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**AGREEMENT BETWEEN THE  
SCOTT VALLEY UNIFIED SCHOOL DISTRICT  
AND THE  
SCOTT VALLEY TEACHER'S ASSOCIATION**

**JULY 1, 2015 - JUNE 30, 2018**

**CTA Ratified: March 14, 2016  
Changes Ratified: May 8, 2017**

**Board Ratified: March 16, 2016  
Changes Ratified: May 17, 2017**

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1 **ARTICLE I.**

2 **AGREEMENT**

3 1.1 This is an Agreement made and entered into by and between the Scott Valley Unified  
4 School District ("District") and the Scott Valley Teachers Association ("Association").

5 1.2 This Agreement is entered into pursuant to section(s) 3540-3549 of the California  
6 Government Code ("The Rhodda Act").

7 1.3 There are no other agreements between the parties. All previous collective bargaining  
8 agreements between the Association and any component District of the new District have  
9 expired and the terms thereof are superseded and replaced in all respects by this  
10 agreement.

11 1.4 Origination of the Agreement between Scott Valley Unified School District and the Scott  
12 Valley Teachers Association: Initial agreement entered into November 5, 2007 and  
13 effective July 1, 2007.

14 1.5 Prior contracts since the inception of the unified district on July 1, 2007 will be posted on  
15 the district website.

16

1 **ARTICLE II.**

2 **TERM**

3 This Agreement shall remain in full force and effect, from July 1, 2015 through June 30, 2018.

4 In the event a successor Agreement is not adopted prior to the termination date, this Agreement  
5 shall remain in full force and effect until such time as a successor Agreement is adopted.

6 This completes negotiations on all the topics within the scope of negotiations for the 2015-2016  
7 school year. All topics not included herein are deemed withdrawn. Neither party is required to  
8 negotiate further on any topic within the scope of negotiations for the 2015-2016 school year.

9 Parties may reopen on Article 8-Compensation and one other article for the 2016-2017 and 2017-  
10 2018 school years. Proposals shall be presented by the parties not later than March 15 of each  
11 year.

12 Any article may be opened for negotiations at any time during the term of the contract by mutual  
13 written agreement.

14

1 **ARTICLE III.**

2 **RECOGNITION**

3 The District recognizes the Association as the exclusive representative for that unit of employees  
4 consisting of all certificated employees **excluding** preschool teachers, all management,  
5 supervisory, confidential, temporary, or substitute certificated employees, and all certificated  
6 employees performing administrative services.

7

8 This District and the Association recognize the right of employees to form, join and participate in  
9 lawful activities of employee organizations and the equal alternative right of employees to refuse  
10 to form, join and participate in employee organization activities.

11

1 **ARTICLE IV.**

2 **ASSOCIATION RIGHTS**

3 4.1 All Association activities held on campus will be conducted by unit members and  
4 Association officials outside unit members' assigned work hours, excluding non-teaching  
5 time, and in such a way which will not interfere with the duties of unit members, the  
6 duties of classified employees or the operation of the District. Association  
7 representatives who are not employed by the District shall follow District procedures  
8 prior to visiting any District property or school site.

9 4.2 Subject to applicable board policies, the Association has the right to use District facilities,  
10 when not otherwise in use, for the purpose of meetings concerned with the exercise of  
11 rights guaranteed by the Educational Employment Relations Act subject to reasonable  
12 regulation.

13 4.3 The Association shall have the right to post notices of activities on matters of Association  
14 concern on Association bulletin boards in the staff rooms.

15 4.4 The Association may use school mail boxes and district e-mail for communications that  
16 are approved by the Executive Board of the Association. At the time of distribution the  
17 Association shall provide a copy of such material to the Superintendent or designee.

18 4.5 The Association retains all of its rights as set forth in the Educational Employment  
19 Relations Act.

20

1 **ARTICLE V.**

2 **DISTRICT RIGHTS**

3 5.1 All rights of management, not expressly limited by the clear and explicit language of this  
4 Agreement, are expressly reserved to the District, and the express provisions of this  
5 Agreement constitute the only contractual limitations upon the District's rights. The  
6 exercise of any right reserved to the District herein shall not be deemed a waiver of the  
7 District's right or preclude the District from exercising the right in a different manner.

8 5.2 The Association may enter into formal written agreements with the District modifying,  
9 temporarily, the terms of this Agreement. No such written agreements shall constitute a  
10 past practice or a precedent, nor shall any be cited in future negotiations.

11

1 **ARTICLE VI.**

2 **HOURS OF EMPLOYMENT**

3 6.1 **Work Days**

4 Unit members shall annually render services to the District on one hundred eighty (180)  
5 pupil attendance days plus two (2) work days as scheduled by the District and three (3)  
6 professional development days as scheduled by the District, for a total of one hundred  
7 eighty five (185) work days. The District will consult with the Association before  
8 establishing the school calendar for the subsequent school year or making changes in the  
9 existing school calendar.

10 6.2 **Work Hours**

11 The workday for full-time unit members shall be **seven (7) hours**. Unit members shall  
12 work on campus or as otherwise assigned.

13 6.2.1 Unit members shall have a thirty (30) minute duty-free lunch period, which is not  
14 part of the seven (7) hour workday.

15 6.2.2 Unit members may leave right after students on approved minimum days or on  
16 Fridays unless otherwise directed. **Unit members may not leave early on**  
17 **minimum or shortened days scheduled for the purposes of “Staff**  
18 **Collaboration.”**

19 6.3 If a unit member is absent from duty or desires to leave school within the duty hours set  
20 forth above, he/she may do so for any reason specified under Article VII "Leaves."

21 6.4 Unit members shall perform, as assigned by the District, adjunct professional  
22 responsibilities outside of the hours set forth above, including but not limited to, faculty  
23 meetings, parent conferences, open house, back-to-school night, graduation and up to



1 three (3) more evening or Saturday events as determined by the District.

2 6.5 Unit members employed as counselors may be assigned by the District to counseling  
3 duties outside of their one hundred eighty-five (185) work days, and in such event, shall  
4 be given three (3) work days minimum advance written notice and shall be paid their  
5 regular daily rate of pay for such service.

6 6.6 Unit members that are assigned to more than one site will travel no more than once a day  
7 between District campuses and will be given adequate time to drive the trip safely. Such  
8 driving time is not part of the duty free lunch but is part of the regular assigned work day.

9 6.7 On work days of non-student attendance, starting times and ending times may be  
10 modified by the District so long as the total length of the work day is not extended  
11 beyond that which is provided in Section 6.2.

12 6.8 **Professional Development Days**

13 There will be three (3) additional days for Professional Development thus the work year  
14 will increase to one hundred eighty-five (185) days. Three (3) additional Professional  
15 Development Days are added at full pay to the salary schedule. Two (2) of these days are  
16 to be added to the school calendar, and the third day is to be arranged individually by the  
17 teachers with pre-approval from the site administrator. These teacher arranged days shall  
18 be on days that are otherwise non-paid and shall be between July 1<sup>st</sup> and the district  
19 arranged Professional Development day in the spring. The District will arrange a  
20 Professional Development day in the spring that will fulfill the requirements for those  
21 members who have not completed their individually arranged day of Professional  
22 Development before that time. This district arranged Professional Development day will  
23 be on a Saturday or some other non-paid day, and attendance shall be mandatory for

1 those members who have not completed their teacher arranged day.

2 Future funding for these three (3) days will be contingent upon continued funding of the  
3 AB825 Professional Development Block Grant or similar state categorical funded  
4 program for teacher Professional Development. If funding is discontinued, the three (3)  
5 days will be deleted from the calendar and the salary schedule shall be reduced  
6 accordingly.

7 The Superintendent and Curriculum Leadership Team (which will consist of an  
8 Association site representative and Administrator from each school) will determine the  
9 content of the Professional Development Program with collaborative input from the  
10 bargaining unit.

11 6.9 **Preparation Time**

12 Each unit member at the middle school and high schools shall be given one (1) free or  
13 unassigned class period each day which shall be designated as the preparation period. At  
14 the elementary schools, preparation time may fall at the end of the academic day. If  
15 pullout programs are available by a credentialed teacher, those programs will be used by  
16 the site administrator to afford additional preparation time for the elementary teachers.

17 6.10 **Substituting**

18 Employees may be assigned to substitute during their preparation period. Such  
19 assignments will be made so that the amount assigned any unit member in the school  
20 does not exceed the amount assigned other unit members in a given year. However, it is  
21 recognized that a reasonable variation in the amount of such assignments between unit  
22 members may exist.

23

1 **ARTICLE VII.**

2 **LEAVES**

3 7.1 **General Rules Regarding Leaves of Absence**

4 7.1.1 Unit members shall not be absent from duty without notifying and receiving  
5 advanced permission from the Superintendent or designee, except during lunch  
6 when only notification is required for absence.

7 7.1.2 If a unit member needs to be absent from duty, notice must be given on the  
8 District’s leave of absence form. Whenever possible, unit members shall notify  
9 the school office prior to the day of absence. Except in the event of an  
10 emergency, it is the responsibility of the unit member to see that the class roll  
11 book or attendance sheet(s), lesson plans and other pertinent material, necessary  
12 to continue the program, are made available at the work site.

13 7.1.3 The District retains its right to require a unit member to participate and cooperate  
14 in any fit for work examination at any time conducted by a medical doctor or  
15 other medical care professional selected by the District. The cost of such  
16 examination shall be paid by the District to the extent not paid by the unit  
17 member’s insurance carrier.

18 7.1.4 **Definition, “Immediate Family”**

19 “Immediate Family” is defined as is defined as the spouse, registered domestic  
20 partner, child, son-in-law, daughter-in-law, sibling, mother, father, grandmother,  
21 grandfather, or grandchild of the employee or spouse or any relative living in the  
22 immediate house hold of the employee. Child is defined as biological, adopted or  
23 foster child, stepchild, legal ward, or a child to whom the unit member stands in

1 loco parentis. This definition of a child is applicable regardless of age or  
2 dependency status. Immediate family also includes a biological, adoptive, or  
3 foster parent, stepparent, or legal guardian of a unit member or the unit member's  
4 spouse or registered domestic partner or a person who stood in loco parentis when  
5 the unit member was a minor child.

## 6 7.2 **Sick Leave**

### 7 7.2.1 **Accrual**

8 For a school year of service, every unit member employed five (5) days a week  
9 shall be entitled to ten (10) days leave of absence for illness or injury. A unit  
10 member employed for less than five (5) school days a week shall be entitled to  
11 that proportion of ten (10) days leave of absence for illness or injury as the  
12 number of days they are employed per week bears to five (5).

### 13 7.2.2 **Returning to Work**

14 Unit members returning to work from sick leave after an absence of five (5)  
15 consecutive work days or more, or a contagious illness, upon the request of the  
16 District, must provide a written medical doctor's release certifying the reasons for  
17 such absence and medical permission to return to work.

### 18 7.2.3 **Rate of Pay**

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

### 21 7.2.4 **Leave Not Accrued**

22 Credit for leave of absence need not be accrued prior to taking such leave and  
23 may be taken at any time during the school year.

1           7.2.5   **Accumulation**

2                    If such employee does not take the full amount of sick leave allowed in any  
3                    school year, the amount not taken shall be accumulated from year to year.

4   7.3    **Extended Illness**

5            Unit members are entitled to receive differential compensation, under Education Code  
6            section 44977, for a period of up to five (5) school months. Differential compensation  
7            shall be the difference between the employee's daily salary (annual salary divided by the  
8            number of teacher work days) and the District established daily rate for substitute or  
9            temporary teachers.

10 7.4   **Maternity Leave/Child Birth or Adoption Leave**

11   7.4.1   The District shall provide for leave of absence from duty for any unit member  
12            who is required to be absent from duties because of pregnancy, miscarriage,  
13            childbirth, and recovery thereof, pursuant to pursuant to BP/AR 4161.8 (FMLA)  
14            and CFRA guidelines.

15   7.4.2   **Length of Leave**

16            The length of leave of absence, including the date on which the leave commences,  
17            and the date on which the employee shall resume duties, shall be determined by  
18            the employee and the physician.

19   7.4.3   **Leave with Pay for Disabilities**

20            Leave with pay shall be granted only when it is necessary to do so in order that  
21            leaves of absence for disabilities caused or contributed to by pregnancy,  
22            miscarriage, or childbirth, be treated the same as leaves for injury, illness or  
23            disability.

1                   7.4.3.1 **Temporary Disabilities**

2                   Disabilities caused or contributed to by pregnancy, miscarriage, childbirth  
3                   and recovery there from are, for all job related purposes, temporary  
4                   disabilities and shall be treated as such under any health or temporary  
5                   disability insurance or sick leave plan available in connection with  
6                   employment by the District.

7                   7.4.4 **Birth and/or Adoption**

8                   A unit member shall be granted two (2) days of paid absence leave for the birth or  
9                   adoption of each of their children. One day shall be granted for the day of birth or  
10                  adoption, and the second day shall be granted on a subsequent day following the  
11                  birth or adoption. The second day must be taken within five (5) days of the birth  
12                  or adoption.

13   7.5    **Industrial Accident and Illness Leave (Workers' Compensation Leave)**

14   7.5.1   A unit member shall be eligible to apply for a leave of absence because of  
15            industrial accident or illness. Upon submission of a claim, the unit member shall,  
16            immediately, perform all appropriate actions necessary to file for Workers'  
17            Compensation, disability, income protection benefits, or the like.

18   7.5.2   Allowable leaves shall be for not more than one period of sixty (60) work days in  
19            any one fiscal year for the same accident and shall commence with the first day of  
20            absence.

21   7.5.3   Leave of absence under this provision shall not be accumulated from year to year.  
22            When the industrial accident or illness leave overlaps into the next fiscal year, the  
23            unit member shall be entitled to only the amount of unused leave due him/her for

1 the same illness or injury.

2 7.5.4 Unit members shall be paid such portion of the salary due them for any month in  
3 which absence occurs as, when added to the temporary disability indemnity under  
4 the California Labor Code, will result in payment to them of not more than their  
5 full salaries.

6 7.5.5 Leave of absence applied for under this provision shall be reduced by one day for  
7 each day of authorized absence, regardless of a temporary disability indemnity  
8 award to the unit member.

9 7.5.6 Industrial illness and accident leave is to be used in lieu of sick leave. If a unit  
10 member is receiving a temporary disability indemnity, the unit member shall be  
11 entitled to utilize only so much of his/her sick leave which, when added to his/her  
12 temporary disability indemnity, will result in a payment to him/her of no more  
13 than a full day's wages or salary. The District, in turn, shall issue the appropriate  
14 salary warrants for payment of salary and shall deduct normal retirement and  
15 other authorized deductions.

16 7.5.7 The District may require, from time to time, a written statement from the unit  
17 member's physician verifying a unit member's absence under this leave and  
18 his/her ability to return to work, or verifying the continued illness or inability to  
19 work due to an illness or accident.

20 7.6 **Personal Necessity Leave**

21 7.6.1 Unit members may use up to 7 days of Sick Leave for the following purposes:

22 7.6.1.1 Death of a member of the immediate family when additional leave is  
23 required beyond that provided under Bereavement Leave.

1 7.6.1.2 Serious illness of a member of the immediate family.

2 7.6.1.3 Birth or adoption of the unit member's child.

3 7.6.1.4 Accident involving the person or property of the unit member, or the  
4 person or property of a member of the immediate family.

5 7.6.1.5 Imminent danger to the home of the employee which reasonably requires  
6 the attention of the employee during duty hours.

7 7.6.1.6 Appearance in any court or before any administrative tribunal as a litigant,  
8 party or witness under subpoena or any order made with jurisdiction.

9 7.6.1.7 Religious Observance.

10 7.6.1.8 Attendance at a funeral of a friend or relative not covered by bereavement  
11 leave.

12 7.6.1.9 Attendance at a spouse's, son's or daughter's graduation from an  
13 accredited institution of learning for one (1) day per school year.

14 7.6.2 Unit members shall not be required to secure advance permission for leave taken  
15 for any of the following reasons: death or serious illness of a member of the  
16 immediate family; accident involving the unit member's person or property or the  
17 person or property of the immediate family. The unit member must notify the  
18 immediate supervisor as far in advance of the absence as practical.

19 7.6.3 A unit member must secure advance permission for all absences not specified in  
20 the prior paragraph and shall normally notify the immediate supervisor no fewer  
21 than one (1) working day before taking this leave except for leave to appear in  
22 any court or before any administrative tribunal as a litigant, party or witness under  
23 subpoena or any order made with jurisdiction for which five (5) working days



1 notice shall be provided.

2 7.6.4 Unit members shall complete the District's absence form which shall verify that  
3 the unit member's use of leave was for personal necessity as defined above.

4 7.6.5 Personal necessity leave shall be taken in a minimum increment of one half (1/2)  
5 day.

6 7.7 **Discretionary Leave**

7 7.7.1 Unit members may use up to ~~four (4)~~ **five (5) days** of personal necessity leave as  
8 discretionary leave with pay, without specifying a reason for such leave, upon the  
9 following conditions:

10 (a) The unit member provides at least three (3) working days advance written  
11 notice on the District's leave of absence form unless there is an emergency. Such  
12 notice shall be given to the Superintendent or designee. The Superintendent or  
13 designee has the discretion to grant or deny such leave in the event of a school  
14 emergency.

15 (b) Such discretionary leave may not be used during the first two weeks or last  
16 two weeks of the pupil attendance year or during any Professional Development  
17 days without the advance permission of the Superintendent. Under such  
18 extenuating circumstances, it is agreed that the granting of such leave by the  
19 Superintendent is neither a precedent nor past practice.

20 (c) An acceptable substitute teacher is available.

21 (d) Discretionary leave may only be used as full day and half day absences.

22 (e) Use of discretionary days is limited to ~~two (2)~~ three (3) consecutive days at  
23 any one time.

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7.8 **Covered Leave**

Leave for one (1) hour or less may be granted within the work day, without loss of pay, for the conduct of personal business, providing the unit member's responsibilities are covered by another certificated employee at no additional cost to the District. Such leave is not cumulative and may be used only upon prior notice and approval of the Site Principal.

7.9 **Bereavement Leave**

7.9.1 Unit members shall be entitled to a maximum of three (3) days leave of absence without loss of salary for the death of any member of the unit member's immediate family.

7.9.2 If travel more than two hundred fifty (250) miles one way is required, a unit member shall be entitled to a maximum of two (2) additional days paid Bereavement Leave.

7.10 **Notification of Family Care and Medical Leave (FMLA)**

This notification is provided to unit members. This Section 7.10 is not subject to the article entitled Grievance in this agreement. This information is provided for notification purposes only. Unit members may be eligible for unpaid leave under the Family Medical Leave Act and/or the California Family Rights Act. Unit members are requested to consult with an Association representative or the District administration for further particulars on this topic.

7.11 **Jury Duty Leave**

A unit member is entitled to a leave to appear for trial jury duty. A copy of jury

1 summons shall be submitted with Absence Report. A unit member shall receive his/her  
2 regular pay. A unit member shall endorse over in favor of the District all compensation  
3 received for trial jury duty except travel and meal expenses. In the event a unit member  
4 is released from trial jury duty and is able to return to work (including reasonable travel  
5 time from the court to the work site) prior to one o'clock (1:00 p.m.), the unit member  
6 shall return to work. Unless excused by the unit member's supervisor, the unit member  
7 shall report to work prior to trial jury duty. A unit member is not entitled to leave for  
8 service on a grand jury.

9 **7.12 Catastrophic Sick Leave**

10 7.12.1 Certificated employees who suffer a catastrophic injury/illness, which results in  
11 the bargaining unit member using all available paid leaves, shall become eligible  
12 to use this catastrophic sick leave plan, subject to the restrictions and conditions in  
13 these rules:

14 (a) Catastrophic illness or injury is that which is expected to incapacitate the  
15 employee or a family member for an extended period of time, and taking time  
16 off work created a financial hardship for the employee because he/she has  
17 exhausted all available paid leaves. For purposes of Catastrophic  
18 Illness/Injury, a member of the employee's family will be limited to spouse,  
19 children, mother, father, or an individual over which the employee has legal  
20 guardianship.

21 (b) The employee who is, or whose family member is, suffering from a  
22 catastrophic illness or injury must submit a request in writing on forms  
23 provided for donated Catastrophic Leave. The Committee must determine

1 that the unit member is unable to work because of the unit member's personal  
2 or family catastrophic illness after adequate proof of illness has been provided  
3 in accordance with E.C. 44043.5, to include but not be limited to a doctor's  
4 verification of illness and declaration of compliance with the requirements of  
5 this leave. Falsification of leave verification will be grounds for discipline.

6 (c) As soon as practical, the Catastrophic Leave Committee (composed of the  
7 association President, one other unit member, and the Superintendent) will  
8 meet and determine whether or not the unit member's request shall be  
9 approved. Approval must be unanimous by Committee members. If the  
10 request is denied, the Association President shall notify the unit member. If  
11 the request is approved, the Catastrophic leave Bank will be reduced by one  
12 full day, as needed, for each day awarded to the requested unit member. In no  
13 event, shall the committee approve more than forty-five (45) consecutive  
14 work days at a time.

15 (d) Donations to the Catastrophic Leave Bank may be made under the following  
16 provisions:

- 17 1. Any unit member may donate to the bank. The maximum allowable to  
18 be donated is 30% of the employee's annual allotment.
- 19 2. In order to donate to the bank, a unit member must have in reserve at  
20 least twenty (20) sick leave days.
- 21 3. Donations to the Catastrophic Leave Bank are irrevocable.
- 22 4. In the event donations are not used, they will be retained in the bank.
- 23 5. The annual donation period will be September 15<sup>th</sup> to December 15<sup>th</sup>.

1 In the event the balance drops below five (5) days (35 hours) then a  
2 donation period would automatically be opened for thirty calendar  
3 days.

4 6. Unit members must use the Catastrophic Leave Bank Donation form.

5 7. District H/R will send out a notice each September advising unit  
6 members of the donation period, deadlines, and balance of catastrophic  
7 sick leave bank.

8 7.12.2.1 The Association agrees that it will not file, on its own behalf or on behalf  
9 of any unit member, any grievance, claim or lawsuit of any kind related to  
10 any attempt by a unit member to retrieve donated sick leave used by  
11 another unit member pursuant to this provision. The Association also  
12 agrees that it will not file, on its own behalf or on behalf of any unit  
13 member, any grievance, claim or lawsuit of any kind which attempts to  
14 challenge in any way the legality or enforcement of this provision. The  
15 Association agrees to indemnify and hold harmless the District from any  
16 loss or damages arising from the implementation of this provision.

17 7.13 **Association Leave**

18 7.13.1 A maximum of three (3) days per school year may be used by the Association  
19 representatives without loss of pay, to be utilized for service center activities, state  
20 or national conferences, workshops, or for conducting business pertinent to  
21 Association affairs.

22 7.13.2 The association shall give the district at least two (2) days advance notice  
23 when such leave is requested.

1 7.13.3 The Association shall reimburse the District for the actual cost of the substitute  
2 hired to fulfill the duties of the unit member while on Association Leave. The  
3 Association shall be responsible for paying all expenses (travel, gas, food,  
4 lodging, fee for the event) for the Association representative.

5 7.14 **Other Leave Without Pay**

6 7.14.1 **Unpaid Leave**

7 Unpaid leave may be approved at the discretion of the District for reasons not  
8 specified under other leave provisions in this Agreement. Unpaid leaves may be  
9 granted for such reasons as study and health. Leaves shall not be granted to  
10 employees for the purpose of accepting other employment.

11 7.14.1.1 Leaves of up to ten (10) working days may be approved by the  
12 Superintendent or designee.

13 7.14.1.2 Requests for leaves of greater than ten (10) working days and up to one  
14 school year may be approved by the Board of Trustees upon the  
15 recommendation of a Leave Review Committee.

16 7.14.1.3 Requested leaves shall consider the impact on the District's  
17 educational program.

18 7.14.1.4 For any leave request which is not approved by the Leave Review  
19 Committee or the Board of Trustees, the employee shall be provided a  
20 written statement of the reasons.

21 7.14.1.5 **Leave Review Committee**

22 This committee shall consist of one District Administrator, one member of  
23 the Board of Trustees appointed by the Board, and one District certificated

1 employee appointed by the Association.

2 7.14.1.6 If an unpaid leave is for more than one calendar month, no District paid  
3 health benefits will be provided unless Board approved or provided for by  
4 law.

5 **7.14.2 Advance Approval**

6 Advance approval is required. Requests are to be made on the appropriate  
7 District form. Leave taken without approval shall be considered unauthorized  
8 leave. Requests for leaves of absence for the following school year ~~shall normally~~  
9 ~~be submitted to the District Office prior to May 15~~ **are encouraged to be**  
10 **submitted by February 1. The District would still consider requests**  
11 **submitted to the District Office prior to May 15.**

12 **7.15 Unauthorized Leave**

13 It is agreed that a unit member who is absent from work, other than those days as  
14 authorized by state law or this Agreement, is taking unauthorized leave. Such  
15 unauthorized leave constitutes a breach of contract. For unauthorized leave, the District  
16 will deduct from the unit member's next paycheck, an amount equal to the ratio of days  
17 absent to the days of required service plus the prorated costs of fringe benefits.

18 A unit member who has taken unauthorized leave will be notified in writing by the  
19 Superintendent or his designee of the breach of contract, and the Board of Trustees will  
20 likewise be so informed.

21 Unauthorized absence is a breach of contract which act may also result in disciplinary  
22 action.

23

1 **ARTICLE VIII.**

2 **COMPENSATION**

3 8.1 **Wages**

4 8.1.1 Effective the first working day of the month, after this agreement is signed by  
5 both parties, unit members covered by this agreement shall be paid the salaries  
6 shown on the salary schedule, Appendix A.

7 8.1.2 Unit members who are employed less than full-time shall be paid prorated wages,  
8 based on a 7 hour work day.

9 8.2 **Initial Step Placement**

10 Unit members will be given credit, on a year for year basis at the time of initial placement  
11 on the salary schedule, for previous public school teaching experience which occurred  
12 after receipt of a valid preliminary teaching credential. A year of previous teaching credit  
13 will only be awarded if the teacher actually worked 137 days with the same school  
14 district during said school year. Previous credit will only be awarded if the previous  
15 teaching was within the authority of the credential after receipt of the credential. No  
16 credit will be given for previous teaching occurring prior to the unit member being  
17 credentialed, teaching which occurred outside the scope of the credential, or teaching  
18 services rendered which are not ordinarily expected of a teacher with that credential.  
19 All experience shall be verified in writing according to District procedures. Written  
20 verification of prior teaching experience must be received by the District within thirty  
21 (30) calendar days after the first day of employment or thirty (30) calendar days after the  
22 unit member signs a contract of employment with the District, whichever occurs first.  
23



1 8.3 **Professional Growth**

2 Each certificated unit member shall continue their professional growth by attending  
3 conferences, workshops or classes in the subject area being taught.

4 8.4 **Unit Conversion**

5 Quarter units are converted to semester units by multiplying the quarter units by two-  
6 thirds.

7 8.5 **Unit Verification**

8 On or before May 1 of each school year, unit members shall inform the District of the  
9 number of units they expect to complete by September 1 of the next school year. On or  
10 before September 1 of each school year unit members shall submit to the District written  
11 proof of satisfactory completion of units necessary to change columns on the salary  
12 schedule. If official transcripts are submitted by October 1, then the column change on  
13 the salary schedule will be effective that school year, i.e., it will be effective as of July 1,  
14 three (3) months previous. If official transcripts are not submitted by October 1, then the  
15 column change on the salary schedule will be effective the following July 1, i.e. the  
16 commencement of the next school year. Satisfactory completion means a grade of "C"  
17 or better in a graded course or "Pass" in a pass/fail course. All units shall be obtained  
18 from a college or university accredited by the Western Association of Schools and  
19 Colleges or its affiliate.

20

21 Unit members hired after the commencement of the school year shall submit official  
22 transcripts within thirty (30) calendar days of their first day of work or thirty (30)  
23 calendar days of the date their employment agreement is signed, whichever occurs first.

1 8.6 **Advancement**

2 Personnel may advance no more than one (1) change of classification (range  
3 advancement) per school year. Units earned in excess of 15 units needed to advance shall  
4 be applied to the following year(s) for a further change in classification (range  
5 advancement) until range 5 is reached. If a unit member earns a Master's degree then the  
6 unit member shall move over to Range 5 based on the notification deadlines outlined in  
7 8.5.

8

9 8.7 **Awarding of Unit Credit For Initial Placement & Advancement**

10 Unit credit will be awarded for satisfactory completion of college units which enhance  
11 the subject area being taught by the unit member. Unit credit will not be awarded if the  
12 classes are held during the pupil attendance day. All units must receive written approval  
13 from the site administrator or designee on the unit advancement form prior to the  
14 commencement of the class for which the unit member seeks credit. In no event will  
15 credit be awarded for courses which are duplicative, repetitious, or substantially similar  
16 to previous courses taken by the unit member.

17 8.8 **Service Credit**

18 Movement on the salary schedule will only occur when an employee has accrued one (1)  
19 year of credit for movement on the salary schedule. One (1) full year of service credit is  
20 defined as the unit member being in paid service for at least 137 days at 7 hours per day.  
21 Calculations of part time employment are determined as follows:  
22 Calculations of part time employment for salary schedule movement shall be based on a  
23 seven (7) hour work day constituting a full time day. Unit members who work less than a

1 full time day will receive credit on the salary schedule as follows:

2 8.8.1 Unit members working  $5\frac{1}{4}$  (0.75 FTE) hours or more per day will receive the  
3 same credit as full time employees.

4 8.8.2 Unit members working  $3\frac{1}{2}$  (0.50 FTE) hours per day up to but not including  $5\frac{1}{4}$   
5 hours per day will receive one-half year credit for each year of service.

6 8.8.3 Unit members working  $1\frac{3}{4}$  (0.25 FTE) hours per day up to but not including  $3\frac{1}{2}$   
7 hours per day will receive one-quarter year of credit for each year of service.

8 8.8.4 Unit members working less than  $1\frac{3}{4}$  (0.25 FTE) hours per day will receive no  
9 credit for such service.

10 8.9 **Shared or Part-Time Contracts**

11 At the discretion of the Administration and Superintendent, additional days may be  
12 allocated for collaboration and planning for teachers in a shared or part-time contract.

13 Friday collaboration time is based on FTE% for each teacher in the shared or part-time  
14 contract. i.e. a 50% FTE teacher would work 50% of the collaboration Fridays. See  
15 Article 19-Shared Contracts.

16 8.10 **Extra Duty**

17 8.10.1 When a unit member is, at the time of initial employment, hired to perform extra-  
18 duty, the unit member shall be obligated to perform such duties for at least two (2)  
19 years unless the unit member is no longer assigned to or released from such extra-  
20 duty assignment prior to two (2) years.

21 8.10.2 At any time, without cause, the District may terminate an extra-duty assignment  
22 and pay the unit member the prorated sums earned to date.

23 8.10.3 Unit members who volunteer for extra-duty assignment shall be obligated to

1 complete that assignment for the entire year unless prevented from doing so  
2 because of illness, injury or approved leaves of absence.

3 8.10.4 Unit members who volunteer for paid extra-curricular, extra-duty assignments  
4 shall continue to serve in that assignment from year to year unless the unit  
5 members give the District notice of their intent not to continue in said assignment  
6 for the next school year. Such notice shall be delivered on or before May 1. Such  
7 notice shall be in writing and addressed to the Superintendent. A unit member  
8 who does not provide such a notice shall be deemed to have volunteered for  
9 another one (1) year period.

10 8.10.5 Payment of stipends shall be made upon completion of the assignment and  
11 submission to the District office of a stipend request form or time sheet.

12 8.10.6 The compensation for extra duty is set forth in Appendix B attached hereto.

13 8.10.7 A secondary teacher may be asked to teach a seventh period on a voluntary basis  
14 at the rate of 1/6<sup>th</sup> of his/her salary, provided that (a) there is no willing part-time  
15 teacher with the appropriate credentials available and (b) an attempt is made to  
16 find a qualified teacher. Any earnings by a teacher due to teaching a seventh  
17 period class are now subject to STRS defined benefits supplement.

18 8.10.8 A teacher who is assigned to a split class will be compensated as per Appendix B.  
19 A split class is defined as a transitional kindergarten (TK) through fifth (5<sup>th</sup>) who  
20 teaches more than one grade level for the full day's assignment or a community  
21 day school teacher.

22 **8.10.9 Athletic Director – High School**

23 When the Athletic Director is a unit member, the high school Athletic Director

1 shall be compensated with one (1) class period of release time and a stipend as  
2 shown on Appendix B.

3 **8.10.10 Student Activity Director – High School**

4 When the Student Activity Director is a unit member, the high school Student  
5 Activity Director shall be compensated with one (1) class period of release time  
6 or a stipend as shown on Appendix B.

7 **8.11 Proper Placement**

8 It is mutually agreed that all unit members are presently properly placed on the salary  
9 schedule as indicated on the salary schedule, Appendix A. Neither the Association nor  
10 any unit member may contest such salary schedule placement after the execution of this  
11 agreement. Unit members employed after the execution of this agreement shall be  
12 informed by the District of their placement on the salary schedule and such placement is  
13 deemed to be correct if the unit member does not contest the placement within 60 days  
14 after the first day of paid service with the District.

15 **8.12 Insurance**

16 The annual district contribution toward insurance is listed in the Appendix A-Certificated  
17 Salary Schedule as the Health Insurance Cap. If at any time the premiums for health,  
18 dental, and vision exceed the monthly contribution, then the amount in excess thereof  
19 shall be paid by the unit member, monthly, in advance, by automatic payroll withdrawal,  
20 i.e., the District shall deduct from the monthly paychecks of unit members such amounts  
21 in excess of the maximum monthly contribution and shall pay said amount to the insurer,  
22 broker, or other payee as appropriate. Such deductions, if any, are not subject to  
23 negotiation and shall be commenced and/or completed without negotiation. The

1 maximum District contribution for part-time unit members employed for three and a half  
2 (3.5) hours per day or more shall be prorated monthly based on a seven (7) hour work  
3 day, and sums in excess of the monthly prorated amounts shall be paid monthly by the  
4 employee by automatic payroll withdrawal. Unit members employed fewer than three  
5 and a half (3.5) hours per day shall not be eligible to receive any insurance benefits.

6 8.13 **Mileage Reimbursement**

7 A unit member who is authorized in advance to use his/her personal automobile in the  
8 performance of duties shall be reimbursed at the current IRS rate. To be eligible for such  
9 mileage reimbursement, a unit member must follow District approval and claim  
10 procedures. Per diem expenses shall be reimbursed in accordance with Board policy.

11 8.14 **Lodging**

12 Unit members who are required to travel away from their regular assigned work site, and  
13 as a result of work assignment, must lodge away from home will be reimbursed for actual  
14 and necessary expenses as determined by the Board. If the costs exceed the rate  
15 approved by the Board, they must have prior approval of the Superintendent or designee.

16 8.15 **Meals**

17 Meals will be reimbursed at the Board approved rate.

18 8.16 **Reimbursement**

19 All reimbursement claims for mileage, lodging and travel expenses shall be filed  
20 monthly on District forms. Receipts are required and shall be attached. No receipts are  
21 required for meals.

22

1 **ARTICLE IX.**

2 **EVALUATION AND PERSONNEL FILES**

3 9.1 **Evaluation Procedures**

4 9.1.1 The District retains the responsibility for evaluation and assessment of  
5 performance of each unit member, subject only to the provisions of this Article.  
6 No grievance arising under this article may be filed with respect to the substance,  
7 rating or conclusions in the evaluation. The unit member may only file a  
8 grievance based on an allegation that the evaluation process was violated.

9 9.1.2 Probationary, certificated unit members shall be evaluated at least once each  
10 school year. Permanent certificated unit members shall be evaluated at least once  
11 every two (2) school years. Permanent certificated unit members who have been  
12 employed at least ten (10) years with the school district, are highly qualified  
13 (NCLB), and whose previous evaluation rated the employee as meeting or  
14 exceeding standards shall be evaluated every five (5) years, if the evaluator and  
15 unit member being evaluated agree.

16 9.1.3 Prior to November 1, the unit member and the evaluator shall meet, discuss, and  
17 attempt to mutually agree upon the criteria for evaluation (Education Code  
18 Section 44662).

19 9.1.4 An evaluation shall be based upon at least one (1) pronounced observation. Prior  
20 to the pronounced observation, the evaluator shall confer with the unit member.  
21 Other observations may occur without advance notice or advance conference.  
22 Observation(s) for the purpose of evaluation shall be a minimum of thirty (30)  
23 minutes or one class period. The unit member shall have the right to identify any

1 constraints which the unit member believes may inhibit his/her ability to meet the  
2 objectives and standards established. A post observation conference shall be held  
3 between the evaluator and the unit member within seven (7) working days of each  
4 observation. During the course of the evaluation period, circumstances may  
5 change which require modification of the original objectives and standards. The  
6 unit member and the evaluator will meet to discuss these changes.

7 9.1.5 If the evaluator determines that the performance of the unit member during the  
8 observation is unsatisfactory, the unit member may, in writing, request another  
9 observation prior to the District's preparation of the final written evaluation.

10 9.1.6 The unit member may prepare a written response to the evaluation, and the  
11 response, if any, shall be attached to the evaluation and placed in the unit  
12 member's personnel file.

13 9.1.7 The final written evaluation of the unit member shall be transmitted to the unit  
14 member 30 days prior to the last pupil attendance day. A final evaluation  
15 conference shall be scheduled within the same time line.

16 9.1.8 In the event the unit member is not performing satisfactorily, the evaluator shall  
17 notify the unit member and make specific recommendations in areas of needed  
18 improvement and endeavor to assist the unit member in such performance. The  
19 District and the unit member shall discuss available resources to assist the unit  
20 member.

21 9.1.9 Within ten (10) calendar days after receipt of the evaluation, the unit member may  
22 prepare a written response to the evaluation, and the response shall be placed with  
23 the evaluation in the unit member's personnel file if received within said ten (10)



1 days.

2 9.3 **Personnel Files**

3 9.3.1 The official District personnel file of each unit member shall be maintained at the  
4 District's central administrative office.

5 9.3.2 A unit member may inspect and make copies of such materials in his/her  
6 personnel file with the exception of materials which:

7 a. were obtained prior to employment,

8 b. were prepared by identifiable examination committee members or,

9 c. were obtained in connection with a promotional examination.

10 9.3.3 A unit member may inspect such materials in her/his personnel file, with the  
11 exception of the above specified items, during the normal business hours of the  
12 District Office at times other than when the unit member is required to render  
13 service. Such inspection shall take place under the supervision of a District  
14 administrator or designee.

15 9.3.4 No materials of a derogatory nature, except the above specified items, may be  
16 placed in a unit member's personnel file without allowing the unit member an  
17 opportunity to review and comment thereon. A unit member shall have the  
18 right to enter, and have attached to any such derogatory statement, her/his own  
19 comments thereon. The review and comment upon materials of a derogatory  
20 nature shall take place at a time when the unit member can be spared from  
21 duty as determined by the supervisor. The unit member shall submit a request  
22 in advance to the supervisor to leave the normal place of work during assigned  
23 duty times for such review and comment.

1 **ARTICLE X**

2 **COMPLAINT PROCEDURE**

3 The appropriate processing of complaints concerning unit members shall be from the  
4 complainant to the unit member to the unit member's Principal to the Superintendent to the  
5 Governing Board.

6 10.1 **Informal Complaint**

7 10.1.1 If the Superintendent or the unit member's Principal receives an oral complaint,  
8 they may exercise their discretion whether or not to direct the complainant to  
9 meet with the unit member to discuss the complaint. However, the Principal  
10 should inform the unit member of the complaint.

11 10.1.2 This complaint procedure does not apply to a complaint made by one employee of  
12 the District against another employee of the District. Such complaints shall be  
13 resolved as determined by the Superintendent or designee. Complaints presented  
14 to the Governing Board must be submitted in writing.

15 10.2 **Formal Complaint**

16 10.2.1 **Level I**

17 Upon receipt of a written complaint, the Superintendent or the unit  
18 member's Principal shall give a copy of the written complaint to the unit member  
19 and shall direct to meet with the unit member if they have not already met.

20 Efforts shall be made to achieve early resolution of the complaint. The  
21 complainant may decline to meet with the unit member. The unit member may  
22 decline to meet with the complainant. If a meeting is held, then the unit  
23 member's Principal or designee shall facilitate the meeting in an attempt to

1 resolve the complaint.

2 An Association representative may also be present at the meeting .

3 **10.2.2 Level II**

4 If the complaint is not resolved at Level I, or if the complainant or the unit  
5 member refuses to meet at Level I, then the Superintendent shall attempt to meet  
6 with the parties and resolve the complaint.

7 **10.2.3 Level III**

8 If the complaint is not resolved at Level II, then if the complainant desires to have  
9 the complaint heard by the Governing Board, he/she shall so advise the  
10 Superintendent in writing, and the Superintendent shall provide a copy of the  
11 written complaint to the Board of Trustees.

12 10.2.3.1 The unit member shall be given notification of the time, date, and place  
13 of any Board of Trustees meeting at which the Board of Trustees will  
14 hear the complaint. The complaint shall be heard by the Board of  
15 Trustees within sixty (60) days. The unit member shall have the right to  
16 be represented at the meeting.

17 10.3 If a unit member challenges the truth of the allegations contained in the complaint, he/she  
18 may file a rebuttal on that basis. The failure of a unit member to file a rebuttal shall not  
19 be construed as an admission that the allegations in the complaint are true.

20 10.4 The written complaint shall not be placed in the personnel file if it is withdrawn, resolved  
21 in favor of the employee, or determined to be false.

22

1 **ARTICLE XI.**

2 **GRIEVANCE**

3 11.1 **Definitions**

4 11.1.1 **Grievance**

5 A “grievance” is a formal written allegation by a grievant, that the grievant, has  
6 been adversely affected by a violation of the specific provisions of this  
7 Agreement.

8 11.1.2 **Grievant**

9 A “grievant” may be the Association or any member of the bargaining unit  
10 covered by the terms of this Agreement.

11 11.1.3 **Day**

12 A “day” is a regular school day.

13 11.1.4 **Immediate Supervisor**

14 The “immediate supervisor” is the lowest level administrator having immediate  
15 jurisdiction over the grievant who has been designated by the District to adjust  
16 grievances.

17 11.2 **Informal Level**

18 Before filing a formal written grievance, the grievant shall attempt to resolve it by an  
19 informal conference with the immediate supervisor or designee.

1 11.3 **Formal Level**

2 11.3.1 **Level I**

3 11.3.1.1 **Initiate Formal Grievance**

4 Within twenty (20) days after the occurrence of the act or omission  
5 giving rise to the grievance or of when the grievant knew, or should  
6 have reasonably known, of such occurrence, the grievant must present  
7 the grievance in writing to the immediate supervisor. The District shall  
8 provide a copy of this grievance to the Association.

9 11.3.1.2 **Statement of the Grievance**

10 This statement of the grievance shall be clear and concise, citing the  
11 specific section of the contract alleged to have been violated, the  
12 circumstances involved, the decision rendered at the informal  
13 conference, and the specific remedy sought.

14 11.3.1.3 **Response to Grievance**

15 The Supervisor shall communicate the decision to the grievant in  
16 writing ten (10) days after receiving the grievance. If the Supervisor  
17 does not respond within the time limits, the grievant may appeal to the  
18 next level.

19 11.3.1.4 **Personal Conference**

20 Within the above time limits, either the grievant or the supervisor may  
21 request a personal conference with the other party.

1           **11.3.2 Level II**

2                   **11.3.2.1 Appeal Decision at Level I**

3                           If the grievant is not satisfied with the decision at Level I, they may,  
4                           within ten (10) days, appeal the decision to the Superintendent or  
5                           designee. This statement shall include a copy of the original grievance,  
6                           the decision rendered at Level I, and a clear, concise statement of the  
7                           reason for the appeal. The Superintendent/designee shall meet with the  
8                           grievant for clarification and possible solutions.

9                   **11.3.2.2 Superintendent/Designee's Decision**

10                           The Superintendent or designee shall communicate his/her decision to  
11                           the grievant within ten (10) days. If the Superintendent or designee  
12                           does not respond within the time limits provided, the grievant may  
13                           appeal to the next level.

14                   **11.3.2.3 Superintendent as Immediate Supervisor**

15                           In the event that the Superintendent is the immediate supervisor who  
16                           processed the grievance at Level I, this level shall be bypassed.

17           **11.3.3 Level III, Mediation**

18                   **11.3.3.1 Request for Mediation**

19                           In the event that the grievant is not satisfied with the decision at Level  
20                           II, they, within five (5) days, may request in writing that the Association  
21                           submit the matter to mediation. Within five (5) days of the request of  
22                           the grievant, the Association may notify the Superintendent in writing

1 of a request for the services of a State mediator. The district shall then  
2 contact the California State Mediation and Conciliation Service within  
3 ten (10) days and request that a mediator be provided.

4 **11.3.3.2 Mediation**

5 At the onset of mediation sessions, the mediator shall be presented with  
6 positions of both parties and shall attempt to mediate the disagreement.

7 **11.3.3.3 Mutual Agreement**

8 The parties shall attempt to reach agreement through mediation within  
9 fifteen (15) days. If mutual agreement by the parties is reached, that  
10 agreement shall be reduced to writing and signed as final and binding.

11 **11.3.3.4 Fees and Expenses**

12 The fees and expenses of the mediator shall be borne equally by the  
13 District and the Association. All other expenses shall be borne by the  
14 party incurring them.

15 **11.3.4 Level IV, Arbitration**

16 **11.3.4.1 When to Arbitrate**

17 In the event that no agreement is reached at Level III, the grievant,  
18 within ten (10) days, may request in writing that the Association submit  
19 the grievance to arbitration.

20 **11.3.4.2 Submitting Grievance to Arbitration**

21 Only the Association, by written notice to the Superintendent or  
22 designee within ten (10) days of the above request of the grievant, may

1 submit the grievance to arbitration.

2 **11.3.4.3 Selection of Arbitrator**

3 The Association and the District shall, by mutual agreement, select an  
4 arbitrator. If no agreement can be reached within five (5) days of the  
5 above request of the Association, the parties shall request the California  
6 State Conciliation Service to supply a list of five (5) names of persons  
7 experienced in hearing grievances in California public schools. Each  
8 party shall alternately strike a name until only one name remains. The  
9 order of striking shall be determined by lot.

10 **11.3.4.4 Arbitrator's Function**

11 In each dispute, the arbitrator shall, as soon as possible, hear evidence  
12 and render a decision on the issue(s) submitted. If the parties cannot  
13 agree upon a submission agreement, the arbitrator shall determine the  
14 issue(s) by discussion with the answers thereto at each step.

15 **11.3.4.5 Arbitrability of a Grievance**

16 If any question arises regarding the arbitrability of a grievance, the  
17 arbitrator shall make a determination on this issue prior to hearing the  
18 merits of the grievance unless they determine otherwise.

19 **11.3.4.6 Arbitrator's Finding/Award**

20 After the hearing and after both parties have been given an opportunity  
21 to make arguments, the arbitrator shall submit his/her findings and award  
22 to both parties. The findings and award of the arbitrator shall be final



1                   and binding.

2                   **11.3.4.7 Limited Power of the Arbitrator**

3                   The arbitrator shall have no power to add to, subtract from, or modify  
4                   the terms of this Agreement, nor shall the arbitrator be empowered to  
5                   render a decision on issue(s) not before the arbitrator. The authority of  
6                   the arbitrator to award back pay shall be limited by applicable  
7                   provisions of the law. The arbitrator shall also be without power or  
8                   authority to make any decision which requires the commission of any  
9                   act prohibited by law.

10                  **11.3.4.8 Fees and Expenses**

11                  The fees and expenses of the arbitrator shall be borne equally by the  
12                  District and the Association. Concerning transcripts, the cost shall be  
13                  borne equally by the parties if the transcript is requested by both parties  
14                  or the arbitrator. If the transcript is requested by only one party, that  
15                  party shall incur the expense. All other expenses shall be borne by the  
16                  party incurring them.

17   11.4   **General Provisions**

18                  **11.4.1 Failure to Meet Time Limits**

19                  A bargaining unit member who fails to comply with the time limit specified in  
20                  Section 11.3 will forfeit all right to the application of the grievance procedure for  
21                  the alleged contract violation.

1                    **11.4.2 Appeal and Time Limits**

2                    A decision rendered at any step in these procedures becomes final unless  
3                    appealed within the time limits specified.

4                    **11.4.3 Modify Time Limits**

5                    Time limits given in these procedures may be modified by written agreement  
6                    of the parties involved.

7                    **11.4.4 Grievances Without Association Intervention**

8                    Any employee may present grievances in accordance with this Article without  
9                    intervention of the Association so long as the adjustment is not inconsistent  
10                   with the terms of this Agreement. The District shall not agree to the final  
11                   resolution of the grievance until the Association has been given an  
12                   opportunity to file a response.

13                   **11.4.5 Grievant Representation**

14                   The grievant shall be present at all stages of the grievance procedures. The  
15                   grievant has the right of representation by the Association at all levels of the  
16                   grievance procedure.

17

18

1 **ARTICLE XII.**

2 **TRANSFER AND REASSIGNMENT**

3 **12.1 General Provisions**

4 12.1.1 In accordance with Education Code Section 35035, the Superintendent may  
5 transfer unit members within the District, limited only by the express procedures  
6 contained in this Article.

7 12.1.2 In making transfers, the District shall consider such educationally related criteria  
8 as a unit member’s relevant work experience, credentials, educational training,  
9 length of District service, and established duties, as well as educational needs and  
10 requirements of the vacant position.

11 **12.2 Definitions**

12 **12.2.1 Vacancy**

13 A “vacancy” is a position, as determined by the District, that is not filled after  
14 reassignments, voluntary transfers, and involuntary transfers of current unit  
15 members, or is a new assignment of three (3) periods or 50% FTE (full-time  
16 equivalent) or more.

17 **12.2.2 Reassignment**

18 A “reassignment” is a change of assignment within a given school.

19 **12.2.3 Transfer**

20 A “transfer” is the movement of a unit member from one school to another within  
21 the District.

22 **12.3 Voluntary Transfer**

23 **12.3.1 Request for Transfer**

1 A unit member may submit a request for transfer to the District at any time,  
2 whether or not a vacancy exists. A unit member may also submit a request for a  
3 transfer subsequent to the posting of a vacancy pursuant to the procedure of this  
4 section.

5 **12.3.2 Application for Vacancy**

6 If a unit member already has a transfer application on file, it is not necessary to  
7 make further application in order to be considered for any vacancies for which the  
8 unit member may have applied.

9 **12.3.3 Rejections**

10 The District shall, upon request of the unit member, provide in writing the reasons  
11 for not being selected for the vacancy.

12 **12.4 Involuntary Transfer**

13 12.4.1 The District shall seek volunteers prior to making any involuntary transfer, but  
14 shall not be held to transferring volunteers if this is not in the best interest of  
15 the District.

16 **12.4.2 Notification of Transfer**

17 A unit member who does not request a transfer may not be transferred until given  
18 an opportunity (a written communication or a telephone call if the employee is not  
19 available) for a meeting with the Superintendent to discuss the reasons for the  
20 transfer. At this point, the Superintendent becomes the designee as defined in 11.2.

21 12.4.2.1 Upon request of the employee, the reasons shall be given in writing.

22 12.4.2.2 The employee shall also be given an opportunity to be considered for  
23 other vacancies which are available at the time of the impending transfer.

1           **12.4.3 Transfer Deadline**

2           All such transfers shall be completed by the last day of each school year. In the  
3           event of an occurrence after this date, such as a death, resignation, leave of  
4           absence, change in enrollment, or other unforeseen emergencies, transfers may be  
5           made or changed by the District.

6   **12.5 Reassignment**

7           **12.5.1 Apply for Reassignment**

8           Teachers who wish to be considered for reassignment may at any time file a  
9           written request with the Principal/District. The Principal shall consider such  
10          requests in making any reassignments.

11          **12.5.2 Class Assignment – Deadline**

12          A teacher shall be given his/her tentative class assignments for the following year  
13          by the last day of each school year. In the event that assignments are  
14          subsequently changed, a teacher shall be notified as soon as practicable, and given  
15          an opportunity (written communication or telephone call if employee is not  
16          available) for a meeting with the Principal or designee to discuss the  
17          reassignment.

18          **12.5.3 Condition of Reassignment**

19          Reassignment shall not be made without giving the employee an opportunity to  
20          consult with the Principal or designee. Upon the request of the employee, the  
21          reasons for such assignment shall be given in writing.

22

23

1 12.6 **Preparation Time Upon Transfer or Reassignment**

2 12.6.1 A unit member shall be paid one extra day for moving a classroom prior to the  
3 start of school at the same site.

4 12.6.2 A unit member shall be paid one extra day for an assignment change of more  
5 than one-half of their schedule.

6 12.6.3 A unit member shall be paid two extra days for moving prior to the start of  
7 school to a new site.

8 12.6.4 In the event of a transfer or change in assignment after the start of school, the unit  
9 member shall be granted, upon request, up to two (2) days of release time for  
10 preparation. Such preparation time shall be scheduled by the Principal contingent  
11 upon securing a substitute.

12  
13

1 **ARTICLE XIII.**

2 **POSTING OF JOB VACANCIES**

3 13.1 **Definitions**

4 13.1.1 Vacancy. A “vacancy” is a position, as determined by the District, that is not  
5 filled after reassignments, voluntary transfers, and involuntary transfers of current unit  
6 members, or is a new assignment of three (3) periods or 50% FTE (full-time equivalent)  
7 or more

8 13.2 The District shall post on the bulletin board in the District Office and at a designated  
9 location at each site, vacancies for bargaining unit positions. The District will e-mail job  
10 vacancy announcements to each unit member’s district e-mail. It is the responsibility of  
11 the unit member to check their district e-mail.

12 13.3 Each vacancy announcement shall remain posted for a period of at least seven (7)  
13 calendar days, during which time bargaining unit members may apply. Such posting  
14 shall include pertinent information about the vacancy and the deadline for submitting  
15 requests for consideration.

16 13.4 Unit members may submit to the District Office a written request via e-mail for  
17 consideration for each such vacancy.

18 13.5 The District shall inform all unit members submitting requests for consideration for a  
19 vacancy of the disposition of their request.

20 13.6 If a unit member's request to fill a vacancy is not granted, the unit member shall be  
21 entitled to a meeting with the District Superintendent or designee to discuss the reason  
22 why the request was not granted.

23 13.7 The assigned TK-6 classroom teacher shall have first opportunity to be the home/hospital

1 teacher for a student in their classroom who has a need for a home/hospital teacher. If the  
2 classroom teacher does not accept the assignment, then it will be assigned to the district  
3 home/hospital teacher. The home/hospital teacher stipend position will be posted  
4 annually. Unit members shall be given first consideration for the home/hospital teacher  
5 stipend position.



1 **ARTICLE XIV.**

2 **SUPPORT OF AGREEMENT**

3 The District and the Association agree that it is to their mutual benefit to encourage the  
4 resolution of differences through the meeting and negotiation process. Therefore, it is agreed  
5 that the Association will not appear before any public bodies to seek changes or improvements in  
6 any matter subject to the meeting and negotiation process except by mutual agreement of the  
7 District and the Association.

8

1 **ARTICLE XV.**

2 **EFFECT OF AGREEMENT**

3 It is understood and agreed that specific provisions contained in this Agreement shall prevail  
4 over District practices and procedures to the extent permitted by State law and that in the absence  
5 of specific provisions in this Agreement such practices and procedures are discretionary.

6

1 **ARTICLE XVI.**

2 **SAVINGS**

3 16.1 In the event that any rule, regulation, statute or law, enacted or adopted by the Federal or  
4 State legislature or any final decision of the Public Employment Relations Board or final  
5 decision of a court affects, modifies, declares invalid, adds to or subtracts from the  
6 provisions of this Agreement, the parties shall meet and negotiate the affect and impact.

7 16.2 In the event that the economic benefits (such as insurance, holidays, vacation, leaves,  
8 hours, compensation, or others) provided to unit members, or other matters within the  
9 scope of negotiations, are changed by statute, law or regulation of the State or Federal  
10 Government, the parties shall meet and negotiate the resolution and impact thereof.

11 16.3 If any provision of this Agreement is held to be contrary to law by any agency or power  
12 having jurisdiction over the parties, such provision shall be deemed invalid and subsisting  
13 except the extent permitted by law, but all other provisions shall continue and will be  
14 applied in full force and effect.

15 16.4 In the event that a provision of this Agreement is held to be invalid, either party may  
16 reopen negotiations concerning a valid successor provision by notifying the other party.

17

1 **ARTICLE XVII.**

2 **EMERGENCY PROVISION**

3 The District retains its rights to amend, modify or rescind policies, practices and provisions  
4 referred to herein in this Agreement in the event of an emergency. However, the District will  
5 enter into conversation with the Association in an effort to mutually resolve an emergency. An  
6 "emergency" is defined as a natural or man-made disaster, act of God, decrease in funding by  
7 more than 10% over the prior year, unexpected weather or damage or threat to District facilities,  
8 war, fire, or other serious occurrence beyond the control of the District. Issues arising out of the  
9 exercise of the provisions of this article, including the facts underlying such exercise, shall be  
10 expressly excluded from the article entitled "Grievance" contained in this Agreement.

11

1 **ARTICLE XVIII.**

2 **Organizational Security**

3 18.1 **Dues Deduction**

4 18.1.1 The right of payroll deduction for payment of membership dues, initiation fees,  
5 and general assessments shall be accorded exclusively to the Association. The  
6 District shall deduct other voluntary payments as authorized by unit members and  
7 the Association. Association members who currently have authorization cards on  
8 file for the above purposes need not be resolicited. Membership dues, initiation  
9 fees, and general assessments, upon formal written request from the Association  
10 to the District, shall be increased or decreased without resolicitation and  
11 authorization from unit members.

12 18.1.2 Any unit member who is a member of the Association or who has applied for  
13 membership, may sign and deliver to the District an assignment authorizing  
14 deduction of membership dues, initiation fees, and general assessments of the  
15 Association. Pursuant to such authorization, the District shall deduct one-tenth  
16 (1/10) of such dues from the regular salary check of the unit member each month  
17 for ten (10) months. Deductions for unit members who sign such authorization  
18 after the commencement of the school year shall be appropriately prorated to  
19 complete payments by the end of the school year.

20 18.1.3 With respect to all sums deducted by the District pursuant to Section 19.1.1  
21 above, the District agrees to remit such moneys promptly to the Association  
22 accompanied by an alphabetical list of unit members, including their names,  
23 addresses, and work locations for whom such deductions have been made, and

1           indicating any changes in personnel from the list previously furnished.

2  
3   18.2   **Maintenance of Membership**

4           19.2.1 The Association and the District agree that any unit member who is a member of  
5           the Association at the time this Agreement becomes effective or who enrolls  
6           during the term of the Agreement shall maintain such membership for the  
7           duration of this Agreement. This provision shall not deprive any member of the  
8           right to terminate her or his membership within the 30 day period following  
9           expiration of the Agreement. If a member who is covered by the maintenance of  
10          membership requirement withdraws authorization for dues deduction and/or  
11          refuses to provide the Association with a lump sum cash payment of dues for the  
12          year, the District shall deduct membership dues as provided in Education Code  
13          Section 45601 and in the same manner as set forth in Sections 19.1.1 and 19.1.2  
14          above.

15   18.3   **Agency Fee**

16          19.3.1 Any unit member who is not a member of the Association, or who does not make  
17          application for membership within 30 days of the effective date of this  
18          Agreement, or within 30 days from the date of commencement of assigned duties  
19          within the bargaining unit, shall become a member of the Association or pay to  
20          the Association a fee in an amount equal to membership dues, initiation fees and  
21          general assessments, payable to the Association in one lump-sum cash payment in  
22          the same manner as required for the payment of membership dues. In the event  
23          that a unit member does not pay such fee directly to the Association, the

1 Association shall so inform the District, and the District shall immediately begin  
2 automatic payroll deduction as provided in Education Code Section 45061 and in  
3 the same manner as set forth in this Article. There shall be no charge to the  
4 Association for such mandatory agency fee deductions.

5 18.3.2 Any unit member who is a member of a religious body whose traditional tenets or  
6 teachings include objections to joining or financially supporting employee  
7 organizations shall not be required to join or financially support the Association  
8 as a condition of employment; except that such unit member shall pay, in lieu of a  
9 service fee, sums equal to such service fee to one of the following non-religious,  
10 non-labor organization, charitable funds exempt from taxation under Section 501  
11 (c)(3) of Title 26 of the Internal Revenue Code:

12 18.3.2.1 See Appendix C (SVTA Approved Charitable Funds)

13  
14 To receive a religious exemption, the unit member must submit a detailed written statement  
15 establishing the basis for the religious exemption. The Association executive board shall  
16 communicate in writing to the unit member its acceptance or rejection of the exemption. If  
17 accepted, the unit member shall make the payment to an appropriate charity as described above.  
18 Such payment shall be made on or before the due date for cash dues/fees for each school year.

19  
20 18.3.3 Proof of payment shall be made on an annual basis to the Association and District  
21 as a condition of continued exemption from the payment of agency fee. Proof of  
22 payment shall be in the form of receipts and/or canceled checks indicating the  
23 amount paid, date of payment, and to whom payment in lieu of the service fee has

1           been made. No in-kind services may be received for payments, nor may the  
2           payment be in a form other than money such as the donation of used items. Such  
3           proof shall be presented on or before the due date for cash dues/fees for each  
4           school year.

5           18.3.4 With respect to all sums deducted by the District pursuant to sections above,  
6           whether for membership dues or agency fee, the District agrees to remit such  
7           moneys promptly to the Association accompanied by an alphabetical list of unit  
8           members for whom such deductions have been made, categorizing them as to  
9           membership or non-membership in the Association, and indicating any changes in  
10          personnel from the list previously furnished.

11          18.3.5 The Association and District agree to furnish to each other any information  
12          needed to fulfill the provisions of this Article.

13   18.4   The Association agrees to pay to the District all reasonable legal fees and legal costs  
14          incurred in defending against any court action and/or administrative action challenging  
15          the legality or constitutionality of the agency fee provisions of this Agreement or their  
16          implementation. The Association shall have the exclusive right to decide and determine  
17          whether any such action or proceeding referred to above shall or shall not be  
18          compromised, resisted, defended, tried or appealed.



1 **ARTICLE XIX.**

2 **SHARED CONTRACTS**

3 19.1 The primary criteria for approving shared contracts shall be successfully meeting the  
4 educational needs of students and ensuring the other provisions of BP 4113 are met.

5 19.2 Requests for shared contracts shall be made through the site administrator to the  
6 Superintendent by February 1 of the school year preceding the school year in which the  
7 partial assignment is desired.

8 19.3 Unit members desiring a shared contract shall apply for a partial leave of absence for the  
9 portion of the contract they wish to vacate.

10 19.4 Request for partial contracts shall be approved by the site administrator, superintendent,  
11 and the Board and will be conditioned upon filling the remainder of the position if a full-  
12 time equivalent position is needed by the District. The proposed division of the contract  
13 must be approved by the site administrator who shall then make his/her recommendation  
14 to the Superintendent. The employee shall be notified by May 15 if the shared contract is  
15 approved.

16 19.5 Unit members who were full-time prior to a shared contract will maintain their seniority  
17 at the end of the shared contract.

18 19.6 **Renewal of Shared Contracts**

19 19.6.1 All partial leaves of absence shall be considered as one year positions with no  
20 automatic right to an extension. Both the site administrator and the  
21 Superintendent shall have full discretion to decline to extend the leave.

22 19.6.2 By February 1 of the year in which the shared contract occurs, the teacher(s) shall  
23 notify the site administrator and the Superintendent in writing if they wish to

1                    apply for an extension of the agreement.

2                    19.6.3 Such extensions shall be considered on a case-by-case basis and are not

3                    automatically renewed.

4

1 **ARTICLE XX.**

2 **SIGNATURE**

3

4 This agreement is entered into by and between the Scott Valley Unified School District (District)  
5 and the Scott Valley Teachers (Association) and is effective July 1, 2015 through June 30, 2018.

6

7 IN WITNESS WHEREOF, the parties hereto have executed this Agreement this \_\_\_ day of  
8 \_\_\_\_\_, 2016.

9

10 Scott Valley Unified School District

Scott Valley Teachers Association

11

12 \_\_\_\_\_

\_\_\_\_\_

13 President

President

14

15 \_\_\_\_\_

\_\_\_\_\_

16 Board Clerk

Negotiator

17

18

\_\_\_\_\_

19

Negotiator

1 **APPENDIX A -- SALARY SCHEDULES**

SCOTT VALLEY UNIFIED SCHOOL DISTRICT

**Certificated**

2016-2017 and 2017-2018 Salary Schedule

Effective July 1, 2016

Step	Range 1	Daily Rate	Range 2	Daily Rate	Range 3	Daily Rate	Range 4	Daily Rate	Range 5	Daily Rate
	BA/BS Intern, Waiver, or Emerg.		BA/BS + 30 sem units Preliminary or Clear Cred.		BA/BS + 45 sem units Preliminary or Clear Cred.		BA/BS + 60 sem units Preliminary or Clear Cred.		BA/BS + 75 sem units or MAVMS Preliminary or Clear Cred.	
1	\$30,634	\$165.59	\$41,661	\$225.19	\$43,499	\$235.13	\$45,338	\$245.07	\$47,177	\$255.01
2			\$41,908	\$226.53	\$44,112	\$238.44	\$46,483	\$251.26	\$48,322	\$261.20
3			\$42,152	\$227.85	\$44,726	\$241.76	\$47,629	\$257.46	\$49,468	\$267.39
4			\$42,398	\$229.18	\$45,338	\$245.07	\$48,775	\$263.65	\$50,613	\$273.58
5			\$42,642	\$230.50	\$45,952	\$248.39	\$49,921	\$269.84	\$51,710	\$279.51
6					\$46,564	\$251.70	\$51,066	\$276.04	\$52,906	\$285.98
7					\$47,177	\$255.01	\$52,212	\$282.23	\$54,050	\$292.16
8					\$47,790	\$258.32	\$53,357	\$288.42	\$55,196	\$298.35
9					\$48,402	\$261.63	\$54,505	\$294.62	\$56,343	\$304.56
10			step 11 see below		\$49,014	\$264.94	\$55,648	\$300.80	\$57,488	\$310.74
11			\$45,252	\$244.61			\$56,796	\$307.00	\$58,634	\$316.94
12							\$57,941	\$313.20	\$59,778	\$323.13
13							\$59,088	\$319.39	\$60,926	\$329.33
14							\$60,232	\$325.58	\$62,071	\$335.52
15							\$61,378	\$331.77	\$63,217	\$341.71
16							\$61,851	\$334.33	\$63,735	\$344.51
17							\$62,327	\$336.90	\$64,258	\$347.34
18							\$62,807	\$339.50	\$64,785	\$350.19
19							\$63,290	\$342.11	\$65,316	\$353.06
20							\$63,776	\$344.74	\$65,851	\$355.95
21									\$66,256	\$358.14
22									\$66,663	\$360.34
23									\$67,072	\$362.55
24									\$67,484	\$364.78
25									\$67,898	\$367.02
26									\$68,315	\$369.27
27									\$68,734	\$371.54
28									\$69,156	\$373.82
29									\$69,581	\$376.11
30									\$70,008	\$378.42

**NOTE:**

1. The normal work day for a classroom teacher is 7 hours per day.
2. This salary schedule is based upon a 185 day work year, which includes three seven-hour professional development days.
3. The Health Insurance CAP is \$8,000.00
4. Only one current employee as of 04/29/09 will ever be on range 2 step 11, step eliminated when employee moves over or leaves dist.
5. Salary Increase history:
  - a. 14-15 2% + 1%=total 3% increase on schedule and 2% longevity increment added to salary each year for step 20 or higher plus 2% one time only
  - b. 15-16 3% increase on schedule plus 2% one time only
  - c. 16-17 Add additional steps 16-30. Steps include previously negotiated salary longevity increment and additional amounts to achieve high year at \$70,008.

2 Board Approved: 5/17/17

1 **APPENDIX A -- SALARY SCHEDULES**

SCOTT VALLEY UNIFIED SCHOOL DISTRICT

**Certificated**

2015-2016 Salary Schedule

Effective July 1, 2015

Step	Range 1	Daily Rate	Range 2	Daily Rate	Range 3	Daily Rate	Range 4	Daily Rate	Range 5	Daily Rate
	BA/BS Intern, Waiver, or Emerg.		BA/BS + 30 sem units Preliminary or Clear Cred.		BA/BS + 45 sem units Preliminary or Clear Cred.		BA/BS + 60 sem units Preliminary or Clear Cred.		BA/BS + 75 sem units or MA/MS Preliminary or Clear Cred.	
1	\$30,634	\$165.59	\$41,661	\$225.19	\$43,499	\$235.13	\$45,338	\$245.07	\$47,177	\$255.01
2			\$41,908	\$226.53	\$44,112	\$238.44	\$46,483	\$251.26	\$48,322	\$261.20
3			\$42,152	\$227.85	\$44,726	\$241.76	\$47,629	\$257.46	\$49,468	\$267.39
4			\$42,398	\$229.18	\$45,338	\$245.07	\$48,775	\$263.65	\$50,613	\$273.58
5			\$42,642	\$230.50	\$45,952	\$248.39	\$49,921	\$269.84	\$51,710	\$279.51
6					\$46,564	\$251.70	\$51,066	\$276.04	\$52,906	\$285.98
7					\$47,177	\$255.01	\$52,212	\$282.23	\$54,050	\$292.16
8					\$47,790	\$258.32	\$53,357	\$288.42	\$55,196	\$298.35
9					\$48,402	\$261.63	\$54,505	\$294.62	\$56,343	\$304.56
10			step 11 see below		\$49,014	\$264.94	\$55,648	\$300.80	\$57,488	\$310.74
11			\$45,252	\$244.61			\$56,796	\$307.00	\$58,634	\$316.94
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14							\$60,232	\$325.58	\$62,071	\$335.52
15							\$61,378	\$331.77	\$63,217	\$341.71
20							\$62,526	\$337.98	\$64,361	\$347.90
25									\$65,509	\$354.10
28									\$66,283	\$358.29
30									\$67,312	\$363.85

**NOTE:**

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5. 2% longevity increment added to salary each year for step 20 or higher.
6. Salary Increase history:
  - a. 14-15 2% + 1%=total 3% increase on schedule and 2% longevity increment added to salary each year for step 20 or higher plus 2% one time only
  - b. 15-16 3% increase on schedule plus 2% one time only

2 Board Approved: 03/16/2016

3

# 1 APPENDIX A -- SALARY SCHEDULES

SCOTT VALLEY UNIFIED SCHOOL DISTRICT

## Certificated

2015-2016 Salary Schedule

Effective July 1, 2015

**FOR ILLUSTRATIVE PURPOSES ONLY TO SHOW LONGEVITY INCLUDED**

Step	Range 1	Daily Rate	Range 2	Daily Rate	Range 3	Daily Rate	Range 4	Daily Rate	Range 5	Daily Rate
	BA/BS Intern, Waiver, or Emerg.		BA/BS + 30 sem units Preliminary or Clear Cred.		BA/BS + 45 sem units Preliminary or Clear Cred.		BA/BS + 60 sem units Preliminary or Clear Cred.		BA/BS + 75 sem units or MA/MS Preliminary or Clear Cred.	
1	\$30,634	\$165.59	\$41,661	\$225.19	\$43,499	\$235.13	\$45,338	\$245.07	\$47,177	\$255.01
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7					\$47,177	\$255.01	\$52,212	\$282.23	\$54,050	\$292.16
8					\$47,790	\$258.32	\$53,357	\$288.42	\$55,196	\$298.35
9					\$48,402	\$261.63	\$54,505	\$294.62	\$56,343	\$304.56
10			step 11 see below		\$49,014	\$264.94	\$55,648	\$300.80	\$57,488	\$310.74
11			\$45,252	\$244.61			\$56,796	\$307.00	\$58,634	\$316.94
12							\$57,941	\$313.20	\$59,778	\$323.13
13							\$59,088	\$319.39	\$60,926	\$329.33
14							\$60,232	\$325.58	\$62,071	\$335.52
15							\$61,378	\$331.77	\$63,217	\$341.71
20	See Below for illustrative for steps 20 and higher						\$62,526	\$337.98	\$64,361	\$347.90
25									\$65,509	\$354.10
28									\$66,283	\$358.29
30									\$67,312	\$363.85

### NOTE:

- The normal work day for a classroom teacher is 7 hours per day.
- This salary schedule is based upon a 185 day work year, which includes three seven-hour professional development days.
- The Health Insurance CAP is \$8,000.00
- Only one current employee as of 04/29/09 will ever be on range 2 step 11, step eliminated when employee moves over or leaves dist.
- 2% longevity increment added to salary each year for step 20 or higher.
- Salary Increase history:
  - 14-15 2% + 1%=total 3% increase on schedule and 2% longevity increment added to salary each year for step 20 or higher plus 2% one time only
  - 15-16 3% increase on schedule plus 2% one time only

For illustrative purposes to reflect the 2% longevity increment for step 20 or higher.

20							\$63,776	\$344.74	\$65,648	\$354.86
25									\$66,819	\$361.18
28									\$67,609	\$365.45
30									\$68,658	\$371.13

2  
3

1  
2

**APPENDIX A -- SALARY SCHEDULES**

SCOTT VALLEY UNIFIED SCHOOL DISTRICT

**Dean of Students**  
2016-17 Salary Schedule  
Effective July 1, 2016

Position	Work Days	Sick Leave	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Dean of Students	182	10	\$70,188	\$71,592	\$73,023	\$74,484	\$75,974	\$77,494

\*Teaching Dean of Students will be prorated with teaching assignment

**NOTE:**

1. Advancement on schedule is contingent upon a satisfactory annual evaluation.
2. The Health Insurance CAP is \$8,000.00
3. Salary Increase History:
  - a. 14-15 2%+1%=3% increase on schedule plus 2% one time only
  - b. 15-16 3% increase on schedule plus 2% one time only

3

Board Approved: 06/15/16

1 **APPENDIX A -- SALARY SCHEDULES**

SCOTT VALLEY UNIFIED SCHOOL DISTRICT

**Dean of Students**

2015-2016 Salary Schedule

Effective July 1, 2015

Position	Work Days	Sick Leave	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Dean of Students	182	10	\$70,188	\$71,592	\$73,023	\$74,484	\$75,974	\$77,494

\*Teaching Dean of Students will be prorated with teaching assignment

**NOTE:**

1. Advancement on schedule is contingent upon a satisfactory annual evaluation.
2. The Health Insurance CAP is \$8,000.00
3. Salary Increase History:
  - a. 14-15 2%+1%=3% increase on schedule plus 2% one time only
  - b. 15-16 3% increase on schedule plus 2% one time only

Board Approved: 03-16-16

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1 APPENDIX B Page 1 of 2 -- EXTRA DUTY STIPENDS

<b>Academic and Athletic Supplemental Salary Schedule 2016-17 and 2017-2018</b>	
<p><b>Class "A"</b>                      Activities Director (EHS)                      Athletic Director (EHS &amp; SVJH)</p>	<p><b>Class "F"</b>                      Lead Tech Teacher                      Teacher in Charge (TIC)                      Split Class</p>
<p><b>Class "B"</b>                      Basketball, head coach (EHS)                      Drama (EHS)                      FFA coach (EHS)                      Football, head coach (EHS)                      Journalism (EHS)                      Yearbook (EHS)</p>	<p><b>Class "G"</b>                      Music Director (EHS)                      Yearbook (SVJH)</p>
<p><b>Class "C"</b>                      Assessment Coordinator (District)                      Baseball, head coach (EHS)                      Cross Country, head coach (EHS)                      Senior Project, head coach (EHS)                      Ski, head coach (EHS)                      Soccer, head coach (EHS)                      Softball, head coach (EHS)                      Tennis, head coach (EHS)                      Track, head coach (EHS)                      Volleyball, head coach (EHS)                      Wrestling, head coach (EHS)</p>	<p><b>Class "H"</b>                      Basketball, head coach (SVJH)                      Cross Country, head coach (SVJH)                      Drama (SVJH)                      Music Director (SVJH)                      Track, head coach (SVJH)                      Volleyball, head coach (SVJH)                      Wrestling, head coach (SVJH)</p>
<p><b>Class "D"</b>                      Basketball, assistant coach (EHS)                      Football, assistant coach (EHS)</p>	<p><b>Class "I"</b>                      Class Advisor                      Elementary school head coach                      All assistant coaches (SVJH)</p>
<p><b>Class "E"</b>                      Activities Director (SVJH)                      Baseball, assistant coach (EHS)                      Cheerleader/Pep Squad, head                      GATE (EHS &amp; SVJH)                      Golf (EHS)                      Senior Project, assistant coach                      Soccer, assistant coach (EHS)                      Softball, assistant coach (EHS)                      Tennis, assistant coach (EHS)                      Track, assistant coach (EHS)                      Volleyball, assistant coach (EHS)                      Wrestling, assistant coach (EHS)</p>	<p><b>Class "J"</b>                      AP Coordinator                      Cheerleader/Pep Squad, head                      Spanish Trip Advisor (EHS)                      Event Coordinator, i.e.                          history day, outdoor school                          ski trip, talent show</p>

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1 APPENDIX B Page 2 of 2 -- EXTRA DUTY STIPENDS

<b>Academic and Athletic Supplemental Salary Schedule 2016-2017 and 2017-2018</b>			
<b>Supplemental Pay Rates</b>			
<b>Class</b>	<b>Amount</b>	<b>Longevity</b>	<b>Longevity</b>
		<b>After 2 years * 3%</b>	<b>After 5 years ** 6%</b>
Class "A"	\$3,640	\$3,749	\$3,858
Class "B"	\$2,559	\$2,636	\$2,713
Class "C"	\$2,234	\$2,301	\$2,368
Class "D"	\$2,048	\$2,110	\$2,171
Class "E"	\$1,805	\$1,859	\$1,913
Class "F"	\$1,443	\$1,486	\$1,530
Class "G"	\$1,079	\$1,112	\$1,144
Class "H"	\$920	\$948	\$975
Class "I"	\$767	\$790	\$813
Class "J"	\$526	\$542	\$558
* Paid on year 3 and subsequent years			
** Paid on year 6 and subsequent years			
Includes 5% increase on above stipends eff. 07/01/2014			
Includes 10% increase on above stipends eff. 07/01/2015			
Includes 5% increase on above stipends eff. 07/01/2016			
<b>Adult Education Instructor</b>			<b>\$50</b>
<b>Standard Extra Service Rate</b>			<b>\$30</b>
After-School Tutor			
Detention			
Home Hospital Instructor			
Senior Project Readers (6)			
Stephen Meek Independent Study Instructor			
The standard extra service rate applies to the above positions as well as similar jobs.			
Summer High School Ag Stipend			\$5,457
Includes 5% increase on above stipends eff. 07/01/2016			
Summer School Teacher - 4 hours teaching and 1 hour preparation per day at the hourly rate of Range 2, Step 1 of the salary schedule			

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1 **APPENDIX B Page 1 of 2 -- EXTRA DUTY STIPENDS**

<b>Academic and Athletic Supplemental Salary Schedule 2015-16</b>	
<p><b>Class "A"</b> Activities Director (EHS) Athletic Director (EHS &amp; SVJH)</p>	<p><b>Class "F"</b> Lead Tech Teacher Teacher in Charge (TIC) Soccer, assistant coach (EHS) Split Class</p>
<p><b>Class "B"</b> Basketball, head coach (EHS) Drama (EHS) FFA coach (EHS) Football, head coach (EHS) Journalism (EHS) Yearbook (EHS)</p>	<p><b>Class "G"</b> Music Director (EHS) Yearbook (SVJH)</p>
<p><b>Class "C"</b> Assessment Coordinator (District) Baseball, head coach (EHS) Cross Country, head coach (EHS) Senior Project, head coach (EHS) Ski, head coach (EHS) Soccer, head coach (EHS) Softball, head coach (EHS) Tennis, head coach (EHS) Track, head coach (EHS) Volleyball, head coach (EHS) Wrestling, head coach (EHS)</p>	<p><b>Class "H"</b> Basketball, head coach (SVJH) Cross Country, head coach (SVJH) Drama (SVJH) Music Director (SVJH) Track, head coach (SVJH) Volleyball, head coach (SVJH) Wrestling, head coach (SVJH)</p>
<p><b>Class "D"</b> Basketball, assistant coach (EHS) Football, assistant coach (EHS)</p>	<p><b>Class "I"</b> Class Advisor Elementary school head coach All assistant coaches (SVJH)</p>
<p><b>Class "E"</b> Activities Director (SVJH) Baseball, assistant coach (EHS) Cheerleader/Pep Squad, head GATE (EHS &amp; SVJH) Golf (EHS) Senior Project, assistant coach Softball, assistant coach (EHS) Tennis, assistant coach (EHS) Track, assistant coach (EHS) Volleyball, assistant coach (EHS)</p>	<p><b>Class "J"</b> AP Coordinator Cheerleader/Pep Squad, head Spanish Trip Advisor (EHS) Event Coordinator, i.e.     history day, outdoor school     ski trip, talent show</p>

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1 APPENDIX B Page 2 of 2 -- EXTRA DUTY STIPENDS

<b>Academic and Athletic Supplemental Salary Schedule 2015-16</b>			
<b>Supplemental Pay Rates</b>			
<b>Class</b>	<b>Amount</b>	<b>Longevity</b>	<b>Longevity</b>
		<b>After 2 years * 3%</b>	<b>After 5 years ** 6%</b>
Class "A"	\$3,466	\$3,570	\$3,674
Class "B"	\$2,437	\$2,510	\$2,583
Class "C"	\$2,127	\$2,191	\$2,255
Class "D"	\$1,951	\$2,009	\$2,068
Class "E"	\$1,719	\$1,771	\$1,822
Class "F"	\$1,374	\$1,416	\$1,457
Class "G"	\$1,028	\$1,059	\$1,090
Class "H"	\$876	\$902	\$929
Class "I"	\$730	\$752	\$774
Class "J"	\$501	\$516	\$531
* Paid on year 3 and subsequent years			
** Paid on year 6 and subsequent years			
Includes 5% increase on above stipends eff. 07/01/2014			
Includes 10% increase on above stipends eff. 07/01/2015			
<b>Standard Extra Service Rate</b>			<b>30.00</b>
Adult Education Instructor			
After-School Tutor			
Detention			
Home Hospital Instructor			
Senior Project Readers (6)			
Stephen Meek Independent Study Instructor			
The standard extra service rate applies to the above positions as well as similar jobs.			
Summer High School Ag Stipend			\$5,197
Summer School Teacher - 4 hours teaching and 1 hour preparation per day at the hourly rate of Range 2, Step 1 of the salary schedule			

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