

AGREEMENT

between

DAVIS JOINT UNIFIED SCHOOL DISTRICT

and

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
Chapter 572

2018 - 2021

Ratified: April 2018

Davis Joint Unified School District
And
California School Employees Association
Chapter #572
Duration

July 1, 2018-June 30, 2021

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION

By: *Sande Royval*
Sande Royval, President CSEA Chapter #572

Date: 4/7/2020

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION

By: *Moe Kang*
Moe Kang, CSEA Labor Relations Representative

Date: 4/13/2020

DAVIS JOINT UNIFIED SCHOOL DISTRICT

By: *Matt Best*
Matt Best, Associate Superintendent

Date: 4.13.2020

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ARTICLE I: AGREEMENT

1.1 This Agreement is entered into between the Board of Education of the Davis Joint Unified School District, Davis, California, hereinafter called the "Board," and the California School Employees Association Chapter 572, hereinafter called the "Association."

1.2 This Agreement shall remain in force and effect, beginning on July 1, 2018 and concluding on June 30, 2021. For the 2019-2020 and 2020-2021 school year, both parties may elect to open the entire contract for negotiations.

Compensation:

1.3 The Board shall not enter into any contractual agreements with any other Association representing classified bargaining unit employees with regard to working conditions as provided in the Rodda Act for the duration of this Agreement.

ARTICLE II: RECOGNITION

2.1 The Board recognizes the Association as the sole and exclusive bargaining agent for all classified employees excluding classified employees designated as: Management, supervisory, confidential, substitutes, hourly employees, short-term employees, student help, and playground aides.

2.2 The Association in turn recognizes the Board as the duly-elected representative of the people and agrees to negotiate exclusively with the Board through the provisions established by law. It is mutually agreed that the Board and the Association shall meet and negotiate solely through their officially designated negotiators.

2.3 New classifications created or positions added to classes shall be subject to negotiations between the Board and the Association to determine if they are to be included in the bargaining unit. Disputed cases shall be submitted to the PERB and shall not be subjected to the grievance procedure contained in this contract.

ARTICLE III: MANAGEMENT RIGHTS

3.1 It is understood and agreed that the District retains all of its powers and authority to direct, manage, and control to the full extent of the law.

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

ARTICLE IV: CHECK OFF AND DUES DEDUCTION

4.1 The Association shall have the sole and exclusive right to have service dues and membership dues deducted from employees in the bargaining unit.

4.2 The Association is an Agency Shop and all members are required to pay at minimum service dues (fair share fees); Association employees who are members are required to pay local chapter fees in addition. Fees will be collected by the Board as part of the regular payroll deduction.

4.3 The dues shall be remitted promptly to CSEA with an alphabetical list of the employees in respect to whom they were deducted. The Board 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.

4.4 It is the mutual intention of the parties that the provisions of this article protect the rights of individual employees without restricting the Association's right to require every bargaining unit member employee, except those exempt from these provisions, to pay a fair share of the cost of collective bargaining activities and to comply with the Employer-Employee Relations Act (EERA).

4.5 Except as expressly exempted herein, all employee in the bargaining unit who do not maintain membership in good standing in the Association are required, as a condition of continued employment, to pay service fees to the Association, in amounts that do not exceed the periodic dues of the Association.

ARTICLE V: HOURS AND OVERTIME

5.1 Workday and Work Week

5.1.1 The work week for a classified employee shall normally be forty (40) hours. The workday shall normally be eight (8) hours. These provisions do not restrict the extension of a regular workday or workweek on an overtime basis when such is necessary to carry on the business of the District. Nothing in this section shall be deemed to bar the District from establishing a workday of less than eight (8) hours or a workweek of less than forty (40) hours for all or any of its classified positions. Any employee in the bargaining unit who is assigned to work a minimum of thirty (30) minutes per day in excess of his/her regular assignment for a period of twenty (20) consecutive days or more shall have his/her regular assignment adjusted upward to reflect the longer hours effective with the next pay period.

5.1.1.1 Flexible Time

All Classified employees may work out flexible time with his/her supervisor for the purposes of attending medical appointments or other activities that cannot be scheduled outside of the employee's regular work day. (See also Section 12.5.) Flexible time shall be mutually agreed to in advance with the supervisor and shall be exempt from overtime provisions of Section 5.2.

5.1.2 Ten hour/Four day Workweek Schedules

5.1.2.1 A ten (10) hours per day, four (4) day per week schedule may be established on an annual and/or seasonal/critical need basis at times other than the summer months through the following procedure:

5.1.2.1.1 The District shall provide written notice to CSEA.

5.1.2.1.2. The Supervisor may discuss 4/10 options with bargaining unit member[s] and submit a request for a 4/10 schedule to Human Resources if unit member[s] are interested in the proposed schedule.

5.1.2.1.3 The 4/10 schedule may be established with the mutual agreement of the District and CSEA.

5.1.2.1.4 The 4/10 schedule proposed by the Supervisor shall address the issues of holidays (that fall on the established days off) rotation of the days off (if any) and whether the schedule will include any weekend days.

5.1.2.1.5 A 4/10 schedule is agreed to one year at a time and may be revisited and renewed annually by a mutual agreement between the District and the CSEA.

5.1.3 The District may establish a ten (10) hour per day, forty (40) hours, four (4) consecutive day work week for all or certain classes of its bargaining unit members for bargaining unit members within a class during the summer months.

5.1.4 Non-Traditional Work Schedules

The district may recruit and hire employees in the Maintenance and Operations, Technological Support and Facilities Departments on a non-traditional (other than Monday through Friday) schedule in any vacant and/or new positions. Any employees hired on a traditional Monday through Friday work schedule will not be forced to work on a non-traditional schedule except when overtime provisions of this contract are utilized. For the employees employed on a non-traditional work schedule (other than Monday through Friday), for the time worked on Saturdays or Sundays, a 10% salary differential shall be paid.

5.1.5 Any reduction in time shall be in accordance with provisions of the Education Code. The Association does not waive its right to negotiate over the decision to reduce hours, as specified in Article XVI.

5.2 Overtime:

5.2.1 The Board agrees to compensate bargaining unit employees at the rate of one and one-half times the employee's regular rate for each hour of work authorized, suffered and permitted by the supervisor and accomplished in excess of the eight (8) hour workday or the forty (40) hour work week. All hours worked beyond the work week of five (5) days by employees having an average workday of four (4) hours or more shall be compensated at the overtime rate for the sixth and seventh day of work. The overtime compensation rate applies to work accomplished during the employee's regular day off. The one and one-half times compensation rate shall be in addition to the regular compensation rate when applied to work performed on a holiday.

5.2.2 An employee may take compensatory time off at the same prorated ratio as overtime cash payment. The employee shall inform the supervisor in writing of the desired method of payment (cash or compensatory time) at the time of accomplishing the overtime work.

5.2.3 If a time for taking compensatory time off cannot be approved by the supervisor within the end of the current school year, the supervisor shall arrange for cash payment of overtime by the end of the school year. The supervisor shall make every attempt to identify with the employee an appropriate and agreeable time for scheduling the taking of compensatory time. A classified unit member may appeal a denial of compensatory time to the Assistant Superintendent of Human Resources.

5.2.4 An employee retains the right to request to be excused from an overtime assignment; however, if no other employee with the necessary expertise can be secured, an employee may be required to work overtime to meet the needs of the District as directed by the supervisor. The needs of the District shall be defined by the supervisor.

5.3 Callback Time

5.3.1 An employee called into work on a day when the employee is not scheduled to work shall receive a minimum of two (2) hours of pay at the appropriate rate of pay in compliance with paragraph one of the section on "Overtime." Any employee called back to work after completion of his/her regular assignment, shall receive a minimum of two (2) hours of pay at the appropriate rate of pay, irrespective of the actual time required to be worked.

5.3.2 Overtime and callback time will be assigned based on the needs of the District. Whenever possible, such assignment shall be made on a rotating basis for all employees within each appropriate classification, immediate operation, and who carry the job description necessary for performing the task.

5.4 Lunch and Rest Periods

5.4.1 The Board shall establish an unpaid, uninterrupted lunch period of not less than one-half ($\frac{1}{2}$) hour for each bargaining unit employee working five (5) or more consecutive hours per day. The Board shall provide one paid fifteen-minute rest period for each bargaining unit employee for each four-hour (4) consecutive period worked at times approved by the immediate supervisor, but not during the first hour of the employee's workday.

5.5 Time Cards

Time cards and/or attendance sheets shall be completed for the purpose of recording overtime, special assignment hours, remediation or modification of regular assignment only.

5.6 Length of Work Year

5.6.1 The work year for all twelve-month (12) classified personnel within the bargaining unit shall commence on July 1 and conclude on June 30 of each school year.

5.6.2 The work year for all eleven-month (11) classified personnel within the bargaining unit shall commence on August 1 and conclude on June 30 of each school year.

5.6.3 The work year for all ten and one-half month (10 ½) classified personnel within the bargaining unit shall commence three weeks prior to the opening of school and shall conclude two weeks after closing of school for each school year.

5.6.4 The work year for all ten-month (10) classified personnel within the bargaining unit shall commence two weeks prior to the opening of school and shall conclude one week after closing of school for each school year.

5.6.5 The work year for Food Services and Paraeducator classified personnel shall be as follows:

5.6.5.1 Food Service personnel work year shall commence one day before the first day of school and shall end one day after the last day of pupil attendance.

5.6.5.2 Unless specific program positions are designated for a longer work year, the Paraeducator work year shall commence on the first day of school and shall end on the last day of pupil attendance.

5.6.6 Staffing for any extension in the school year shall be in accordance with all provisions of the Education Code, and all other state and federal laws and regulations.

5.7 Positive Work Year

Effective July 1, 2006, salary rates for all classified employees with 10.5 months or less work-year, who directly work with the students or are assigned to the school sites, shall be increased to reflect the earned vacation time enabling all school-based employees to be available on all student days.

5.8 Calendar

The Assistant Superintendent for Human Resources shall include CSEA in a committee that will develop the recommendations to the Board regarding the annual calendar.

ARTICLE VI: EVALUATION and PROBATIONARY PERIOD

6.1 Evaluation Procedure

6.1.1 The established evaluation form is to be prepared by the immediate supervisor under whom the bargaining unit member has served for sixty (60) working days or more. (See evaluation form attached as Appendix B.) The immediate supervisor is to present a draft of an evaluation report to the bargaining unit member in private and discuss the report with the bargaining unit member being evaluated. The evaluation shall be based upon direct observation by the immediate supervisor or verified facts. Evaluation reports reflecting "Needs Improvement" or "Does not meet standards" ratings shall include statements of deficiencies and recommendations for improvements, in writing, by the evaluator. The signature by the bargaining unit member does not indicate his/her agreement with the ratings; it indicates that he/she has received a copy.

6.1.1.1 Permanent employees shall be evaluated annually.

6.1.1.2 Probationary employees shall be evaluated at least once during the probationary period, prior to the end of the fourth month.

6.1.2 Evaluation reports reflecting "Needs Improvement" or "Does Not Meet Standards" ratings shall be placed in the bargaining unit member's personnel file only after written notification by the supervisor that the bargaining unit member has been given an opportunity to prepare a written response to such evaluation. Prior to evaluation reports reflecting any "Needs Improvement" or "Does Not Meet Standards" ratings the evaluator is encouraged to implement a Performance Improvement Plan. (See Performance Improvement Plan form attached as Appendix C.)

6.1.3 A bargaining unit member has the right to attach a response to his/her evaluation provided that such written response is submitted to the employee's supervisor within fifteen (15) days of the employee's receipt of the evaluation. Any timely received response shall be attached to, and become a permanent part of, the employee's evaluation.

6.1.4 Evaluatees may, within ten (10) working days, present his or her objections to the evaluation decision to the Assistant Superintendent for Human Resources. Grounds for the objections shall be based on one or more of the following: (1) the evaluation was not based on fact; (2) the evaluation was based on discriminatory standards; (3) the evaluation was not conducted in conformance with this Article. Within ten (10) working days of receipt of such objection the Assistant Superintendent for Human Resources shall hear the objections and render a decision whether to uphold the evaluation or rescind the evaluation.

6.1.5 The bargaining unit member's supervisor may, at any time, prepare a notice of commendation. The completed form is to be signed by the bargaining unit member to indicate receipt and the bargaining unit member shall be given a signed copy. The original notice is to be forwarded to the Human Resources Office for filing.

6.1.6 Contents of evaluations are not subject to the grievance procedure of this Agreement, Article VII, but procedural violations are subject to the grievance procedure.

6.1.7 The probation period shall be defined as the initial six (6) month employment period.

6.1.8 In the event a permanent bargaining unit member is hired for a new position, and is subsequently released from probation under section 6.1.7, he/she will be returned to his/her previous classification.

6.1.9 The District, CSEA and the bargaining unit member may mutually agree to extend the probationary period of a bargaining unit member on an individual basis provided the extension is no longer than four (4) months.

6.2 Personnel Files

6.2.1 Each employee's primary personnel file shall be maintained in the Human Resources Department. Any information contained in site employee files may not be used against an employee unless it has been appropriately entered in the employee's primary personnel file. An employee shall be provided with a copy of any materials relating to his/her work performance or conduct at the time the materials are placed in the employee's personnel file. An employee may review his/her personnel file, obtain copies as desired, and respond to documents in the file. The time taken for personnel file review and response to information contained in the file shall be taken at a time of minimum work production interference as defined by the employee's immediate supervisor.

6.2.1.1 Ten days prior to the filing of information of a derogatory nature, the bargaining unit member shall be given a copy of the materials proposed for filing and may review and have his/her response attached to the materials. Subject to arrangements with his/her supervisor to assure minimum work production interference, the response shall be prepared during normal business hours, and the employee shall be released from duty for this purpose without salary reduction.

6.2.2 All employee records are confidential. Any representative of the employee wishing to review and/or obtain copies of documents in the employee's file must be accompanied by the employee or must have the written permission of the employee.

ARTICLE VII: GRIEVANCE

7.1 Purpose and Intent

In the interests of maintaining a positive working relationship between the employee and the employer, the Classified Grievance Procedure is established to provide a process through which a classified bargaining unit employee(s) may resolve a grievance with his/her immediate supervisor, and if necessary, with the District Superintendent (or his/her designee) and the Board of Education. It is the intent of this policy that grievances be resolved at the lowest possible level and with the greatest degree of informality feasible.

7.2 Definitions (Applicable to all segments of this article)

7.2.1 A "grievance" is a formal written allegation that a bargaining unit member has been adversely affected by a violation of a specific provision of this Agreement.

7.2.2 A "grievant" may be any classified employee(s) of the District covered by the terms of this Agreement or the Association.

7.2.3 A "day" is any day in which the central administrative office of the Davis Joint Unified School District is open for business.

7.2.4 A "conferee" may be a District staff member, administrator, District Counsel, classified employee counsel, or a representative of the Association.

7.3 Time Table

To insure the prompt resolution of grievances, specific time limits have been established; however, they may be extended as necessary with the mutual consent of the District and the Grievant. If at any level or step the grievance is not resolved to the satisfaction of the grievant, it may be appealed to the next level or step according to the established procedures. Within twenty (20) days of the occurrence of the act or omission giving rise to the grievance, the grievant must initiate the following process. An Association representative may be involved at any level in the grievance process.

7.4 Informal Level

7.4.1 Step 1: Before filing a formal written grievance, the grievant shall attempt to seek a resolution by an informal conference with his/her immediate supervisor. It shall be the responsibility of the grievant to request this informal conference upon the discovery of the occurrence of the act or omission giving rise to the grievance.

7.5 Formal Level

The following steps and procedures are established should the grievant be unable to find resolution at the informal level.

7.5.1 Step 2: Immediate Supervisor

7.5.1.1 Within ten (10) days following the informal conference, if such conference was unsuccessful in resolving the grievance, the grievant must present his/her grievance in writing on the appropriate form to his/her immediate supervisor. The grievant may be accompanied by conferees at this stage of the process and at all subsequent levels of the grievance process.

This statement shall be a clear, concise statement of the grievance, the circumstances involved, including the specific contract provisions violated, the result of the informal conference, and the specific remedy sought. The grievance form will be signed by the grievant, the date and time of presentation affixed thereto, and signed as received by the immediate supervisor.

7.5.1.2 The immediate supervisor shall communicate his/her decision to the employee in writing within ten (10) days after receiving the formal grievance. If the immediate supervisor does not respond within the time limits, the grievant may appeal to the next level.

7.5.1.3 Within the above time limits, either party may request a personal conference.

7.5.2 Step 3: Office of Superintendent

7.5.2.1 In the event the grievant is not satisfied with the formal written decision of his/her immediate supervisor in Step 2, the grievant may (within ten (10) days of the formal written decision rendered in Step 2), appeal the decision on the appropriate form to the District Superintendent or his/her designee.

This statement should include a copy of the original grievance, the statement rendered by the immediate supervisor, if one was given to the grievant and a clear, concise statement of the reasons for the appeal.

7.5.2.2 The Superintendent or his/her designee shall communicate his/her decision within ten (10) days after receiving the appeal. Either the grievant or the Superintendent may request a personal conference within the above time limits. If the Superintendent or his/her designee does not respond within the time limits, the grievant may appeal to the next step.

7.5.3 Step 4: Mediation

If the grievant is not satisfied with the disposition of his/her grievance at Level Three, he/she shall, within ten (10) days after a decision by the Superintendent, request in writing to the Superintendent for conciliation of the grievance. Upon receipt of a timely request to the Superintendent or designee, the parties shall agree to the appointment of a neutral facilitator to assist the parties in resolving the grievance. If a mutually agreeable facilitator is not found within ten (10) days, the Superintendent or designee will request the services of a mediator from the State Mediation and Conciliation Service. Taking into account the schedules of all parties, the mediator shall attempt to resolve the grievance within twenty (20) days of his/her appointment. If resolution cannot be reached, the grievant may submit to the Association a request to pursue advisory arbitration.

7.5.4 Step 5: Advisory Arbitration

7.5.4.1 The Association may request advisory arbitration no later than fifteen (15) days from the conclusion of the mediation process by submitting a written request to the Superintendent. The Association shall request a list of five (5) arbitrators from the State Mediation and Conciliation Service and the parties shall mutually select an arbitrator by alternate strikes. The fees and expenses of the arbitrator and court reporter shall be shared equally. Any other expenses shall be borne by the party incurring the expenses.

7.5.4.2 The Arbitrator's decision shall be in writing and shall set forth his/her findings of fact, reasoning and conclusions on the issues. The Arbitrator's advisory decision shall be submitted to the Association and the District within thirty (30) days of the arbitration hearing.

7.5.4.3 The arbitrator shall have no authority to add to, delete, or alter any provision of this agreement but shall limit his/her decision to the application and interpretation of its provision.

7.5.4.4 The decision of the arbitrator shall be advisory.

7.6 Members interested in filing a complaint should refer to the District Complaint Policy and Procedures (BP/AR 4144). Members may request representation.

ARTICLE VIII: SAVINGS

8.1 If any provisions of this Agreement are found to be contrary to law, such provisions will not be deemed valid and subsisting except to the extent permitted by law, but all other provisions will continue in full force and effect.

8.2 In the event of invalidation of any Article or Section of this Agreement, the parties may mutually agree to meet and negotiate at the next regularly scheduled bargaining opportunity after such determination for the purpose of discussing the issue.

8.3 Upon mutual agreement of both parties, the parties may meet and negotiate on matters affecting this Agreement. In the absence of such mutual agreement, no obligation exists to meet and negotiate.

8.4 It is understood that this Agreement contains the agreement of the parties as to all existing matters subject to collective bargaining during the life of this Agreement.

ARTICLE IX: SUPPORT OF AGREEMENT

9.1 The Board and the Association 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 Association and the Board will support this Agreement for its term.

ARTICLE X: TRANSFERS

10.1 Lateral and Voluntary Transfers/Demotions

10.1.1 Permanent members of the bargaining unit may request transfer to positions within their current classifications which are within the group at any time a position is made available using the Request to Transfer Form (see Appendix G). The Request to Transfer Form may be accessed through the District website, is available at the Human Resources office, and is attached to the email advertising the transfer vacancy. Probationary employees of the District are not eligible to be considered for voluntary transfer.

10.1.2 When a new position is created in a class or an existing position becomes vacant, the District shall provide for the opportunity to transfer to the new or vacant position to all bargaining unit members serving in the same class. The bargaining unit member must notify the District through application using the Request to Transfer Form (see Appendix G) during the posting period.

10.1.3 Notification of all openings shall be posted in the District. Such posting shall be made for not less than five (5) working days at all work locations prior to the position being filled.

10.1.4 Any eligible employee in the bargaining unit may apply for transfer to the position by submitting a Request to Transfer Form (see Appendix G). The District shall consider the following criteria in the selection process: 1) past evaluations; 2) special training, skills or certifications; 3) experience within the classification; and 4) length of service to the District.

10.2 Administrative Transfers

10.2.1 An administrative transfer shall be defined as one which is initiated by the District. Such transfer shall be done to promote the District's efficient and effective operation. If the transfer is needed due to the shifting of one position to another location, the District shall first request volunteers before making an involuntary transfer.

10.2.2 Transfers of bargaining unit members on a temporary or permanent basis may be initiated by the District management at any time such transfer is in the best interests of the parties as defined by the District.

10.2.2.1 Temporary assignments shall not be made for longer than sixty (60) calendar days unless mutually agreed to in writing by the bargaining unit member and the District.

10.2.3 Whenever feasible, bargaining unit members who are administratively transferred shall be given at least ten (10) working days notice prior to the effective date of the transfer.

10.2.4 If a bargaining unit member has been involuntarily transferred, if requested, the District shall provide the employee in writing the reasons for the transfer.

ARTICLE XI: PROMOTION

11.1 Employees in the bargaining unit shall be given equal consideration in filling any job vacancy which can be considered a promotion after the announcement of the position vacancy.

11.2 Notice of all job vacancies shall be posted via email to employees with District email accounts, on EdJoin via the District website, and on bulletin boards in prominent locations at each District job site. The job vacancy notice shall remain posted for a period of five full working days during the academic year and ten full working days during the summer recess, during which time employees may file for the vacancy. Notice of all job vacancies occurring during the summer recess shall be mailed to all classified employees who are on summer recess who have filed a written request for notification of such vacancies. The written request must contain the current mailing address of the employee.

11.3 The job vacancy notice shall include:

11.3.1 The job title.

11.3.2 A brief description of the position and duties.

11.3.3 The minimum qualifications required for the position.

11.3.4 Primary job site, but may be assigned to work at other sites at the necessity of the District.

11.3.5 The number of hours per day.

11.3.6 Regular assigned work shift times.

11.3.7 Days per week.

11.3.8 Months per year assigned to the position.

11.3.9 The salary range.

11.3.10 The deadline for filing to fill the vacancy.

11.4 Any employee in the bargaining unit may file for the vacancy by submitting an EdJoin application on-line via the District website.

11.5 If all qualifications, including physical or educational, test scores, written evaluations, attendance and experience are equal, the employee with the greatest seniority will be promoted. Any bargaining unit employee shall receive not less than a 5% promotion increase in pay when receiving an upward classification.

11.6 A member of the classified bargaining unit who applies for a promotion within the District shall receive a priority consideration for the vacancy if she/he meets the minimum qualifications. Such unit member(s) will be afforded an interview with the selecting official in advance of interviews of non-District applicants for the position. If the unit member is not selected, the unit member shall be provided, upon request, a written statement by the selecting official setting forth the reason(s) why the unit member was not selected. Any inside promotional candidate who met minimum qualifications for a promotion and who did not receive the promotion shall be granted, upon request, a meeting with the Assistant Superintendent for Human Resources to discuss the selection process. It is understood that the sole purpose of this meeting is to assist the employee in future competitions.

11.7 Interview panels shall contain job appropriate unit members for bargaining unit positions and classified management positions.

ARTICLE XII: LEAVES

12.1 Leave Provisions

The benefits which are expressly provided by this Section, Article XII, are the sole leave benefits which are a part of this Agreement, and it is agreed that other statutory or regulatory leave benefits are not incorporated with this Agreement, nor are such other benefits subject to the "Grievance Procedure," Article VII. "Day," as used in this article, means the employee's regularly-assigned workday, exclusive of overtime. Bargaining unit members may obtain leave balance(s) upon request through the Human Resources office.

12.2 Sick Leave

12.2.1 Members of the bargaining unit employed by the District five (5) days per week with full pay for a twelve-month year shall be entitled to twelve (12) days leave of absence for illness or injury, exclusive of days they are required to render service.

12.2.2 Members of the bargaining unit employed less than five (5) days a week and/or less than a twelve-month year are entitled to that proportion of twelve (12) days leave of absence for illness or injury as the number of months and/or number of days a week they are employed bear to twelve (12) months.

12.2.3 Pay for any hour(s) or day(s) of illness or injury need not be accrued prior to taking such leave by the employee, and such leave may be taken at any time during the employee's assigned work year. Probationary employees of the District shall not be eligible to take more than six (6) days, or the proportionate amount to which they may be eligible under 12.2.2.

12.2.4 If a member of the bargaining unit does not take the full amount of leave allowed in any year, the amount not taken shall be accumulated from year to year.

12.2.5 Members of the bargaining unit absent due to illness or injury must follow procedures established by the District to notify their department of intent to be absent and the anticipated duration of the absence. Such notification shall occur as early as possible prior to the start of their work shift, but no less than two hours (120 minutes) prior notice shall be given.

12.2.6 Members of the bargaining unit utilizing paid illness or injury leave may be periodically required, at the discretion of the District, to provide medical statements on forms supplied by the District. Members of the bargaining unit absent due to surgery, serious injury or illness or absent for more than five (5) consecutive assigned work days may be required to submit a medical release to their immediate supervisor prior to being permitted to return to work.

12.2.7 If in the judgment of a supervisor an employee is sufficiently incapacitated, so as not to be able to discharge his/her assigned duties, the employee may be required to take sick leave. If at any time an employee is not able to satisfactorily perform the duties of his/her job description, the District may, based upon the supervisor's recommendation, require the employee to receive a medical examination at District expense.

12.2.8 Any employee who is a PERS member is eligible to be credited at his/her retirement for each day of accrued, unused sick leave as computed by PERS.

12.2.9 Any bargaining unit employee who has been employed by another California public school district for a period of one calendar year or more and who is subsequently employed by this District within a one-year period from the time he/she terminated from the previous district shall have his/her earned sick leave from the previous district transferred to this District in accordance with provisions of Education Code Section 45202.

12.3 Catastrophic Leave

12.3.1 The Association and the District agree to create the CSEA/DJUSD Catastrophic Leave Bank.

12.3.2 Definition: Catastrophic illness or injury means an illness or injury that is expected to incapacitate the employee for an extended period of time, or that incapacitates a member of the employee's family which incapacity requires the employee to take time off from work for an extended period of time to care for that family member, and taking extended time off work creates a financial hardship for the employee because he or she has exhausted all of his or her sick leave and other paid time off and shall be unable to perform duties due to medical treatment or the accompanying disability;

12.3.3 Each request for Catastrophic Illness/Injury Leave will be examined on its own merits and information, and on a case-by-case evaluation by Classified Catastrophic Leave Committee. The committee will include 3 CSEA representatives and one District representative. The decision of the Committee shall be non-grievable but may be appealed to CSEA Chapter 572 Executive Board whose decision shall be final.

12.3.4 Receiving employee:

12.3.4.1 Prior to the bargaining unit member exhausting all his/her paid leave, including sick leave, comp time and vacation, and prior to being placed on differential sick leave, the employee or his/her family member or agent can request to be placed on Catastrophic Leave. Once all of the above leave is exhausted, catastrophic illness or injury leave will begin.

12.3.4.2 A bargaining unit member who is suffering from a catastrophic illness/injury must provide verification from a medical doctor of that catastrophic injury/illness to the Classified Catastrophic Leave Committee. The verification from the medical doctor should include the approximate length of illness. Additional verification may be required at the request of the committee.

Upon receiving this information, the committee will determine the parameters of the request including the period of the donation and the number of days required.

12.3.4.3 If the committee determines that the bargaining unit member is unable to work due to employee's catastrophic illness/injury, the Association will put out calls for donations as necessary. The District will receive and approve the donations of eligible sick leave.

12.3.5 Donating Employee:

12.3.5.2.1 All catastrophic leave bank donations are irrevocable.

12.3.5.2.2 An employee donating leave must have at least 8 days remaining in their sick leave balance in the month prior to making a donation.

12.3.5.3 The donation calculation shall be hour for hour regardless of the hourly rate of pay of the donating employees and the receiving employee.

12.3.6 Eligibility and Contributions

12.3.6.1 All unit members on active duty with the District are eligible to contribute to the Catastrophic Leave Bank

12.3.6.2 Part-time employees may contribute to and withdraw from the bank on a pro-rate basis.

12.3.6.3 Participation requires contribution to the bank on a voluntary basis.

12.3.6.4 Only contributors will be permitted to withdraw from the bank.

12.3.6.5 Unit members who elect not to join the Leave Bank upon first becoming eligible must wait for the next open enrollment period to join, such period to be July 1 to October 1 of each year the Leave Bank is in operation.

12.3.6.6 Cancellation shall occur automatically whenever a unit member fails to make a contribution when contributions are requested. A unit member who cancels shall no longer be eligible to withdraw from the Leave Bank.

12.3.6.7 Contributions shall be made between July 1 and November 1 of each year if the committee requests contributions. No contributions shall be requested if the number of hours in the Leave Bank exceeds 1600 hours. (New employees shall be allowed to contribute to the Bank within thirty (30) calendar days).

12.3.6.8 Unit members returning from extended leave which occurred during the enrollment period will be permitted to contribute within thirty (30) calendar days of their return.

12.3.6.9 Contributions shall be authorized in writing by unit members.

12.3.6.10 The initial rate of contribution by each participating unit member shall be one (1) day of sick leave which shall be deemed to equate to the legal minimum required by Education Code 44043.5.

12.3.6.11 No unit member may donate any sick leave days unless the employee has a minimum of eight (8) sick leave days before any donations can be made to the Leave Bank.

12.3.6.12 Leave Bank participants who suffer a catastrophic illness or injury or disability which results in the employee using all available paid leave, including regular sick leave, shall become eligible to use this Leave Bank, subject to the restrictions of this article.

12.3.7 Indemnification and Hold Harmless

The Association agrees to pay all costs, including attorney's fees, of any defense which District must make of any claims made under the terms of this Article, whether in grievance, arbitration, law, or equity. And Association agrees to indemnify and hold the District harmless in respect to any such claims or actions.

12.4 Maternity and Adoption Leave

12.4.1 The District shall provide for a leave of absence from duty for any classified employee of the District who is required to be absent from duties because of pregnancy, miscarriage, childbirth, and recovery therefrom and adoption. The length of the leave of absence, including the date on which the leave shall commence and the date on which the employee shall resume duties, shall be determined by the employee and the employee's medical practitioner.

12.4.2 Disabilities caused or contributed to by pregnancy, miscarriage, childbirth and recovery therefrom are, for all job-related purposes, temporary disabilities and shall be treated as such under any health and temporary disability insurance or sick leave plan available in connection with employment by the school district.

12.4.3 Except as provided herein, written and unwritten employment policies and practices of the school district shall be applied to disability due to pregnancy or childbirth on the same terms and conditions applied to other temporary disabilities.

12.4.4 This section shall be construed as requiring the District to grant leave with pay only when it is necessary to do so in order that leaves of absence for disabilities caused or contributed to by pregnancy, miscarriage, or childbirth be treated the same as leave for illness, injury or disability.

12.4.5 Any employee shall have the right to utilize sick leave provided for in Education Code sections 45191 and 45196 for absences necessitated by pregnancy, miscarriage, childbirth, or recovery therefrom.

12.5 Personal Necessity Leave

12.5.1 A maximum of seven (7) days of absence for illness or injury leave earned pursuant to the Sick Leave provisions of this Agreement, may be used by the employee, at his/her election, in cases of personal necessity, including any of the following:

12.5.1.1 Death of a member of the employee's immediate family when additional leave is required beyond that provided in the Bereavement Leave provisions of this Agreement.

12.5.1.2 Accident or illness involving the employee's person or property, or the person or property of a member of the immediate family.

12.5.1.3 Appearance in any court or before any administrative tribunal as a litigant, party, or witness under a valid subpoena.

12.5.1.4 Conducting personal business which cannot be conducted at times other than working hours or for matters that must be conducted at a time beyond the control of the individual.

12.5.2 Requests for Personal Necessity Leave shall be made at least three (3) days in advance or earlier to facilitate coverage for the position during the requested leave. In the event such advance notice is impossible under 12.5.1.1 and 12.5.1.2 above, requests for leave shall be made by the employee to his/her immediate supervisor as early as possible but at least prior to the beginning of the work shift in which the absence is requested. Supervisors may waive this requirement in cases of extreme emergency.

12.5.3 Upon return from a Personal Necessity Leave, bargaining unit members shall be required to complete absence verification forms provided by the District and to submit such verification as may be required.

12.6 Bereavement Leave

12.6.1 Employees shall be granted leave with full pay in the event of the death of any member of the employee's immediate family. The leave shall be for a period of up to five (5) days. Additional days, if needed, may be deducted from Personal Necessity Leave.

12.6.2 No more than two (2) travel days may be added to the five (5) days bereavement leave for travel in excess in two hundred (200) miles one way.

12.6.3 The immediate family is defined as husband, wife, mother, father, sister, brother, son, daughter, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandmother, grandfather, son-in-law, daughter-in-law, grandchild, foster parent, step-parent, step-son, step-daughter, foster son, foster daughter, grandchild of spouse, step-brother, step-sister, aunt, uncle, or anyone living in the immediate household of the employee.

12.6.4 Bereavement leave will be granted to allow employees to attend the funeral of a district employee provided that each administrative unit/department can make plans to continue the operation of necessary district programs.

12.6.5 Members of the bargaining unit shall be required to contact their immediate supervisor or department office prior to the start of their work shift to request Bereavement Leave. Failure to do so may result in ineligibility for paid leave and may be considered to be an unauthorized absence.

12.6.6 The District may require written documentation verifying the death of a person described in article 12.6.3 if the district suspects an abuse of bereavement leave.

12.7 Judicial or Official Appearances

12.7.1 The District shall grant to members of the bargaining unit called for jury duty in the manner provided by law, leave of absence without loss of pay for the time the employee is required to perform jury duty during the employee's regularly assigned work hours or during a time when the jury duty time plus regular

working hours would exceed eight (8) hours for any workday. In addition, there shall be no deduction from the employee's pay for the time spent in court when lawfully subpoenaed as a witness (not as a litigant).

12.7.2 An employee called for jury duty or subpoenaed to appear in court must notify his/her supervisor of the service dates upon receiving said notice from officers of the court. The District shall pay the employee his/her regular salary.

12.7.3 Employees are required to work during any day or portion thereof in which the jury duty services are not required. Any combination of jury duty (in the court process) plus the employee's regular work assignment time shall not exceed eight (8) hours for any day, unless the actual jury duty time exceeds eight (8) hours. Salary compensation for jury duty shall not exceed the employee's regular daily rate.

12.8 Military Leave

12.8.1 Members of the bargaining unit shall be granted any military leave to which they are entitled, under law, as classified school employees and they shall retain all rights and privileges granted by law arising out of the exercise of military leave. Employees shall be required to request military leave in writing and upon request to supply the District with orders and status reports.

12.9 Industrial Accident and Illness Leave

12.9.1 If an employee is injured in the course and scope of their employment (Industrial Accident/Workers Compensation), and unable to perform their duties without reasonable accommodations as determined by their treating physician, the employee will be entitled to a conference with the District's administration for discussions on restrictions. Any restrictions listed will be reviewed and a determination made if accommodations can be made. The employee shall, at their option, have representation at any Interactive Meeting Conference.

12.9.2 Payment for any wages lost on any day shall not, when added to an award granted the employee under the worker compensation laws of this state, exceed the normal wage for the day. Industrial accident and illness leave will be reduced by one day for each day of authorized absence regardless of the compensation award made under worker's compensation.

12.9.3 Employees shall be required to serve or have served the District in a paid status continuously for a period of six (6) months to be eligible for industrial injury or illness leave.

12.9.4 The industrial accident or illness leave is to be used in lieu of normal sick leave benefits. When entitlement to industrial accident or illness leave under this section has been exhausted, entitlement to other sick leave, vacation or other paid leave may then be used. If, however, an employee is still receiving temporary disability payment under the worker's compensation laws of this state at the time of exhaustion of benefits under this section, he/she shall be entitled to use only so much of his/her accumulated and available normal sick leave and vacation leave, which, when added to worker's compensation award, provides for a day's pay at the regular rate of pay.

12.9.5 Periods of leave of absence under this section, whether paid or unpaid, shall not be considered a break in service. Any time an employee on industrial accident or illness leave is able to return to work, the employee shall be reinstated in accordance with all provisions of Education Code Section 45192.

12.10 Entitlement to Other Sick Leave

12.10.1 When a member of the bargaining unit is absent from duty on account of illness or accident for a period of five (5) months or less during a fiscal year, whether or not the accident arises out of or occurred in the course of employment of the employee, the amount deducted from the salary due the employee for any month in which the absence occurs shall not exceed the sum which is actually paid the substitute employee who fills the absent employee's position during the absence. This leave provision commences on the first day of absence for each fiscal year.

12.11 Paid Leaves of Absence/General Provisions

12.11.1 Employees on a Board-approved, paid leave of absence provided by the provisions of this Article shall continue to earn sick leave, vacation, and longevity and may continue participating in all health insurance programs they are presently enrolled in with District premium contributions.

12.11.2 Employees on an approved paid leave of less than 120 working days will, upon return to work, be placed in the same position they previously held. Employees returning from a paid leave in excess of 120 working days shall be placed by the District in any position in the class in which the employee served prior to the leave.

12.12 Unpaid Leaves of Absence/General Provisions

12.12.1 When no other leaves are available, a leave of absence may be granted to an employee on an unpaid basis at any time upon the terms acceptable to the District and the employee. Upon termination of an unpaid leave, the employee must notify the district in writing of his/her desire to return to work.

12.12.2 Employees on an approved unpaid leave will, upon return to work, be placed in the same position they previously held.

12.13 Break in Service

12.13.1 Except those leaves provided under Education Code 45195 (Non-industrial Accident or Illness Leave), any approved unpaid leave of absence in excess of thirty (30) working days shall be considered a break in service.

12.13.2 Unless stipulated otherwise in the leave agreement between the employee and the District, employees returning from an approved unpaid leave in excess of thirty (30) working days shall be placed by the District in the first vacancy occurring in the class in which the employee served prior to the leave. The employee will be given one week to respond to the District as to his/her desire to be placed in any job offered before the position is filled.

12.13.3 Notification of such job openings will be extended to the returning employee for a time equal to the length of the approved, unpaid leave or six (6) months following conclusion of the leave, whichever is less. Rights to reemployment cease at the end of the sixth month following conclusion of the requested leave.

12.13.4 Employees on such leave shall not be eligible for benefits provided in this Agreement during the duration of the leave but shall retain all benefits accrued prior to the leave.

12.13.5 During any approved unpaid leave of absence the employee shall have the option to make arrangements for personal payment of the cost of health insurance program coverage during the period of the leave in advance of the month coverage is requested or to withdraw from the District program.

12.14 Holidays

12.14.1 All bargaining unit members shall be entitled to the following paid legal and local holidays:

- New Year's Day
- Martin Luther King Day
- Lincoln's Day
- Washington's Day
- Memorial Day
- Independence Day
- Labor Day

*Admission Day
Veterans Day
Thanksgiving Day
Day after Thanksgiving
Christmas Day

Three (3) additional days during the winter holiday period

*The Admission Day holiday shall be taken during the Winter Vacation period on a day that will provide at least a three-day weekend. When a legal holiday herein listed falls on Sunday, the following Monday shall be deemed to be a holiday in lieu of the day observed. When a legal holiday herein listed falls on a Saturday, the preceding Friday shall be deemed to be the holiday in lieu of the day observed.

12.14.2 All employees working less than a twelve-month (12) period shall be entitled to those paid holidays which fall within their regular work period. Employees will be paid for all legal holidays unless specified otherwise provided they are in a paid status during any portion of the working day immediately preceding or succeeding the holiday period.

12.14.3 All classified employees required to work on any legal holiday shall receive their regular rate of pay plus overtime pay at the rate of one and one-half times as set forth in the Overtime Section of this Agreement.

12.15 Vacation Leave

12.15.1 Classified employees on vacation shall be paid at their current rate of pay. Probationary employees shall be eligible to utilize vacation benefits upon reaching permanency. Employees awarded permanent status shall have their vacation accrued from the first day of probationary employment.

12.15.2 Vacation benefits shall be earned on an hourly basis in accordance with the following schedule.

12.15.2.1 From the first year to the fifth year of service, vacation shall be accrued at the rate of 1.17 days vacation for each full month of paid service. The number of hours in a vacation day shall be in direct proportion to the number of hours in the employee's normal workday.

12.15.2.2 Commencing with the sixth year through the completion of the tenth year of service, vacation time shall be accrued at the rate of 1.42 days per month of vacation for each full month of paid service. The number of hours in a vacation day shall be in direct proportion to the number of hours in the employee's normal workday.

12.15.2.3 Commencing with the eleventh year, in addition to the vacation granted pursuant to the preceding paragraphs, one additional day per year worked will be granted each year to a maximum of 22 days for twelve-month employees; 20.17 days for eleven-month employees; and 18.33 days for ten-month employees.

12.15.3 The number of hours in a vacation day shall be in direct proportion to the number of hours in the employee's normal workday. The number of vacation days in a year shall be in direct proportion to the months in the employee's work year.

12.15.4 For the purpose of computing extended vacation provided for in the preceding paragraph, a year of service requires that the employee be assigned to a bargaining unit position for at least 75% of the regular work year.

12.15.5 All pay for vacation benefits shall be at the normal rate the employee would earn in a working status.

12.15.6 Vacation Pay Upon Termination

A permanent employee in the bargaining unit who resigns or who is terminated for any reason shall be entitled to lump sum compensation for all earned and unused vacation calculated to the effective date of the resignation/termination, except that employees who have not completed six (6) months of employment in regular probationary status shall not be entitled to vacation compensation.

12.15.7 Vacation Carryover

Upon approval of the immediate supervisor and appropriate administrator, employees may be allowed to accumulate a maximum of twenty-two (22) days of vacation which can be carried forward into the new school year. All excess vacation days beyond the twenty-two (22) days shall be utilized in vacation prior to July 1 of the new school year. Bargaining unit employees whose accrued vacation is in excess of twenty-two (22) days to be carried over into the new school year shall be paid for all excess days at the beginning of the new school year. This provision shall not deny vacation benefits to any employee who as of the date of this contract has accrued such benefits beyond twenty-two (22) days. Bargaining unit members who work directly with students or are assigned to school sites for 10.5 months or less shall have their vacation pay spread over their annual pay for the year as a vacation payout.

12.15.8 Holidays During Vacation

When a holiday, as defined in this Agreement, falls during the scheduled vacation of a bargaining unit employee, the employee will receive pay at the regular rate of pay for the holiday and shall not be charged a vacation day for absence on the holiday.

12.15.9 Vacation Scheduling

The following provisions shall not apply to bargaining unit members who work directly with students or are assigned to school sites for 10.5 months or less.

12.15.9.1 Vacations shall be scheduled at times requested by the employee so far as is practical within the District's work requirements, and upon approval of the immediate supervisor and appropriate administrator.

12.15.9.2 Vacation requests shall be approved or denied within five (5) working days of receipt of the request.

12.15.10 Interruption and/or Termination of Vacation

The following provisions shall not apply to bargaining unit members who work directly with students or are assigned to school sites for 10.5 months or less.

12.15.10.1 A vacation once having commenced shall be terminated only by the employees' returning to work, resigning, or being terminated from employment. In the event of a documented emergency, however, the Board may grant an interruption or termination of vacation leave to permanent employees in order to begin another type of leave contained in this Article, providing the employee supplies adequate notice and relevant supporting information regarding the basis for such interruption or termination. The District shall determine the documentation required for the interruption or termination of vacation by the employee for the purpose of commencing another type of leave. Procedures and forms for such documentation will be provided by the District.

12.15.10.2 If, for any reason an employee, once having commenced a scheduled vacation, is required due to an emergency to return to work, and interrupt or terminate his/her remaining vacation, he/she shall be compensated at a rate of one and one-half (1 1/2) times his/her regular rate of pay for all work done by the employee during the scheduled vacation period; or he/she shall be compensated at his/her regular rate of pay, plus compensation for actual and reasonable expenses incurred in connection with the vacation interruption or termination, whichever is agreed upon by

the employee and the District. In such case, the employee shall suffer no reduction in the paid vacation days already earned or accumulated.

12.15.10.3 Scheduled vacation leave not utilized due to such termination or interruption may be scheduled by the employee subject to approval of the Supervisor following such interruption or termination. In the event the District's work requirements do not permit such extension, the interrupted or terminated scheduled vacation shall revert to the employee's accrued vacation period and shall be subject to all provisions of this section with regard to vacation carryover and vacation scheduling.

12.16 Family and Medical Leave

12.16.1 To be eligible for a Family and Medical Leave, an employee must have a minimum of one (1) year of continuous service with the District.

12.16.2 Family and Medical Leave is an unpaid leave under the Federal Family and Medical Leave Act and the California Family Rights Act, and operates under these laws. However, paid leave currently provided in this Agreement will be substituted for all or part of the 12 workweeks allowed for Family and Medical Leave. Employees who request Family and Medical Leave will be required to substitute or use all earned vacation before commencing unpaid leave for birth, placement of child for adoption or foster care or care of family member, except that employees who request leave to care for a family member with a serious health condition may use all available Personal Necessity Leave prior to using earned vacation.

12.17 Any employee shall have the right to utilize sick leave provided for in Education Code Sections 45191 and 45196 for absences necessitated by pregnancy, miscarriage, childbirth, and recovery therefrom.

12.18 Family Illness Leave

Each employee is entitled to a yearly leave of two (2) paid days for family illness outside of sick leave, which may be used to meet the total leave requirements of the Family Medical Leave Act.

ARTICLE XIII: SAFETY

13.1 Bargaining unit employees and/or the Association may provide information to the District Safety Officer concerning conditions affecting health, safety, sanitation, and working conditions.

ARTICLE XIV: WAGES AND EMPLOYEE BENEFITS

14.1 The California School Employee Association #572 and the District agree, that in the event the Board of Education places a Parcel Tax for Employee Compensation measure on the ballot, to negotiate revenue generated by such a measure in order to close the compensation and benefits gap in an equitable manner.

14.1.1 In acknowledgement that expected revenue from the 2018-2019 Budget will be used to fund ongoing salary increases agreed to in 2017-18, based on the District's 2016-2017 Unaudited Actuals unassigned/unappropriated fund balance and in recognition of the Board of Education's commitment to closing the compensation gap. The California School Employees Association #572 and the District agree to a three and one half percent (3.5%) on-going salary schedule increase retroactive to July 1, 2017. Payment shall be based on contract salary only, made no later than sixty (60) days from April 19, 2018, which is the expected agreement ratification and adoption date by the Board of Education and to those employed on April 19, 2018.

14.1.2 The California School Employee Association #572 and the District agree that all CSEA bargaining unit members employed with the Davis Joint Unified School District as of September 15, 2018 shall receive a one-time lump sum payment of one percent (1%) based on their 2018-2019 annual salary. Payment shall be made not later than sixty (60) days from September 15, 2018.

14.1.3 The following salary range changes will occur on July 1, 2018:

- Food Preparation I change from range 10 to range 12
- Campus Safety Supervisor change from range 17 to range 19
- Campus Safety Coordinator change from range 21 to range 23
- Maintenance Specialist II change from range 26 to range 28
- Human Resources Technician change from range 30 to range 32
- Maintenance Specialist II change from range 32 to range 34
- School Safety Liaison change from range 32 to range 34

14.2 Salary Placement

14.2.1 The Board will consult with the Association on any new classifications established within the bargaining unit and on the salary range placement of that classification. If the District proposes to abolish a position or class of positions, it will meet and consult with the Association on the effect of that elimination.

14.3 Salary and Health Insurance

14.3.1 The Board agrees to provide the following salary and employee benefits for all bargaining unit employees:

14.3.1.1 Effective 2005-06, the work calendar of all Cafeteria Fund employees, with the exception of the District Department Secretary, will be 182 days.

14.3.1.2 Implementation of increment steps on July 1 of each year of the contract for classified bargaining unit employees, including new employees hired between July 1 and January 31 of the preceding year.

14.3.1.3 The salaries of all classified employees in the bargaining unit shall be in accordance with rates established for each classification as provided for in Appendix A which is attached hereto, and by reference incorporated as a part of this Agreement.

14.3.1.4 Employees shall be offered the opportunity to participate in the Cafeteria Benefit plan as provided by Section 125 of the Internal Revenue Code. Administration of the plan shall be at no cost to the employee.

14.3.1.5 Those employees hired after July 1, 1986, who work a minimum of four hours but less than eight shall have the benefit contribution prorated on the basis that the hours worked are to full time. For example, five (5) hours worked would entitle an employee to 5/8 of the dollar amount contribution made for benefits. Any bargaining unit member having reemployment rights as a result of a layoff or reduction of hours and was entitled to all health benefits prior to being laid off or reduced in hours shall retain these benefits upon reemployment, or reinstatement, of hours, to a minimum of half time or more during his/her reemployment period.

14.3.1.6 Effective December 1, 2017 the District agrees to provide a maximum of \$7,344 for use by the bargaining unit member for health benefits. When both spouses or domestic partners are employed by the District, benefit funds are available to both members to cover all health benefit premiums in the same manner as provided all other employees.

14.3.1.6.1 An IRC cash option equivalent to the current amount available for those not electing medical coverage (approximately \$1,383) shall be available to employees hired before December 1, 2017.

14.3.1.7 The District shall make the payment of any bonus and any retroactive salary increase resulting from this Agreement or any amendments thereto within sixty (60) days of ratification in the manner most beneficial to the employees.

14.3.1.8 Upon promotion to a higher class, a unit member shall be assured that he/she will not receive a lower total monthly wage with a promotion, provided that the monthly wage cannot exceed the last step on the salary range to which the employee has been promoted.

14.4 Open Enrollment Paycheck System

Employees may elect to change the number of months their annual salary will be distributed to them by completing and turning-in the Paycheck Distribution Selection Form (Appendix F) to the Human Resources office on or before March 31st, effective the next contract year (July 1st).

14.5 Shift Differential Any bargaining unit employee whose normal eight (8) hour shift begins at 2:30 p.m. or later and has at least one-half (1/2) of the shift after 6:30 p.m. shall receive a salary differential of 5%.

14.6 Payroll Deductions

During the term of this Agreement the Board shall, on notification from the bargaining unit employee, deduct and make appropriate remittance for all payroll deduction programs which are currently available to the Classified employees of the District at the time this Agreement is approved and ratified. The Board 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.

14.7 Longevity

An employee may receive up to four (4) longevity increments to be distributed in the following manner: An employee having served in any bargaining unit position or positions for a total of ten (10) years shall receive an additional increment of five percent (5%) at the commencement of the eleventh (11th) year of service. For each additional five (5) years of service the employee shall receive a five percent (5%) increment. For the purpose of computing longevity a year of service requires that the employee be assigned to a bargaining unit position for at least 75% of the regular work year for the position(s).

14.8 Uniforms/Safety Apparel and Equipment

The District shall pay full cost for the purchase, lease, or rental of uniforms and/or any other equipment or apparel required by the District to be worn or used by bargaining unit employees. The District shall provide six (6) uniforms per employee the first year that uniforms are required in a program and the equivalent of two (2) uniforms each

succeeding year of the contract. Earlier replacement of the uniform may be made if deemed necessary by the supervisor. Maintenance and cleaning costs of the uniforms shall be arranged and paid for by the employee.

14.9 Mileage

Any employee in the bargaining unit authorized to use his/her vehicle on District business shall be reimbursed at the IRS-approved rate for each mile driven on behalf of the District. The mileage computation shall include mileage necessary to return to the employee's job site after the completion of District business. An employee assigned to two or more job sites or holding two or more positions with less than 90 minutes between the ending time of one position shift and the start time of a different position shift and required to use his/her own vehicle for transportation between sites shall be reimbursed at the IRS-approved rate.

14.10 Extra Duty Pay for Maintenance Staff

Maintenance Staff members serve as the "call out" person for District emergencies. Employees will serve in this capacity for a period of one (1) week on a rotating basis and will be compensated at \$1.25 per hour for all assigned hours. Maintenance staff members, who volunteer for this extra duty, will have the District-owned cell phone in their possession and will respond to emergencies reported to them. If a reported emergency requires the employee to travel to a District site, the employee will be compensated as per Article 5.4-Callback Time.

14.11 Staff Development Pay Rate

State funded "buy back" staff development days for all eligible classified staff shall be paid at their regular hourly rate. Payment for participation shall be based upon participation in an approved staff development activity for a full day. A day, for this purpose, shall be considered six (6) hours. One day's activity may be increments of at least two (2) hours.

ARTICLE XV: CONCERTED ACTIVITIES

15.1 It is agreed and understood that there will be no strike, work stoppage, slow-down, or refusal or failure to fully and faithfully perform job functions and responsibilities, or other interference with the operations of the District by the Association 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.

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

15.3 It is agreed and understood that any employee violating this Article may be subject to discipline, up to and including termination by the District.

15.4 The District agrees not to lockout employees during the length of this Agreement.

15.5 It is understood that in the event this Article is violated the District shall be entitled to withdraw any rights, privileges or services provided for in this Agreement or in District policy from any employee or the Association.

ARTICLE XVI: EFFECTS OF LAYOFF

16.1 A “layoff” is the termination of an employee because of lack of work and/or a lack of funds. An employee may be laid off if:

16.1.1 A position is being eliminated and the employee has the least seniority in the classification.

16.1.2 The employee has been displaced (bumped) by an employee whose position was eliminated.

16.2 A “reemployment right” is the right to the next vacant position in a classification ahead of any person who is not higher by greater seniority on the reemployment list and ahead of all new applicants.

16.3 A “reemployment list” is a list of the employees who have been laid off, arranged in ranked order from the greatest to least seniority in the classification from which they were laid off, plus higher classifications.

16.4 A “bumping right” is the right when actually facing layoff to displace an employee.

Seniority

16.5 Length of service (seniority) shall be the only criterion used to effect layoffs. Length of service means first date of employment within the classification.

16.6 Seniority or length of service for layoff purposes shall be calculated on the basis of hire date in a particular classification plus higher classifications:

16.6.1 Time served prior to a break in service shall not be counted towards seniority, with the following exception: a break in service is disregarded and seniority credit for prior service is granted if an employee is reinstated, reemployed in regular status, or appointed to a regular position within 39 months after layoff while his/her name is on a reemployment list.

16.6.2 Time served as a substitute or short-term employee prior to regular appointment shall not count toward seniority in classification.

16.6.3 “Higher classifications” refers to service in any classification which receives a higher rate of pay than the classification being laid off. The basic salary range for a classification is the determining factor and not responsibility or longevity of individual employees.

16.7 In the event of a question of equal seniority where two or more employees have the same date of hire, layoff and reemployment shall be determined by use of the last four digits of the employee’s social security number with the highest number being the most senior of those with the same date.

16.8 Human Resources will maintain an updated seniority list of employees by first date of employment within all classifications served.

16.9 An employee may challenge his/her place on the seniority list by making objections in writing to the administrator in Human Resources who shall review the objections and conduct an audit and make the results known to CSEA and the employee prior to the effective date of any layoff involving the employee. If no such objection is received prior to layoff, the employee is considered to have waived his/her right to grieve.

Procedures

16.10 The District will give an employee no less than forty-five (45) calendar days notice prior to the effective date of their layoff. Such notices shall inform the employee of his/her displacement rights, if any, and reemployment rights.

16.11 Classified employees shall be laid off in inverse order of seniority by job classification. Employees who have been employed the shortest time in the classification plus higher classifications shall be laid off first.

16.12 An employee whose position has been eliminated may elect to displace (bump) employee(s) with less seniority. A permanent or probationary classified employee who is laid off from a classification and who has previous service in an equal or lower class shall have the right to bump employee(s), beginning with the least senior employee in that class without regard to work year calendar. It is the intent of the parties to collaborate in an effort to maintain the senior employee as whole as possible.

16.13 An employee shall be allowed to accept layoff and not exercise bumping rights if that is their preference.

16.14 No permanent or probationary classified employee shall be laid off from any position while employees serving under emergency, provisional, or substitute status are retained in positions of the same classification.

16.15 Vacation and compensatory time earned and unused at the time of layoff shall be computed and paid off with the final warrant due the employee. A laid-off employee shall continue to be covered by the current District paid fringe benefit program for three (3) months after the effective date of his/her layoff.

16.16 Employees to be laid off shall be permitted to use up to two (2) days of available personal necessity leave for the purpose of seeking other employment. If an individual has served in a prior class and the class has had a change in title, the individual shall have bumping rights to the re-titled position.

Reemployment

16.17 Employees who have been laid off are eligible for reemployment in the classification from which they were laid off for a period of 39 months from the effective date of layoff and shall be reemployed in the reverse order of layoff as vacancies become available.

16.18 Employees who have been laid off due to a lack of work or lack of funds are eligible for reemployment in preference to outside applicants not on the layoff and reemployment list. In addition, if employees on the layoff and reemployment list apply and meet the qualifications for an open or vacant position not previously held, those employees have the right of reemployment in preference to outside applicants not on the layoff and reemployment list.

16.19 Employees who have been laid off are responsible for maintaining a current address and phone number with Human Resources.

16.20 A reemployment list for each classification subject to layoffs will be established and maintained in Human Resources for at least 39 months or until exhausted, whichever is sooner.

16.21 The names of employees who are laid off will be placed on the reemployment list in accordance with length of service in the classification plus higher classifications and 16.6 above.

16.22 Persons on a reemployment list as a result of layoff will be reemployed over all other candidates for a position vacancy in the classification from which they were laid off.

16.23 Employees on reemployment lists shall be eligible for reemployment for a vacancy in which they are qualified, as provided for in the rules of the District. The employee would have to meet the qualifications at the time of reemployment when the position becomes available.

16.24 When a vacancy occurs in a classification for which a layoff reemployment list has been established, the senior employee will be notified and given an opportunity to accept the vacancy. This employee may decline the offer of employment and retain his/her position on the list. The offer will then be made to the next person on the list. An employee who has been laid off is eligible for rehire in a position without regard to the number of hours per week in the position as held at the time of the layoff. An employee who has been laid off may refuse the first bona fide offer of reemployment but the rejection of the second bona fide offer will constitute a waiver of the employee's statutory right to be on the reemployment list. A bona fide offer is an offer for the same number of hours or more per day without regard to work year calendar held prior to the layoff.

16.25 An employee who has been laid off for lack of work or lack of funds and who is on a layoff reemployment list may be employed as a substitute or short-term employee in this original classification or any other classification for which he/she qualifies and such employment shall in no manner jeopardize or otherwise affect his/her status or eligibility for reemployment. When practical, a qualified permanent or probationary employee who is to be laid off, may be offered a temporary, substitute, or short-term assignment available on or about the effective date of layoff. Reemployment rights shall not be affected.

Additionally, when practical, a permanent or probationary employee on the layoff and reemployment list shall be given preference over outside applicants for all temporary, substitute, or short-term assignments available.

16.26 A permanent employee who is laid off and is subsequently reemployed within 39 months shall have all rights and privileges restored. A probationary employee shall continue to serve out the remainder of the probationary period and shall also have all rights and privileges restored.

16.27 Sick leave hours earned and unused at the time of layoff shall be restored upon reemployment.

Demotion in Lieu of Layoff

16.28 In lieu of being laid off, an employee may elect demotion to a classification with a lower salary status in which he/she had previously obtained permanent status and for which he/she is still qualified, provided that the employee has more seniority in the classification than the incumbent employee. He/she shall be allowed to displace (bump) the employee with the least seniority with the same number of hours per week or closest to the same number or hours.

16.29 To be considered for demotion in lieu of layoff, an employee must notify the District in writing of such election not later than five (5) working days after receiving layoff notice and rights to demotion.

16.30 Any employee demoted pursuant to this section shall be placed on the step of the salary range of the classification to which he/she is demoted which is closest to, but not greater than, his/her present salary.

16.31 An employee displaced pursuant to this section shall have the same rights as persons laid off for lack of work or lack of funds.

16.32 Employees who have been laid off, who at the time of layoff took voluntary demotions or voluntary reductions in assigned time shall be, at the employee's option, returned to a position in their former classification or to a position with increased assigned time as vacancies become available for a period of 63 months from the effective date of layoff or reduction. Such employees shall be ranked in accordance with their seniority on the reemployment list.

Retirement in Lieu of Layoff

16.33 An employee who meets the qualifications may elect retirement under the Public Employees Retirement System (PERS) and shall be placed on an appropriate reemployment list. If an employee subsequently accepts, in writing, an appropriate vacant position within the period of 39 months, the District shall maintain the position until PERS has processed the request for reinstatement from retirement.

Miscellaneous

16.34 If it is determined that an employee has been improperly laid off and would have been otherwise entitled to employment, the employee shall be reemployed immediately upon discovery of the error. Seniority, step placement, vacation, and sick leave hours shall be reinstated as if there were no interruption in service.

ARTICLE XVII: FRINGE BENEFITS OF EARLY RETIREES

The District shall maintain an early retirement group dental and health benefit program for those employees who have attained the age of fifty-five (55) with fifteen (15) or more years of service. The District will pay an annual amount of fifteen hundred dollars (\$1,500.00) or the exact cost of the plan, whichever is less, until the retiree qualifies for Medicare.

ARTICLE XVIII: PROFESSIONAL GROWTH PROGRAM

18.1 Purpose of Program

18.1.1 The Professional Growth Program is designed to improve the job performance of classified employees and to provide training to gain new skills and abilities that enhance career development.

18.2 Professional Growth Increment Plan

18.2.1 The District shall offer all unit members a professional growth increment plan.

18.2.1.1 The plan shall provide incremental pay for unit members who attend approved professional growth activities. For those courses identified as District priority, an additional .1 per Professional Growth point will be granted.

18.2.1.2 The plan shall be voluntary.

18.2.2 Unit members completing a professional growth increment shall receive an additional 5% salary for each increment completed.

18.3 Nature of Activities and Professional Growth Units

18.3.1 One professional growth increment requires completion of fifteen (15) professional growth points and evidence of satisfactory service.

18.3.1.1 Professional growth points may be earned in the following ways:

Type of Course	Units Prof.	Growth Points
Community College	College or University	1 Quarter 2, 1 Semester 3
Adult Education	9 hours	1
Vocational/Trade School	9 hours	1
First Aid	4 hours	.5
CPR	4 hours	.5
Job Related Workshops	8 hours	1
Student Supervisor Training	24 hours	3 (one time)
Self-Directed Instruction	5 hours	.25
Professional Certificates	Varies	Varies
Leadership Activities in Prof. Organizations	1 year term	2

District Priority Points

English for Non-English Speakers	Varies	.1 per Professional Growth Point
Spanish for Non-Spanish Speakers	Varies	.1 per Professional Growth Point
District-adopted Software	Varies	.1 per Professional Growth Point

18.3.2.1 No more than one professional growth increment will be granted in any school year and no more than five total will be granted during tenure in the district. Professional growth increment(s) which have been awarded shall be applied after salary placement in new positions.

18.3.2.2 The fourth and fifth professional growth increment shall be in the priority area determined by the District for the employee's classification.

18.4 Approval Process

18.4.1 Prior approval (Appendix D) by the supervising administrator and the Associate Superintendent for Human Resources is required before taking any courses or attending any workshop or conference if credit is to be counted toward a professional growth increment. All activities shall be taken during non-working hours. All applicable fees shall be paid by employee. Vacation, Personal or compensatory time can be utilized, subject to prior approval by the site/program administrator.

18.4.1.1 Approval requests must be filed through the employee's immediate supervisor for review by the Assistant Superintendent for Human Resources. Denied requests by the supervising administrator may be appealed to the Assistant Superintendent for Human Resources.

18.4.1.2 College and community college course work must be verified by official transcripts and/or grade report. A passing grade on a pass/fail system, or at least a "C" grade, or achievement of a certificate, or a verification of hours is required for credit to be given for professional growth activities.

18.4.1.3 Approved Professional Growth requests must be completed within one year of approval date.

18.4.2 Records concerning the Professional Growth Incentive Program shall be maintained in the Human Resources Department.

18.5 Compensation for Professional Growth Increments

18.5.1 Earned increments shall be 5% each above the annual salary, and shall be paid in monthly increments for the contracted work year.

18.5.1.1 Unit members who work less than full-time or less than 12 calendar months in a school year shall be paid professional growth increments for which they qualify in proportion to the time worked as it relates to full-time 12 month.

18.5.2 Earned increments shall be granted beginning with the fiscal year following the earning of the increment units and upon certification of satisfactory service. Verification must be received in the Human Resources office prior to July 1.

18.5.3 If a unit member voluntarily terminates employment with the District for any reason and is subsequently reemployed, he or she shall not be entitled to professional growth increments previously earned.

18.5.3.1 Unit members returned to employment following a layoff or return to employment pursuant to Education Code sections 45192 or 45195 (rehire following disability) shall be entitled to reinstatement of all earned professional growth increments.

18.5.4 Professional growth activities occurring prior to an employee's beginning date of employment shall not be credited in this program.

18.5.5 Professional growth units and increments completed while in probationary status shall be credited, if earned in compliance with the approvals within this Article.

18.5.6 Professional growth activity required by a supervisor so that a unit member can perform his/her job responsibilities in a more satisfactory manner, and requested by the District, shall not be credited in this program.

18.6 Procedural matters relating to this Article are subject to the grievance procedure. Determinations as to the approval of points by the Assistant Superintendent for Human Resources are not subject to the grievance procedure.

ARTICLE XIX: RECLASSIFICATION

19.1 Definition: Reclassification is the changing of a position to a different classification as a result of changes of the duties being performed by the incumbent in such a position.

19.2 Reclassification Procedure: The primary purpose of the reclassification procedure shall be to ensure consistent review of duties contained in job descriptions and the work actually performed by employees.

19.3 Petition: Beginning November 1st through January 10th, the District will provide job reclassification questionnaires from the Human Resources Department. A unit member or his/her supervisor(s) may petition for a review of position classification through the submission of a "Job Reclassification Questionnaire" to the Human Resources Department and the Association no later than January 10th. The Assistant Superintendent for Human Resources shall determine if there exists justification to conduct a full study of a position. In evaluating the request for review, the Assistant Superintendent for Human Resources shall consider the following:

19.3.1 The level and nature of the duties and responsibilities the employee is regularly required to perform which are not covered by the job description.

19.3.2 How the employee came to be assigned duties and responsibilities not covered by the job description (i.e., expansion of the functions of the school or office or possession by the employee of special skills or abilities).

19.3.3 Comparison of the employee's actual duties as shown on the job description questionnaire with the duties shown on the job description.

19.3.4 Relation of described position to other positions within the bargaining unit.

19.3.5 Information given by the employee and the employee's supervisor to the Assistant Superintendent for Human Resources. The Assistant Superintendent for Human Resources or designee will meet with CSEA to discuss the reclassification requests and the decision to conduct a full study. Decisions of the Assistant Superintendent for Human Resources shall be communicated in writing to the petitioner and the Association by February 10 with the reason for the decision.

19.4 Appeals of the decision of the parties may be made to the Superintendent.

ARTICLE XX: CONDITIONS OF CONTRACT

20.1 This Agreement shall supersede any rules, regulations, or practices of the Board which shall be contrary to or inconsistent with its terms. The provisions of the Agreement shall be incorporated into and be considered part of the established policies of the Board of Education.

20.2 During the term of this Agreement, there is no obligation upon the parties involved to meet and negotiate with respect to any subject or matter whether referred to or covered in this Agreement or not even though each subject or matter may not have been within the knowledge or contemplation of either or both the District or the Association at the time they met and negotiated on and executed this Agreement. This Agreement shall constitute the full and complete commitment between both parties and shall supersede and cancel all previous Agreements, both written and oral.

20.3 This Agreement may be altered, changed, added to, deleted from, or modified only through the voluntary mutual consent of the parties in a written and signed amendment to this Agreement.

ARTICLE XXI: ASSOCIATION RIGHTS

21.1 The Association shall have the following rights in addition to the specific rights guaranteed by any other portion of this Agreement:

21.1.1 The right to access at reasonable times to areas in which unit members work, provided that such access occurs during non-duty times and does not interfere with a unit member's execution of assigned District duties and also provided that the Association representative gives notice to the immediate supervisor that he/she wishes to transact Association business on the job site.

21.1.2 The right to use institutional bulletin boards, mail boxes, and the use of the school mail system for the posting or transmission of information or notices concerning Association matters in situations which do not violate the private express statutes.

21.1.2.1 The Association shall not use the provision of this section to transmit or post notices that defame or ridicule the Board or its agents, nor shall the Association use such provisions to present a partisan view in a local elective process in which the District is a party without the mutual consent of the District.

21.1.2.2 The Association shall provide the Superintendent with a copy of notices and bulletins of a general nature at the time of posting and distributing.

21.1.3 The right to use institutional facilities, equipment and buildings under the Civic Center Act provisions, at reasonable times when not otherwise in use.

21.1.4 The right to be supplied annually with a complete roster of all bargaining unit members.

21.1.5 Upon written request, the right to receive a copy of any public budget or financial material.

21.1.6 The right to review non-confidential written material of the District that is reasonably related to the Association's role as the exclusive bargaining representative of the unit of employees covered by this Agreement.

21.1.7 All bargaining unit members shall be given a copy of the contract at their District new employee orientation meeting. Within sixty (60) days after the ratification of the contract by both the Association and the Board, the Board shall have available, upon request to the Human Resources office and without charge, a copy of the contract. In addition, a copy of the most recent ratified contract will be available from the Davis School District website (www.djUSD.net).

21.1.8 The Board agrees to provide the Association a paid leave of absence not to exceed a total of five (5) days for the purpose of an employee's (or employees') attendance at the State CSEA Convention. The Association shall reimburse the District for the cost of any necessary substitutes.

21.1.9 The Board agrees to provide a reasonable number of Association representatives reasonable periods of compensated release time for meeting and negotiating and processing grievances.

21.1.9.1 For purposes of release time, the number of Association representatives assisting a grievant in presenting a grievance shall be restricted to those immediately necessary, normally not to exceed one.

21.1.9.2 For purposes of release time, no more than one ad hoc representative, i.e. an individual not appearing as a witness, may be present at a grievance or unfair hearing.

21.1.10 The right to be supplied annually, by April 1st, current seniority lists for all classifications in the bargaining unit. Any challenge to the seniority lists shall be filed by the unit member and the Association by April 15th.

21.1.11 The Board will grant release time for the Chapter President or designee to attend District organized orientation(s) for new Classified Employee hires. The Board will notify the Association of all new hires in the

bargaining unit within 30 days of hire, including but not limited to their names, last four numbers of their social security numbers, home addresses, work address, work phone numbers, home phone numbers, work site location and job title.

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION Chapter 572

By _____

Date _____

DAVIS JOINT UNIFIED SCHOOL DISTRICT

By _____

Date _____



DAVIS JOINT UNIFIED SCHOOL DISTRICT

Personnel Services

526 B Street • Davis, CA 95616 (530) 757-5300 x 105

Classified Special Job Classes and Substitute Rates

Effective July 1 2019

	Range	Sub Rate
Business Services		
Accounting Technician I	23	\$15.22
Accounting Technician II	34	\$19.93
Accounting Technician III	36	\$20.92

	Range	Sub Rate
Office Support Services		
Customer Service Representative	23	\$15.22
Coordinator of Assessment Testing Programs	28	\$17.22
Communications Specialist	36	\$20.92
Database Analyst	36	\$20.92
District Department Administrative Assistant	29	\$17.62
Enrollment Specialist	28	\$17.22
Human Resources Technician	32	\$18.98
Administrative Assistant I	21	\$14.50
Administrative Assistant II	23	\$15.22
Administrative Assistant III	26	\$16.40
Site Administrative Assistant I	28	\$17.22
Site Administrative Assistant II	29	\$17.62

	Range	Sub Rate
Student Nutrition Services		
Central Kitchen Chef	25	\$15.83
Food Preparation II	17	\$13.03
Food Preparation I	12	\$12.12
Food Preparation II	17	\$13.15
Kitchen Manager I	14	\$12.24
Kitchen Manager II	23	\$15.22
Kitchen Manager III	26	\$16.40
Lead Warehouseman	23	\$15.22

	Range	Sub Rate
Maintenance & Operations Services		
Custodian	19	\$13.81
Custodian Team Leader I	23	\$15.22
Custodian Team Leader II	26	\$16.40
Custodian Team Leader III	30	\$18.08
Groundskeeper	21	\$14.50
Grounds Specialist I	25	\$15.98
Grounds Specialist III-Irrigation	29	\$17.62
Grounds Team Leader	29	\$17.62
Maintenance Specialist II	28	\$17.22
Maintenance Specialist III-(Trade)	34	\$19.93
Warehousing/Distribution Coordinator	25	\$15.98

	Range	Sub Rate
Student Support Services		
Academic Center Supervisor	32	\$18.98
Behavior Intervention Specialist	55	\$33.22
Campus Safety Coordinator	23	\$15.22
Campus Safety Supervisor	19	\$13.81
College & Career Specialist	26	\$13.49
Davis Adult School Coordinator	23	\$15.22
Health Aide/LVN	31	\$18.51
Information Technology Specialist I	34	\$19.93
Information Technology Specialist II	36	\$20.92
Information Technology Specialist III	38	\$21.97
Instructional Computer Specialist	23	\$15.22
Interpreter I	27	\$16.78
Interpreter II	42	\$24.22
Internship Specialist	29	\$17.62
Library Technician I	23	\$15.22
Library Technician II	25	\$15.98
Occupational Therapist	55	\$33.22
Paraeducator (Children's Center)	14	\$12.24
Paraeducator I	14	\$12.24
Paraeducator I-Bilingual	15	\$12.53
Paraeducator II	16	\$12.85
Paraeducator III	23	\$15.22
Paraeducator III-Bilingual	23	\$15.22
Publications Coordinator	28	\$17.22
School Community Liaison	34	\$19.93
Student Success Center Coordinator	30	\$18.08
Student Success and Program Supervisor	30	\$18.08
Systems Administrator/Programmer	53	\$31.64

	Range	Sub Rate
Special Job Classes (Hourly)		
CBET	23	\$15.22
Childcare	14	\$12.24
General Classified Assistant I	12	\$12.12
General Classified Assistant II	17	\$13.15
Playground Aide; Bus Monitor	12	\$12.12
Summer School Registrar	23	\$15.22
Summer School Assistant	23	\$15.22
Tutor; Homework Club; AVID	14	\$12.24
Work Experience Student		\$12.12
Interpretator/Translator Rate (Rate or 5% Differential)		\$27.00

Board approved: 8/15/2019



DAVIS JOINT UNIFIED SCHOOL DISTRICT
Human Resources
 526 B Street • Davis, CA 95616 (530) 757-5300 x 105

Classified Salary Schedule Rates by Position Classification Range
 Effective July 1 2019

Range		A	B	C	D	E	F	LGI	LGII	LGIII	LGIV	Other Creditable Earnings						Sub \$
8	M	2,109	2,109	2,109	2,184	2,293	2,408	2,528	2,654	2,787	2,926	3,072	3,226	3,387	3,556	3,734	3,921	12.12
	H	12.12	12.12	12.12	12.55	13.18	13.84	14.53	15.25	16.02	16.82	17.66	18.54	19.47	20.44	21.46	22.53	
	OT	18.18	18.18	18.18	18.83	19.77	20.76	21.80	22.88	24.03	25.23	26.49	27.81	29.21	30.66	32.19	33.80	
9	M	2,109	2,109	2,129	2,235	2,347	2,464	2,587	2,716	2,852	2,995	3,145	3,302	3,467	3,640	3,822	4,013	12.12
	H	12.12	12.12	12.24	12.84	13.49	14.16	14.87	15.61	16.39	17.21	18.07	18.98	19.93	20.92	21.97	23.06	
	OT	18.18	18.18	18.36	19.26	20.24	21.24	22.31	23.42	24.59	25.82	27.11	28.47	29.90	31.38	32.96	34.59	
10	M	2,109	2,109	2,184	2,293	2,408	2,528	2,654	2,787	2,926	3,072	3,226	3,387	3,556	3,734	3,921	4,117	12.12
	H	12.12	12.12	12.55	13.18	13.84	14.53	15.25	16.02	16.82	17.66	18.54	19.47	20.44	21.46	22.53	23.66	
	OT	18.18	18.18	18.83	19.77	20.76	21.80	22.88	24.03	25.23	26.49	27.81	29.21	30.66	32.19	33.80	35.49	
11	M	2,109	2,129	2,235	2,347	2,464	2,587	2,716	2,852	2,995	3,145	3,302	3,467	3,640	3,822	4,013	4,214	12.12
	H	12.12	12.24	12.84	13.49	14.16	14.87	15.61	16.39	17.21	18.07	18.98	19.93	20.92	21.97	23.06	24.22	
	OT	18.18	18.36	19.26	20.24	21.24	22.31	23.42	24.59	25.82	27.11	28.47	29.90	31.38	32.96	34.59	36.33	
12	M	2,109	2,184	2,293	2,408	2,528	2,654	2,787	2,926	3,072	3,226	3,387	3,556	3,734	3,921	4,117	4,323	12.12
	H	12.12	12.55	13.18	13.84	14.53	15.25	16.02	16.82	17.66	18.54	19.47	20.44	21.46	22.53	23.66	24.84	
	OT	18.18	18.83	19.77	20.76	21.80	22.88	24.03	25.23	26.49	27.81	29.21	30.66	32.19	33.80	35.49	37.26	
13	M	2,129	2,235	2,347	2,464	2,587	2,716	2,852	2,995	3,145	3,302	3,467	3,640	3,822	4,013	4,214	4,425	12.12
	H	12.24	12.84	13.49	14.16	14.87	15.61	16.39	17.21	18.07	18.98	19.93	20.92	21.97	23.06	24.22	25.43	
	OT	18.36	19.26	20.24	21.24	22.31	23.42	24.59	25.82	27.11	28.47	29.90	31.38	32.96	34.59	36.33	38.15	
14	M	2,184	2,293	2,408	2,528	2,654	2,787	2,926	3,072	3,226	3,387	3,556	3,734	3,921	4,117	4,323	4,539	12.24
	H	12.55	13.18	13.84	14.53	15.25	16.02	16.82	17.66	18.54	19.47	20.44	21.46	22.53	23.66	24.84	26.09	
	OT	18.83	19.77	20.76	21.80	22.88	24.03	25.23	26.49	27.81	29.21	30.66	32.19	33.80	35.49	37.26	39.14	
15	M	2,235	2,347	2,464	2,587	2,716	2,852	2,995	3,145	3,302	3,467	3,640	3,822	4,013	4,214	4,425	4,646	12.52
	H	12.84	13.49	14.16	14.87	15.61	16.39	17.21	18.07	18.98	19.93	20.92	21.97	23.06	24.22	25.43	26.70	
	OT	19.26	20.24	21.24	22.31	23.42	24.59	25.82	27.11	28.47	29.90	31.38	32.96	34.59	36.33	38.15	40.05	
16	M	2,293	2,408	2,528	2,654	2,787	2,926	3,072	3,226	3,387	3,556	3,734	3,921	4,117	4,323	4,539	4,766	12.85
	H	13.18	13.84	14.53	15.25	16.02	16.82	17.66	18.54	19.47	20.44	21.46	22.53	23.66	24.84	26.09	27.39	
	OT	19.77	20.76	21.80	22.88	24.03	25.23	26.49	27.81	29.21	30.66	32.19	33.80	35.49	37.26	39.14	41.09	
17	M	2,347	2,464	2,587	2,716	2,852	2,995	3,145	3,302	3,467	3,640	3,822	4,013	4,214	4,425	4,646	4,878	13.15
	H	13.49	14.16	14.87	15.61	16.39	17.21	18.07	18.98	19.93	20.92	21.97	23.06	24.22	25.43	26.70	28.03	
	OT	20.24	21.24	22.31	23.42	24.59	25.82	27.11	28.47	29.90	31.38	32.96	34.59	36.33	38.15	40.05	42.05	
18	M	2,408	2,528	2,654	2,787	2,926	3,072	3,226	3,387	3,556	3,734	3,921	4,117	4,323	4,539	4,766	5,004	13.49
	H	13.84	14.53	15.25	16.02	16.82	17.66	18.54	19.47	20.44	21.46	22.53	23.66	24.84	26.09	27.39	28.76	
	OT	20.76	21.80	22.88	24.03	25.23	26.49	27.81	29.21	30.66	32.19	33.80	35.49	37.26	39.14	41.09	43.14	
19	M	2,464	2,587	2,716	2,852	2,995	3,145	3,302	3,467	3,640	3,822	4,013	4,214	4,425	4,646	4,878	5,122	13.81
	H	14.16	14.87	15.61	16.39	17.21	18.07	18.98	19.93	20.92	21.97	23.06	24.22	25.43	26.70	28.03	29.44	
	OT	21.24	22.31	23.42	24.59	25.82	27.11	28.47	29.90	31.38	32.96	34.59	36.33	38.15	40.05	42.05	44.16	
20	M	2,528	2,654	2,787	2,926	3,072	3,226	3,387	3,556	3,734	3,921	4,117	4,323	4,539	4,766	5,004	5,254	14.17
	H	14.53	15.25	16.02	16.82	17.66	18.54	19.47	20.44	21.46	22.53	23.66	24.84	26.09	27.39	28.76	30.20	
	OT	21.80	22.88	24.03	25.23	26.49	27.81	29.21	30.66	32.19	33.80	35.49	37.26	39.14	41.09	43.14	45.30	
21	M	2,587	2,716	2,852	2,995	3,145	3,302	3,467	3,640	3,822	4,013	4,214	4,425	4,646	4,878	5,122	5,378	14.50
	H	14.87	15.61	16.39	17.21	18.07	18.98	19.93	20.92	21.97	23.06	24.22	25.43	26.70	28.03	29.44	30.91	
	OT	22.31	23.42	24.59	25.82	27.11	28.47	29.90	31.38	32.96	34.59	36.33	38.15	40.05	42.05	44.16	46.37	
22	M	2,654	2,787	2,926	3,072	3,226	3,387	3,556	3,734	3,921	4,117	4,323	4,539	4,766	5,004	5,254	5,517	14.87
	H	15.25	16.02	16.82	17.66	18.54	19.47	20.44	21.46	22.53	23.66	24.84	26.09	27.39	28.76	30.20	31.71	
	OT	22.88	24.03	25.23	26.49	27.81	29.21	30.66	32.19	33.80	35.49	37.26	39.14	41.09	43.14	45.30	47.57	
23	M	2,716	2,852	2,995	3,145	3,302	3,467	3,640	3,822	4,013	4,214	4,425	4,646	4,878	5,122	5,378	5,647	15.22
	H	15.61	16.39	17.21	18.07	18.98	19.93	20.92	21.97	23.06	24.22	25.43	26.70	28.03	29.44	30.91	32.45	
	OT	23.42	24.59	25.82	27.11	28.47	29.90	31.38	32.96	34.59	36.33	38.15	40.05	42.05	44.16	46.37	48.68	
24	M	2,787	2,926	3,072	3,226	3,387	3,556	3,734	3,921	4,117	4,323	4,539	4,766	5,004	5,254	5,517	5,793	15.62
	H	16.02	16.82	17.66	18.54	19.47	20.44	21.46	22.53	23.66	24.84	26.09	27.39	28.76	30.20	31.71	33.29	
	OT	24.03	25.23	26.49	27.81	29.21	30.66	32.19	33.80	35.49	37.26	39.14	41.09	43.14	45.30	47.57	49.94	
25	M	2,852	2,995	3,145	3,302	3,467	3,640	3,822	4,013	4,214	4,425	4,646	4,878	5,122	5,378	5,647	5,929	15.98
	H	16.39	17.21	18.07	18.98	19.93	20.92	21.97	23.06	24.22	25.43	26.70	28.03	29.44	30.91	32.45	34.07	
	OT	24.59	25.82	27.11	28.47	29.90	31.38	32.96	34.59	36.33	38.15	40.05	42.05	44.16	46.37	48.68	51.11	



DAVIS JOINT UNIFIED SCHOOL DISTRICT
Human Resources
 526 B Street • Davis, CA 95616 (530) 757-5300 x 105

Classified Salary Schedule Rates by Position Classification Range
 Effective July 1 2019

Range		A	B	C	D	E	F	LGI	LGII	LGIII	LGIV	Other Creditable Earnings						Sub \$
26	M	2,926	3,072	3,226	3,387	3,556	3,734	3,921	4,117	4,323	4,539	4,766	5,004	5,254	5,517	5,793	6,083	16.40
	H	16.82	17.66	18.54	19.47	20.44	21.46	22.53	23.66	24.84	26.09	27.39	28.76	30.20	31.71	33.29	34.96	
	OT	25.23	26.49	27.81	29.21	30.66	32.19	33.80	35.49	37.26	39.14	41.09	43.14	45.30	47.57	49.94	52.44	
27	M	2,995	3,145	3,302	3,467	3,640	3,822	4,013	4,214	4,425	4,646	4,878	5,122	5,378	5,647	5,929	6,225	16.78
	H	17.21	18.07	18.98	19.93	20.92	21.97	23.06	24.22	25.43	26.70	28.03	29.44	30.91	32.45	34.07	35.78	
	OT	25.82	27.11	28.47	29.90	31.38	32.96	34.59	36.33	38.15	40.05	42.05	44.16	46.37	48.68	51.11	53.67	
28	M	3,072	3,226	3,387	3,556	3,734	3,921	4,117	4,323	4,539	4,766	5,004	5,254	5,517	5,793	6,083	6,387	17.22
	H	17.66	18.54	19.47	20.44	21.46	22.53	23.66	24.84	26.09	27.39	28.76	30.20	31.71	33.29	34.96	36.71	
	OT	26.49	27.81	29.21	30.66	32.19	33.80	35.49	37.26	39.14	41.09	43.14	45.30	47.57	49.94	52.44	55.07	
29	M	3,145	3,302	3,467	3,640	3,822	4,013	4,214	4,425	4,646	4,878	5,122	5,378	5,647	5,929	6,225	6,536	17.62
	H	18.07	18.98	19.93	20.92	21.97	23.06	24.22	25.43	26.70	28.03	29.44	30.91	32.45	34.07	35.78	37.56	
	OT	27.11	28.47	29.90	31.38	32.96	34.59	36.33	38.15	40.05	42.05	44.16	46.37	48.68	51.11	53.67	56.34	
30	M	3,226	3,387	3,556	3,734	3,921	4,117	4,323	4,539	4,766	5,004	5,254	5,517	5,793	6,083	6,387	6,706	18.08
	H	18.54	19.47	20.44	21.46	22.53	23.66	24.84	26.09	27.39	28.76	30.20	31.71	33.29	34.96	36.71	38.54	
	OT	27.81	29.21	30.66	32.19	33.80	35.49	37.26	39.14	41.09	43.14	45.30	47.57	49.94	52.44	55.07	57.81	
31	M	3,302	3,467	3,640	3,822	4,013	4,214	4,425	4,646	4,878	5,122	5,378	5,647	5,929	6,225	6,536	6,863	18.51
	H	18.98	19.93	20.92	21.97	23.06	24.22	25.43	26.70	28.03	29.44	30.91	32.45	34.07	35.78	37.56	39.44	
	OT	28.47	29.90	31.38	32.96	34.59	36.33	38.15	40.05	42.05	44.16	46.37	48.68	51.11	53.67	56.34	59.16	
32	M	3,387	3,556	3,734	3,921	4,117	4,323	4,539	4,766	5,004	5,254	5,517	5,793	6,083	6,387	6,706	7,041	18.98
	H	19.47	20.44	21.46	22.53	23.66	24.84	26.09	27.39	28.76	30.20	31.71	33.29	34.96	36.71	38.54	40.47	
	OT	29.21	30.66	32.19	33.80	35.49	37.26	39.14	41.09	43.14	45.30	47.57	49.94	52.44	55.07	57.81	60.71	
33	M	3,467	3,640	3,822	4,013	4,214	4,425	4,646	4,878	5,122	5,378	5,647	5,929	6,225	6,536	6,863	7,206	19.43
	H	19.93	20.92	21.97	23.06	24.22	25.43	26.70	28.03	29.44	30.91	32.45	34.07	35.78	37.56	39.44	41.41	
	OT	29.90	31.38	32.96	34.59	36.33	38.15	40.05	42.05	44.16	46.37	48.68	51.11	53.67	56.34	59.16	62.12	
34	M	3,556	3,734	3,921	4,117	4,323	4,539	4,766	5,004	5,254	5,517	5,793	6,083	6,387	6,706	7,041	7,393	19.93
	H	20.44	21.46	22.53	23.66	24.84	26.09	27.39	28.76	30.20	31.71	33.29	34.96	36.71	38.54	40.47	42.49	
	OT	30.66	32.19	33.80	35.49	37.26	39.14	41.09	43.14	45.30	47.57	49.94	52.44	55.07	57.81	60.71	63.74	
35	M	3,640	3,822	4,013	4,214	4,425	4,646	4,878	5,122	5,378	5,647	5,929	6,225	6,536	6,863	7,206	7,566	20.40
	H	20.92	21.97	23.06	24.22	25.43	26.70	28.03	29.44	30.91	32.45	34.07	35.78	37.56	39.44	41.41	43.49	
	OT	31.38	32.96	34.59	36.33	38.15	40.05	42.05	44.16	46.37	48.68	51.11	53.67	56.34	59.16	62.12	65.24	
36	M	3,734	3,921	4,117	4,323	4,539	4,766	5,004	5,254	5,517	5,793	6,083	6,387	6,706	7,041	7,393	7,763	20.92
	H	21.46	22.53	23.66	24.84	26.09	27.39	28.76	30.20	31.71	33.29	34.96	36.71	38.54	40.47	42.49	44.62	
	OT	32.19	33.80	35.49	37.26	39.14	41.09	43.14	45.30	47.57	49.94	52.44	55.07	57.81	60.71	63.74	66.93	
37	M	3,822	4,013	4,214	4,425	4,646	4,878	5,122	5,378	5,647	5,929	6,225	6,536	6,863	7,206	7,566	7,945	21.42
	H	21.97	23.06	24.22	25.43	26.70	28.03	29.44	30.91	32.45	34.07	35.78	37.56	39.44	41.41	43.49	45.66	
	OT	32.96	34.59	36.33	38.15	40.05	42.05	44.16	46.37	48.68	51.11	53.67	56.34	59.16	62.12	65.24	68.49	
38	M	3,921	4,117	4,323	4,539	4,766	5,004	5,254	5,517	5,793	6,083	6,387	6,706	7,041	7,393	7,763	8,151	21.97
	H	22.53	23.66	24.84	26.09	27.39	28.76	30.20	31.71	33.29	34.96	36.71	38.54	40.47	42.49	44.62	46.85	
	OT	33.80	35.49	37.26	39.14	41.09	43.14	45.30	47.57	49.94	52.44	55.07	57.81	60.71	63.74	66.93	70.28	
39	M	4,013	4,214	4,425	4,646	4,878	5,122	5,378	5,647	5,929	6,225	6,536	6,863	7,206	7,566	7,945	8,342	22.48
	H	23.06	24.22	25.43	26.70	28.03	29.44	30.91	32.45	34.07	35.78	37.56	39.44	41.41	43.49	45.66	47.94	
	OT	34.59	36.33	38.15	40.05	42.05	44.16	46.37	48.68	51.11	53.67	56.34	59.16	62.12	65.24	68.49	71.91	
40	M	4,117	4,323	4,539	4,766	5,004	5,254	5,517	5,793	6,083	6,387	6,706	7,041	7,393	7,763	8,151	8,559	23.07
	H	23.66	24.84	26.09	27.39	28.76	30.20	31.71	33.29	34.96	36.71	38.54	40.47	42.49	44.62	46.85	49.19	
	OT	35.49	37.26	39.14	41.09	43.14	45.30	47.57	49.94	52.44	55.07	57.81	60.71	63.74	66.93	70.28	73.79	
41	M	4,214	4,425	4,646	4,878	5,122	5,378	5,647	5,929	6,225	6,536	6,863	7,206	7,566	7,945	8,342	8,759	23.61
	H	24.22	25.43	26.70	28.03	29.44	30.91	32.45	34.07	35.78	37.56	39.44	41.41	43.49	45.66	47.94	50.34	
	OT	36.33	38.15	40.05	42.05	44.16	46.37	48.68	51.11	53.67	56.34	59.16	62.12	65.24	68.49	71.91	75.51	
42	M	4,323	4,539	4,766	5,004	5,254	5,517	5,793	6,083	6,387	6,706	7,041	7,393	7,763	8,151	8,559	8,987	24.22
	H	24.84	26.09	27.39	28.76	30.20	31.71	33.29	34.96	36.71	38.54	40.47	42.49	44.62	46.85	49.19	51.65	
	OT	37.26	39.14	41.09	43.14	45.30	47.57	49.94	52.44	55.07	57.81	60.71	63.74	66.93	70.28	73.79	77.48	
43	M	4,425	4,646	4,878	5,122	5,378	5,647	5,929	6,225	6,536	6,863	7,206	7,566	7,945	8,342	8,759	9,197	24.79
	H	25.43	26.70	28.03	29.44	30.91	32.45	34.07	35.78	37.56	39.44	41.41	43.49	45.66	47.94	50.34	52.86	
	OT	38.15	40.05	42.05	44.16	46.37	48.68	51.11	53.67	56.34	59.16	62.12	65.24	68.49	71.91	75.51	79.29	



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Classified Salary Schedule Rates by Position Classification Range
 Effective July 1 2019

Range		A	B	C	D	E	F	LGI	LGII	LGIII	LGIV	Other Creditable Earnings					Sub \$	
44	M	4,539	4,766	5,004	5,254	5,517	5,793	6,083	6,387	6,706	7,041	7,393	7,763	8,151	8,559	8,987	9,436	25.44
	H	26.09	27.39	28.76	30.20	31.71	33.29	34.96	36.71	38.54	40.47	42.49	44.62	46.85	49.19	51.65	54.23	
	OT	39.14	41.09	43.14	45.30	47.57	49.94	52.44	55.07	57.81	60.71	63.74	66.93	70.28	73.79	77.48	81.35	
45	M	4,646	4,878	5,122	5,378	5,647	5,929	6,225	6,536	6,863	7,206	7,566	7,945	8,342	8,759	9,197	9,657	26.03
	H	26.70	28.03	29.44	30.91	32.45	34.07	35.78	37.56	39.44	41.41	43.49	45.66	47.94	50.34	52.86	55.50	
	OT	40.05	42.05	44.16	46.37	48.68	51.11	53.67	56.34	59.16	62.12	65.24	68.49	71.91	75.51	79.29	83.25	
46	M	4,766	5,004	5,254	5,517	5,793	6,083	6,387	6,706	7,041	7,393	7,763	8,151	8,559	8,987	9,436	9,908	26.71
	H	27.39	28.76	30.20	31.71	33.29	34.96	36.71	38.54	40.47	42.49	44.62	46.85	49.19	51.65	54.23	56.94	
	OT	41.09	43.14	45.30	47.57	49.94	52.44	55.07	57.81	60.71	63.74	66.93	70.28	73.79	77.48	81.35	85.41	
47	M	4,878	5,122	5,378	5,647	5,929	6,225	6,536	6,863	7,206	7,566	7,945	8,342	8,759	9,197	9,657	10,140	27.33
	H	28.03	29.44	30.91	32.45	34.07	35.78	37.56	39.44	41.41	43.49	45.66	47.94	50.34	52.86	55.50	58.27	
	OT	42.05	44.16	46.37	48.68	51.11	53.67	56.34	59.16	62.12	65.24	68.49	71.91	75.51	79.29	83.25	87.41	
48	M	5,004	5,254	5,517	5,793	6,083	6,387	6,706	7,041	7,393	7,763	8,151	8,559	8,987	9,436	9,908	10,403	28.04
	H	28.76	30.20	31.71	33.29	34.96	36.71	38.54	40.47	42.49	44.62	46.85	49.19	51.65	54.23	56.94	59.79	
	OT	43.14	45.30	47.57	49.94	52.44	55.07	57.81	60.71	63.74	66.93	70.28	73.79	77.48	81.35	85.41	89.69	
49	M	5,122	5,378	5,647	5,929	6,225	6,536	6,863	7,206	7,566	7,945	8,342	8,759	9,197	9,657	10,140	10,647	28.70
	H	29.44	30.91	32.45	34.07	35.78	37.56	39.44	41.41	43.49	45.66	47.94	50.34	52.86	55.50	58.27	61.19	
	OT	44.16	46.37	48.68	51.11	53.67	56.34	59.16	62.12	65.24	68.49	71.91	75.51	79.29	83.25	87.41	91.79	
50	M	5,254	5,517	5,793	6,083	6,387	6,706	7,041	7,393	7,763	8,151	8,559	8,987	9,436	9,908	10,403	10,923	29.45
	H	30.20	31.71	33.29	34.96	36.71	38.54	40.47	42.49	44.62	46.85	49.19	51.65	54.23	56.94	59.79	62.78	
	OT	45.30	47.57	49.94	52.44	55.07	57.81	60.71	63.74	66.93	70.28	73.79	77.48	81.35	85.41	89.69	94.17	
51	M	5,378	5,647	5,929	6,225	6,536	6,863	7,206	7,566	7,945	8,342	8,759	9,197	9,657	10,140	10,647	11,179	30.14
	H	30.91	32.45	34.07	35.78	37.56	39.44	41.41	43.49	45.66	47.94	50.34	52.86	55.50	58.27	61.19	64.25	
	OT	46.37	48.68	51.11	53.67	56.34	59.16	62.12	65.24	68.49	71.91	75.51	79.29	83.25	87.41	91.79	96.38	
52	M	5,517	5,793	6,083	6,387	6,706	7,041	7,393	7,763	8,151	8,559	8,987	9,436	9,908	10,403	10,923	11,470	30.92
	H	31.71	33.29	34.96	36.71	38.54	40.47	42.49	44.62	46.85	49.19	51.65	54.23	56.94	59.79	62.78	65.92	
	OT	47.57	49.94	52.44	55.07	57.81	60.71	63.74	66.93	70.28	73.79	77.48	81.35	85.41	89.69	94.17	98.88	
53	M	5,647	5,929	6,225	6,536	6,863	7,206	7,566	7,945	8,342	8,759	9,197	9,657	10,140	10,647	11,179	11,738	31.64
	H	32.45	34.07	35.78	37.56	39.44	41.41	43.49	45.66	47.94	50.34	52.86	55.50	58.27	61.19	64.25	67.46	
	OT	48.68	51.11	53.67	56.34	59.16	62.12	65.24	68.49	71.91	75.51	79.29	83.25	87.41	91.79	96.38	101.19	
54	M	5,793	6,083	6,387	6,706	7,041	7,393	7,763	8,151	8,559	8,987	9,436	9,908	10,403	10,923	11,470	12,043	32.46
	H	33.29	34.96	36.71	38.54	40.47	42.49	44.62	46.85	49.19	51.65	54.23	56.94	59.79	62.78	65.92	69.21	
	OT	49.94	52.44	55.07	57.81	60.71	63.74	66.93	70.28	73.79	77.48	81.35	85.41	89.69	94.17	98.88	103.82	
55	M	5,929	6,225	6,536	6,863	7,206	7,566	7,945	8,342	8,759	9,197	9,657	10,140	10,647	11,179	11,738	12,325	33.22
	H	34.07	35.78	37.56	39.44	41.41	43.49	45.66	47.94	50.34	52.86	55.50	58.27	61.19	64.25	67.46	70.83	
	OT	51.11	53.67	56.34	59.16	62.12	65.24	68.49	71.91	75.51	79.29	83.25	87.41	91.79	96.38	101.19	106.25	
56	M	6,083	6,387	6,706	7,041	7,393	7,763	8,151	8,559	8,987	9,436	9,908	10,403	10,923	11,470	12,043	12,645	34.09
	H	34.96	36.71	38.54	40.47	42.49	44.62	46.85	49.19	51.65	54.23	56.94	59.79	62.78	65.92	69.21	72.67	
	OT	52.44	55.07	57.81	60.71	63.74	66.93	70.28	73.79	77.48	81.35	85.41	89.69	94.17	98.88	103.82	109.01	
57	M	6,225	6,536	6,863	7,206	7,566	7,945	8,342	8,759	9,197	9,657	10,140	10,647	11,179	11,738	12,325	12,941	34.89
	H	35.78	37.56	39.44	41.41	43.49	45.66	47.94	50.34	52.86	55.50	58.27	61.19	64.25	67.46	70.83	74.37	
	OT	53.67	56.34	59.16	62.12	65.24	68.49	71.91	75.51	79.29	83.25	87.41	91.79	96.38	101.19	106.25	111.56	
58	M	6,387	6,706	7,041	7,393	7,763	8,151	8,559	8,987	9,436	9,908	10,403	10,923	11,470	12,043	12,645	13,277	35.79
	H	36.71	38.54	40.47	42.49	44.62	46.85	49.19	51.65	54.23	56.94	59.79	62.78	65.92	69.21	72.67	76.31	
	OT	55.07	57.81	60.71	63.74	66.93	70.28	73.79	77.48	81.35	85.41	89.69	94.17	98.88	103.82	109.01	114.47	
59	M	6,536	6,863	7,206	7,566	7,945	8,342	8,759	9,197	9,657	10,140	10,647	11,179	11,738	12,325	12,941	13,588	36.62
	H	37.56	39.44	41.41	43.49	45.66	47.94	50.34	52.86	55.50	58.27	61.19	64.25	67.46	70.83	74.37	78.09	
	OT	56.34	59.16	62.12	65.24	68.49	71.91	75.51	79.29	83.25	87.41	91.79	96.38	101.19	106.25	111.56	117.14	
60	M	6,706	7,041	7,393	7,763	8,151	8,559	8,987	9,436	9,908	10,403	10,923	11,470	12,043	12,645	13,277	13,941	37.58
	H	38.54	40.47	42.49	44.62	46.85	49.19	51.65	54.23	56.94	59.79	62.78	65.92	69.21	72.67	76.31	80.12	
	OT	57.81	60.71	63.74	66.93	70.28	73.79	77.48	81.35	85.41	89.69	94.17	98.88	103.82	109.01	114.47	120.18	
61	M	6,863	7,206	7,566	7,945	8,342	8,759	9,197	9,657	10,140	10,647	11,179	11,738	12,325	12,941	13,588	14,268	38.45
	H	39.44	41.41	43.49	45.66	47.94	50.34	52.86	55.50	58.27	61.19	64.25	67.46	70.83	74.37	78.09	82.00	
	OT	59.16	62.12	65.24	68.49	71.91	75.51	79.29	83.25	87.41	91.79	96.38	101.19	106.25	111.56	117.14	123.00	

DAVIS JOINT UNIFIED SCHOOL DISTRICT

School Year Calendar

2018-2019

July					August					September				
2	3	☼4	5	6			1	2	3	☼3	4	5	6	7
9	10	11	12	13	6	7	8	9	10	10	11	12	13	14
16	17	18	19	20	13	14	15	16	17	17	18	19	20	21
23	24	25	26	27	20	21	22	23	❖24	24	25	26	27	28
30	31				✍27	✍28	☾29	30	31					
October					November					December				
1	2	3	4	5				1	2	3	4	5	6	7
8	9	10	11	12	Σ 5	6	7	8	9	10	11	12	13	14
15	16	17	18	19	☼12	13	14	15	16	17	18	19	20	21
22	23	24	25	26	19	20	21	☼22	◇23	◇24	☼25	◇26	◇27	◇28
29	30	31			26	27	28	29	30	31				
January					February					March				
	☼1	2	3	4					1					1
£ 7	8	9	10	11	4	5	6	7	8	4	5	6	7	8
14	15	16	17	18	◇11	12	13	14	15	11	12	13	14	15
☼21	22	23	24	25	☼18	19	20	21	22	18	19	20	21	22
ψ 28	29	30	31		25	26	27	28		25	26	27	28	29
April					May					June				
1	2	3	4	5			1	2	3	3	4	5	6	7
8	9	10	11	12	6	7	8	9	10	10	11	12	✳13	✍14
15	16	17	18	19	13	14	15	16	17	17	18	19	20	21
22	23	24	25	26	20	21	22	23	24	24	25	26	27	28
29	30				☼27	28	29	30	31					

❖ - New Teacher Work Day

☾ - First Day of School

Σ - Elementary Teacher Work Day

£ - Senior High Teacher Work Day

☼ - Legal Holiday

✳ - Last day of School

ψ - Junior High Teacher Work Day

◇ - Local Holiday

✍ - All Teacher Work Day

- Classified Work Day for Traditional Employees/Non-Work Days for Positive Work Year Employees (School Holiday)

Elementary Teacher Work Day: Monday, November 5 (No school for Elementary students)

Senior High Teacher Work Day: Monday, January 7 (No school for Senior High students (DSHS, DVCA, King) and all DSIS students)

Junior High Teacher Work Day: Monday, January 28 (No school for Junior High students)

DAVIS JOINT UNIFIED SCHOOL DISTRICT
School Year Calendar
2019 - 2020

July					August					September				
1	2	3	☼4	5				1	2	☼2	3	4	5	6
8	9	10	11	12	5	6	7	8	9	9	10	11	12	13
15	16	17	18	19	12	13	14	15	16	16	17	18	19	20
22	23	24	25	26	19	20	21	22	❖23	23	24	25	26	27
29	30	31			✍26	✍27	☞28	29	30	30				
October					November					December				
	1	2	3	4					1	2	3	4	5	6
7	8	9	10	11	4	5	6	7	8	9	10	11	12	13
14	15	16	17	18	☼11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	18	19	20	21	22	◇23	◇24	☼25	◇26	◇27
28	29	30	31		25	26	27	☼28	◇29	30	31			
January					February					March				
		☼1	2	3	3	4	5	6	7	2	3	4	5	6
6	7	8	9	10	◇10	11	12	13	14	9	10	11	12	13
13	14	15	16	17	☼17	18	19	20	21	16	17	18	19	20
☼20	21	22	23	24	24	25	26	27	28	23	24	25	26	27
27	28	29	30	31						30	31			
April					May					June				
		1	2	3					1	1	2	3	4	5
6	7	8	9	10	4	5	6	7	8	8	9	10	☼11	✍12
13	14	15	16	17	11	12	13	14	15	14	15	16	17	18
20	21	22	23	24	18	19	20	21	22	21	22	23	24	25
27	28	29	30		☼25	26	27	28	29	28	29	30		

❖- New Teacher Work Day

☼- Legal Holiday

☼*- Last day of School

✍- Teacher Work Day

◇- Local Holiday

☞- School Begins

- Classified Work Day for Traditional Employees/Non-Work Days for Positive Work Year Employees (School Holiday)

Elementary Teacher Work Day: TBD Monday, November (No school for Elementary students)

Secondary Teacher Work Day: TBD Monday, January (No school for Secondary students)

Board Approved School Calendar: April 6, 2017

Classified Performance Evaluation

Name: _____

Supervisor: _____

Location: _____

Evaluation Date: _____

Classification: _____

Status: _____

I. Essential Duties & Responsibilities: Covers job understanding, skills, quality, ability to meet timelines and workload expectations.

Job Description & Understanding: (Meets and understands the guidelines of the job description.)	Knowledge & Skills: (Demonstrates understanding and ability to perform all phases and skills of the job.)	Quality/Accuracy: (Work is presentable, without errors and demonstrates attention to detail.)	Quantity: (Timely completion of work assignments and meets workload expectations.)
1. Exceeds Expectations	1. Exceeds Expectations	1. Exceeds Expectations	1. Exceeds Expectations
2. Meets Expectations	2. Meets Expectations	2. Meets Expectations	2. Meets Expectations
3. Needs Improvement	3. Needs Improvement	3. Needs Improvement	3. Needs Improvement
4. Does Not Meet Expectations	4. Does Not Meet Expectations	4. Does Not Meet Expectations	4. Does Not Meet Expectations

COMMENTS: _____

II. Attendance & Punctuality: Covers attendance and being at work on time.

Attendance	Punctuality
1. Meets Expectations	1. Meets Expectations
2. Does Not Meet Expectations	2. Does Not Meet Expectations

COMMENTS: _____

III. Work Habits: Covers work characteristics including initiative, resourcefulness, adaptability to change, ability to prioritize work and exercise good judgment.

Initiative & Resourcefulness: (Identifies needs, solves problems independently and effectively.)	Adaptability: (Works well under stress, adapts to change and maintains composure.)	Judgment: (Prioritizes work appropriately; seeks input; makes effective decisions.)
1. Exceeds Expectations	1. Exceeds Expectations	1. Exceeds Expectations
2. Meets Expectations	2. Meets Expectations	2. Meets Expectations
3. Needs Improvement	3. Needs Improvement	3. Needs Improvement
4. Does Not Meet Expectations	4. Does Not Meet Expectations	4. Does Not Meet Expectations

COMMENTS: _____

IV. Dependability: Covers ability to complete required work with a minimum of supervision and demonstrate ability to follow oral and/or written instructions resulting in quality work product.

Independence: (Self-starter and requires little supervision.)	Following Instruction: (Understands and implements written and oral instructions consistently.)
1. Exceeds Expectations	1. Exceeds Expectations
2. Meets Expectations	2. Meets Expectations
3. Needs Improvement	3. Needs Improvement
4. Does Not Meet Expectations	4. Does Not Meet Expectations

COMMENTS: _____

V. Working Relationship: Covers sensitivity in dealing with students, staff and the public and ability to maintain effective relationships with others.

Courtesy & Respect: (Demonstrates tact and courtesy.)	Discretion: (Maintains confidentiality and uses appropriate discretion.)	Communication: (Employee is effective communicator with staff, students and other.)	Collaboration & Work Integrity: (Makes constructive contributions to work teams, understands role in organization.)
1. Exceeds Expectations	1. Exceeds Expectations	1. Exceeds Expectations	1. Exceeds Expectations
2. Meets Expectations	2. Meets Expectations	2. Meets Expectations	2. Meets Expectations
3. Needs Improvement	3. Needs Improvement	3. Needs Improvement	3. Needs Improvement
4. Does Not Meet Expectations	4. Does Not Meet Expectations	4. Does Not Meet Expectations	4. Does Not Meet Expectations

COMMENTS: _____

VI. Use of Materials/Equipment: Covers operation and maintenance of District equipment (note: evaluator may wish to indicate specific kinds of equipment.)

Operation & Maintenance:
1. Extensive Knowledge
2. Appropriate Knowledge
3. Some Knowledge
4. Little Knowledge

COMMENTS: _____

VII. Safety: Covers implementation of safety practices, proper sanitation procedures and personal hygiene practices consistent with the job description.

Safety Practices: (Demonstrates understanding and practice required.)	Sanitation: (Demonstrates understanding and practice required.)	Personal Hygiene/ Dress:
1. Exceeds Expectations	1. Exceeds Expectations	1. Meets Expectations
2. Meets Expectations	2. Meets Expectations	2. Needs Improvement
3. Needs Improvement	3. Needs Improvement	3. Does Not Meet Expectations
4. Does Not Meet Expectations	4. Does Not Meet Expectations	
5. Not Applicable	5. Not Applicable	

This document will be placed in the employee personnel file. The employee has (15 days) from receipt of this document to submit any signed, written comments, which will be attached to this evaluation and placed in the personnel file. The employee signature indicates receipt of evaluation only.

EMPLOYEE SIGNATURE: _____ DATE: _____

EVALUATOR SIGNATURE: _____ DATE: _____

Performance Improvement Plan

(This form is intended for corrective purposes and not intended to be disciplinary in nature.)

Name: _____ Classification: _____

Evaluation date: _____ Location: _____

Probationary _____ Annual _____ Other _____
(indicate reason for evaluation)

Using the attached job description, the evaluator shall check the rating that best describes the employee's performance during the evaluation period. Comments are strongly encouraged and must be included for ratings of Needs Improvement or Does Not Meet Expectations.

I. Essential Duties & Responsibilities: Covers job understanding, skills, quality, ability to meet timelines and workload expectations.

Job Description & Understanding: (Meets and understands the guidelines of the job description.)	Knowledge & Skills: (Demonstrates understanding and ability to perform all phases and skills of the job.)	Quality/Accuracy: (Work is presentable, without errors and demonstrates attention to detail.)	Quantity: (Timely completion of work assignments and meets workload expectations.)
---	---	---	--

Areas to be addressed:

II. Attendance & Punctuality: Covers attendance and being at work on time.

Areas to be addressed:

III. Work Habits: Covers work characteristics including initiative, resourcefulness, adaptability to change, ability to prioritize work and exercise good judgment.

<p>Initiative & Resourcefulness: (Identifies needs, solves problems independently and effectively.)</p>	<p>Adaptability: (Works well under stress, adapts to change and maintains composure.)</p>	<p>Judgment: (Prioritizes work appropriately; seeks input; makes effective decisions.)</p>
--	--	---

Areas to be addressed:

IV. Dependability: Covers ability to complete required work with a minimum of supervision and demonstrate ability to follow oral and/or written instructions resulting in quality work product.

<p>Independence: (Self starter and requires little supervision.)</p>	<p>Following Instruction: (Understands and implements written and oral instructions consistently.)</p>
---	---

Areas to be addressed:

V. Working Relationship: Covers sensitivity in dealing with students, staff and the public and ability to maintain effective relationships with others.

<p>Courtesy & Respect: (Demonstrates tact and courtesy.)</p>	<p>Discretion: (Maintains confidentiality and uses appropriate discretion.)</p>	<p>Communication: (Employee is effective communicator with staff, students and other.)</p>	<p>Collaboration & Work Integrity: (Makes constructive contributions to work teams, understands role in organization.)</p>
---	--	---	---

Areas to be addressed:

VI. Use of Materials/Equipment: Covers operation and maintenance of District equipment (note: evaluator may wish to indicate specific kinds of equipment.)

Areas to be addressed:

VII. Safety: Covers implementation of safety practices, proper sanitation procedures and personal hygiene practices consistent with the job description.

Areas to be addressed:

SUMMARY: Recommendations: (Evaluators may make additional comments where appropriate to enhance the plan).

Plan Review Date: _____

EMPLOYEE SIGNATURE: _____ DATE: _____

EVALUATOR SIGNATURE: _____ DATE: _____



DAVIS JOINT UNIFIED SCHOOL DISTRICT

Personnel Services Office

526 B Street • Davis, CA 95616

(530) 757-5300 x 102 (530) 757-5422 fax

Paycheck Distribution Selection Form

Contract Year	Months Worked	Paid as Worked Method	Monthly Payments	Months without Paychecks
11	Aug - June	Aug - June	Same – annual earnings divided by 11	July
10.5	Aug - June	Aug - June	Same – annual earnings divided by 11	July
10	Aug - June	Aug - June	Same – annual earnings divided by 11	July
School Year +2	Aug - June	Sep - June	Same – annual earnings divided by 10	July & August
School Year	Aug - June	Sep - June	Same – annual earnings divided by 10	July & August
Late starts	Varies	Varies	Annual earnings divided by # of checks	July & August
Contract Year	Months Worked	12-pay Method	Monthly Payments	Months without Paychecks
11	Aug - June	Aug - July	Same - annual earnings divided by 12	None
10.5	Aug - June	Aug - July	Same - annual earnings divided by 12	None
10	Aug - June	Aug - July	Same - annual earnings divided by 12	None
School Year +2	Aug - June	Sep - Aug	Same - annual earnings divided by 12	None
School Year	Aug - June	Sep - Aug	Same - annual earnings divided by 12	None

Note: employees working less than 12 months who are hired **on or after September 16** of any year will be ineligible for 12-pay option until the beginning of the following school year.



Paycheck Election Form

►To be completed and returned by ALL EMPLOYEES electing 12 month pay.◀

Please note, if you are electing 12 months pay, this will be effective for the following summer months, July & August 2019.

Employee name (please print): _____

I request that my regular monthly earnings beginning in 2018-19 be paid as follows:

_____ 12-month basis

Signature: _____ Date: _____

PLEASE RETURN TO PERSONNEL SERVICES OFFICE



**PROFESSIONAL GROWTH REQUEST
1ST – 3RD INCREMENTS ONLY***

NAME: _____

POSITION: _____ SITE: _____

Professional growth increment currently working toward: (circle one) 1st 2nd 3rd

Instructions:

1. Attach copy of course description(s).
2. Obtain approval from supervising administrator (Article 18.4.1.1). Employee must have satisfactory evaluation as evidence of satisfactory service (Article 18.3.1).
3. Send request to Personnel Services for approval by the Director of Personnel Services. A copy of the professional growth request will be returned to you.
4. Provide verification of course completion prior to July 1.

Course Name	Institution	Course Dates

***Fourth and Fifth professional growth increments request must be submitted on
“Professional Growth Request - 4th & 5th Increment - District Priority/Employee Professional
Development Plan”**

Site Administrator

Director of Personnel Services

Date

526 B Street • Davis, CA 95616 • (530) 757-5300 • (530) 757-5422 (Fax)

CLASSIFIED PROFESSIONAL GROWTH PROGRAM

The Professional Growth Program is a voluntary program designed to improve the job performance of classified employees and to provide training to gain new skills and abilities that enhance career development (Article 18.1.1).

The plan shall provide incremental pay for staff members who attend approved professional growth activities (Article 18.2.1.1). For those courses identified as District priority, an additional 1/10th Professional Growth point will be granted (shaded section on table).

1. No more than one professional growth advancement will be credited in any school year and no more than five total will be granted during tenure in the District (Article 18.3.2.1).
2. Courses must be approved and successfully completed before July 1 in order for the points to apply toward a professional growth increment for the ensuing year. Points earned after July 1 will apply toward future professional growth increments in other years.
3. Approved courses must be completed within one year of approval date.
4. The fourth and fifth professional growth increment shall be in the priority area determined by the District for the employee's classification. The employee, under the guidance of the immediate supervisor, shall identify the growth areas and develop a written plan to submit to the Director of Personnel Services approval prior to the initiation of the plan (Article 18.3.2.2).
5. Evidence of satisfactory service is required (Article 18.4.1.2).

Professional growth units are earned in the following ways (Article 18.3):

Type of Course	Unit of Measure	Professional Growth Points	Verification
Community College, College or University	1 Quarter Unit	2 Points	Transcript or Grade Report
	1 Semester Unit	3 Points	Transcript or Grade Report
Adult Education	9 Hours of Attendance	1 Point	Attendance Certificate
Vocational/Trade School	9 Hours of Attendance	1 Point	Attendance Certificate
First Aid	4 Hours of Attendance	½ Point	Attendance Certificate
CPR	4 Hours of Attendance	½ Point	Attendance Certificate
Job-related Workshops	8 Hours of Attendance	1 Point	Attendance Certificate
Professional Certificates	Varies	Varies	Varies
Leadership Activities in Professional Organizations	1 Year Term	2 Points	Varies
Student Supervisor Training	24 Hours of Attendance	3 Point (one time)	Attendance Certificate
Self-directed instruction	5 Hours	¼ Point	Varies
English for Non-English Speakers	Varies	.10 Additional Point	Transcript, Grade Report or Attendance Certificate
Spanish for Non-Spanish Speakers	Varies	.10 Additional Point	Transcript, Grade Report or Attendance Certificate
District-adopted Software	Varies	.10 Additional Point	Transcript, Grade Report or Attendance Certificate

eg. 1 semester unit English for Non-English Speakers = 3.1 points

Fifteen (15) professional growth points = 1 Professional Growth Increment* = 5% Increase

*A professional growth increment is composed of a minimum of 15 job-related professional growth points; 5 professional growth points may be self-directed.

Professional growth activities must be approved by the site or program administrator before submission to the Director of Personnel Services. All activities shall be taken during non-working hours. Vacation or compensatory time can be utilized, subject to prior approval by the site/program administrator.

Classified Contract Article XVIII, as amended



**PROFESSIONAL GROWTH REQUEST
4th and 5th INCREMENTS
DISTRICT PRIORITY/EMPLOYEE PROFESSIONAL DEVELOPMENT PLAN**

NAME: _____

POSITION: _____ SITE: _____

District – Identified Priority Area(s): _____

Employee – Identified Priority Area(s): _____

Course(s)/Workshop(s)	Priority Area	Number of points

Employee Signature

Site Administrator

Director of Personnel Services

Date

526 B Street • Davis, CA 95616 • (530) 757-5300 • (530) 757-5422 (Fax)



Request for Transfer for Classified Position Within Current Classification

Please submit this form **with an updated resume, cover letter, and all documents/certificates required for the position** to Teri Furlow, Human Resources Technician, if you wish to be considered for the vacant position. Submission deadline is **4:00 p.m.** on the closing date (if applicable). Please note that established procedures will be followed for filling positions through (1) transfers; (2) reemployment of laid off or reduced employees; and (3) new assignments and/or promotional opportunities.

Article X: TRANSFERS

10.1.4 Any eligible employee in the bargaining unit may apply for transfer to the position by submitting a Request to Transfer Form. The District shall consider the following criteria in the selection process: 1) past evaluations; 2) special training, skills or certifications; 3) experience within the classification; and 4) length of service to the District.

Please consider my candidacy for the following posted vacancy for:	
Position Requested for Transfer:	
Current Job Classification:	Current Site/Department:
	Current FTE:
Name (please print legibly):	
Home Phone Number:	Cell Phone Number:
Signature:	Date:

Professional References (at least two):

Name: _____ Telephone No.: _____

Name: _____ Telephone No.: _____

Name: _____ Telephone No.: _____

ARTICLE XI: PROMOTION (Please note this form does not apply to promotions)

11.1 Employees in the bargaining unit shall be given equal consideration in filling any job vacancy which can be considered a promotion after the announcement of the position vacancy.

11.4 Any employee in the bargaining unit may file for the vacancy by submitting an EdJoin application on-line via the District website.