writing within ten (10) days after receiving the written grievance.

**18.5 PROCEDURE: LEVEL IV- CHANCELLOR**

- 18.5.1** The grievant may appeal in writing, a Level III decision to Level IV, the Chancellor or their designee, within ten (10) days after receiving the Level III decision.
- 18.5.2** The Chancellor or their designee shall investigate the details of the grievance and may meet with the grievant, within ten (10) days of the receipt of the grievance in

an attempt to resolve the issue. If the grievant is a unit member, the Union shall be notified of the meeting and a union representative may be present.

- 18.5.3** The Chancellor or their designee shall communicate their decision and the reasons therefore to the grievant, the Union, and the immediate supervisor in writing within ten (10) days after receiving the written appeal from Level III.

## **18.6 PROCEDURE: LEVEL V- BINDING ARBITRATION**

- 18.6.1** If the decision at Level IV is not satisfactory, the unit member(s), within five (5) days after receiving the decision at Level IV, may request in writing that the Union submit the grievance to binding arbitration.

- 18.6.2** The Union, by written notice to the Chancellor within five (5) days after receipt of the request from the aggrieved, may submit the grievance to binding arbitration. The notice shall include a copy of the original grievance and Level IV appeal, all the decisions rendered, and all other relevant information.

- 18.6.3** Selection of Arbitrator: If the Union and the District cannot agree on an individual to act as the arbitrator, they shall request an odd numbered list of experienced individuals from the California State Conciliation Service or the American Arbitration Union. The arbitrator shall be selected within ten (10) days by the alternate strike method or by another method mutually agreeable to the parties until only one name remains.

- 18.6.4** Expenses: The arbitrator shall be asked to formally support or deny the grievance. If the grievance is supported, the District shall pay the full cost of the arbitrator's fee and mutually agreed upon hearing expenses. If the grievance is denied, the Union will pay the full cost of the arbitrator's fee and mutually agreed upon hearing expenses.

### **18.6.5 Duties of the Arbitrator**

- 18.6.5.1** The Arbitrator will decide the time and place for a hearing at a District location. Unless otherwise agreed to, the hearing will be private and will be conducted in accordance with the Voluntary Rules of the American Arbitration Association.

- 18.6.5.2** The arbitrator shall not consider any matter outside the scope of the grievance as defined in this Contract, shall confine the decision to the language of this Contract, and shall have no authority to make a recommendation on any other issue. However, this issue as to whether a matter is outside the scope of the grievance is to be determined by the arbitrator.

- 18.6.5.3** After the close of the binding arbitration hearing, both parties shall, within ten (10) days, have an opportunity to submit written briefs.

**18.6.5.4** The arbitrator shall submit the award in writing to all the parties within thirty (30) days after the close of the binding arbitration hearing.

## **18.7 MISCELLANEOUS PROVISIONS**

**18.7.1** During the pendency of any proceeding and until a final determination has been reached, all proceedings shall be private unless otherwise agree to by the parties involved.

**18.7.2** Any unit member may at any time present grievances to the employer and have such grievances adjusted without the intervention of the exclusive representative (Union) as long as the adjustment is reached prior to arbitration and the adjustment is not inconsistent with the terms of this Contract or the provisions of law, provided that the District shall not agree to a final resolution of the grievance until the Union has received a copy of the grievance and the proposed resolution, and has been given the opportunity to file a response.

**18.7.3** There shall be no reprisals of any kind taken against any unit member or Union representative because of participation in a grievance or support thereof.

**18.7.4** Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit an appeal to the next step of the procedure within the time allocated had the decision been given. Failure to appeal a decision within the specified time limits shall be deemed an acceptance of the decision. Time limits provided in this procedure may be modified by written agreement of all the parties involved.

**18.7.5** In the event that a grievance affects more than one unit member, the grievance may be filed on behalf of all affected unit members, and if the grievance affects unit members at more than one work location, it may be initiated at Level II. Grievances concerning the same issue may be consolidated so long as no unnecessary delay is created.

**18.7.6** All District documents, communications and records dealing with the processing of a grievance shall be retained in a separate grievance file and shall not be kept in the personnel file of any of the participants.

**18.7.7** Forms for filing grievances and other necessary documents shall be prepared by the District following review by the Union and shall be given sufficient distribution so as to facilitate operation of the grievance procedure. The costs of preparing such forms shall be borne by the District.

**18.7.8** In the event it becomes necessary to conduct a grievance hearing during the workday, the grievant, a single Union representative, and witnesses shall be granted release time without loss of pay.

## ARTICLE 19

### DISCIPLINARY ACTIONS

#### 19.1 DEFINITION OF DISCIPLINE

Discipline may be imposed on permanent unit members only for just cause. Disciplinary action primarily relies on actions that are progressive which includes employee conferencing/oral warnings, written warnings, written reprimands, suspensions, involuntary demotions and dismissals. When the incident giving rise to discipline is significant in nature, the resulting disciplinary action may warrant combining or skipping steps in the process. The provisions of this Article apply to permanent, non-probationary workers only.

#### 19.2 CAUSES FOR DISCIPLINE

The continued employment of any permanent unit member is contingent upon proper performance of assigned duties, proper conduct, and personal fitness. Causes for discipline shall include, but not be confined to one or more of the following, which shall be grounds for suspension, demotion or dismissal of any permanent unit member:

- 19.2.1 Abandonment of position. A position shall be deemed abandoned if a unit member fails to report for work without notifying the supervisor for three (3) consecutive days.
- 19.2.2 Abuse or misuse of sick leave or any other authorized leave privileges.
- 19.2.3 Carelessness, willful misconduct, or negligence in the performance of duty, including sleeping while on duty.
- 19.2.4 Conviction of a serious crime by a court of law. A serious crime includes the conviction of a felony, any crime involving moral turpitude, or any crime bringing discredit upon the District. A plea or verdict of guilty or a conviction following a plea of nolo contendere to a charge or a serious crime shall be deemed to be a conviction within the meaning of this section.
- 19.2.5 Displaying discourteous, offensive, or abusive conduct or language toward supervisors, other unit members, students, or the public while in the performance of District employment.
- 19.2.6 Dishonest acts including theft of District property.
- 19.2.7 Engaging in political activities during regular assigned hours of employment.
- 19.2.8 Failure or refusal to perform the normal and reasonable duties of the position.

- 19.2.9** Failure to disclose or falsifying information supplied to the District including, but not limited to, information supplied on application forms, employment records, or any other District records.
- 19.2.10** Failure to meet job qualifications including, but not limited to, failure to possess or keep in effect any required licenses, certificate or other similar requirement specified in the law or the unit member's job description or otherwise necessary for the unit member to perform the duties of the position.
- 19.2.11** For unit members who drive a vehicle in the regular course of their employment: Failure to satisfy the insurability requirements of the District's insurance carrier under the District's regular insurance policies. The District's ability to obtain insurance for the unit member under a high risk or any policy other than the regular insurance policies does not mitigate this failure.
- 19.2.12** Incompetence or inefficiency in the performance of duties.
- 19.2.13** Insubordination (including, but not limited to, refusal to do assigned work).
- 19.2.14** Offering of anything of value or any service in exchange for special treatment in connection with employment, or accepting anything of value or any service in exchange for granting any special treatment to another unit member or to any member of the District staff or the public.
- 19.2.15** Persistent violation and/or refusal to obey District safety rules and regulations.
- 19.2.16** Possession or consumption of alcoholic beverages or illegal drugs on District premises or reporting for service while under the influence of alcoholic beverages, illegal drugs or controlled substances.
- 19.2.17** Repeated and unexcused absence or tardiness.
- 19.2.18** Using the credit, time, facilities, equipment or supplies of the District for the unit member's private gain or advantage or the private gain or advantage of another.
- 19.2.19** Violation of any rule or regulation of the District or provisions of the Education Code or the laws of the State of California in relationship to District employment.
- 19.2.20** Willful damage to public property, waste of public supplies or equipment, or carelessness with District property or funds including misuse of the District computer system.

### 19.3 PROGRESSIVE DISCIPLINE

Progressive discipline upholds the value of the unit member. By understanding the importance of appropriate feedback and specific information from the supervisor, a unit member has the opportunity to correct deficiencies.

When the unit member fails to self-correct, the discipline regarding poor performance/unacceptable conduct may become more severe. At each step, the cause(s) for discipline and the specific acts of inadequate performance/misconduct giving rise to the discipline shall be clearly identified. Whenever, a unit member meets with a supervisor or manager to discuss performance/conduct issues that may lead to discipline the unit member has the right to be represented.

Progressive discipline shall generally include these steps:

- 19.3.1 Oral Warning/Conference. An informal meeting with unit member and supervisor to discuss performance/conduct concerns and identify the appropriate actions for improvement. This is the lowest level of discipline. A supervisor shall follow-up with a memo that clearly states the cause(s) for discipline, the specific acts of inadequate performance/misconduct giving rise to the discipline, and the expectations for improvement. This memo is not placed in the personnel file.
- 19.3.2 Written Warning. A document issued to the unit member that identifies the cause for discipline, the specific acts of inadequate performance/misconduct giving rise to the discipline, the expected remedies and a reasonable and specific time frame by which improvement is expected. This is the next level of discipline. The written warning is a form of communication between the supervisor and the unit member. This warning is not placed in the personnel file.
- 19.3.3 Written Reprimand. A written document is prepared that identifies the reasons for the reprimand that shall include the causes for discipline, the specific acts of inadequate performance/misconduct giving rise to the discipline, and the previous disciplinary notifications to the unit member. The written reprimand shall be presented to the unit member and a CSEA Steward, if requested, in a meeting with the supervisor at minimum. A copy of the reprimand shall be placed in the unit member's personnel file. The supervisor shall give the unit member in writing the expectations for improvement, and a reasonable and specific period of time to permit the unit member time to correct the deficiency without incurring further disciplinary action. The unit member shall receive notification from Human Resources that they have ten days to attach a statement/response to the reprimand.
- 19.3.4 Suspension. This action identifies a specific number of days and a certain time period for an employee to be relieved of their duties without pay. The employee shall receive a written notice of charges executed by the Chancellor or designee. Upon return from a suspension, the unit member shall meet with their supervisor.



The unit member may request CSEA representation at this meeting. The supervisor shall reiterate the reason for the suspension and the behavior or corrective action needed to prevent further disciplinary action.

**19.3.5** Involuntary Demotion. Placement of a unit member into a lower classification, may be an option if appropriate.

**19.3.6** Termination. Employment with the District ceases and unit member is dismissed.

## **19.4 DISCIPLINARY PROCEEDINGS**

### **19.4.1** Notice:

**19.4.1.1** A recommended disciplinary action shall be initiated and shall be effective for all purposes, except as hereinafter described, when a written notice of said action, executed by the Chancellor or designee, is served upon the permanent unit member to be disciplined.

**19.4.1.2** Such written notice shall contain the following:

- (a) The specific charges against said unit member in terms of the acts of misconduct with which they are charged and the relation thereof to the specific causes for disciplinary action listed above.
- (b) A statement of a said unit member's right to appeal for a hearing on such charges and enclosed form to be used to request such a hearing.
- (c) The time within which such hearing shall be requested.
- (d) If the recommended disciplinary action is termination or a suspension of more than five (5) days, a statement that the unit member may request a *Skelly* conference or may submit a written response prior to any disciplinary action being taken.

**19.4.2** The discipline recommended by the notice shall commence on the work day immediately following the day of service of said notice unless the District is required to offer the unit member the opportunity for a pre-disciplinary conference pursuant to *Skelly vs. State Personnel Board*.

**19.4.2.1** A suspension of five (5) days or less does not require the District to offer the opportunity for a *Skelly* conference; however, the immediate supervisor shall meet with the unit member and the Union to explain the reason for the suspension.

**19.4.2.2** If the recommended disciplinary action is termination or a suspension of more than five (5) days, the unit member may request a *Skelly* conference

or may submit a written response prior to any disciplinary action being taken.

- 19.4.2.3** If, after receiving and evaluating the unit member's response, the *Skelly* Officer believes modifications to the notice are necessary; they shall make any recommendations to the Chancellor that are appropriate. Unless the *Skelly* Officer informs the unit member to the contrary, however, the discipline shall become effective on the date specified in the notice.

## **19.5 HEARING**

A unit member served with a notice of disciplinary action as described above shall be entitled to appeal said action to the Governing Board of the District.

### **19.5.1 Request for Hearing**

- 19.5.1.1** The request for hearing must be filed on the form provided within five (5) working days of the service of the notice of disciplinary action. Such service is deemed completed at the time of deposit in the U.S. Mail. Should said fifth (5<sup>th</sup>) day fall on a day on which the offices of the District are not open for business, the time within which said notice of appeal may be filed shall be extended until 5:00 p.m. of the next following day when the offices of the District are open for business.
- 19.5.1.2** Failure to request a hearing within five (5) working days of the date of the notice shall be a waiver of a right to a hearing unless special circumstances are present which justify extension of the time period.

### **19.5.2 Scheduling of the Hearing**

A hearing shall be conducted by either the Governing Board of the District or by a hearing officer.

- 19.5.2.1** If the Governing Board will not be conducting the hearing, within (30) days after the date of the filing of the appeal, unless otherwise agreed to by CSEA and the District, the District and CSEA shall attempt to agree mutually on a hearing officer. If the parties are unable to reach mutual agreement, the District shall, as soon as possible, either:

Obtain a panel list of hearing officers from the State of California Mediation/Conciliation Service and conduct alternative strikes to narrow the list to one hearing officer

**OR**

Refer the hearing to the California Office of Administrative Hearings for the appointment of an administrative law judge as the hearing officer.

**19.5.2.2** The appellant unit member shall be given not less than ten (10) days written notice of the date, time, and place of said hearing of the Governing Board or hearing officer. Said notice of the date, time, and place of hearing shall be effective upon its deposit and addressed to the last known address of the appellant unit member as set forth in the unit member's personnel file.

### **19.5.3 Conduct of Hearing**

At the time and place designated, the Governing Board or hearing officer shall hold a hearing for the purpose of determining the validity of the charges brought against the appellant unit member and of the reasonableness of the discipline imposed pursuant to said charges. Such hearing shall be closed to the public unless otherwise requested by the appellant unit member. The appellant unit member may be present and have the right to be represented by counsel. The hearing may be continued from time to time and at the end of such presentation the Governing Board or hearing officer may take the evidence under consideration for a reasonable period of time before announcing its decision in the matter.

**19.5.4** The Chancellor shall carry the burden of proof in support of the disciplinary action. The Chancellor and the appellant unit member may call witnesses, shall have the right of cross-examination, and may present documentary and demonstrative evidence.

### **19.5.5 Recommendation of the Hearing Officer**

If a hearing officer is appointed by the Governing Board, a non-binding advisory opinion or recommendation shall be presented in writing to the Governing Board no later than fifteen (15) days after the hearing is completed unless otherwise agreed to by CSEA and the District.

### **19.5.6 Decision of the Governing Board**

The decision of the Governing Board shall designate express findings of the charges upon which the disciplinary action was based and may wholly reverse or affirm the disciplinary action imposed by the Chancellor or modify the severity of same.

### **19.5.7 Loss of Salary**

If the disciplinary action of the Chancellor is wholly reversed by the Governing Board, or the severity of discipline imposed is partially reversed, the unit member may be entitled, upon the decision of the Governing Board or hearing officer, to complete or partial reinstatement as the case may be, and shall be entitled to

reimbursement from District funds of that salary forfeited by virtue of that portion of the disciplinary action which was overruled by the Governing Board.

#### **19.5.8 Finality of Decision**

The findings and decision of the Governing Board shall be final and conclusive on all parties, and not subject to the grievance procedures provided for in this contract.

## **ARTICLE 20**

### **PROFESSIONAL GROWTH**

#### **20.1 PROFESSIONAL GROWTH**

It is the intent of the District and CSEA to promote educational activities for bargaining unit members for the benefit of both the bargaining unit member and the District. Professional Growth results through experiences that provide increased knowledge, understanding and skills that benefit the District community. Professional Growth may be achieved through participation in the following categories:

- College courses, Adult Education, and other related courses
- Workshops
- Conferences

#### **20.2 CRITERIA FOR PROFESSIONAL GROWTH**

##### **20.2.1 Courses taken at an Accredited College and/or University:**

**20.2.1.1** Any courses taken prior to the completion of the probationary year shall not be considered for professional growth.

**20.2.1.2** Completion of course with a grade of “C” or better shall be accepted for professional growth award(s). The Unit Member may elect to take a course for Credit/No-Credit or Pass/No Pass; No-Credit or No Pass shall not be accepted as completion of a course.

**20.2.1.3** No course may be submitted for reimbursement that has previously been awarded.

##### **20.2.1.4 Courses that will be accepted:**

**20.2.1.4.1** Any courses required for degree in any field OR

**20.2.1.4.2** Any College level course OR

**20.2.1.4.3** Any basic skills course OR

**20.2.1.4.4** Courses that will give bargaining unit members skills and knowledge for possible advancement within the District

**20.2.2 Workshops and Conferences:**

**20.2.2.1** Any Workshop or conference participation with an approved educational organization and/or community organization shall be considered for professional growth if it relates to the unit member's current field or will prepare the unit member for a promotional opportunity to another position within the District.

**20.2.2.2** The unit member shall provide evidence that they fully participated in the conference/workshop.

**20.3 QUALIFICATIONS FOR AWARD**

Credit will not be allowed for attendance at any Professional Growth activity in which the District participation is fifty percent (50%) or more of the expenses, including mileage. No bargaining unit member shall receive credit for workshops, institutes, lectures, course work or conferences, if these are attended during a bargaining unit member's regularly scheduled work hours.

**20.3.1** Units in an accredited community college, college or university. (Quarter-units shall be considered as equal to two-thirds (2/3) of a semester unit.)

**20.3.2** Adult education and/or vocational courses shall be awarded at the appropriate continuing education units as specified by the issuing organization of said course(s) and paid at the professional growth per unit rate stated in Section 20.5.1.

**20.3.3** Workshops and/or Conferences continuing education units shall be awarded as specified by the issuing organization.

In the absence of continuing education credit(s); for adult, vocational courses, workshops and/or conferences the following schedule shall apply:

In the absence of continuing education credit(s); the following schedule shall apply:

<b>Hours</b>		<b>Semester Unit(s)</b>
10 - 15	=	0.5
16 - 20	=	1.0
21 - 30	=	1.5
31 - 40	=	2.0
41 - 50	=	2.5
51 - more	=	3.0

**20.4 APPLICATION FOR PROFESSIONAL GROWTH**

**20.4.1** After completion of probation, a unit member may submit an application each year. It is the responsibility of the bargaining unit member to apply for Professional Growth using the application in Appendix F and the following schedule:

Professional Growth shall be submitted based upon unit(s) completed within a fiscal year (July 1 through June 30). Application and supporting documents including official transcripts, for courses completed July 1 to June 30, shall be submitted to Human Resources by August 15<sup>th</sup>, in order to be Board approved during the month of September. However, where courses are taken within SJECCD, unofficial transcripts are permitted and the unofficial transcripts shall be produced by Human Resources. Once approved, payments shall be made in accordance with Section 20.5.1.

## **20.5 PROFESSIONAL GROWTH PAYMENTS**

**20.5.1** Effective July 1, 2021 Professional Growth payment will be paid at \$60.00 per unit distributed over a 12-month period. These units shall be submitted to Human Resources along with the completed application form and official transcripts of course work and/or sufficient documentation for attending workshops and/or conferences. Professional Growth payment increases effective July 1, 2021 will not be applied retroactively.

A minimum of six (6) units and a maximum of twenty-four (24) units may be earned in a one-year fiscal cycle. (Quarter units shall be considered as equal to two-thirds (2/3) of a semester unit.)

A bargaining unit member may apply for professional growth once every year.

**20.5.2** The maximum total limit for professional growth payments is one hundred twenty (120) units for \$7,200 annually/\$600 monthly. If a bachelor or advanced degree is earned from an accredited institution and these units earned professional growth payments, the unit member can be eligible for an additional 120 units for a maximum payment permissible of \$14,400 annually/\$1,200 monthly.

**20.5.3** All permanent bargaining unit members shall be eligible for professional growth payments on a prorated basis based on their annual work schedule. Professional growth payments shall be multiplied by the bargaining unit member's annual full-time equivalency (FTE) to determine their payment. (Example: An 11 month unit member has a .9163 annual FTE; the professional rate is  $\$60.00 \times .9163 = \$54.98$  per unit.)

**20.5.4** Payment shall begin after one of the next two regular Board meetings following the approval of the professional growth activity.

**20.5.5** If a bargaining unit member resigns from a position in the bargaining unit, professional growth payments will not be made.

**20.6 BARGAINING UNIT MEMBER'S RIGHT TO APPEAL**

**20.6.1** An appeal may be granted when a professional growth application is denied. Human Resources and CSEA negotiating team will review the appeal.

**20.6.2** Nothing herein shall be constructed to deny a bargaining unit member the right to grieve a denial of Professional Growth payment with which the bargaining unit member is not in agreement. Such grievances shall be filed in accordance with Article 18 of this Agreement; however, no such grievance may be processed beyond Level II of the procedure.

**20.7 PAID TUITION**

Unit members may take courses without charge so long as such attendance does not deprive any paying members of the public from taking the course. Such Courses may also be eligible for Professional Growth payments as long as the unit member does not attend those courses during a bargaining unit member's regularly scheduled work hours. This provision is not a guarantee of enrollment in a class(es); bargaining unit members who wish to enroll in a course must submit to District processes regarding admission and enrollment.



## ARTICLE 20(a)

### PROFESSIONAL GROWTH

#### (Continuation of Current Awards as earned June 30, 2016)

For unit members currently receiving a professional growth award that is paid annually, these payments shall continue as scheduled. The unit member shall receive the annual payments for the designated five-year period. No new awards shall be subject to the five-year distribution of an annual amount. All new awards shall be awarded on the provision in Article 20.

Annual awards will continue to be subject to the following distribution.

The table below describes a unit member taking two 3 unit courses in fiscal year 1. The member's award is \$450 during fiscal year 1. Those 6 units are carried over to the next four years and added to the new units taken.

In fiscal year 2 the unit member takes 3 additional units for a total of 9 units to be paid or \$675. The 3 units are carried over to the next four years and added to the previous units carried over as well as to any new units.

In fiscal year 3 the unit member takes 2 additional units for a total of 11 units to be paid or \$825. The 2 units are carried over to the next four years and added to the previous units carried over as well as to any new units, and so forth.

	July 1 – June 30 YEAR 1	July 1 – June 30 YEAR 2	July 1 – June 30 YEAR 3	July 1 – June 30 YEAR 4	July 1 – June 30 YEAR 5	July 1 – June 30 YEAR 6	July 1 – June 30 YEAR 7
<b>Units carried over</b>	---	6	6 + 3	6 + 3 + 2	6 + 3 + 2 + 4	3 + 2 + 4 + 1	2 + 4 + 1 + 2
<b>New Units</b>	6	3	2	4	1	2	5
<b>Total Units</b>	6	9	11	15	16	12	14
<b>Total Payment</b>	\$450	\$675	\$825	\$1,125	\$1,200	\$900	\$1,050

## **ARTICLE 21**

### **RETIREMENT BENEFITS**

#### **21.1 ELIGIBILITY**

The District shall provide all eligible unit members who retirees and their spouses of record with benefits subject to all the conditions set forth below. All premiums shall be paid by the District except as noted.

**21.1.1** Eligible unit members - Hiring Date: Unit members hired subsequent to February 16, 1982 shall not be eligible for these benefits.

**21.1.2** Eligible unit members - Age: A retired unit member must be 55 years of age or older.

**21.1.3** Eligible unit members - Service: A retired unit member must have been continuously employed as a paid full-time regular classified and/or academic unit member by the San Jose • Evergreen Community College District immediately prior to retirement for ten (10) or more years, including the entire work year immediately preceding the date of retirement. Any authorized but unpaid leave of absence does not count toward the service requirement.

**21.1.4** Eligible Spouse: The spouse must be legally married to the retiree (spouse of record) at the time of the retiree's retirement from the District. Eligibility of the spouse ceases upon the spouse's divorce from the retiree.

#### **21.2 MEDICAL BENEFITS**

The District shall provide each eligible retired unit member and their spouse with the following medical benefits:

**21.2.1** Below age 65-continuation of the benefits the unit member and their spouse were receiving prior to retirement.

**21.2.2** Age 65-Medicare eligible: Upon attaining age 65 the retired unit member and/or spouse qualifying for Medicare shall be required to take all action necessary to receive such coverage for which they qualify. The District shall pay for a supplemental plan which augments the Medicare coverage. The District shall not pay for any Medicare coverage for which the retiree and/or spouse qualify.

**21.2.3** Age 65-not Medicare eligible: Upon attaining age 65 the retired unit member and/or spouse not qualifying for Medicare shall have the option to continue with a District-paid regular Kaiser or Blue Cross Plan if they pay the District quarterly, in advance, the difference between the cost of the medical plans and the cost of the above District supplemental plan.

**21.2.4** Surviving Spouse: If the spouse is legally married to the retiree from the time of retirement until the time of death, the surviving spouse may remain as a member of the District medical health plan by reimbursing the District quarterly, in advance, for the full cost of such benefit. Such benefit ceases upon remarriage.

**21.2.5** CSEA agrees that all retirees eligible for medical benefits (Kaiser and Blue Cross) from the district, shall move to be participants in SISC-III JPA effective July 1, 2018. All retirees who are eligible for medical benefits per Article 21 will participate in an open enrollment process beginning in February 2018 to meet the coverage date by SISC-III of July 1, 2018.

### **21.3 EMPLOYEE ASSISTANCE PROGRAM**

Up to six (6) free appointments are available per episode to all eligible retirees and their spouses.

### **21.4 DENTAL AND VISION BENEFITS**

Dental and vision insurance may be continued by an eligible retiree and their spouse of record by the retiree, only if the eligible retiree elects to continue the benefits at the time of the retirement. This coverage cannot be added at a later time. The unit member must pay the District quarterly, in advance, the full cost of such benefits.

### **21.5 BRIDGE PLAN (Availability of Medical Benefits for eligible unit members between retirement and Medicare)**

The District will include a bridge plan providing fully paid health insurance for the eligible retiring unit member only, subject to the requirements of the plan and the following:

**21.5.1** The unit member must have been employed full-time in the District in a position for at least fifteen (15) years immediately preceding retirement from the District.

**21.5.2** The unit member may not have had a break in service during the fifteen (15) years immediately preceding retirement. For the purposes of this section, approved paid leaves of absence, and paid or unpaid legally required and protected medical family leaves do not constitute a break in service. Other approved unpaid leaves of absences do count as a break in service.

- 21.5.3** The unit member must have reached the age of 60 prior to the first day of retirement.
- 21.5.4** The bridge plan will cover eligible retirees until age 65 only. If the legal age of eligibility for receiving Medicare benefits increases beyond 65, the District and CSEA agree to reopen this section to negotiate the impact.

## **ARTICLE 22**

### **CLASSIFIED LAYOFFS**

**22.1** The following procedures will be utilized for layoffs of classified staff.

**22.1.1** For purposes of this Article, a “class” is any group of positions sufficiently similar in duties, responsibilities and minimum qualifications required that they have the same job title and salary range in the adopted Classification Plan. A class may consist of a single position.

**22.1.2** Unit members may be laid off, or given the opportunity for voluntary demotion, or exercise bumping rights in accordance with the requirements of Education Code Section 88017 for the following reasons:

**22.1.2.1** Reduction or elimination of services

**22.1.2.2** Lack of work

**22.1.2.3** Actual and existing financial inability to pay salaries

**22.1.2.4** The expiration of a specially funded program

**22.1.2.5** Lack of funds

**22.1.3** Procedures for layoff notice and rights to a hearing, if applicable to the unit member, are set forth in the California Education Code Section 88017. The District will notify the union leadership of impending layoffs as far in advance as possible and shall meet with the union to bargain any negotiable impacts and effects of impending layoffs not covered by this agreement.

**22.1.4** Unit members in classified positions eliminated as a result of the expiration of a specially funded program are not entitled to all of the notice provisions of California Education Code Section 88017 or a hearing. Classified employees laid off due to the expiration of a specially funded program shall be given written notice of not less than 60 days prior to the effective date of their layoff. This layoff notice must contain the effective date of the unit member’s layoff and inform the unit member of their displacement rights and reemployment rights.

**22.1.5** Education Code Section 88017 does not interfere with the District’s right to release probationary employees who never become permanent without notice or hearing.

### **22.1.6 Displacement Rights**

- 22.1.6.1** Unit members whose positions are eliminated maintain the right to displace other unit members with less seniority in the same classification.
- 22.1.6.2** In lieu of layoff, senior unit members have the right to bump a unit member with less seniority in a lower class or equal class in which the senior unit member has previously served, in paid status. No bumping is allowed if the senior unit member had not previously been granted regular status in the District. In the event that the classification for the previously served-in position has changed due to reclassification, the senior unit member has the right to bump into the changed classification provided the unit member meets the minimum qualifications as determined by the District, and consistent with Education Code.
- 22.1.6.3** The senior unit member exercising their bumping rights shall move into the position of the least senior unit member when there are no positions vacant in the classification, provided the length of work day and work year are the same for both positions. If there is a vacant position in the classification, the displaced unit member shall move into the vacant position provided the length of work day and work year are the same for both positions. In the event the hours and work year of the vacant position, or the least senior unit member's position, are less than the hours of the displaced unit member's previous position, they shall have the right to bump the least senior unit member in the equal or lower classification (in which paid service has been performed and regular assignment status has been achieved) which most nearly approximates the annual wages and benefits of the position in which the person currently serves, in order to maintain their hours and length of work year. The unit member shall retain the highest salary step earned in service to the District in either of these two positions.
- 22.1.6.4** Displacement rights must be exercised by the unit member within seven (7) calendar days of notice of layoff.
- 22.1.6.5** If two (2) unit members subject to layoff have equal seniority in a class the determination as to who will be laid off will be made on the basis of the earlier hire date in the District; if that be equal, the determination shall be made by lot.

## **22.2 EMPLOYMENT RIGHTS**

Persons laid off are eligible for reemployment to their previous position for a period of thirty-nine (39) months and shall be reemployed in preference to new applicants.

**22.2.1** If the District reemploys a unit member as a permanent unit member under the provisions of this section, it shall disregard the break in service of the unit member and classify them as, and restore them to all the rights, benefits and burdens of a permanent unit member in the class to which they are reinstated or employed.

**22.2.2** Persons laid off shall have the right to participate in promotional opportunities within the District for a period of thirty-nine (39) months.

**22.2.3** Unit members may take a voluntary demotion in lieu of layoff. Unit members who do not have seniority rights to a lower classification may take a voluntary demotion to a vacancy in a lower classification for which they meet the minimum qualifications. The unit member may choose any vacant position below their current range, for which they qualify. If more than one unit member is eligible for a position, the highest in seniority shall choose first and the rest in descending order.

**22.2.4** Unit members who take voluntary demotions in lieu of layoff shall maintain reappointment rights to the classification held before demotion for sixty-three (63) months, provided that the job description qualifications for that classification remain the same or less.

## **22.3 NOTIFICATION OF REEMPLOYMENT OPENING**

Any unit member who is laid off or who accepts a voluntary demotion in lieu of layoff and is subsequently eligible for reemployment (reappointment in the case of voluntary demotion) shall be notified in writing by the District as to the date of the opening at their last known address. The unit member shall be responsible for notifying the District of any changes in address. A recalled unit member shall notify the District of their intent to accept or refuse employment within 48 hours following receipt of the reemployment (or reappointment) notice. If the unit member accepts reemployment (or reappointment); the unit member must report to work within ten (10) working days following receipt of the notice. A unit member given notice of reemployment (or reappointment) must accept reemployment (or reappointment) to maintain eligibility on the reemployment (or reappointment) list. If a unit member is given notice of reemployment (or reappointment) and chooses not to accept the offer, they shall be removed from the reemployment (reappointment) list.

**22.4 SUBSTITUTE WORK**

Unit members who are laid off shall be permitted, at the option of the unit member, to serve in classifications from which they were laid off as substitutes in the absence of a qualified incumbent, provided the laid off unit member notifies the District of their desire to be placed on a substitute list.

**22.5 EXTENSION OF BENEFITS**

The District shall continue its contribution rate for medical benefits for sixty (60) calendar days subsequent to the effective date of layoff as provided for in Article 7, in Section 7.7 of this Contract.

**22.6 NO CONTRACTING OUT**

The District shall abide by the requirements of law and of the Education Code in contracting out work. In the event of a classified layoff, the District will not contract out that work normally and customarily performed by the laid off classified unit members during the term of the existing Contract.



## **ARTICLE 23**

### **RECLASSIFICATION**

#### **23.1 DEFINITION OF RECLASSIFICATION**

- i. A position may be considered for reclassification once a unit member has completed two (2) years in the specific position that is the subject of the reclassification application, and it can be shown that responsibilities or additional duties at a higher level have been added to the position, which is not reflected in the job description.
- ii. Job positions are reclassified not the employee holding the particular position.
- iii. An increase in the workload at the same level does not qualify for reclassification.
- iv. For a new unit member the two year waiting period is made up of the six month or 130 days of paid service, whichever is longer, probationary period and the first year and a half of regular permanent employment.
- v. For all existing employees, the two-year waiting period is two full years in the job classification for which the reclassification is being requested. Time the unit member spends working out of class in a position does not count towards the two (2) year time period for reclassification of the position.
- vi. A unit member who has submitted for a reclassification request may not apply for another reclassification for at least two years from the date the reclassification was approved or denied through the full Reclassification Review Process (outlined in Article 23.2).

#### **23.2 RECLASSIFICATION REVIEW PROCESS**

A “window period” will be opened from September 1 to September 30 each year to provide unit members the opportunity to submit reclassification review requests. Reclassification request packets must be submitted by the unit member no later than 5pm on or before September 30 of each year only to the Office of Human Resources. No late reclassification request packets will be accepted. It is the responsibility of the unit member to ensure their reclassification request packet is complete, contains all necessary documents and is submitted within the window period.

The unit member's immediate supervisor/manager will have time after September 30 to complete their portion of the reclassification form. In the event that the unit member's immediate supervisor/manager fail(s) to complete their portion of the reclassification process, this failure will not affect the unit member's right to have their request for reclassification process completed.

The reclassification process shall be completed by March 1 of the year following the reclassification request.

**23.2.1** The full Reclassification Request Packet consists of and must include all of the following documents:

- 1) a completed reclassification request form, which should focus on what has changed about the position (what new duties is the unit member engaging in that were not stated in the current job description and which are at a higher level job classification),
- 2) a copy of the unit member's current job description, if available on the district website,
- 3) a copy of the job description for the proposed classification, if the proposed job classification is a current SJECCD job classification, and available on the district website, or if the proposed reclassification would be a new job classification for SJECCD, then a proposed draft job description listing only core job duties,
- 4) and (if applicable) any additional supporting documentation.

All applicable reclassification application and attachments must be submitted as one complete packet, in a hard copy format. The outside consultant is unable to consider evidence/documentation where the unit member solely makes reference in documentation to material located on websites.

The Request for Reclassification Form must be signed by the unit member. The Reclassification Request form is attached as Appendix J.

**23.2.2** The reclassification consultant will prepare an analysis of the reclassification request based on the following: the completed reclassification request form; a desk audit, if deemed necessary; internal and external audits of similar or related positions as necessary; interviews with the unit member and unit member's immediate supervisor and/or manager; any other relevant information requested by the Vice Chancellor of Human Resources.

**23.2.3** The reclassification consultant will issue written recommendations for classification and salary range allocation based on the data provided, and forward these recommendations to the Vice Chancellor of Human Resources, who will

provide them to the Union's negotiations team no less than seven (7) business days prior to a scheduled review meeting.

**23.2.4** The Vice Chancellor of Human Resources or designee will review these recommendations and, if necessary meet with the consultant, appropriate College administrators, or the Chancellor or schedule subsequent meetings with the unit member.

**23.2.5** The decision of the Vice Chancellor of Human Resources will be communicated in writing to the unit member, the supervisor and the Union with a copy of the new job description, if any, on or before the March 1 date for completion of the process.

### **23.3 EFFECTIVE DATE**

Reclassifications will become effective July 1 (the new fiscal year) of the year following the date the reclassification request was received.

### **23.4 APPEALS**

If the unit member disagrees with the reclassification decision, they may appeal. Such an appeal must be based upon errors or omissions in the reclassification review process and filed in Human Resources within 30 days of the date of the unit member received notice of the reclassification decision. The District shall provide all appeal submissions received to the Appeal Panel by no later than April 30.

The Appeal will be reviewed by an Appeal Panel composed of two Union representatives, the Labor Relations Representative and the Chapter President or designee, College/District manager appointed by the President/Chancellor and the Vice Chancellor of Human Resources, with the Consultant serving as a resource. The unit member applicant shall be recused from membership on the Appeal Panel. The Appeal Panel will review the appeal within one month of the close of the 30 day appeal period. The determination of the Appeal Panel will be communicated to the unit member, the supervising administrator and the President/Chancellor in writing by the Vice Chancellor of Human Resources on behalf of the Appeal Panel. The determination shall be final. The reclassification determination shall not be subject to Article 18, Grievance Procedures.

### **23.5 LABOR MARKET FOR EXTERNAL SALARY SURVEYS**

Agencies to be used for salary surveys may include:

- City of Milpitas
- City of Santa Clara
- City of Sunnyvale
- City of San Jose
- County of Santa Clara
- Santa Clara County Office of Education

San Jose State University  
Chabot/Las Positas Community College District  
Contra Costa Community College District  
Foothill/Deana Community College District  
Marin Community College District  
San Mateo County Community College District  
West Valley/Mission Joint Community College District  
OR similar institutions within a 50 mile or 1.5 hour drive in non-commute traffic.

“Immediate supervisor” shall mean the person designated by the Chancellor and/or President to supervise the activities and affairs of the staff of any department and to carry out such duties in respect thereof as may from time to time be required by the Governing Board or its agents. Such supervision is that which takes place on a day to day basis in contrast to general supervision which operates on a periodic basis. Immediate supervisors assign tasks, evaluate work performed, and direct work of subordinate staff.

### **23.6 SALARY AND ANNIVERSARY DATE**

Effective July 1, 2024, any unit member who is reclassified will be placed at the lowest classification step which provides an increase of at least seven and one half (7.5) percent. The unit member's evaluation and anniversary date, for purposes of step increases and longevity, shall not change. When the unit member's anniversary date and the effective date of the reclassification coincide, the anniversary increment shall be applied before the reclassification computation is made.

### **23.7 CLASSIFICATION OF NEW POSITIONS**

All newly created positions shall be processed and reviewed by the CSEA Negotiations team with Human Resources to recommend a job description and salary placement. When recommending salary placement, consideration shall be given to the newly created position with similar positions in the department and District.

### **23.8 NEGOTIATIONS**

If negotiations are requested under this Article, the parties will meet within twenty (20) working days. Both parties agree to meet expeditiously and with such frequency as to complete negotiations within thirty (30) days. If no agreement is reached within the thirty (30) day period, an impasse will be declared by both the District and Union and the dispute will be referred to mediation. If the dispute is not resolved in mediation within thirty (30) days, the District and Union will request the mediator's referral to fact finding. Both parties will observe the requirements of law in the selection of a fact finder and in implementing the fact-finding process.

## **ARTICLE 24**

### **STAFF DEVELOPMENT LEAVE EDUCATIONAL SABBATICAL LEAVE**

#### **24.1 EDUCATIONAL LEAVE**

Educational Sabbatical Leave will be provided for engagement in full-time (12 semester units or equivalent) study through participation in approved courses. Courses shall be taken at a fully accredited institution. Course work meeting the minimum qualifications of the applicant's present position shall not qualify for this leave.

Educational Sabbatical Leaves may be granted to full-time unit members for the purpose of carrying out an approved program which will have significant relevance to the unit member's specific assignment and/or other activities approved by the Committee, the Chancellor, and the Board.

#### **24.2 ELIGIBILITY**

Unit members who have rendered at least six consecutive years of full-time service (1,733 hours per annum) in paid status to the District shall be eligible for Educational Sabbatical Leave. The period of leave shall not be included as service in computing the six (6) consecutive years of service required for subsequent Educational Sabbatical Leave.

The number of full-time unit members on Educational Sabbatical Leave during a fiscal year shall not exceed three (3) of the eligible full-time unit. The three (3) eligible full-time unit members selected for an Educational Sabbatical Leave may not be from the same department.

24.2.1 Leaves of absence granted under this article shall not be deemed a break in service.

#### **24.3 APPLICATION PROCESS**

Application for Educational Sabbatical Leave shall be on forms provided by Human Resources and shall be filed no later than November 1 of the year preceding the fiscal year for which the Educational Sabbatical Leave is to become effective.

Board actions on applications are to be taken no later than the second regular Board meeting in February. In the event that a Board approved leave cannot be taken, alternate requests may be granted within the maximum percentage authorized, up to April 1 of the year preceding the fiscal year in which the Educational Sabbatical Leave is to be taken.

A detailed plan shall first be submitted by the applicant to their supervisor/manager. The manager shall submit written comments to Human Resources.

#### **24.4 RECOMMENDATION**

Human Resources shall forward a written report of approved applications to the Chancellor who shall review the report and shall forward their recommendation to the Governing Board for action.

#### **24.5 COMPENSATION**

Educational Sabbatical Leaves may be arranged for a maximum of two (2) semesters with a grant equal to 75% of the unit member's compensation had the unit member been in regular service.

#### **24.6 CREDIT ON SALARY SCHEDULE**

Time spent on Educational Sabbatical Leave shall be credited for salary increment and for District benefits, including longevity requirements, and shall not be considered a break in service. Units earned on Educational Sabbatical Leave may not be credited towards Professional Growth.

#### **24.7 SERVICE OBLIGATION**

Recipients of an Educational Sabbatical Leave shall contract to serve the District for twice the period of the total leave taken after completion of the leave. The grantee shall indemnify the District against loss in event of failure to render service at twice the period of the total leave taken after return from Educational Sabbatical Leave by furnishing suitable bond, or by executing a contract in a form approved by the Governing Board binding the unit member to return for twice the period of the total leave granted. Such service obligation on the part of the recipient does not bind the District to retain the recipient. The District may terminate the unit member for cause or layoff due to lack of work or lack of funds, in which case no repayment of salary shall be required.

#### **24.8 ILLNESS-INJURY-DEATH**

In the event of injury to, or illness of, the unit member during the Educational Sabbatical Leave which prevents completion of the purpose of the leave, the Educational Sabbatical Leave will be terminated and provisions for sick leave shall apply. If upon return to service and prior to completion of the two obligatory years of service, should there be an illness or injury qualifying the unit member for disability retirement, such illness or injury shall exempt him/her from further obligations relative to that Educational Sabbatical Leave. If death prevents the unit member from fulfilling their agreement to return service in the District, no repayment of salary shall be required.

## **24.9 REINSTATEMENT**

Upon return to service after Educational Sabbatical Leave, a unit member shall be reinstated in the position held at the time leave was granted or a comparable position, subject to provisions of law; i.e., seniority, layoff procedures.

## **24.10 INTERIM REPORT**

The District shall require an interim report at the midpoint of each member's leave stating the progress in fulfilling his/her obligation. Any changes in the leave must be submitted to Human Resources for approval prior to implementation. Failure to submit the report to Human Resources may result in loss of the leave and cessation of salary payment.

## **24.11 WRITTEN REPORT UPON COMPLETION**

Unit members returning from Educational Sabbatical Leave shall be required to submit a written report to Human Resources by the end of the first six months after returning. The written report shall describe the activities undertaken while on leave; how these activities fully satisfy the terms, conditions, and agreed upon activities of the leave; and the benefit to the District of the leave.

Human Resources shall review the written report and shall forward a recommendation to the Chancellor on the acceptance or rejection of the report and whether the terms and conditions of the leave were fully met.

If Human Resources rejects the report; they shall set forth the reasons, in writing, together with specific recommendations for satisfactory completion of the Educational Sabbatical Leave obligation. If the unit member's report is rejected, they shall, no later than thirty (30) days, submit a revised report to Human Resources. Human Resources shall review the revised report and shall communicate their acceptance or rejection to the unit member and forward its recommendation to the Chancellor.

## **24.12 GRADES**

Successful completion of an academic activity during an Educational Sabbatical Leave shall be demonstrated by a "C" grade or better. A unit member who does not achieve a "C" grade or better may repeat the course or courses within the next academic year at no cost to the District or further released time to achieve a "C" grade or better GPA.

## **24.13 APPEALS**

Should Human Resources not approve the application plan or not certify the work completed, the applicant may appeal the decision by progressing through the following steps. An appeal shall not pass on to the next level until a decision is rendered at the previous level.

- Level 1      Ask for reconsideration by the Chancellor, at which time the unit member may be represented by the Union.
- Level 2      Appeal of the Chancellor's decision to the Governing Board.



## ARTICLE 25

### SUBSTITUTE/SHORT TERM EMPLOYMENT

- 25.1** Effective 7/1/94, Classified unit members will become regular unit members upon date of hire unless they fit into the following categories or are otherwise excepted by law.

#### **25.1.1 Substitute**

Any person employed for a period of less than 195 working days within one school year to replace any classified unit member who is temporarily absent. In addition, if the District is engaged in a procedure to hire a permanent unit member to fill a vacancy in any classified position, the Governing Board may fill the vacancy through the employment, for not more than ninety (90) working days, of one or more substitute unit members.

#### **25.1.2 Short Term**

Any person who is employed to perform a service for the District, upon completion of which, the service required or similar services will not be extended or needed on a continuing basis. Before employing a short-term employee, the Governing Board, at a regularly scheduled board meeting, shall specify the service required to be performed and shall certify the ending date of the service. The ending date may be shortened or extended by the Governing Board, but shall not extend beyond 75 percent of a school year. "Seventy-five percent of a college year" means 195 working days. Short term employees may be hired for peak periods which shall not exceed sixty (60) working days unless mutually agreed upon by the District and CSEA and submitted again for Governing Board approval.

- 25.1.3** Neither work study students nor work experience students shall be employed so as to replace classified bargaining unit members. In the event of layoff, reduction of hours, or abolishment of bargaining unit positions, no work performed by bargaining unit members shall be transferred to create new positions, or to unlawfully increase any work being performed by work experience, work study or short term unit members.

- 25.1.4** Disputes arising out of this Article shall be entered at Level I of the Grievance Procedure.

- 25.1.5** The District will provide a copy of a Request for Election form to CSEA when it is received by Human Resources. This form will contain the short-term unit member's name, work location, hours and dates to be worked, and specified projects or duties to be performed.

## **ARTICLE 26**

### **NEW TECHNOLOGY**

- 26.1** Whenever a new technology is introduced into a unit member's work environment which the unit member will be required to use, the District will provide the following:
- 26.1.1** At District expense the unit member(s) shall be trained by a person qualified to train in the new technology.
  - 26.1.2** The training should occur during the unit member(s) regular work day. If such training is not available during the unit member(s) regular work-day hours, the unit member will be compensated under Article 6, SALARY, regarding overtime and any other applicable section of Article 6.

## **ARTICLE 27**

### **SAVINGS CLAUSE**

- 27.1** If during the term of this Agreement there exists any applicable law or any applicable rule, regulation, or order issued by governmental authority other than the District which shall render invalid or restrain compliance with or enforcement of any provision of this Agreement, such provision shall be immediately suspended and be no effect hereunder so long as such law, rule, regulation, or order shall remain in effect. Such invalidation of a part or portion of this Agreement shall not invalidate any remaining portions which shall continue in full force and effect.
- 27.2** In the event of suspension or invalidation of any article or section thereof, the parties agree to meet and negotiate upon request within thirty (30) days after such determination for the purpose of arriving at a mutually satisfactory replacement for such article or section thereof.

## **ARTICLE 28**

### **CONCERTED ACTIVITIES**

- 28.1** It is agreed and understood that there will be no strike, work stoppage, slow down, picketing, or other interference with the operations of the District by the Union or by its officers, agents, or members during the term of this Agreement, including compliance with the request of other labor organizations to engage in such activity. The District agrees not to lock out unit members during the term of this Agreement.
- 28.2** The Union recognizes the duty and obligation of its representatives to comply with the provisions of this Agreement and to make every effort toward inducing all unit members to do so. In the event of a strike, work stoppage, slowdown or other interference with the operations of the District by unit members who are represented by the Union, the Union agrees in good faith to take steps to cause those unit members to cease such action.

## **ARTICLE 29**

### **SUPPORT OF AGREEMENT**

- 29.1** The District and the Union agree that it is to their mutual benefit to encourage the resolution of differences through the meet and negotiation process. Therefore, it is agreed that the Union will support this Agreement for its term and will not appear before any public school employer to seek change or improvement in any matter subject to the meet and negotiation process except by mutual agreement of the District and the Union.

## **ARTICLE 30**

### **PAST PRACTICES**

- 30.1** It is understood and agreed that the specific provisions contained in this Agreement shall prevail over District practices and procedures and over State laws to the extent permitted by State law. Notification of discontinuation of past practice will be given by either party.

## **ARTICLE 31**

### **COMPLETION OF MEET AND NEGOTIATION**


- 31.1** The parties agree that they have completed negotiations in their entirety for the duration of the term of this agreement from July 1, 2023 through June 30, 2026.

## ARTICLE 32

### TERM


- 32.1** This Agreement shall remain in full force and effect up to and including June 30, 2026 and thereafter shall continue in effect year-by-year unless one of the parties notifies the other in writing no later than March 15 of each year of its request to modify, amend or terminate this Agreement.


#### SAN JOSE • EVERGREEN COMMUNITY COLLEGE DISTRICT

  
\_\_\_\_\_  
Beatriz Chaidez (Oct 11, 2023 07:07 PDT)  
Dr. Beatriz Chaidez,  
Interim Chancellor

Shairon Zingsheim  
\_\_\_\_\_  
Shairon Zingsheim (Oct 11, 2023 07:20 PDT)  
Shairon Zingsheim,  
Interim Vice Chancellor,  
Human Resources

#### CALIFORNIA SCHOOL UNIT MEMBERS ASSOCIATION, CHAPTER 363

  
\_\_\_\_\_  
Andrea Lopez  
President, CSEA, Chapter 363

  
\_\_\_\_\_  
Robin Jackson (Oct 10, 2023 17:33 PDT)  
Robin Jackson  
Labor Relations Representative  
for CSEA 363



**Appendix A**

**Salary Schedules by**

**Classified Titles & Ranges**

SAN JOSE · EVERGREEN COMMUNITY COLLEGE DISTRICT  
CLASSIFIED TITLES & RANGES  
FISCAL YEAR 2023-2024

Effective: 7/1/2023  
Revised: 10/4/2023

6% over 2022-2023  
Board Approved: 10/10/2023

CLASSIFICATION	RANGE	STEP				
		A	B	C	D	E
Academic Advising Specialist	90	72,653	76,355	80,218	84,370	88,664
Academic Services Analyst	120	97,878	102,852	108,096	113,639	119,385
Academic Services Technician	98	78,649	82,692	86,869	91,299	95,972
Account Clerk	60	53,858	56,605	59,533	62,640	65,777
Account Clerk, Senior	75	62,640	65,777	69,044	72,653	76,355
Accounting Technician	85	69,044	72,653	76,355	80,218	84,370
Accounting Technician, Senior	100	80,218	84,370	88,664	93,178	97,878
Adaptive Media Technology Specialist	100	80,218	84,370	88,664	93,178	97,878
Administrative Assistant, Senior	90	72,653	76,355	80,218	84,370	88,664
Administrative Secretary	100	80,218	84,370	88,664	93,178	97,878
Admissions & Records Assistant	62	54,968	57,785	60,667	63,776	67,095
Admissions & Records Coordinator I	86	69,861	73,360	77,059	81,033	85,167
Admissions & Records Coordinator II	96	77,059	81,033	85,167	89,481	94,063
Admissions & Records Lead Coordinator	120	97,878	102,852	108,096	113,639	119,385
Admissions & Records Technician	72	60,667	63,776	67,095	70,567	74,109
Articulation Specialist	100	80,218	84,370	88,664	93,178	97,878
Assessment Specialist	84	68,433	71,950	75,603	79,467	83,599
Asset and Inventory Technician	85	69,044	72,653	76,355	80,218	84,370
Assistive Services Specialist	89	71,950	75,603	79,467	83,599	87,822
Athletic Trainer	95	76,355	80,218	84,370	88,664	93,178
Basic Needs Coordinator	96	77,059	81,033	85,167	89,481	94,063
Biology Laboratory Coordinator	91	73,360	77,059	81,033	85,167	89,481
Business Services Coordinator	100	80,218	84,370	88,664	93,178	97,878
Campus Personnel Services Coordinator	120	97,878	102,852	108,096	113,639	119,385
Campus Safety Officer	80	65,777	69,044	72,653	76,355	80,218
Campus Safety Officer, Lead	90	72,653	76,355	80,218	84,370	88,664
Carpenter	100	80,218	84,370	88,664	93,178	97,878
College Extension Site Coordinator	96	77,059	81,033	85,167	89,481	94,063
College Facilities Coordinator	100	80,218	84,370	88,664	93,178	97,878
College Fiscal Coordinator	130	108,096	113,639	119,385	125,469	131,937
College Schedule Coordinator	115	93,178	97,878	102,852	108,096	113,639
College Web Services Specialist	122	99,857	104,967	110,304	115,933	121,857
Community Engagement Specialist	89	71,950	75,603	79,467	83,599	87,822
Contracts Assistant	75	62,640	65,777	69,044	72,653	76,355
Curriculum Coordinator, College	110	88,664	93,178	97,878	102,852	108,096
Curriculum Specialist	100	80,218	84,370	88,664	93,178	97,878
Custodian	65	56,605	59,533	62,640	65,777	69,044
Custodian, Lead	75	62,640	65,777	69,044	72,653	76,355
Data Warehouse Research Analyst	130	108,096	113,639	119,385	125,469	131,937
Digital Design, Web & Marketing Coordinantor	112	90,344	95,064	99,857	104,967	110,304
Distance Education Program Technologist	122	99,857	104,967	110,304	115,933	121,857
Division Administrative Assistant, Senior	90	72,653	76,355	80,218	84,370	88,664
Educational Services Coordinator	130	108,096	113,639	119,385	125,469	131,937
Electrician	122	99,857	104,967	110,304	115,933	121,857
Employment Services Coordinator	120	97,878	102,852	108,096	113,639	119,385
Enrollment Services Coordinator	96	77,059	81,033	85,167	89,481	94,063
EOP&S Eligibility Specialist	76	63,256	66,458	69,861	73,360	77,059
Equipment & Vehicle Mechanic	88	71,250	74,858	78,649	82,692	86,869
Evaluations Specialist	82	67,095	70,567	74,109	77,903	81,892
Evaluations Specialist, Senior	92	74,109	77,903	81,892	85,961	90,344

CLASSIFICATION	RANGE	STEP				
		A	B	C	D	E
Executive Administrative Assistant	110	88,664	93,178	97,878	102,852	108,096
Facilities Maintenance Worker	92	74,109	77,903	81,892	85,961	90,344
Facilities Planner	120	97,878	102,852	108,096	113,639	119,385
Facility Security Technician	122	99,857	104,967	110,304	115,933	121,857
Financial Aid Coordinator	96	77,059	81,033	85,167	89,481	94,063
Financial Aid Outreach Specialist	89	71,950	75,603	79,467	83,599	87,822
Financial Aid Specialist I	66	57,171	60,079	63,256	66,458	69,861
Financial Aid Specialist II	76	63,256	66,458	69,861	73,360	77,059
Financial Aid Specialist III	86	69,861	73,360	77,059	81,033	85,167
Furniture, Fixture & Equipment Coordinator	110	88,664	93,178	97,878	102,852	108,096
Groundskeeper I	61	54,470	57,171	60,079	63,256	66,458
Groundskeeper II	71	60,079	63,256	66,458	69,861	73,360
Groundskeeper III	85	69,044	72,653	76,355	80,218	84,370
Health Services Office Assistant	80	65,777	69,044	72,653	76,355	80,218
Heating & Air Conditioning (HVAC) Mechanic/Plumber	132	110,304	115,933	121,857	128,053	134,550
Help Desk Technician	95	76,355	80,218	84,370	88,664	93,178
Human Resources Specialist	115	93,178	97,878	102,852	108,096	113,639
Human Resources Technician	98	78,649	82,692	86,869	91,299	95,972
Information Technology Support Specialist	112	90,344	95,064	99,857	104,967	110,304
Information Technology Support Specialist II	122	99,857	104,967	110,304	115,933	121,857
Information Technology Technician	95	76,355	80,218	84,370	88,664	93,178
Instructional Assistant II, Cosmetology	110	88,664	93,178	97,878	102,852	108,096
Instructional Assistant II, Esthetics	100	80,218	84,370	88,664	93,178	97,878
Instructional Assistant III, Cosmetology	130	108,096	113,639	119,385	125,469	131,937
Instructional Laboratory Technician I	56	51,791	54,470	57,171	60,079	63,256
Instructional Laboratory Technician I, Applied Science	56	51,791	54,470	57,171	60,079	63,256
Instructional Laboratory Technician I, Automotive Technology	56	51,791	54,470	57,171	60,079	63,256
Instructional Laboratory Technician I, Cosmetology	56	51,791	54,470	57,171	60,079	63,256
Instructional Laboratory Technician I, Electronics	56	51,791	54,470	57,171	60,079	63,256
Instructional Laboratory Technician I, Medical Assisting	56	51,791	54,470	57,171	60,079	63,256
Instructional Laboratory Technician I, Science	56	51,791	54,470	57,171	60,079	63,256
Instructional Laboratory Technician II	66	57,171	60,079	63,256	66,458	69,861
Instructional Laboratory Technician II, Applied Science	66	57,171	60,079	63,256	66,458	69,861
Instructional Laboratory Technician II, Automotive Technology	66	57,171	60,079	63,256	66,458	69,861
Instructional Laboratory Technician II, Construction Technology	66	57,171	60,079	63,256	66,458	69,861
Instructional Laboratory Technician II, Cosmetology	66	57,171	60,079	63,256	66,458	69,861
Instructional Laboratory Technician II, Dental Assisting	66	57,171	60,079	63,256	66,458	69,861
Instructional Laboratory Technician II, Machine Technology	66	57,171	60,079	63,256	66,458	69,861
Instructional Laboratory Technician II, PE & Athletics	66	57,171	60,079	63,256	66,458	69,861
Instructional Laboratory Technician II, Science	66	57,171	60,079	63,256	66,458	69,861
Instructional Laboratory Technician III	76	63,256	66,458	69,861	73,360	77,059
Instructional Laboratory Technician III, Astronomy, Physics & Earth Science	76	63,256	66,458	69,861	73,360	77,059
Instructional Laboratory Technician III, Cosmetology	76	63,256	66,458	69,861	73,360	77,059
Instructional Laboratory Technician III, Dental	76	63,256	66,458	69,861	73,360	77,059
Instructional Laboratory Technician III, Engineering & Science	76	63,256	66,458	69,861	73,360	77,059
Instructional Laboratory Technician III, Science	76	63,256	66,458	69,861	73,360	77,059
Instructional Laboratory Technician IV, Art	86	69,861	73,360	77,059	81,033	85,167
Instructional Laboratory Technician IV, Cosmetology	86	69,861	73,360	77,059	81,033	85,167
Instructional Laboratory Technician IV, PE & Athletic Facilities	86	69,861	73,360	77,059	81,033	85,167
Instructional Laboratory Technician IV, Science	86	69,861	73,360	77,059	81,033	85,167
Instructional Laboratory Technician V, Science/Chemical Hygiene Officer	96	77,059	81,033	85,167	89,481	94,063
Instructional Support Assistant	78	64,483	67,750	71,250	74,858	78,649
Instructional Support Assistant, Laboratory Lead	86	69,861	73,360	77,059	81,033	85,167
Instructional Support Assistant, Subject Lead	86	69,861	73,360	77,059	81,033	85,167

CLASSIFICATION	RANGE	STEP				
		A	B	C	D	E
Instructional Support Coordinator	90	72,653	76,355	80,218	84,370	88,664
Instructional Support Program Coordinator	96	77,059	81,033	85,167	89,481	94,063
Job Development & Placement Specialist	84	68,433	71,950	75,603	79,467	83,599
Library Assistant	90	72,653	76,355	80,218	84,370	88,664
Library Technician	70	59,533	62,640	65,777	69,044	72,653
Library Technician, Senior	80	65,777	69,044	72,653	76,355	80,218
Locksmith	100	80,218	84,370	88,664	93,178	97,878
Mail and Print Services Technician	70	59,533	62,640	65,777	69,044	72,653
Network Engineer	150	131,937	138,637	145,765	153,185	160,976
Operations Coordinator	96	77,059	81,033	85,167	89,481	94,063
Outreach/Recruitment Coordinator	96	77,059	81,033	85,167	89,481	94,063
Outreach/Recruitment Specialist	89	71,950	75,603	79,467	83,599	87,822
Painter	100	80,218	84,370	88,664	93,178	97,878
Payroll Coordinator	125	102,852	108,096	113,639	119,385	125,469
Payroll Coordinator, Lead	130	108,096	113,639	119,385	125,469	131,937
Payroll Technician	98	78,649	82,692	86,869	91,299	95,972
Police Dispatcher	90	72,653	76,355	80,218	84,370	88,664
Police Officer	118	95,972	100,810	105,986	111,341	117,088
Police Officer - Academy Graduate	94	75,603	79,467	83,599	87,822	92,270
Police Officer, Senior	125	102,852	108,096	113,639	119,385	125,469
Police Records Coordinator	95	76,355	80,218	84,370	88,664	93,178
Program Assistant	75	62,640	65,777	69,044	72,653	76,355
Program Coordinator	96	77,059	81,033	85,167	89,481	94,063
Program Specialist	89	71,950	75,603	79,467	83,599	87,822
Programmer Analyst	132	110,304	115,933	121,857	128,053	134,550
Programmer Analyst, Senior	142	121,857	128,053	134,550	141,495	148,695
Project Coordinator (Bond and Facilities)	96	77,059	81,033	85,167	89,481	94,063
Purchasing Agent	110	88,664	93,178	97,878	102,852	108,096
Purchasing Agent, Senior	120	97,878	102,852	108,096	113,639	119,385
Reprographics Assistant	65	56,605	59,533	62,640	65,777	69,044
Reprographics Lead	85	69,044	72,653	76,355	80,218	84,370
Reprographics Technician	70	59,533	62,640	65,777	69,044	72,653
Research Analyst	100	80,218	84,370	88,664	93,178	97,878
Research Analyst II	115	93,178	97,878	102,852	108,096	113,639
Research Assistant	90	72,653	76,355	80,218	84,370	88,664
Schedules & Catalog Technician I	80	65,777	69,044	72,653	76,355	80,218
Schedules & Catalog Technician II	90	72,653	76,355	80,218	84,370	88,664
SharePoint Developer/Administrator	150	131,937	138,637	145,765	153,185	160,976
Staff Accountant	125	102,852	108,096	113,639	119,385	125,469
Staff Accountant, Lead	130	108,096	113,639	119,385	125,469	131,937
Staff Assistant I	44	45,976	48,293	50,745	53,331	56,079
Staff Assistant II	54	50,745	53,331	56,079	58,920	61,965
Staff Assistant III	64	56,079	58,920	61,965	65,140	68,433
Student Retention Assistant	70	59,533	62,640	65,777	69,044	72,653
Systems Administrator	132	110,304	115,933	121,857	128,053	134,550
Systems Administrator, Senior	142	121,857	128,053	134,550	141,495	148,695
Test Proctoring and Accomodations Coordinator	96	77,059	81,033	85,167	89,481	94,063
Theater Technician	90	72,653	76,355	80,218	84,370	88,664
Traffic & Campus Services Officer	55	51,335	53,858	56,605	59,533	62,641
Traffic & Campus Services Officer, Senior	68	58,420	61,368	64,483	67,750	71,250
Transition Specialist	89	71,950	75,603	79,467	83,599	87,822
Tutoring Center Coordinator	100	80,218	84,370	88,664	93,178	97,878
Warehousing/Distribution Coordinator	80	65,777	69,044	72,653	76,355	80,218
Warehousing/Distribution Specialist II	70	59,533	62,640	65,777	69,044	72,653

SAN JOSE · EVERGREEN COMMUNITY COLLEGE DISTRICT  
CLASSIFIED TITLES & RANGES  
FISCAL YEAR 2024-2025

Effective: 7/1/2024  
Revised: 10/5/2023

4% over 2023-2024  
Board Approved: 10/10/2023

CLASSIFICATION	RANGE	STEP				
		A	B	C	D	E
Academic Advising Specialist	90	75,559	79,409	83,427	87,745	92,211
Academic Services Analyst	120	101,793	106,966	112,420	118,185	124,160
Academic Services Technician	98	81,795	86,000	90,344	94,951	99,811
Account Clerk	60	56,012	58,869	61,914	65,146	68,408
Account Clerk, Senior	75	65,146	68,408	71,806	75,559	79,409
Accounting Technician	85	71,806	75,559	79,409	83,427	87,745
Accounting Technician, Senior	100	83,427	87,745	92,211	96,905	101,793
Adaptive Media Technology Specialist	100	83,427	87,745	92,211	96,905	101,793
Administrative Assistant, Senior	90	75,559	79,409	83,427	87,745	92,211
Administrative Secretary	100	83,427	87,745	92,211	96,905	101,793
Admissions & Records Assistant	62	57,167	60,096	63,094	66,327	69,779
Admissions & Records Coordinator I	86	72,655	76,294	80,141	84,274	88,574
Admissions & Records Coordinator II	96	80,141	84,274	88,574	93,060	97,826
Admissions & Records Lead Coordinator	120	101,793	106,966	112,420	118,185	124,160
Admissions & Records Technician	72	63,094	66,327	69,779	73,390	77,073
Articulation Specialist	100	83,427	87,745	92,211	96,905	101,793
Assessment Specialist	84	71,170	74,828	78,627	82,646	86,943
Asset and Inventory Technician	85	71,806	75,559	79,409	83,427	87,745
Assistive Services Specialist	89	74,828	78,627	82,646	86,943	91,335
Athletic Trainer	95	79,409	83,427	87,745	92,211	96,905
Basic Needs Coordinator	96	80,141	84,274	88,574	93,060	97,826
Biology Laboratory Coordinator	91	76,294	80,141	84,274	88,574	93,060
Business Services Coordinator	100	83,427	87,745	92,211	96,905	101,793
Campus Personnel Services Coordinator	120	101,793	106,966	112,420	118,185	124,160
Campus Safety Officer	80	68,408	71,806	75,559	79,409	83,427
Campus Safety Officer, Lead	90	75,559	79,409	83,427	87,745	92,211
Carpenter	100	83,427	87,745	92,211	96,905	101,793
College Extension Site Coordinator	96	80,141	84,274	88,574	93,060	97,826
College Facilities Coordinator	100	83,427	87,745	92,211	96,905	101,793
College Fiscal Coordinator	130	112,420	118,185	124,160	130,488	137,214
College Schedule Coordinator	115	96,905	101,793	106,966	112,420	118,185
College Web Services Specialist	122	103,851	109,166	114,716	120,570	126,731
Community Engagement Specialist	89	74,828	78,627	82,646	86,943	91,335
Contracts Assistant	75	65,146	68,408	71,806	75,559	79,409
Curriculum Coordinator, College	110	92,211	96,905	101,793	106,966	112,420
Curriculum Specialist	100	83,427	87,745	92,211	96,905	101,793
Custodian	65	58,869	61,914	65,146	68,408	71,806
Custodian, Lead	75	65,146	68,408	71,806	75,559	79,409
Database Administrator	132	114,716	120,570	126,731	133,175	139,932
Database Administrator, Senior	142	126,731	133,175	139,932	147,155	154,643
Data Warehouse Research Analyst	130	112,420	118,185	124,160	130,488	137,214
Digital Design, Web & Marketing Coordinator	112	93,958	98,867	103,851	109,166	114,716
Distance Education Program Technologist	122	103,851	109,166	114,716	120,570	126,731
Division Administrative Assistant, Senior	90	75,559	79,409	83,427	87,745	92,211
Educational Services Coordinator	130	112,420	118,185	124,160	130,488	137,214
Electrician	122	103,851	109,166	114,716	120,570	126,731
Employment Services Coordinator	120	101,793	106,966	112,420	118,185	124,160
Enrollment Services Coordinator	96	80,141	84,274	88,574	93,060	97,826
EOP&S Eligibility Specialist	76	65,786	69,116	72,655	76,294	80,141
Equipment & Vehicle Mechanic	88	74,100	77,852	81,795	86,000	90,344

CLASSIFICATION	RANGE	STEP				
		A	B	C	D	E
Evaluations Specialist	82	69,779	73,390	77,073	81,019	85,168
Evaluations Specialist, Senior	92	77,073	81,019	85,168	89,399	93,958
Executive Administrative Assistant	110	92,211	96,905	101,793	106,966	112,420
Facilities Maintenance Worker	92	77,073	81,019	85,168	89,399	93,958
Facilities Planner	120	101,793	106,966	112,420	118,185	124,160
Facility Security Technician	122	103,851	109,166	114,716	120,570	126,731
Financial Aid Coordinator	96	80,141	84,274	88,574	93,060	97,826
Financial Aid Outreach Specialist	89	74,828	78,627	82,646	86,943	91,335
Financial Aid Specialist I	66	59,458	62,482	65,786	69,116	72,655
Financial Aid Specialist II	76	65,786	69,116	72,655	76,294	80,141
Financial Aid Specialist III	86	72,655	76,294	80,141	84,274	88,574
Furniture, Fixture & Equipment Coordinator	110	92,211	96,905	101,793	106,966	112,420
Groundskeeper I	61	56,649	59,458	62,482	65,786	69,116
Groundskeeper II	71	62,482	65,786	69,116	72,655	76,294
Groundskeeper III	85	71,806	75,559	79,409	83,427	87,745
Health Services Office Assistant	80	68,408	71,806	75,559	79,409	83,427
Heating & Air Conditioning (HVAC) Mechanic/Plumber	132	114,716	120,570	126,731	133,175	139,932
Help Desk Technician	95	79,409	83,427	87,745	92,211	96,905
Human Resources Specialist	115	96,905	101,793	106,966	112,420	118,185
Human Resources Technician	98	81,795	86,000	90,344	94,951	99,811
Information Technology Support Specialist	112	93,958	98,867	103,851	109,166	114,716
Information Technology Support Specialist II	122	103,851	109,166	114,716	120,570	126,731
Information Technology Technician	95	79,409	83,427	87,745	92,211	96,905
Instructional Assistant II, Cosmetology	110	92,211	96,905	101,793	106,966	112,420
Instructional Assistant II, Esthetics	100	83,427	87,745	92,211	96,905	101,793
Instructional Assistant III, Cosmetology	130	112,420	118,185	124,160	130,488	137,214
Instructional Laboratory Technician I	56	53,863	56,649	59,458	62,482	65,786
Instructional Laboratory Technician I, Applied Science	56	53,863	56,649	59,458	62,482	65,786
Instructional Laboratory Technician I, Automotive Technology	56	53,863	56,649	59,458	62,482	65,786
Instructional Laboratory Technician I, Cosmetology	56	53,863	56,649	59,458	62,482	65,786
Instructional Laboratory Technician I, Electronics	56	53,863	56,649	59,458	62,482	65,786
Instructional Laboratory Technician I, Medical Assisting	56	53,863	56,649	59,458	62,482	65,786
Instructional Laboratory Technician I, Science	56	53,863	56,649	59,458	62,482	65,786
Instructional Laboratory Technician II	66	59,458	62,482	65,786	69,116	72,655
Instructional Laboratory Technician II, Applied Science	66	59,458	62,482	65,786	69,116	72,655
Instructional Laboratory Technician II, Automotive Technology	66	59,458	62,482	65,786	69,116	72,655
Instructional Laboratory Technician II, Construction Technology	66	59,458	62,482	65,786	69,116	72,655
Instructional Laboratory Technician II, Cosmetology	66	59,458	62,482	65,786	69,116	72,655
Instructional Laboratory Technician II, Dental Assisting	66	59,458	62,482	65,786	69,116	72,655
Instructional Laboratory Technician II, Machine Technology	66	59,458	62,482	65,786	69,116	72,655
Instructional Laboratory Technician II, PE & Athletics	66	59,458	62,482	65,786	69,116	72,655
Instructional Laboratory Technician II, Science	66	59,458	62,482	65,786	69,116	72,655
Instructional Laboratory Technician III	76	65,786	69,116	72,655	76,294	80,141
Instructional Laboratory Technician III, Astronomy, Physics & Earth Science	76	65,786	69,116	72,655	76,294	80,141
Instructional Laboratory Technician III, Cosmetology	76	65,786	69,116	72,655	76,294	80,141
Instructional Laboratory Technician III, Dental	76	65,786	69,116	72,655	76,294	80,141
Instructional Laboratory Technician III, Engineering & Science	76	65,786	69,116	72,655	76,294	80,141
Instructional Laboratory Technician III, Science	76	65,786	69,116	72,655	76,294	80,141
Instructional Laboratory Technician IV, Art	86	72,655	76,294	80,141	84,274	88,574
Instructional Laboratory Technician IV, Cosmetology	86	72,655	76,294	80,141	84,274	88,574
Instructional Laboratory Technician IV, PE & Athletic Facilities	86	72,655	76,294	80,141	84,274	88,574
Instructional Laboratory Technician IV, Science	86	72,655	76,294	80,141	84,274	88,574
Instructional Laboratory Technician V, Science/Chemical Hygiene Officer	96	80,141	84,274	88,574	93,060	97,826
Instructional Support Assistant	78	67,062	70,460	74,100	77,852	81,795

CLASSIFICATION	RANGE	STEP				
		A	B	C	D	E
Instructional Support Assistant, Laboratory Lead	86	72,655	76,294	80,141	84,274	88,574
Instructional Support Assistant, Subject Lead	86	72,655	76,294	80,141	84,274	88,574
Instructional Support Coordinator	90	75,559	79,409	83,427	87,745	92,211
Instructional Support Program Coordinator	96	80,141	84,274	88,574	93,060	97,826
Job Development & Placement Specialist	84	71,170	74,828	78,627	82,646	86,943
Library Assistant	90	75,559	79,409	83,427	87,745	92,211
Library Technician	70	61,914	65,146	68,408	71,806	75,559
Library Technician, Senior	80	68,408	71,806	75,559	79,409	83,427
Locksmith	100	83,427	87,745	92,211	96,905	101,793
Mail and Print Services Technician	70	61,914	65,146	68,408	71,806	75,559
Network Engineer	150	137,214	144,182	151,596	159,312	167,415
Operations Coordinator	96	80,141	84,274	88,574	93,060	97,826
Outreach/Recruitment Coordinator	96	80,141	84,274	88,574	93,060	97,826
Outreach/Recruitment Specialist	89	74,828	78,627	82,646	86,943	91,335
Painter	100	83,427	87,745	92,211	96,905	101,793
Payroll Coordinator	125	106,966	112,420	118,185	124,160	130,488
Payroll Coordinator, Lead	130	112,420	118,185	124,160	130,488	137,214
Payroll Technician	98	81,795	86,000	90,344	94,951	99,811
Police Dispatcher	90	75,559	79,409	83,427	87,745	92,211
Police Officer	118	99,811	104,842	110,225	115,795	121,772
Police Officer - Academy Graduate	94	78,627	82,646	86,943	91,335	95,961
Police Officer, Senior	125	106,966	112,420	118,185	124,160	130,488
Police Records Coordinator	95	79,409	83,427	87,745	92,211	96,905
Program Assistant	75	65,146	68,408	71,806	75,559	79,409
Program Coordinator	96	80,141	84,274	88,574	93,060	97,826
Program Specialist	89	74,828	78,627	82,646	86,943	91,335
Programmer Analyst	132	114,716	120,570	126,731	133,175	139,932
Programmer Analyst, Senior	142	126,731	133,175	139,932	147,155	154,643
Project Coordinator (Bond and Facilities)	96	80,141	84,274	88,574	93,060	97,826
Purchasing Agent	110	92,211	96,905	101,793	106,966	112,420
Purchasing Agent, Senior	120	101,793	106,966	112,420	118,185	124,160
Reprographics Assistant	65	58,869	61,914	65,146	68,408	71,806
Reprographics Lead	85	71,806	75,559	79,409	83,427	87,745
Reprographics Technician	70	61,914	65,146	68,408	71,806	75,559
Research Analyst	100	83,427	87,745	92,211	96,905	101,793
Research Analyst II	115	96,905	101,793	106,966	112,420	118,185
Research Assistant	90	75,559	79,409	83,427	87,745	92,211
Schedules & Catalog Technician I	80	68,408	71,806	75,559	79,409	83,427
Schedules & Catalog Technician II	90	75,559	79,409	83,427	87,745	92,211
SharePoint Developer/Administrator	150	137,214	144,182	151,596	159,312	167,415
Staff Accountant	125	106,966	112,420	118,185	124,160	130,488
Staff Accountant, Lead	130	112,420	118,185	124,160	130,488	137,214
Staff Assistant I	44	47,815	50,225	52,775	55,464	58,322
Staff Assistant II	54	52,775	55,464	58,322	61,277	64,444
Staff Assistant III	64	58,322	61,277	64,444	67,746	71,170
Student Retention Assistant	70	61,914	65,146	68,408	71,806	75,559
Systems Administrator	132	114,716	120,570	126,731	133,175	139,932
Systems Administrator, Senior	142	126,731	133,175	139,932	147,155	154,643
Test Proctoring and Accommodations Coordinator	96	80,141	84,274	88,574	93,060	97,826
Theater Technician	90	75,559	79,409	83,427	87,745	92,211
Traffic & Campus Services Officer	55	53,388	56,012	58,869	61,914	65,147
Traffic & Campus Services Officer, Senior	68	60,757	63,823	67,062	70,460	74,100
Transition Specialist	89	74,828	78,627	82,646	86,943	91,335
Tutoring Center Coordinator	100	83,427	87,745	92,211	96,905	101,793

CLASSIFICATION	RANGE	STEP				
		A	B	C	D	E
Warehousing/Distribution Coordinator	80	68,408	71,806	75,559	79,409	83,427
Warehousing/Distribution Specialist II	70	61,914	65,146	68,408	71,806	75,559



SAN JOSE · EVERGREEN COMMUNITY COLLEGE DISTRICT  
CLASSIFIED TITLES & RANGES  
FISCAL YEAR 2025-2026

Effective: 7/1/2025  
Revised: 10/5/2023

3% over 2024-2025  
Board Approved: 10/10/2023

CLASSIFICATION	RANGE	STEP				
		A	B	C	D	E
Academic Advising Specialist	90	77,826	81,791	85,930	90,377	94,977
Academic Services Analyst	120	104,847	110,175	115,793	121,731	127,885
Academic Services Technician	98	84,249	88,580	93,054	97,800	102,805
Account Clerk	60	57,692	60,635	63,771	67,100	70,460
Account Clerk, Senior	75	67,100	70,460	73,960	77,826	81,791
Accounting Technician	85	73,960	77,826	81,791	85,930	90,377
Accounting Technician, Senior	100	85,930	90,377	94,977	99,812	104,847
Adaptive Media Technology Specialist	100	85,930	90,377	94,977	99,812	104,847
Administrative Assistant, Senior	90	77,826	81,791	85,930	90,377	94,977
Administrative Secretary	100	85,930	90,377	94,977	99,812	104,847
Admissions & Records Assistant	62	58,882	61,899	64,987	68,317	71,872
Admissions & Records Coordinator I	86	74,835	78,583	82,545	86,802	91,231
Admissions & Records Coordinator II	96	82,545	86,802	91,231	95,852	100,761
Admissions & Records Lead Coordinator	120	104,847	110,175	115,793	121,731	127,885
Admissions & Records Technician	72	64,987	68,317	71,872	75,592	79,385
Articulation Specialist	100	85,930	90,377	94,977	99,812	104,847
Assessment Specialist	84	73,305	77,073	80,986	85,125	89,551
Asset and Inventory Technician	85	73,960	77,826	81,791	85,930	90,377
Assistive Services Specialist	89	77,073	80,986	85,125	89,551	94,075
Athletic Trainer	95	81,791	85,930	90,377	94,977	99,812
Basic Needs Coordinator	96	82,545	86,802	91,231	95,852	100,761
Biology Laboratory Coordinator	91	78,583	82,545	86,802	91,231	95,852
Business Services Coordinator	100	85,930	90,377	94,977	99,812	104,847
Campus Personnel Services Coordinator	120	104,847	110,175	115,793	121,731	127,885
Campus Safety Officer	80	70,460	73,960	77,826	81,791	85,930
Campus Safety Officer, Lead	90	77,826	81,791	85,930	90,377	94,977
Carpenter	100	85,930	90,377	94,977	99,812	104,847
College Extension Site Coordinator	96	82,545	86,802	91,231	95,852	100,761
College Facilities Coordinator	100	85,930	90,377	94,977	99,812	104,847
College Fiscal Coordinator	130	115,793	121,731	127,885	134,403	141,330
College Schedule Coordinator	115	99,812	104,847	110,175	115,793	121,731
College Web Services Specialist	122	106,967	112,441	118,157	124,187	130,533
Community Engagement Specialist	89	77,073	80,986	85,125	89,551	94,075
Contracts Assistant	75	67,100	70,460	73,960	77,826	81,791
Curriculum Coordinator, College	110	94,977	99,812	104,847	110,175	115,793
Curriculum Specialist	100	85,930	90,377	94,977	99,812	104,847
Custodian	65	60,635	63,771	67,100	70,460	73,960
Custodian, Lead	75	67,100	70,460	73,960	77,826	81,791
Data Warehouse Research Analyst	130	115,793	121,731	127,885	134,403	141,330
Digital Design, Web & Marketing Coordinantor	112	96,777	101,833	106,967	112,441	118,157
Distance Education Program Technologist	122	106,967	112,441	118,157	124,187	130,533
Division Administrative Assistant, Senior	90	77,826	81,791	85,930	90,377	94,977
Educational Services Coordinator	130	115,793	121,731	127,885	134,403	141,330
Electrician	122	106,967	112,441	118,157	124,187	130,533
Employment Services Coordinator	120	104,847	110,175	115,793	121,731	127,885
Enrollment Services Coordinator	96	82,545	86,802	91,231	95,852	100,761
EOP&S Eligibility Specialist	76	67,760	71,189	74,835	78,583	82,545
Equipment & Vehicle Mechanic	88	76,323	80,188	84,249	88,580	93,054
Evaluations Specialist	82	71,872	75,592	79,385	83,450	87,723
Evaluations Specialist, Senior	92	79,385	83,450	87,723	92,081	96,777

CLASSIFICATION	RANGE	STEP				
		A	B	C	D	E
Executive Administrative Assistant	110	94,977	99,812	104,847	110,175	115,793
Facilities Maintenance Worker	92	79,385	83,450	87,723	92,081	96,777
Facilities Planner	120	104,847	110,175	115,793	121,731	127,885
Facility Security Technician	122	106,967	112,441	118,157	124,187	130,533
Financial Aid Coordinator	96	82,545	86,802	91,231	95,852	100,761
Financial Aid Outreach Specialist	89	77,073	80,986	85,125	89,551	94,075
Financial Aid Specialist I	66	61,242	64,356	67,760	71,189	74,835
Financial Aid Specialist II	76	67,760	71,189	74,835	78,583	82,545
Financial Aid Specialist III	86	74,835	78,583	82,545	86,802	91,231
Furniture, Fixture & Equipment Coordinator	110	94,977	99,812	104,847	110,175	115,793
Groundskeeper I	61	58,348	61,242	64,356	67,760	71,189
Groundskeeper II	71	64,356	67,760	71,189	74,835	78,583
Groundskeeper III	85	73,960	77,826	81,791	85,930	90,377
Health Services Office Assistant	80	70,460	73,960	77,826	81,791	85,930
Heating & Air Conditioning (HVAC) Mechanic/Plumber	132	118,157	124,187	130,533	137,170	144,130
Help Desk Technician	95	81,791	85,930	90,377	94,977	99,812
Human Resources Specialist	115	99,812	104,847	110,175	115,793	121,731
Human Resources Technician	98	84,249	88,580	93,054	97,800	102,805
Information Technology Support Specialist	112	96,777	101,833	106,967	112,441	118,157
Information Technology Support Specialist II	122	106,967	112,441	118,157	124,187	130,533
Information Technology Technician	95	81,791	85,930	90,377	94,977	99,812
Instructional Assistant II, Cosmetology	110	94,977	99,812	104,847	110,175	115,793
Instructional Assistant II, Esthetics	100	85,930	90,377	94,977	99,812	104,847
Instructional Assistant III, Cosmetology	130	115,793	121,731	127,885	134,403	141,330
Instructional Laboratory Technician I	56	55,479	58,348	61,242	64,356	67,760
Instructional Laboratory Technician I, Applied Science	56	55,479	58,348	61,242	64,356	67,760
Instructional Laboratory Technician I, Automotive Technology	56	55,479	58,348	61,242	64,356	67,760
Instructional Laboratory Technician I, Cosmetology	56	55,479	58,348	61,242	64,356	67,760
Instructional Laboratory Technician I, Electronics	56	55,479	58,348	61,242	64,356	67,760
Instructional Laboratory Technician I, Medical Assisting	56	55,479	58,348	61,242	64,356	67,760
Instructional Laboratory Technician I, Science	56	55,479	58,348	61,242	64,356	67,760
Instructional Laboratory Technician II	66	61,242	64,356	67,760	71,189	74,835
Instructional Laboratory Technician II, Applied Science	66	61,242	64,356	67,760	71,189	74,835
Instructional Laboratory Technician II, Automotive Technology	66	61,242	64,356	67,760	71,189	74,835
Instructional Laboratory Technician II, Construction Technology	66	61,242	64,356	67,760	71,189	74,835
Instructional Laboratory Technician II, Cosmetology	66	61,242	64,356	67,760	71,189	74,835
Instructional Laboratory Technician II, Dental Assisting	66	61,242	64,356	67,760	71,189	74,835
Instructional Laboratory Technician II, Machine Technology	66	61,242	64,356	67,760	71,189	74,835
Instructional Laboratory Technician II, PE & Athletics	66	61,242	64,356	67,760	71,189	74,835
Instructional Laboratory Technician II, Science	66	61,242	64,356	67,760	71,189	74,835
Instructional Laboratory Technician III	76	67,760	71,189	74,835	78,583	82,545
Instructional Laboratory Technician III, Astronomy, Physics & Earth Science	76	67,760	71,189	74,835	78,583	82,545
Instructional Laboratory Technician III, Cosmetology	76	67,760	71,189	74,835	78,583	82,545
Instructional Laboratory Technician III, Dental	76	67,760	71,189	74,835	78,583	82,545
Instructional Laboratory Technician III, Engineering & Science	76	67,760	71,189	74,835	78,583	82,545
Instructional Laboratory Technician III, Science	76	67,760	71,189	74,835	78,583	82,545
Instructional Laboratory Technician IV, Art	86	74,835	78,583	82,545	86,802	91,231
Instructional Laboratory Technician IV, Cosmetology	86	74,835	78,583	82,545	86,802	91,231
Instructional Laboratory Technician IV, PE & Athletic Facilities	86	74,835	78,583	82,545	86,802	91,231
Instructional Laboratory Technician IV, Science	86	74,835	78,583	82,545	86,802	91,231
Instructional Laboratory Technician V, Science/Chemical Hygiene Officer	96	82,545	86,802	91,231	95,852	100,761
Instructional Support Assistant	78	69,074	72,574	76,323	80,188	84,249
Instructional Support Assistant, Laboratory Lead	86	74,835	78,583	82,545	86,802	91,231
Instructional Support Assistant, Subject Lead	86	74,835	78,583	82,545	86,802	91,231

CLASSIFICATION	RANGE	STEP				
		A	B	C	D	E
Instructional Support Coordinator	90	77,826	81,791	85,930	90,377	94,977
Instructional Support Program Coordinator	96	82,545	86,802	91,231	95,852	100,761
Job Development & Placement Specialist	84	73,305	77,073	80,986	85,125	89,551
Library Assistant	90	77,826	81,791	85,930	90,377	94,977
Library Technician	70	63,771	67,100	70,460	73,960	77,826
Library Technician, Senior	80	70,460	73,960	77,826	81,791	85,930
Locksmith	100	85,930	90,377	94,977	99,812	104,847
Mail and Print Services Technician	70	63,771	67,100	70,460	73,960	77,826
Network Engineer	150	141,330	148,507	156,144	164,091	172,437
Operations Coordinator	96	82,545	86,802	91,231	95,852	100,761
Outreach/Recruitment Coordinator	96	82,545	86,802	91,231	95,852	100,761
Outreach/Recruitment Specialist	89	77,073	80,986	85,125	89,551	94,075
Painter	100	85,930	90,377	94,977	99,812	104,847
Payroll Coordinator	125	110,175	115,793	121,731	127,885	134,403
Payroll Coordinator, Lead	130	115,793	121,731	127,885	134,403	141,330
Payroll Technician	98	84,249	88,580	93,054	97,800	102,805
Police Dispatcher	90	77,826	81,791	85,930	90,377	94,977
Police Officer	118	102,805	107,987	113,532	119,269	125,425
Police Officer - Academy Graduate	94	80,986	85,125	89,551	94,075	98,840
Police Officer, Senior	125	110,175	115,793	121,731	127,885	134,403
Police Records Coordinator	95	81,791	85,930	90,377	94,977	99,812
Program Assistant	75	67,100	70,460	73,960	77,826	81,791
Program Coordinator	96	82,545	86,802	91,231	95,852	100,761
Program Specialist	89	77,073	80,986	85,125	89,551	94,075
Programmer Analyst	132	118,157	124,187	130,533	137,170	144,130
Programmer Analyst, Senior	142	130,533	137,170	144,130	151,570	159,282
Project Coordinator (Bond and Facilities)	96	82,545	86,802	91,231	95,852	100,761
Purchasing Agent	110	94,977	99,812	104,847	110,175	115,793
Purchasing Agent, Senior	120	104,847	110,175	115,793	121,731	127,885
Reprographics Assistant	65	60,635	63,771	67,100	70,460	73,960
Reprographics Lead	85	73,960	77,826	81,791	85,930	90,377
Reprographics Technician	70	63,771	67,100	70,460	73,960	77,826
Research Analyst	100	85,930	90,377	94,977	99,812	104,847
Research Analyst II	115	99,812	104,847	110,175	115,793	121,731
Research Assistant	90	77,826	81,791	85,930	90,377	94,977
Schedules & Catalog Technician I	80	70,460	73,960	77,826	81,791	85,930
Schedules & Catalog Technician II	90	77,826	81,791	85,930	90,377	94,977
SharePoint Developer/Administrator	150	141,330	148,507	156,144	164,091	172,437
Staff Accountant	125	110,175	115,793	121,731	127,885	134,403
Staff Accountant, Lead	130	115,793	121,731	127,885	134,403	141,330
Staff Assistant I	44	49,249	51,732	54,358	57,128	60,072
Staff Assistant II	54	54,358	57,128	60,072	63,115	66,377
Staff Assistant III	64	60,072	63,115	66,377	69,778	73,305
Student Retention Assistant	70	63,771	67,100	70,460	73,960	77,826
Systems Administrator	132	118,157	124,187	130,533	137,170	144,130
Systems Administrator, Senior	142	130,533	137,170	144,130	151,570	159,282
Test Proctoring and Accomodations Coordinator	96	82,545	86,802	91,231	95,852	100,761
Theater Technician	90	77,826	81,791	85,930	90,377	94,977
Traffic & Campus Services Officer	55	54,990	57,692	60,635	63,771	67,101
Traffic & Campus Services Officer, Senior	68	62,580	65,738	69,074	72,574	76,323
Transition Specialist	89	77,073	80,986	85,125	89,551	94,075
Tutoring Center Coordinator	100	85,930	90,377	94,977	99,812	104,847
Warehousing/Distribution Coordinator	80	70,460	73,960	77,826	81,791	85,930
Warehousing/Distribution Specialist II	70	63,771	67,100	70,460	73,960	77,826

# **Appendix B**

## **Salary Schedules**

SAN JOSE · EVERGREEN COMMUNITY COLLEGE DISTRICT  
CLASSIFIED SALARY SCHEDULE  
2023-2024 FISCAL YEAR

Effective: 07/01/2023

Board Approved:

6% Increase over 2022-2023

RANGE NO.	STEP A			STEP B			STEP C			STEP D			STEP E		
	Annual	Monthly	Hourly	Annual	Monthly	Hourly	Annual	Monthly	Hourly	Annual	Monthly	Hourly	Annual	Monthly	Hourly
1	29,996	2,499.67	14.42	31,470	2,622.50	15.13	33,102	2,758.50	15.91	34,739	2,894.92	16.70	36,600	3,050.00	17.60
2	30,353	2,529.42	14.59	31,810	2,650.83	15.29	33,554	2,796.17	16.13	35,196	2,933.00	16.92	36,941	3,078.42	17.76
3	30,653	2,554.42	14.74	32,128	2,677.33	15.45	33,784	2,815.33	16.24	35,440	2,953.33	17.04	37,351	3,112.58	17.96
4	30,852	2,571.00	14.83	32,422	2,701.83	15.59	34,148	2,845.67	16.42	35,897	2,991.42	17.26	37,716	3,143.00	18.13
5	31,175	2,597.92	14.99	32,807	2,733.92	15.77	34,511	2,875.92	16.59	36,239	3,019.92	17.42	38,099	3,174.92	18.32
6	31,470	2,622.50	15.13	33,102	2,758.50	15.91	34,739	2,894.92	16.70	36,600	3,050.00	17.60	38,463	3,205.25	18.49
7	31,810	2,650.83	15.29	33,554	2,796.17	16.13	35,196	2,933.00	16.92	36,941	3,078.42	17.76	38,869	3,239.08	18.69
8	32,128	2,677.33	15.45	33,784	2,815.33	16.24	35,440	2,953.33	17.04	37,351	3,112.58	17.96	39,257	3,271.42	18.87
9	32,422	2,701.83	15.59	34,148	2,845.67	16.42	35,897	2,991.42	17.26	37,716	3,143.00	18.13	39,595	3,299.58	19.04
10	32,807	2,733.92	15.77	34,511	2,875.92	16.59	36,239	3,019.92	17.42	38,099	3,174.92	18.32	39,916	3,326.33	19.19
11	33,102	2,758.50	15.91	34,739	2,894.92	16.70	36,600	3,050.00	17.60	38,463	3,205.25	18.49	40,439	3,369.92	19.44
12	33,554	2,796.17	16.13	35,196	2,933.00	16.92	36,941	3,078.42	17.76	38,869	3,239.08	18.69	40,799	3,399.92	19.61
13	33,784	2,815.33	16.24	35,440	2,953.33	17.04	37,351	3,112.58	17.96	39,257	3,271.42	18.87	41,233	3,436.08	19.82
14	34,148	2,845.67	16.42	35,897	2,991.42	17.26	37,716	3,143.00	18.13	39,595	3,299.58	19.04	41,662	3,471.83	20.03
15	34,511	2,875.92	16.59	36,239	3,019.92	17.42	38,099	3,174.92	18.32	39,916	3,326.33	19.19	42,029	3,502.42	20.21
16	34,739	2,894.92	16.70	36,600	3,050.00	17.60	38,463	3,205.25	18.49	40,439	3,369.92	19.44	42,459	3,538.25	20.41
17	35,196	2,933.00	16.92	36,941	3,078.42	17.76	38,869	3,239.08	18.69	40,799	3,399.92	19.61	42,912	3,576.00	20.63
18	35,440	2,953.33	17.04	37,351	3,112.58	17.96	39,257	3,271.42	18.87	41,233	3,436.08	19.82	43,300	3,608.33	20.82
19	35,897	2,991.42	17.26	37,716	3,143.00	18.13	39,595	3,299.58	19.04	41,662	3,471.83	20.03	43,753	3,646.08	21.04
20	36,239	3,019.92	17.42	38,099	3,174.92	18.32	39,916	3,326.33	19.19	42,029	3,502.42	20.21	44,116	3,676.33	21.21
21	36,600	3,050.00	17.60	38,463	3,205.25	18.49	40,439	3,369.92	19.44	42,459	3,538.25	20.41	44,641	3,720.08	21.46
22	36,941	3,078.42	17.76	38,869	3,239.08	18.69	40,799	3,399.92	19.61	42,912	3,576.00	20.63	45,091	3,757.58	21.68
23	37,351	3,112.58	17.96	39,257	3,271.42	18.87	41,233	3,436.08	19.82	43,300	3,608.33	20.82	45,502	3,791.83	21.88
24	37,716	3,143.00	18.13	39,595	3,299.58	19.04	41,662	3,471.83	20.03	43,753	3,646.08	21.04	45,976	3,831.33	22.10
25	38,099	3,174.92	18.32	39,916	3,326.33	19.19	42,029	3,502.42	20.21	44,116	3,676.33	21.21	46,452	3,871.00	22.33
26	38,463	3,205.25	18.49	40,439	3,369.92	19.44	42,459	3,538.25	20.41	44,641	3,720.08	21.46	46,907	3,908.92	22.55
27	38,869	3,239.08	18.69	40,799	3,399.92	19.61	42,912	3,576.00	20.63	45,091	3,757.58	21.68	47,429	3,952.42	22.80
28	39,257	3,271.42	18.87	41,233	3,436.08	19.82	43,300	3,608.33	20.82	45,502	3,791.83	21.88	47,792	3,982.67	22.98
29	39,595	3,299.58	19.04	41,662	3,471.83	20.03	43,753	3,646.08	21.04	45,976	3,831.33	22.10	48,293	4,024.42	23.22
30	39,916	3,326.33	19.19	42,029	3,502.42	20.21	44,116	3,676.33	21.21	46,452	3,871.00	22.33	48,793	4,066.08	23.46
31	40,439	3,369.92	19.44	42,459	3,538.25	20.41	44,641	3,720.08	21.46	46,907	3,908.92	22.55	49,269	4,105.75	23.69
32	40,799	3,399.92	19.61	42,912	3,576.00	20.63	45,091	3,757.58	21.68	47,429	3,952.42	22.80	49,794	4,149.50	23.94
33	41,233	3,436.08	19.82	43,300	3,608.33	20.82	45,502	3,791.83	21.88	47,792	3,982.67	22.98	50,336	4,194.67	24.20
34	41,662	3,471.83	20.03	43,753	3,646.08	21.04	45,976	3,831.33	22.10	48,293	4,024.42	23.22	50,745	4,228.75	24.40
35	42,029	3,502.42	20.21	44,116	3,676.33	21.21	46,452	3,871.00	22.33	48,793	4,066.08	23.46	51,335	4,277.92	24.68
36	42,459	3,538.25	20.41	44,641	3,720.08	21.46	46,907	3,908.92	22.55	49,269	4,105.75	23.69	51,791	4,315.92	24.90
37	42,912	3,576.00	20.63	45,091	3,757.58	21.68	47,429	3,952.42	22.80	49,794	4,149.50	23.94	52,222	4,351.83	25.11
38	43,300	3,608.33	20.82	45,502	3,791.83	21.88	47,792	3,982.67	22.98	50,336	4,194.67	24.20	52,879	4,406.58	25.42
39	43,753	3,646.08	21.04	45,976	3,831.33	22.10	48,293	4,024.42	23.22	50,745	4,228.75	24.40	53,331	4,444.25	25.64

RANGE NO.	STEP A			STEP B			STEP C			STEP D			STEP E		
	Annual	Monthly	Hourly	Annual	Monthly	Hourly	Annual	Monthly	Hourly	Annual	Monthly	Hourly	Annual	Monthly	Hourly
40	44,116	3,676.33	21.21	46,452	3,871.00	22.33	48,793	4,066.08	23.46	51,335	4,277.92	24.68	53,858	4,488.17	25.89
41	44,641	3,720.08	21.46	46,907	3,908.92	22.55	49,269	4,105.75	23.69	51,791	4,315.92	24.90	54,470	4,539.17	26.19
42	45,091	3,757.58	21.68	47,429	3,952.42	22.80	49,794	4,149.50	23.94	52,222	4,351.83	25.11	54,968	4,580.67	26.43
43	45,502	3,791.83	21.88	47,792	3,982.67	22.98	50,336	4,194.67	24.20	52,879	4,406.58	25.42	55,580	4,631.67	26.72
44	45,976	3,831.33	22.10	48,293	4,024.42	23.22	50,745	4,228.75	24.40	53,331	4,444.25	25.64	56,079	4,673.25	26.96
45	46,452	3,871.00	22.33	48,793	4,066.08	23.46	51,335	4,277.92	24.68	53,858	4,488.17	25.89	56,605	4,717.08	28.62
46	46,907	3,908.92	22.55	49,269	4,105.75	23.69	51,791	4,315.92	24.90	54,470	4,539.17	26.19	57,171	4,764.25	29.50
47	47,429	3,952.42	22.80	49,794	4,149.50	23.94	52,222	4,351.83	25.11	54,968	4,580.67	26.43	57,785	4,815.42	29.79
48	47,792	3,982.67	22.98	50,336	4,194.67	24.20	52,879	4,406.58	25.42	55,580	4,631.67	26.72	58,420	4,868.33	31.32
49	48,293	4,024.42	23.22	50,745	4,228.75	24.40	53,331	4,444.25	25.64	56,079	4,673.25	26.96	58,920	4,910.00	30.12
50	48,793	4,066.08	23.46	51,335	4,277.92	24.68	53,858	4,488.17	25.89	56,605	4,717.08	27.21	59,533	4,961.08	30.41
51	49,269	4,105.75	23.69	51,791	4,315.92	24.90	54,470	4,539.17	26.19	57,171	4,764.25	27.49	60,079	5,006.58	31.95
52	49,794	4,149.50	23.94	52,222	4,351.83	25.11	54,968	4,580.67	26.43	57,785	4,815.42	27.78	61,368	5,114.00	32.26
53	50,336	4,194.67	24.20	52,879	4,406.58	25.42	55,580	4,631.67	26.72	58,420	4,868.33	28.09	62,640	5,220.00	33.19
54	50,745	4,228.75	24.40	53,331	4,444.25	25.64	56,079	4,673.25	26.96	58,920	4,910.00	29.50	64,483	5,373.58	33.93
55	51,335	4,277.92	24.68	53,858	4,488.17	25.89	56,605	4,717.08	27.21	59,533	4,961.08	30.12	65,777	5,481.42	35.63
56	51,791	4,315.92	24.90	54,470	4,539.17	26.19	57,171	4,764.25	27.49	60,079	5,006.58	28.88	66,458	5,538.17	36.35
57	52,222	4,351.83	25.11	54,968	4,580.67	26.43	57,785	4,815.42	27.78	60,667	5,055.58	30.41	67,095	5,591.25	37.05
58	52,879	4,406.58	25.42	55,580	4,631.67	26.72	58,420	4,868.33	28.09	61,368	5,114.00	31.00	67,750	5,645.83	38.21
59	53,331	4,444.25	25.64	56,079	4,673.25	26.96	58,920	4,910.00	28.33	61,965	5,163.75	31.32	68,433	5,702.75	39.37
60	53,858	4,488.17	25.89	56,605	4,717.08	27.21	59,533	4,961.08	28.62	62,640	5,220.00	30.12	69,044	5,753.67	40.53
61	54,470	4,539.17	26.19	57,171	4,764.25	27.49	60,079	5,006.58	28.88	63,256	5,271.33	30.41	69,861	5,821.75	41.69
62	54,968	4,580.67	26.43	57,785	4,815.42	27.78	60,667	5,055.58	29.17	63,776	5,314.67	30.66	70,567	5,880.58	42.85
63	55,580	4,631.67	26.72	58,420	4,868.33	28.09	61,368	5,114.00	29.50	64,483	5,373.58	31.00	71,250	5,937.50	44.01
64	56,079	4,673.25	26.96	58,920	4,910.00	28.33	61,965	5,163.75	29.79	65,140	5,428.33	31.32	71,950	5,995.83	45.17
65	56,605	4,717.08	27.21	59,533	4,961.08	28.62	62,640	5,220.00	30.12	65,777	5,481.42	31.62	72,653	6,054.42	46.33
66	57,171	4,764.25	27.49	60,079	5,006.58	28.88	63,256	5,271.33	30.41	66,458	5,538.17	31.95	73,360	6,113.33	47.49
67	57,785	4,815.42	27.78	60,667	5,055.58	29.17	63,776	5,314.67	30.66	67,095	5,591.25	32.26	74,109	6,175.75	48.65
68	58,420	4,868.33	28.09	61,368	5,114.00	29.50	64,483	5,373.58	31.00	67,750	5,645.83	32.57	74,858	6,238.17	49.81
69	58,920	4,910.00	28.33	61,965	5,163.75	29.79	65,140	5,428.33	31.32	68,433	5,702.75	32.90	75,603	6,300.25	50.97
70	59,533	4,961.08	28.62	62,640	5,220.00	30.12	65,777	5,481.42	31.62	69,044	5,753.67	33.19	76,355	6,362.92	52.13
71	60,079	5,006.58	28.88	63,256	5,271.33	30.41	66,458	5,538.17	31.95	69,861	5,821.75	33.59	77,059	6,421.58	53.29
72	60,667	5,055.58	29.17	63,776	5,314.67	30.66	67,095	5,591.25	32.26	70,567	5,880.58	33.93	77,903	6,491.92	54.45
73	61,368	5,114.00	29.50	64,483	5,373.58	31.00	67,750	5,645.83	32.57	71,250	5,937.50	34.25	78,649	6,554.08	55.61
74	61,965	5,163.75	29.79	65,140	5,428.33	31.32	68,433	5,702.75	32.90	71,950	5,995.83	34.59	79,467	6,622.25	56.77
75	62,640	5,220.00	30.12	65,777	5,481.42	31.62	69,044	5,753.67	33.19	72,653	6,054.42	34.93	80,218	6,684.83	57.93
76	63,256	5,271.33	30.41	66,458	5,538.17	31.95	69,861	5,821.75	33.59	73,360	6,113.33	35.27	81,033	6,752.75	59.09
77	63,776	5,314.67	30.66	67,095	5,591.25	32.26	70,567	5,880.58	33.93	74,109	6,175.75	35.63	81,892	6,824.33	60.25
78	64,483	5,373.58	31.00	67,750	5,645.83	32.57	71,250	5,937.50	34.25	74,858	6,238.17	35.99	82,692	6,891.00	61.41
79	65,140	5,428.33	31.32	68,433	5,702.75	32.90	71,950	5,995.83	34.59	75,603	6,300.25	36.35			
80	65,777	5,481.42	31.62	69,044	5,753.67	33.19	72,653	6,054.42	34.93	76,355	6,362.92	36.71			
81	66,458	5,538.17	31.95	69,861	5,821.75	33.59	73,360	6,113.33	35.27	77,059	6,421.58	37.05			
82	67,095	5,591.25	32.26	70,567	5,880.58	33.93	74,109	6,175.75	35.63	77,903	6,491.92	37.45			
83	67,750	5,645.83	32.57	71,250	5,937.50	34.25	74,858	6,238.17	35.99	78,649	6,554.08	37.81			

RANGE NO.	STEP A			STEP B			STEP C			STEP D			STEP E		
	Annual	Monthly	Hourly	Annual	Monthly	Hourly	Annual	Monthly	Hourly	Annual	Monthly	Hourly	Annual	Monthly	Hourly
84	68,433	5,702.75	32.90	71,950	5,995.83	34.59	75,603	6,300.25	36.35	79,467	6,622.25	38.21	83,599	6,966.58	40.19
85	69,044	5,753.67	33.19	72,653	6,054.42	34.93	76,355	6,362.92	36.71	80,218	6,684.83	38.57	84,370	7,030.83	40.56
86	69,861	5,821.75	33.59	73,360	6,113.33	35.27	77,059	6,421.58	37.05	81,033	6,752.75	38.96	85,167	7,097.25	40.95
87	70,567	5,880.58	33.93	74,109	6,175.75	35.63	77,903	6,491.92	37.45	81,892	6,824.33	39.37	85,961	7,163.42	41.33
88	71,250	5,937.50	34.25	74,858	6,238.17	35.99	78,649	6,554.08	37.81	82,692	6,891.00	39.76	86,869	7,239.08	41.76
89	71,950	5,995.83	34.59	75,603	6,300.25	36.35	79,467	6,622.25	38.21	83,599	6,966.58	40.19	87,822	7,318.50	42.22
90	72,653	6,054.42	34.93	76,355	6,362.92	36.71	80,218	6,684.83	38.57	84,370	7,030.83	40.56	88,664	7,388.67	42.63
91	73,360	6,113.33	35.27	77,059	6,421.58	37.05	81,033	6,752.75	38.96	85,167	7,097.25	40.95	89,481	7,456.75	43.02
92	74,109	6,175.75	35.63	77,903	6,491.92	37.45	81,892	6,824.33	39.37	85,961	7,163.42	41.33	90,344	7,528.67	43.43
93	74,858	6,238.17	35.99	78,649	6,554.08	37.81	82,692	6,891.00	39.76	86,869	7,239.08	41.76	91,299	7,608.25	43.89
94	75,603	6,300.25	36.35	79,467	6,622.25	38.21	83,599	6,966.58	40.19	87,822	7,318.50	42.22	92,270	7,689.17	44.36
95	76,355	6,362.92	36.71	80,218	6,684.83	38.57	84,370	7,030.83	40.56	88,664	7,388.67	42.63	93,178	7,764.83	44.80
96	77,059	6,421.58	37.05	81,033	6,752.75	38.96	85,167	7,097.25	40.95	89,481	7,456.75	43.02	94,063	7,838.58	45.22
97	77,903	6,491.92	37.45	81,892	6,824.33	39.37	85,961	7,163.42	41.33	90,344	7,528.67	43.43	95,064	7,922.00	45.70
98	78,649	6,554.08	37.81	82,692	6,891.00	39.76	86,869	7,239.08	41.76	91,299	7,608.25	43.89	95,972	7,997.67	46.14
99	79,467	6,622.25	38.21	83,599	6,966.58	40.19	87,822	7,318.50	42.22	92,270	7,689.17	44.36	96,906	8,075.50	46.59
100	80,218	6,684.83	38.57	84,370	7,030.83	40.56	88,664	7,388.67	42.63	93,178	7,764.83	44.80	97,878	8,156.50	47.06
101	81,033	6,752.75	38.96	85,167	7,097.25	40.95	89,481	7,456.75	43.02	94,063	7,838.58	45.22	98,905	8,242.08	47.55
102	81,892	6,824.33	39.37	85,961	7,163.42	41.33	90,344	7,528.67	43.43	95,064	7,922.00	45.70	99,857	8,321.42	48.01
103	82,692	6,891.00	39.76	86,869	7,239.08	41.76	91,299	7,608.25	43.89	95,972	7,997.67	46.14	100,810	8,400.83	48.47
104	83,599	6,966.58	40.19	87,822	7,318.50	42.22	92,270	7,689.17	44.36	96,906	8,075.50	46.59	101,876	8,489.67	48.98
105	84,370	7,030.83	40.56	88,664	7,388.67	42.63	93,178	7,764.83	44.80	97,878	8,156.50	47.06	102,852	8,571.00	49.45
106	85,167	7,097.25	40.95	89,481	7,456.75	43.02	94,063	7,838.58	45.22	98,905	8,242.08	47.55	103,918	8,659.83	49.96
107	85,961	7,163.42	41.33	90,344	7,528.67	43.43	95,064	7,922.00	45.70	99,857	8,321.42	48.01	104,967	8,747.25	50.46
108	86,869	7,239.08	41.76	91,299	7,608.25	43.89	95,972	7,997.67	46.14	100,810	8,400.83	48.47	105,986	8,832.17	50.95
109	87,822	7,318.50	42.22	92,270	7,689.17	44.36	96,906	8,075.50	46.59	101,876	8,489.67	48.98	107,030	8,919.17	51.46
110	88,664	7,388.67	42.63	93,178	7,764.83	44.80	97,878	8,156.50	47.06	102,852	8,571.00	49.45	108,096	9,008.00	51.97
111	89,481	7,456.75	43.02	94,063	7,838.58	45.22	98,905	8,242.08	47.55	103,918	8,659.83	49.96	109,235	9,102.92	52.52
112	90,344	7,528.67	43.43	95,064	7,922.00	45.70	99,857	8,321.42	48.01	104,967	8,747.25	50.46	110,304	9,192.00	53.03
113	91,299	7,608.25	43.89	95,972	7,997.67	46.14	100,810	8,400.83	48.47	105,986	8,832.17	50.95	111,341	9,278.42	53.53
114	92,270	7,689.17	44.36	96,906	8,075.50	46.59	101,876	8,489.67	48.98	107,030	8,919.17	51.46	112,524	9,377.00	54.10
115	93,178	7,764.83	44.80	97,878	8,156.50	47.06	102,852	8,571.00	49.45	108,096	9,008.00	51.97	113,639	9,469.92	54.63
116	94,063	7,838.58	45.22	98,905	8,242.08	47.55	103,918	8,659.83	49.96	109,235	9,102.92	52.52	114,773	9,564.42	55.18
117	95,064	7,922.00	45.70	99,857	8,321.42	48.01	104,967	8,747.25	50.46	110,304	9,192.00	53.03	115,933	9,661.08	55.74
118	95,972	7,997.67	46.14	100,810	8,400.83	48.47	105,986	8,832.17	50.95	111,341	9,278.42	53.53	117,088	9,757.33	56.29
119	96,906	8,075.50	46.59	101,876	8,489.67	48.98	107,030	8,919.17	51.46	112,524	9,377.00	54.10	118,246	9,853.83	56.85
120	97,878	8,156.50	47.06	102,852	8,571.00	49.45	108,096	9,008.00	51.97	113,639	9,469.92	54.63	119,385	9,948.75	57.40
121	98,905	8,242.08	47.55	103,918	8,659.83	49.96	109,235	9,102.92	52.52	114,773	9,564.42	55.18	120,586	10,048.83	57.97
122	99,857	8,321.42	48.01	104,967	8,747.25	50.46	110,304	9,192.00	53.03	115,933	9,661.08	55.74	121,857	10,154.75	58.59
123	100,810	8,400.83	48.47	105,986	8,832.17	50.95	111,341	9,278.42	53.53	117,088	9,757.33	56.29	123,131	10,260.92	59.20
124	101,876	8,489.67	48.98	107,030	8,919.17	51.46	112,524	9,377.00	54.10	118,246	9,853.83	56.85	124,240	10,353.33	59.73
125	102,852	8,571.00	49.45	108,096	9,008.00	51.97	113,639	9,469.92	54.63	119,385	9,948.75	57.40	125,469	10,455.75	60.32
126	103,918	8,659.83	49.96	109,235	9,102.92	52.52	114,773	9,564.42	55.18	120,586	10,048.83	57.97	126,763	10,563.58	60.94
127	104,967	8,747.25	50.46	110,304	9,192.00	53.03	115,933	9,661.08	55.74	121,857	10,154.75	58.59	128,053	10,671.08	61.56

RANGE NO.	STEP A			STEP B			STEP C			STEP D			STEP E		
	Annual	Monthly	Hourly	Annual	Monthly	Hourly	Annual	Monthly	Hourly	Annual	Monthly	Hourly	Annual	Monthly	Hourly
128	105,986	8,832.17	50.95	111,341	9,278.42	53.53	117,088	9,757.33	56.29	123,131	10,260.92	59.20	129,327	10,777.25	62.18
129	107,030	8,919.17	51.46	112,524	9,377.00	54.10	118,246	9,853.83	56.85	124,240	10,353.33	59.73	130,620	10,885.00	62.80
130	108,096	9,008.00	51.97	113,639	9,469.92	54.63	119,385	9,948.75	57.40	125,469	10,455.75	60.32	131,937	10,994.75	63.43
131	109,235	9,102.92	52.52	114,773	9,564.42	55.18	120,586	10,048.83	57.97	126,763	10,563.58	60.94	133,236	11,103.00	64.06
132	110,304	9,192.00	53.03	115,933	9,661.08	55.74	121,857	10,154.75	58.59	128,053	10,671.08	61.56	134,550	11,212.50	64.69
133	111,341	9,278.42	53.53	117,088	9,757.33	56.29	123,131	10,260.92	59.20	129,327	10,777.25	62.18	135,934	11,327.83	65.35
134	112,524	9,377.00	54.10	118,246	9,853.83	56.85	124,240	10,353.33	59.73	130,620	10,885.00	62.80	137,342	11,445.17	66.03
135	113,639	9,469.92	54.63	119,385	9,948.75	57.40	125,469	10,455.75	60.32	131,937	10,994.75	63.43	138,637	11,553.08	66.65
136	114,773	9,564.42	55.18	120,586	10,048.83	57.97	126,763	10,563.58	60.94	133,236	11,103.00	64.06	140,042	11,670.17	67.33
137	115,933	9,661.08	55.74	121,857	10,154.75	58.59	128,053	10,671.08	61.56	134,550	11,212.50	64.69	141,495	11,791.25	68.03
138	117,088	9,757.33	56.29	123,131	10,260.92	59.20	129,327	10,777.25	62.18	135,934	11,327.83	65.35	142,883	11,906.92	68.69
139	118,246	9,853.83	56.85	124,240	10,353.33	59.73	130,620	10,885.00	62.80	137,342	11,445.17	66.03	144,336	12,028.00	69.39
140	119,385	9,948.75	57.40	125,469	10,455.75	60.32	131,937	10,994.75	63.43	138,637	11,553.08	66.65	145,765	12,147.08	70.08
141	120,586	10,048.83	57.97	126,706	10,558.83	60.92	133,236	11,103.00	64.06	140,042	11,670.17	67.33	147,264	12,272.00	70.80
142	121,857	10,154.75	58.59	128,053	10,671.08	61.56	134,550	11,212.50	64.69	141,495	11,791.25	68.03	148,695	12,391.25	71.49
143	123,131	10,260.92	59.20	129,327	10,777.25	62.18	135,934	11,327.83	65.35	142,883	11,906.92	68.69	150,169	12,514.08	72.20
144	124,240	10,353.33	59.73	130,620	10,885.00	62.80	137,342	11,445.17	66.03	144,336	12,028.00	69.39	151,601	12,633.42	72.89
145	125,469	10,455.75	60.32	131,937	10,994.75	63.43	138,637	11,553.08	66.65	145,765	12,147.08	70.08	153,185	12,765.42	73.65
146	126,763	10,563.58	60.94	133,236	11,103.00	64.06	140,042	11,670.17	67.33	147,264	12,272.00	70.80	154,730	12,894.17	74.39
147	128,053	10,671.08	61.56	134,550	11,212.50	64.69	141,495	11,791.25	68.03	148,695	12,391.25	71.49	156,188	13,015.67	75.09
148	129,327	10,777.25	62.18	135,934	11,327.83	65.35	142,883	11,906.92	68.69	150,169	12,514.08	72.20	157,822	13,151.83	75.88
149	130,620	10,885.00	62.80	137,342	11,445.17	66.03	144,336	12,028.00	69.39	151,601	12,633.42	72.89	159,343	13,278.58	76.61
150	131,937	10,994.75	63.43	138,637	11,553.08	66.65	145,765	12,147.08	70.08	153,185	12,765.42	73.65	160,976	13,414.67	77.39
151	133,236	11,103.00	64.06	140,042	11,670.17	67.33	147,264	12,272.00	70.80	154,730	12,894.17	74.39	162,635	13,552.92	78.19
152	134,550	11,212.50	64.69	141,495	11,791.25	68.03	148,695	12,391.25	71.49	156,188	13,015.67	75.09	164,292	13,691.00	78.99
153	135,934	11,327.83	65.35	142,883	11,906.92	68.69	150,169	12,514.08	72.20	157,822	13,151.83	75.88	165,814	13,817.83	79.72
154	137,342	11,445.17	66.03	144,336	12,028.00	69.39	151,601	12,633.42	72.89	159,343	13,278.58	76.61	167,539	13,961.58	80.55
155	138,637	11,553.08	66.65	145,765	12,147.08	70.08	153,185	12,765.42	73.65	160,976	13,414.67	77.39	169,221	14,101.75	81.36
156	140,042	11,670.17	67.33	147,264	12,272.00	70.80	154,730	12,894.17	74.39	162,635	13,552.92	78.19	170,920	14,243.33	82.17
157	141,495	11,791.25	68.03	148,695	12,391.25	71.49	156,188	13,015.67	75.09	164,292	13,691.00	78.99	172,602	14,383.50	82.98
158	142,883	11,906.92	68.69	150,169	12,514.08	72.20	157,822	13,151.83	75.88	165,814	13,817.83	79.72	174,372	14,531.00	83.83
159	144,336	12,028.00	69.39	151,601	12,633.42	72.89	159,343	13,278.58	76.61	167,539	13,961.58	80.55	176,144	14,678.67	84.68
160	145,765	12,147.08	70.08	153,185	12,765.42	73.65	160,976	13,414.67	77.39	169,221	14,101.75	81.36	177,867	14,822.25	85.51

**NOTES REGARDING LONGEVITY INCREMENTS:**

- \$3,000 per year completion of 10 years of service
- \$3,600 per year completion of 15 years of service
- \$4,200 per year completion of 20 years of service
- \$4,800 per year completion of 25 years of service
- \$5,400 per year completion of 30 years of service



**SAN JOSE · EVERGREEN COMMUNITY COLLEGE DISTRICT**  
**CLASSIFIED SALARY SCHEDULE**  
**2024-2025 FISCAL YEAR**

Effective: 07/01/2024

Board Approved:

4% Increase over 2023-2024

RANGE NO.	STEP A			STEP B			STEP C			STEP D			STEP E		
	Annual	Monthly	Hourly	Annual	Monthly	Hourly	Annual	Monthly	Hourly	Annual	Monthly	Hourly	Annual	Monthly	Hourly
1	31,196	2,599.67	15.00	32,729	2,727.42	15.74	34,426	2,868.83	16.55	36,129	3,010.75	17.37	38,064	3,172.00	18.30
2	31,567	2,630.58	15.18	33,082	2,756.83	15.90	34,896	2,908.00	16.78	36,604	3,050.33	17.60	38,419	3,201.58	18.47
3	31,879	2,656.58	15.33	33,413	2,784.42	16.06	35,135	2,927.92	16.89	36,858	3,071.50	17.72	38,845	3,237.08	18.68
4	32,086	2,673.83	15.43	33,719	2,809.92	16.21	35,514	2,959.50	17.07	37,333	3,111.08	17.95	39,225	3,268.75	18.86
5	32,422	2,701.83	15.59	34,119	2,843.25	16.40	35,891	2,990.92	17.26	37,689	3,140.75	18.12	39,623	3,301.92	19.05
6	32,729	2,727.42	15.74	34,426	2,868.83	16.55	36,129	3,010.75	17.37	38,064	3,172.00	18.30	40,002	3,333.50	19.23
7	33,082	2,756.83	15.90	34,896	2,908.00	16.78	36,604	3,050.33	17.60	38,419	3,201.58	18.47	40,424	3,368.67	19.43
8	33,413	2,784.42	16.06	35,135	2,927.92	16.89	36,858	3,071.50	17.72	38,845	3,237.08	18.68	40,827	3,402.25	19.63
9	33,719	2,809.92	16.21	35,514	2,959.50	17.07	37,333	3,111.08	17.95	39,225	3,268.75	18.86	41,179	3,431.58	19.80
10	34,119	2,843.25	16.40	35,891	2,990.92	17.26	37,689	3,140.75	18.12	39,623	3,301.92	19.05	41,513	3,459.42	19.96
11	34,426	2,868.83	16.55	36,129	3,010.75	17.37	38,064	3,172.00	18.30	40,002	3,333.50	19.23	42,057	3,504.75	20.22
12	34,896	2,908.00	16.78	36,604	3,050.33	17.60	38,419	3,201.58	18.47	40,424	3,368.67	19.43	42,431	3,535.92	20.40
13	35,135	2,927.92	16.89	36,858	3,071.50	17.72	38,845	3,237.08	18.68	40,827	3,402.25	19.63	42,882	3,573.50	20.62
14	35,514	2,959.50	17.07	37,333	3,111.08	17.95	39,225	3,268.75	18.86	41,179	3,431.58	19.80	43,328	3,610.67	20.83
15	35,891	2,990.92	17.26	37,689	3,140.75	18.12	39,623	3,301.92	19.05	41,513	3,459.42	19.96	43,710	3,642.50	21.01
16	36,129	3,010.75	17.37	38,064	3,172.00	18.30	40,002	3,333.50	19.23	42,057	3,504.75	20.22	44,157	3,679.75	21.23
17	36,604	3,050.33	17.60	38,419	3,201.58	18.47	40,424	3,368.67	19.43	42,431	3,535.92	20.40	44,628	3,719.00	21.46
18	36,858	3,071.50	17.72	38,845	3,237.08	18.68	40,827	3,402.25	19.63	42,882	3,573.50	20.62	45,032	3,752.67	21.65
19	37,333	3,111.08	17.95	39,225	3,268.75	18.86	41,179	3,431.58	19.80	43,328	3,610.67	20.83	45,503	3,791.92	21.88
20	37,689	3,140.75	18.12	39,623	3,301.92	19.05	41,513	3,459.42	19.96	43,710	3,642.50	21.01	45,881	3,823.42	22.06
21	38,064	3,172.00	18.30	40,002	3,333.50	19.23	42,057	3,504.75	20.22	44,157	3,679.75	21.23	46,427	3,868.92	22.32
22	38,419	3,201.58	18.47	40,424	3,368.67	19.43	42,431	3,535.92	20.40	44,628	3,719.00	21.46	46,895	3,907.92	22.55
23	38,845	3,237.08	18.68	40,827	3,402.25	19.63	42,882	3,573.50	20.62	45,032	3,752.67	21.65	47,322	3,943.50	22.75
24	39,225	3,268.75	18.86	41,179	3,431.58	19.80	43,328	3,610.67	20.83	45,503	3,791.92	21.88	47,815	3,984.58	22.99
25	39,623	3,301.92	19.05	41,513	3,459.42	19.96	43,710	3,642.50	21.01	45,881	3,823.42	22.06	48,310	4,025.83	23.23
26	40,002	3,333.50	19.23	42,057	3,504.75	20.22	44,157	3,679.75	21.23	46,427	3,868.92	22.32	48,783	4,065.25	23.45
27	40,424	3,368.67	19.43	42,431	3,535.92	20.40	44,628	3,719.00	21.46	46,895	3,907.92	22.55	49,326	4,110.50	23.71
28	40,827	3,402.25	19.63	42,882	3,573.50	20.62	45,032	3,752.67	21.65	47,322	3,943.50	22.75	49,704	4,142.00	23.90
29	41,179	3,431.58	19.80	43,328	3,610.67	20.83	45,503	3,791.92	21.88	47,815	3,984.58	22.99	50,225	4,185.42	24.15
30	41,513	3,459.42	19.96	43,710	3,642.50	21.01	45,881	3,823.42	22.06	48,310	4,025.83	23.23	50,745	4,228.75	24.40
31	42,057	3,504.75	20.22	44,157	3,679.75	21.23	46,427	3,868.92	22.32	48,783	4,065.25	23.45	51,240	4,270.00	24.63
32	42,431	3,535.92	20.40	44,628	3,719.00	21.46	46,895	3,907.92	22.55	49,326	4,110.50	23.71	51,786	4,315.50	24.90
33	42,882	3,573.50	20.62	45,032	3,752.67	21.65	47,322	3,943.50	22.75	49,704	4,142.00	23.90	52,349	4,362.42	25.17
34	43,328	3,610.67	20.83	45,503	3,791.92	21.88	47,815	3,984.58	22.99	50,225	4,185.42	24.15	52,775	4,397.92	25.37
35	43,710	3,642.50	21.01	45,881	3,823.42	22.06	48,310	4,025.83	23.23	50,745	4,228.75	24.40	53,388	4,449.00	25.67
36	44,157	3,679.75	21.23	46,427	3,868.92	22.32	48,783	4,065.25	23.45	51,240	4,270.00	24.63	53,863	4,488.58	25.90
37	44,628	3,719.00	21.46	46,895	3,907.92	22.55	49,326	4,110.50	23.71	51,786	4,315.50	24.90	54,311	4,525.92	26.11
38	45,032	3,752.67	21.65	47,322	3,943.50	22.75	49,704	4,142.00	23.90	52,349	4,362.42	25.17	54,994	4,582.83	26.44
39	45,503	3,791.92	21.88	47,815	3,984.58	22.99	50,225	4,185.42	24.15	52,775	4,397.92	25.37	55,464	4,622.00	26.67

RANGE NO.	STEP A			STEP B			STEP C			STEP D			STEP E		
	Annual	Monthly	Hourly	Annual	Monthly	Hourly	Annual	Monthly	Hourly	Annual	Monthly	Hourly	Annual	Monthly	Hourly
40	45,881	3,823.42	22.06	48,310	4,025.83	23.23	50,745	4,228.75	24.40	53,388	4,449.00	25.67	56,012	4,667.67	26.93
41	46,427	3,868.92	22.32	48,783	4,065.25	23.45	51,240	4,270.00	24.63	53,863	4,488.58	25.90	56,649	4,720.75	27.24
42	46,895	3,907.92	22.55	49,326	4,110.50	23.71	51,786	4,315.50	24.90	54,311	4,525.92	26.11	57,167	4,763.92	27.48
43	47,322	3,943.50	22.75	49,704	4,142.00	23.90	52,349	4,362.42	25.17	54,994	4,582.83	26.44	57,803	4,816.92	27.79
44	47,815	3,984.58	22.99	50,225	4,185.42	24.15	52,775	4,397.92	25.37	55,464	4,622.00	26.67	58,322	4,860.17	28.04
45	48,310	4,025.83	23.23	50,745	4,228.75	24.40	53,388	4,449.00	25.67	56,012	4,488.58	26.93	58,869	4,905.75	28.30
46	48,783	4,065.25	23.45	51,240	4,270.00	24.63	53,863	4,488.58	25.90	56,649	4,525.92	26.11	59,458	4,954.83	28.59
47	49,326	4,110.50	23.71	51,786	4,315.50	24.90	54,311	4,525.92	26.11	57,167	4,763.92	27.48	60,096	5,008.00	28.89
48	49,704	4,142.00	23.90	52,349	4,362.42	25.17	54,994	4,582.83	26.44	57,803	4,816.92	27.79	60,757	5,063.08	29.21
49	50,225	4,185.42	24.15	52,775	4,397.92	25.37	55,464	4,622.00	26.67	58,322	4,860.17	28.04	61,277	5,106.42	29.46
50	50,745	4,228.75	24.40	53,388	4,449.00	25.67	56,012	4,488.58	26.93	58,869	4,905.75	28.30	61,914	5,159.50	29.77
51	51,240	4,270.00	24.63	53,863	4,488.58	25.90	56,649	4,525.92	27.24	59,458	4,954.83	28.59	62,482	5,206.83	30.04
52	51,786	4,315.50	24.90	54,311	4,525.92	26.11	57,167	4,763.92	27.48	60,096	5,008.00	28.89	63,094	5,257.83	30.33
53	52,349	4,362.42	25.17	54,994	4,582.83	26.44	57,803	4,816.92	27.79	60,757	5,063.08	29.21	63,823	5,318.58	30.68
54	52,775	4,397.92	25.37	55,464	4,622.00	26.67	58,322	4,860.17	28.04	61,277	5,106.42	29.46	64,444	5,370.33	30.98
55	53,388	4,449.00	25.67	56,012	4,667.67	26.93	58,869	4,905.75	28.30	61,914	5,159.50	29.77	65,146	5,428.83	31.32
56	53,863	4,488.58	25.90	56,649	4,720.75	27.24	59,458	4,954.83	28.59	62,482	5,206.83	30.04	65,786	5,482.17	31.63
57	54,311	4,525.92	26.11	57,167	4,763.92	27.48	60,096	5,008.00	28.89	63,094	5,257.83	30.33	66,327	5,527.25	31.89
58	54,994	4,582.83	26.44	57,803	4,816.92	27.79	60,757	5,063.08	29.21	63,823	5,318.58	30.68	67,062	5,588.50	32.24
59	55,464	4,622.00	26.67	58,322	4,860.17	28.04	61,277	5,106.42	29.46	64,444	5,370.33	30.98	67,746	5,645.50	32.57
60	56,012	4,667.67	26.93	58,869	4,905.75	28.30	61,914	5,159.50	29.77	65,146	5,428.83	31.32	68,408	5,700.67	32.89
61	56,649	4,720.75	27.24	59,458	4,954.83	28.59	62,482	5,206.83	30.04	65,786	5,482.17	31.63	69,116	5,759.67	33.23
62	57,167	4,763.92	27.48	60,096	5,008.00	28.89	63,094	5,257.83	30.33	66,327	5,527.25	31.89	69,779	5,814.92	33.55
63	57,803	4,816.92	27.79	60,757	5,063.08	29.21	63,823	5,318.58	30.68	67,062	5,588.50	32.24	70,460	5,871.67	33.88
64	58,322	4,860.17	28.04	61,277	5,106.42	29.46	64,444	5,370.33	30.98	67,746	5,645.50	32.57	71,170	5,930.83	34.22
65	58,869	4,905.75	28.30	61,914	5,159.50	29.77	65,146	5,428.83	31.32	68,408	5,700.67	32.89	71,806	5,983.83	34.52
66	59,458	4,954.83	28.59	62,482	5,206.83	30.04	65,786	5,482.17	31.63	69,116	5,759.67	33.23	72,655	6,054.58	34.93
67	60,096	5,008.00	28.89	63,094	5,257.83	30.33	66,327	5,527.25	31.89	69,779	5,814.92	33.55	73,390	6,115.83	35.28
68	60,757	5,063.08	29.21	63,823	5,318.58	30.68	67,062	5,588.50	32.24	70,460	5,871.67	33.88	74,100	6,175.00	35.63
69	61,277	5,106.42	29.46	64,444	5,370.33	30.98	67,746	5,645.50	32.57	71,170	5,930.83	34.22	74,828	6,235.67	35.98
70	61,914	5,159.50	29.77	65,146	5,428.83	31.32	68,408	5,700.67	32.89	71,806	5,983.83	34.52	75,559	6,296.58	36.33
71	62,482	5,206.83	30.04	65,786	5,482.17	31.63	69,116	5,759.67	33.23	72,655	6,054.58	34.93	76,294	6,357.83	36.68
72	63,094	5,257.83	30.33	66,327	5,527.25	31.89	69,779	5,814.92	33.55	73,390	6,115.83	35.28	77,073	6,422.75	37.05
73	63,823	5,318.58	30.68	67,062	5,588.50	32.24	70,460	5,871.67	33.88	74,100	6,175.00	35.63	77,852	6,487.67	37.43
74	64,444	5,370.33	30.98	67,746	5,645.50	32.57	71,170	5,930.83	34.22	74,828	6,235.67	35.98	78,627	6,552.25	37.80
75	65,146	5,428.83	31.32	68,408	5,700.67	32.89	71,806	5,983.83	34.52	75,559	6,296.58	36.33	79,409	6,617.42	38.18
76	65,786	5,482.17	31.63	69,116	5,759.67	33.23	72,655	6,054.58	34.93	76,294	6,357.83	36.68	80,141	6,678.42	38.53
77	66,327	5,527.25	31.89	69,779	5,814.92	33.55	73,390	6,115.83	35.28	77,073	6,422.75	37.05	81,019	6,751.58	38.95
78	67,062	5,588.50	32.24	70,460	5,871.67	33.88	74,100	6,175.00	35.63	77,852	6,487.67	37.43	81,795	6,816.25	39.32
79	67,746	5,645.50	32.57	71,170	5,930.83	34.22	74,828	6,235.67	35.98	78,627	6,552.25	37.80	82,646	6,887.17	39.73
80	68,408	5,700.67	32.89	71,806	5,983.83	34.52	75,559	6,296.58	36.33	79,409	6,617.42	38.18	83,427	6,952.25	40.11
81	69,116	5,759.67	33.23	72,655	6,054.58	34.93	76,294	6,357.83	36.68	80,141	6,678.42	38.53	84,274	7,022.83	40.52
82	69,779	5,814.92	33.55	73,390	6,115.83	35.28	77,073	6,422.75	37.05	81,019	6,751.58	38.95	85,168	7,097.33	40.95
83	70,460	5,871.67	33.88	74,100	6,175.00	35.63	77,852	6,487.67	37.43	81,795	6,816.25	39.32	86,000	7,166.67	41.35

RANGE NO.	STEP A			STEP B			STEP C			STEP D			STEP E		
	Annual	Monthly	Hourly	Annual	Monthly	Hourly	Annual	Monthly	Hourly	Annual	Monthly	Hourly	Annual	Monthly	Hourly
84	71,170	5,930.83	34.22	74,828	6,235.67	35.98	78,627	6,552.25	37.80	82,646	6,887.17	39.73	86,943	7,245.25	41.80
85	71,806	5,983.83	34.52	75,559	6,296.58	36.33	79,409	6,617.42	38.18	83,427	6,952.25	40.11	87,745	7,312.08	42.19
86	72,655	6,054.58	34.93	76,294	6,357.83	36.68	80,141	6,678.42	38.53	84,274	7,022.83	40.52	88,574	7,381.17	42.58
87	73,390	6,115.83	35.28	77,073	6,422.75	37.05	81,019	6,751.58	38.95	85,168	7,097.33	40.95	89,399	7,449.92	42.98
88	74,100	6,175.00	35.63	77,852	6,487.67	37.43	81,795	6,816.25	39.32	86,000	7,166.67	41.35	90,344	7,528.67	43.43
89	74,828	6,235.67	35.98	78,627	6,552.25	37.80	82,646	6,887.17	39.73	86,943	7,245.25	41.80	91,335	7,611.25	43.91
90	75,559	6,296.58	36.33	79,409	6,617.42	38.18	83,427	6,952.25	40.11	87,745	7,312.08	42.19	92,211	7,684.25	44.33
91	76,294	6,357.83	36.68	80,141	6,678.42	38.53	84,274	7,022.83	40.52	88,574	7,381.17	42.58	93,060	7,755.00	44.74
92	77,073	6,422.75	37.05	81,019	6,751.58	38.95	85,168	7,097.33	40.95	89,399	7,449.92	42.98	93,958	7,829.83	45.17
93	77,852	6,487.67	37.43	81,795	6,816.25	39.32	86,000	7,166.67	41.35	90,344	7,245.25	41.80	94,951	7,912.58	45.65
94	78,627	6,552.25	37.80	82,646	6,887.17	39.73	86,943	7,245.25	41.80	91,335	7,611.25	43.91	95,961	7,996.75	46.14
95	79,409	6,617.42	38.18	83,427	6,952.25	40.11	87,745	7,312.08	42.19	92,211	7,684.25	44.33	96,905	8,075.42	46.59
96	80,141	6,678.42	38.53	84,274	7,022.83	40.52	88,574	7,381.17	42.58	93,060	7,755.00	44.74	97,826	8,152.17	47.03
97	81,019	6,751.58	38.95	85,168	7,097.33	40.95	89,399	7,449.92	42.98	93,958	7,829.83	45.17	98,867	8,238.92	47.53
98	81,795	6,816.25	39.32	86,000	7,166.67	41.35	90,344	7,245.25	41.80	94,951	7,912.58	45.65	99,811	8,317.58	47.99
99	82,646	6,887.17	39.73	86,943	7,245.25	41.80	91,335	7,611.25	43.91	95,961	7,996.75	46.14	100,782	8,398.50	48.45
100	83,427	6,952.25	40.11	87,745	7,312.08	42.19	92,211	7,684.25	44.33	96,905	8,075.42	46.59	101,793	8,482.75	48.94
101	84,274	7,022.83	40.52	88,574	7,381.17	42.58	93,060	7,755.00	44.74	97,826	8,152.17	47.03	102,861	8,571.75	49.45
102	85,168	7,097.33	40.95	89,399	7,449.92	42.98	93,958	7,829.83	45.17	98,867	8,238.92	47.53	103,851	8,654.25	49.93
103	86,000	7,166.67	41.35	90,344	7,528.67	43.43	94,951	7,912.58	45.65	99,811	8,317.58	47.99	104,842	8,736.83	50.40
104	86,943	7,245.25	41.80	91,335	7,611.25	43.91	95,961	7,996.75	46.14	100,782	8,398.50	48.45	105,951	8,829.25	50.94
105	87,745	7,312.08	42.19	92,211	7,684.25	44.33	96,905	8,075.42	46.59	101,793	8,482.75	48.94	106,966	8,913.83	51.43
106	88,574	7,381.17	42.58	93,060	7,755.00	44.74	97,826	8,152.17	47.03	102,861	8,571.75	49.45	108,075	9,006.25	51.96
107	89,399	7,449.92	42.98	93,958	7,829.83	45.17	98,867	8,238.92	47.53	103,851	8,654.25	49.93	109,166	9,097.17	52.48
108	90,344	7,528.67	43.43	94,951	7,912.58	45.65	99,811	8,317.58	47.99	104,842	8,736.83	50.40	110,225	9,185.42	52.99
109	91,335	7,611.25	43.91	95,961	7,996.75	46.14	100,782	8,398.50	48.45	105,951	8,829.25	50.94	111,311	9,275.92	53.51
110	92,211	7,684.25	44.33	96,905	8,075.42	46.59	101,793	8,482.75	48.94	106,966	8,913.83	51.43	112,420	9,368.33	54.05
111	93,060	7,755.00	44.74	97,826	8,152.17	47.03	102,861	8,571.75	49.45	108,075	9,006.25	51.96	113,604	9,467.00	54.62
112	93,958	7,829.83	45.17	98,867	8,238.92	47.53	103,851	8,654.25	49.93	109,166	9,097.17	52.48	114,716	9,559.67	55.15
113	94,951	7,912.58	45.65	99,811	8,317.58	47.99	104,842	8,736.83	50.40	110,225	9,185.42	52.99	115,795	9,649.58	55.67
114	95,961	7,996.75	46.14	100,782	8,398.50	48.45	105,951	8,829.25	50.94	111,311	9,275.92	53.51	117,025	9,752.08	56.26
115	96,905	8,075.42	46.59	101,793	8,482.75	48.94	106,966	8,913.83	51.43	112,420	9,368.33	54.05	118,185	9,848.75	56.82
116	97,826	8,152.17	47.03	102,861	8,571.75	49.45	108,075	9,006.25	51.96	113,604	9,467.00	54.62	119,364	9,947.00	57.39
117	98,867	8,238.92	47.53	103,851	8,654.25	49.93	109,166	9,097.17	52.48	114,716	9,559.67	55.15	120,570	10,047.50	57.97
118	99,811	8,317.58	47.99	104,842	8,736.83	50.40	110,225	9,185.42	52.99	115,795	9,649.58	55.67	121,772	10,147.67	58.54
119	100,782	8,398.50	48.45	105,951	8,829.25	50.94	111,311	9,275.92	53.51	117,025	9,752.08	56.26	122,976	10,248.00	59.12
120	101,793	8,482.75	48.94	106,966	8,913.83	51.43	112,420	9,368.33	54.05	118,185	9,848.75	56.82	124,160	10,346.67	59.69
121	102,861	8,571.75	49.45	108,075	9,006.25	51.96	113,604	9,467.00	54.62	119,364	9,947.00	57.39	125,409	10,450.75	60.29
122	103,851	8,654.25	49.93	109,166	9,097.17	52.48	114,716	9,559.67	55.15	120,570	10,047.50	57.97	126,731	10,560.92	60.93
123	104,842	8,736.83	50.40	110,225	9,185.42	52.99	115,795	9,649.58	55.67	121,772	10,147.67	58.54	128,056	10,671.33	61.57
124	105,951	8,829.25	50.94	111,311	9,275.92	53.51	117,025	9,752.08	56.26	122,976	10,248.00	59.12	129,210	10,767.50	62.12
125	106,966	8,913.83	51.43	112,420	9,368.33	54.05	118,185	9,848.75	56.82	124,160	10,346.67	59.69	130,488	10,874.00	62.73
126	108,075	9,006.25	51.96	113,604	9,467.00	54.62	119,364	9,947.00	57.39	125,409	10,450.75	60.29	131,834	10,986.17	63.38
127	109,166	9,097.17	52.48	114,716	9,559.67	55.15	120,570	10,047.50	57.97	126,731	10,560.92	60.93	133,175	11,097.92	64.03

RANGE NO.	STEP A			STEP B			STEP C			STEP D			STEP E		
	Annual	Monthly	Hourly	Annual	Monthly	Hourly	Annual	Monthly	Hourly	Annual	Monthly	Hourly	Annual	Monthly	Hourly
128	110,225	9,185.42	52.99	115,795	9,649.58	55.67	121,772	10,147.67	58.54	128,056	10,671.33	61.57	134,500	11,208.33	64.66
129	111,311	9,275.92	53.51	117,025	9,752.08	56.26	122,976	10,248.00	59.12	129,210	10,767.50	62.12	135,845	11,320.42	65.31
130	112,420	9,368.33	54.05	118,185	9,848.75	56.82	124,160	10,346.67	59.69	130,488	10,874.00	62.73	137,214	11,434.50	66.97
131	113,604	9,467.00	54.62	119,364	9,947.00	57.39	125,409	10,450.75	60.29	131,834	10,986.17	63.38	138,565	11,547.08	68.62
132	114,716	9,559.67	55.15	120,570	10,047.50	57.97	126,731	10,560.92	60.93	133,175	11,097.92	64.03	139,932	11,661.00	67.28
133	115,795	9,649.58	55.67	121,772	10,147.67	58.54	128,056	10,671.33	61.57	134,500	11,208.33	64.66	141,371	11,780.92	67.97
134	117,025	9,752.08	56.26	122,976	10,248.00	59.12	129,210	10,767.50	62.12	135,845	11,320.42	65.31	142,836	11,903.00	68.67
135	118,185	9,848.75	56.82	124,160	10,346.67	59.69	130,488	10,874.00	62.73	137,214	11,434.50	65.97	144,182	12,015.17	69.32
136	119,364	9,947.00	57.39	125,409	10,450.75	60.29	131,834	10,986.17	63.38	138,565	11,547.08	66.62	145,644	12,137.00	70.02
137	120,570	10,047.50	57.97	126,731	10,560.92	60.93	133,175	11,097.92	64.03	139,932	11,661.00	67.28	147,155	12,262.92	70.75
138	121,772	10,147.67	58.54	128,056	10,671.33	61.57	134,500	11,208.33	64.66	141,371	11,780.92	67.97	148,598	12,383.17	71.44
139	122,976	10,248.00	59.12	129,210	10,767.50	62.12	135,845	11,320.42	65.31	142,836	11,903.00	68.67	150,109	12,509.08	72.17
140	124,160	10,346.67	59.69	130,488	10,874.00	62.73	137,214	11,434.50	65.97	144,182	12,015.17	69.32	151,596	12,633.00	72.88
141	125,409	10,450.75	60.29	131,774	10,981.17	63.35	138,565	11,547.08	66.62	145,644	12,137.00	70.02	153,155	12,762.92	73.63
142	126,731	10,560.92	60.93	133,175	11,097.92	64.03	139,932	11,661.00	67.28	147,155	12,262.92	70.75	154,643	12,886.92	74.35
143	128,056	10,671.33	61.57	134,500	11,208.33	64.66	141,371	11,780.92	67.97	148,598	12,383.17	71.44	156,176	13,014.67	75.08
144	129,210	10,767.50	62.12	135,845	11,320.42	65.31	142,836	11,903.00	68.67	150,109	12,509.08	72.17	157,665	13,138.75	75.80
145	130,488	10,874.00	62.73	137,214	11,434.50	65.97	144,182	12,015.17	69.32	151,596	12,633.00	72.88	159,312	13,276.00	76.59
146	131,834	10,986.17	63.38	138,565	11,547.08	66.62	145,644	12,137.00	70.02	153,155	12,762.92	73.63	160,919	13,409.92	77.36
147	133,175	11,097.92	64.03	139,932	11,661.00	67.28	147,155	12,262.92	70.75	154,643	12,886.92	74.35	162,436	13,536.33	78.09
148	134,500	11,208.33	64.66	141,371	11,780.92	67.97	148,598	12,383.17	71.44	156,176	13,014.67	75.08	164,135	13,677.92	78.91
149	135,845	11,320.42	65.31	142,836	11,903.00	68.67	150,109	12,509.08	72.17	157,665	13,138.75	75.80	165,717	13,809.75	79.67
150	137,214	11,434.50	65.97	144,182	12,015.17	69.32	151,596	12,633.00	72.88	159,312	13,276.00	76.59	167,415	13,951.25	80.49
151	138,565	11,547.08	66.62	145,644	12,137.00	70.02	153,155	12,762.92	73.63	160,919	13,409.92	77.36	169,140	14,095.00	81.32
152	139,932	11,661.00	67.28	147,155	12,262.92	70.75	154,643	12,886.92	74.35	162,436	13,536.33	78.09	170,864	14,238.67	82.15
153	141,371	11,780.92	67.97	148,598	12,383.17	71.44	156,176	13,014.67	75.08	164,135	13,677.92	78.91	172,447	14,370.58	82.91
154	142,836	11,903.00	68.67	150,109	12,509.08	72.17	157,665	13,138.75	75.80	165,717	13,809.75	79.67	174,241	14,520.08	83.77
155	144,182	12,015.17	69.32	151,596	12,633.00	72.88	159,312	13,276.00	76.59	167,415	13,951.25	80.49	175,990	14,665.83	84.61
156	145,644	12,137.00	70.02	153,155	12,762.92	73.63	160,919	13,409.92	77.36	169,140	14,095.00	81.32	177,757	14,813.08	85.46
157	147,155	12,262.92	70.75	154,643	12,886.92	74.35	162,436	13,536.33	78.09	170,864	14,238.67	82.15	179,506	14,958.83	86.30
158	148,598	12,383.17	71.44	156,176	13,014.67	75.08	164,135	13,677.92	78.91	172,447	14,370.58	82.91	181,347	15,112.25	87.19
159	150,109	12,509.08	72.17	157,665	13,138.75	75.80	165,717	13,809.75	79.67	174,241	14,520.08	83.77	183,190	15,265.83	88.07
160	151,596	12,633.00	72.88	159,312	13,276.00	76.59	167,415	13,951.25	80.49	175,990	14,665.83	84.61	184,982	15,415.17	88.93

**NOTES REGARDING LONGEVITY INCREMENTS:**

- \$3,000 per year completion of 10 years of service
- \$3,600 per year completion of 15 years of service
- \$4,200 per year completion of 20 years of service
- \$4,800 per year completion of 25 years of service
- \$5,400 per year completion of 30 years of service

**SAN JOSE · EVERGREEN COMMUNITY COLLEGE DISTRICT**  
**CLASSIFIED SALARY SCHEDULE**  
**2025-2026 FISCAL YEAR**

Effective: 07/01/2025  
Board Approved:

3% Increase over 2024-2025

RANGE NO.	STEP A			STEP B			STEP C			STEP D			STEP E		
	Annual	Monthly	Hourly	Annual	Monthly	Hourly	Annual	Monthly	Hourly	Annual	Monthly	Hourly	Annual	Monthly	Hourly
1	32,132	2,677.67	15.45	33,711	2,809.25	16.21	35,459	2,954.92	17.05	37,213	3,101.08	17.89	39,206	3,267.17	18.85
2	32,514	2,709.50	15.63	34,074	2,839.50	16.38	35,943	2,995.25	17.28	37,702	3,141.83	18.13	39,572	3,297.67	19.03
3	32,835	2,736.25	15.79	34,415	2,867.92	16.55	36,189	3,015.75	17.40	37,964	3,163.67	18.25	40,010	3,334.17	19.24
4	33,049	2,754.08	15.89	34,731	2,894.25	16.70	36,579	3,048.25	17.59	38,453	3,204.42	18.49	40,402	3,366.83	19.42
5	33,395	2,782.92	16.06	35,143	2,928.58	16.90	36,968	3,080.67	17.77	38,820	3,235.00	18.66	40,812	3,401.00	19.62
6	33,711	2,809.25	16.21	35,459	2,954.92	17.05	37,213	3,101.08	17.89	39,206	3,267.17	18.85	41,202	3,433.50	19.81
7	34,074	2,839.50	16.38	35,943	2,995.25	17.28	37,702	3,141.83	18.13	39,572	3,297.67	19.03	41,637	3,469.75	20.02
8	34,415	2,867.92	16.55	36,189	3,015.75	17.40	37,964	3,163.67	18.25	40,010	3,334.17	19.24	42,052	3,504.33	20.22
9	34,731	2,894.25	16.70	36,579	3,048.25	17.59	38,453	3,204.42	18.49	40,402	3,366.83	19.42	42,414	3,534.50	20.39
10	35,143	2,928.58	16.90	36,968	3,080.67	17.77	38,820	3,235.00	18.66	40,812	3,401.00	19.62	42,758	3,563.17	20.56
11	35,459	2,954.92	17.05	37,213	3,101.08	17.89	39,206	3,267.17	18.85	41,202	3,433.50	19.81	43,319	3,609.92	20.83
12	35,943	2,995.25	17.28	37,702	3,141.83	18.13	39,572	3,297.67	19.03	41,637	3,469.75	20.02	43,704	3,642.00	21.01
13	36,189	3,015.75	17.40	37,964	3,163.67	18.25	40,010	3,334.17	19.24	42,052	3,366.83	19.42	44,168	3,680.67	21.23
14	36,579	3,048.25	17.59	38,453	3,204.42	18.49	40,402	3,366.83	19.42	42,414	3,534.50	20.39	44,628	3,719.00	21.46
15	36,968	3,080.67	17.77	38,820	3,235.00	18.66	40,812	3,401.00	19.62	42,758	3,563.17	20.56	45,021	3,751.75	21.64
16	37,213	3,101.08	17.89	39,206	3,267.17	18.85	41,202	3,433.50	19.81	43,319	3,609.92	20.83	45,482	3,790.17	21.87
17	37,702	3,141.83	18.13	39,572	3,297.67	19.03	41,637	3,469.75	20.02	43,704	3,642.00	21.01	45,967	3,830.58	22.10
18	37,964	3,163.67	18.25	40,010	3,334.17	19.24	42,052	3,504.33	20.22	44,168	3,680.67	21.23	46,383	3,865.25	22.30
19	38,453	3,204.42	18.49	40,402	3,366.83	19.42	42,414	3,534.50	20.39	44,628	3,719.00	21.46	46,868	3,905.67	22.53
20	38,820	3,235.00	18.66	40,812	3,401.00	19.62	42,758	3,563.17	20.56	45,021	3,751.75	21.64	47,257	3,938.08	22.72
21	39,206	3,267.17	18.85	41,202	3,433.50	19.81	43,319	3,609.92	20.83	45,482	3,790.17	21.87	47,820	3,985.00	22.99
22	39,572	3,297.67	19.03	41,637	3,469.75	20.02	43,704	3,642.00	21.01	45,967	3,830.58	22.10	48,302	4,025.17	23.22
23	40,010	3,334.17	19.24	42,052	3,504.33	20.22	44,168	3,680.67	21.23	46,383	3,865.25	22.30	48,742	4,061.83	23.43
24	40,402	3,366.83	19.42	42,414	3,534.50	20.39	44,628	3,719.00	21.46	46,868	3,905.67	22.53	49,249	4,104.08	23.68
25	40,812	3,401.00	19.62	42,758	3,563.17	20.56	45,021	3,751.75	21.64	47,257	3,938.08	22.72	49,759	4,146.58	23.92
26	41,202	3,433.50	19.81	43,319	3,609.92	20.83	45,482	3,790.17	21.87	47,820	3,985.00	22.99	50,246	4,187.17	24.16
27	41,637	3,469.75	20.02	43,704	3,642.00	21.01	45,967	3,830.58	22.10	48,302	4,025.17	23.22	50,806	4,233.83	24.43
28	42,052	3,504.33	20.22	44,168	3,680.67	21.23	46,383	3,865.25	22.30	48,742	4,061.83	23.43	51,195	4,266.25	24.61
29	42,414	3,534.50	20.39	44,628	3,719.00	21.46	46,868	3,905.67	22.53	49,249	4,104.08	23.68	51,732	4,311.00	24.87
30	42,758	3,563.17	20.56	45,021	3,751.75	21.64	47,257	3,938.08	22.72	49,759	4,146.58	23.92	52,267	4,355.58	25.13
31	43,319	3,609.92	20.83	45,482	3,790.17	21.87	47,820	3,985.00	22.99	50,246	4,187.17	24.16	52,777	4,398.08	25.37
32	43,704	3,642.00	21.01	45,967	3,830.58	22.10	48,302	4,025.17	23.22	50,806	4,233.83	24.43	53,340	4,445.00	25.64
33	44,168	3,680.67	21.23	46,383	3,865.25	22.30	48,742	4,061.83	23.43	51,195	4,266.25	24.61	53,919	4,493.25	25.92
34	44,628	3,719.00	21.46	46,868	3,905.67	22.53	49,249	4,104.08	23.68	51,732	4,311.00	24.87	54,358	4,529.83	26.13
35	45,021	3,751.75	21.64	47,257	3,938.08	22.72	49,759	4,146.58	23.92	52,267	4,355.58	25.13	54,990	4,582.50	26.44
36	45,482	3,790.17	21.87	47,820	3,985.00	22.99	50,246	4,187.17	24.16	52,777	4,398.08	25.37	55,479	4,623.25	26.67
37	45,967	3,830.58	22.10	48,302	4,025.17	23.22	50,806	4,233.83	24.43	53,340	4,445.00	25.64	55,940	4,661.67	26.89
38	46,383	3,865.25	22.30	48,742	4,061.83	23.43	51,195	4,266.25	24.61	53,919	4,493.25	25.92	56,644	4,720.33	27.23
39	46,868	3,905.67	22.53	49,249	4,104.08	23.68	51,732	4,311.00	24.87	54,358	4,529.83	26.13	57,128	4,760.67	27.47

RANGE NO.	STEP A			STEP B			STEP C			STEP D			STEP E		
	Annual	Monthly	Hourly	Annual	Monthly	Hourly	Annual	Monthly	Hourly	Annual	Monthly	Hourly	Annual	Monthly	Hourly
40	47,257	3,938.08	22.72	49,759	4,146.58	23.92	52,267	4,355.58	25.13	54,990	4,582.50	26.44	57,692	4,807.67	27.74
41	47,820	3,985.00	22.99	50,246	4,187.17	24.16	52,777	4,398.08	25.37	55,479	4,623.25	26.67	58,348	4,862.33	28.05
42	48,302	4,025.17	23.22	50,806	4,233.83	24.43	53,340	4,445.00	25.64	55,940	4,661.67	26.89	58,882	4,906.83	28.31
43	48,742	4,061.83	23.43	51,195	4,266.25	24.61	53,919	4,493.25	25.92	56,644	4,720.33	27.23	59,537	4,961.42	28.62
44	49,249	4,104.08	23.68	51,732	4,311.00	24.87	54,358	4,529.83	26.13	57,128	4,760.67	27.47	60,072	5,006.00	28.88
45	49,759	4,146.58	23.92	52,267	4,355.58	25.13	54,990	4,582.50	26.44	57,692	4,807.67	27.74	60,635	5,052.92	29.15
46	50,246	4,187.17	24.16	52,777	4,398.08	25.37	55,479	4,623.25	26.67	58,348	4,862.33	28.05	61,242	5,103.50	29.44
47	50,806	4,233.83	24.43	53,340	4,445.00	25.64	55,940	4,661.67	26.89	58,882	4,906.83	28.31	61,899	5,158.25	29.76
48	51,195	4,266.25	24.61	53,919	4,493.25	25.92	56,644	4,720.33	27.23	59,537	4,961.42	28.62	62,580	5,215.00	30.09
49	51,732	4,311.00	24.87	54,358	4,529.83	26.13	57,128	4,760.67	27.47	60,072	5,006.00	28.88	63,115	5,259.58	30.34
50	52,267	4,355.58	25.13	54,990	4,582.50	26.44	57,692	4,807.67	27.74	60,635	5,052.92	29.15	63,771	5,314.25	30.66
51	52,777	4,398.08	25.37	55,479	4,623.25	26.67	58,348	4,862.33	28.05	61,242	5,103.50	29.44	64,356	5,363.00	30.94
52	53,340	4,445.00	25.64	55,940	4,661.67	26.89	58,882	4,906.83	28.31	61,899	5,158.25	29.76	64,987	5,415.58	31.24
53	53,919	4,493.25	25.92	56,644	4,720.33	27.23	59,537	4,961.42	28.62	62,580	5,215.00	30.09	65,738	5,478.17	31.60
54	54,358	4,529.83	26.13	57,128	4,760.67	27.47	60,072	5,006.00	28.88	63,115	5,259.58	30.34	66,377	5,531.42	31.91
55	54,990	4,582.50	26.44	57,692	4,807.67	27.74	60,635	5,052.92	29.15	63,771	5,314.25	30.66	67,100	5,591.67	32.26
56	55,479	4,623.25	26.67	58,348	4,862.33	28.05	61,242	5,103.50	29.44	64,356	5,363.00	30.94	67,760	5,646.67	32.58
57	55,940	4,661.67	26.89	58,882	4,906.83	28.31	61,899	5,158.25	29.76	64,987	5,415.58	31.24	68,317	5,693.08	32.84
58	56,644	4,720.33	27.23	59,537	4,961.42	28.62	62,580	5,215.00	30.09	65,738	5,478.17	31.60	69,074	5,756.17	33.21
59	57,128	4,760.67	27.47	60,072	5,006.00	28.88	63,115	5,259.58	30.34	66,377	5,531.42	31.91	69,778	5,814.83	33.55
60	57,692	4,807.67	27.74	60,635	5,052.92	29.15	63,771	5,314.25	30.66	67,100	5,591.67	32.26	70,460	5,871.67	33.88
61	58,348	4,862.33	28.05	61,242	5,103.50	29.44	64,356	5,363.00	30.94	67,760	5,646.67	32.58	71,189	5,932.42	34.23
62	58,882	4,906.83	28.31	61,899	5,158.25	29.76	64,987	5,415.58	31.24	68,317	5,693.08	32.84	71,872	5,989.33	34.55
63	59,537	4,961.42	28.62	62,580	5,215.00	30.09	65,738	5,478.17	31.60	69,074	5,756.17	33.21	72,574	6,047.83	34.89
64	60,072	5,006.00	28.88	63,115	5,259.58	30.34	66,377	5,531.42	31.91	69,778	5,814.83	33.55	73,305	6,108.75	35.24
65	60,635	5,052.92	29.15	63,771	5,314.25	30.66	67,100	5,591.67	32.26	70,460	5,871.67	33.88	73,960	6,163.33	35.56
66	61,242	5,103.50	29.44	64,356	5,363.00	30.94	67,760	5,646.67	32.58	71,189	5,932.42	34.23	74,835	6,236.25	35.98
67	61,899	5,158.25	29.76	64,987	5,415.58	31.24	68,317	5,693.08	32.84	71,872	5,989.33	34.55	75,592	6,299.33	36.34
68	62,580	5,215.00	30.09	65,738	5,478.17	31.60	69,074	5,756.17	33.21	72,574	6,047.83	34.89	76,323	6,360.25	36.69
69	63,115	5,259.58	30.34	66,377	5,531.42	31.91	69,778	5,814.83	33.55	73,305	6,108.75	35.24	77,073	6,422.75	37.05
70	63,771	5,314.25	30.66	67,100	5,591.67	32.26	70,460	5,871.67	33.88	73,960	6,163.33	35.56	77,826	6,485.50	37.42
71	64,356	5,363.00	30.94	67,760	5,646.67	32.58	71,189	5,932.42	34.23	74,835	6,236.25	35.98	78,583	6,548.58	37.78
72	64,987	5,415.58	31.24	68,317	5,693.08	32.84	71,872	5,989.33	34.55	75,592	6,299.33	36.34	79,385	6,615.42	38.17
73	65,738	5,478.17	31.60	69,074	5,756.17	33.21	72,574	6,047.83	34.89	76,323	6,360.25	36.69	80,188	6,682.33	38.55
74	66,377	5,531.42	31.91	69,778	5,814.83	33.55	73,305	6,108.75	35.24	77,073	6,422.75	37.05	80,986	6,748.83	38.94
75	67,100	5,591.67	32.26	70,460	5,871.67	33.88	73,960	6,163.33	35.56	77,826	6,485.50	37.42	81,791	6,815.92	39.32
76	67,760	5,646.67	32.58	71,189	5,932.42	34.23	74,835	6,236.25	35.98	78,583	6,548.58	37.78	82,545	6,878.75	39.69
77	68,317	5,693.08	32.84	71,872	5,989.33	34.55	75,592	6,299.33	36.34	79,385	6,615.42	38.17	83,450	6,954.17	40.12
78	69,074	5,756.17	33.21	72,574	6,047.83	34.89	76,323	6,360.25	36.69	80,188	6,682.33	38.55	84,249	7,020.75	40.50
79	69,778	5,814.83	33.55	73,305	6,108.75	35.24	77,073	6,422.75	37.05	80,986	6,748.83	38.94	85,125	7,093.75	40.93
80	70,460	5,871.67	33.88	73,960	6,163.33	35.56	77,826	6,485.50	37.42	81,791	6,815.92	39.32	85,930	7,160.83	41.31
81	71,189	5,932.42	34.23	74,835	6,236.25	35.98	78,583	6,548.58	37.78	82,545	6,878.75	39.69	86,802	7,233.50	41.73
82	71,872	5,989.33	34.55	75,592	6,299.33	36.34	79,385	6,615.42	38.17	83,450	6,954.17	40.12	87,723	7,310.25	42.17
83	72,574	6,047.83	34.89	76,323	6,360.25	36.69	80,188	6,682.33	38.55	84,249	7,020.75	40.50	88,580	7,381.67	42.59

RANGE NO.	STEP A			STEP B			STEP C			STEP D			STEP E		
	Annual	Monthly	Hourly	Annual	Monthly	Hourly	Annual	Monthly	Hourly	Annual	Monthly	Hourly	Annual	Monthly	Hourly
84	73,305	6,108.75	35.24	77,073	6,422.75	37.05	80,986	6,748.83	38.94	85,125	7,093.75	40.93	89,551	7,462.58	43.05
85	73,960	6,163.33	35.56	77,826	6,485.50	37.42	81,791	6,815.92	39.32	85,930	7,160.83	41.31	90,377	7,531.42	43.45
86	74,835	6,236.25	35.98	78,583	6,548.58	37.78	82,545	6,878.75	39.69	86,802	7,233.50	41.73	91,231	7,602.58	43.86
87	75,592	6,299.33	36.34	79,385	6,615.42	38.17	83,450	6,954.17	40.12	87,723	7,310.25	42.17	92,081	7,673.42	44.27
88	76,323	6,360.25	36.69	80,188	6,682.33	38.55	84,249	7,020.75	40.50	88,580	7,381.67	42.59	93,054	7,754.50	44.74
89	77,073	6,422.75	37.05	80,986	6,748.83	38.94	85,125	7,093.75	40.93	89,551	7,462.58	43.05	94,075	7,839.58	45.23
90	77,826	6,485.50	37.42	81,791	6,815.92	39.32	85,930	7,160.83	41.31	90,377	7,233.50	41.73	94,977	7,914.75	45.66
91	78,583	6,548.58	37.78	82,545	6,878.75	39.69	86,802	7,233.50	41.73	91,231	7,602.58	43.86	95,852	7,987.67	46.08
92	79,385	6,615.42	38.17	83,450	6,954.17	40.12	87,723	7,310.25	42.17	92,081	7,673.42	44.27	96,777	8,064.75	46.53
93	80,188	6,682.33	38.55	84,249	7,020.75	40.50	88,580	7,381.67	42.59	93,054	7,754.50	44.74	97,800	8,150.00	47.02
94	80,986	6,748.83	38.94	85,125	7,093.75	40.93	89,551	7,462.58	43.05	94,075	7,839.58	45.23	98,840	8,236.67	47.52
95	81,791	6,815.92	39.32	85,930	7,160.83	41.31	90,377	7,531.42	43.45	94,977	7,914.75	45.66	99,812	8,317.67	47.99
96	82,545	6,878.75	39.69	86,802	7,233.50	41.73	91,231	7,602.58	43.86	95,852	7,987.67	46.08	100,761	8,396.75	48.44
97	83,450	6,954.17	40.12	87,723	7,310.25	42.17	92,081	7,673.42	44.27	96,777	8,064.75	46.53	101,833	8,486.08	48.96
98	84,249	7,020.75	40.50	88,580	7,381.67	42.59	93,054	7,754.50	44.74	97,800	8,150.00	47.02	102,805	8,567.08	49.43
99	85,125	7,093.75	40.93	89,551	7,462.58	43.05	94,075	7,839.58	45.23	98,840	8,236.67	47.52	103,805	8,650.42	49.91
100	85,930	7,160.83	41.31	90,377	7,531.42	43.45	94,977	7,914.75	45.66	99,812	8,317.67	47.99	104,847	8,737.25	50.41
101	86,802	7,233.50	41.73	91,231	7,602.58	43.86	95,852	7,987.67	46.08	100,761	8,396.75	48.44	105,947	8,828.92	50.94
102	87,723	7,310.25	42.17	92,081	7,673.42	44.27	96,777	8,064.75	46.53	101,833	8,486.08	48.96	106,967	8,913.92	51.43
103	88,580	7,381.67	42.59	93,054	7,754.50	44.74	97,800	8,150.00	47.02	102,805	8,567.08	49.43	107,987	8,998.92	51.92
104	89,551	7,462.58	43.05	94,075	7,839.58	45.23	98,840	8,236.67	47.52	103,805	8,650.42	49.91	109,130	9,094.17	52.47
105	90,377	7,531.42	43.45	94,977	7,914.75	45.66	99,812	8,317.67	47.99	104,847	8,737.25	50.41	110,175	9,181.25	52.97
106	91,231	7,602.58	43.86	95,852	7,987.67	46.08	100,761	8,396.75	48.44	105,947	8,828.92	50.94	111,317	9,276.42	53.52
107	92,081	7,673.42	44.27	96,777	8,064.75	46.53	101,833	8,486.08	48.96	106,967	8,913.92	51.43	112,441	9,370.08	54.06
108	93,054	7,754.50	44.74	97,800	8,150.00	47.02	102,805	8,567.08	49.43	107,987	8,998.92	51.92	113,532	9,461.00	54.58
109	94,075	7,839.58	45.23	98,840	8,236.67	47.52	103,805	8,650.42	49.91	109,130	9,094.17	52.47	114,650	9,554.17	55.12
110	94,977	7,914.75	45.66	99,812	8,317.67	47.99	104,847	8,737.25	50.41	110,175	9,181.25	52.97	115,793	9,649.42	55.67
111	95,852	7,987.67	46.08	100,761	8,396.75	48.44	105,947	8,828.92	50.94	111,317	9,276.42	53.52	117,012	9,751.00	56.26
112	96,777	8,064.75	46.53	101,833	8,486.08	48.96	106,967	8,913.92	51.43	112,441	9,370.08	54.06	118,157	9,846.42	56.81
113	97,800	8,150.00	47.02	102,805	8,567.08	49.43	107,987	8,998.92	51.92	113,532	9,461.00	54.58	119,269	9,939.08	57.34
114	98,840	8,236.67	47.52	103,805	8,650.42	49.91	109,130	9,094.17	52.47	114,650	9,554.17	55.12	120,536	10,044.67	57.95
115	99,812	8,317.67	47.99	104,847	8,737.25	50.41	110,175	9,181.25	52.97	115,793	9,649.42	55.67	121,731	10,144.25	58.52
116	100,761	8,396.75	48.44	105,947	8,828.92	50.94	111,317	9,276.42	53.52	117,012	9,751.00	56.26	122,945	10,245.42	59.11
117	101,833	8,486.08	48.96	106,967	8,913.92	51.43	112,441	9,370.08	54.06	118,157	9,846.42	56.81	124,187	10,348.92	59.71
118	102,805	8,567.08	49.43	107,987	8,998.92	51.92	113,532	9,461.00	54.58	119,269	9,939.08	57.34	125,425	10,452.08	60.30
119	103,805	8,650.42	49.91	109,130	9,094.17	52.47	114,650	9,554.17	55.12	120,536	10,044.67	57.95	126,665	10,555.42	60.90
120	104,847	8,737.25	50.41	110,175	9,181.25	52.97	115,793	9,649.42	55.67	121,731	10,144.25	58.52	127,885	10,657.08	61.48
121	105,947	8,828.92	50.94	111,317	9,276.42	53.52	117,012	9,751.00	56.26	122,945	10,245.42	59.11	129,171	10,764.25	62.10
122	106,967	8,913.92	51.43	112,441	9,370.08	54.06	118,157	9,846.42	56.81	124,187	10,348.92	59.71	130,533	10,877.75	62.76
123	107,987	8,998.92	51.92	119,269	9,939.08	57.34	125,425	10,452.08	60.30	131,898	10,991.50	63.41	133,086	11,090.50	63.98
124	109,130	9,094.17	52.47	120,536	10,044.67	57.95	126,665	10,555.42	60.90	133,086	11,090.50	63.98	134,403	11,200.25	64.62
125	110,175	9,181.25	52.97	121,731	10,144.25	58.52	127,885	10,657.08	61.48	135,789	11,315.75	65.28	137,170	11,430.83	65.95
126	111,317	9,276.42	53.52	122,945	10,245.42	59.11	129,171	10,764.25	62.10	137,170	11,430.83	65.95			
127	112,441	9,370.08	54.06	124,187	10,348.92	59.71	130,533	10,877.75	62.76						

RANGE NO.	STEP A			STEP B			STEP C			STEP D			STEP E		
	Annual	Monthly	Hourly	Annual	Monthly	Hourly	Annual	Monthly	Hourly	Annual	Monthly	Hourly	Annual	Monthly	Hourly
128	113,532	9,461.00	54.58	119,269	9,939.08	57.34	125,425	10,452.08	60.30	131,898	10,991.50	63.41	138,535	11,544.58	66.60
129	114,650	9,554.17	55.12	120,536	10,044.67	57.95	126,665	10,555.42	60.90	133,086	11,090.50	63.98	139,920	11,660.00	67.27
130	115,793	9,649.42	55.67	121,731	10,144.25	58.52	127,885	10,657.08	61.48	134,403	11,200.25	64.62	141,330	11,777.50	67.95
131	117,012	9,751.00	56.26	122,945	10,245.42	59.11	129,171	10,764.25	62.10	135,789	11,315.75	65.28	142,722	11,893.50	68.62
132	118,157	9,846.42	56.81	124,187	10,348.92	59.71	130,533	10,877.75	62.76	137,170	11,430.83	65.95	144,130	12,010.83	69.29
133	119,269	9,939.08	57.34	125,425	10,452.08	60.30	131,898	10,991.50	63.41	138,535	11,544.58	66.60	145,612	12,134.33	70.01
134	120,536	10,044.67	57.95	126,665	10,555.42	60.90	133,086	11,090.50	63.98	139,920	11,660.00	67.27	147,121	12,260.08	70.73
135	121,731	10,144.25	58.52	127,885	10,657.08	61.48	134,403	11,200.25	64.62	141,330	11,777.50	67.95	148,507	12,375.58	71.40
136	122,945	10,245.42	59.11	129,171	10,764.25	62.10	135,789	11,315.75	65.28	142,722	11,893.50	68.62	150,013	12,501.08	72.12
137	124,187	10,348.92	59.71	130,533	10,877.75	62.76	137,170	11,430.83	65.95	144,130	12,010.83	69.29	151,570	12,630.83	72.87
138	125,425	10,452.08	60.30	131,898	10,991.50	63.41	138,535	11,544.58	66.60	145,612	12,134.33	70.01	153,056	12,754.67	73.58
139	126,665	10,555.42	60.90	133,086	11,090.50	63.98	139,920	11,660.00	67.27	147,121	12,260.08	71.40	156,144	13,012.00	75.07
140	127,885	10,657.08	61.48	134,403	11,200.25	64.62	141,330	11,777.50	67.95	148,507	12,375.58	72.12	157,750	13,145.83	75.84
141	129,171	10,764.25	62.10	135,727	11,310.58	65.25	142,722	11,893.50	68.62	150,013	12,501.08	72.87	159,282	13,273.50	76.58
142	130,533	10,877.75	62.76	137,170	11,430.83	65.95	144,130	12,010.83	69.29	151,570	12,630.83	72.87	160,861	13,405.08	77.34
143	131,898	10,991.50	63.41	138,535	11,544.58	66.60	145,612	12,134.33	70.01	153,056	12,754.67	73.58	162,395	13,532.92	78.07
144	133,086	11,090.50	63.98	139,920	11,660.00	67.27	147,121	12,260.08	70.73	154,612	12,884.33	74.33	164,091	13,674.25	78.89
145	134,403	11,200.25	64.62	141,330	11,777.50	67.95	148,507	12,375.58	71.40	156,144	13,012.00	75.07	165,747	13,812.25	79.69
146	135,789	11,315.75	65.28	142,722	11,893.50	68.62	150,013	12,501.08	72.12	157,750	13,145.83	75.84	167,309	13,942.42	80.44
147	137,170	11,430.83	65.95	144,130	12,010.83	69.29	151,570	12,630.83	72.87	159,282	13,273.50	76.58	169,059	14,088.25	81.28
148	138,535	11,544.58	66.60	145,612	12,134.33	70.01	153,056	12,754.67	73.58	160,861	13,405.08	77.34	170,689	14,224.08	82.06
149	139,920	11,660.00	67.27	147,121	12,260.08	70.73	154,612	12,884.33	74.33	162,395	13,532.92	78.07	172,437	14,369.75	82.90
150	141,330	11,777.50	67.95	148,507	12,375.58	71.40	156,144	13,012.00	75.07	164,091	13,674.25	78.89	174,214	14,517.83	83.76
151	142,722	11,893.50	68.62	150,013	12,501.08	72.12	157,750	13,145.83	75.84	165,747	13,812.25	79.69	175,990	14,665.83	84.61
152	144,130	12,010.83	69.29	151,570	12,630.83	72.87	159,282	13,273.50	76.58	167,309	13,942.42	80.44	177,620	14,801.67	85.39
153	145,612	12,134.33	70.01	153,056	12,754.67	73.58	160,861	13,405.08	77.34	169,059	14,088.25	81.28	179,468	14,955.67	86.28
154	147,121	12,260.08	70.73	154,612	12,884.33	74.33	162,395	13,532.92	78.07	170,689	14,224.08	82.06	181,270	15,105.83	87.15
155	148,507	12,375.58	71.40	156,144	13,012.00	75.07	164,091	13,674.25	78.89	172,437	14,369.75	82.90	183,090	15,257.50	88.02
156	150,013	12,501.08	72.12	157,750	13,145.83	75.84	165,747	13,812.25	79.69	174,214	14,517.83	83.76	184,891	15,407.58	88.89
157	151,570	12,630.83	72.87	159,282	13,273.50	76.58	167,309	13,942.42	80.44	175,990	14,665.83	84.61	186,787	15,565.58	89.80
158	153,056	12,754.67	73.58	160,861	13,405.08	77.34	169,059	14,088.25	81.28	177,620	14,801.67	85.39	188,686	15,723.83	90.71
159	154,612	12,884.33	74.33	162,395	13,532.92	78.07	170,689	14,224.08	82.06	179,468	14,955.67	86.28	190,531	15,877.58	91.60
160	156,144	13,012.00	75.07	164,091	13,674.25	78.89	172,437	14,369.75	82.90	181,270	15,105.83	87.15			

**NOTES REGARDING LONGEVITY INCREMENTS:**

- \$3,000 per year completion of 10 years of service
- \$3,600 per year completion of 15 years of service
- \$4,200 per year completion of 20 years of service
- \$4,800 per year completion of 25 years of service
- \$5,400 per year completion of 30 years of service



# Appendix C

## Benefit Summaries

# Your summary of benefits



Anthem® Blue Cross Life and Health Insurance Company

Your Plan: SISC (Self Insured Schools of California): 100-B \$10 Anthem Classic PPO

Your Network: Prudent Buyer PPO

Covered Medical Benefits	Cost if you use an In-Network Provider	Cost if you use a Non-Network Provider
<b>Overall Deductible</b>	\$100 person / \$300 family	
<b>Overall Out-of-Pocket Limit</b>	\$1,000 person / \$3,000 family	No limit person / No limit family
<p>The family deductible and out-of-pocket limit are embedded, meaning the cost shares of one family member will be applied to the per person deductible and per person out-of-pocket limit; in addition, amounts for all covered family members apply to both the family deductible and family out-of-pocket limit. No one member will pay more than the per person deductible or per person out-of-pocket limit.</p> <p>Your copays, coinsurance and deductible count toward your out-of-pocket limit(s).</p> <p>In-Network and Non-Network deductibles are combined and accumulate toward each other; however In-Network and Non-Network out-of-pocket limit amounts accumulate separately and do not accumulate toward each other.</p> <p>*For services received from an out-of-network provider, the member may be held responsible for any costs beyond the permitted amount and the overall charges.</p>		
<b>Doctor Visits (virtual and office)</b> <i>You are encouraged to select a Primary Care Physician (PCP).</i>		
<b>Medical Chats and Virtual Visits for Primary Care</b> <i>from our Online Provider K Health, through its affiliated Provider groups are covered at No charge.</i>		
<b>Virtual Visits from online provider LiveHealth Online</b> <i>for urgent/acute medical and mental health and substance abuse disorder care via <a href="http://www.livehealthonline.com">www.livehealthonline.com</a> are covered at No charge; and \$10 copay per visit deductible does not apply for covered Specialist Care.</i>		
<b>Primary Care (PCP)</b> <i>virtual and office</i> <i>The copay is waived for the first three office visits to a primary care provider per benefit period. (See footnote 1)</i>	\$0 copay per visit for visits 1-3, then \$10 copay per visit for visits 4+. (See footnote 1)	All billed amounts exceeding the maximum allowed amount. (See footnote 2)
<b>Mental Health and Substance Abuse Disorder Care</b> <i>virtual and office</i>	\$10 copay per visit deductible does not apply	All billed amounts exceeding the maximum allowed amount.

Questions: (800) 825-5541 or visit us at [www.anthem.com/ca](http://www.anthem.com/ca)

CA/LG/SISC (Self Insured Schools of California): 100-B \$10 Anthem Classic PPO/04FV/10-01-2023

Covered Medical Benefits	Cost if you use an In-Network Provider	Cost if you use a Non-Network Provider
<b>Specialist Care</b> <i>virtual and office</i>	\$10 copay per visit deductible does not apply	(See footnote 2)  All billed amounts exceeding the maximum allowed amount. (See footnote 2)
<b><u>Other Practitioner Visits</u></b>		
<b>Maternity Care</b> (Prenatal and Postnatal Global Care)	0% coinsurance after deductible is met	All billed amounts exceeding the maximum allowed amount. (See footnote 2)
<b>Retail Health Clinic</b> <i>for routine care and treatment of common illnesses; usually found in major pharmacies or retail stores.</i>	\$10 copay per visit deductible does not apply	All billed amounts exceeding the maximum allowed amount. (See footnote 2)
<b>Manipulation Therapy</b> <i>Pre-authorization review by American Specialty Health (ASH) is required after the 5<sup>th</sup> visit).</i>	0% coinsurance after deductible is met	Not covered
<b>Acupuncture</b> <i>Coverage is limited to 12 visits per benefit period.</i>	0% coinsurance after deductible is met	50% of maximum allowed amount (See footnote 2)
<b><u>Other Services in an Office</u></b>		
<b>Allergy Testing</b>	0% coinsurance after deductible is met	Not covered
<b>Prescription Drugs</b> <i>Dispensed in the office</i>	0% coinsurance after deductible is met	All billed amounts exceeding the maximum allowed amount. (See footnote 2)
<b>Surgery</b>	0% coinsurance after deductible is met	All billed amounts exceeding the maximum allowed amount. (See footnote 2)
<b>Preventive care / screenings / immunizations</b>	No charge	Not covered
<b>Preventive Care for Chronic Conditions</b> <i>per IRS guidelines</i>	No charge	Not covered

Covered Medical Benefits	Cost if you use an In-Network Provider	Cost if you use a Non-Network Provider
<b><u>Diagnostic Services</u></b> <b>Lab</b> Office Freestanding Lab Outpatient Hospital	0% coinsurance after deductible is met 0% coinsurance after deductible is met 0% coinsurance after deductible is met	Not covered Not covered Not covered
<b>X-Ray</b> Office Freestanding Radiology Center Outpatient Hospital	0% coinsurance after deductible is met 0% coinsurance after deductible is met 0% coinsurance after deductible is met	Not covered Not covered Not covered
<b>Advanced Diagnostic Imaging</b> <i>for example: MRI, PET and CAT scans</i> Office <i>Coverage for a Non-Network Provider is limited to \$800 maximum per test. (See footnote 3)</i> Freestanding Radiology Center <i>Coverage for a Non-Network Provider is limited to \$800 maximum per test. (See footnote 3)</i> Outpatient Hospital <i>Coverage for a Non-Network Provider is limited to \$800 maximum per test. (See footnote 3)</i>	0% coinsurance after deductible is met 0% coinsurance after deductible is met 0% coinsurance after deductible is met	All billed amounts exceeding the lesser of the benefit maximum or maximum allowed amount. (See footnote 2 and 3) All billed amounts exceeding the lesser of the benefit maximum or maximum allowed amount. (See footnote 2 and 3) All billed amounts exceeding the lesser of the benefit maximum or maximum allowed amount. (See footnote 2 and 3)
<b><u>Emergency and Urgent Care</u></b> <b>Urgent Care</b> <i>includes doctor services. Additional charges may apply depending on the care provided.</i>	\$10 copay per visit deductible does not apply	All billed amounts exceeding the maximum allowed amount. (See footnote 2)

Covered Medical Benefits	Cost if you use an In-Network Provider	Cost if you use a Non-Network Provider
<p><b>Emergency Room Facility Services</b> <i>Copay waived if admitted.</i></p> <p><b>Emergency Room Doctor and Other Services</b></p> <p><b>Ambulance</b></p>	<p>\$100 copay per visit and 0% coinsurance after deductible is met</p> <p>0% coinsurance after deductible is met</p> <p>\$100 copay per trip and 0% coinsurance after deductible is met</p>	<p>Covered as In-Network</p> <p>Covered as In-Network</p> <p>Covered as In-Network</p>
<p><b><u>Outpatient Mental Health and Substance Abuse Disorder Care at a Facility</u></b></p> <p>Facility Fees</p> <p>Doctor Services</p>	<p>0% coinsurance after deductible is met</p> <p>0% coinsurance after deductible is met</p>	<p>All billed amounts exceeding the maximum allowed amount. (See footnote 2)</p> <p>All billed amounts exceeding the maximum allowed amount. (See footnote 2)</p>
<p><b><u>Outpatient Surgery</u></b></p> <p><b>Facility Fees</b></p> <p>Hospital <i>Services and supplies for the following outpatient surgeries are subject to a benefit limit if performed in an outpatient hospital setting. The benefit limit does not apply if performed in a Freestanding Ambulatory Surgical Center.</i></p> <ul style="list-style-type: none"> <li>o Arthroscopy limited to \$4,500 per procedure</li> <li>o Cataract surgery limited to \$2,000 per procedure</li> <li>o Colonoscopy limited to \$1,500 per procedure</li> <li>o Upper GI Endoscopy limited to \$1,000 per procedure</li> <li>o Upper GI Endoscopy with biopsy limited to \$1,250 per procedure</li> </ul> <p>Ambulatory Surgical Center All billed amounts exceeding the maximum allowed amount. (See footnote 2)</p>	<p>0% coinsurance after deductible is met</p> <p>0% coinsurance after deductible is met</p>	<p>All billed amounts exceeding the maximum allowed amount. (See footnote 2)</p> <p>All billed amounts exceeding the lesser of the benefit maximum or maximum allowed amount. (See footnote 2 and 3)</p>

Covered Medical Benefits	Cost if you use an In-Network Provider	Cost if you use a Non-Network Provider
<b>Doctor and Other Services</b> Hospital	0% coinsurance after deductible is met	All billed amounts exceeding the maximum allowed amount. (See footnote 2)
<b><u>Hospital (Including Maternity, Mental Health and Substance Abuse Disorder)</u></b> <i>Coverage is limited to \$600 benefit maximum per day for non-emergency admission at a Non-Network provider. (See footnote 3)</i> <b>Facility Fees</b>  <b>Hip/Knee/Spine Surgeries</b> <i>For inpatient services, this benefit is covered only when performed at a designated Blue Distinction Plus Center for Specialty Care. Subject to utilization review.</i>  <b>Physician and other services including surgeon fees</b>	0% coinsurance after deductible is met  0% coinsurance after medical deductible is met.  0% coinsurance after deductible is met	All billed amounts exceeding the lesser of the benefit maximum or maximum allowed amount. (See footnote 2 and 3)  Not covered  All billed amounts exceeding the maximum allowed amount. (See footnote 2)
<b>Home Health Care</b> <i>Coverage is limited to 100 visits per benefit period.  Coverage for a Non-Network Provider is limited to \$150 maximum per day.  (See footnote 3)</i>	0% coinsurance after deductible is met	All billed amounts exceeding the lesser of the benefit maximum or maximum allowed amount. (See footnote 2 and 3)
<b>Rehabilitation services</b>  Office <i>Pre-authorization review by American Specialty Health (ASH) is required after the 5<sup>th</sup> visit.</i>  Outpatient Hospital	0% coinsurance after deductible is met  0% coinsurance after deductible is met	Not covered  Not covered

Covered Medical Benefits	Cost if you use an In-Network Provider	Cost if you use a Non-Network Provider
<b>Pulmonary rehabilitation</b> <i>office and outpatient hospital</i>	0% coinsurance after deductible is met	All billed amounts exceeding the maximum allowed amount. (See footnote 2)
<b>Cardiac rehabilitation</b> <i>office and outpatient hospital</i> <i>Coverage is limited to 36 visits per benefit period.</i>	0% coinsurance after deductible is met	Not covered
<b>Dialysis/Hemodialysis</b> <i>office and outpatient hospital</i> <i>Coverage for a Non-Network Provider is limited to \$350 maximum per visit.</i> (See footnote 3)	0% coinsurance after deductible is met	All billed amounts exceeding the lesser of the benefit maximum or maximum allowed amount. (See footnote 2 and 3)
<b>Chemo/Radiation Therapy</b> <i>office and outpatient hospital</i>	0% coinsurance after deductible is met	All billed amounts exceeding the maximum allowed amount. (See footnote 2)
<b>Skilled Nursing Care (facility)</b> <i>Coverage for Inpatient rehabilitation and skilled nursing services is limited to 150 days combined per benefit period. Coverage for a Non-Network Provider is limited to \$600 maximum per day. (See footnote 3)</i>	0% coinsurance after deductible is met	All billed amounts exceeding the lesser of the benefit maximum or maximum allowed amount. (See footnote 2 and 3)
<b>Inpatient Hospice</b>	No charge	All billed amounts exceeding the maximum allowed amount. (See footnote 2)
<b>Durable Medical Equipment</b>	0% coinsurance after deductible is met	Not covered
<b>Prosthetic Devices</b>	0% coinsurance after deductible is met	Not covered
<b>Hearing Aids</b> <i>Coverage is limited to \$700 maximum every 24 months. (See footnote 3)</i>	0% coinsurance after deductible is met	All billed amounts exceeding the maximum allowed amount. (See footnote 2 and 3)

Footnote 1: The office visit copay is waived for the first three office visits to a primary care provider per benefit period. The copay waiver applies to the actual office visit and additional cost shares may apply for any other service performed in the office

(i.e., X-ray, lab, surgery), after any applicable deductible. Primary care providers are defined as General and Family Practitioners, Internists, Gynecologists, Obstetrics/Gynecology, Pediatricians and Nurse Practitioners. The office visit copay will apply to all other provider specialties.

Footnote 2: When using Non-Network PPO Providers, members are responsible for any difference between the maximum allowed amount and actual charges, as well as any deductible & percentage copay.

Footnote 3: The plan may pay for the following services and supplies up to the maximum number of days or visits and/or dollar maximum shown. When using non-network providers, the plan will pay the lesser of the benefit maximum or the maximum allowed amount. If the maximum allowed amount is less than the listed benefit maximum, the plan will not exceed the maximum allowed amount. Likewise, if the listed benefit maximum is less than the maximum allowed amount, the plan will not exceed the listed benefit maximum.

**Notes:**

- If you have an office visit with your Primary Care Physician, Specialist or Urgent Care at an Outpatient Facility (e.g., Hospital or Ambulatory Surgical Facility), benefits for Covered Services will be paid under “Outpatient Facility Services”.
- Costs may vary by the site of service. Other cost shares may apply depending on services provided. Check your Certificate of Coverage for details.
- Outpatient Facility tests and treatments are limited to \$350 per admission for Non-Network Providers. Includes: Surgery; Cardiac Therapy; Surgery at Ambulatory Surgical Centers and Hemodialysis.
- Advanced Diagnostic Imaging is limited to \$800 per service for Non-Network Providers.
- Coverage includes standard fertility preservation services as a basic healthcare service including but are not limited to, injections, cryopreservation and storage for both male and female members when a medically necessary treatment may cause iatrogenic infertility. Member cost share for fertility preservation services is based on provider type and service rendered.
- The representations of benefits in this document are subject to California Department of Insurance (DOI) approval and are subject to change.

*This summary of benefits is a brief outline of coverage, designed to help you with the selection process. This summary does not reflect each and every benefit, exclusion and limitation which may apply to the coverage. For more details, important limitations and exclusions, please review the formal Evidence of Coverage (EOC). If there is a difference between this summary and the Evidence of Coverage (EOC), the Evidence of Coverage (EOC), will prevail.*



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## Get help in your language

### Notice of Language Assistance

Curious to know what all this says? We would be too. Here's the English version:

No Cost Language Services. You can get an interpreter. You can get documents read to you and some sent to you in your language. For help, call us at the number listed on your ID card or 1-888-254-2721. For more help call the CA Dept. of Insurance at 1-800-927-4357. (TTY/TDD: 711)

Separate from our language assistance program, we make documents available in alternate formats for members with visual impairments. If you need a copy of this document in an alternate format, please call the customer service telephone number on the back of your ID card.

#### Spanish

Servicios lingüísticos sin costo. Puede tener un intérprete. Puede solicitar que le lean los documentos y algunos puede recibirlos en su idioma. Para obtener ayuda, llámenos al número que figura en su tarjeta de identificación o al 1-888-254-2721. Para obtener ayuda adicional, llame al Departamento de Seguros de California al 1-800-927-4357. (TTY/TDD: 711)

#### Arabic

يتم تقديم خدمات اللغة دون مقابل. يمكنك الاستعانة بمترجم. ويمكنك المطالبة بأن تُقرأ لك بعض المستندات وأن يُرسل بعضها بلغتك. للحصول على المساعدة، اتصل بنا على الرقم الموجود على بطاقة التعريف الخاصة بك أو على الرقم 1-888-254-2721. للحصول على مزيد من المساعدة، يُرجى الاتصال بإدارة كاليفورنيا للتأمين على الرقم 1-800-927-4357. (TTY/TDD: 711)

#### Armenian

Թարգմանչական անվճար ծառայություններ: Մենք կարող ենք Ձեզ թարգմանչի ծառայություններ առաջարկել Կարող ենք տրամադրել ինչ-որ մեկին, ով փաստաթղթերը կկարդա Ձեզ համար և կուղարկի դրանք Ձեր լեզվով: Օգնություն ստանալու համար զանգահարեք մեզ Ձեզ ID քարտի վրա նշված հեռախոսահամարով կամ 1-888-254-2721 համարով: Լրացուցիչ օգնության համար զանգահարեք Կալիֆոռնիայի ապահովագրության նախարարություն հետևյալ հեռախոսահամարով՝ 1-800-927-4357: (TTY/TDD: 711)

#### Chinese

免費語言服務。您能獲得免費的譯員。您能聽到以您的語言讀出的文件內容，也能獲得以您的語言而寫的部分文件。如需協助，請撥打您的 ID 卡上的號碼或者1-888-254-2721聯絡我們。如需更多協助，請撥打1-800-927-4357 聯絡CA Dept. of Insurance。 (TTY/TDD: 711)

#### Farsi

خدمات رایگان زبانی. می‌توانید یک مترجم شفاهی بگیرید. می‌توانید بخوانید اسناد را برای شما بخوانند و برخی اسناد نیز به زبان خودتان برایتان ارسال شود. برای دریافت کمک، از طریق شماره فهرست شده در کارت شناسایی‌تان و یا از طریق 1-888-254-2721 با ما تماس بگیرید. برای دریافت کمک‌های بیشتر با اداره بیمه کالیفرنیا به شماره 1-800-927-4357 تماس بگیرید. (TTY/TDD: 711)

#### Hindi

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बिना लागत की भाषा सेवाएँ। आप दुआषिया प्राप्त कर सकते हैं। आप दस्तावेज़ पढ़वा सकते हैं और कुछ दस्तावेज़ आपको आपकी भाषा में भेजे जा सकते हैं। मदद के लिए, हमें अपने ID कार्ड पर सूचीबद्ध नंबर पर या 1-888-254-2721 पर कॉल करें। अधिक मदद के लिए 1-800-927-4357 पर CA बीमा विभाग कोकॉल करें। (TTY/TDD: 711)

#### Hmong

Tsis Xam Tus Nqi Cov Kev Pab Cuam Ntsig Txog Hom Lus. Koj muaj peev xwm tau txais ib tus neeg txhais lus. Koj muaj peev xwm tau txais cov ntaub ntawv nyeem ua koj hom lus rau koj mloog thiab yuav xa ib co ntaub ntawv sau ua koj hom lus tuaj rau koj. Txog rau kev pab, hu rau peb tus nab npawb xov tooj teev tseg cia nyob rau ntawm koj daim ID los sis 1-888-254-2721. Txog rau kev pab ntxiv, hu xov tooj rau Pab Kas Phais Lub Chaw Ua Hauj Lwm CA tus xov tooj 1-800-927-4357. (TTY/TDD: 711)

#### Japanese

無料言語サービス。通訳サービスを受けられます。希望する言語で文書を読み上げたり、文書を送るサービスも可能です。支援を受けるには、IDカードに記載された番号、または 1-888-254-2721 にお電話ください。支援の詳細は、カリフォルニア州保険局（1-800-927-4357）にお電話ください。(TTY/TDD: 711)

#### Khmer

សេវាភាសាឥតគិតថ្លៃ។ អ្នកអាចទទួលបានសេវាបកប្រែឬអ្នកបកប្រែអាចជួយអ្នកអានឬបកស្រាយឯកសារសំខាន់ៗ។ ដើម្បីទទួលបានជំនួយ សូមហៅ ទូរស័ព្ទមកយើងតាមលេខដែលបានរាយនៅលើកាត ID របស់អ្នក ឬក៏លេខ 1-888-254-2721។ ដើម្បីទទួលបានជំនួយបន្ថែម សូមហៅទូរស័ព្ទទៅ CA Dept. of Insurance តាមលេខ 1-800-927-4357។ (TTY/TDD: 711)

#### Korean

무료 언어 서비스. 번역사를 이용하실 수 있습니다. 귀하의 언어로 녹음되어 작성된 문서를 받아보실 수 있습니다. 도움을 받으시려면 ID 카드에 기재된 번호 또는 1-888-254-2721로 전화하십시오. 다른 도움이 필요하시면 1-800-927-4357로 보험 CA 부서에 문의 주십시오. (TTY/TDD: 711)

#### Punjabi

ਭਿਬਨਾਂ ਿਕਸੇ ਲਾਗਤ ਦੇ ਭਾਸ਼ਾ ਸੇਵਾਵਾਂ। ਤੁਸੀਂ ਇੱਕ ਦੁਆਸੀਆ ਪਰਾਪਤ ਕਰ ਸਕਦੇ ਹੋ। ਕੋਈ ਤੁਹਾਨੂੰ ਦਸਤਾਵੇਜ਼ ਪੜ੍ਹ ਕੇ ਸੁਣਾ ਸਕਦਾ ਹੈ ਅਤੇ ਕੁਝ ਤੁਹਾਡੀ ਭਾਸ਼ਾ ਵਿੱਚ ਤੁਹਾਨੂੰ ਭੇਜੇ ਜਾ ਸਕਦੇ ਹਨ। ਮਦਦ ਲਈ, ਸਾਨੂੰ ਤੁਹਾਡੇ ਆਈਡੀ ਕਾਰਡ ਉੱਤੇ ਸੂਚੀਬੱਧ ਨੰਬਰ ਜਾਂ 1-888-254-2721 ਤੇ ਕਾਲ ਕਰੋ। ਿਜ਼ਆਦਾ ਮਦਦ ਲਈ, ਸੀਏ ਿਡਪਾਰਟਮੈਂਟ ਔਫ ਇਨਸ਼ੂਰੈਂਸ ਨੂੰ 1-800-927-4357 ਤੇ ਕਾਲ ਕਰੋ। (TTY/TDD: 711)

#### Russian

Бесплатные языковые услуги. Вы можете получить услуги устного переводчика. Вам могут прочитать документы или направить некоторые из них на вашем языке. Для получения помощи звоните нам по телефону, указанному на вашей идентификационной карте, или по номеру 1-888-254-2721. Для получения дополнительной помощи звоните в Департамент страхования штата Калифорния по номеру 1-800-927-4357. (TTY/TDD: 711)

#### Tagalog

Mga Libreng Serbisyo para sa Wika. Maaari kayong kumuha ng interpreter. Maaari ninyong ipabasa ang mga dokumento at ipadala ang ilan sa mga ito sa inyo sa wikang ginagamit ninyo. Para sa tulong, tawagan kami sa numerong nakalista sa inyong ID card o sa 1-888-254-2721. Para sa higit pang tulong, tawagan ang CA Dept. of Insurance sa 1-800-927-4357. (TTY/TDD: 711)

#### Thai

ไม่มีค่าบริการเกี่ยวกับภาษา ท่านสามารถขอใช้บริการได้  
ท่านสามารถขอให้เจ้าหน้าที่อ่านเอกสารได้ท่านฟังและเอกสารบางอย่างจะส่งถึงท่านโดยใช้ภาษาของท่าน หากต้องการความช่วยเหลือโปรดโทรหาเราตามหมายเลขที่ระบุอยู่บนบัตรประจำตัวของท่านหรือที่หมายเลข 1-888-254-2721 หากต้องการความช่วยเหลือเพิ่มเติมโปรดติดต่อตามแผนก CA Dept. of Insurance ที่หมายเลข 1-800-927-4357 (TTY/TDD: 711)

Anthem Blue Cross Life and Health Insurance Company is an independent licensee of the Blue Cross Association. ANTHEM is a registered trademark of Anthem Insurance Companies, Inc. The Blue Cross name and symbol are registered marks of the Blue Cross Association.

## Vietnamese

Các Dịch Vụ Ngôn Ngữ Miễn Phí. Quý vị có thể có thông dịch viên. Quý vị có thể yêu cầu đọc tài liệu cho quý vị nghe và yêu cầu gửi một số tài liệu bằng ngôn ngữ của quý vị cho quý vị. Để được trợ giúp, hãy gọi cho số được ghi trên thẻ ID của quý vị hoặc số 1-888-254-2721. Để được giúp đỡ thêm, hãy gọi cho Sở Bảo Hiểm California (California Department of Insurance) theo số 1-800-927-4357. (TTY/TDD: 711)

## It's important we treat you fairly

That's why we follow federal civil rights laws in our health programs and activities. We don't discriminate, exclude people, or treat them differently on the basis of race, color, national origin, sex, age or disability. For people with disabilities, we offer free aids and services. For people whose primary language isn't English, we offer free language assistance services through interpreters and other written languages. Interested in these services? Call the Member Services number on your ID card for help (TTY/TDD: 711). If you think we failed to offer these services or discriminated based on race, color, national origin, age, disability, or sex, you can file a complaint, also known as a grievance. You can file a complaint with our Compliance Coordinator in writing to Compliance Coordinator, P.O. Box 27401, Mail Drop VA2002-N160, Richmond, VA 23279. Or you can file a complaint with the U.S. Department of Health and Human Services, Office for Civil Rights at 200 Independence Avenue, SW; Room 509F, HHH Building; Washington, D.C. 20201 or by calling 1-800-368-1019 (TDD: 1- 800-537-7697) or online at <https://ocrportal.hhs.gov/ocr/portal/lobby.jsf>. Complaint forms are available at <http://www.hhs.gov/ocr/office/file/index.html>.

Anthem Blue Cross Life and Health Insurance Company is an independent licensee of the Blue Cross Association. ANTHEM is a registered trademark of Anthem Insurance Companies, Inc. The Blue Cross name and symbol are registered marks of the Blue Cross Association.

## Pharmacy Benefit Schedule

### PLAN RX 5-20

	WALK-IN				MAIL	
	Network		Costco		Costco	Navitus
Days' Supply*	30	90	30	90	90	30
Generic	\$5	N/A	FREE	FREE	FREE	N/A
Brand	\$20	N/A	\$20	\$50	\$50	N/A
Specialty	N/A	N/A	N/A	N/A	N/A	\$20

---

Out-of-Pocket Maximum                      \$1,500 Individual / \$2,500 Family

SISC urges members to use generic drugs when available. If you or your physician requests the brand name when a generic equivalent is available, you will pay the generic copay plus the difference in cost between the brand and generic. The difference in cost between the brand and generic will not count toward the Annual Out-of-Pocket Maximum.

\*Members may receive up to a 30-day and/or up to a 90-day supply of medication at participating pharmacies. Some narcotic pain and cough medications are not included in the Costco Free Generic or 90-day supply programs. Navitus contracts with most independent and chain pharmacies; however, Walgreens is **NOT** a participating pharmacy in this network.

#### Mail Order Service

The Mail Order Service allows you to receive a 90-day supply of maintenance medications. This program is part of your pharmacy benefit and is **VOLUNTARY**.

#### Specialty Pharmacy

Navitus SpecialtyRx helps members who are taking medications for certain chronic illnesses or complex diseases by providing services that offer convenience and support. This program is part of your pharmacy benefit and is **MANDATORY**.

For information regarding the Prescription Drug Program call or visit on-line:

Navitus Customer Care 1-866-333-2757 (toll-free) TTY (toll free) 711 [www.navitus.com](http://www.navitus.com)

The Navitus Member Portal allows you to access personalized pharmacy benefit information online at [www.navitus.com](http://www.navitus.com). For information specific to your plan, visit the Navitus Member Portal. Activate your account online using the Member Login link and an activation email will be sent to you. The site provides access to prescription benefits, pharmacy locator, drug search, drug interaction information, medication history, and mail order information. The site is available 24 hours a day, seven days a week.

## Disclosure Form Part One

SISC-SELF INSURED SCHOOLS OF CALIFORNIA

Home Region: California

10/1/23 through 9/30/24

## Principal benefits for Kaiser Permanente Traditional HMO Plan

### Accumulation Period

The Accumulation Period for this plan is January 1 through December 31.

### Out-of-Pocket Maximums and Deductibles

For Services that apply to the Plan Out-of-Pocket Maximum, you will not pay any more Cost Share for the rest of the Accumulation Period once you have reached the amounts listed below.

Amounts Per Accumulation Period	Self-Only Coverage (a Family of one Member)	Family Coverage Each Member in a Family of two or more Members	Family Coverage Entire Family of two or more Members
Plan Out-of-Pocket Maximum	\$1,500	\$1,500	\$3,000
Plan Deductible	None	None	None
Drug Deductible	None	None	None

### Professional Services (Plan Provider office visits)

	You Pay
Most Primary Care Visits and most Non-Physician Specialist Visits .....	\$10 per visit
Most Physician Specialist Visits.....	\$10 per visit
Routine physical maintenance exams, including well-woman exams .....	No charge
Well-child preventive exams (through age 23 months).....	No charge
Family planning counseling and consultations .....	No charge
Scheduled prenatal care exams .....	No charge
Routine eye exams with a Plan Optometrist.....	No charge
Urgent care consultations, evaluations, and treatment .....	\$10 per visit
Most physical, occupational, and speech therapy .....	\$10 per visit

### Outpatient Services

	You Pay
Outpatient surgery and certain other outpatient procedures .....	\$10 per procedure
Allergy antigens (including administration) .....	No charge
Most immunizations (including the vaccine) .....	No charge
Most X-rays and laboratory tests .....	No charge

### Hospitalization Services

	You Pay
Room and board, surgery, anesthesia, X-rays, laboratory tests, and drugs .....	No charge

### Emergency Health Coverage

	You Pay
Emergency Department visits.....	\$100 per visit
Note: If you are admitted directly to the hospital as an inpatient for covered Services, you will pay the inpatient Cost Share instead of the Emergency Department Cost Share (see "Hospitalization Services" for inpatient Cost Share)	

### Ambulance Services

	You Pay
Ambulance Services.....	\$50 per trip

### Prescription Drug Coverage

	You Pay
Covered outpatient items in accord with our drug formulary guidelines:	
Most generic items (Tier 1) at a Plan Pharmacy or through our mail-order service .....	\$10 for up to a 100-day supply
Most brand-name items (Tier 2) at a Plan Pharmacy or through our mail-order service .....	\$10 for up to a 100-day supply
Most specialty items (Tier 4) at a Plan Pharmacy .....	\$10 for up to a 30-day supply

### Durable Medical Equipment (DME)

	You Pay
DME items as described in the EOC .....	No charge

### Mental Health Services

	You Pay
Inpatient psychiatric hospitalization .....	No charge
Individual outpatient mental health evaluation and treatment .....	\$10 per visit
Group outpatient mental health treatment.....	\$5 per visit

### Substance Use Disorder Treatment

	You Pay
Inpatient detoxification .....	No charge
Individual outpatient substance use disorder evaluation and treatment.....	\$10 per visit
Group outpatient substance use disorder treatment .....	\$5 per visit

### Home Health Services

	You Pay
Home health care (up to 100 visits per Accumulation Period).....	No charge

(continues)

**Disclosure Form Part One**

(continued)

<b>Other</b>	<b>You Pay</b>
Hearing aids every 36 months .....	Amount in excess of \$500 Allowance per aid
Skilled nursing facility care (up to 100 days per benefit period) .....	No charge
Prosthetic and orthotic devices as described in the <i>EOC</i> .....	No charge
Services to diagnose or treat infertility and artificial insemination (such as outpatient procedures or laboratory tests) as described in the <i>EOC</i> .....	the Cost Share you would pay if the Services were to treat any other condition
Assisted reproductive technology ("ART") Services .....	Not covered
Hospice care .....	No charge

<b>Chiropractic and Acupuncture Coverage (through ASH Plans)</b>	<b>You Pay</b>
Up to a combined total of 30 Chiropractic and Acupuncture visits per year .....	\$10 copay per visit
Kaiser Permanente contracts with American Specialty Health Plans (ASH) to provide chiropractic and acupuncture care. Members must receive all their benefits from ASH Plans participating providers. ASH Plans contracts with Participating Providers and other licensed providers to provide covered Chiropractic Services (including laboratory tests, X-rays, and chiropractic appliances). ASH Plans contracts with Participating Providers to provide acupuncture care (including adjunctive therapies, such as acupressure, moxibustion, or breathing techniques, when provided during the same course of treatment and in conjunction with acupuncture). You must receive covered Services from a Participating Provider or another licensed provider with which ASH contracts, except for Emergency Chiropractic Services, Emergency Acupuncture Services, Urgent Chiropractic Services, and Urgent Acupuncture Services, and Services that are not available from Participating Providers or other licensed providers with which ASH contracts to provide covered Services that are authorized in advance by ASH Plans. The list of Participating Providers is available on the ASH Plans website at <a href="http://www.ashlink.com/ash/kp">www.ashlink.com/ash/kp</a> or from the ASH Plans Customer Service Department at <b>1-800-678-9133</b> . The list of Participating Providers is subject to change at any time without notice.	

This is a summary of the most frequently asked-about benefits. This chart does not explain benefits, Cost Share, out-of-pocket maximums, exclusions, or limitations, nor does it list all benefits and Cost Share amounts. For a complete explanation, please refer to the *EOC*. Please note that we provide all benefits required by law (for example, diabetes testing supplies).

## **Appendix D**

### **Holidays**



**HOLIDAY SCHEDULE  
2023 – 2024**

July 4, 2023 (Tues.)	Independence Day	Legal Holiday
September 4, 2023 (Mon.)	Labor Day	Legal Holiday
November 10, 2023 (Fri.)	Veteran's Day (Observance)	Legal Holiday
November 23, 2023 (Thur.)	Thanksgiving	Legal Holiday
November 24, 2023 (Fri.)	Day After Thanksgiving	District Holiday
December 22, 2023 (Fri.)	Christmas Eve (Observance)	District Holiday
December 25, 2023 (Mon)	Christmas (Observance)	Legal Holiday
December 26, 2023 (Tues.)	Admissions Day	District Holiday
December 27, 2023 (Wed.)	Floating Holiday	District Holiday
December 28, 2023 (Thur.)	Board-Granted Holiday	District Holiday
December 29, 2023 (Fri.)	New Year's Eve (Observance)	District Holiday
January 1, 2024 (Mon.)	New Year's Day (Observance)	Legal Holiday
January 12, 2024 (Fri.)	Lunar New Year	District Holiday
January 15, 2024 (Mon.)	Martin Luther King, Jr. Day	Legal Holiday
February 16, 2024 (Mon.)	President's Day	Legal Holiday
February 19, 2024 (Mon.)	Washington's Day	Legal Holiday
March 28, 2024 (Thur.)	Native American Day	District Holiday
March 29, 2024 (Fri.)	Cesar Chavez Day (Observance)	District Holiday
May 27, 2024 (Mon.)	Memorial Day	Legal Holiday
June 19, 2024 (Wed.)	Juneteenth Day	Legal Holiday

**HOLIDAY SCHEDULE  
2024 – 2025**

July 4, 2024 (Thur.)	Independence Day	Legal Holiday
September 2, 2024 (Mon.)	Labor Day	Legal Holiday
November 11, 2024 (Mon.)	Veteran's Day (Observance)	Legal Holiday
November 28, 2024 (Thur.)	Thanksgiving	Legal Holiday
November 29, 2024 (Fri.)	Day After Thanksgiving	District Holiday
December 24, 2024 (Tues.)	Christmas Eve (Observance)	District Holiday
December 25, 2024 (Wed.)	Christmas (Observance)	Legal Holiday
December 26, 2024 (Thur.)	Admissions Day	District Holiday
December 27, 2024 (Fri.)	Floating Holiday	District Holiday
December 30, 2024 (Mon.)	Board-Granted Holiday	District Holiday
December 31, 2024 (Tues.)	New Year's Eve (Observance)	District Holiday
January 1, 2025 (Wed.)	New Year's Day (Observance)	Legal Holiday
January 17, 2025 (Fri.)	Lunar New Year	District Holiday
January 20, 2025 (Mon.)	Martin Luther King, Jr. Day	Legal Holiday
February 14, 2025 (Fri.)	President's Day	Legal Holiday
February 17, 2025 (Mon.)	Washington's Day	Legal Holiday
April 17, 2025 (Thur.)	Native American Day	District Holiday
April 18, 2025 (Fri.)	Cesar Chavez Day (Observance)	District Holiday
May 26, 2025 (Mon.)	Memorial Day	Legal Holiday
June 19, 2025 (Thur.)	Juneteenth Day	Legal Holiday

**HOLIDAY SCHEDULE  
2025 – 2026**

July 4, 2025 (Fri.)	Independence Day	Legal Holiday
September 1, 2025 (Mon.)	Labor Day	Legal Holiday
November 10, 2025 (Mon.)	Veteran's Day (Observance)	Legal Holiday
November 27, 2025 (Thur.)	Thanksgiving	Legal Holiday
November 28, 2025 (Fri.)	Day After Thanksgiving	District Holiday
December 24, 2025 (Wed.)	Christmas Eve (Observance)	District Holiday
December 25, 2025 (Thur.)	Christmas (Observance)	Legal Holiday
December 26, 2025 (Fri.)	Admissions Day	District Holiday
December 29, 2025 (Mon.)	Floating Holiday	District Holiday
December 30, 2025 (Tues.)	Board-Granted Holiday	District Holiday
December 31, 2025 (Wed.)	New Year's Eve (Observance)	District Holiday
January 1, 2026 (Thur.)	New Year's Day (Observance)	Legal Holiday
January 16, 2026 (Fri.)	Lunar New Year	District Holiday
January 19, 2026 (Mon.)	Martin Luther King, Jr. Day	Legal Holiday
February 13, 2026 (Fri.)	President's Day	Legal Holiday
February 16, 2026 (Mon.)	Washington's Day	Legal Holiday
April 2, 2026 (Thur.)	Native American Day	District Holiday
April 3, 2026 (Fri.)	Cesar Chavez Day (Observance)	District Holiday
May 25, 2026 (Mon.)	Memorial Day	Legal Holiday
June 19, 2026 (Fri.)	Juneteenth Day	Legal Holiday

**HOLIDAY SCHEDULE  
2026 – 2027**

July 3, 2026 (Fri.)	Independence Day	Legal Holiday
September 7, 2026 (Mon.)	Labor Day	Legal Holiday
November 9, 2026 (Mon.)	Veteran's Day (Observance)	Legal Holiday
November 26, 2026 (Thur.)	Thanksgiving	Legal Holiday
November 27, 2026 (Fri.)	Day After Thanksgiving	District Holiday
December 24, 2026 (Thur.)	Christmas Eve (Observance)	District Holiday
December 25, 2026 (Fri.)	Christmas (Observance)	Legal Holiday
December 28, 2026 (Mon.)	Admissions Day	District Holiday
December 29, 2026 (Tues.)	Floating Holiday	District Holiday
December 30, 2026 (Wed.)	Board-Granted Holiday	District Holiday
December 31, 2026 (Thur.)	New Year's Eve (Observance)	District Holiday
January 1, 2027 (Fri.)	New Year's Day (Observance)	Legal Holiday
January 15, 2027 (Fri.)	Lunar New Year	District Holiday
January 18, 2027 (Mon.)	Martin Luther King, Jr. Day	Legal Holiday
February 12, 2027 (Fri.)	President's Day	Legal Holiday
February 15, 2027 (Mon.)	Washington's Day	Legal Holiday
March 25, 2027 (Thur.)	Native American Day	District Holiday
March 26, 2027 (Fri.)	Cesar Chavez Day (Observance)	District Holiday
May 31, 2027 (Mon.)	Memorial Day	Legal Holiday
June 18, 2027 (Fri.)	Juneteenth Day (Observance)	Legal Holiday

# **Appendix E**

## **Leave Form**

## CSEA Leave Request Form

All absences should be requested and approved prior to the leave being taken except in emergencies. In addition, an attendance report is to be submitted to payroll by the 10<sup>th</sup> of the month.

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

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

I request (type of leave):

- |                                             |                                            |                                            |
|---------------------------------------------|--------------------------------------------|--------------------------------------------|
| <input type="checkbox"/> Sick*              | <input type="checkbox"/> Bereavement       | <input type="checkbox"/> Unpaid Leave      |
| <input type="checkbox"/> Personal Necessity | <input type="checkbox"/> New Parents       | <input type="checkbox"/> FMLA/CFRA         |
| <input type="checkbox"/> Jury Duty          | <input type="checkbox"/> Military Leave    | <input type="checkbox"/> Personal Business |
| <input type="checkbox"/> Vacation           | <input type="checkbox"/> Compensatory Time |                                            |

for \_\_\_\_\_ day (number of hours/days) \_\_\_\_\_ (dates).

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

\*Sick leave may require medical certification. Please refer to the collective bargaining contract: CSEA Article's 6.8 Compensatory Time, 12 Vacation & 13 Absences from Work.

**Please forward a copy of all leave requests, except vacation and personal, to Human Resources.**

## **Appendix F**

### **Professional Growth Form**



**SAN JOSE/EVERGREEN COMMUNITY COLLEGE DISTRICT  
CLASSIFIED PROFESSIONAL GROWTH AWARD**

**(SUBMIT ONE APPLICATION FORM PER COURSE)**

**Please attach a copy of the course description  
from the schedule of classes or the catalog to the application:**

**(NOTE: UNIT MEMBERS MUST HAVE COMPLETED THE PROBATIONARY PERIOD)**

Note: Courses taken thru the district's fee waiver program at SJCC or EVC are not eligible for the professional growth program.

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

Employee # \_\_\_\_\_ Work Site: \_\_\_\_\_ Ext \_\_\_\_\_

Dept: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_

Work Schedule: ☐ Sun \_\_\_\_\_ ☐ Mon \_\_\_\_\_ ☐ Tues \_\_\_\_\_ ☐ Wed \_\_\_\_\_

List Work Hours: ☐ Thurs \_\_\_\_\_ ☐ Fri \_\_\_\_\_ ☐ Sat \_\_\_\_\_

Have you completed the probationary period? ☐ Yes ☐ No

**COURSE INFORMATION:**

Type: ☐ Career Ed/Workforce Development  
☐ College Course(s) – Semester \_\_\_\_\_  
☐ Seminar Workshop  
☐ Special Program  
☐ Other: \_\_\_\_\_

Location: \_\_\_\_\_ Dept. & Course # \_\_\_\_\_ () Day () Eve

Title: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Days: \_\_\_\_\_ Time: \_\_\_\_\_

Units Earned: \_\_\_\_\_ (OR) Hrs. of Credit: \_\_\_\_\_ Final Grade: \_\_\_\_\_

**EXPLANATION OF COURSE BENEFIT:** (Attach a separate sheet if necessary)

\_\_\_\_\_  
\_\_\_\_\_

**VERIFICATION STATEMENT**

The District is not paying the above course nor is this course being attended during scheduled work hours. In accordance with Article 20 of the CSEA Collective Bargaining Agreement.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE



## **Appendix G**

### **Altered Work Schedule Forms**

## DISTRICT INITIATED WORK SCHEDULE CHANGE CSEA Article 8.3

**Employee Name:** \_\_\_\_\_ **Classification:** \_\_\_\_\_

**Department:** \_\_\_\_\_ **Location:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_

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

### Original and Work Schedule Change

**Proposed Change:**

**From:** \_\_\_\_\_

\_\_\_\_\_

**To:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Beginning:** \_\_\_\_\_ **Ending:** \_\_\_\_\_ (8.3 – six (6) months maximum)

**Reason for work schedule change:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

8.2 The normal workweek is Monday through Friday and the normal workday is from 8:00 a.m. to 5:00 p.m. The operating hours of the District include evening and weekends.

8.4 Employees are given one rest period of 15 minutes during each 4-hour period. Rest periods cannot be used to increase the length of the lunch period nor to shorten the workday.

8.5 All employees working the normal workweek are entitled to an unpaid meal break of no more than 60 minutes scheduled Approximately near the middle of the work shift unless otherwise mutually agreed with the employee. Employees working 5 hours or less may elect to work their shift without a lunch break with prior approval of the supervisor. *Although the contract provides for flexibility of the meal break, office services shall be provided during normal working hours.*

**Unit Member Notification:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Union Notification:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Effective Date:** \_\_\_\_\_

**If work schedule change is extended by mutual agreement, confirm and determination by parties:**

**Unit Member Date:** \_\_\_\_\_

**CSEA Date:** \_\_\_\_\_

**Supervisor/Administrator Date:** \_\_\_\_\_

**(UNIT MEMBER INITIATED ALTERED WORK SCHEDULE CHANGE  
CSEA Article 8.8**

**Employee Name:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Department:** \_\_\_\_\_ **Location:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_

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

**Original and Altered Work Schedule**

**Hours:** \_\_\_\_\_ **Change to:** \_\_\_\_\_

**Days:** \_\_\_\_\_ **Change to:** \_\_\_\_\_

**Beginning:** \_\_\_\_\_ **Ending:** \_\_\_\_\_ (8.8 – twelve (12) months maximum)

**Reason for work schedule change:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

8.2 The normal workweek is Monday through Friday and the normal workday is from 8:00 a.m. to 5:00 p.m. The operating hours of the District include evening and weekends.

8.4 Employees are given one rest period of 15 minutes during each 4-hour period. Rest periods cannot be used to increase the length of the lunch period nor to shorten the workday.

8.5 All employees working the normal workweek are entitled to an unpaid meal break of no more than 60 minutes scheduled Approximately near the middle of the work shift unless otherwise mutually agreed with the employee. Employees working 5 hours or less may elect to work their shift without a lunch break with prior approval of the supervisor. *Although the contract provides for flexibility of the meal break, office services shall be provided during normal working hours.*

**Required Approval/Acknowledge Signatures**

**Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

☐ Approved

☐ Not Approved

**Rationale:** \_\_\_\_\_

**CSEA Chapter President/Designee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

☐ Approved

☐ Not Approved

**Rationale:** \_\_\_\_\_

**Vice Chancellor of Human Resources/Designee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

☐ Approved ☐ Not Approved

**Rationale:** \_\_\_\_\_

☐ HR to confirm effective date via email. **Date:** \_\_\_\_\_

*Note: Any renewal or change requires a new form.*

## **Appendix H**

### **Side Letter March 1, 2018**

**SIDE LETTER AGREEMENT BETWEEN  
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION CHAPTER #363  
AND  
SAN JOSE EVERGREEN COMMUNITY COLLEGE DISTRICT**

**AGREEMENT**

The San Jose Evergreen Community College ("District") and the California School Employees Association and its Chapter 363 ("CSEA"), together referred to as the "Parties", hereby agree to the following to meet the requirements of AB 119 (2017).

**1. EMPLOYEE INFORMATION**

- a) "Newly hired employee" or "new hire" means any employee, whether permanent, full time, part time, hired by the District, and who is still employed as of the date of the new employee orientation. It also includes all employees who are or have been previously employed by the District and whose current position has placed them in the bargaining unit represented by CSEA. For those latter employees, for purposes of this agreement only, the "date of hire" is the date upon which the employee's employee status changed such that the employee was placed in the CSEA unit.
- b) The District shall provide CSEA with contact information on the new hires. The information will be provided to CSEA electronically via a mutually agreeable secure FTP site or service, on the last working day of the month in which they were hired. This contact information shall include the following items when available, with each field in its own column:
  - i. First Name;
  - ii. Middle initial;
  - iii. Last name;
  - iv. Suffix (e.g. Jr., III)
  - v. Job Title/Classification;
  - vi. Department;
  - vii. Primary worksite name;
  - viii. Work telephone number;
  - ix. Home Street address (incl. apartment #)
  - x. City
  - xi. State
  - xii. ZIP Code (5 or 9 digits)
  - xiii. Home telephone number (10 digits);
  - xiv. Cellular telephone number (10 digits);

- b) The District shall provide CSEA access to its new employee orientations. CSEA shall receive not less than ten (10) days' notice in advance of an orientation, except that a shorter notice may be provided in a specific instance where there is an urgent need critical to the District's operations that was not reasonably foreseeable.

The District and CSEA agree to continue the current new employee orientation practice as permitted by section 3.12 of the Collective Bargaining Agreement. The current practice includes but is not limited to the following:

- New employee orientation is mandatory for new hires.
- All new hire attendees remain in paid status during new employee orientation. CSEA representatives receive release time from their positions during their regular work hours while attending new employee orientations.
- CSEA may send a reasonable number of representatives to present during new employee orientation.
- CSEA representatives are given a minimum of thirty (30) minutes to present.
- No release time is deducted from chapter release time for CSEA representatives participating in new employee orientation.

- c) The District shall include a CSEA provided link for an electronic application, in any employee orientation packet of District materials provided to any newly hired employee.

#### 4. GRIEVANCE PROCEDURE


- a) Any alleged violation, misinterpretation, or misapplication of the terms of this agreement shall be subject to the grievance provisions of the Collective Bargaining Agreement, except as follows:
- i. Only CSEA can grieve this agreement.

#### 5. DURATION OF AGREEMENT


- a) This agreement shall become effective July 1, 2018, and shall continue in effect up to and including June 30, 2020, and renew automatically if not reopened in writing by either party prior to renewal.

Signed this 1<sup>st</sup> day of March, 2018

CSEA

  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DISTRICT

  
\_\_\_\_\_  
\_\_\_\_\_

## Instructions for District Submission of Data Files to CSEA

- **File timelines:** The District will submit files per the Side Letter dated 3/1/2018
- **File submission:** may be via transfer to CSEA's secure FTP site (preferred) -- OR -- via email
- **File type:** must be Excel (.xls or .xlsx) format.
  - See attachment "A" for field and layout details
- **File Name:** must be of format "YY\_MM\_####\_XXXX", where
  - YY\_MM is the two digit year and month being reported.
    - For FULL unit files, MM is 01, 05 or 09 as these are due in Jan, May and Sept only.
    - For NEW hire files, MM is the month for which new hires are being reported
  - #### is the CSEA chapter number, **363**
    - If District represents multiple CSEA Chapters, submit a separate file for each.
  - XXXX is "NEW" for the New hire file or "FULL" for the Full unit file

### Examples:

17\_09\_363\_FULL.xls for the September 2017 Full unit Excel file for Chapter 363

18\_02\_363\_NEW.xlsx for the February 2018 New Hire Excel file for Chapter 363

- **FTP Submission:**
  - Use any **secure FTP client**, such as what is used for file sharing with vendors like payroll or insurance. If you don't already have, we suggest **FileZilla**, available as free download on <https://filezilla-project.org/>. Instructions are <https://wiki.filezilla-project.org/Using>. The Host, Username, Password and Port are for use with any Secure FTP Client, but the instructions below are for FileZilla; you will need to determine corresponding features if using a different Secure FTP Client.
  - **Host:** **hqftp.csea.com**
  - **Username:** San69658
  - **Password:** JgZ988R
  - **Port:** 22
  - Click **QuickConnect** to connect.
  - Once connected, FileZilla lists your local drives in "Local Site" section on left side. Navigate to the file to be transferred, and drag the file to the "Remote Site" section on right side (with headings Filename, Filesize, etc). Repeat for additional file(s) as needed.
  - If session is idle for too long, it may timeout; click **QuickConnect** to resume
  - Close Secure FTP client when file transfer is confirmed/complete.
- **Email Submission:**
  - **Send:** email with attachment to [DATA\\_B@CSEA.COM](mailto:DATA_B@CSEA.COM)
    - Excel file should be password-protected
    - Send password in SEPARATE email to same address.
  - **File size:** limited to 20 Mb
  - **Subject Line:** same as **File Name**

## MEMORANDUM OF UNDERSTANDING

Between

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION #363

And

SAN JOSE EVERGREEN COMMUNITY COLLEGE DISTRICT

**RE: District Police Department Uniform Allowance**

### BACKGROUND

The uniform is symbolic of the dignity, honor and the professionalism of the San Jose Evergreen Community College District (District) Police Department. It is essential that it be worn in a manner that will command respect and reflect honor and esteem towards the District Police Department.

The California School Employees Association #363 (CSEA) represents the following classifications within the District Police Department: Police Officer, Traffic & Campus Services Officer (TCSO), Campus Safety Officer (CSO), CSO Lead, Police Dispatcher, Police Dispatcher Lead, and Police Communications & Records Coordinator. Currently, there is not a consistent practice in place to assure that the staff of District Police Department represented by CSEA are provided with an adequate number of uniforms in good repair. CSEA and the District would like to establish a consistent practice moving forward.

### AGREEMENT

CSEA and the District agree to the following:

**a) Police Officer:**

- Each Police Officer shall be provided a \$1000.00 uniform allowance annually by July 31<sup>st</sup> of each year for uniforms only (shirts, pants, jackets, shoes, etc.).
- All leather goods and safety equipment (belts, vests, holsters, etc.) shall continue to be provided by the District and shall not be deducted from the annual uniform stipend. For the purpose of this agreement, footwear shall not be considered leather goods or safety equipment.
- 

**b) CSO, CSO Lead, TCSO:**

- Each CSO, CSO Lead and TCSO shall be provided a \$750 uniform allowance annually by July 31<sup>st</sup> of each year for uniforms only.



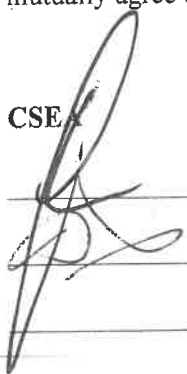
- All leather goods and safety equipment shall continue to be provided by the District and shall not be deducted from the annual uniform stipend. For the purpose of this agreement, footwear shall not be considered leather goods or safety equipment.

**c) Police Dispatcher, Police Dispatcher Lead, Police Communications & Records Coordinator:**

- Each Police Dispatcher shall be provided a \$750 uniform allowance annually by July 31<sup>st</sup> of each year for uniforms only.
  - All leather goods and safety equipment shall continue to be provided by the District and shall not be deducted from the annual uniform stipend. For the purpose of this agreement, footwear shall not be considered leather goods or safety equipment.
- d) The above mentioned stipends shall only be effective for the 2018-19 school year. The parties mutually agree to revisit uniforms for all CSEA bargaining unit members within the District Police Department during the 2018-19 reopener negotiations.
- e) For the 2018-19 academic year, the annual stipend shall be issued on the pay date in the following month of the ratified Memorandum of Understanding by CSEA Membership.
- f) The District agrees to reimburse all outstanding reimbursement requests still pending and/or denied since July 1, 2018. Any reimbursements shall not be deducted from the 2018-19 uniform allowance.
- g) The District agrees to pay the cost of replacement or repair for uniforms damaged in the ordinary course of performance of regular job duties.
- h) Any alleged violation, misinterpretation, or misapplication of the terms of this agreement shall be subject to the grievance provisions of the Collective Bargaining Agreement.

This agreement shall be effective August 21, 2018 and sunset on June 30, 2019 unless both parties mutually agree to extend for one additional year, 2019-20.

**CSEA**

  
8/21/18  
8/21/18

**DISTRICT**

  
8/21/18

# **Appendix I**

## **Evaluation Form**

**[Revised September 2023]**

Employee Name \_\_\_\_\_ Job Title \_\_\_\_\_  
Evaluation Period \_\_\_\_\_ to \_\_\_\_\_  
Department \_\_\_\_\_ Supervisor \_\_\_\_\_

**All Ratings must include comments. Comments and goals may be included in an attachment if additional space is needed. If Rating is Unsatisfactory or Needs Improvement, a strategy to address performance deficit is required, which may include a Performance Improvement Plan where appropriate. If Performance Area does Not Apply to this position, check the N/A box**

PERFORMANCE AREAS	EXCEEDS EXPECTATIONS	MEETS EXPECTATIONS	NEEDS IMPROVEMENT	UNSATISFACTORY
<b><u>KNOWLEDGE:</u></b>  Demonstrates knowledge of job-related skills and position requirements.  <input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b><u>COMMENTS:</u></b>				
<b><u>QUANTITY/AMOUNT OF WORK:</u></b>  Completes assigned work in a timely manner.  <input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b><u>COMMENTS:</u></b>				

<p><b><u>QUALITY:</u></b></p> <p>Work is accurate, neat and thorough; pays attention to detail for assigned tasks; demonstrates positive work habits.</p> <p><input type="checkbox"/> N/A</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b><u>COMMENTS:</u></b></p>				
<p><b><u>JUDGMENT:</u></b></p> <p>Performs well with minimal instruction; makes sound decisions absent detailed instructions or direct supervision.</p> <p><input type="checkbox"/> N/A</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b><u>COMMENTS:</u></b></p>				

<p><b><u>ADAPTABILITY/INITIATIVE:</u></b></p> <p>Resourceful in meeting job responsibilities in new situations.</p> <p>Responds to challenges with a positive, problem-solving approach; accepts appropriate assignments and recommendations for improvement.</p> <p><input type="checkbox"/> N/A</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b><u>COMMENTS:</u></b></p>				
<p><b><u>RELIABILITY:</u></b></p> <p>Responds to assignments and requests for information or assistance <b>in a timely manner.</b></p> <p><input type="checkbox"/> N/A</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b><u>COMMENTS:</u></b></p>				
<p><b><u>ATTENDANCE:</u></b></p> <p>Prompt attendance on a consistent basis. Takes appropriate breaks. Informs supervisor in timely manner of lateness or absence.</p> <p><input type="checkbox"/> N/A</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b><u>COMMENTS:</u></b></p>				

<b><u>PROFESSIONAL INTERACTIONS &amp; COOPERATION:</u></b>  Communicates with and presents to coworkers, supervisors, students and community members in a professional, respectful manner; willingness to help others; works well in diverse environment.  <input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b><u>COMMENTS:</u></b>				
<b><u>TIME MANAGEMENT:</u></b>  Plans time efficiently and effectively; resourceful; ability to prioritize work.  <input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b><u>COMMENTS:</u></b>				
<b><u>COMMUNICATION:</u></b>  Communicates effectively, both verbally and in writing.  <input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b><u>COMMENTS:</u></b>				
<b><u>SAFETY:</u></b>  Works safely and uses good judgment in work environment.  <input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b><u>COMMENTS:</u></b>				

<p><b><u>Diversity Equity Inclusion &amp; Accessibility (DEIA):</u></b></p> <p>Promotes and incorporates culturally affirming Diversity Equity Inclusion and Accessibility (DEIA) and Anti-Racism/Anti-Bias principles to nurture and create a respectful, inclusive, and equitable learning and work environment.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b><u>COMMENTS:</u></b></p>				
<p><b><u>Diversity Equity Inclusion &amp; Accessibility (DEIA):</u></b></p> <p>Respects and acknowledges the diversity of student and colleagues in conducting duties.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b><u>COMMENTS:</u></b></p>				
<p><b><u>LEAD RESPONSIBILITIES:</u></b></p> <p>[ONLY APPLICABLE FOR POSITIONS WITH LEAD WORKER DUTIES]</p> <p>Plans, assigns, and reviews work as appropriate to job classification; applies rules and procedures accurately and consistently; collaborates with supervisors to ensure appropriate delegation; communicates workplace strategies and challenges with supervisor.</p> <p><input type="checkbox"/> N/A</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b><u>COMMENTS:</u></b></p>				

## GOALS FOR CURRENT EVALUATION CYCLE

<u>Goal:</u>	
<u>Measurement and Additional Resources to Accomplish (if applicable):</u>	
<u>Status toward Goal:</u>	

<u>Goal:</u>	
<u>Measurement and Additional Resources to Accomplish (if applicable):</u>	
<u>Status toward Goal:</u>	

<u>Goal:</u>	
<u>Measurement and Additional Resources to Accomplish (if applicable):</u>	
<u>Status toward Goal:</u>	



## GOALS FOR NEW EVALUATION CYCLE

**Goal:**

**Measurement and Additional Resources to Accomplish (if applicable):**

**Goal:**

**Measurement and Additional Resources to Accomplish (if applicable):**

**Goal:**

**Measurement and Additional Resources to Accomplish (if applicable):**

Evaluator's additional comments, if any (Attach a separate sheet, if necessary)

---

Evaluator's Signature and Title

---

Date

Employee Statement: I acknowledge that I have reviewed this evaluation and any attached addendum and have discussed them with my supervisor. I understand that my signature does not necessarily mean that I agree with this evaluation, but that I acknowledge receipt of a copy.

Employee's Comments (Attach a separate sheet, if necessary).

---

Employee's Signature

---

Date

# **Appendix J**

## **Reclassification Forms**

# SAN JOSE/EVERGREEN COMMUNITY COLLEGE DISTRICT

## UNIT MEMBER'S REQUEST FOR RECLASSIFICATION

This form is to assist in determining if your position should be reclassified. Please answer all questions thoroughly; the more detailed and specific you are, the better the evaluators can understand the reason for your request. You may give examples and attach additional pages. Please note:

- Positions are reclassified – not the employee
- Classification does not consider the capabilities of the individual or his/her efficiency
- Classification does not resolve performance problems
- Classification does not consider the amount of work performed.

In evaluating the information collected, evaluators will use a “whole job analysis” approach. With this approach, current duties and responsibilities are analyzed taking the following factors into consideration:

- Expertise (knowledge, skills, and abilities)
- Decision-making
- Supervision (received and exercised)
- Contacts
- Working conditions.

These factors will be examined to determine whether or not a change in job classification or salary is justified.

In conducting a classification review, potential outcomes include:

- a change in classification to either a new or another existing classification;
- a change in salary with or without a change in job classification (salary realignment);
- a change or revisions to the existing class specification with or without a change in salary;
- or no change in either salary or job classification.

In order to justify a change, it is important that there be a material change in the type of duties assigned and/or the level of difficulty, complexity and responsibility associated with the assigned duties. An increase in the volume of work is not considered a justification, since this is ultimately a staffing issue; nor is individual job performance a consideration, since jobs are classified based on operational needs regardless of who holds the position. Further, jobs may change as a result of reorganization or redistribution of work assignments, or because of changing technology requiring the use of new and/or different tools. However, this does not necessarily mean that a change in classification is justified if the level of difficulty, complexity, and responsibility has not increased.

The Unit Member's Request for Reclassification packet must be received in the Office of Human Resources by **September 30** no later than **5pm**.

## I - IDENTIFYING INFORMATION

- ## II – HISTORY OF RECLASSIFICATION REQUESTS

- ### III – NATURE OF REQUEST

#### IV – RATIONALE FOR RECLASSIFICATION

Please state the rationale for your request for reclassification (specifically, what has changed and how has this increased the level of responsibility of your job).


#### V - PURPOSE OF YOUR POSITION

Describing your job as you would to someone not familiar with your work, briefly summarize the overall purpose(s) of your position, as you understand it, and the key result that the job is expected to achieve.


#### VI - IMPORTANT AND ESSENTIAL DUTIES

Listing the most important duties first, describe the major duties performed by your position. A duty is an activity performed to achieve the purpose or objectives of the job. A duty is a significant part of a functional area and consists of the performance of one or more tasks. Start each duty statement with a verb such as prepare, maintain, calculate, collect, compile, clean, repair, or other similar action word. **Respond based on actual job duties and responsibilities.** Describe the job responsibilities/duties as they exist now. In other words, tell us what you are actually doing in the job – this may or may not differ from what your current job description states. **Be objective and accurate.** Try not to understate or inflate the job. Base your responses on the typical duties and responsibilities of the job under normal conditions, not under unusual circumstances or temporary assignments.

In the right hand columns, please identify the following:

**Date added or changed:** If a duty has not always been part of your position, please identify the date that the duty was added to your position or that the duty significantly changed. You do not have to complete the **Date added or changed** column for duties that have always been part of your position.

**Frequency Code:** Please code [D (Daily), W (Weekly), M (Monthly), Q (Quarterly), S (Semi-Annually), Y (Yearly)] how often you perform each duty.

**% of Total Job:** Assuming all duties listed encompass 100% of the total job, give a best estimate of the approximate percentage of total job that each duty (or group of related duties) represents. The total of all duty statements must equal 100%.

IMPORTANT AND ESSENTIAL DUTIES		Date Added or Changed	Frequency Code	Percent of Total Job
1.				

IMPORTANT AND ESSENTIAL DUTIES		Date Added or Changed	Frequency Code	Percent of Total Job
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

## VII - JOB RELATED QUALIFICATIONS

**JOB RELATED QUALIFICATIONS:** Please list the **knowledge, skills, and abilities** that are:

1. **Necessary** for the successful performance.
2. **Cannot be learned** in a brief training or orientation session (1 week or less).
3. **Required by the job**, not ones you have acquired on the job.

Please list the knowledge, skills, and abilities that are **essential** for the position being described. The knowledge, skills, and abilities listed under this section should be linked with the essential duty statements.

ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES STATEMENTS		Duties from Section VI (Please identify the duties from Section VI by Number)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		



## VIII - EDUCATION & EXPERIENCE

Please review your current class specification. Do you believe you need additional/different training and/or education in order to perform your job as it currently exists? ☐ Yes ☐ No

If yes, please explain:

- A. What additional education and/or training are required? \_\_\_\_\_  
 \_\_\_\_\_
- B. Why is it necessary? \_\_\_\_\_  
 \_\_\_\_\_
- C. When and where did you obtain the additional training and/or education? \_\_\_\_\_  
 \_\_\_\_\_

## IX – TECHNICAL AND FUNCTIONAL SUPERVISION EXERCISED

**Technical and Functional Supervision (Lead Worker)** – This type of supervision is exercised by positions that are responsible for prescribing procedures, methods, materials, and formats used in recurring projects of particular area(s) of work including training other employees. In addition, technical and functional supervision is exercised by employees who are also responsible for recurring work projects or activities involving other employees to whom they give direction and guidance including lead supervision for a project or set of work activities. Employees exercising technical and functional supervision may also have responsibility for assigning, scheduling, coordinating, organizing, and directing work activities.

Do you exercise technical and functional supervision over any employees? ☐ Yes ☐ No

If yes,

- A. Which better describes your responsibilities: ☐ Regular Lead ☐ Project Lead
- B. Please list the names and classification/job titles of the employees whom you supervise. **Please attach additional pages if necessary.**

Employee Name	Classification/Job Title

- C. Please indicate the nature of group supervised and the number supervised.

Full-time	Part-time	Seasonal/Temp	Volunteer

## X - MISCELLANEOUS COMMENTS

Please provide any miscellaneous comments that may help clarify the duties and responsibilities of your position and/or the nature of your reclassification request. Please include any specific issues associated with your job that you do not feel were adequately captured on this form.

[illegible]

## XI – FORMS AND DOCUMENTS REQUIRED

The following material must be included in order for the reclassification packet to be complete (Please check off asserting that you have attached each document):

- A. Completed Request for Reclassification ☐
- B. Copy of current Job Description, if available on the district website ☐
- D. A copy of the job description for the proposed classification, if the proposed job classification is a current SJECCD job classification, and available on the district website, or if the proposed reclassification would be a new job classification for SJECCD, then a proposed draft job description listing only key job duties and responsibilities, ☐
- E. (If applicable), any additional supporting documentation supporting your application for reclassification. ☐

All applicable reclassification application and attachments must be submitted as one complete packet, in a hard copy format. The outside consultant is unable to consider evidence/documentation where the unit member solely makes reference in documentation to material located on websites.

Please sign and date the completed questionnaire, make a copy for your files, and forward the completed Request for Reclassification packet to the Office of Human Resources. It is the responsibility of the unit member to ensure their reclassification request packet is complete, contains all necessary documents and is submitted to the Office of Human Resources within the reclassification window period, but in no event later than September 30 at 5pm. **No requests for reclassifications will be considered if they are submitted after September 30 at 5pm.**

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

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

Type or Print Name: \_\_\_\_\_

# SAN JOSE/EVERGREEN COMMUNITY COLLEGE DISTRICT

## SUPERVISOR/MANAGER REVIEW FOR CSEA

### REQUESTS FOR RECLASSIFICATION

#### IMMEDIATE SUPERVISOR REVIEW

**Please complete your review and forward the completed form to the Office of Human Resources. You may wish to retain a copy for of this document for your records.**

Name of Employee Requesting Reclassification \_\_\_\_\_

Employee's Current Job Title \_\_\_\_\_

Please review the information submitted by the employee and answer the following questions:

A. Do you believe the current job title is appropriate for this position? ☐ Yes ☐ No

B. Is the position classified properly in relation to other positions? ☐ Yes ☐ No

C. If no to either of the above questions, explain and suggest an appropriate job title:


D. Is the suggested job title currently used in the District? If yes, is it used District-wide or is it unique to this location/campus:


E. If known, list the name(s), class title(s), and location/campus of other employees performing the same duties or performing the functions described herein at the same level:

Employee Name	Class/Job Title	Location/Campus

F. Do you as the immediate supervisor concur with the employee's statements made in this document? ☐ Yes ☐ No

G. Are there any portions of the Employee portion of the questionnaire that you wish to comment on or clarify?


H. Who previously performed any new duties the employee identified?


I. Did you as the supervisor/manager of this position assign the new or expanded duties to the employee or has the employee taken on the duties independently?


J. What is the primary function or purpose of this job in relation to the mission, goals, and objective of the assigned work unit and department?


K. Please provide any additional comments or remarks you may have:


Signature: \_\_\_\_\_

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

Type or Print Name: \_\_\_\_\_ Telephone Number: (\_\_\_\_) \_\_\_\_\_

Classification Title: \_\_\_\_\_

## MANAGEMENT REVIEW

Please review the information provided by the employee as well as the employee's supervisor, indicate whether or not you support the request, and provide any additional comments or remarks you may have. Please complete your review and forward the completed SUPERVISOR/MANAGER REVIEW FOR CSEA REQUEST FOR RECLASSIFICATION to the **Office of Human Resources**. **You may wish to retain a copy for of this document for your records.** Please attach additional sheets as necessary for your review and remarks.


Signature: \_\_\_\_\_

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

Type or Print Name: \_\_\_\_\_ Telephone Number: (\_\_\_\_) \_\_\_\_\_

Classification Title: \_\_\_\_\_